

**Open**

# **Overview & Scrutiny Committee**

## **Agenda**

**6pm**  
**Thursday, 7th September 2017**  
**Council Chamber**  
**Wyre Forest House**  
**Finepoint Way**  
**Kidderminster**



## Overview & Scrutiny Committee

### **Members of Committee:**

**Chairman: Councillor H E Dyke**  
**Vice-Chairman: Councillor M Rayner**

**Councillor J R Desmond**  
**Councillor K Henderson**  
**Councillor S J Walker**  
**Councillor S J Williams**

**Councillor P Dyke**  
**Councillor D Little**  
**Councillor H S Williams**  
**Councillor R Wilson**

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

### **Information for Members of the Public:**

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

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

### **Declaration of Interests by Members – interests of members in contracts and other matters**

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of the Council's constitution for full details.

### **Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)**

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

### **Co-opted Members**

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

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

The following will apply:

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

**For Further information:**

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

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 7th September 2017

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
<b>3.</b>	<b>Declarations of Interests by Members</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.  Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 6th July 2017.	7
<b>5.</b>	<b>How Are We Doing? Performance Update</b>  To consider a report from the Business Improvement Officer on the performance of the Council for quarter 1 (from 1 <sup>st</sup> April 2017 to 30 <sup>th</sup> June 2017).	11
<b>6.</b>	<b>Annual Report on Treasury Management Service and Actual Prudential Indicators 2016/17</b>  To consider a report from the Corporate Director: Resources on a review of the treasury management activities for 2016/17, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	30

<b>7.</b>	<b>Wyre Forest Health and Wellbeing Plan Update</b>  To consider a report from the Strategic Housing Services Manager and the Principal Health and Sustainability Officer on the work to improve health and wellbeing in Wyre Forest and seeks endorsement of the new Wyre Forest Health Action Plan 2017-20.	48
<b>8.</b>	<b>Climate Change Update</b>  To consider a report from the Principal Health and Sustainability Officer which provides an update on the implementation of the Wyre Forest Climate Change Action Plan 2016/17 and seeks endorsement of the updated action plan for 2017/18.	65
<b>9.</b>	<b>Open Space, Playing Pitch and Sports Built Facilities Strategies</b>  To consider a report from the Spatial Planning Manager on a set of Open Space, Playing Pitch and Sports Built Facilities Strategies to meet national planning policy and guidance and to support the revised levels of growth as set out in the Council's emerging Local Plan and Infrastructure Delivery Plan. <b>Please note that the appendix to this report will be circulated electronically.</b>	75
<b>10.</b>	<b>Compulsory Acquisition of Land &amp; Properties &amp; Empty Property Strategy</b>  To consider a report from the Corporate Director: Economic Prosperity & Place on the compulsory acquisition of land & properties & the empty property strategy.	79
<b>11.</b>	<b>Public Space Protection Order (PSPO)</b>  To consider a report from the Corporate Director: Community Well-being and Environment on a public space protection order relating to dog control. <i>(Report to follow).</i>	-
<b>12.</b>	<b>Feedback from Cabinet</b>  To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 11 <sup>th</sup> July 2017.	104
<b>13.</b>	<b>Work Programme</b>  To review the work programme for the current municipal year with regard to the Corporate Plan Priority, Annual Priorities and the Forward Plan.	107
<b>14.</b>	<b>Press Involvement</b>  To consider any future items for scrutiny that might require publicity.	

15.	<b>To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
16.	<b>Exclusion of the Press and Public</b>  To consider passing the following resolution:  “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

## Part 2

Not open to the Press and Public

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

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 6TH JULY 2017 (6PM)

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**Present:**

Councillors: H E Dyke (Chairman), P Dyke, J A Hart, K Henderson, N Martin, T L Onslow, S J Walker, H S Williams, S J Williams and R Wilson.

**Observers**

Councillors: I Hardiman, N Knowles and J A Shaw.

**OS.13      Apologies for Absence**

Apologies for absence were received from Councillors: M Rayner (Vice-Chairman), J R Desmond and D Little.

**OS.14      Appointment of Substitutes**

Councillor J A Hart was appointed as a substitute for Councillor J R Desmond.  
Councillor N Martin was appointed as a substitute for Councillor M Rayner.  
Councillor T L Onslow was appointed as a substitute for Councillor D Little.

**OS.15      Declarations of Interests by Members**

Councillor P Dyke declared a Disclosable Pecuniary Interest (DPI) in exempt agenda item 15 – Residential Unit Investment Business Case, and intended to rely on the general dispensation relating to outside bodies which was granted to all Members for a period of 4 years in September 2016.

Councillor T L Onslow declared an Other Disclosable Interest (ODI) in agenda item 8 – Housing Enforcement Policy, as she was a private landlord.

Councillor J A Hart declared an ODI in agenda item 8 – Housing Enforcement Policy, as he was a private landlord.

**OS.16      Minutes**

**Decision: The minutes of the meeting held on 1st June 2017 be confirmed as a correct record and signed by the Chairman.**

**OS.17      Kidderminster Town Centre Business Improvement District**

The Committee received a report from the Town Centres Manager which asked the Committee to consider a proposal for a Business Improvement District (BID) for Kidderminster Town Centre.

The Town Centres Manager led Members in detail through the report. He advised that a BID is a defined area in a town where a partnership is formed between the private and public sector for the improvement of that particular area. He added that improvements to the defined area included new business support, town marketing, promotions and events, safety and security, cleaning and maintenance. It was stressed that the BID services agreed would be funded by an annual levy on business rates and would be in addition to those existing services already provided by the local authority.

Members commended the proposal and supported a suggestion that the boundary be potentially widened to include a large retail store in Park Lane and the businesses in the Churchfields area. A Member of the Town Council for Kidderminster stated that he would like the Town Council to be involved in the scheme which would have a positive impact on the Town and may consider financial support for the BID.

**Agreed: Recommend to Cabinet:**

**The findings of the initial feasibility study are sufficient to proceed to stage 2 of the BID Development process.**

**OS.18      Strategic Facilities & Asset Management Plan (including Wyre Forest House Tenancy Management & Marketing Strategy)**

The Committee received a report from the Facilities & Asset Manager which set out the proposed Strategic Facilities & Asset Management Plan (SF&AMP) 2017-20, which included the Wyre Forest House Tenancy Management & Marketing Plan.

Members welcomed the plans and were assured that the Council's operational buildings and site portfolio were being efficiently and effectively managed.

**Agreed: Recommend to Cabinet:**

**The Strategic Facilities & Asset Management Plan, as presented in the report, be adopted.**

**OS.19      Establishing a Local Authority Trading Company (LATC)**

The Committee considered a report from the Corporate Director: Economic Prosperity & Place on the progress made in establishing a LATC. Members were reminded that following a report to Cabinet in June 2016, the Council had agreed to set up a Capital Portfolio Fund as part of the 2017/18 budget. The Fund would enable upto £25m to be invested in revenue generating assets, subject to the Council being satisfied that the business cases were financially viable.

The Corporate Director: Economic Prosperity & Place, led the Committee through the report and outlined the key issues associated with the scheme. In relation to Governance, Members were advised that the Company would be established as a company limited by shares with the Council as the sole shareholder. He stressed the importance of the Council being able to clearly distinguish the different roles, responsibilities and interests of those sitting on the Board of the Company as



opposed to the roles, responsibilities and interests of Members or Officers to the Council, as from time to time there may be conflicts of interest which arise between being a Director of a company and making a Council decision which related to the company. In response to a Member's question, it was confirmed that there would be no remuneration for Council Officers or Members who were appointed as Directors of the Board.

Members welcomed the update and fully supported the initiative which was seen as a vehicle for profit and was in the best interests of the residents of Wyre Forest.

**Agreed: Recommend to Cabinet:**

**The work continues to establish a Local Authority Trading Company (LATC) for the Council with the Council as sole shareholder on the basis of the principles set out in the report.**

## **OS.20      Housing Enforcement Policy Update**

The Committee considered a report from the Head of Strategic Growth on the updating of the Housing Enforcement Policy following the introduction of enhanced enforcement measures to tackle 'Rogue Landlords' in accordance with the Housing and Planning Act 2016.

Councillors T L Onslow and J A Hart declared their ODIs at this point (7.19pm).

The Head of Strategic Growth led Members through the report and advised that Local Authority delegated Officers would now have the ability to issue civil financial penalties and extend the rent repayment order criteria. She added that the Worcestershire Housing Partnership Plan 2017 recognised that the private rented sector had the highest proportion of homes that did not meet a decent standard and that one in five homes presented a risk to health.

In response to concerns raised by Members relating to the capacity within the current Private Sector Housing Team, the Head of Strategic Growth confirmed that the legislation set out that any civil penalty recovered by the Council must be used for the Private Sector Housing service area. A bid to the Department of Communities and Local Government Migration fund for a post that would be dedicated solely to Wyre Forest to tackle rogue landlords is currently under consideration.

Members welcomed the policy which would potentially improve the standard of homes currently available in the private rented sector.

**Agreed: Recommend to Cabinet:**

**The Housing Enforcement Policy 2017 as set out in appendix 1 of the report, be adopted.**

## **OS.21      Treasury Management Review Panel**

The Chairman advised Members that the Treasury Management Review Panel

would be formed again for the 2017-2018 municipal year. The first training session and meeting of the Panel was scheduled to take place on Monday 4<sup>th</sup> September 2017.

**Agreed: The Principal Committee and Member Services Officer to request nominations for the Panel from Members.**

**OS.22      Feedback from Cabinet**

**Agreed: The content of the Cabinet decision list following consideration of the recommendations from its meeting on 14<sup>th</sup> June 2017 be noted.**

**OS.23      Work Programme**

The Committee considered the work programme for the current municipal year. The Chairman advised that the review into affordable housing within the District was in the process of being set up and asked Members to submit any further ideas for to her by way of a scrutiny proposal form.

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

**OS.24      Press Involvement**

There were no further items for scrutiny that might require publicity.

**OS.25      Exempt Information**

**Decision: Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.**

Councillor N Martin left the meeting at this point, (7.31pm).

**OS.26      Residential Unit Investment Business Case**

The Committee considered a report from the Head of Strategic Growth which presented a business case for a proposal for the Council to purchase four, two bedroom flats for private rent.

Members were in favour of the proposal which would generate income for the Council, and met an identified demand for this type of accommodation within the local housing market.

**Agreed: Recommend to Cabinet:**

**The purchase of four units of accommodation as detailed in the exempt report be approved.**

There being no further business, the meeting ended at 7.39pm.



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer  
Date: Thursday 7<sup>th</sup> September 2017  
Open

### How Are We Doing? Performance Update

#### 1. Summary

- 1.1 To update Members on the performance of the Council for Quarter 1 (from 1<sup>st</sup> April 2017 to 30<sup>th</sup> June 2017).

#### 2. Background

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

#### 3. Progress

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

#### 4. Key Achievements/Issues

- 4.1 There are currently two overdue actions within the Wyre Forest Forward Programme. These are:
- Crown House/Kidderminster Western Gateway
  - Stourport Canal Basins

The current status of these actions can be found at appendix 1.

**5. Options**

- 5.1 That the progress in performance for quarter 1 be noted.

**6. Consultation**

- 6.1 Leader of the Council  
6.2 Corporate Leadership Team

**7. Related Decisions**

- 7.1 None.

**8. Relevant Council Policies/Strategies**

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

**9. Implications**

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

**10. Equality Impact Needs Assessment**

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

**11. Wards affected**

- 11.1 None.

**12. Appendices**

- 12.1 Appendix 1 – All purposes exception report  
12.2 Appendix 2 – Full 'Enabling' report

**13. Background Papers**

Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Business Improvement Officer.

**Officer Contact Details:**

Name: Rhiannon Foxall  
Title: Business Improvement Officer  
Contact Number: Ext. 2786  
Email: [rhiannon.foxall@wyreforestdc.gov.uk](mailto:rhiannon.foxall@wyreforestdc.gov.uk)

## Exception report for all purposes

Those actions that are approaching their due date or are overdue



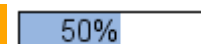
### Make good development happen

WFF 17/18 16 Crown House/Kidderminster Western Gateway



Due Date	Managed By	Latest Note	Latest Note Date
30-Jun-2017	Mike Parker	Continuing discussion with Telereal Trillium, examining different scenarios.	24-Jul-2017

WFF 17/18 30 Stourport Canal Basins



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	PSP continue to investigate options for delivery; discussed at July Project Board meeting with a view to updating Operations Board at next meeting.	19-Jul-2017

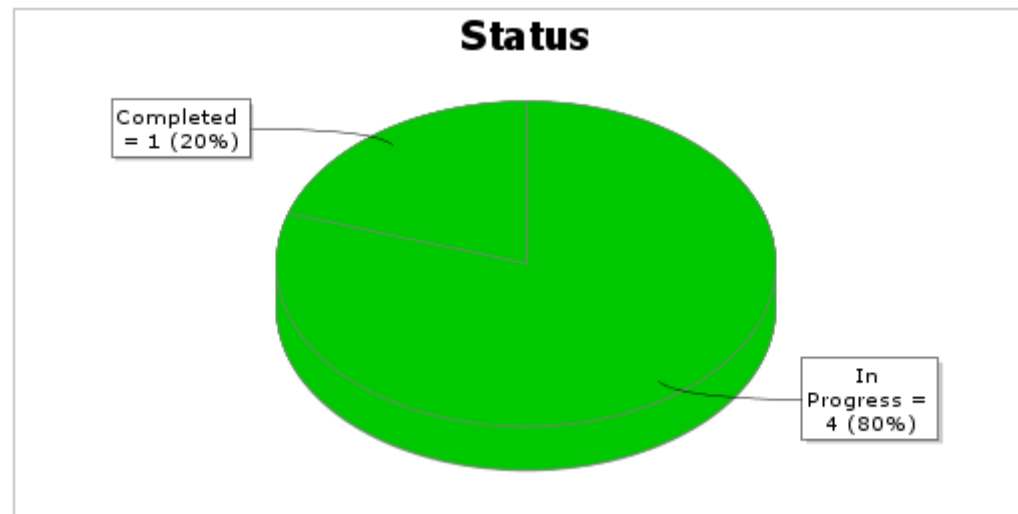
## ENABLING OTHERS TO DO WHAT THEY NEED TO DO

This report details the progress we have made against our purpose of 'enabling others to do what they need to do'.



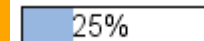
### Actions

Listed below is the progress against our current major projects that support the delivery of our purpose of 'enabling others to do what they need to do'



WFF 17/18 54

Help me make good financial and budgeting decisions



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2018	Corporate Leadership Team	<b>Cross cutting reporting</b> Further development of self service module of Agresso in progress following discussions with budget holders.	02-Aug-2017

#### Debtors and other related work

Work ongoing:

- Implementation of Garage Hive (where customers pay immediately)
- Update of web pages to enable payment in advance
- Tablets available to operatives to take payments on site

WFF 17/18 55

We support our people and enable them to work well

52%



Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2017	Corporate Leadership Team; Ian Miller; Rachael Simpson	<b>Induction Process</b> Process mapping for starters and leavers carried out. This exercise may have to be redone following successful implementation of the upgrade to the HR payroll system. Review of induction process and arrangements commenced for Depot, to extend to whole organisation. This work is still ongoing. <b>HR Pages – COLIN</b> The web team have purchased a new software package that has various themed templates available. The web team will choose a selection of templates to populate with the HR pages to establish which template will be the most suitable going forward.	02-Aug-2017

WFF 17/18 57

Delivery of the ICT Strategy

35%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2018	Dave Johnson	<b>Supporting the Commercial Agenda</b> Digital first project board currently looking at Civica e-commerce module (estore) to improve on-line payment	28-Jul-2017



for customers including basket facility and option to store credit card details to name but 2 of the additional facilities.

**Digital by Default**

Digital first project board currently looking at Civica e-commerce module (estore) to improve on-line payment for customers including basket facility and option to store credit card details to name but 2 of the additional facilities. All departments have been asked to provide a list of ICT priorities and issues to ICT by the end of June with a timescale to be agreed by the end of July prior to looking a CRM. Process mapping is on-going for large volume areas such as missed bins, Council Tax & Benefits change of circumstances and planning enquiries. Also investigating replacement for Revs / Bens on-line system OpenAccess with Civica's new product Openportal.

**Review and Update Security Systems**

Web filter and Cisco umbrella initial set up now complete. Setting up of reports to be completed.

Firewalls – Firewalls live at Town Hall, New HQ Firewall(s) have been tested with new methods for VPN (Smart Card/Certificate, Token, Start before Logon, Always On), the firewalls are due to go live in the next few weeks. Tenants Firewall due to be swopped out with Spare firewalls from the Town Hall.

Security upgrades on Laptops for but a few now completed. Patching of Servers and PC remain high priority following a number of very high profile cyber attacks.

New modules for email gateway have been installed; Document Sanitisation module is now live. Due to pilot Data Redaction and email classification with North

Worcestershire Water Management Shared Service

**Application Software**

**Land Charges** – Arcus are still building the system and migrating the data. Delays are down to Arcus not WFDC. No go live date has been agreed yet however Arcus will continue to support the old Headway system in the mean time.

**Garage Software** – Garagehive system configuration, tablet setup and interfaces nearing completion with go live date planned for August.

**GIS :** – New GIS system Statmap is now live, there are a few technical issues which are currently with Statmap waiting to be resolved, consultancy days booked for the start of August to address these technical issues. On-line maps are being progressed in the following areas TPO, Elections and reporting of Fly Tipping. Test versions due to be ready once the technical issues have been resolved. MS Enterprise agreement for Core system user licences, Exchange and Office has been awarded to Phoenix software, customer engagement meeting held in June and planning meeting with Phoenix to agree roll out plan is scheduled for mid September

Progress being made on specification for new planning system. Procurement of new planning system is likely to be via Crown Commercial Services (CCS) Framework RM1059 Lot 3 which includes all the major suppliers of Land Charges and Development Control systems. A mini competition will be carried out in accordance with the Framework procedures. Plan to award contract by the end of the year.

**ICT Infrastructure**

**WAN Lines:** – All new lines have been installed except

new Virgin Media Business (VMB) lines between Wyre Forest House and Kidderminster Town Hall (just waiting for fibre to become free at town hall end, cease has been request to current virgin line. Public access line at Wyre Forest House, to allow increased capacity is now live.

**Mobile Phones** – All new Smart phones have been set up and approximately 60% have been handed out. However at least 100+ more devices need to be updated before September including iPads, Smartphones and other tablets.

**VMWare** for WRS servers now complete

**Firewalls** – Firewalls live at Town Hall, New HQ Firewall(s) have been tested with new methods for VPN (Smart Card/Certificate, Token, Start before Logon, Always On), the firewalls are due to go live in the next few weeks. Tenants Firewall due to be swopped out with Spare firewalls from the Town Hall

WFF 17/18 64


Income – Channel Shift and Data Capture

100%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Corporate Leadership Team	One of the priorities for the cross directorate Digital Services Board (Digital First) since it was set up in May 2016 has been to increase the range of services that are available on line. Many forms that were previously available only in pdf format have been converted to digital forms that can be completed on the website and, where payments need to be made alongside applications, the ability to pay on line has been integrated with them. There is a wide range of payments possible at <a href="http://www.wyreforestdc.gov.uk/pay-for-it.aspx">http://www.wyreforestdc.gov.uk/pay-for-it.aspx</a> An	26-Jul-2017

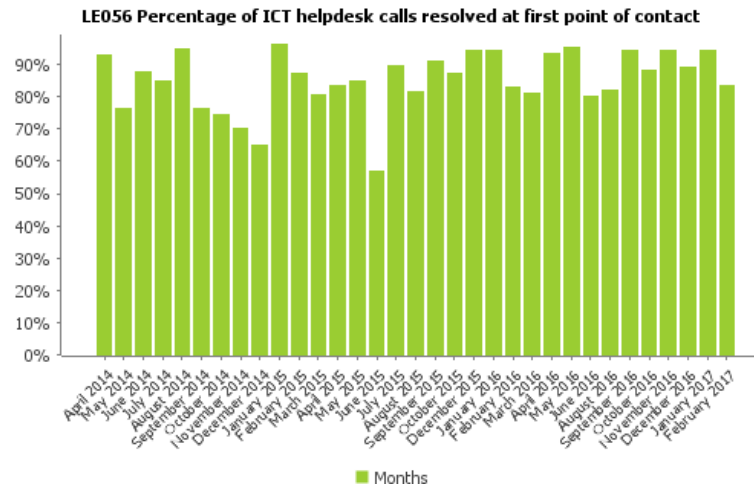
example of an integrated application and payment process is for car parking season tickets, which allows individuals to pay in full on line or set up a direct debit <https://www.wyreforest.gov.uk/seasontickets/seasontickets.aspx>

WFF 17/18 65	Debtors Recovery and Fraud Work	30%	
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2018	Cheryl Ellerton; Tracey Southall	The Debtors Recovery Protocol is currently being refreshed in the light of new legislative guidance. Annual update on Fraud Activity to July Audit Committee.	20-Jun-2017

## Measures

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

**LE056** Percentage of ICT helpdesk calls resolved at first point of contact  
Aim to Maximise

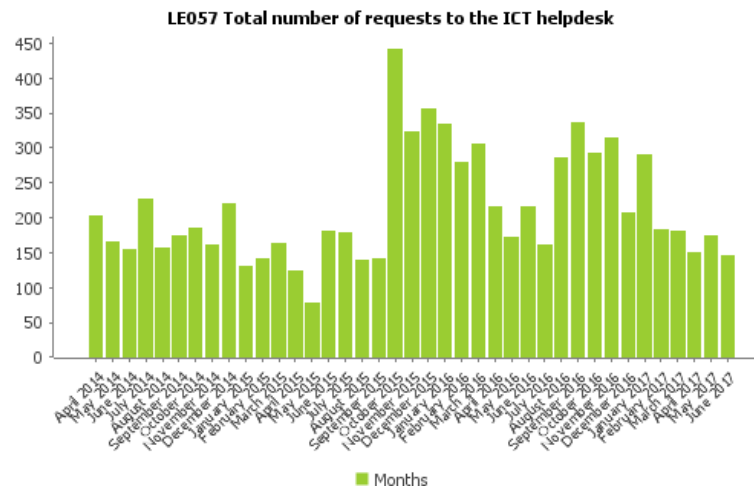


Current Value 83.5%



Managed By Dave Johnson

**LE057** Total number of requests to the ICT helpdesk  
Aim to Minimise



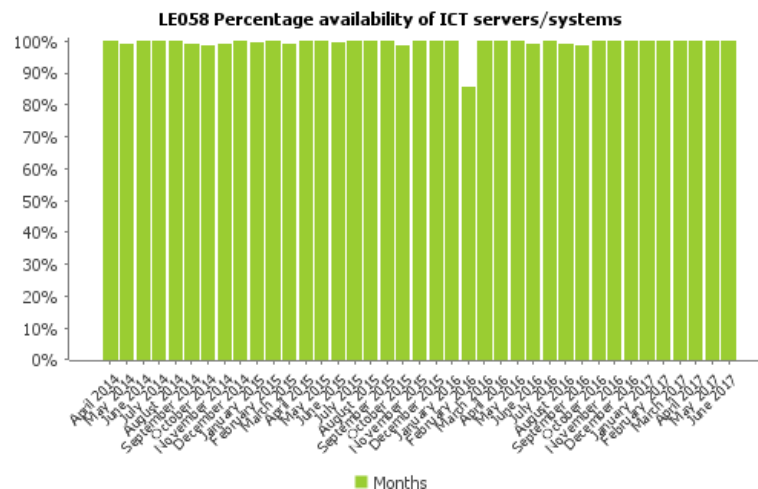
Current Value 146



Managed By Dave Johnson

**LE058** Percentage availability of ICT servers/systems

Aim to  
Maximise



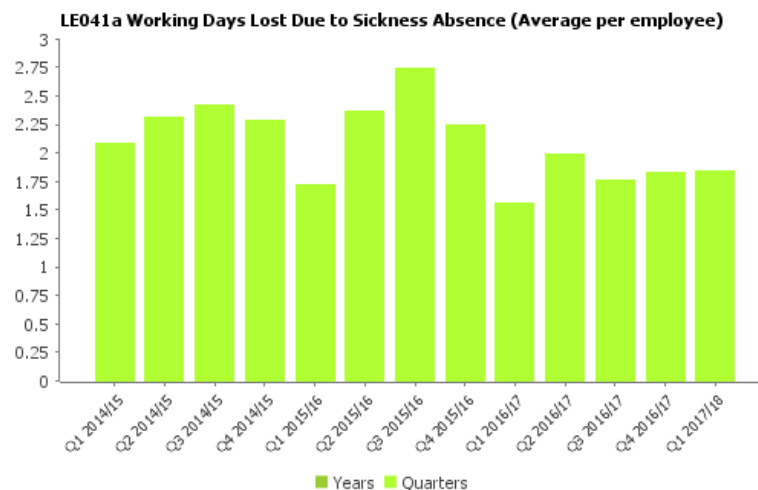
Current  
Value

100%

Managed By Dave Johnson

**LE041a** Number of working days/shifts lost to the Local Authority due to sickness absence

Aim to  
Minimise



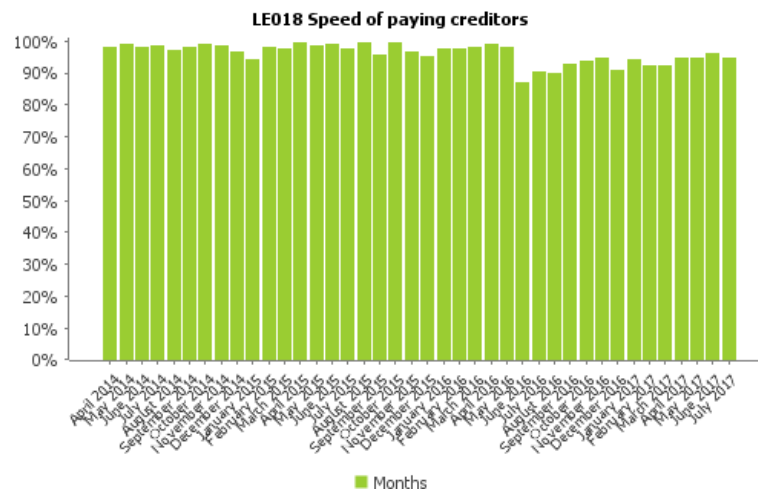
Current  
Value

1.84

Managed By Rachael Simpson

**LE018** Percentage of invoices for commercial goods and services paid by the Authority within 30 days of receipt or within the agreed payment terms

Aim to  
Maximise



Current  
Value

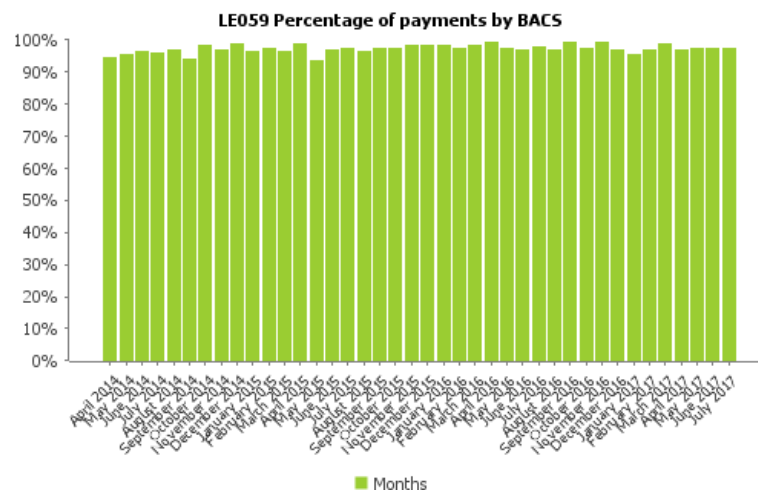
94.49%



Managed By Tracey Southall

**LE059** Percentage of invoices for commercial goods and services paid by the Authority by BACS other than by cheque

Aim to  
Maximise



Current  
Value

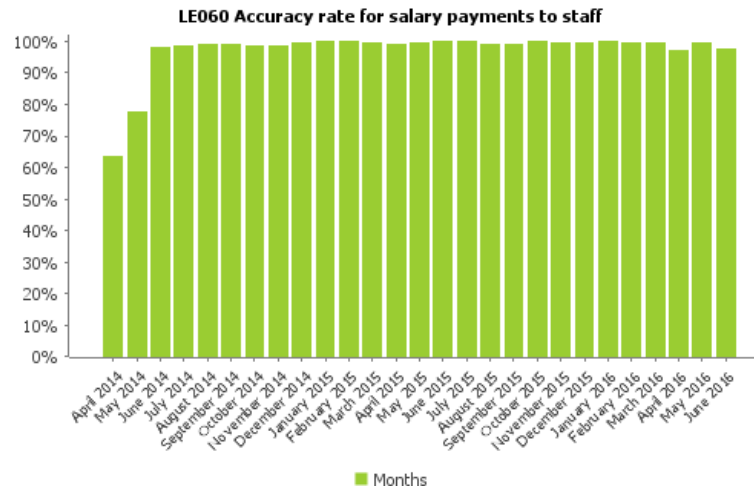
97.1%



Managed By Tracey Southall

**LE060** Accuracy rate for salary payments to staff

Aim to  
Maximise



Current  
Value

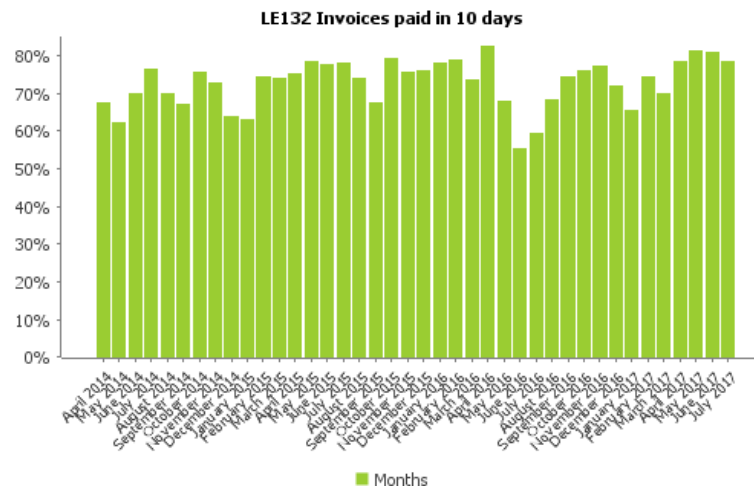
97.7%



Managed By Tracey Southall

**LE132** Percentage of invoices paid in 10 days or under

Aim to  
Maximise



Current  
Value

78.26%

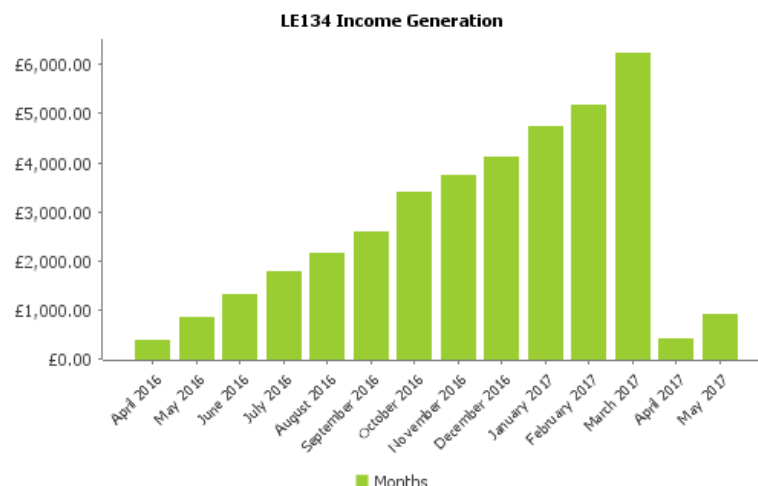


Managed By Tracey Southall



**LE134** Monitoring external income on a monthly basis (cumulative total)

Aim to  
Maximise



Current Value £909.00



Managed By Tracey Southall

## Risks

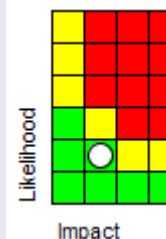
The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our purpose of 'enabling others to do what they need to do'.

CORPRISK01

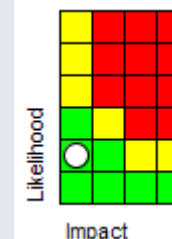
### Unable to implement and embed new ways of working.

The Council continues to undergo major transformational change that embraces review of processes, cultural and behavioural change, increased standards of delivery etc. Continue to use systems thinking methodology and apply current values in continuous improvement work. The bold and innovation new policies for loans to third parties and the capital investment fund, together with capital investment in the depot to improve the Councils commercial offer are significant and must be carefully managed with risk mitigated by robust due diligence and use of external expertise and alternative service delivery vehicles as appropriate.

Current Risk Matrix



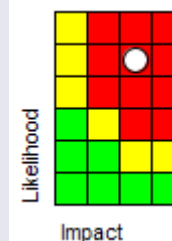
Target Risk Matrix



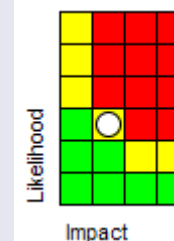
CORPRISK04

**Unable to deliver a sustainable budget for the long term.** The 2017/20 Medium Term Financial Strategy projects a much lower level of government funding over the next 3 years with RSG being phased out completely by 2019/20 and NHB being reformed with a higher baseline for which no funding is paid than previously expected.. The success of this strategy is reliant on the delivery of significant savings of to close the funding gap circa £1.9m per by 2020. This ambitious programme of savings and income generation must be carefully managed by the Leadership team (officers and members) and achieved. The reliance of external income streams/funding brings with it increased risk around the continuation of these income streams that are based on the decisions of third parties. Continuing risks around the reform of the Business Rates Retention Scheme and the imposition of further reductions/cessation in Government funding streams represents significant corporate financial risk. These risks include the uncertainty around the future of New Homes Bonus; although it will not be abolished it is clear that there will be a significant reduction in this key funding stream. Business Rates reform, growth and the risk of Appeals resulting in lower Business Rates yield is also an important funding element of the budget and represent a key risk to future sustainability. The approval of the two new significant council policies for loans to third parties and capital portfolio fund should help generate both housing and business growth whilst also generating a net revenue income stream to help alleviate the significant financial pressures. This is closely allied to Corporate Risk 03.

Current  
Risk  
Matrix



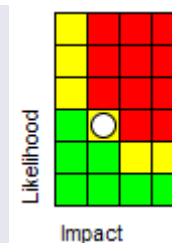
Target  
Risk  
Matrix



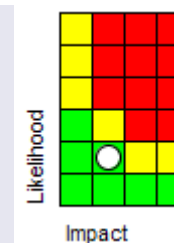
CORPRISK05

**Council 'misses' important issues and/or is in breach of a requirement.** The Council is a small organisation but it is still expected to respond to, and comply with, new legislation, strategies, audit requirements, health and safety requirements and inspection regimes to meet our insurers high standards.

Current  
Risk  
Matrix



Target  
Risk  
Matrix

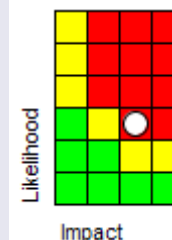


CORPRISK06

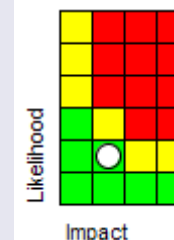
### Implementation of ICT Strategy.

There continues to be significant investment in the development of technology at the Council. The ICT Strategy agreed in 2013/14 is in the process of being implemented across the authority with progress and governance provided by the ICT Strategy Board. A number of new website has been implemented and the focus continues to be on, supporting the move to greater self-service by customers, ensuring continued PSN compliance, update systems to ensure best value / efficiencies and refreshing ICT platforms / systems to deliver ICT services / and systems over the Medium Term Financial Strategy. There are emerging issues around some integration limitations that may hinder some transformation workstreams. A risk of reliance on key suppliers for, network products also exists as the ICT market is very fast paced and companies can frequently be subject to merger/changed ownership. The Council needs to be aware of software support expiry dates; consideration of this issue is included within the ICT Strategy for replacement of corporate system i.e. Office and business systems.

Current  
Risk  
Matrix



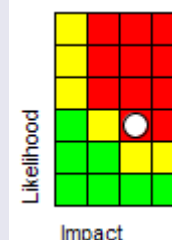
Target  
Risk  
Matrix



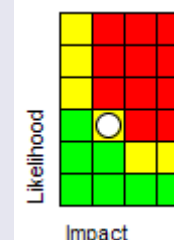
CORPRISK07

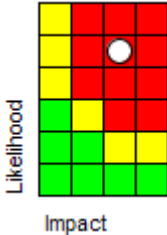
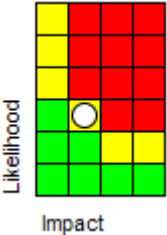
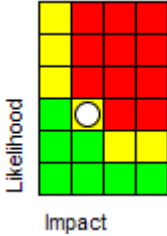
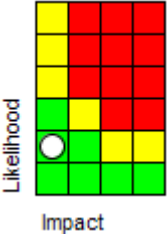
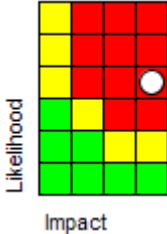
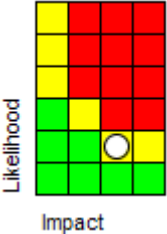
**Not able to maintain a skilled and motivated workforce.** Against the background of the continued move away from the National Pay Agreement (discussions are in progress with unions regarding a second local pay agreement) locally agreed modest pay increases and other changes to conditions the Council needs to continue to maintain a workforce with adequate capacity, skills, experience and motivation – so still being seen by staff as a good employer. Various restructures following the move to the Wyre Forest House has provided slimmer management structures and more devolution of responsibility which should assist in motivation and retention of the workforce, alongside rolling out a management development programme. The departure in early 2017/18 of three key managers will necessitate further restructures/recruitment to ensure there is not a skills shortage that hinders delivery of Council priorities.

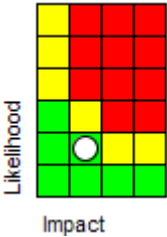
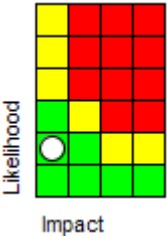
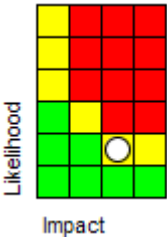
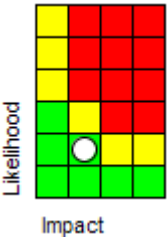
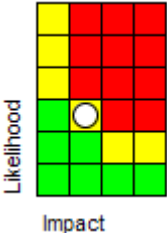
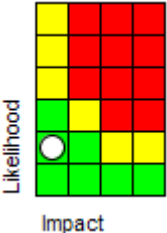
Current  
Risk  
Matrix



Target  
Risk  
Matrix



CORPRISK08	<p><b>Capacity to do everything is insufficient.</b> A flexible resource is required to do everything that the Council has committed itself to – transformation, core service review, review of partnerships. The pace of change and need to continue to deliver key projects, represent a significant resourcing risk. This leads to concerns about sufficient capacity to deliver the Wyre Forest Forward Savings/ efficiency plan and the ability to provide effective leadership for the management of the Council. This is particularly true given the increased savings targets from 2017/18 as a result of reductions in central government funding and the additional resource required to deliver the new policies for loans to third parties and capital portfolio fund.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	
CORPRISK09	<p><b>Unable to effectively improve the Council's reputation.</b> The Council's reputation is extremely important, progressive improvement is important and can be subject to political influence that is difficult to predict and control. Effective consultation and communication with increased focus on customer engagement (both internal and external) are key to this gradual progression – along with purposeful service delivery. The May 2015 election results suggested positive public support for the current administration and this should aid reputational issues.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	
CORPRISK10	<p><b>Unable to ensure a secure network which would make ICT vulnerable to attacks and threats.</b> The Council has successfully achieved PSN compliance but this needs to be managed and maintained. ICT to regularly review and assess threats and impacts on the network and generate a formal risk/incident log and any remedial account required or acceptance of residual risk by the organisation where judged appropriate.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	

CORPRISK11	<p>Unable to deliver satisfactory services through alternative Service Delivery Models including Shared Service arrangements and the potential devolution of services public service reform and/or combined arrangements. The Council is partner in a number of Shared Services – Worcestershire Regulatory Services, Emergency Planning, Water Management, Payroll, Building Control, Economic Development and Regeneration – and is either host to the Shared Service or a partner in receipt of a service. Further to the June 2016 Cabinet report the Council has entered into a Limited Liability partnership with Public Sector PLC and is in the process of setting up a LATC in readiness for property/housing development utilising the capital portfolio fund where this is the most viable option. However there are always risks around the management of such arrangements, whether the work is being led by another organisation or led by the Council.</p>	<p>Current Risk Matrix</p>		✓	<p>Target Risk Matrix</p>		✓
CORPRISK12	<p>Effective/strategically focussed political leadership to cope with continuing significant challenges of reduced funding and changing legislative framework. Following the All-out elections in May 2015 we now almost certainly have a period of political stability for several years. The approval of a move to All-out Elections every four years from 2019 will help future political stability but members will still need regular training and all-party updates to ensure skills and knowledge are kept up to date in those challenging times when effective leadership is key to future sustainability.</p>	<p>Current Risk Matrix</p>		⚠	<p>Target Risk Matrix</p>		✓
CORPRISK13	<p>Localism: Sustaining the pace and effectiveness of asset and service transfers to third sector parties, Parish and Town Councils</p>	<p>Current Risk Matrix</p>		⚠	<p>Target Risk Matrix</p>		✓

**WYRE FOREST DISTRICT COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**7<sup>TH</sup> SEPTEMBER 2017**

**Annual Report on Treasury Management Service and  
Actual Prudential Indicators 2016/17**

<b>CABINET MEMBER:</b>	<b>Cllr. Nathan Desmond</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Corporate Director: Resources</b>
<b>CONTACT OFFICERS:</b>	<b>Tracey Southall Ext. 2100 Lisa Hutchinson Ext 2120</b>
<b>APPENDICES:</b>	<b>Appendix 1 – Treasury Activity 2016/17</b>
<b>AN OPEN ITEM</b>	

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide a review of the treasury management activities for 2016/17, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

**2. RECOMMENDATIONS**

**Overview and Scrutiny Committee recommends to Council to:**

- 2.1 **Approve the actual 2016/17 prudential and treasury indicators in this report**
- 2.2 **Note the annual treasury management report for 2016/17**

**3. BACKGROUND**

- 3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 3.2 During 2016/17 the minimum reporting requirements were that the full Council should receive the following reports:
- an annual treasury strategy in advance of the year (Council 24/02/16)
  - a mid year treasury update report (Council 14/12/16)
  - an annual review following the end of the year describing the activity compared to the strategy (this report)

- 3.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
- 3.4 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Treasury Management Review Panel, reporting to Overview and Scrutiny Committee before they were reported to the full Council. Member training on treasury management issues was undertaken during the year on 5<sup>th</sup> September 2016 and 1<sup>st</sup> February 2017 in order to support Members' scrutiny role.

#### 4. **KEY ISSUES**

- 4.1 During 2016/17, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

<b>Actual prudential and treasury indicators</b>	<b>2015/16 Actual £'000</b>	<b>2016/17 Original £'000</b>	<b>2016/17 Actual £'000</b>
Capital expenditure	10,097	8,657	5,821
Capital Financing Requirement	14,146	18,344	17,545
Gross borrowing	16,304	18,008	17,343
External debt	16,009	18,008	17,004
Investments:			
• Longer than 1 year*	59	-	85
• Under 1 year	16,319	7,000	17,816
• <b>Total</b>	<b>16,378</b>	<b>7,000</b>	<b>17,901</b>

\*Investments at 31<sup>st</sup> March 2016 & 2017 include Icelandic investments at impaired values.

Investments and Gross Borrowing balances detailed in the table above reflect the Balance Sheet position including interest accruals, however these are not material.

Actual capital expenditure in 2016/17 was lower than originally anticipated mainly due to slippage in the Regeneration of Economic Development Scheme, Housing Assistance Schemes, Bewdley Medical Centre, ICT Strategy and Vehicle Renewals.

The original budget for investments anticipated to be held at 31<sup>st</sup> March 2017 was based upon the assumption that all cash backed reserves could have been utilised, although in practice this is not the case due to slippage/savings etc.

- 4.2 Other prudential and treasury indicators are to be found in Appendix 1. The Corporate Director: Resources also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowings limit (the authorised limit), was not breached.
- 4.3 The financial year 2016/17 continued the challenging environment of previous years, namely low investment returns and market uncertainty.
- 4.4 The Council entered into further external borrowing, drawing a further £3m during 2016/17 (£2m of which was to replace a maturity). Competitive rates were achieved with the officers working in close liaison with Capita Asset Services – Treasury Solutions (Capita) our professional advisors. The borrowing was undertaken within the projected Capital Financing Requirement (CFR) for the period of the current Strategy. Full details can be found in Sections 4 and 8 of Appendix 1.
- 4.5 The full annual review can be found at Appendix 1. This provides greater detail on the treasury activity for 2016/17 along with other relevant information.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The Financial Implications are contained within paragraph 4.1, and Appendix 1.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Legal and Policy Implications are contained within paragraph 13.1 of Appendix 1.

**7. RISK MANAGEMENT**

- 7.1 Risk Management is contained within paragraphs 13.2 to 13.5 of Appendix 1. As demonstrated within this report the current economic position remains volatile; as a result, the risk is managed by regular reviews supported by the Treasury Management Panel. The Council will continue to invest with only those institutions which have the necessary credit ratings in order to preserve the Council's Capital.
- 7.2 There is a small increase in risk by placing up to 50% of the total investments with the part-nationalised banks or the Council's own bank. However, such investments are only placed by exception, with the express approval of the Corporate Director: Resources. The Council will continue to aim to achieve the optimum return on its investments commensurate with its investment priorities of security and liquidity.

**8. EQUALITY IMPACT ASSESSMENT**

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



**9. CONCLUSION**

- 9.1 Council is asked to approve the Recommendations contained within Paragraph 2.

**10. CONSULTEES**

- 10.1 Corporate Leadership Team  
Leader of the Council  
Cabinet Member for Resources  
Capita, Treasury Management Consultants

**11. BACKGROUND PAPERS**

- 11.1 Treasury Management Strategy 2016/17 approved by Council on 24<sup>th</sup> February 2016
- 11.2 Annual Report on Treasury Management Service and Actual Prudential Indicators 2015/16 approved by Council on 28<sup>th</sup> September 2016
- 11.3 Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2016/17 approved by Council on 14<sup>th</sup> December 2016
- 11.4 Treasury Management Strategy 2017/18 approved by Council on 22<sup>nd</sup> February 2017

**APPENDIX 1****TREASURY ACTIVITY 2016/17****1. Introduction and Background**

1.1 This report summarises:

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to its indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

**2. The Council's Capital Expenditure and Financing 2016/17**

2.1 The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

2.2 The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

<b>£'000</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimate</b>	<b>2016/17 Actual</b>
Capital Expenditure	10,097	8,657	5,821
Resourced by:			
• Capital receipts	71	2,768	644
• Capital grants	3,492	1,780	1,537
• Revenue	125	122	42
<b>Unfinanced capital expenditure</b>	<b>6,409</b>	<b>3,987</b>	<b>3,598</b>

**3. The Council's Overall Borrowing Requirement**

3.1 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2016/17 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

- 3.2 Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board (PWLB), other Councils or the money markets), or utilising temporary cash resources within the Council.
- 3.3 **Reducing the CFR** – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
- 3.4 The total CFR can also be reduced by:
- the application of additional capital financing resources (such as unapplied capital receipts); or
  - charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).
- 3.5 The Council's 2016/17 MRP Policy (as required by CLG Guidance) was approved as part of the Treasury Management Strategy Report for 2016/17 on 24<sup>th</sup> February 2016.
- 3.6 The Council's CFR for the year is shown below, and represents a key prudential indicator.

CFR £'000	31 <sup>st</sup> March 2016 Actual	31 <sup>st</sup> March 2017 Original Indicator	31 <sup>st</sup> March 2017 Actual
Opening balance	7,910	14,614	14,146
Add unfinanced capital expenditure (as shown in 2.2)	6,409	3,987	3,598
Less MRP	(173)	(257)	(199)
Closing balance	14,146	18,344	17,545

- 3.7 The borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

- 3.8 **Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2015/16) plus the estimates of any additional capital financing requirement for the current (2016/17) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs. The table below highlights the Council's gross borrowing position against the CFR for 2016/17 and 2015/16.

£'000	31 <sup>st</sup> March 2016 Actual	31 <sup>st</sup> March 2017 Original	31 <sup>st</sup> March 2017 Actual
Gross borrowing position	16,304	18,008	17,343
CFR	14,146	18,344	17,545

Gross Borrowing balances detailed in the table above reflect the Balance Sheet position including interest accruals, however these are not material.

In accordance with Section 8.5 of the approved Treasury Management Strategy 2016/17, the Council is permitted to borrow in advance of immediate need within forward approved CFR estimates, provided that the decision has been considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. As detailed above, at 31<sup>st</sup> March 2016 some borrowing related to the following year's CFR. The borrowing was secured to take advantage of low interest rates; consideration was given to market forecasts of PWLB rates rising over the next couple of years and was fully documented to evidence value for money.

- 3.9 The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2016/17 the Council has maintained gross borrowing within its authorised limit.
- 3.10 The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached. In accordance with Section 8.5 of the approved Treasury Management Strategy 2016/17, the Council is permitted to borrow in advance of immediate need within forward approved limits.
- 3.11 Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2016/17
<b>Authorised limit</b>	<b>£33.000m</b>
<b>Maximum gross borrowing position (during 2016/17)</b>	<b>£17.008m</b>
<b>Operational boundary</b>	<b>£27.000m</b>
<b>Average gross borrowing position</b>	<b>£15.434m</b>
<b>Financing costs as a proportion of net revenue stream</b>	<b>3.63%</b>

#### 4. **Treasury Position as at 31<sup>st</sup> March 2017**

- 4.1 The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the beginning and the end of 2016/17 the Council's treasury position was as follows:

<b>Treasury position</b>	<b>Principal at 31/03/2016 £'000</b>	<b>Average Rate/Return during 2015-16 %</b>	<b>Principal at 31/03/2017 £'000</b>	<b>Average Rate/Return during 2016-17 %</b>
Fixed rate funding:				
PWLB	14,000	3.03	16,000	2.96
Market – Other Local Authority*	2,000	0.95	1,000	0.95
Market – Mortgage Bonds**	9	6.59	4	5.60
<b>Total Debt</b>	<b>16,009</b>	<b>2.73</b>	<b>17,004</b>	<b>2.92</b>
<b>Fixed Interest Investments***</b>	<b>(16,378)</b>	<b>0.59</b>	<b>(17,901)</b>	<b>0.54</b>
<b>Net investment position</b>	<b>(369)</b>		<b>(897)</b>	

\* Borough of Kings Lynn and West Norfolk (£2m) at 31<sup>st</sup> March 2016, Derbyshire County Council (£1m) at 31<sup>st</sup> March 2017

\*\* Liverpool Victoria Friendly Society Ltd.

\*\*\*Principal at 31<sup>st</sup> March 2016 & 2017 includes Icelandic investments at impaired values. The average rate achieved excludes Icelandic investments.

The maturity structure of the debt portfolio was as follows:

	2015/16 Actual £'000	2016/17 Original Limits £'000	2016/17 Actual £'000
Under 12 months	2,002	100%	2
Between 1 and 2 years	4	100%	2,002
Between 2 and 5 years	1,003	100%	-
Between 5 and 10 years	1,000	100%	2,000
Between 10 and 15 years	2,000	100%	2,000
Between 15 and 20 years	4,000	100%	4,000
Between 20 and 25 years	4,000	100%	4,000
Between 25 and 30 years	-	100%	-
Between 30 and 35 years	-	100%	-
Between 35 and 40 years	-	100%	-
Between 40 and 45 years	1,000	100%	2,000
Between 45 and 50 years	1,000	100%	1,000
<b>Total</b>	<b>16,009</b>		<b>17,004</b>

The maturity structure of the investment portfolio was as follows:

	2015/16 Actual £'000	2016/17 Original Limits £'000	2016/17 Actual £'000
Investments:			
• Longer than 1 year*	59	-	85
• Under 1 year	16,319	7,000	17,816
<b>Total</b>	<b>16,378</b>	<b>7,000</b>	<b>17,901</b>

\* The only investments held for more than 1 year relate to impaired Icelandic deposits.

The exposure to fixed and variable rates was as follows:

	31 <sup>st</sup> March 2016 Actual	2016/17 Original Limits	31 <sup>st</sup> March 2017 Actual
Fixed rate (principal or interest)	100%	100%	100%

**5. The Strategy for 2016-17**

- 5.1 The expectation for interest rates within the treasury management strategy for 2016/17 anticipated low but rising Bank Rate, (starting in quarter 1 of 2017), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. Against this background and risks within the economic forecast, the strategy was to exercise caution with the treasury operations. This would include the Corporate Director: Resources and the treasury team monitoring interest rates in financial markets and adopting a pragmatic approach to changing circumstances. Continued uncertainty in financial markets promoted a similarly cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.
- 5.2 During 2016/17 there was major volatility in PWLB rates with rates falling during quarters 1 and 2 to reach historically very low levels in July and August, before rising significantly during quarter 3, and then partially easing back towards the end of the year.
- 5.3 In view of this forecast the Council's borrowing strategy was to consider all suitable options and take advantage of the most attractive rates available, both from the PWLB and from the Market including other Local Authorities and other bodies as relevant as and when required. This strategy worked well and allowed further borrowing to be taken at historically low rates; in all cases the decision to borrow was fully evaluated and formally signed off in advance.

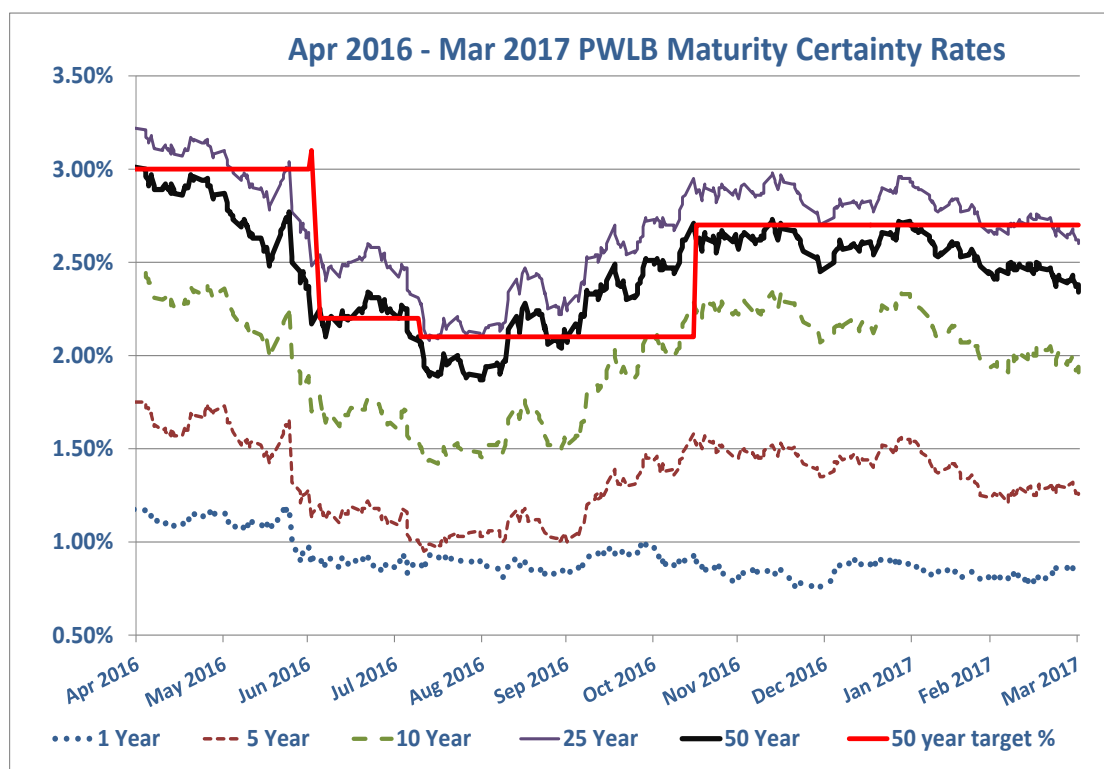
**6. The Economy and Interest Rates (as provided by Capita Asset Services)**

- 6.1 The two major landmark events that had a significant influence on financial markets in the 2016/17 financial year were the United Kingdom (UK) European Union (EU) referendum on 23<sup>rd</sup> June 2016 and the election of President Trump in the United States of America (USA) on 9<sup>th</sup> November 2016. The first event had an immediate impact in terms of market expectations of when the first increase in Bank Rate would happen, pushing it back from quarter 3 2018 to quarter 4 2019. At its 4<sup>th</sup> August 2016 meeting, the Monetary Policy Committee (MPC) cut Bank Rate from 0.5% to 0.25% and the Bank of England's Inflation Report produced forecasts warning of a major shock to economic activity in the UK, which would cause economic growth to fall almost to zero in the second half of 2016. The MPC also warned that it would be considering cutting Bank Rate again towards the end of 2016 in order to support growth. In addition, it restarted quantitative easing with purchases of £60bn of gilts and £10bn of corporate bonds, and also introduced the Term Funding Scheme whereby potentially £100bn of cheap financing was made available to banks.

- 6.2 In the second half of 2016, the UK economy confounded the Bank's pessimistic forecasts of August 2016. After a disappointing quarter 1 of only +0.2% GDP growth, the three subsequent quarters of 2016 came in at +0.6%, +0.5% and +0.7% to produce an annual growth for 2016 overall, compared to 2015, of no less than 1.8%, which was very nearly the fastest rate of growth of any of the G7 countries (The group of seven countries that form an informal block of industrialised democracies--the US, Canada, France, Germany, Italy, Japan, and the UK--that meets annually to discuss issues such as global economic governance, international security, and energy policy). Needless to say, this meant that the MPC did not cut Bank Rate again after August 2016 but, since then, inflation has risen rapidly due to the effects of the sharp devaluation of sterling after the referendum.

## 7. Borrowing Rates in 2016/17

- 7.1 **PWLB certainty maturity borrowing rates** - the graph below shows how PWLB certainty rates have fallen to historically very low levels during the year.



## 8. Borrowing Outturn for 2016/17

### 8.1 Treasury Borrowing

During the year the Council entered into further external borrowing with The Public Works Board (PWLB) and Derbyshire County Council. The loans were drawn to fund net unfinanced capital expenditure and naturally maturing debt. Loans at 31<sup>st</sup> March 2017 are detailed as follows:



<b>Lender</b>	<b>Date</b>	<b>Principal</b>	<b>Type</b>	<b>Interest Rate</b>	<b>Maturity</b>
PWLB	15/03/13	£1m	Fixed interest rate	2.62%	15/03/22 (9 years)
PWLB	02/04/13	£1m	Fixed interest rate	1.52%	02/04/18 (5 years)
PWLB	29/07/14	£1m	Fixed interest rate	3.99%	29/07/33 (19 years)
PWLB	20/10/14	£1m	Fixed interest rate	3.54%	20/10/56 (42 years)
PWLB	02/12/14	£1m	Fixed interest rate	3.44%	02/12/39 (25 years)
PWLB	20/01/15	£1m	Fixed interest rate	2.99%	20/01/39 (24 years)
PWLB	04/02/15	£1m	Fixed interest rate	2.87%	04/02/41 (26 years)
PWLB	04/02/15	£1m	Fixed interest rate	2.80%	04/02/37 (22 years)
PWLB	08/04/15	£1m	Fixed interest rate	2.96%	08/04/35 (20 years)
PWLB	02/07/15	£1m	Fixed interest rate	3.35%	02/07/32 (17 years)
PWLB	20/07/15	£1m	Fixed interest rate	3.40%	20/07/31 (16 years)
PWLB	29/07/15	£1m	Fixed interest rate	3.13%	29/07/30 (15 years)
PWLB	06/08/15	£1m	Fixed interest rate	2.96%	06/08/28 (13 years)
PWLB	02/02/16	£1m	Fixed interest rate	2.99%	02/02/63 (48 years)
PWLB	24/06/16	£1M	Fixed interest rate	2.21%	24/06/26 (10 years)
PWLB	03/03/17	£1m	Fixed interest rate	2.42%	03/03/62 (45 years)
Derbyshire County Council	31/03/17	£1m	Fixed interest rate	0.80%	29/03/19 (2 years)

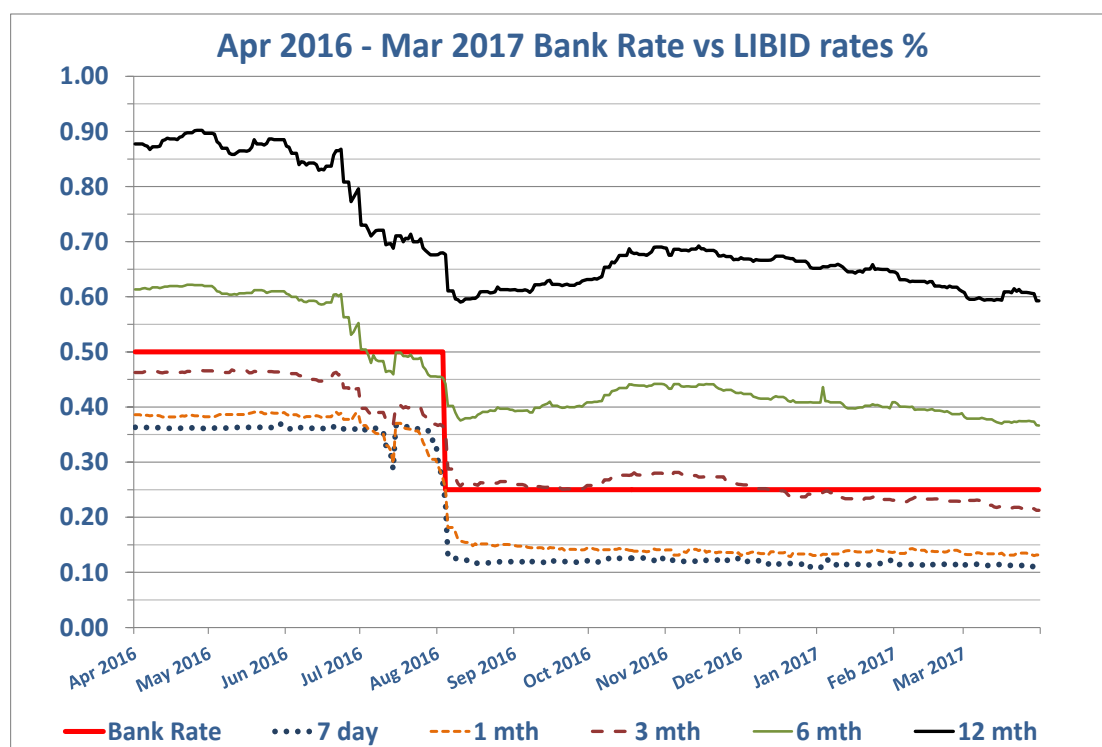
## 8.2 Rescheduling

No rescheduling was carried out during the year as none of the following conditions/requirements were met:

- the generation of cash savings and/or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

## 9. Investment Rates in 2016/17

- 9.1 After the EU referendum, Bank Rate was cut from 0.5% to 0.25% on 4<sup>th</sup> August 2016 and remained at that level for the rest of the year. Market expectations as to the timing of the start of monetary tightening started the year at quarter 3 2018, but then moved back to around the end of 2019 in early August 2016 before finishing the year back at quarter 3 2018. Deposit rates continued into the start of 2016/17 at previous depressed levels but then fell during the first two quarters and fell even further after the 4<sup>th</sup> August 2016 Monetary Policy Committee (MPC) meeting resulted in a large tranche of cheap financing being made available to the banking sector by the Bank of England. Rates made a weak recovery towards the end of 2016 but then fell to fresh lows in March 2017.



## 10. Investment Outturn for 2016/17

10.1 **Investment Policy** – the Council’s investment policy is governed by Department for Communities and Local Government (DCLG) guidance, implemented in the annual investment strategy approved by the Council on 24<sup>th</sup> February 2016. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.). The Capita Credit Worthiness Policy adds further layers of check.

10.2 The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.

10.3 Resources – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources (£'000)	31 <sup>st</sup> March 2016	31 <sup>st</sup> March 2017
Balances	3,739	4,914
Earmarked reserves	7,181	5,714
Provisions	1,182	1,304
Usable capital receipts	2,359	2,572
<b>Total</b>	<b>14,461</b>	<b>14,504</b>

10.4 **Investments held by the Council** - the Council maintained an average balance of £21.639m of internally managed funds. The internally managed funds earned an average rate of return of 0.54%. The comparable performance indicator is the average 7-day LIBID rate, which was 0.20%. External Interest received on investments totalled £115,480 compared to the revised budget of £89,800.

## 11. Performance Measurement

11.1 One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide. The Council’s performance indicators were set out in the Annual Treasury Management Strategy.

11.2 This service has set the following performance indicator:

- Investments – Internal returns (0.54%) compared to the 7 day London Interbank Bid (LIBID) rate (0.20%)

11.3 The Council continues to be a member of the Capita regional benchmarking group. The group now comprises twelve Local Authorities (LAs); 2 County Councils and 10 District / Borough/ City Councils and the group meet twice a year. Quarterly performance reports are prepared by Capita. The purpose of the benchmarking group is to compare Security of Capital, Liquidity and Yield (SLY - risk and return), aiming to maximise return in line with each authority’s individual risk appetite.

- 11.4 Capita reported that the results of the benchmarking group at 31<sup>st</sup> March 2017 were that the Weighted Average Maturity (WAM) was 67 days and the Risk Factor was 3.16 (1 being the lowest, 7 being the highest). The Council's yield was mid group and the risk factor was mid-range in the group. For the first quarter of 2016/17 we out performed the model band benchmark. For the subsequent three quarters the Council continued to perform inline with expectations. The recent benchmarking results are explored in more detail in the separate benchmarking report on this agenda.

## **12. Icelandic Bank Defaults**

- 12.1 As has been widely reported, this Council had £9m invested in Icelandic banks at the time of their collapse in October 2008.
- 12.2 The position on recovery of the remaining £6 million Icelandic investments is that, at 31st March 2017, a total of £5.192m had already been received (86.54%).

Financial Institution	Principal Invested £	Principal Repaid at 31/03/17 £	Recovery at 31/03/17 %	Estimated Total Recovery %
Kaupthing Singer & Freidlander	5,000,000	4,212,500	84.25	86-86.5
Heritable Bank	1,000,000	979,643	97.96	97.96
<b>Total</b>	<b>6,000,000</b>	<b>5,192,143</b>	<b>86.54</b>	<b>87.99</b>

- 12.3 In the case of Heritable Bank plc, the most recent repayment was made in August 2015, bringing the total repayments to approximately 98%. For the purposes of the Council's Accounts this is expected to be the last payment, until full and final settlement. In the case of Kaupthing, Singer and Friedlander Ltd, the administrators made further repayments in November 2016 and May 2017, and currently estimate being in a position to make a sixteenth distribution of not less than 0.25 pence in the pound during Q4 of 2017-18. The Council is currently estimating a further 1.00% recovery during the next two years. Members will be periodically updated on the latest developments.

**13. Regulatory Framework, Risk and Performance**

- 13.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance:
- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
  - The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken;
  - Statutory Instrument (SI) 3146 2003, as amended, developed the controls and powers within the Act;
  - The SI requires the Council to undertake any borrowing activity with regard to the CIPFA) Prudential Code for Capital Finance in Local Authorities;
  - The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;
  - Under the Act the CLG has issued Investment Guidance to structure and regulate the Council's investment activities.
  - Under section 238(2) of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8<sup>th</sup> November 2007.
- 13.2 The Council has complied with all of the above relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.
- 13.3 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of Capita, the Council's advisers, has proactively managed its treasury position.
- 13.4 Shorter-term rates and likely future movements in these rates predominantly determine the Council's investment return. These returns can therefore be volatile and, whilst the risk of loss of principal is minimised through the annual investment strategy, accurately forecasting future returns can be difficult.

13.5 The future financial position for the Council will continue to be challenging. The decision to leave the European Union and the post-Election fall-out has left Local Government more uncertain than ever about the future of funding for the sector. The uncertainty around the outcome of the General Election, and particularly the fall of the Local Government Finance Bill, has made it unclear whether the new government will go ahead with key policies (100% business rate retention) but it is clear that austerity measures are set to continue to balance the national budget. However it remains too early to judge the impact of the decision to leave the European Union on Local Government Finances; at the moment the only tangible impact has been modest financial market volatility but this has not had a material impact to date. The Bank of England reduced the Bank Base Rate to 0.25% in early August 2016, the first change since 2009, and there remains speculation that there could be further stimulus to come, although Capita currently estimate that this may be some time off; in Q2 of 2019. The future impact of this will be assessed and taken into account in the Revised Budget. The fall in Base Rate has had a 'knock on' effect upon Public Works Loans Board (PWL) borrowing rates, although in recent months the rates have been more volatile as the markets respond to Brexit and global economic events, so there remains the potential to make savings in respect of future borrowing, again to be addressed at Revised Budget. The Chancellor's Autumn Statement (date to be confirmed) will potentially be important in terms of providing direction of the Government's spending/borrowing plans going forwards and may impact on Local Authority funding. Key impacts will be included in future reports.

13.6 We received an update from our Treasury Advisors, Capita, on the 'Markets in Financial Instruments Directive II' (MiFID II) policy statement issued by the Financial Conduct Authority (FCA) on 3<sup>rd</sup> July 2017. This policy statement included a finalised position for the client categorisation of Local Authorities, that comes into effect as part of the full introduction of MiFID II on 3<sup>rd</sup> January 2018, impacting our Treasury Management Service Strategy (TMSS).

It is important to appreciate that MiFID II does not cover simple term deposits. It is only focussed on regulated products. These would include direct investments such as Certificates of Deposit, Gilts, Corporate Bonds and investment funds, including Money Market Funds. Under MiFID II, the FCA is obliged to treat all Local Authorities as "retail clients" under European Union legislation. However, the regulator does offer the option to "opt up" to an Elective Professional Client if the authority meets certain criteria.

We are liaising with Capita to understand the actions we need to take in relation to the FCA update but basically it is now confirmed that Local Authorities will be classed as retail investors from 3<sup>rd</sup> January 2018. This could be very limiting to the scope of our treasury management investments, however, subject to meeting a £10m portfolio test (we should hopefully continue to meet this test although this could potentially change if our balances are depleted) we should be able to opt-up from 'retail' to 'elective professional' status. This should enable us to continue to use a similar range of investment instruments as we currently use.

Work will continue with Capita as we are still awaiting the full details. Further updates will be included within the Mid Year Treasury Management Report and the latest position will also be covered in the Member training on 4<sup>th</sup> September

2017. If necessary, appropriate revisions to the TMSS will be recommended to December 2017 Council.

**14. Progress with Sale of Capita Treasury Management Solutions**

- 14.1 On 8th December 2016 Capita plc announced its intention to sell Capita Asset Services ("CAS" – collectively; Capita Fund Solutions, Capita Shareholder & Treasury Solutions, Capita Debt & Banking Solutions and Capita Corporate & Private Client Solutions). The rationale for the sale is that CAS is no longer considered core to Capita plc's strategy of focusing on technology enabled outsourcing solutions. The parent company does however acknowledge CAS's considerable value as a stable and profitable business, with a strong management team, an exceptional client base and significant growth opportunities. This did not impact on the treasury management service we receive from our assigned team under our contract during 2016/17, but we await news of progress with the sale with great interest.
- 14.2 In a stock exchange announcement issued on Friday 23<sup>rd</sup> June 2017, Capita plc announced that it had exchanged contracts with Link Group, for the sale of Capita Asset Services. They see this as an excellent strategic fit for Capita Asset Services and the Council has been assured that there will be no disruption to service levels or the teams who support the Council.
- 14.3 The sale should be completed by the end of the calendar year and the existing contract that runs until 31<sup>st</sup> August 2020 should be assigned or novated to the new company subject to the legal details of the sale. Further updates will be provided for members as part of the Mid-year report.



## Overview and Scrutiny Committee

### Briefing Paper

Report of: Kate Bailey, Strategic Housing Services Manager  
Jenny Moreton, Principal Health and Sustainability Officer  
Date: Thursday 7<sup>th</sup> September 2017

### Open

### Wyre Forest Health and Wellbeing Plan Update

#### 1. Summary

- 1.1 This report is to update Members on work to improve health and wellbeing in Wyre Forest and to seek endorsement of the new Wyre Forest Health Action Plan 2017-21.

#### 2. Background

- 2.1 The Worcestershire Health and Wellbeing Board oversees local health commissioning and leads on the strategic planning and co-ordination of local health services. The Board developed the Worcestershire Joint Health and Wellbeing Strategy 2016 - 2020, which established priorities for this period, based on the findings of the Joint Strategic Needs Assessment. Public Health is a County Council function and WFDC works closely with the Public Health team ensuring the District Council makes a contribution to improving the health of its residents.
- 2.2 The Wyre Forest Health and Wellbeing Stakeholder Forum (HWSF), which includes representatives from WCC Public Health, Community Housing Group, HWFRS, Carers Worcestershire and Age UK amongst others works with the Council to provide oversight to the plan and co-ordination of health prevention activities.
- 2.3 Within the District Council, delivery of this work is primarily carried out by the Public Health Practitioner for Wyre Forest and the Health and Sustainability team in Strategic Housing Services.

#### 3. Key Issues

- 3.1 Improving the health and wellbeing of residents in Wyre Forest remains a key area of work. The latest Public Health England profile (2017) for Wyre Forest shows that there are some indicators that are significantly worse than the national or regional average including; obese children in year 6, excess weight in adults, recorded diabetes, statutory homelessness, smoking status at time of delivery and breastfeeding



initiation. We will continue to address all these issues with partners over the lifetime of this plan.

- 3.2 Below is an update on some examples of projects undertaken as part the 2016/17 Health Action Plan (shown at Appendix 1):

**3.2.1 Mental Health First Aid Training**

Mental Health First Aid (MHFA) is a training course which teaches people how to identify, understand and help someone who may be experiencing a mental health issue. Trainers from Worcestershire Health and Care NHS Trust ran a 2 day MHFA course in Kidderminster in October 2016 which was attended by 18 front line workers. A further 7 people attended a Youth MHFA course, specifically for those working with, living with or supporting young people aged 8 to 18.

**3.2.2 Drugs and Alcohol Awareness Training**

In March 2017, staff from across the Council recently attended an in-depth drug and alcohol awareness training course that was intended to support front line workers in their dealings with members of the public. The course provided up to date information about the wide range of drugs that are currently being used and described associated effects and behaviour whilst also exploring attitudes towards substance misuse and the people concerned. The effects and consequences of alcohol misuse were also considered as was the sort of support that can benefit people who are struggling with any dependency issues. 21 people attended the course and gave very positive feedback.

**3.2.3 Annual Showcase Event for Older People**

A Showcase of Services event is held at Kidderminster Town Hall each year. 25+ organisations provide advice and information about their services to the public. A wide range of topics are covered from healthy living, how to manage finances, claim benefits and information on local services. Stallholders at the 2016 event included Wyre Forest District Council, the Alzheimer's Society, Age UK, Diabetes UK, Carers Association, Sight Concern and electric blanket testing plus many more. The event gives these organisations the opportunity to provide relevant up to date information, network and obtain referrals.

**3.2.4 Big Active Weekend**

The first Wyre Forest Big Active Weekend took place in May 2017. Organised by Wyre Forest District Council, Worcestershire County Council and various local groups, a wide range of different activities were put on for people of all ages and abilities to get involved in. Activities included walking, cycling, climbing, yoga, dodgeball and parkour, providing a chance for people to try something new and experience different indoor and outdoor venues across the district. From the feedback that was received, approximately 545 people took part in the activities that were promoted and approximately 120 of these people were taking part in the activity for the first time.

The event aimed to raise awareness of current recommendations for adults to undertake 150 minutes (2.5 hours) of moderate activity per week, in bouts of 10 minutes or more. People who have a physically active lifestyle have a 20-35% lower risk of cardiovascular disease, coronary heart disease and stroke compared to those who have a sedentary lifestyle. Regular physical activity is also associated with a reduced risk of diabetes, obesity, osteoporosis and colon/breast cancer and with improved mental health.

### **3.2.6 Dementia Action**

There are an estimated 850,000 people in the UK (and around a thousand in the Wyre Forest area) living with dementia and this number is expected to rise. The Kidderminster Dementia Action Alliance is made up of organisations that operate across the town and are working together to make Kidderminster a Dementia Friendly Community. The Kidderminster Dementia Action Alliance was established in April 2016 and currently meets on a monthly basis. By July 2017, 28 organisations (including WFDC) had signed up to the Kidderminster DAA. In addition, at least 409 people have attended dementia friends awareness sessions as a direct result of the DAA since August 2016. Dementia Friends training is for people to learn more about what it is like to live with dementia and small ways that they can help create dementia friendly communities.

## **Wyre Forest Health Action Plan 2017-21**

- 3.3** The updated Wyre Forest Health Action Plan (Appendix 2) reflects the priorities of the Worcestershire Health and Wellbeing Strategy:
- improving mental health and well-being
  - increasing physical activity
  - reducing the harm caused by alcohol.

It also reflects additional local priorities and the key principles of partnership, empowerment, local action, rigour, involvement, transparency and accountability.

## **4. Options**

### **4.1 The committee may wish to:**

- Recommend to Cabinet that the Wyre Forest Health and Wellbeing Strategy and Health Action Plan 2017/21 as attached at Appendix 2, is approved.
- Put forward alternative or additional proposals to recommend to Cabinet.

**5. Consultation**

- 5.1 Wyre Forest Health and Wellbeing Stakeholder Forum

**6. Related Decisions**

- 6.1 Not applicable

**7. Relevant Council Policies/Strategies**

- 7.1 Worcestershire Health and Wellbeing Strategy

**8. Implications**

- 8.1 Resources: Projects undertaken by the council are funded from within existing resources
- 8.2 The action plan requires cross-directorate and partnership working

**9. Wards affected**

- 9.1 All

**10. Appendices**

- 10.1 Appendix 1: Wyre Forest Health and Wellbeing Plan 2016/17 update
- 10.2 Appendix 2: Wyre Forest Health Action Plan 2017-21

**11. Background Papers**

- 11.1 Worcestershire Health and Wellbeing Strategy 2016-21

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**Health Action Plan 2016 – 2021**

**Countywide priorities from the Health and Wellbeing Strategy**

**1. Good mental health and wellbeing throughout life**

<b>Project Title</b>	<b>Actions</b>	<b>Measures</b>	<b>Updates/ 2016-17 participation</b>
Mental Health First Aid Training	Support staff and partners to attend training when available.	Number of people trained	Young person's MH first aid training: 8 <sup>th</sup> & 15 <sup>th</sup> Sept 2016 7 people attended  Adult MH first aid training: 13 <sup>th</sup> & 20 <sup>th</sup> Oct 2016 18 people attended
Dementia Friendly Communities	Dementia Action Alliance developed and supported  WFDC to raise the issue around Dementia with staff and WF20  Increase the number of Dementia Friends in WF  Promote and support dementia events and activities	Number of dementia action alliance (DAA) meetings held and attendance  Number of businesses/ organisations signed up to the local DAA  WFDC sign up to the DAA  Number of dementia friends awareness sessions held and dementia friends attended  Number of events supported	9 DAA meetings since April 2016, average of 13 people attending each one.  22 organisations signed up to the DAA (April 2017)  WFDC signed up to the DAA and action plan in place  409 people have attended the dementia friends awareness session as a direct result of the DAA since August 2016  Events held for Dementia Awareness Week in 2016 and 2017.  DAA launch event held in Kidderminster in August 2016.  DAA promoted at the Showcase events (Sept 2016).

## Agenda Item No. 7 Appendix 1

Project Title	Actions	Measures	Updates
Mental Health & Wellbeing in schools	<p>To provide a targeted intermediate mental health service (TIMHS) to children.</p> <p>To support health and wellbeing in schools through the development of the “Best of Health” project.</p>	<p>Number of referrals</p> <p>Results of surveys to measure children’s awareness of Health and Wellbeing</p>	24 referrals
<p>Social Isolation and Loneliness</p> <p>To reduce social isolation and loneliness for the most vulnerable residents.</p>	<p>Work with parish councils and community groups to target and support their older and most vulnerable residents.</p> <p>Update and ensure that activities and services are incorporated in to older person’s activity booklet.</p> <p>Reconnections: Provide personalised support to people over 50 to reduce their feelings of loneliness and enhance their wellbeing</p>	<p>Number of parish councils engaged.</p> <p>Updated older person’s activities booklet published, printed and distributed.</p> <p>Number of people supported Reduction in feelings of loneliness at 6 and 18 months.</p>	<p>Information sent to PCs</p> <p>200 booklets distributed.</p> <p>138 Wyre Forest participants. Evaluation shows a reduction in reported feelings of loneliness.</p>
Digital Inclusion	<p>Continue to support provision of online access to service users at GP surgeries and pharmacists</p> <p>Organise, promote and provide a further computerbus session in the district</p> <p>Work with Wyre Forest digital connector to identify and promote community venues for digital inclusion, and develop provision where necessary</p>	<p>Evaluations from 2 GP practices and 1 Pharmacist in Wyre Forest</p> <p>Number of people accessing the session / type of enquiry if available</p> <p>Details of mapped provision Number of sessions/ provision established (as required) Number of people accessing sessions</p>	<p>Feedback from the GP practices who did participate in the project was positive. They have seen an increased number of patients at the surgery using online facilities. The predominant use for online access was GP/ practice related services rather than to access wider (health) information. Staff changes have resulted in progress recently being slower in terms of community DI work, but there are now plans in place to drive this forward again.</p>

2. Being active at every age

Project Title	Actions	Measures	Updates
Sports Development / Activities	To promote health and wellbeing of residents in WF through physical activity	Number of participants in a variety of activities throughout the year	Total of 4571 participants in a wide range of activities throughout the year.
Adult Cycle Training	Deliver free cycle training for Wyre Forest residents aged 16+.	Number of participants. Follow up survey results.	32 adults trained to date.
Leisure Centre	To promote health and wellbeing of residents in WF through physical activity	Take up of new leisure centre facilities	Since July 2016, there have been 351,333 visits to Wyre Forest Leisure Centre. On average there have been 39037 visits per month; numbers have been increasing with 49,239 visits in March 2017.
Green Gyms and Parks	Promoting the use of local park (s) / nature reserves for mini park runs/ health walks/ Green Gyms	Number of events held / outdoor recreation promoted	Physical activity 'Big Active Weekend' held 20 <sup>th</sup> & 21 <sup>st</sup> May 2017; various activities held throughout the district.

3. Reducing harm from alcohol at all ages

Project Title	Actions	Measures	Updates
Raising Alcohol Awareness	Supporting national campaigns to raise awareness around alcohol (and in relevant geographical areas, as appropriate)	Number of events where alcohol awareness raised  Wards targeted with relevant information/ campaigns	1 event (staff health fair).
Training on Alcohol Awareness	Support training on alcohol awareness to staff at WFDC	Numbers attending training course	21 WFDC staff attended a one day training course on Alcohol and Drugs Awareness on 28/3/2017.
Reducing the strength / accessibility to encourage responsible drinking	Produce and circulate a briefing paper to licensing committee on local statistics regarding alcohol	Briefing paper produced	

4. Local Priorities

Project Title	Actions	Measures	Updates
Raising rates of breastfeeding	Promote and support the uptake of Healthy Start vouchers (Focus on low income families, support good nutrition throughout pregnancy and early childhood).	Numbers of vouchers used/ vitamins bought.	n/a
	Increase number of premises signed up to the Worcestershire Welcomes Breastfeeding scheme	Number of premises recruited to the scheme	35
	Increase the number of breastfeeding peer supporters recruited and trained	Number of peer supporters recruited and undertaken the training	6
Reducing Statutory Homelessness	Working with partners to prevent and relieve homelessness	Number of housing advice & preventions per annum	1005 Prevented 60 Relieved.
Reducing Diabetes	Explore current provision and good practise	Consider what actions can be supported by WFDC / WCC based on analysis undertaken	The early intervention service has been commissioned and will be evaluated in due course.
Tackling fuel poverty	Training for frontline workers- signs of fuel poverty, health implications, support available.	Number of people trained.	848 people advised at events, via the free helpline and through home visits.
	Deliver Boilers on Prescription scheme for low income people with long term health conditions.	Number of installations.	15 installations through BoP and a further 14 through alternative funding schemes.
	Energy advice at flu jab clinics.	Number of people advised.	
Reducing Smoking in pregnancy	Undertake research into preventative measures of near neighbours to explore additional actions to reduce numbers  Working with partners to reduce smoking in pregnancy including exploring smoke free parks concept	Number of wards / geographical areas targeted with information/ campaigns	This action has not been delivered due to staff resources.



## Agenda Item No. 7 Appendix 1

Project Title	Actions	Measures	Updates
Reducing overweight & obese adults	<p>Support and promote the Cook4Life programme</p> <p>Explore planning guidance around proliferation of fast food outlets, and develop a briefing paper to inform planning policy at WFDC</p> <p>To raise awareness of gleaning and attract volunteers.</p> <p>Continue to support local groups promoting healthy eating and reducing food miles</p>	<p>Number of courses/ sessions delivered and number of attendees Results of the course evaluation</p> <p>Briefing paper has been developed</p> <p>Support/ promotional information provided Number of gleaning events held</p> <p>Number of groups supported</p>	<p>0</p> <p>This has been included in the new local plan policies.</p> <p>No gleaning events took place in the Wyre Forest District, but residents participated at events elsewhere in Worcestershire. Bewdley Apple Cooperative volunteers collected fruit from old orchards in the area.</p> <p>6 local food groups participated at the Kidderminster and / or Bewdley Greener Living Fairs. Supported people seeking to develop an edible forest garden (Haye Farm, Bewdley) and a Wyre Forest Food Assembly (<a href="https://thefoodassembly.com/en">https://thefoodassembly.com/en</a>)</p>
Brief Interventions	<p>Eating Well on a Budget sessions</p> <p>Health Chats Training</p>	<p>Number of courses delivered/ Number of attendees</p> <p>Satisfaction/ knowledge and confidence of participants</p>	<p>5</p> <p>26 attendees at Wyre Forest sessions in 2016/17</p>
Campaigns/ Provision of information	<p>Stroke Campaign -Delivery of an awareness information session</p> <p>Ageing Well</p>	<p>Number of participants attended</p>	<p>Awareness session held: August 2016. 31 people attended.</p>

## Agenda Item No. 7 Appendix 1

	<p>-Older person's showcase event -Electric blanket testing and advice giving</p> <p>Use of social media to promote healthy lifestyle messages</p>	<p>Number of people attending event Number of exhibitors Evaluative feedback Number of electric blankets tested/ advice given</p> <p>Campaign information shared Number of 'shares' or 'likes' (Twitter/ Facebook)</p>	<p>240 people attended the event 27 Exhibitors attended Very positive evaluative feedback</p> <p>Big Local DY10 event: 30 attendees (partners + community members).</p>
Worcestershire Works Well	Ensure as many businesses as possible are signed up to Worcestershire Works Well	<p>Number of new sign up's Number of businesses accredited to level 1</p>	15 active Wyre Forest businesses are signed up for WWW. 3 have reached Level 1 and 1 has achieved Level 2 accreditation.

**Health Action Plan 2017 – 2021**

**Countywide priorities from the Health and Wellbeing Strategy**

**1. Good mental health and wellbeing throughout life**

<b>Project Title</b>	<b>Actions</b>	<b>Measures</b>	<b>Updates</b>
Five Ways to Wellbeing Campaign	Promote the 5 ways to wellbeing throughout 2017 by: Organising a calendar of events, information and messages to be held and distributed which to relate to each of the five themes.	Number of events where 5 ways to wellbeing are promoted	
Dementia Friendly Communities	<p>Dementia Action Alliance developed and supported</p> <p>Increase the number of Dementia Friends in WF</p> <p>Promote and support dementia events and activities</p>	<p>Number of dementia action alliance (DAA) meetings held and average number in attendance</p> <p>Number of businesses/ organisations signed up to the local DAA</p> <p>Number of dementia friends awareness sessions held and dementia friends attended</p> <p>Number of events supported</p> <p>Number of Dementia Dwelling Grants awarded</p> <p>Number of environmental audits carried out</p>	

## Agenda Item No. 7 Appendix 2

Project Title	Actions	Measures	Updates
<p>Social Isolation and Loneliness</p> <p>To reduce social isolation and loneliness for the most vulnerable residents.</p>	<p>Update and ensure that activities and services are incorporated in to older person's activity booklet.</p> <p>Reconnections: Provide personalised support to people over 50 to reduce their feelings of loneliness and enhance their wellbeing</p>	<p>Updated older person's activities booklet published, printed and distributed.</p> <p>Number of people supported Reduction in feelings of loneliness at 6 and 18 months.</p>	
Digital Inclusion	Work with Wyre Forest digital connector to identify and promote community venues for digital inclusion, and develop provision where necessary	<p>Details of mapped provision Number of sessions/ provision established (as required) Number of people accessing sessions</p>	

2. Being active at every age

Project Title	Actions	Measures	Updates
Sports Development / Activities	To promote health and wellbeing of residents in WF through physical activity	Number of participants in a variety of activities throughout the year	
Promoting Cycling	Deliver free cycle training for Wyre Forest residents aged 16+.  Develop local, family friendly cycle route information.	Number of participants. Follow up survey results.  Information produced/ promoted.	
Leisure Centre	To promote health and wellbeing of residents in WF through physical activity	Number of visits	
Big Active Weekend	Promoting the use of local park (s) / nature reserves for mini park runs/ health walks/ Green Gyms	Number of events held / outdoor recreation promoted	
Health Walks	Increase the number of health walks on offer in Wyre Forest by:  Establishing a health walk from each GP practice and other community facilities	Number of walks established  Number of individuals attending each walk	

3. Reducing harm from alcohol at all ages

Project Title	Actions	Measures	Updates
Raising Alcohol Awareness	Supporting national campaigns (Alcohol Awareness Week/ Dry January) to raise awareness around alcohol (and in relevant geographical areas, as appropriate).  Raising awareness through Community Ambassadors (Year 10 students)	Number of events where alcohol awareness raised  Number of awareness activities carried out	
Reducing the strength / accessibility to encourage responsible drinking	Produce and circulate a briefing paper to licensing committee on local statistics regarding alcohol	Briefing paper produced	
Tackling alcohol related anti-social behaviour / street drinking	Public Health Practitioner to join the Safer Wyre Forest task group	Number of meetings attended	

4. Local Priorities

Project Title	Actions	Measures	Updates
Raising rates of breastfeeding	<p>Promote and support the uptake of Healthy Start vouchers (Focus on low income families, support good nutrition throughout pregnancy and early childhood).</p> <p>Increase number of premises signed up to the Worcestershire Welcomes Breastfeeding scheme</p> <p>Increase the number of breastfeeding peer supporters recruited and trained</p>	<p>Numbers of vouchers used/ vitamins bought.</p> <p>Number of premises recruited to the scheme</p> <p>Number of peer supporters recruited and undertaken the training</p>	
Reducing Statutory Homelessness	Working with partners to prevent and relieve homelessness	Number of housing advice & preventions per annum	
Tackling fuel poverty	<p>Winter warmth campaign to include training for frontline workers- signs of fuel poverty, health implications, support available and advice at events.</p> <p>Deliver energy efficiency measures for households on a low income/ with long term health conditions.</p> <p>Wyre Forest collective energy switching scheme.</p>	<p>Number of people trained.</p> <p>Number of people advised.</p> <p>Number of households assisted.</p> <p>Number of households switching energy tariffs through the scheme.</p>	
Reducing respiratory illness through raising thermal comfort	To undertake works to properties in areas of poor thermal comfort including Park Street/ Wood Street (Kidderminster) and Rock	<p>Number of properties receiving the measures</p> <p>Number of households stating an improvement in their health and wellbeing.</p>	

## Agenda Item No. 7 Appendix 2

Project Title	Actions	Measures	Updates
Reducing Smoking in pregnancy	Working with partners to reduce smoking in pregnancy	Number of pregnant smokers referred to stop smoking services	
Reducing overweight & obese adults	Continue to support local groups promoting healthy eating and reducing food miles	Number of groups supported	
Campaigns/ Provision of information	Local promotion of national/ county public health campaigns, including: National Blood/Organ Donation Mental Health Awareness Week White Ribbon Campaign  Ageing Well: Showcase of Services event	Number of campaigns promoted  Number of events held   Number of exhibitors and people attending the event	
Worcestershire Works Well	Ensure as many businesses as possible are signed up to Worcestershire Works Well	Number of new sign up's Number of businesses accredited to level 1	
New Street Stourport- Support and information	Encourage residents in New Street TA to access health related services and activities to improve their health and wellbeing	Number of households who are supported to improve their health and wellbeing.	





## Overview and Scrutiny Committee

### Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer  
Date: Thursday 7<sup>th</sup> September 2017

### Open Report

### Climate Change Update

#### 1. Summary

- 1.1 This report provides an update on implementation of the Wyre Forest Climate Change Action Plan 2016/17 and seeks endorsement of the updated action plan for 2017/18.

#### 2. Background

- 2.1 The Health and Sustainability Team in Housing Services lead the co-ordination and delivery of work to tackle climate change issues in Wyre Forest.
- 2.2 The updated Wyre Forest Climate Change Strategy and 2016/17 action plan were approved by Overview and Scrutiny Committee and Cabinet in September 2016. The strategy was written in alignment with the Worcestershire Climate Change Strategy and aims to deliver the Worcestershire strategy within Wyre Forest.
- 2.3 The strategy focuses on key areas where Wyre Forest District Council and partners can have the most impact in the district, within current resources. It has four key themes:
1. Warmer, healthier homes.
  2. Building a low carbon economy.
  3. Transport and infrastructure.
  4. Healthy and resilient communities.

#### 3. Key Issues

- 3.1 The United Nations Intergovernmental Panel on Climate Change (IPCC) releases an assessment report on the latest climate change science every five years. The latest report considered evidence from many independent scientific analyses and has been endorsed by all UN member States. Scientists are now all but certain that climate change is mostly caused by human action, and that it is already leading to changes in regional weather

patterns, with extreme events such as flooding and heat waves on the increase. The Industrial Revolution led to an increase in greenhouse gas emissions caused by human activity. The Earth's surface has consequently warmed by about 0.8°C since around 1900, with much of this warming occurring in the past 50 years. If the global average temperature rises more than 2°C above pre-industrial levels, significant negative impacts of climate change will be more likely and the cost of managing them will rise sharply. The Paris Agreement, which came into force in 2016 and has so far been ratified by 153 countries, aims to limit the rise in global temperatures to well below 2°C, to pursue efforts to hold it to 1.5°C and to reach net zero emissions in the second half of the century.

- 3.2 The Climate Change Act 2008, legislated by the UK Parliament, commits the UK to reducing emissions by at least 80% by 2050 from 1990 levels. This is to be achieved through a series of legally binding 5-year 'carbon budgets'. The Committee on Climate Change (the CCC) is an independent, statutory body which advises the government on emissions targets and reports progress on reducing greenhouse gas emissions and preparing for climate change. The CCC's latest report shows that since 1990 UK emissions had fallen by over 40% by 2016, while GDP had increased by over 60%. This fall was largely due to reduced use of coal and increased use of renewable energy in the power sector. Emissions reductions in this sector alone will not be enough to meet forthcoming carbon budgets. The CCC states that effective new strategies and policies are urgently needed to ensure emissions continue to fall in line with the commitments agreed by Parliament and that key risks to homes, businesses, and the natural environment are addressed.
- 3.3 Councils have a pivotal role in tackling climate change and, through local governance, can ensure climate change policies and programmes protect and help the most vulnerable, particularly the fuel poor. Local authorities are uniquely placed to assess the needs of their areas and local residents and to act as catalysts for change. The Home Energy Conservation Act (HECA) recognises local authorities' ability to use their position to improve the energy efficiency of all residential accommodation in their areas. HECA requires local authorities to produce a series of reports, setting out the energy conservation measures that considered practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. Fuel poverty is an issue for the district; around 5,500 Wyre Forest households (12.6%) are classed as being fuel poor. Living in cold, damp homes can exacerbate health conditions, particularly cardiovascular and respiratory illnesses. Worcestershire has slightly higher than average excess winter deaths, the majority of which tend to be caused by diseases of the cardiovascular system (such as stroke and heart attack) and respiratory illness (e.g. influenza).
- 3.4 Each year, central government releases per capita CO2 emissions figures for all local authorities. Between 2005 and 2015 (the latest data available) emissions fell by 32.3% in Wyre Forest and 31% across Worcestershire. Emissions across this period fell in all sectors: by 43% in industry/commercial, 33% in the domestic sector and 11% in road transport.

- 3.5 Appendix 1 sets out progress on delivery of the Climate Change Action Plan 2016/17. The case studies below set out examples of some of the work undertaken.

**Case study 1: Heating and insulation.**

We continue to work with other local authorities and agencies such as Act on Energy through the Warmer Worcestershire Network to bring in external funding and deliver energy efficiency schemes. The Green Deal Communities scheme enabled 78 Wyre Forest households to have their solid wall properties externally insulated, with £445k funding from external sources being leveraged in.

Funding was also obtained from the Better Care Fund and National Energy Action to deliver a 'Boilers on Prescription' scheme. The programme offered replacement heating systems for households at risk of fuel poverty where a resident has a long term health condition that could be made worse by living in a cold, damp home. 15 Wyre Forest households received new heating systems through this scheme. In addition, WFDC has completed/ approved a further 14 heating schemes to the value of £32k for households which did not meet the criteria for the above scheme. These schemes were funded through Disabled Facilities Grants (for any disabled/ vulnerable person diagnosed with a respiratory illness or on Disability Living Allowance/Personal Independence Allowance) and Home Repairs Assistance loans (as a local land charge on the property).

Through the Warmer Worcestershire Network we are now working to channel in Energy Company Obligation funding for insulation measures in 2017/18.

**Case study 2: Wyre Forest Big Energy Switch**

Many people are not on the best value energy tariff and pay more than they need but are reluctant to switch. Collective energy switching is a way of helping to address this situation and can help people lower their fuel bills. WFDC ran its first 'Wyre Forest Big Energy Switch' during spring 2017 in partnership with specialist switching company igo, who join together schemes like this from across the country. The scheme brings residents together to use group buying power to get an exclusive deal from energy suppliers. During the first Switch, 330 Wyre Forest registered for the scheme, with 30% going on to switch, collectively saving £25k (an average of £230 per household). The next Wyre Forest Big Energy Switch is due to take place in January/February 2018.

**Case study 3: Promoting Cycling**

The Wyre Forest Cycle Forum was promoted cycling within the area, by acting as a facilitator and consultee for cycling matters, raising awareness about cycling and trying to ensure that new infrastructure for cyclists is convenient and safe to use. Members of the Forum include local cyclists, cycling organisations and the local authorities, including WFDC. Recent activities have included promoting cycling at local events and responding to the recent Local Transport Plan consultation. Once finalised, the Forum will be working proactively to help deliver local cycling schemes such as the Bewdley to Wyre Forest active travel route. Forum members helped

organise Bewdley Bike Week which saw 400+ people take part in various bike rides, training and a cycling festival.

The Forum also received health sector funding to run the Wyre Forest Adult Cycle Training scheme, for Wyre Forest residents aged 16+. Participants receive 2 x 2 hours training to suit their needs, whether they are complete beginners, want to increase their confidence or tackle busier roads and junctions. 30+ adults have been trained through the scheme so far. Participants are trained by qualified Bikeability instructors who also run training for children in schools throughout the county. The scheme has excellent uptake in the district, with an estimated 1000 Wyre Forest children taking part in Bikeability training annually.

#### **Case study 4: Supporting local community groups**

We work with a number of voluntary community groups with aims to help reduce local carbon emissions. The Transition Network is an international network of non-political, voluntary, community-led initiatives. Each transition initiative (a village, town or city) is working to help their community become more resilient by reducing reliance on fossil fuels, for example by promoting local food production, energy efficiency and renewable energy and more sustainable transport. There are active transition initiatives in Kidderminster and Bewdley. We organised the Kidderminster and Bewdley Greener Living Shows, attended by around 500 people, in partnership with these groups.

2016 also saw the groups launch the Wyre Forest Repair Cafe. A Repair Cafe is a friendly, relaxing and social meeting space where people can take their broken, damaged or torn household items for repair advice, repair or sharpening free of charge. The types of items include electrical appliances, electronic gadgets, furniture, toys, ceramics, jewellery, garments and fabrics, clocks, garden equipment, tools and much more. The sessions are run entirely by volunteers and take place in Bewdley and Kidderminster each month. Over the first twelve sessions in Bewdley, 532 items were brought in for repair or sharpening, with a 72% success rate. An average of 33 people attended each event.

3.7 An updated Climate Change Action Plan for 2017/18 is provided at Appendix 2.

#### **4. Options**

4.1 The committee may wish to:

- Note the progress on implementation of the Climate Change Action Plan 2016/17 (Appendix 1) and recommend to Cabinet that the Climate Change Action Plan 2017/18 (Appendix 2) is approved.
- Put forward alternative or additional proposals to recommend to Cabinet.

#### **5. Consultation**

5.1 Not applicable

**6. Related Decisions**

6.1 None

**7. Relevant Council Policies/Strategies**

7.1 [Wyre Forest Climate Change Strategy](#)

**8. Implications**

8.1 Resources: Projects undertaken by the council are funded from within existing resources or through bids to external funding sources.

8.2 The action plan requires partnership working, particularly the Warmer Worcestershire group.

**9. Equality Impact Needs Assessment**

9.1 N/A

**10. Wards affected**

10.1 All

**11. Appendices**

11.1 Appendix 1 Climate Change Action Plan 2016/17 Progress Update

11.2 Appendix 2 Climate Change Action Plan 2017/18

**12. Background Papers**

12.1 [Worcestershire Climate Change Strategy](#)

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A Climate for Change- 2016/17 Action Plan Progress

Warmer, Healthier Homes	2016/17 Progress Update
Ongoing promotion and delivery of schemes to install energy efficiency measures.	We work closely with independent energy charity Act on Energy on the promotion and delivery of energy efficiency scheme. This includes Act on Energy's free helpline for residents, advice at various events and signposting to available funding. 700+ Wyre Forest residents were advised by phone and in person at events in 2016/17.
Develop and co-ordinate new energy efficiency schemes utilising external funding (e.g. Energy Company Obligation)	Eligible householders are signposted to available funding, including through the Energy Company Obligation (ECO). New ECO guidance (April 2017) include a 'flexible element', whereby Local Authorities can determine local eligibility criteria for a % of ECO funding. WFDC is working with Worcestershire partners to develop this.
Support delivery of park homes insulation schemes.	Residential park homes were offered insulation funding as part of the Green Deal Communities scheme but uptake was very limited.
Deliver the 'boilers on prescription scheme' for people in fuel poverty and in poor health.	Through our Warmer Worcestershire Partnership we have been running a boiler on prescription programme. This combined funding from the Better Care Fund with redress funding through National Energy Action (NEA). The programme offered replacement heating systems for households at risk of fuel poverty where a resident has a long term health condition that could be made worse by living in a cold, damp home. 15 WFDC residents received new heating systems through this scheme (which has now closed). In addition, WFDC has completed/ approved a further 14 heating schemes for households which did not meet the criteria for the above scheme. These schemes were funded through Disabled Facilities Grants (for any disabled/ vulnerable person diagnosed with a respiratory illness or on Disability Living Allowance/Personal Independence Allowance) and Home Repairs Assistance loans (as a local land charge on the property).
Delivery of the Green Deal Communities external wall insulation scheme installation programme.	Through Warmer Worcestershire, we delivered an external wall insulation scheme utilising Green Deal Communities funding from successful funding bid to central government. 78 Wyre Forest solid wall properties were externally insulated through the scheme, with funding of £445,607 leveraged in and the rest of the cost met through customer contributions.
Energy advice at the Showcase of Services for Older People event.	The Showcase event in September 2016 included an energy advice stand.
Run a series of energy advice surgeries at various locations	Energy advice surgeries were held at various locations in 2016/17, including the Kidderminster Hub, the 3 main libraries and at events at Kidderminster Town Hall and St George's Hall in Bewdley. An energy advisor has also been out on the main mobile library routes in order to access the more rural areas.

Fuel poverty/ affordable warmth training for frontline workers / community groups	2 training sessions held for frontline workers at Wyre Forest House.
Energy advice at flu jab clinics	Advice/ info at flu jab clinic in Oct 2016.
Hold a Winter Pressures networking event for relevant partners	Event had to be postponed but likely to be held in 2017.
Produce a stakeholder update on current energy efficiency schemes	Updates are included as part of the Spotlight on Housing newsletter for stakeholders. Info on specific energy schemes is also disseminated via various networks as appropriate.
<b>Building a low carbon economy</b>	
Publicise available resource efficiency support to local businesses and encourage uptake.	Promotion of the Worcestershire Business Energy Efficiency Programme and Low Carbon Opportunities Programme to Wyre Forest businesses via relevant websites.
Subject to business case, implement projects to reduce WFDC's CO2 emissions	Double glazing was undertaken at Green Street.
Ongoing development of / participation in low carbon activity through the Local Enterprise Partnerships.	Participation in Worcestershire LEP <a href="#">Heat Mapping study</a> , including investigation of two Kidderminster sites with potential for future district heating schemes.
<b>Transport and Infrastructure</b>	
Ongoing support to the Wyre Forest Cycle Forum to strive for cycling infrastructure improvements and promote cycling opportunities.	Facilitation of quarterly cycle forum meetings. Activities include: liaison with developers / county council to encourage the inclusion of appropriate cycling infrastructure in new developments. Forum responses to appropriate consultations, including on the Local Transport Plan 4. Cycle forum also actively promoted cycling at the 2 x Greener Living Shows.
Deliver the Wyre Forest Adult Cycle Training scheme	c.30 Wyre Forest residents (aged 16+) were trained through this scheme in 2016/17.
Ongoing participation in the Worcestershire heat mapping/ energy master planning project	See the <a href="#">Heat Mapping study</a> ,

## Agenda Item No. 8 Appendix 1

Organise/ participate in awareness events for Bewdley Bike Week/ national Bike Week.	Supported/ promoted Bewdley Bike Week in May 2016, which included bike rides and cycle training.
Work with Cycle Forum to develop local, easy family friendly cycle routes	Ongoing.
<b>Healthy and resilient communities</b>	
Provide appropriate support to local transition groups (e.g. assistance with events and promotions)	Greener Living Shows organised in partnership with Transition Bewdley and Transition Kidderminster. Support in promoting Repair Cafe Wyre Forest, taking place at Kidderminster Youth House and St George's Hall Bewdley each month.
Participate in Growing Worcestershire activity to encourage local food growing.	<a href="#">Growing Worcestershire</a> activity includes development of a Food Links directory and network.
Identify/ promote opportunities to reduce food waste e.g. through the Worcestershire Gleaning Project.	200 gleaning volunteers in Worcestershire (district numbers not available). No large scale gleans in Wyre Forest in 2016/17 but 6 Wyre Forest gleaners took part in gleans further afield.
Ongoing participation in county wide activity on climate change adaptation.	Support for county-wide work
Assist in/ promote opportunities to improve energy efficiency of community buildings e.g. churches, village halls.	Ongoing
Run 'greener living' events in partnership with local transition groups.	Greener Living events held at Kidderminster Town Hall in January and St George's Hall, Bewdley in March 2017. Total attendance c. 450 people.
<b>Cross-cutting actions</b>	
Ongoing communications/ awareness on energy/ fuel efficiency etc (websites, newsletters, events, press releases, social media etc).	Ongoing throughout 2016/17



**A Climate for Change- 2017/18 Action Plan**

<b>Warmer, Healthier Homes</b>	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18
Ongoing promotion and delivery of schemes to install energy efficiency measures.												
Develop and co-ordinate new energy efficiency schemes utilising external funding (e.g. Energy Company Obligation)												
Run the Wyre Forest Big Energy Switch collective switching scheme.												
Deliver a Winter Warmth campaign in Wyre Forest												
Energy advice at the Showcase of Services for Older People event.												
Run a series of energy advice surgeries at various locations												
Fuel poverty/ affordable warmth training for frontline workers / community groups												
Hold a Winter Warmth networking event for stakeholders												
<b>Building a low carbon economy</b>	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18
Publicise available resource efficiency / low carbon support to local businesses and encourage uptake.												
Subject to business case, implement projects to reduce WFDC's CO2 emissions												
<b>Transport and Infrastructure</b>	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov	Dec 17	Jan 18	Feb 18	Mar 18
Ongoing support to the Wyre Forest Cycle Forum to strive for cycling infrastructure improvements and promote cycling opportunities.												
Deliver the Wyre Forest Adult Cycle Training scheme												
Work with Cycle Forum to develop local, easy family friendly cycle routes												
Planning policy development- e.g. supplementary planning guidance on low carbon and renewable energy												
Further explore opportunities for development of local heat networks												
Organise/ participate in awareness events for Bewdley Bike Week/ national Bike Week.												

## Agenda Item No. 8 Appendix 2

Investigate opportunities for electric vehicle infrastructure/ promotion												
<b>Healthy and resilient communities</b>	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18
Provide appropriate support to local transition groups (e.g. assistance with events and promotions)												
Participate in Growing Worcestershire activity to encourage local food growing.												
Identify/ promote opportunities to reduce food waste												
Run 'greener living' events in partnership with local transition groups.												
<b>Cross-cutting actions</b>	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18
Ongoing communications/ awareness on energy/ fuel efficiency etc (websites, newsletters, events, press releases, social media etc).												



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Helen Smith, Spatial Planning Manager  
Date: 7<sup>th</sup> September 2017

Open

### Open Space, Playing Pitch and Sports Built Facilities Strategies

#### 1. Summary

- 1.1 In 2016 the consultants Knight Kavanagh & Page (KKP) were commissioned by the Council to prepare a set of Open Space, Playing Pitch and Sports Built Facilities Strategies to meet national planning policy and guidance and to support the revised levels of growth as set out in the Council's emerging Local Plan and Infrastructure Delivery Plan. This report will outline the key elements of the strategies and seeks to progress them to Cabinet for approval.

#### 2. Background/Information

- 2.1 The National Planning Policy Framework (NPPF) requires all local authorities to carry out a needs assessment and audit provision to inform the development of local standards for the provision of open space.
- 2.2 In order for planning policies to be 'sound' local authorities are required to carry out a robust assessment of need for open space, sport and recreation facilities. The consultants have used a methodology that has been informed by best practice methods, including the Planning Policy Guidance 17 (PPG17) Companion Guidance; Assessing Needs and opportunities, published in September 2002.
- 2.3 The NPPF has replaced PPG17. However, assessment of open space facilities is normally carried out in accordance with the Companion Guidance to PPG17, as it still remains the only national best practice guidance on the conduct of an open space assessment. Under paragraph 73 of the NPPF, it is set out that planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. Specific needs and quantitative or qualitative deficiencies and surpluses in local areas should also be identified. This information should be used to inform what future provision may be required in an area.
- 2.4 As a prerequisite paragraph 74 of the NPPF states existing open space, sports and recreation sites, including playing fields, should not be built on unless:

- An assessment has been undertaken, which has clearly shown the site to be surplus to requirements.
- The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location.
- The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

2.5 The Open Space, Playing Pitch and Sports Built Facilities Strategies form part of the evidence base supporting the Local Plan Review. The findings of these technical studies will help to inform future decision making processes with regard to the Local Plan Review. The studies are an integral part of identifying and regulating the open space infrastructure. Through recognising open space provision in plan form, it can be assessed in terms of quantity, quality and accessibility, whilst strengthening its presence in planning policy for the future and maximising opportunities for investment.

2.6 The Strategies and Assessments are attached as an electronic supplement in Appendix 1.

### **3. Key Issues**

3.1 In 2016 the consultants KKP undertook a comprehensive set of studies for the Council which included the following:

- Open Space Assessment Report
- Open Space Study Standards Paper
- Playing Pitch Strategy Assessment Report
- Playing Pitch Strategy & Action Plan
- Indoor and Built Facilities Needs Assessment Report
- Indoor and Built Facilities Strategy

3.2 These technical studies will inform the preparation of the Local Plan Review Pre-Submission version. The study documents are in conformity with recent Sport England guidance and will assist the Council in preparing a robust and up-to-date assessment of need to meet all of the requirements in the NPPF, especially paragraph 73, and where appropriate, the implementation of paragraph 74 of the NPPF.

3.3 These studies provide the Council with robust evidence to:

- Negotiate and apply provision at the major growth sites that may be proposed in the Local Plan Review;
- Inform the negotiation of public open space section 106 contributions with developers;
- Inform the infrastructure requirements as part of the preparation by the Council of a revised Infrastructure Delivery Plan and associated work on CIL, should the Council choose to pursue a CIL Charging Schedule.

3.4 Open Space Study Standards Paper: The findings presented in the Open Space Study Standards Paper will be used to inform the emerging Local Plan

and any necessary supplementary planning documents. It will help to identify the deficiencies and surpluses in existing and future provision. In addition, it should help to set an approach to securing open space facilities and improvements through new housing development.

- 3.5 Playing Pitch Strategy & Action Plan: There is a need to build key partnerships between the Council, National Governing Bodies of Sport, Sport England, schools, further education providers, town/parish councils, community clubs and private landowners to maintain and improve playing pitch provision. The Playing Pitch Strategy & Action Plan will provide clarity about the way forward, and allow key organisations to focus on the key issues that they can directly influence and achieve.
- 3.6 Indoor and Built Facilities Strategy: Wyre Forest has an aspiration, and need, to consider its facilities planning particularly in the context of future housing growth needs; changing economic circumstances and the ageing demographic profile of the area. The focus of the Indoor and Built Facilities Strategy is to provide clear direction to all partners so that together they can plan and develop a more flexible, efficient and sustainable range of community based sport and leisure facilities that Wyre Forest requires. This will ensure residents have the opportunity to be physically active and healthier and where appropriate develop their sporting ambitions within their local community.
- 3.7 These fresh assessments provide an up-to-date basis for considering the quantity of additional open space, sport and recreation facilities that should be provided across the District.

#### **4. Options**

- 4.1 Overview and Scrutiny Committee to note that the Open Space, Playing Pitch and Built Facilities Strategies will form part of the evidence base to inform the emerging Local Plan and Infrastructure Delivery Plan.

#### **Either**

- 4.2 Overview and Scrutiny Committee commend the Open Space, Playing Pitch and Built Facilities Strategies to Cabinet for its approval;

#### **Or**

- 4.3 Overview and Scrutiny Committee commend the Open Space, Playing Pitch and Built Facilities Strategies subject to any appropriate recommendations that Overview and Scrutiny Committee might wish to propose to be considered by Cabinet.

#### **5. Consultation**

- 5.1 The strategies have been produced in consultation with the Cultural Services team at the Council.

- 5.2 Once approved the technical studies will form part of the Local Plan Review Pre-Submission Consultation, which is to be held next year before the emerging Local Plan is submitted to the Secretary of State for examination purposes.

**6. Related Decisions**

- 6.1 None.

**7. Relevant Council Policies/Strategies**

- 7.1 The Local Plan Review and the Infrastructure Delivery Plan are of relevance to these assessments and strategies.

**8. Implications**

- 8.1 There are no direct costs arising from the recommendation within this report.

**9. Equality Impact Needs Assessment**

- 9.1 The relevant policies set out in the Local Plan Review Preferred Options documents (Policy: 9, 14, 20A, 20B & 20C) have been subject to a full Equality Impact Assessment.

**10. Wards affected**

- 10.1 All wards.

**11. Appendices**

- 11.1 The Strategies and Assessments are attached in Appendix 1.

**12. Background Papers**

- 12.1 National Planning Policy Framework (NPPF)
- 12.2 Local Plan Review Preferred Options document
- 12.3 Infrastructure Delivery Plan

**Officer Contact Details:**

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Spatial Planning Manager  
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## Overview & Scrutiny Committee

### Briefing Paper

Report of: Mike Parker, Corporate Director: Economic Prosperity  
& Place  
Date: 7<sup>th</sup> September 2017

Open

### Compulsory Acquisition of Land & Properties & Empty Property Strategy

#### 1. Background

- 1.1 Under-utilised and vacant land and empty properties are important resources in supporting the Council's Corporate Priorities and Strategic Actions to 'Support You To Live In Clean, Green and Safe Communities' and 'Working Towards Meeting Current & Future Housing Needs...' and 'Preventing & Reducing Homelessness' but they are failing to contribute through their lack of active use. Not only are they an underutilised resource, their appearance can have an undermining effect on the aesthetics of the district and the quality of life of nearby residents and neighbours and can attract anti social behaviour, graffiti, vandalism and fly tipping. In short they can quickly have a negative effect on the local area in which they are situated.
- 1.2 The District Council, like most councils, continually needs to provide more good quality houses than the local housebuilding, private and social rented markets are supplying. In June 2017 the Council published its Local Plan Preferred Options consultation which set out its expected housing delivery to meet its needs over the period to 2034. Based on its Objectively Assessed Housing Need (OAHN) the Council needs to achieve 300 new housing completions per annum, including the provision of [100] affordable homes each year. Now major housing sites such as Silverwoods have neared completion the Council needs to work to ensure that this figure can comfortably be met each year. The Council currently has approximately 3000 households on its housing waiting list and in recent years has seen the number of new homes brought forward by Registered Social Landlords also reduce due to changes in the government approach to grants available to them.
- 1.3 The problem is a national one which the Government's White Paper: Fixing our Broken Housing Market, published in February 2017 sought to tackle. It encouraged local authorities to find creative ways in which the supply of housing could be increased as well as beginning to tackle ways in which the national housebuilders could be encouraged to build more new houses. In the White Paper the government highlighted their proposed reforms to Compulsory Purchase to make the process clearer, fairer and faster,

encouraging local authorities to “...think about how they can use these powers to promote development...”; further the White Paper went on to say that the government “propose to encourage more active use of compulsory purchase powers to promote development on stalled sites for housing.”

- 1.4 At the time of writing there were 397 empty properties in the district that have been empty for more than six months. Whilst the Council’s Private Sector Housing Team work proactively to bring these properties back into use, the process is resource hungry and takes time as the Council currently works with and supports owners to bring their properties back into use rather than resorting to more formal action.
- 1.5 The Council adopted an Empty Property Strategy in 2011 for the period 2011-15 and needs to bring forward a new strategy for adoption. In 2014 the Council also adopted an Enforced Sale Policy which was anticipated would be used in ‘exceptional circumstances’ when the Council had exhausted other discretionary and legal powers to bring the property back into use.
- 1.6 Empty properties and undeveloped land has financial consequences for the Council; empty properties could bring in additional Council Tax if they are occupied [and the Council has taken more pro active steps already to ensure that completion notices for Council Tax purposes are served in a timely manner for new build completions] and would increase the amount of New Homes Bonus that the Council would receive; undeveloped land likewise would increase the Council Tax base as well as contributing to New Homes Bonus once development was complete.
- 1.7 The Worcestershire Partnership Plan adopted in 2017 recognised the need to increase the supply of new housing. It said that “we need to ensure that there are a sufficient number of good quality homes for the population to address the housing shortage and support economic growth ambitions”. Maximising housing delivery is one of the key actions expressed within the document in order to tackle homelessness and improve housing related health outcomes.

## **2. Key Issues**

- 2.1 There are more actions that the Council could take, following the lead set out in the Housing White Paper to increase the supply of housing in the district. The Council has already identified the Capital Portfolio Fund to enable the investment in revenue generating regeneration opportunities, which could include new housing for private rented use by the Council acting as private landlord. Cabinet has agreed the continued work towards establishing a Local Authority Trading Company which would enable the Council as sole shareholder in the company to promote the purchase of residential properties to let. Council has also established the availability of Loans to Third Parties to similarly stimulate regeneration across the district which could include lending for residential projects.
- 2.2 In addition paragraph 51 of the National Planning Policy Framework provides that Local planning authorities should identify and bring back into residential



use empty housing and buildings in line with local housing and empty homes strategies and, where appropriate, acquire properties under compulsory purchase powers.

- 2.3 This paper brings together the additional powers that the Council could use to compel land and property owners to make better use of their land and to reduce the number of empty properties by bringing them back into use.

**2.4 Compulsory Purchase Orders (CPO):**

The Council already has the ability to use CPOs to acquire land and property and has hitherto used those powers sparingly and only where necessary to intervene in the market to facilitate major regeneration and development projects e.g KTC.1 which facilitated the development of Weavers Wharf. There is legislation, guidance and case law which sets out the process for CPO and what matters the Council must take into account (see Appendix 1 for brief outline). In particular the Council will need to be clear which legislation it is seeking CPO under (see below), that it can demonstrate the compelling case and purposes for the CPO and that Human Rights have been taken into account. Each CPO case will need to be brought forward separately for Cabinet and all the relevant matters will need to be reported at that time. In line with the White Paper suggestion, it will be particularly pertinent for the Council to consider the use of CPO on sites that have had the benefit of residential planning permission and the owner/developer has failed to implement it in part or in whole, as well as to bring back long term empty properties into use.

**2.5 Enforced Sale:**

In 2014 the Council adopted a policy for the enforced sale of empty properties under the Law of Property Act 1925 where there are situations where property owners in the district have incurred debts and are not paying those debts; The Law of Property Act allows for the recovery of debts that have been registered as a charge on that property through an enforced sale of the property.

Debts that can be recovered this way are typically Council Tax debt (this requires an initial stage of legal action to be able to apply the debt as a charge) and costs incurred by the Council that can be directly applied to a property for example Housing Act 2004 notice costs and works in default. Enforced Sale can be used on any property type providing the Council is able to attach a charge under a relevant statute. Since adopting the policy officers have used the threat of forced sale to encourage owners of empty properties to sell them without the need to take formal legal steps to force the sale.

**2.6 Empty Dwelling Management Orders (EDMO):**

The Council has powers under the Housing Act 2004 to use Empty Dwelling Management Orders (EDMO) where dwellings have been empty for more than two years. There are various criteria that have to be met and any order is made following approval by a Residential Property Tribunal and is thus not

solely in the control of the Council. Moreover, even if granted a final order for seven years, this merely gives the Council the power to let the property and to retain the rent only so far as it covers the Council's costs, including costs of making the order and making the property habitable. Any "profit" has to be returned to the owner. Thus EDMOs are resource intensive and not necessarily a popular route for the Council to pursue.

## **2.7 Empty Properties Policy:**

The Council recognises the importance of empty properties to the overall supply of housing in the district and had in place an Empty Property Strategy 2011-15 which is now out of date, so the Council proposes to adopt a new Strategy from 2017-22 (Appendix 2). The Council currently identifies 397 as being long term empty i.e. vacant for more than six months; on average the Council has been able to bring back 30 or so properties into use each year but the process of achieving this, depending on the reasons the property is vacant in the first place, can be very resource hungry and it can take considerable officer input into negotiating the active use of empty properties with owners or next of kin. Coupled with more active use of CPOs it is envisaged that the active use of empty properties could be accelerated and with the proposed establishment of the Local Authority Trading Company (LATC) will enable the Council to acquire properties and bring them back into private rented use.

## **3. Options**

- 3.1 Overview and Scrutiny Committee is invited to recommend to Cabinet the principle of utilising more fully the powers to force the acquisition and sale of vacant land and properties and to support the adoption of the updated Empty Property Strategy

**Or**

- 3.2 To make any other alternative or additional recommendations to Cabinet  
Cabinet.

## **4. Appendices**

- 4.1 Matters to be taken into account when using CPO  
4.2 Empty Property Strategy 2017-22

## **Officer Contact Details:**

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A CPO should only be made:

1. Where there is a compelling case in the public interest. Each case will need to be examined individually, however bringing vacant homes back into use, and bringing forward housing development schemes on undeveloped sites (thereby ensuring that sufficient homes are provided to meet the needs of the District's residents) are clearly capable of being in the public interest.
2. The Council should be sure that the purposes for which the CPO is made justify interfering with the human rights of those with an interest in the land affected. The Secretary of State confirming the order will take a balanced view between the intentions of the acquiring authority, the concerns of those with an interest in the land affected and the wider public interest. Each case will need to be examined individually, and CPO will only be authorised where the Council has balanced the various interests but considers that the use of compulsory purchase powers in that case is justified.
3. Where the Council has a clear idea of how it intends to use the land which it is proposing to acquire. In respect of empty property CPOs that come forward, the Council may either look to a LATC to retain the properties within its own housing stock, or dispose of them with an obligation that the new owner brings them back into use. In respect of undeveloped/vacant sites CPOs that come forward – the Council may obtain planning permission for housing development on the site (or make use of any existing planning permission) which is the subject of the CPO.
4. Where resources are likely to be available within a reasonable time-scale to deliver the proposals - the Council has the funding available to fund the acquisition of empty homes and undeveloped sites. Details of the funding available for the specific CPO will be provided prior to the decision to authorise a CPO for a specific site or property.
5. Where the Council can show that the scheme is unlikely to be blocked by any impediments to implementation. Planning consent for residential use will likely already exist for empty properties and in the case of vacant sites may be sought for housing development if a suitable planning consent does not already exist.
6. CPO should be a last resort. CPO will only be sought after attempts to contact the owner and/or encourage them to bring the property/site back into use themselves have failed. The Council will endeavour to negotiate voluntary acquisition of a property or site, rather than acquire by CPO. Negotiations will continue after the CPO is made, and where an owner has credible evidence that they will bring the property back into use themselves, in an acceptable timescale, the Council may enter legal agreements or undertakings with the owner giving them opportunity to do so.
7. The CPO should only be made if it will provide qualitative or quantitative housing gain.
8. The CPO should be in accordance with national and local planning policy.

9. When using section 226 (1) (a) Town & Country Planning Act 1990 to justify CPO, the acquiring authority must not exercise the power unless they think that the proposed development, redevelopment or improvement is likely to contribute to achieving the promotion or improvement of the economic, social or environmental well-being of the area for which the acquiring authority has administrative responsibility.

**2017-  
2022**

# Wyre Forest District Council Empty Properties Strategy



**Wyre Forest**  
District Council



2017-2022

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## **Introduction**

Wyre Forest District is situated within North West Worcestershire. The District is made up of three towns, Kidderminster, Bewdley and Stourport-on-Severn together with a rural hinterland which includes a number of small villages. The residential population is estimated to be in the region of 97,975 (Census 2011) with around 45,008 domestic dwellings.

Currently we have 3190 people on Wyre Forest District Councils housing waiting list and this figure is increasing year on year, the District Council therefore looks at working to ensure empty homes are brought back into use as a matter of priority to help improve housing options within the district. As at January 2017 Wyre Forest District Council has 778 empty properties of which 365 have stood empty for over 6 months some many years. The Council believes at a time of such housing need this is a wasted resource and therefore it is seen as a priority to bring empty homes back into use.

This strategy aims to identify the causes of empty properties, why they remain empty and a clear action plan showing how we intend to reduce the number of wasted homes. The overarching aim of this strategy is to help alleviate the housing need within the district, to offer wider housing choice to residents and to reduce the blight that can result where properties are left empty and neglected.

## **Why do properties remain empty?**

There are many reasons why domestic properties remain empty in Wyre Forest. A property will usually be empty during a change of ownership; there is nothing wrong with this and it is usually an indicator of a healthy housing market. However it may be an indicator of underlying problems when a property is not occupied within a reasonable timescale. The formal measure is a property that has remained unoccupied for longer than 6 months. From the research already carried out amongst the owners of long term empty properties the main reasons stated for leaving a property empty are:

- Owners lacking information about the options available to them.
- Owners moving into residential care.
- Delays in the administration of the estate where the owner has died.
- Perceived problems with renting the property out
- Owners waiting for further price increases in the market before selling.
- The costs associated with renovation of older and long term empty properties.
- Properties that are awaiting demolition and/or redevelopment.
- Emotional attachment or being overwhelmed when considering how to deal with the property.

## Why work to bring empty properties back into use?

From a housing policy perspective, the overriding reasons for bringing long term empty properties back into use is to increase the numbers of homes available for those in need and minimise the under use of existing housing. At a time of growing housing need this can assist in widening the choice of housing available and may lessen the risk of homelessness.

There are also sustainable neighbourhood reasons as well and these include:

1. **To discourage crime and vandalism**-empty properties are known to attract anti-social behaviour and are a magnet for vandalism and arson.
2. **To discourage fly tipping and other environmental crime on the land of an empty property**- empty properties are often surrounded by rubbish and can pose a risk to public health.
3. **To discourage price devaluation of neighbouring properties**- neighbouring property prices can be affected by as much as 30% (Empty Homes Agency).
4. **Reduce Expense to the owner**- It's less expensive to have a property in use than to leave it empty. It is estimated that the average annual costs of keeping a three bedroom house empty can be around £7000 per year in Wyre Forest.

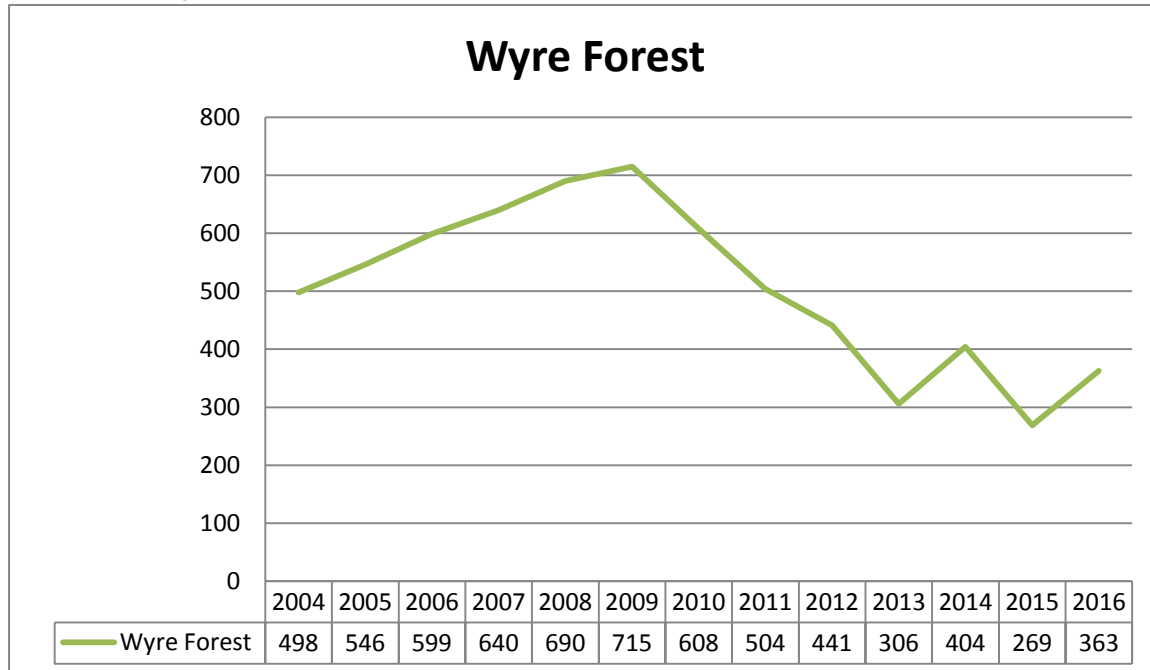
### New Homes Bonus

Launched in April 2011, the New Homes Bonus is a grant paid by central government to the Council for increasing the level of housing. The amount of money is based on the number of new build homes, conversions and long term empty homes brought back into use. The scheme is intended to act as an incentive for local authorities to encourage housing development and to have an effective empty homes strategy. Rewards will only be paid for a net increase in housing, meaning that local authorities could miss out on funding if the numbers of occupied properties do not increase. It is therefore clear that at a time when local government resources are diminishing, the potential financial benefits Wyre Forest can accrue from the New Homes Bonus are significant and could affect the ability of the Council to deliver services.



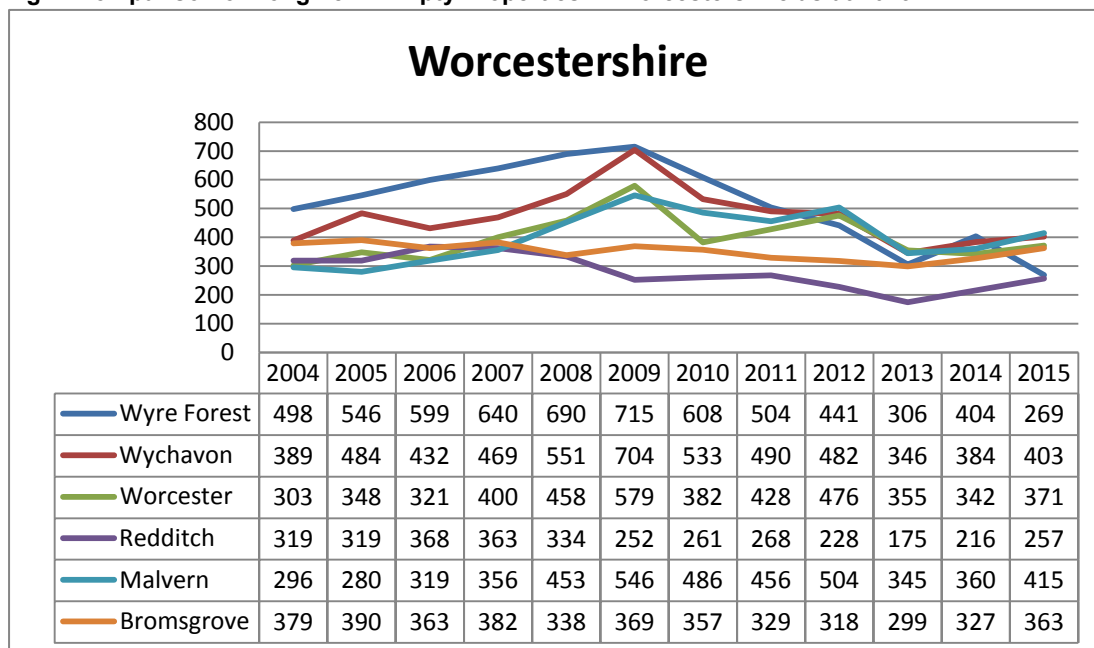
## Empty properties in Wyre Forest

Wyre Forest currently has around 365 long-term empty properties on the Council Tax database. The numbers have decreased steadily over the past few years with a slight increase during 2016. This strategy has been designed therefore to stop the increase happening and reduce the amount of empty homes in the future years. **Fig 1: Long Term Empty Properties in Wyre Forest as at October 2016**



Information provided from gov.uk

**Fig 2: Comparison of Long Term Empty Properties in Worcestershire as at 2015**



Information provided from gov.uk

Empty properties are an issue that affects all areas of Worcestershire and as at October 2015 Worcestershire had a total of 2078 long term empty properties. Fig 2 shows that as of

October 2015 we had the 2<sup>nd</sup> lowest number of empty properties in Worcestershire. We have also showed the largest decline over the past 11 years.

### **Achievements to date**

This strategy replaces the 2011-2014 Empty Property Strategy. During the period of the 2011-2014 Empty Property Strategy 100 properties were returned to use through the direct intervention of Wyre Forest District Council. From Fig 1 it can be seen that there was a significant decrease in the amount of long term empty properties up until 2016 which saw a increase compared to 2015, this is partly due to new housing coming onto the market which is yet to be occupied and conditions in the market making a slow turn around in properties along with people holding out for a better price.

The table below lists the objectives set out in our previous strategy and includes comments to indicate what we have achieved to date.

Actions	Outcome
To raise awareness of empty properties across the district and to promote the advice and assistance available.	We have updated our website to include a empty properties online form which enables users to report empty properties directly. An updated empty properties leaflet has been developed which is sent out alongside the letters and questionnaires to owners of empty properties this gives an explanation as to why we are interested in reducing the number of empty homes and to offer advice and further guidance.
To reduce the number of homes becoming empty for more than six months by improving the process of identifying the appropriate action needed to address them.	By using our information technology systems we have improved and streamlined our process of identifying what action is needed and logging action taken to create a data trail against each individual property.
To establish and maintain an accurate database of empty properties in the district and gather other relevant up to date information to help establish trends and priorities for action.	A database has been set up and used to track progress on Empty Properties over 6 months this information is shared with the Council Tax department to avoid duplication of work.
To work closely with partners to gain the necessary co-operation and commitment to tackle the issues associated with empty properties and to identify solutions	We have an annual review process with Council Tax to coordinate activities of different parts of the Council on empty properties. We attend regular update meetings with the West Midlands Empty Property Officer Group to discuss what the other councils in the area are doing. We have worked with all the councils in the county to tackle empty homes through actions in the Worcestershire Housing Strategy 2011 – 2016.



## **Key Aims and Objectives**

Wyre Forest District Council's aim is to bring its empty residential properties back into use. This may help to alleviate growing housing need and offer more choice in the market, it will also help us to maintain our neighbourhoods and prevent the blight that is a factor of empty homes.

To achieve this aim, it is important to set some clear objectives. These objectives are:

1. To raise awareness of private sector empty properties across the district and gain co-operation and commitment necessary to tackle the issues from both within the Council and externally from all involved partners.
2. To bring empty properties back into use and to increase housing supply.
3. To promote the range of advice and assistance available to owners of empty private sector properties.
4. To minimise the number of properties becoming empty long-term through the use of early intervention initiatives.
5. To obtain clear and accurate information relating to empty private sector homes and monitor trends in order to establish priorities for interventions.
6. To enhance the process for managing the identification, assessment and prioritisation of cases to enable the most appropriate course of action to be taken by the Council.

To reduce the number of empty residential dwellings across the district we will:

1. Monitor the number of empty properties monthly, paying particular attention to new additions so that we can target our resources accordingly.
2. Ensure that we contact owners of empty property to advise them of options and initiatives aimed at bringing the properties back into use.
3. Pro-actively use the full range of tools available to the Council which are aimed at bringing long-term empty properties back into use, including Compulsory Purchase Orders, Enforced Sale Procedures and Empty Dwelling Management Orders.
4. Target all properties which are having an adverse effect on the sustainability of neighbourhoods.

5. Further develop existing initiatives and options available to owners of empty properties to make it easier for them to bring their properties back into use, such as the Rent Bond Scheme.

**Delivering our Objectives and  
the Resources available.**

**Prioritisation of dealing with empty properties**

. The Council will prioritise the work it undertakes on empty homes based on consideration of the following factors:

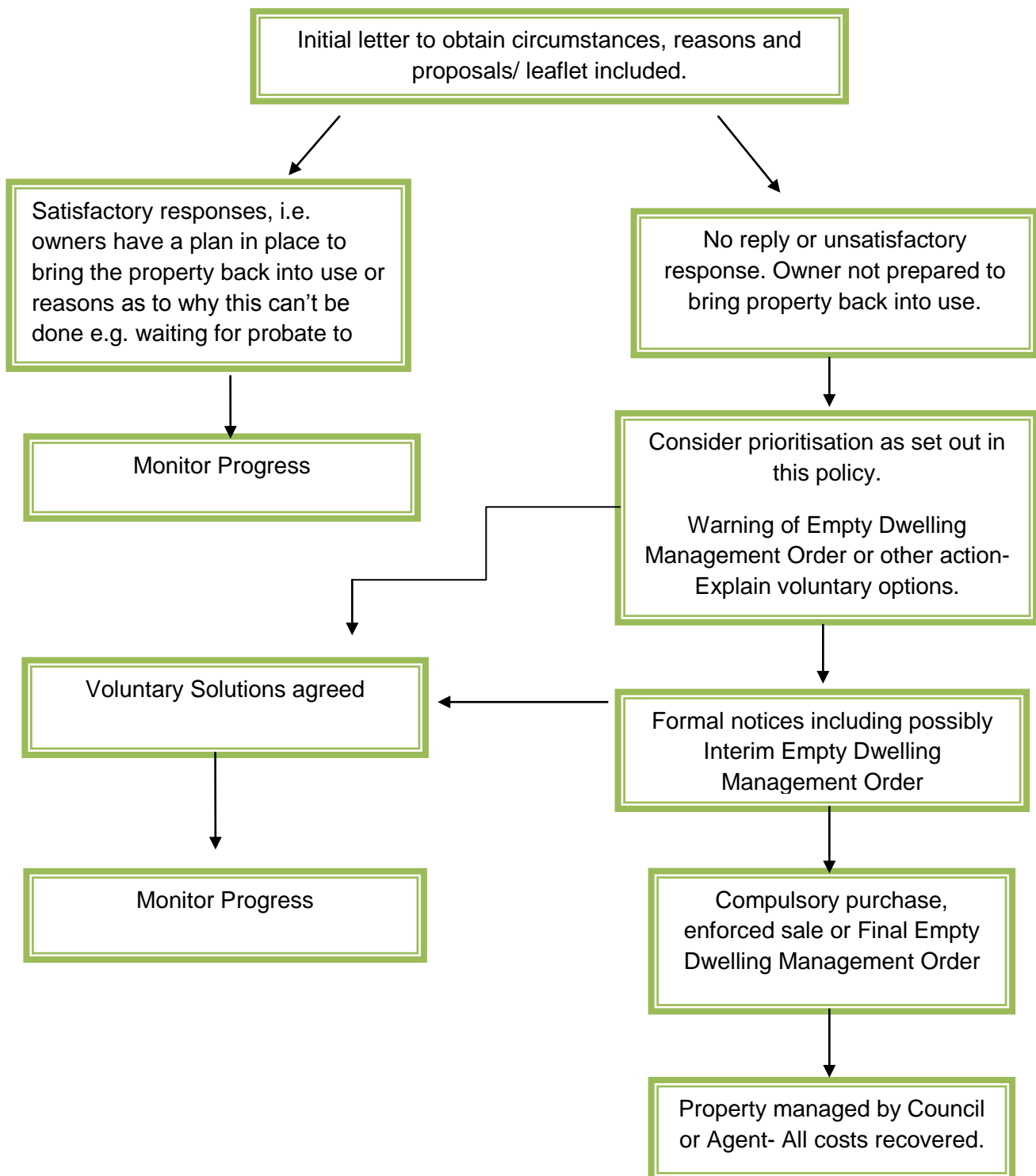
1. Health and safety risk to the public
2. Impact on the environment
3. Impact on neighbouring property owners and area
4. Opportunity to bring properties back into use that would meet local housing need
5. Clear evidence
6. Length of time left empty without action by the owner
7. The likelihood of the owner undertaking works without Council action

When targeting a particular property we have developed an Empty Homes Scoring System (appendix one) this takes the above factors into account and assesses each individual property on its own merit it also helps us decide if the proposed outcome outweighs the resources that we will need to put into it.

The majority of empty properties are not problematic and remain empty without being a cause of major concern to the general public. However, in terms of the need for housing in the district it is unacceptable for new build and existing properties to remain empty over an extended period. It is the Council's view that valuable housing resources should be used for housing wherever practical and the Council is prepared to take action to bring these properties back into use when owners are unwilling to achieve a voluntary solution.

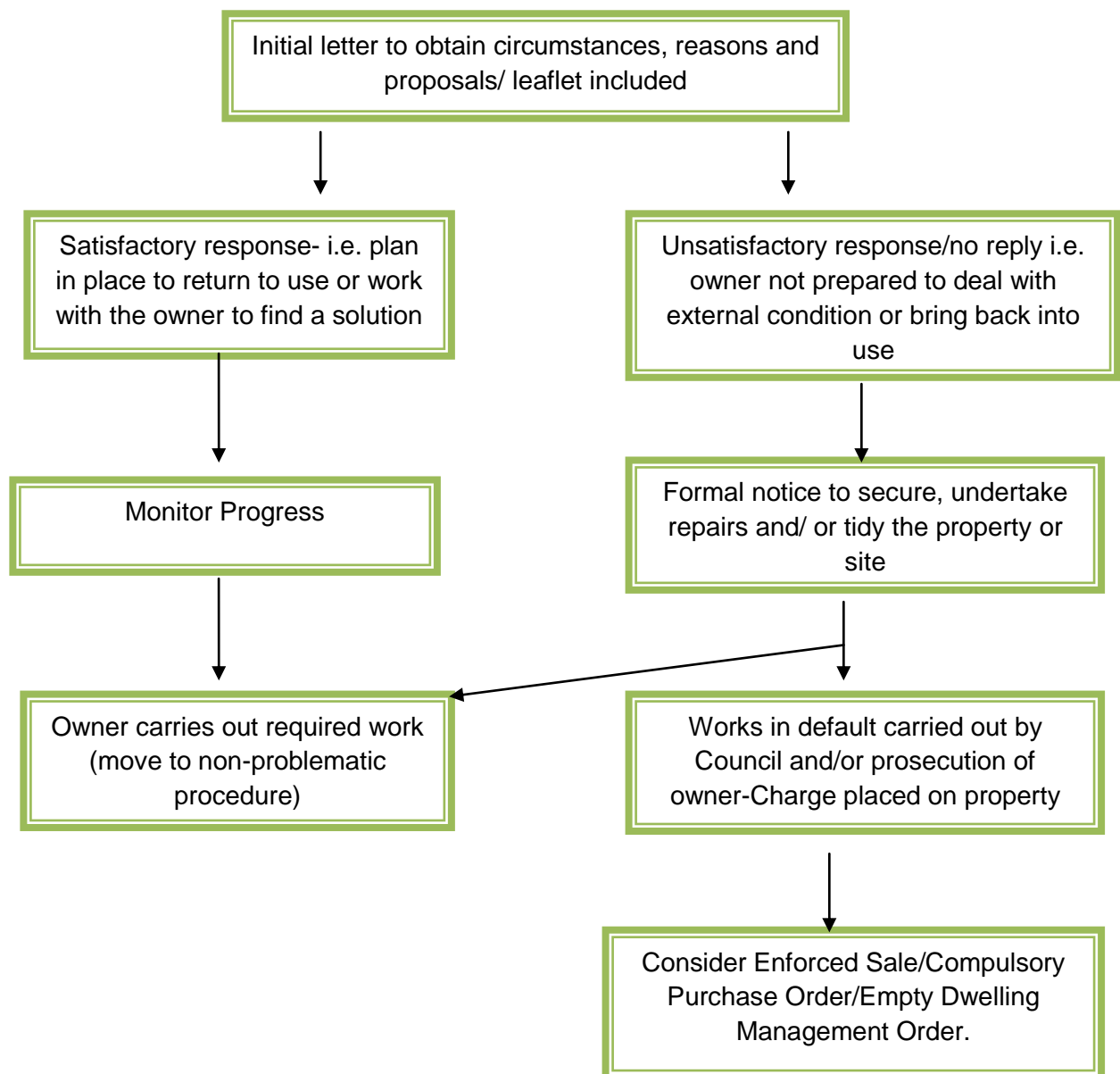
The Council considers that in the majority of cases, bringing empty properties back into use will provide much needed specific types of property and bridge a gap between supply and demand generally thereby enabling others to find a home.

The proposed procedure for dealing with non-problematic properties is set out as follows:



Wyre Forest District Council recognise the detrimental impact empty properties can have on communities, both in terms of blight and the waste housing resource at a time of growing need.

**The proposed procedure for dealing with problematic properties is set out as follows:**



## Enforcement Options

The Council will use the full range of powers available to tackle empty residential dwellings including enforcement measures where negotiation fails, including the use of Improvement Notices, Compulsory Purchase Orders, Enforced Sale Procedures and Empty Dwelling Management Orders. Each empty property will be considered on its own merits and the Council will take what it considers to be best course of action to achieve the most positive outcome for the neighbourhood. Enforcement action is covered by the Housing Enforcement Policy.

Details of the enforcement powers that we may use are as follows:

### Housing Act 2004 Improvement Notices

Improvement notices under this act require the property owner(s) to bring the property up to a habitable standard within a given period of time. These will be used for properties where owners are not making reasonable progress themselves to bring the property up to habitable standard. This action would normally be a pre-cursor to use of EDMO and ESP powers.

### Enforced Sale Procedure (ESP)

The Enforced Sale Procedure uses powers under Section 103 of the Law of Property Act 1925 and offers an option to recoup debts above £1000.00 and bring empty properties back into use through forcing a change in ownership. This is less complicated than Compulsory Purchase and can be used in conjunction with carrying out Works in Default where notices have been served on owners requiring works to be done to resolve any visual detriment being caused by the empty property. If these notices are not complied with, the Council has the right to carry out the works and seek to recover the debt. A charge is placed against the property and the Council then forces the sale of the property to recover the outstanding debt for the works unless the property owner has paid that debt. It is principally a means of debt recovery but has the associated benefit of a sale to a person who will bring the property back into use.

### Compulsory Purchase Order (CPO)

The Housing Act 1985, section 17 allows the Local Authority to acquire underused or ineffectively used property for residential purposes if there is a general housing need in the area. In addition section 226 of the Town and Country Planning Act 1980 (as amended by section 99 of the Planning and Compulsory Purchase Act 2004) allows Local Authorities to acquire land or buildings if acquisition will allow improvements or redevelopment to take place. CPO is intended to prompt the owner to enter into constructive dialogue with the Local Authority and to avoid the need to resort to such measures.

### Empty Dwelling Management Orders (EDMO)

Empty Dwelling Management Orders were introduced in July 2006 under the provisions of the Housing Act 2004. The intention of an EDMO is to bridge the gap between voluntary



measures and existing enforcement procedures. It will provide an effective back up to such arrangements where owners have refused offers of assistance and do not have plans of their own to bring the property back into use. The threat of an EDMO is intended to put pressure on the owner to enter into constructive dialogue with the Local Authority with the object of agreeing the best course of action to secure occupation, thereby avoiding the need for an order to be made.

**Use of other Enforcement powers:** - The use of other powers will be considered where appropriate and best course of action taken to resolve empty property issues; the aim being the achievement of the Council's wider strategic objectives around sustainable communities' local environmental improvements and regeneration of Wyre Forest. Examples include Section 215 of the Town and Country Planning Act 1990 which will be considered where the condition of an empty property is considered to be adversely affecting the amenity of an area requiring the owner to carry out works, or the use of Section 79 of the Building Act 1984 which addresses defective premises and ruinous and dilapidated buildings. Other powers available include the requirement to secure a property against intruders using the Local Government (Miscellaneous Provisions) Act 1982 Section 29 and the power to require works to clear rubbish and treat for vermin using the Prevention of Damage by Pests Act 1949 section 4.

### **Prosecution**

Where a person fails to comply with a notice requiring works and/or fails to provide information required in response to a requisition for information, the Council will give serious consideration to prosecution for these offences, following the Housing Enforcement Policy.

## Wyre Forest's Empty Property Action Plan

### Strategic Aim 1: To maintain accurate information about the numbers of long term empty homes

Ref	Objectives	Why	Target/Date	Resources	Accountable Officer
1	Maintain, and where possible improve the accuracy of data held by the council regarding the number of empty homes	To ensure that the action is targeted at those homes which are causing the most detrimental impact on their neighbourhood and which will positively impact on the new homes bonus	To reduce the number of empty properties by a minimum of 20 per annum. To give a total of 100 by 2022	Housing Services Officer Council Tax	Housing Services Officer

**Actions towards this objective include:**

An annual audit of empty homes
Develop good working relationships with owners of empty homes- to encourage them to be brought back into use
Effective partnership working with colleagues in resources column.

Ref	Objectives	Why	Target/Date	Resources	Accountable Officer
2	To encourage owners of empty properties to advise the council when the property is occupied	To ensure that action is targeted at those homes that are still currently empty to maximise use of resources	Ongoing	Housing Services Officer/ Council Tax Officers	Housing Strategy Officer

**Actions towards this objective include:**

Distribution of the empty homes leaflet with council tax bills with an empty classification on the property.
To carry out annual audits of all empty homes
To develop the Councils website enabling residents to advise the Housing Team when an empty property becomes occupied.

**Strategic Aim 2: To encourage owners of privately owned empty homes to bring them back into residential use**

Ref	Objective	Why	Target/Date	Resources	Accountable Officer
1	To encourage owners to bring empty homes back into use through a range of information and advice	Empty homes are a waste of resources and by targeting empty homes the council may improve it's income stream	To bring back into use 20 homes per year.	Housing Services Officer/Private Sector Housing Team	Housing Services Officer

**Actions towards this objective will include:**

Provide access to free advice and information for owners
To provide the Empty Homes leaflet with letters sent out
Work with landlords and letting agents

2	Where owners are considering bringing properties back into use through renting then encourage the owners to rent them through our rent bond scheme.	To increase the number of affordable empty homes in the district	To bring back into use 5 homes per year via the rent bond scheme	Housing Services Officer/Private Sector Liaison Officer	Housing Services Officer

**Actions towards this objective will include:**

To work closely with the Private Sector Liaison Officer
To work with the Community Led Housing Coordinator to develop community schemes within empty homes

3	Develop specific enforcement measures for bringing properties into use where owners are unwilling to do so	To reduce the amount of detrimental properties in the district and increase the new homes bonus	To ensure that adequate procedures are in place to take enforcement action if required	Housing Services Officer/Private Sector Housing Team and Legal	Principal Environmental Health Officer (Housing & Water Management)

**Actions towards this objective will include:**

To work closely with the Council Legal team to develop a procedure to ensure a streamline process between the departments and the property owner.
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**Strategic Aim 3: To minimise the number of empty properties becoming long-term through early interventions**

1	Mail outs to all empty property owners (over 6 months)	To capture the empty home owners before the properties become long term empty and risk becoming a detrimental impact on the area	Ongoing/ To reduce the amount of long term empty properties	Housing Services Officer	Housing Services Officer

**Actions towards this objective will include:**

To work closely with the Council Tax Department to ensure that monthly lists are raised and sent over to the Housing Strategy Officer to action.
Act upon the information received from property owners and provide advice and assistance if required.

2	Follow up mail outs to owners of all empty properties over 6 months who have previously advised that they are renovating their properties etc.	To monitor and check on progress of properties which are classed as long term empty to encourage owners to put them back into occupation	To reduce the amount of empty homes and increase the new homes bonus.	Housing Services Officer	Housing Services Officer

**Actions towards this objective will include:**

Maintain the IT systems and send out regular correspondence to ensure information is current and accurate
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**Strategic Aim 4: To minimise the amount of properties in high priority need areas becoming long term empty**

1	Map Long Term empty properties onto GGP mapping system to look at hotspot areas.	To enable us to direct our resources effectively to the targeted areas.	To bring back homes in the priority affordable areas back into use	Housing Services Officer	Housing Services Officer

**Actions towards this objective will include:**

Work closely with the Data Protection Management Officer to create an empty homes overlay on the GGP system within the Council.
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Appendix 1.

### **Empty Homes Scoring System.**

Property Description	Points
Time Vacant	
Over 6 Months to 2 Years	10
2 Years Plus	20
Condition (tick all that apply)	
Garden Overgrown	10
Falling into disrepair	15
Becoming an eyesore to the neighbourhood	15
Causing Damage to adjoining property	15
Attracting vandalism/anti social behaviour	15
Other (tick all that apply)	
No attempts to sell/re-let or refurbish after 2 years	5
Council receiving complaints about the property	10
Previous action/charges by the Council	15
Property in a priority area for affordable rent	20

Low scoring properties- up to 35 points

These are likely to be properties that are taking longer than expected to be reoccupied due to inheritance issues or delays in renovation. They are generally in reasonable condition, secure and unlikely to be causing a nuisance. The Council will make initial approach to the owner and maintain regular monitoring

Medium scoring properties- 40-55 points

These properties may have been empty longer or beginning to show signs of neglect and causing neighbours concern. The Council will contact the owner and enter negotiations to halt further deterioration and work towards reoccupation. If the owner does not cooperate enforcement action may be considered following inspection.

High scoring properties- 60 points or over

These properties will have been empty for several years, causing nuisance, detrimental to the area or giving serious cause for concern. They are at greater risk of attracting vandalism, arson, fly tipping and may have been subject to previous enforcement action. They are likely to also be in an area of priority need. The Council will contact the owner and the property will be inspected using Powers of Entry if necessary. Further enforcement action will be considered.

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET MEETING HELD ON  
TUESDAY 11<sup>TH</sup> JULY 2017

Agenda  
Item No.

DECISION

7.1

**Establishing a Local Authority Trading Company**

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 6<sup>th</sup> July 2017:**

- 1.1 To agree that there is a case for the Council to establish a Local Authority Trading Company as a company limited by shares with the Council as sole shareholder embodying the principles set out within the report to Cabinet;**
- 1.2 Delegated authority to the Solicitor to the Council in consultation with the Leader and Deputy Leader of the Council and the Corporate Directors; Resources and Economic Prosperity & Place to procure a due diligence 'health check' assessment of the draft Articles of Association, Shareholders Agreement, Strategy for Loans to Third Parties and the Investment Strategy for the Capital Portfolio Fund be granted;**
- 1.3 Delegated authority to the Corporate Director; Resources in consultation with the Corporate Director: Economic Prosperity & Place, Solicitor to the Council and Cabinet Member for Resources to procure a financial business plan for the LATC, including an investment market analysis be granted;**
- 1.4 Following the completion of 1.2 & 1.3 above to receive a final business case and report to agree the establishment of the Local Authority Trading Company.**

9.1

**Strategic Facilities & Asset Management Plan 2017-2020  
(incorporating Wyre Forest House Tenancy Management & Marketing Strategy)**

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 6<sup>th</sup> July 2017:**

**The Strategic Facilities & Asset Management Plan 2017-2020 and the Wyre Forest House Tenancy Management & Marketing Strategy be adopted.**



**9.2 Kidderminster Business Improvement District (BID)**

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 6<sup>th</sup> July 2017:**

- 1.1 The findings of the initial Feasibility Study are sufficient to proceed to the next stage of the BID project;**
- 1.2 Delegated authority be granted to the Corporate Director, Economic Prosperity & Place in consultation with the Solicitor to the Council, Corporate Director; Resources together with the Cabinet Members for Planning & Economic Regeneration and Resources to:**
  - a) Agree the final BID boundary for Kidderminster Town Centre in consultation with the BID Shadow Board;**
  - b) Agree the Business Plan in relation to the establishment of a BID in consultation with the BID Shadow Board;**
  - c) Upon agreeing the Business Plan, to proceed to ballot upon; and upon achieving the necessary outcome from the BID ballot to proceed to formally establish the BID including the entering into of all necessary documentation to create the operating body for the BID.**
  - d) Exercise the Council's vote in support of the proposed BID in the ballot in respect of the hereditaments in the Council's ownership/occupation within the BID area**

**10.1 Housing Enforcement Policy Update**

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 6<sup>th</sup> July 2017:**

**The updated Housing Enforcement Policy 2017 incorporating civil penalty matrix framework for assisting determination of appropriate penalty, be adopted.**

**13.1 Outline Business Case for Investment in Residential Units.**

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 6<sup>th</sup> July 2017:**

**1.1 The outline business case for the purchase of four residential units at the location named in the report utilising borrowing capacity from the Council's Capital Portfolio Fund, funding from its Evergreen Investment Fund and s106 monies be agreed.;**

**1.2 Delegated authority be granted to the Corporate Director; Economic Prosperity & Place, in consultation with the Corporate Director; Resources, Solicitor to the Council and Cabinet Member for Housing, Health and Wellbeing to:**

- (i) Finalise and approve the detailed business case for the purchase of the properties;**

**And subject to agreeing the detailed business case to:**

- (ii) Ensure that all legal documentation is completed to effect the purchase of the properties;**

**The Cabinet is asked to RECOMMEND to Council;**

**1.3 That the Capital Programme is amended to include the potential purchase of the units funded as set out in the report, with a reservation that expenditure is subject to the final business case and subsequent delegated decision whether or not to proceed.**

**Overview and Scrutiny Committee Work Programme 2017-2018**

**June 2017**

“How are we doing?” Q4 update (Housing and Planning)  
Churchill & Blakedown Neighbourhood Plan Adoption  
Strategies for the Capital Portfolio Fund and Loads to Third Parties –  
Local Plan Preferred Options  
Tracking Recommendations 2016/2017  
Scrutiny Proposal Form  
Capital Portfolio Fund: Proposed Acquisition

**July 2017**

Establishment of a Local Authority Trading Company (LATC)  
Facilities Management Strategy  
Nominations for the Treasury Management Review Panel  
Kidderminster Business Improvement District (BID)  
Housing Enforcement Policy Update  
EXEMPT Residential Unit Investment Business Case

**September 2017**

“How are we doing?” Q1 update (Enabling)  
Open Space, Playing Fields and Built Facilities Strategies  
Public Space Protection Order relating to dog control (PSPO)  
Annual Report on Treasury Management Service and Actual Prudential Indicators  
2016/17 Climate Change Action Plan  
Health Action Plan  
Strategy for the forced acquisition of land and buildings

**October 2017**

Annual update from S106 Monitoring Group

**November 2017**

Treasury Management Strategy Statement and Annual Investment Strategy Mid Year  
Report 2017/18  
“How are we doing?” Q2 update (Business and People)  
Green Street Proposals

**February 2018**

“How are we doing?” Q3 update (Place)  
Treasury Management Service Strategy 2018/19  
Annual review of the North Worcestershire Community Safety Partnership 2017/18

**June 2018**

“How are we doing?” Q4 update (Housing and Planning)