

**Open**

## **Cabinet**

## **Agenda**

**6pm**  
**Wednesday, 19th September 2018**  
**Council Chamber**  
**Wyre Forest House**  
**Finepoint Way**  
**Kidderminster**



## **Cabinet**

### **The Cabinet Members and their responsibilities:-**

<b>Councillor M J Hart</b>	<b>Leader of the Council &amp; Strategy</b>
<b>Councillor I Hardiman</b>	<b>Deputy Leader &amp; Housing, Health &amp; Well-being</b>
<b>Councillor R J Vale</b>	<b>Operational Services</b>
<b>Councillor N J Desmond</b>	<b>Resources</b>
<b>Councillor J Smith</b>	<b>Culture, Leisure &amp; Community Protection</b>
<b>Councillor C Rogers</b>	<b>Economic Regeneration &amp; Planning</b>

### **Scrutiny of Decisions of the Cabinet**

The Council has one Scrutiny Committee that has power to investigate policy issues and question members of the Cabinet who have special responsibility for a particular area of the Council's activities. The Cabinet also considers recommendations from this Committee.

In accordance with Section 10 of the Council's Constitution, Overview and Scrutiny Procedure Rules, and Standing Order 2.4 of Section 7, any item on this agenda may be scrutinised by the Scrutiny Committee if it is "called in" by the Chairman or Vice-Chairman of the Overview & Scrutiny Committee and any other three non-Cabinet members.

*The deadline for "calling in" Cabinet decisions is 5pm on Monday 1<sup>st</sup> October 2018.*

Councillors wishing to "call in" a decision on this agenda should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732763 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)

### **Urgent Key Decisions**

If the Cabinet needs to take an urgent key decision, the consent of the Scrutiny Committee Chairman must be obtained. If the Scrutiny Committee Chairman is unable to act the Chairman of the Council or in his/her absence the Vice-Chairman of the Council, must give consent. Such decisions will not be the subject to the call in procedure.

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

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

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

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

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

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

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

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

### **For further information**

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

Documents referred to in this agenda may be viewed on the Council's website - [www.wyreforestdc.gov.uk/council/meetings/main.htm](http://www.wyreforestdc.gov.uk/council/meetings/main.htm)

### **WEBCASTING NOTICE**

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

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

\* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Wednesday, 19th September 2018

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>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>3.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 17 <sup>th</sup> July 2018 and the minutes of the Cabinet Sub-Committee meeting held on 6 <sup>th</sup> September 2018.	7
<b>4.</b>	<b>CALL INS</b> a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
<b>5.</b>	<b>Items Requiring Urgent Attention</b>  To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
<b>6.</b>	<b>Public Participation</b>  In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 10 <sup>th</sup> September 2018. (See front cover for contact details).	

<b>7.</b>		
<b>7.1</b>	<p style="text-align: right;"><b>Councillor I Hardiman</b></p> <p><b>Worcestershire's Strategic Direction for Tackling Homelessness</b></p> <p>To consider a report from the Head of Strategic Growth on the new Homelessness Strategy "Worcestershire's Strategic Direction for Tackling Homelessness 2018-2021" and provides an update on responses to the strategy consultation.</p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 6<sup>th</sup> September 2018.</p>	18
<b>7.2</b>	<p><b>Capital Receipts From Right To Buy</b></p> <p>To consider a report from the Chief Executive which seeks agreement to arrangements under which Community Housing Group and the Council share receipts from preserved right to buy cases for the period from April 2019.</p>	43
<b>7.3</b>	<p><b>Cookley and Caunsall Neighbourhood Area Designation Application</b></p> <p>To consider a report from the Corporate Director: Economic Prosperity &amp; Place which seeks approval for the designation of part of Wolverley and Cookley Parish as a Neighbourhood Area for the purposes of Neighbourhood Development Planning, in order that Wolverley and Cookley Parish Council can prepare a Neighbourhood Plan.</p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 6<sup>th</sup> September 2018.</p>	45

<b>8.</b>		
<b>8.1</b>	<p style="text-align: right;"><b>Councillor N Desmond</b></p> <p><b>Budget Monitoring First Quarter 2018-19</b></p> <p>To consider a report from the Corporate Director: Resources on the Council's financial performance for the period ending 30th June 2018 and presents the current projected outturn position for the 2018-19 financial year. It provides forecasts on revenue, the capital programme 2018-19 and the final capital outturn for 2017-18 against programme.</p> <p><i>The appendices to this report have been circulated electronically.</i></p>	52

<b>9.</b>		
<b>9.1</b>	<p style="text-align: right;"><b>Councillor M Hart</b></p> <p><b>Transfer of Spennells Changing Rooms to 9th Kidderminster (Spennells) Scout Group</b></p> <p>To consider a report from the Corporate Director: Community Well-Being and Environment to agree to transfer the ownership of Spennells Changing Rooms and a parcel of land at Heronswood Play Area to 9th Kidderminster (Spennells) Scout Group.</p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 6<sup>th</sup> September 2018.</p>	66
<b>10.</b>	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
<b>11.</b>	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

<b>12.</b>		
<b>12.1</b>	<p style="text-align: right;"><b>Councillor M Hart</b></p> <p><b>Amendment to Capital Programme</b></p> <p>To consider a report from the Corporate Director: Community Well-Being and Environment which provides an update on progress with the Depot 2020 plans for investment and improvement.</p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 6<sup>th</sup> September 2018.</p>	
<b>13.</b>	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**

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

**17TH JULY 2018 (6PM)**

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**Present:**

Councillors: N J Desmond, I Hardiman, M J Hart, C Rogers, J D Smith and R J Vale.

**Observers:**

Councillors: H E Dyke, N Knowles and F M Oborski MBE.

The Chair welcomed everyone to the meeting and said that everyone's thoughts and best wishes are with the families of Cllr Rod Wilson and former District Cllr Mike Price who have both recently passed away.

**CAB.9 Apologies for Absence**

There were no apologies for absence.

**CAB.10 Declarations of Interests by Members**

No declarations of interest were made.

**CAB.11 Minutes**

**Decision: The minutes of the Cabinet meeting held on 12th June 2018 be confirmed as a correct record and signed by the Chairman.**

**CAB.12 Call Ins**

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

**CAB.13 Items Requiring Urgent Attention**

There were no items requiring urgent attention.

**CAB.14 Public Participation**

There was no public participation.

**CAB.15 Council Tax Reduction Scheme Review**

A report was considered from the Corporate Director: Resources on the work undertaken by the Revenues, Benefits and Customer Services section on the redesign of the Council Tax Reduction scheme for implementation by 1<sup>st</sup> April 2019.

The Cabinet member for Resources led members through the report. He explained that the introduction of Universal Credit will bring a number of challenges but that the report was not about saving the authority money but protecting the most vulnerable people in the district. The scheme needs to be as easy as possible to administer and as easy as possible for the end users.

The Leader of the Council spoke briefly on the next stages if approved and formally seconded the proposal.

The Chair of Overview and Scrutiny commented that everything has been covered in the report and that now is the time to start the process.

A member asked who the consultation would be with.

The Cabinet Member for Resources responded that the consultation would be from Wyre Forest District Council on both the website and with hard copy forms located at the customer services centre. He reaffirmed that the proposal will help customers and make it easier for them.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

**2.2 To undertake a formal consultation with the Major Preceptors and the public on the proposed design of a revised scheme to take place for 10 weeks from 23rd July.**

**The results of the consultation will be presented to Overview and Scrutiny and Cabinet in November when it will consider any recommendations that will go to full Council in December.**

#### **CAB.16 Write off of Amounts Outstanding**

A report was considered from Corporate Director: Resources on the write off of debts that cannot be collected.

The Cabinet Member for Resources spoke briefly on the amount that has been unrecoverable and that Wyre Forest District Council had done everything within its legal powers to recover the sums.

A member stated that central government should grant councils further powers as an earlier intervention could have been made to prevent this falling onto the rate payers within Wyre Forest.

The Cabinet Member for Resources responded that the points are taken on board but business at large is the cornerstone of our economy and that Wyre Forest alone generates £30 million in business rates. It is only a small minority of business that leave debts outstanding.

The Leader of the Council confirmed that the recommendation has been seconded.



**Decision: Cabinet agreed**

- 2.1 That the total of £153,483.59 as detailed in the Appendix to this report be written off.**

**CAB.17 The Environmental Offences (Fixed Penalties) (England) Regulations 2017**

A report was considered from the Corporate Director: Community Well-being & Environment on the changes to the Environmental Offences (Fixed Penalties) (England) Regulations 2017.

The Cabinet member for Operational Services spoke on the changes to the regulations and explained that Wyre Forest District Council needed to review its fixed penalty offences and that the fines have to be within the Government minima and maxima. With the current discounts offered this could result in the fines coming below the Government minimum.

The Leader seconded the proposals and commented that ultimately the actions are ones the council wouldn't want to take in an ideal work but that it is a step in the right direction.

The Chair of Overview and Scrutiny Committee spoke on her Committee's support for this and how the Council takes pride in educating and that we need to get the right balance between taking action and educating people.

The Cabinet Member for Operational Services was questioned on the meaning of nuisance parking and responded that this is in relation to cars parked on pavements.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

- 2.1 To establish a revised set of maximum penalty charges that will apply to relevant environmental offences within the District and being set within government parameters, as set out in the "proposed new penalty" column in the Appendix.**
- 2.2 To establish a revised set of discounted penalty charges that will apply (pending early payment) to relevant environmental offences within the District and being set within government parameters, as set out in the "proposed new discounted penalty" column in the Appendix.**

**CAB.18 National 'Make a Stand' Domestic Abuse Pledge**

A report was considered from the Head of Strategic Growth on the national 'Make a Stand' Domestic Abuse Pledge.

The Cabinet Member for Housing, Health and Well-being Sustainability presented the report to members.

Councillor Smith seconded this report and spoke on the importance of this pledge in line with the work and strong campaigns already undertaken by the Safety Partnership, including the annual White Ribbon campaign and Wyre Forest District Council continuing this work to keep the residents of Wyre Forest safe. Every Councillor should be a champion for the Domestic Abuse pledge.

Councillor Vale echoed Councillor Smith's comments and is delighted that the pledge is being taken seriously on a national and local level. It is the second highest reason for homelessness in Wyre Forest, which shows its importance. Everyone has the right to feel safe within their own home.

Councillor Oborski, as Chair of Children and Families Scrutiny Panel at Worcestershire County Council, spoke on the seriousness of this problem. If a young person experiences 4 or more instances the likelihood of mental health issues and homelessness increases.

She supports anything that Wyre Forest District Council does on this subject and wants to note the good work undertaken by local schools, who have built up good relationships with the women's refuge and for educating children on the subject.

The Chair of Overview and Scrutiny Committee said that the committee fully supported this pledge at the meeting as was shown by the unanimous agreement by members to support the Make a stand pledge.

The Leader of the Council agreed and reaffirmed that the Local Authority will relentlessly continue to work with the County Council, Police, Health and any other statutory agencies on this very important issue which needs highlighting.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

**2.1 To sign up to the "Make a Stand" Domestic Abuse Pledge.**

**2.2 For the Cabinet Member for Housing, Health and Wellbeing to be the champion for the Domestic Abuse pledge.**

**CAB.19 Affordable Housing Review Panel – Conclusions and Recommendations**

The Chair of Overview and Scrutiny Committee thanked the panel for meeting and carrying out such a comprehensive review. It is important that, even though Wyre Forest District Council doesn't provide housing after the large scale voluntary transfer, it is still a statutory body and wants the best for its residents.

Councillor Oborski, the Chair of the Affordable Housing Review Panel, endorsed the recommendations and believed it was a very useful exercise. Everyone wants to see the waiting list reduce and to help the affordable housing situation. Hopefully this focus will help speed up progress on the situation.

**Decision: The decisions from the Affordable Housing Review Panel be noted.**

- 1. To continue to value the close working relationship with The Community Housing Group and Oakleaf Commercial Services as there are shared aims and visions and the opportunity to explore future joint ventures.**
- 2. To accept the offer of help from the Government appointed Help to Buy Agent Orbit to support future activities and events to raise awareness about shared ownership as a product and its availability in the district.**
- 3. That Cabinet gives serious consideration to the Council's role as a landowner and the use of Council owned sites for the delivery of Social Rent and Affordable Housing.**
- 4. That the affordable housing planning policy makes provision to cover sites that deliver in excess of the Local Plan threshold for affordable housing (currently 30%).**
- 5. As part of the Local Plan Review, officers in conjunction with the Viability Consultant continue to explore the potential of applying different affordable housing thresholds to different types of sites.**
- 6. Officers investigate the possibility of ensuring the full details of how the shared ownership scheme operates is made clear to people from the outset.**

**CAB.20 Lionfields Future Phases Development**

A report was considered from the Corporate Director: Economic Prosperity & Place.

Councillor Hardiman took members through the whole report.

The Leader of the Council spoke on how this shows Council's statement of intent on the place shaping and regeneration role within the district. The Council is making progress on the eastern gateway and this decision will enable the Director to progress and achieve what is required and the best deal for the taxpayer.

It also leads nicely into the opening up of Worcester street to the highway.

Councillor Desmond echoed the exciting report and spoke on the importance of economic regeneration within Wyre Forest. Councillors across the political divide want to make a difference locally.

Councillor Oborski, the Chair of Local Plans Review Panel, is happy that some external advice will be received on the Bromsgrove Street site. It is important to get more housing back into the town centre as this will help rejuvenate the retail and evening economy of the town centre.

The Chair of Overview and Scrutiny Committee spoke on how important this development is for the future of Kidderminster and echoed the support for independent expert advice.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

**2.1 To agree to the proposed approach to developing proposals for Parcel 4 of Lion Fields as set out at paragraph 4.23 with further technical work to be commissioned by the Corporate Director: Economic Prosperity & Place;**

**2.2 That a further report outlining a delivery strategy for Parcel 4 will be brought back to Cabinet by November 2018.**

**CAB.21 Refresh of Kidderminster Local Development Order**

A report was considered from the Corporate Director: Economic Prosperity and Place.

Councillor Ian Hardiman took members through the report.

The Leader of the Council formally seconded the recommendations and spoke on how the LDO has stimulated areas like the one opposite Wyre Forest House which has benefited many smaller business and potentially created over 200 jobs.

The Council can only extend this for 3 years, and this is the second time of extending, and will do so under the Town and Country Planning Act and 2015 regulations.

The Chair of Overview and Scrutiny Committee confirmed the committee was very happy to recommend the LDO be adopted for a further 3 years.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

**2.1 The revised Local Development Order for South Kidderminster Enterprise Park, as attached at Appendix One, is adopted for a period of three years from 13th August 2018.**

**CAB.22 Worcester Street, Kidderminster – Regeneration Proposals**

A report was considered from Corporate Director: Economic Prosperity and Place.

Councillor Ian Hardiman led members through the report.

The Leader of the Council formally seconded the report and spoke about the recommendation to Council on amending the Capital Programme. This is an area of the town we want to regenerate and by opening the area up to traffic will help the market respond in a different way. This is an important and vital

scheme for the town.

**Decision: Cabinet decided to recommend to Council:**

- 2.1 That the Capital Programme for the Worcester Street regeneration project be increased by £325k to £825k to be funded by either prudential borrowing and/or earmarked reserves as determined by the Corporate Director: Resources.**

**CAB.23 Acquisition of Land in Blakebrook & Habberley South Ward**

A report was considered from Corporate Director: Economic Prosperity and Place.

Councillor Ian Hardiman took members through the report.

The Leader of the Council said that this is another clear demonstration of the Council on the regeneration of parcels of land within the town centre.

This site has been derelict for nearly 7 years and the community will expect the Council to use any powers that it has to take action and regenerate any redundant sites.

The land owner will have the opportunity to make but that there should be no illusions that this Council is not committed to make better use of redundant land across the district. The Chair of the Overview and Scrutiny Committee spoke on the site which attracts lots of social media comments from residents and doesn't think this is a hasty step and is something which needs to be set in motion. The members of the committee think this is something that needs to be progressed.

**Decision: In line with the recommendations from the Overview and Scrutiny Committee, 5<sup>th</sup> July 2018.**

- A That if a planning application for the redevelopment of the former British Heart Foundation land is not made within six months of the date of this report or if such an application is made, it is refused (and no appeal lodged) ; or**
- B if such a planning application is made and approved (either by the Council or on appeal) but development is not commenced on site within 12 months of the grant of the planning permission that:**
- 2.1 the Council makes a Compulsory Purchase Order ("CPO") under section 226(i) (a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 for the acquisition of the land and new rights within the areas shown edged on the attached Plan at Market Street, Kidderminster for the purpose of securing the redevelopment of the land**
- 2.2 the Corporate Director: Economic Prosperity and Place in**

**consultation with the Solicitor to the Council be authorised to:**

- 2.2.1. Take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order, including the publication and service of all notices and the presentation of the Council's case at any Public Inquiry.**
- 2.2.2. Acquire interests in land and new rights within the Compulsory Purchase Order either by agreement or compulsorily.**
- 2.2.3. Approve agreements with land owners setting out the terms for the withdrawal of objections to the Order, including, where appropriate, seeking exclusion of land from the Order and/or making arrangements for relocation of occupiers.**
- 2.3 the Corporate Director: Economic Prosperity and Place in consultation with the Cabinet Member for Planning & Economic Regeneration be given delegated authority to determine the most appropriate method by which the site should be developed.**

**CAB.24 Exclusion of Press and Public**

**The Leader of the Council formally proposed the exclusion of members of the press and public.**

**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 of Part 1 of Schedule 12A to the Act.**

**CAB.25 Industrial Unit Investment Business Case**

**A report was considered from the Corporate Director: Economic Prosperity & Place on the Investment to purchase an Industrial Unit.**

**The Cabinet Member for Planning and Economic Regeneration presented the report to the Cabinet and took them through the recommendations.**

**Decision: The Cabinet decided;**

- 2.1 To delegate authority to the Corporate Director: Economic Prosperity & Place in consultation with the Corporate Director: Resources and Cabinet Member for Planning & Economic Regeneration to negotiate to agree to the purchase of the property mentioned in the exempt report, converted for use as an Innovation Centre, on the terms set out in the report;**

- 2.2 Subject to 2.1 being agreed and the purchase concluded, to terminate the lease on another building named in the report at the date allowed for a break in the lease;**
- 2.3 That delegated authority is granted to the Director of Economic Prosperity & Place, in consultation with the Chief Financial Officer, Solicitor to the Council and Cabinet Member for Planning and Economic Regeneration to:**
- (i) Ensure that all appropriate legal agreements are put in place in advance of the Council purchasing the property once the property is in a condition acceptable to the Council and to complete all necessary documentation to acquire the property.**
  - (ii) To appoint a contractor to carry out all work required as part of any agreed dilapidations arising as a consequence of terminating the lease of the other building or to agree a financial settlement with the Landlord in respect of such works if this is more financially advantageous for the Council.**
- 2.4 That delegated authority is granted to the Director of Economic Prosperity & Place, in consultation with the Solicitor to the Council and Cabinet Member for Planning and Economic Regeneration to enter into any necessary agreement with the party named in the report regarding the operation of the Innovation Centre.**

There being no further business, the meeting ended at 7:46 PM

**WYRE FOREST DISTRICT COUNCIL  
CABINET SUB-COMMITTEE  
STOURPORT-ON-SEVERN ROOM/BEWDLEY ROOM, WYRE FOREST HOUSE,  
FINEPOINT WAY, KIDDERMINSTER  
6TH SEPTEMBER 2018 (5.00 PM)**

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**Present:**

Councillors: M J Hart (Chairman), N J Desmond, J D Smith..

**Observers:**

There were no members present as observers.

**CABS.C9      Apologies for Absence**

Cllr Helen Dyke, Chairman of Overview and Scrutiny had sent her apologies as she was not able to attend to present the recommendation from the Overview and Scrutiny Sub Committee as she was at another meeting.

**CABS.C10      Declarations of Interests by Members**

No declarations of interest were made.

**CABS.C11      Exclusion of Press and Public**

**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 of Part 1 of Schedule 12A to the Act.**

**CABS.C12      Investment Proposal**

The Corporate Director: Economic Prosperity & Place presented the report. He gave a comprehensive and thorough explanation of the proposed transaction and the consideration of key matters consistent with the Council's Capital Strategy and the Government Statutory Guidelines for Local Authority Investments, covering the background to the investment opportunity including its location, condition and valuation, tenancy details, regional and local market context and reasoning supporting the benefits to the Wyre Forest local economy.

Having outlined the justification for the investment he confirmed that the proposal met the Government's recently published Statutory Guidance for Local Authority Investments and advised that the proposal was in line with the Council's adopted Capital Portfolio Fund Strategy.



The Corporate Director: Resources provided additional explanation of the financial implications of the transaction, including proportionality, risk and key variables. . 'Down-side' risks were highlighted with further information provided on the exit strategy referenced in the report including review and regular reporting of the factors that could lead to the exit strategy being activated. The importance of the role of the professional advisors in this specialist area was emphasised.

Members were assured by the independent professional advice taken by Officers in relation to the investment proposal. There was agreement that the property had future development potential and would diversify the Council's investment portfolio.

The proposal was moved and seconded and was unanimously carried.

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Sub-Committee from its meeting on 5<sup>th</sup> September 2018:**

**The business case for the purchase of the freehold property contained in the report be agreed subject to the existing leases.**

**Delegated authority be given to the Corporate Director: Economic Prosperity & Place in consultation with the Corporate Director: Resources, the Solicitor to the Council and the Cabinet Member for Resources to conclude the purchase of the property once satisfied that the legal due diligence has been satisfactorily completed and that the terms of the guarantee escrow agreement in respect of rent, service charge and rates are satisfactory.**

**Delegated authority be given to the Corporate Director: Economic Prosperity & Place in consultation with the Corporate Director: Resources, and the Cabinet Member for Resources to agree a business case for the implementation of the planning approval for the extra 23 parking spaces; and for the construction of the car parking to be funded and implemented as part of the overall acquisition costs of the property.**

There being no further business, the meeting ended at 5.55 PM.

**WYRE FOREST DISTRICT COUNCIL****CABINET**  
**19<sup>th</sup> SEPTEMBER 2018****Worcestershire's Strategic Direction for Tackling Homelessness**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Ian Hardiman - Cabinet member for Housing, Health and Wellbeing
<b>RESPONSIBLE OFFICER:</b>	Kate Bailey
<b>CONTACT OFFICER:</b>	Barbara Sarbinowska
<b>APPENDICES:</b>	Appendix One: Homelessness Strategy Appendix Two: Consultation Responses

**1. PURPOSE OF REPORT**

- 1.1 To agree the new Homelessness Strategy "Worcestershire's Strategic Direction for Tackling Homelessness 2018-2021" and update Cabinet on responses to the strategy consultation.

**2. RECOMMENDATION**

**The Cabinet is asked to DECIDE that:**

- 2.1 The new Homelessness Strategy "Worcestershire Strategic Direction for tackling Homelessness 2018 – 2021" be approved.

**3. BACKGROUND**

- 3.1 In 2017 the Worcestershire Strategic Housing Partnership (comprising of representatives from Local Authorities, the Clinical Commissioning Group, Department of Work and Pensions and Registered Providers) developed their first Housing Partnership Plan (HPP). This is the overarching document which sets out Worcestershire's combined strategic direction for housing including homelessness. This Partnership Plan was approved by Cabinet on 14 March 2017. Many of the high level actions within the HPP and the projects/proposals developed to achieve them relate either directly or indirectly to the prevention of homelessness
- 3.2 In 2016/2017 officers undertook a Worcestershire Homelessness Review. The review is a comprehensive assessment of the nature and extent of homelessness across the county, developed by analysing homelessness data and the views of customers and partner organisations (Please see link under Background Papers)
- 3.3 The strategy must set out each local authority's plans for the prevention of homelessness and for ensuring that sufficient accommodation and support are or will be available for people who become homeless or who are at risk of becoming so.
- 3.4 The implementation of the Homelessness Reduction Act (HRA) which came into force on 3rd April 2018 and the new Homelessness Code of Guidance developed by Government to assist Local Authorities to implement the Act have placed further requirements on authorities strategic response to preventing homelessness. The Act

strengthens statutory duties to prevent homelessness for all eligible applicants, including those who do not have priority need or may be considered intentionally homeless.

- 3.5 The Act also creates a new duty on certain public authorities (including prisons, Social Services and emergency departments at hospitals) to refer users of their services who are threatened with homelessness to a housing authority of their choice. This enables the earlier identification of people at risk of becoming homeless.
- 3.6 The Strategic Direction for Tackling Homelessness has been written to expand on the high level actions within the HPP and in response to the new duties of the HRA.
- 3.7 A summary of changes made to the document as a result of the consultation can be seen in Appendix Two.

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

- 4.1 Under the Homelessness Act 2002 all housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness in their district (Please see Appendix One).
- 4.2 The Homelessness Strategy has three main priorities:
  - 4.2.1 Firstly, to prevent homelessness at a much earlier stage by targeting groups that are more vulnerable to becoming homeless (and developing complex needs in the future).
  - 4.2.2 Secondly, to provide flexible and comprehensive responses to those in crisis and those with complex needs.
  - 4.2.3 Finally, to improve the supply of and access to good quality, affordable and supported housing
- 4.3 For the strategy to be effective it will need to include a strategic response to homelessness prevention that is jointly developed and owned with partners who will be responsible for its delivery. This document will now provide an opportunity to develop an implementation plan, with partners, to help ensure that the objectives set out in the homelessness strategy are achieved.
- 4.4 The consultation responses included suggestions around the further provision of accommodation and support for various client groups, enhancing the work with partners including support providers, charities and almshouses, additional service provision for people mental health issues, creating additional pathways for client groups not included in the Homelessness Reduction Act legislation and enhancing early intervention and pre-tenancy training. These comments have been incorporated into the strategy document as shown in Appendix Two.
- 4.5 The Council will work with partners through the local Homelessness Forum and homeless customers to develop local actions aimed at addressing issues within the District.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The actions developed in response to the review and strategy will be met by existing budgets.

- 5.2 The Council has received ring fenced funding to support the implementation of the new legislation and to mitigate against any loss of income following changes to the way some types of temporary accommodation were funded. These funding streams have been used in a variety of ways including support staffing costs and costs at 2-3 New Street.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Local Housing Authorities have a legal duty to undertake a review of homelessness in their area and to have a Homelessness Strategy in place. The previous interim strategy ends in October 2018 and the new strategy will commence until 2021.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 An Equality Impact Needs Assessment screening exercise has been completed in July 2018.

**8. RISK MANAGEMENT**

- 8.1 The strategy will support working collectively with other councils and partners to reduce statutory homelessness across the county. By focusing on early intervention and prevention where possible the strategy should reduce the risk of homeless crisis situations which are costly to the Council and homeless applicant.

**9. CONCLUSION**

- 9.1 All Local Housing Authorities are required to undertake a review of homelessness in their district and to develop a homelessness strategy that addresses the issues identified in the review.
- 9.2 The Homelessness Strategy "Worcestershire's Strategic Direction for Tackling Homelessness" has been subject to consultation and has now been amended to reflect the consultation responses. The priorities within the strategy are prevention, to support those in crisis and to improve the supply of and access to good quality, affordable and supported housing.

**10. CONSULTEES**

- 10.1 The Strategic Direction for Tackling Homelessness 2018-21 was publicly available for consultation from 24th April until 19th June 2018. A countywide Stakeholder event was also held at Wyre Forest District Council on 22nd May 2018.

**11. BACKGROUND PAPERS**

- 11.1 Worcestershire Homeless Review  
<http://www.wyreforestdc.gov.uk/media/3201018/170808-FINAL-Worcestershire-Homelessness-Review.pdf>

Appendix 1

## Worcestershire's Strategic Direction for Tackling Homelessness 2018-2021

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## 1. Foreword by the Chair of Worcestershire Strategic Housing Partnership

I am very pleased to introduce Worcestershire's Strategic Direction for Tackling Homelessness. It is the third homelessness strategy developed for the County and comes at a crucial time with the implementation of the Homelessness Reduction Act in 2018.

This document represents the continued commitment that we have as a County to preventing homelessness in partnership, across sectors and districts. I would like to take this opportunity to thank all of the organisations and individuals who have contributed towards its development.

We are clear that we want to tackle homelessness in all its forms. Although the most acute and obvious form of homelessness can be seen among those sleeping rough, it is much wider than this. It can include those "hidden homeless" who might be sleeping on a sofa. It can also include those who have a roof over their head, but where it is not safe to remain, perhaps due to abuse or violence, or those living in a home that is unsuitable for a variety of reasons e.g. severe overcrowding, poor property standards, poor health.

Homelessness is experienced by single people, couples and families alike. It can be a consequence of individual risk factors and triggers, or wider structural issues that are beyond their control.

The effects of homelessness for families and individuals can be devastating and can have significant negative impacts on health and wellbeing, employment, education, and crime. It can also have significant costs to communities, local authorities and public services.

Tackling homelessness is becoming particularly challenging in today's tough external environment. Welfare reform has increased pressure on people's ability to manage their finances and access and sustain accommodation. The demand for social and affordable housing far outstrips supply.

Whilst reductions in public spending and additional duties contained within the Homelessness Reduction Act have increased pressure on housing and homelessness services. We need to work together to ensure the best use and balance of limited resources.

This is why it is vital that this strategy sits at strategic partnership level within the umbrella of the Worcestershire Strategic Housing Partnership Plan - recognising that tackling homelessness benefits the economy, the health of our population, reduces crime and disorder, and reduces costs to the taxpayer. It should therefore be seen as all of our problem to solve.

Our approach to tackling homelessness is based around 3 Priorities. Firstly, to prevent homelessness at a much earlier stage by targeting groups that are more vulnerable to becoming homeless (and developing complex needs in the future).

Secondly, to provide flexible and comprehensive responses to those in crisis and those with complex needs. We need to design services based on what is best for customers whose needs go beyond homelessness – so that they receive the services they need (not limited by existing practice or legislation).

Finally, to improve the supply of and access to good quality, affordable and supported housing.

This strategy will govern our approach for three years. However, in a period of new legislation, welfare reform and austerity measures, it is vital that it remains responsive.

***Kevin Dicks, Chief Executive of Bromsgrove and Redditch Council's and Chair of the Worcestershire Strategic Housing Partnership***

## 2. Introduction

The causes of homelessness are complex, and it is often a combination of individual circumstances as well as structural issues (that are often outside of someone's control) that lead up to crisis point.

Each person or household's journey into homelessness is different and requires a tailored and flexible approach in order to prevent it from happening.

It is widely recognised that individual risk factors and triggers such as poor mental or physical health, adverse childhood experiences, substance misuse, and domestic abuse can increase the risk of homelessness. Recent research found that the chances of experiencing homelessness by age 30 can be predicted by childhood poverty, geography, adverse experiences as a teenager and early adult experiences.

It is vital that the right interventions and solutions are provided at the right time in someone's life, to prevent crisis and a reoccurring cycle of homelessness. The earlier, more "upstream" the intervention, the more chance there is of avoiding a situation that is complex and expensive to resolve, both in the human and financial sense.

Structural issues such as the demand for social and affordable housing outstripping supply, welfare reform, and affordability/access to private rented housing also impact on levels of homelessness.

In order to carry out more "upstream" prevention activities and to mitigate the risk of structural issues resulting in homelessness, true collaboration across statutory, voluntary and community sectors is required – now more than ever with the implementation of the [Homelessness Reduction Act](#) in 2018.

It is also important to recognise that however good our upstream prevention efforts, there will always be some people who find themselves homeless, therefore the need to take a systemic approach and co design services to help people not just at crisis point, but also to recover and move on from homelessness is essential.

To ensure this systemic approach is taken, this document sits within the umbrella of the [Worcestershire Housing Partnership Plan 2017](#), in recognition that homelessness is not just a housing issue and needs to sit within the wider context if we are to truly tackle it.



### 3. Worcestershire Housing Partnership Plan 2017

In 2017 the Worcestershire Strategic Housing Partnership developed their first [Housing Partnership Plan](#). This is the overarching document which sets out Worcestershire's strategic combined approach for housing including homelessness. The Plan's vision is;

**"To create the *right* home environment for Worcestershire residents that is essential to their health, wealth and wellbeing, throughout life"**

This new way of developing a partnership document/approach to housing for the County is viewed as a real step forward. It recognises that to maximise the health, wealth and wellbeing of residents and make the most effective use of existing resources, we need to work very closely with partner organisations across a range of sectors.

Creating the right home environment and meeting housing need is not only essential for residents, but is vital to enable the Partnership's organisations to achieve their ambitions, policy objectives and duties, such as reduced homelessness, improved health and wellbeing, educational achievement of children and young people, employment, crime reduction and sustainable, resilient communities.



To achieve its Vision, the Partnership Plan sets out five High Level Actions and a number of Projects to deliver on those actions. The links to the prevention of homelessness are clear throughout many, if not all, of the projects. Therefore, it is important to note that the Partnership Plan has set the Strategic Direction for Tackling Homelessness.

Partnership Plan Projects;

- Develop a county wide supported housing plan
- Undertake a whole systems review of support and accommodation for people with vulnerability or disability
- Develop an 'Housing First' approach to provide permanent housing quickly for homeless people and then provides services as needed
- Develop an intensive support provision for those with complex needs
- Establish clear pathways into support and accommodation for people with complex needs
- Deliver on the Interim Homelessness Action Plan 2017-18<sup>1</sup>, central to which is preparation for the Homelessness Reduction Act 2018
- Jointly commission new models of accommodation for young people and care leavers
- Establish a multi agency approach to sharing information relating to issues in the private rented sector
- Demonstrate the impact poor housing has on health and social care intervention, to promote the strategic relevance and future design of services

This document will provide a more in depth focus on homelessness and provide the detail on how all the partners dealing with homelessness are going to work together to address the need at both a county and local level. It will provide the link to the wider strategies of our partners and each district council's corporate objectives.

<sup>1</sup> This action plan was developed as an interim measure to direct homelessness prevention activities whilst the Partnership Plan was in development and until the implications of the Homelessness Reduction Act were known. It will be superseded by this document.

## 4. Defining Homelessness

The Ministry of Housing, Communities and Local Government (MHCLG) says that someone is considered to be homeless if “they do not have accommodation that they have a legal right to occupy, which is accessible and physically available to them (and their household) and which it would be reasonable for them to continue to live in.”

Local Housing Authorities are bound by various Housing Acts defining what assistance they should provide to those facing homelessness. For further details on definitions of homelessness and the legal duties please see Appendix One.

However this current legislation has been amended to further extend legal duties and these are outlined below.

### **Homelessness Reduction Act 2017**

The Homelessness Reduction Act (HRA) 2017 significantly reformed England’s homelessness legislation by placing duties on local authorities to intervene at earlier stages to prevent and relieve homelessness in their areas. It also requires Local Housing Authorities (LHA) to try to help households to secure accommodation but it isn’t a duty to rehouse all homeless households.

The HRA will also impose a duty on some public authorities to refer homeless cases to LHAs and the LHAs will work with public and non-public bodies to ensure an effective referral process. It is essential LHAs are clear to partners about the range of duties we now have.

## 5. Impact of Homelessness

Identifying and addressing the impact of homelessness for people at every stage of life is essential. The cost of homelessness is too high; for individuals, for communities, for Local Authorities and the tax payer, for it not to be considered a priority.

One of the drivers of the Homelessness Reduction Act was the recognition that homelessness has a higher impact on single people and childless couples who are more likely to be considered “non priority” homeless. The Act will transform the way homelessness services are delivered and ensure that all eligible applicants are given some help to resolve their homelessness regardless of whether they have a “priority need.”

### The impact of homelessness on health and wellbeing

Homelessness affects many different household groups and happens for a variety of reasons. The table opposite outlines some of the reasons for homelessness and the variety of impacts homelessness can have on a person’s life. Some groups can be particularly adversely affected including young people and prison leavers, who perhaps don’t have the resilience, social networks and/or income to resolve the issues they face.

***“Young people who experience homelessness are at risk of embarking on a ‘career’ in homelessness, criminal justice and health systems, at significant cost to their own health and wellbeing, their families and communities, and to the public purse. Their potential to contribute to and benefit from society and the economy is affected by homelessness.”***

Social economic political factors that may lead to homelessness	Consequences of homelessness
<ul style="list-style-type: none"> <li>• Housing market failure including low levels of housing supply</li> <li>• Adverse childhood experiences</li> <li>• Family breakdown or poor relationships</li> <li>• Becoming a looked after child</li> <li>• Domestic abuse</li> <li>• Substance or alcohol misuse</li> <li>• Low income or benefit dependency</li> <li>• Involvement with the criminal justice system</li> <li>• Not in education, employment and training</li> <li>• Welfare reform</li> <li>• Public sector austerity leading to cuts in housing related support and other services</li> <li>• Teenage pregnancy</li> <li>• Overcrowding</li> </ul>	<ul style="list-style-type: none"> <li>• Poor mental health including stress for adults / children – common mental health problems are over twice as high among people who are homeless compared with the general population, and psychosis is up to 15 times as high.</li> <li>• Poor physical health- greater risk of infection (delayed access to health care / immunisations)</li> <li>• Lower education attainment for children especially if access to school places is affected</li> <li>• Social isolation and loneliness</li> <li>• Additional financial burdens</li> <li>• Greater likelihood of not being in education, employment or training</li> <li>• Substance or alcohol misuse</li> <li>• Young people in particular might face; exploitation, abuse and trafficking, involvement in gangs.</li> <li>• Likelihood of premature death, dementia or other long term health condition</li> <li>• Low self-esteem and confidence</li> </ul>

## 6. Evidence Base - Worcestershire Homelessness Review 2017

The evidence base for our Strategic Direction for Tackling Homelessness is the [Worcestershire Homelessness Review 2017](#).

The review is a comprehensive assessment of the nature and extent of homelessness across the County, developed by analysing homelessness data and the views of customers and partner organisations.

It draws a number of conclusions and recommendations which have been used to develop our approach to preventing and managing homelessness locally, and these fed directly into the development of the Worcestershire Strategic Housing Partnership Plan.

It is vital that services are developed and delivered in partnership if we are to truly prevent homelessness from an individual, structural and systemic point of view. We believe that sitting our approach firmly within the Partnership Plan is the key to achieving this, bringing together statutory, voluntary and community organisations.

Local Housing Authorities are also working with the County Council in the development of the Joint Strategic Needs Assessment. The JSNA is designed to inform decisions made locally about what services are commissioned to improve the public's health and reduce inequalities; therefore, it is vital to make sure it contains robust homelessness data and supports the county's homelessness prevention approach.

### What did the Homelessness Review tell us?

- Homelessness is increasing locally, as it is nationally. Successful prevention work across the county continues to have an impact as homelessness

applications have remained relatively static whilst approaches for homelessness assistance have increased.

The impact of legislation, national policy, austerity measures and welfare reform will have a huge effect on housing options and the ability to continue preventative work at the same levels.

- Welfare reform will impact the affordability of housing. There are concerns about whether there are any affordable housing options for some households, especially large families and those under 35 in the private rented sector.
- It is becoming increasingly difficult to move people on from temporary accommodation not just due to affordability, but also due to complex or higher support needs and poor tenancy histories – both in the private and social rented sectors.
- The demand for social and affordable housing far outstrips supply, a buoyant private sector housing market means private landlords can afford to be selective.
- Pressures on temporary accommodation are set to increase with the Homelessness Reduction Act.
- The homelessness service does not adequately meet the needs of people with complex needs and the reduction in public sector budgets have meant the removal of housing related support for most homeless households.
- The ending of Assured Shorthold Tenancies continues to be a major reason for homelessness, and should become a priority for prevention work.

- The Single Person and Childless Couples service focuses on prevention work and quickly moving those newly arrived to the streets into long term housing, but there is gap in provision for continuing and entrenched rough sleepers – this will be reduced by the new MOATS service (rough sleeper outreach) commencing in April 2018.
- The Audit of Services identified a number of gaps in provision for certain client groups and also geographically. Gaps could increase as services become unviable due to further funding cuts.
- General lack of supported accommodation especially for victims of domestic abuse, young people, prison leavers and those with low level mental health or learning disabilities.
- General lack of good quality shared accommodation, particularly for young people and those under the age of 35. Particularly acute in some areas.

### Recommendations from the review

#### Increase the range of prevention services

- Protect and increase good quality, cost effective support services that will prevent homelessness from the earliest possible stage and equip people with the skills to establish and maintain lifelong independence (systems thinking approach).
- Develop pathways to ensure a different and more integrated approach to meet the needs of single people and families with complex needs e.g. mental and physical health, social care, substance misuse. Increase service provision to assist entrenched rough sleepers move off the street.
- Increase the use of tenancy ready schemes and tenancy support especially for those in private rented accommodation to improve access and to prevent homelessness.

- Explore gaps in service provision identified by the audit of services - mediation and reconciliation services, support for ex offenders, those with mental health issues, low level Learning Difficulties and Autism.
- Work with partners to improve people's wealth and resilience to prevent homelessness occurring throughout their lives - getting people into work, provision of debt advice/financial management and maximising benefits.
- Upscale communications on housing options and support services to avoid crisis point and improve likelihood of preventing homelessness. Review whether current systems are achieving this.

#### Increase the supply of accommodation

- Review and expand the provision of interim accommodation and permanent affordable accommodation, particularly for large families and those under 35 who are increasingly finding it hard to access any accommodation options. This may include a local authority owned/procured property.
- Consider how to overcome the lack of supported accommodation for care leavers (especially those with complex needs) and young parents.
- Consider the lack of direct access accommodation for individuals who are homeless in an emergency.
- Improve data recording and analysis to reflect the true nature of homelessness across the County.
- Analyse the cost effectiveness of homelessness services (cost of statutory vs cost of prevention).

## 7. Achievements - Worcestershire Homelessness Strategy 2012-17

Through the work of the Worcestershire Homelessness Strategy 2012-17 and recommendations from the Homelessness Review, we have been able to improve services across Worcestershire. Under the four goals set out in the Homelessness Strategy 2012-2017 we have achieved the following:-

### Improving Pathways

- Reviewed the housing and support pathway for 16/17 year olds.
- Introduced Young People's Pathway Workers within housing advice teams.
- Mapped out local single homeless services and implemented prison and hospital pathways.

### Partnership

- Developed a Mental Health and Housing Protocol.
- Established closer working arrangements with Clinical Commissioning Groups and Health and Wellbeing Boards
- Developed agreements with Registered Providers to ensure that their response to flexible tenancies and affordable rent schemes does not increase homelessness.
- We now have one set of generic information for homelessness assistance with local elements for the majority of districts.
- Developed joint arrangements on the use of temporary accommodation and Rent Deposit Schemes across the County.
- Enabled the extension of Domestic Abuse support services, protected refuge accommodation and been able to carry out Survivor and Freedom programmes.
- Improved practice and procedure across Housing Benefit and Strategic Housing.

### Preventing rough sleeping

- Established No Second Night Out.
- Developed more accommodation for single homeless people including emergency crash pads and move on accommodation.
- Developed a personalised approach for entrenched rough sleepers.
- Provided an emergency shelter during extreme cold weather and provisions for severe hot weather.
- Enabled support for rough sleepers to return to the area where they can access their support networks and services.

### Reducing Financial Deprivation

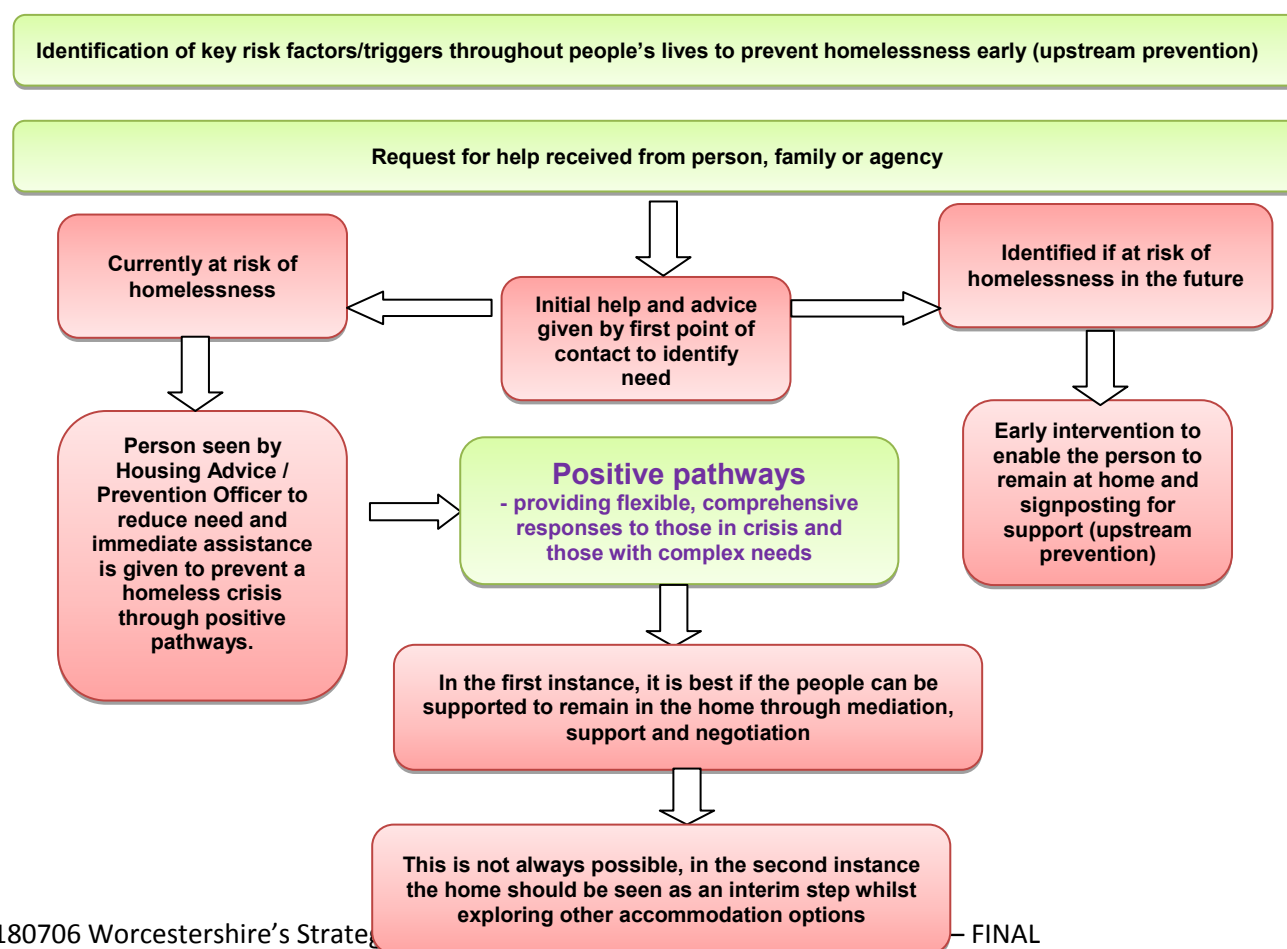
- Secured funding through the Homes and Communities Agency for housing development.
- Established discretionary welfare schemes across the County.
- Developed plans to mitigate the affects of welfare reform locally.

During 2017 and 2018, Worcestershire Local Housing Authorities have been working to an *Interim* Homelessness Strategy Action Plan – whilst this new strategy is in development. This has resulted in;

- Continued joint strategic work to implement the Homelessness Reduction Act.
- Utilising the Rough Sleepers grant of £380k to recruit six homelessness prevention officers working to prevent rough sleeping.
- Developing a new outreach service for entrenched rough sleepers through a joint bid led by Maggs Day Centre.
- The implementation of new data monitoring system to enable a better understanding of need and inform commissioning.
- Identification of funding to enable the continuation of the Hospital and Prison Pathway support work.

## 8. Positive Pathways Approach

Like many Local Authority Areas, the Positive Pathways Model first developed by St. Basil's (in relation to young people) has been successfully implemented in Worcestershire. We would like to build on that success and extend the concept across all groups that might be more vulnerable to becoming homeless. The following diagram and Priorities explain how we will do this.





## 9. Our Priorities for Tackling Homelessness

The Homelessness Monitor 2017 suggests that priorities for homelessness prevention should be based around – “upstream” prevention (preventing homelessness at the earliest stage), systemic prevention (designing services based on what is best for people in crisis) and structural prevention (mitigating the impact of things that are outside individual control e.g. lack of affordable housing, welfare reform).

The Partnership Plan and the Homelessness Review evidence identified a number of priorities and actions to aim to end homelessness from these perspectives – and there are clear links with the Pathways approach we want to achieve.

### Priority 1 Prevent homelessness at a much earlier stage

#### What do we want?

We want to prevent homelessness by identifying the key risk factors/triggers in people’s lives that can cause it, and take action at a much earlier stage.

#### What does this mean?

We know that individual risk factors and triggers such as poor mental or physical health, adverse childhood/early adult experiences, substance misuse, and domestic abuse can increase the risk of homelessness. Childhood poverty and geography also have a part to play in predicting homelessness.

We need to minimise the risk of homelessness for people experiencing these factors to truly prevent it happening *and* reoccurring throughout life, to

prevent a generation of homeless people with complex needs and to improve health and wellbeing.

The Homelessness Reduction Act provides opportunity to build on our preventative work with partner organisations and to identify those at risk of homelessness at a much earlier stage. However, it is becoming clear nationally and locally that the strengthened duties within the Act have increased pressure on local authority housing teams - and will require improved cooperation across sectors to truly prevent homelessness for all of our customers.

#### What will we do?

- Gain commitment to the “**Worcestershire Partner Agreement – Duty to Co-operate**” to achieve better joint working across sectors to prevent homelessness earlier.
- **Upscale engagement with/communications to customers, communities and partners** - it is vital that people know where to go to get help and advice on their housing and support options before crisis point – and that this continues throughout lifetimes.
- Identify **critical intervention opportunities** to divert people away from homelessness e.g. through GP’s, schools, custody suites, care leavers panels, prisons etc. Develop a shared approach for going into schools.
- Develop **housing and support pathways for specific vulnerable groups** so that customers and partners are clear on what tools/services there are in place to prevent homelessness for certain groups. This is a key legal requirement for statutory bodies under the Homelessness Reduction Act and we must work together to achieve this.
- **Increase our focus on single people** (including young people) and childless couples who are more at risk of becoming homeless and with **complex needs**.



- Take a **“No First Night Out” approach** - going further upstream to prevent rough sleeping before it even occurs.
- Identify and work with people at risk of losing private and social rented accommodation by **building on relationships with private landlords and developing pre eviction protocols** with registered housing providers.
- **Improve data collection and analysis** across all sectors to understand need, commission services based on “what works” and demonstrate the cost effectiveness of those services. Only by doing this will we commission the right things, and in partnership to ensure continuation funding beyond the life of this approach.
- Protect and increase good quality, cost effective, proactive support services and practical homelessness prevention tools.
- Work with our partners to build family stability and supportive social networks within communities – a key buffer to preventing homelessness and improving resilience.

***“There must be a focus on helping people to remain in their own homes (where it is safe to do so), prevention and support services should view losing accommodation as the last resort.”***

***“By investing in proactive, front line services we will avoid crisis situations and the use of Bed and Breakfast accommodation which is expensive and unsuitable, especially when people have to be placed in temporary accommodation out of area.”***

## Priority 2 Provide flexible and comprehensive responses to those in crisis and those with complex needs

### What do we want?

- To design services based on what is best for people in crisis and for those whose needs go beyond homelessness – so that they receive the services they need (not limited by existing practice or legislation).

### What does this mean?

However good our upstream prevention efforts, there will always be some people who find themselves homeless or threatened with homelessness. This is why an improved systemic response (particularly in relation to single homeless people) provided for in the Homelessness Reduction Act is so important for us to achieve.

We must also focus on providing sustained support required by homeless people with needs beyond housing,

Our evidence locally tells us that large families and those with complex needs find it particularly challenging to maintain and access housing, often due to poor tenancy/housing histories. Their needs are not just about housing and they will require intensive support provision to resolve their housing need - for example those with mental health or substance misuse problems.

### What will we do?

- Develop a **Housing First Model** - an approach to provide permanent housing quickly for homeless people with mental health issues and

then provides services as needed. This is shown to drastically reduce rough sleeping.

- Develop different and more **integrated pathways to meet the needs of families and single people with complex needs**. Clearly set out what services are available, clarify how referrals are made and when posts/services are at risk/ending. Map services and identify gaps.
- Develop an **intensive support provision** for individuals and families with complex needs. Consider focus on mental health, substance misuse, domestic abuse, tackling loneliness and isolation, improving social skills.
- Address the current gap in provision for continuing and entrenched rough sleepers through providing an outreach support service and via the County's Severe Weather Emergency Protocol (which provides shelter to those sleeping rough over the winter period when temperatures hit zero degrees).
- Address the gaps in provision for care leavers; increasing housing provision for those with complex needs, improving processes to avoid B&B placements, ensuring they are tenancy ready and in work where possible and carrying out joint working/training across teams so that housing expectations are realistic.
- Consider the role of **complementary therapeutic treatments** and support/conciliation to help reduce conflict with neighbours/in shared tenancies.

*“The use of psychological or trauma informed care in commissioning and treatment/support services is key to the design of this intensive support service – the need to recognise the impact of life experiences on behaviours – and needs to be understood across sectors. “*

### Priority 3 Improve supply of/access to good quality, affordable and supported housing

#### What do we want?

We want to ensure that we work together with partners to make the best use of land and property assets – to meet affordable and supported housing needs.

We want any barriers to accessing accommodation for particular groups to be overcome for example low income households, those with poor tenancy histories, those with high support needs.

#### What does this mean?

There is not enough affordable housing to meet the need, both nationally and locally. There are also some identified groups who are acutely affected by welfare reform including those under the age of 35 and large families for whom affordability is a huge factor, for any type of housing, including affordable housing.

Other groups such as those with certain support needs, or with poor tenancy histories find it difficult to access any type of housing. If people within these groups become homeless, they often have very limited housing options and remain in temporary or “move on” accommodation for some time. This is often not suitable for the household, and also expensive for local authorities.

In very simplistic terms, it can be said that homelessness is about money. If you have a low or insecure income, or you don’t manage money well (for a variety of reasons which may or may not be outside your control) you can be at risk of homelessness or find it hard to access housing.

#### What will we do?

- **Work closely with our Registered Housing Providers** in ensuring the most effective use of existing social housing stock and through their plans to develop new housing. We will also look to improve the dialogue with charities to support the expansion of provision.
- Ensure that the new funding for supported housing model supports the existing and future housing related support needs for Worcestershire residents.
- Develop a **county wide supported housing plan** based on housing need evidence.
- **Improve our Private Sector Offer** to potential tenants by ensuring the accommodation is of good quality and meets standards but also **improve our offer to landlords** to ensure they accept homeless applicants. This maybe through offering mediation/support to landlords, or through other incentives.
- Develop **“tenancy ready” training** and providing support to sustain tenancies. Including developing general principles around what tenancy ready training is and mapping what services are already being provided.
- Consider a **“second chance” housing model and** recognising the need to have open and honest conversations about past tenancy history in order to provide the right housing and support for that individual/family.

*“If landlords (social or private) can be assured that someone has the skills to manage a tenancy, including financial skills and the payment of rent, then the risk to them is reduced and they may be inclined to offer them housing. Add to that the fact that support will be in place should a problem arise, then the future risk is further reduced.”*

- **Review temporary accommodation** to provide more suitable and cost effective solutions for those who are homeless and having difficulty accessing permanent housing.
- **Work with partners to get people into work, improve digital skills, improve financial management skills and provide debt advice.** This is vital to address affordability, and improve people's economic resilience to prevent homelessness reoccurring throughout their lifetime.
- **Develop an approach to reduce former rent arrears** to assist with chances of being re-housed.

*“Getting into work and digital skills is a real focus with the introduction of Universal Credit and mitigating the impact of further welfare reform. There is a great deal of work being carried out by voluntary sector partners to address education, training and employment, we need to ensure the strategic links are made to make the best use of resources. Access to sustainable employment is crucial.”*

## 10. Delivering On Our Approach

### Oversight

Worcestershire Strategic Housing Partnership (WSHP) is responsible for, and committed to ensuring that this Strategic Direction for Tackling Homelessness is realised. It is a multi-agency, and cross sector partnership, ensuring homelessness prevention is placed in the wider context.

The role of the WSHP is to influence commissioning and system change across sectors to resource and deliver on this Strategy.

### Accountability

Worcestershire Strategic Housing Officers Group (WSHOG) is responsible for delivery of this document. WSHOG is a well established group, with a proven track record of housing and homelessness strategy delivery, representing each of the districts.

### Assurance

WSHP will seek assurance from the delivery group on the effectiveness of partnership working in the development and implementation of Local Strategy Implementation Plans. In addition, Worcestershire Health and Wellbeing Board will seek assurance on the commitment to the Local Housing and Health Memorandum of Understanding and the Homeless Health Charter.

### Monitoring

WSHOG will report progress against Local Strategy Implementation Plans to WSHP. WSHP will undertake a review of progress on an annual basis up to and including 2021.

### Governance Structure



180213 WSHP  
Delivery Groups Diagram

### Equality duty

The Public Sector Equality Duty (Equality Act 2010) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities. Our approach will adhere to this.

## 11.Implementation

Our approach recognises that the causes of homelessness are complex and multi faceted – and that to tackle it holistically, we need to prevent the structural as well as individual factors that lead to homelessness.

By sitting this Strategic Direction for Tackling Homelessness within the Partnership Plan, we will ensure that homelessness prevention will be placed at the forefront when designing system change needed to achieve our vision.

It is important to recognise that although this is a county approach, there are differences between districts that will need individual district focus. Some districts experience higher levels of rough sleeping, some have higher levels of deprivation and domestic abuse, some have a huge lack of supported and temporary accommodation as compared to others.

Worcestershire Strategic Housing Officers Group will be responsible for delivery of this strategy. Local Strategy Implementation Plans will be developed in partnership with local organisations and partners via local homelessness forums that currently exist or will need to be developed in each of the districts. They will identify a series of actions, initiatives and opportunities.

The Implementation Plan will be delivered by working with key partner agencies and will be achieved through task and finish groups and through the expertise and resources of existing meetings/groups. They will continually be reviewed and monitored by Worcestershire Strategic Housing Officers Group and the Worcestershire Strategic Housing Partnership – to keep up to date and have the flexibility it needs to have.

There will be briefings and regular training on the importance of tackling homelessness, including an annual stakeholder event.

## Appendix One – Legal Duties

### Legal duties

The primary homelessness legislation – Part 7 of the Housing Act 1996 – provides the statutory under-pinning for action to prevent homelessness and provide assistance to people threatened with or actually homeless.

In 2002, the Government amended the homelessness legislation through the Homelessness Act 2002 and the Homelessness (Priority Need for Accommodation) (England) Order 2002 to ensure a more strategic approach to tackling and preventing homelessness and to strengthen the assistance available to people who are homeless or threatened with homelessness by extending the priority need categories.

### Statutory Homelessness – where the rehousing duty is owed

Housing authorities have a legal duty to provide advice and assistance to anyone that is homeless or threatened with homelessness. If a housing authority has reason to believe that someone may be homeless or threatened with homelessness, they must investigate what duty they owe to them under the homelessness legislation.

A ‘main homelessness duty’ is owed where the authority is satisfied that the applicant is eligible for assistance, unintentionally homeless and falls within a specified ‘priority need’ group.

The ‘priority need groups’ include households with dependent children or a pregnant woman and people who are vulnerable in some way e.g. because of mental illness or physical disability. In 2002 the priority need categories were extended to include applicants who are aged 16 or 17, care leavers aged 18-20, people who are vulnerable as a result of time spent in care, in HM Forces,

in prison or custody, and those who are vulnerable as a result of having to flee their home because of violence or the threat of violence

### Homelessness Households not owed the rehousing duty

Homeless people not owed the full rehousing duty are typically single people or childless couples who are not assessed as being in ‘priority need’ or those deemed to be intentionally homeless. These groups are only entitled to advice and assistance if homeless, not the “main housing duty”. Some non-priority homeless people are offered access to Local Authority commissioned housing support services.

### Street Homelessness

DCLG defines street homelessness as: “People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations, or “bashes”)”

## Agenda Item No. 7.1 Appendix 2

Appendix Two: Summary of changes made to Worcestershire's Strategic Direction for Tackling Homelessness 2018-2021 following consultation with customers and partners.

The consultation consisted of a Stakeholder Event (22nd May 2018) and a public online consultation which ran from 24th April -19th June 2018.

### Online consultation

Comment	Change made
Respondent thought the document doesn't specifically mention the provision of accommodation for those with substance misuse mental health.	Added specific reference to mental health and substance misuse on P14 in relation to the intensive support service – we are currently focussing on the provision of an intensive support service which is an action in the Partnership Plan – and not provision of different types of accommodation for different groups at this stage. This will come out of the Supported Housing Plan.
Suggestion from a respondent that complementary therapies would be beneficial for rough sleepers/those with adverse experiences as a child/adult	Added specific reference to this on P14 as something that should be considered when developing the intensive support service.
Suggestion that we should consider psychological support/conciliation to help reduce conflict with neighbours/shared tenants	Added specific reference to this on P14 as something that should be considered when developing the intensive support service.
Suggestion that we make specific reference to dialogue with charities and almshouses in increasing housing provision.	Added in comment that we would look to do this as part of making the best use of our assets to increase housing provision. P16.
Question asked about how we are going to ensure the resources are available to successfully implement the strategy.	No change made as this is shown in governance diagram.

### Stakeholder event

Comment	Change made
Comments on structure of document/ease of reading/understanding	Numbered priorities. Made slight changes to wording of priorities. Broken down sections to make it easier to read. Section 9.
Worcestershire Partner Agreement – Duty to Co-operate was the subject of one of the workshops and we have now received notification that the Duty to Refer will come in on 1 <sup>st</sup> October.	Added specific action in around the development of the Duty to Cooperate Agreement. P12.
Support for the a "second chance" model aimed at people who have already lost a tenancy and have limited housing options due to poor tenancy histories – rent arrears, Anti – social behaviour etc.	This was already in the document but added in reference to "second chance". P16.
Develop links with support agencies to enable them to work with housing teams to ensure joint clients are completing actions in their personal housing plans.	Added in by reference to Worcestershire Duty to Co-operate Agreement as this is integral part of this agreement. P12.
To build on the new draft pathways for vulnerable groups. Consider additional groups e.g. autism. Make sure the pathways show how to refer, what services are currently available and which are at risk. Constantly need to be kept up to date – mapping of services and identification of gaps.	Added in on P14.



## Agenda Item No. 7.1 Appendix 2

Support provision for individuals and families with complex needs – suggestion to consider focus on mental health, substance misuse, domestic abuse and tackling loneliness and isolation.	Added in on P14.
To develop a shared approach for going into schools to educate young people about housing and homelessness – setting realistic expectations. Police, housing and DWP go into schools currently.	Added in on P12.
Suggestions on how to improve early intervention approach.	All added in on P.12.
Developing general principles around what tenancy ready training is and mapping what services are already being provided.	Added on P.16.
Improve engagement with customers via homelessness forums.	Added on P12.
Suggestion that we should investigate community housing solutions.	Not added anything into this document as this is something that should be considered by the Worcestershire Strategic Housing Partnership.
Suggestion for research into what causes repeat homelessness.	This may be covered within the Customer Journey Mapping that has already been commissioned – however added small comment on P12 regarding helping people to know where to go to get support to prevent homelessness throughout their lifetimes.
Suggestion to develop an approach to help people to reduce rent arrears – in order that they will be considered for rehousing.	Added in P17.
Suggestion that housing and social services need to improve relationships.	Added in reference in relation to statutory partners – Worcestershire Duty To Cooperate agreement.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Wednesday 19<sup>th</sup> September 2018**

**Overview and Scrutiny Committee  
Thursday 6<sup>th</sup> September 2018**

**Homelessness Strategy Refresh**

The Committee considered a report from the Head of Strategic Growth which set out the new Homelessness Strategy “Worcestershire’s Strategic Direction for Tackling Homelessness 2018-2021” and provided an update on the responses to the strategy consultation.

Members welcomed the strategy which set out the Council’s plans for the prevention of homelessness and for ensuring that sufficient accommodation and support is or will be available for people who become homeless or who are at risk of becoming homeless.

**Recommend to Cabinet that:**

**The draft Homelessness Strategy “Worcestershire Strategic Direction for Tackling Homelessness 2018 – 2021” be approved.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 6<sup>th</sup> September 2018

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**  
**19<sup>th</sup> SEPTEMBER 2018**

**Right to buy receipts**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Ian Hardiman: Cabinet Member for Housing, Health and Well-being
<b>RESPONSIBLE OFFICER:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Ian Miller x 2700
<b>APPENDICES:</b>	None

**1. PURPOSE OF REPORT**

- 1.1 To seek agreement to arrangements under which Community Housing Group and the Council share receipts from preserved right to buy cases for the period from April 2019.

**2. RECOMMENDATION**

- 2.1 The Cabinet is asked to **DECIDE** that receipts (net of cost of disposals) should be shared 50:50 with Community Housing Group for a period of five years from 1 April 2019.

**3. BACKGROUND**

- 3.1 Arrangements under which Community Housing Group and WFDC share receipts from preserved right to buy cases expire in March 2019. The current arrangements were agreed in September 2013. In simple terms, the receipts net of cost of disposal are shared as follows: CHG retains 50% of the receipts and invests them in new affordable housing units, while it is up to the Council to decide how it uses its 50% share of the receipts to support its capital programme. How the receipts are used was last decided by full Council in February 2018 when right to buy receipts were “agreed for use through the Evergreen Investment Fund to support investments and new residential developments undertaken by the Council or through its companies”.
- 3.2 CHG budgets for 15 right to buy cases a year, which would generate approximately £300,000 residual funds a year. It is estimated that CHG’s share of this when applied to providing new affordable housing within the District of Wyre Forest would represent approximately 6 homes for rent a year.

**4. KEY ISSUES**

- 4.1 There is no strong reason to disturb the current arrangements, which contribute in a modest way to the supply of affordable housing in the district. They also provide some

important cash funding to support the Council's capital investments that aim to produce revenue returns for the council. CHG has been consulted and would be happy to continue the agreement about sharing receipts for a further 5 years, generating an estimated 30 affordable homes within the district across that period.

- 4.2 Because no change is proposed to how the receipts are applied by the Council, which will continue as agreed by full Council in February 2018, there is no need for a recommendation to Council on this occasion.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The further agreement should generate approximately £750k for the Council's capital programme over the period 2019-2024, although the actual amount will depend on the number and value of right to buy sales. Preparation of a formal legal agreement with CHG about this matter will be dealt with within existing budgets.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 There are no legal issues that arise. Full Council sets the policy on how the Council's share of the receipts is applied within the capital programme.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 Not applicable.

**8. RISK MANAGEMENT**

- 8.1 No significant risks have been identified.

**9. CONCLUSION**

- 9.1 The Cabinet is invited to approve the arrangements for sharing receipts from preserved right to buy cases for the period from April 2019 onwards.

**10. CONSULTEES**

- 10.1 Cabinet  
10.2 Corporate Leadership Team  
10.3 Community Housing Group

**11. BACKGROUND PAPERS**

- 11.1 Report to Cabinet on right to buy receipts, 17 September 2013

**WYRE FOREST DISTRICT COUNCIL****CABINET**  
**19<sup>th</sup> SEPTEMBER 2018****Cookley and Caunsall Neighbourhood Area designation application**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Ian Hardiman: Cabinet Member for Housing, Health and Well-being
<b>RESPONSIBLE OFFICER:</b>	Corporate Director: Economic Prosperity & Place.
<b>CONTACT OFFICER:</b>	Helen Wills
<b>APPENDICES:</b>	Appendix 1 Application for area designation letter and map. Appendix 2 Responses received.

**1. PURPOSE OF REPORT**

- 1.1 To seek approval for the designation of part of Wolverley and Cookley Parish as a Neighbourhood Area for the purposes of Neighbourhood Development Planning as shown on the map at Appendix 1 to this report, in order that Wolverley and Cookley Parish Council can prepare a Neighbourhood Plan.

**2. RECOMMENDATION**

- 2.1 **The Cabinet is asked to DECIDE that: Part of Wolverley and Cookley Parish that includes the areas of Cookley and Caunsall as shown on the map in appendix 1 is designated as a Neighbourhood Area.**

**3. BACKGROUND**

- 3.1 The Localism Act 2011 gave local communities more power to plan for the future of their areas by introducing Neighbourhood Development Plans and Neighbourhood Development Orders. Wolverley and Cookley Parish Council wish to prepare a Neighbourhood Development Plan for part of the Parish that includes Cookley and Caunsall but not Wolverley.
- 3.2 The first formal step in the process of preparing a Neighbourhood Development Plan is the designation of a Neighbourhood Area. On 6<sup>th</sup> April 2012 the Neighbourhood Planning (General) Regulations 2012 came into force. The Regulations set out the minimum legal requirements to be met when preparing a Neighbourhood Development Plan and set out the procedure for designating a Neighbourhood Area.
- 3.3 Regulation 5 requires the Parish Council to apply to the District Council to designate the area that they wish the neighbourhood plan to cover as a Neighbourhood Area. Such an application was received by the District Council on 6th June 2018. Regulation 6 requires the District Council to publish the application on its website as a minimum to provide the opportunity for representations to be made in support of the designation or otherwise. The public consultation started on Wednesday 27<sup>th</sup> June

and finished at 5pm on Wednesday 8<sup>th</sup> August 2018. A poster and map have been displayed in 11 locations within Wolverley and Cookley Parish at locations such as schools, post office, shops and public houses. This was in addition to posters being displayed on Parish Council notice boards giving details of the application, the area included in the application, how to submit comments and the deadline for receipt of comments. The District Council provided information on the application on their website for a period of six weeks between Wednesday 27<sup>th</sup> June and Wednesday 8<sup>th</sup> August 2018.

- 3.4 Nineteen representations have been received in response to consultation on the proposed Neighbourhood Area designation; these are found in Appendix 2. All of the consultation responses support the proposal for the Neighbourhood Plan area. Therefore, it is recommended that this committee designate Cookley and Caunsall as a Neighbourhood Area for the purposes of Neighbourhood Development Planning.
- 3.5 If the District Council agrees to the designation of the Neighbourhood Area, it will be published on the District Council's website. The next step for the Parish Council would be to begin the preparation of their Neighbourhood Development Plan for submission to the District Council, following the procedures laid down in the 2012 Regulations (and subsequent amendments). Following submission to the District Council, the Neighbourhood Development Plan would then need to be published for a six week statutory consultation period before going through an Examination in Public and then a local referendum where a minimum of 50% of those voting must be in favour of its adoption.

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

- 4.1 Wolverley and Cookley Parish Council wish to prepare a Neighbourhood Development Plan for part of the Parish that includes Cookley and Caunsall but not Wolverley. The proposal has been consulted on and all representations received support the proposal.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The cost of preparing the Neighbourhood Development Plan will be met by the Parish Council. The District Council will be required to meet the costs of the examination and referendum and this will be met from the existing Planning Policy budgets.

#### **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Should the Neighbourhood Development Plan, once prepared, be approved by the community at a referendum, the District Council will be required to formally 'make' the plan (adopt) and it will become part of the Development Plan for the purposes of determining planning applications.

#### **7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 Not applicable.

**8. RISK MANAGEMENT**

- 8.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. If the District Council fail to designate the proposed Neighbourhood Plan area it will prevent the community from being able to bring forward their own plan for their area and their community.

**9. CONCLUSION**

- 9.1 Wolverley and Cookley Parish Council have applied to the District Council to designate part of the Parish Area that includes Cookley and Caunsall as a Neighbourhood Area for the purposes of Neighbourhood Development Planning. A consultation has been held and nineteen representations have been received, all supporting the designation. Therefore, it is recommended that the area be designated. This will enable the Parish Council to begin the preparation of a Neighbourhood Development Plan.

**10. CONSULTEES**

- 10.1 Parish area.

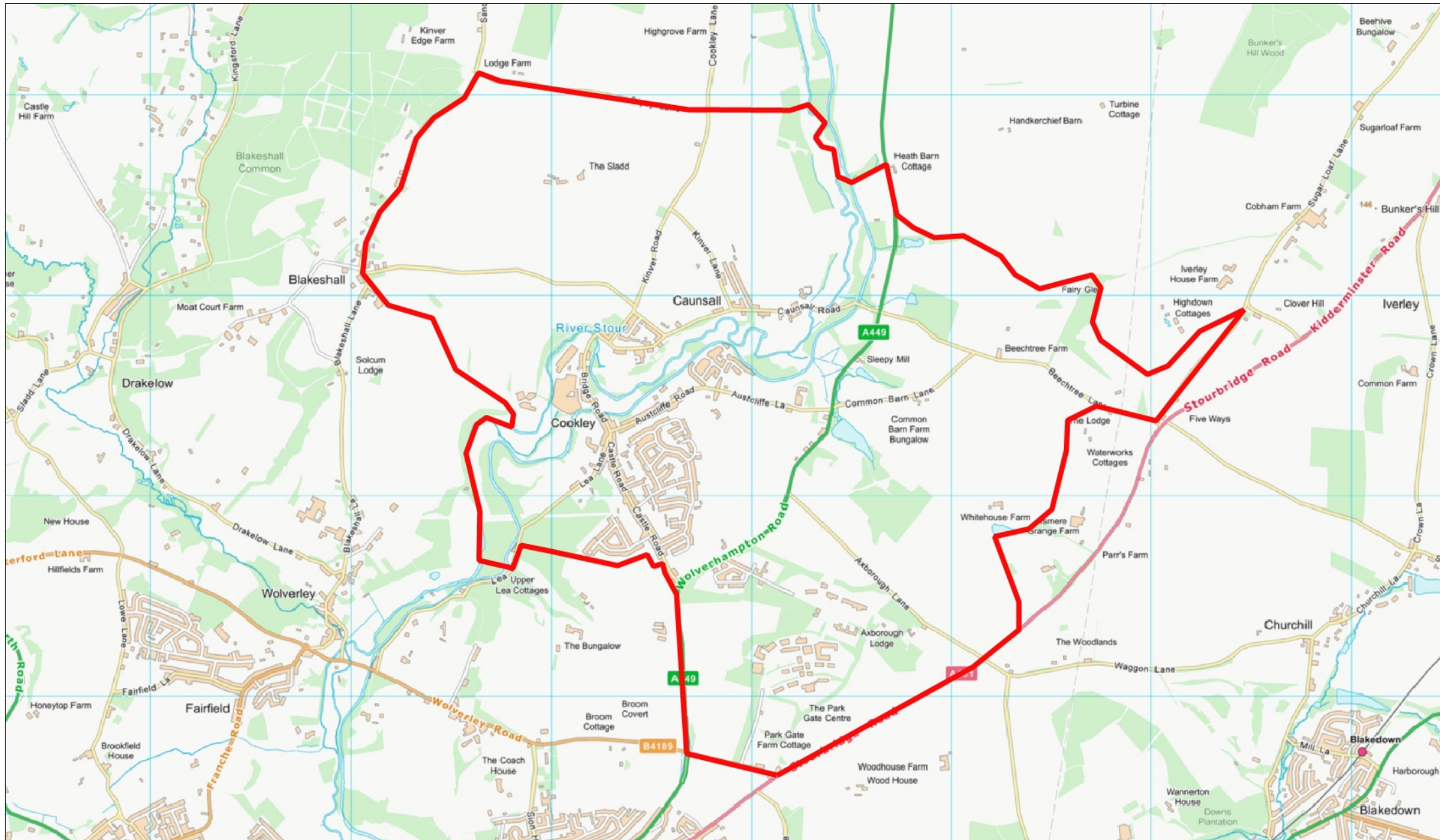
**11. BACKGROUND PAPERS**

- 11.1 Neighbourhood Planning Regulations (as amended)  
[http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi\\_20120637\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf)

Part 2 (5) relates to an application for designation of a neighbourhood area and (6) relates to Publicising an area application.

**12. APPENDICES**

- 12.1 Area designation application letter and map  
12.2 Table of consultation representations received.





**Appendix 2: Consultation responses received**

Type	Support	Object	Comments
Respondent (3 emails)	X		To enable our village to have more say around what happens within the boundary.
Respondent	X		Cookley & Caunsall should have a voice in the development and growth in the village. I believe that the Neighbourhood Plan would give us that voice and some control on how and where the area is developed. The Neighbourhood Plan is integral to that quality of life within the community.
Respondent	X		Support – Looking forward to being involved to provide our community with the infrastructure, services and resources that it needs whilst protecting the environment and surrounding green belt.
Respondent (plus second email joint with another resident)	X		In favour of a Neighbourhood Plan.
Respondent (plus second email joint with another resident)	X		In favour of a Neighbourhood Plan.
Respondent	X		The local community has a say in what housing developments take place within and surrounding our village.
Respondent (on behalf of 6 residents)	X		Neighbourhood plan is required.
Respondent	X		Support, please listen to local view.
Respondent	X		Vital Neighbourhood Plan can proceed.
Respondent (2 emails)	X		Support.
Respondent (on behalf of 2 residents)	X		Support a Neighbourhood. Would take part in its development by sharing ideas with our local Neighbourhood planning team. Wish to secure our village from unnecessary development and feel that this plan will go some way toward achieving this.
Respondent	X		<p>Support a neighbourhood plan for Cookley and Caunsall on the following grounds:</p> <ul style="list-style-type: none"> <li>• Cookley and Caunsall are two distinct and separate villages with surrounding countryside;</li> <li>• Cookley and Caunsall are developing a community land trust;</li> <li>• It is in line with current strategic planning policy that identifies Cookley as a named larger "village" in the settlement hierarchy</li> </ul>

## Agenda Item No. 7.3 Appendix 2

			<p>(Policy DS01).</p> <ul style="list-style-type: none"> <li>The people of Caunsall as a hamlet has traditionally worked with the people of Cookley on community projects and has most of its infrastructure needs met by Cookley.</li> </ul>
Respondent (on behalf of 2 residents)	X		In favour of a Neighbourhood Plan.
Respondent	X		Support a Neighbourhood Area for Cookley and Caunsall. I believe Wolverley do not want to be involved in this process so this proposal would give us the opportunity to create a Neighbourhood Plan for the village, for what is most needed in the village moving forward and help preserve our much loved village's needs and identity for future generations.
Respondent	X		Please consider Cookley & Caunsall as regards a Neighbourhood Plan
Respondent	X		Support the Neighbourhood area application. There are many active and passionate people in the area who work hard to improve it. By approving this plan everyone would be given the opportunity to do even more going forward.
Respondent	X		Support Wolverley and Cookley Parish Council's application to designate part of the parish that includes Cookley and Caunsall as a Neighbourhood Area. Cookley and Caunsall are appropriate for designation as a neighbourhood area since they are two distinct and separate villages and surrounding countryside and the application is in line with current strategic planning policy that identifies Cookley as a named larger "village" in the settlement hierarchy.
Respondent	X		I believe in planned development not planning anarchy. Proper planning is essential for people's quality of life.
Respondent	X		I feel strongly as a resident of Cookley that we need a neighbourhood plan to give residents a voice regarding any future proposed developments that will impact them and the environment around them. Concern that the proposed development of Lea Castle, a quarry, and housing at Hurcott are being considered without thought for infrastructure, on busy roads, agricultural land may be lost when housing could be built on existing brownfield sites. Cookley is massively under threat.

Total: 19 responses.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Wednesday 19<sup>th</sup> September 2018**

**Overview and Scrutiny Committee  
Thursday 6<sup>th</sup> September 2018**

**Cookley and Caunsall Neighbourhood Plan Area Designation**

The Committee considered a report from the Senior Planning Policy Officer which sought approval for the designation of part of Wolverley and Cookley Parish as a Neighbourhood Area for the purposes of Neighbourhood Development Planning.

Members reviewed the responses received to the public consultation and noted that all respondents supported the proposal.

**Recommend to Cabinet that:**

**The Neighbourhood Plan area designation be:**

- **approved for the purposes of Neighbourhood Development Planning as shown on the map at Appendix 1 of the report.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 6<sup>th</sup> September 2018

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**  
**19<sup>th</sup> September 2018**

**Budget Monitoring First Quarter 2018-19**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor N J Desmond, Cabinet Member for Resources
<b>RESPONSIBLE OFFICER:</b>	Corporate Director: Resources
<b>CONTACT OFFICERS:</b>	Tracey Southall Ext. 2100 <a href="mailto:Tracey.southall@wyreforestdc.gov.uk">Tracey.southall@wyreforestdc.gov.uk</a> Helen Ogram Ext. 2907 <a href="mailto:Helen.Ogram@wyreforestdc.gov.uk">Helen.Ogram@wyreforestdc.gov.uk</a> Kath Pearsall Ext.2165 <a href="mailto:Kathryn.pearsall@wyreforestdc.gov.uk">Kathryn.pearsall@wyreforestdc.gov.uk</a> Lisa Hutchinson Ext. 2120 <a href="mailto:Lisa.Hutchinson@wyreforestdc.gov.uk">Lisa.Hutchinson@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 - Wyre Forest District Council Revenue Budget Total Requirements - District Council Purposes Appendix 2 - Budgetary Control Report - Revenue Appendix 3 - Final Capital Outturn against Programme 2017-18 Appendix 4 - Capital Programme 2018/19 with slippage from 2017-18 Appendix 5 - Wyre Forest Forward Appendix 6 - Budget Risk Matrix <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

**1. PURPOSE**

- 1.1 The purpose of the report is to brief members on the Council's financial performance for the period ending 30<sup>th</sup> June 2018 and to present the current projected outturn position for the 2018-19 financial year. It provides forecasts on revenue, the capital programme 2018-19 and the final capital outturn for 2017-18 against programme.

Headlines are:

Revenue – the forecast outturn is an estimated overspend of £34,500. There is one request for approval of a supplementary estimate for pressures identified regarding Homelessness.

Capital – the forecast outturn is £36.43m (£10.68m excluding the Capital Portfolio Fund and Development Loans Fund). £1.281m of the programme is forecast to be reprofiled (slipped) to future financial years.

- 1.2 The report also briefs members on current progress against the savings and efficiency targets being delivered by the Wyre Forest Forward Programme. The target of £2.476m for 2018-19 has substantially been achieved. For 2018-19, the balance of £87K will hopefully be identified by year end.
- 1.3 The report informs members of the Housing Benefit Overpayment debt position and the Sundry/Property debt position as at 30<sup>th</sup> June 2018.
- **Housing Benefits overpayment recovery-** The total debt outstanding at 30<sup>th</sup> June 2018 is £1.460m which represents a 3% increase over the balance outstanding at the end of Quarter 1 2017-18.
  - **Sundry/Property Debt** - The total debt outstanding at 30<sup>th</sup> June 2018 (Quarter 1) was £1.253m which represents a 42% increase over the balance outstanding at the 30<sup>th</sup> June 2017 (Quarter 1) including debt within payment terms.
  - The increase is due to short term debt outstanding for quarterly invoices being raised for shared services and services recharged to external customers at the end of the quarter.
  - The overdue debt has decreased by £199,500; this is more than halved compared to the same period in 2017-18.

## **2. RECOMMENDATIONS**

**The Cabinet is asked to DECIDE:-**

- 2.1 **That the projected budget variations and comments outlined within this report and appendices 2 to 6 be noted.**
- 2.2 **Cabinet approve the request for a supplementary estimate of £65k for additional costs of Homelessness detailed in paragraph 7.1 from general reserves**

## **3. BACKGROUND**

- 3.1. Budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The 2018-21 Medium Term Financial Strategy (MTFS) was approved by Council on 21<sup>st</sup> February 2018. The MTFS incorporated growth or savings items that are impacting on 2018-19 budgets and performance is measured against the original budget presented within the 2018-21 Strategy (Appendix 1). The current forecast shows an overspend against the original budget of £34,500. Experience has shown that in general, managers over estimate costs and under estimate income at this stage of the annual financial cycle, however reduced expenditure budgets and increased income targets have reduced the likelihood of under spends /overachievement of income at Final Outturn for 2018-19.
- 3.2. The balanced budget approved by Council focuses on ensuring that the Council optimises the full range of income sources that affect its overall budget including Council Tax and Business Rates revenue, external specific grants, fees and charges and other elements of income from commercial activities including returns from property and treasury investments.

- 3.3. The latest forward projection of business rates income for 2018-19 shows modest growth above the assumptions built into the MTFS that will be confirmed as the year progresses. Wyre Forest District Council is a member of the Worcestershire business rates pool and receives a share of growth achieved.
- 3.4. The 2018-21 Medium Term Financial Strategy makes modest assumptions about the income stream that is expected to be generated from the Capital Investment Fund and the Development Loans Fund. Guidance issued in December 2017 and February 2018 on the affordability of capital spending plans included requirements for the capital strategy and new prudential indicators. In response to this a revised Capital Strategy was approved by May 2018 Council reflecting greater focus on reporting and planning for long term financial risk implications in relation to non treasury investments.

#### 4. **FINANCIAL PERFORMANCE**

##### 4.1 **Overview**

The monthly budget monitoring includes the forecast position for the current financial year. Revenue summary show gross expenditure by Directorate and where some costs are funded by reserves this is incorporated to provide the net position.

Revenue The approved budget is £11.865m and the forecast outturn is £11.899m which is an over spend of £34,500.

Capital The original approved programme was £23.190m. Slippage from 2017-18 totalled £14.786m; including £10m from the Capital Portfolio Fund and £2m from the Development Loans Fund. The 2018-19 adjusted budget is £37.718m. The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2018-19, including slippage from 2017-18 are enclosed as Appendix 4.

##### 4.2 **Summary Revenue Forecast variances by Directorate**

- 4.2.1 The following table details the current outturn position against the **ORIGINAL** budget for each Directorate, also the net income from the Capital Account that determines the total net revenue expenditure, endorsed by Cabinet on 19<sup>th</sup> December 2017 (approved by Council on 21<sup>st</sup> February 2018).

	Original Budget 2018-19 £000	Quarter 1 30 <sup>th</sup> June 2018 £000	Final Predicted Outturn £000	Variance against Revised Budget £000
Community Well-Being and Environment	£4,445	£461	£4,485	£40DR
Economic Prosperity and Place	£2,400	£845	£2,454	£54DR
Resources	£3,707	£1,506	£3,717	£10DR
Chief Executive and Solicitor to the Council	£1,700	£492	£1,700	-
Capital Account	£387CR	£317CR	£387CR	-
Pay and Gen Admin			£70CR	£70CR
<b>TOTALS</b>	<b>£11,865</b>	<b>£2,987</b>	<b>£11,899</b>	<b>£34DR</b>

The projected outturn at 31<sup>st</sup> March 2019 is an over spend of £34,500. The main variances are:

**Expenditure**

- **£70,000 Favourable:** Corporate miscellaneous savings in pay and admin costs
- **£30,000 Favourable:** Funding for Community Safety Partnership secured from PCC. Funding was part of a Cabinet Proposal - One off saving for 2018-19
- **£30,000 Favourable:** Reduction in car park maintenance costs based on expenditure in 2017-18
- **£65,000 Adverse:** Increase in homelessness due to impact of Homelessness Reduction Act 2017
- **£60,000 Adverse:** Tipping Charges – Increase in charges due to volume of Trade Waste and disposal charges to new incinerator
  - **£7,000 Adverse:** Additional software costs for 2018-19 due to transfer to new software provider and overlap of service contracts for the land charges system

**Income**

- **£100,000 Adverse:** Reduction in car parking income
- **£20,000 Adverse:** Funding for HUB from Worcestershire County Council withdrawn from August 2018
- **£47,000 Favourable:** Increase in Trade and Garden Waste contracts
- **£18,000 Favourable:** Increase in private sector housing civil penalties and HMO licences
- **£13,000 Favourable:** Increase in fine income for on-street parking
- **£10,000 Favourable:** Shared Service with Worcester City Council to provide Gazetteer services
- 

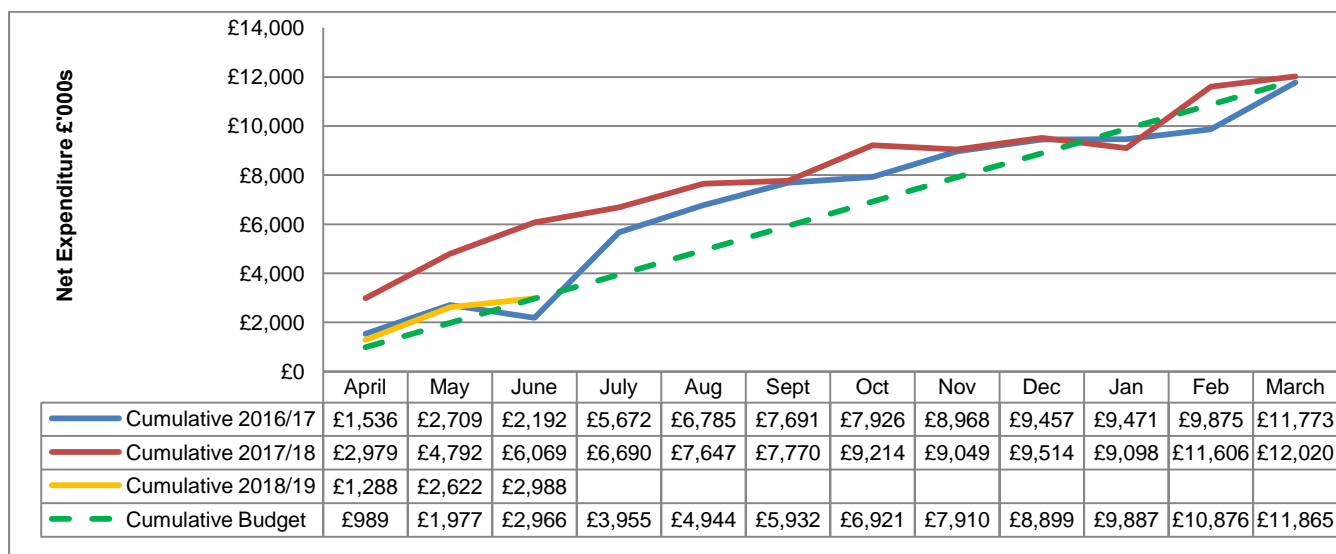
**4.2.1 Earmarked Reserves**

Following the review of Earmarked Reserves, undertaken as part of the preparation of the 2018-21 MTFs, a new General Risk Reserve was created as at 31<sup>st</sup> March 2018 and some individual reserves were written back to service accounts. The new methodology has resulted in fewer reserves being created as carrying forward under spends as earmarked reserves has been explicitly discouraged. £234k was released back into General Reserves with a General Risk Reserve of £712k as at 1<sup>st</sup> April 2018. Following allocations of £88k for essential property related health and safety work the current level of the General Risk Reserve is £624k.

**4.2.2 Net Revenue Expenditure profile (including commitments) during 2018-19 compared against Original Budget** - The level of net expenditure represents the level of resource employed by the Council in order to undertake its statutory and discretionary services. The Council's commercial activity is only undertaken if the charges made cover the costs of the service provided or make a contribution to the Council's overheads.

**4.2.3** The profile of net expenditure varies against budget, not only because of the fluctuation in income, but also to reflect the seasonal variations in activity and the way that payments are made to, and received from organisations, including Government and other Councils. This is shown in the following graph:

**Net Revenue Expenditure profile (including commitments) during 2018-19 compared against budget and prior year spend**



#### 4.3 External Income Performance

4.3.1 External Income is an important element within the finances of the Council, it affects the level of resources available to fund and makes an important contribution to a balanced budget. The level of external income projected for 2018-19 is £5,695k, against a 2017-18 actual performance of £5,565k.

4.3.2 The Council will continue to expand its commercial activities during the period covered by the Medium Term Financial Strategy approved at Council on 21<sup>st</sup> February 2018. The Corporate Leadership Team has allocated £200k from the Innovation Fund to provide essential capacity and resource for marketing and sales support to capture potential growth in key income generation areas and Council has approved £250k Capital Funding and £100k Earmarked reserve from final account savings for revenue funding to support the business cases for commercial projects.

4.3.3 The increased reliance on demand led income to help close the funding gap is not without risk and performance against targets require careful monitoring. The Council is further developing its approach to forecasting income and enhancing its approach to budget forecasting. The new Commercial Activity Programme Board will review business cases for the development of income generating initiatives and will closely monitor performance against targets.

The actual year to date income at the end of quarter 1 is at 27% of the original budget. When adjustments are made for contract arrangements paid annually in arrears (County Council, other Local Government bodies and treasury investments) the full year (outturn) projection is an over achievement of income, resulting in a positive variance to the original budget, of £66k. The table and graph below shows the performance against target for 2018-19.

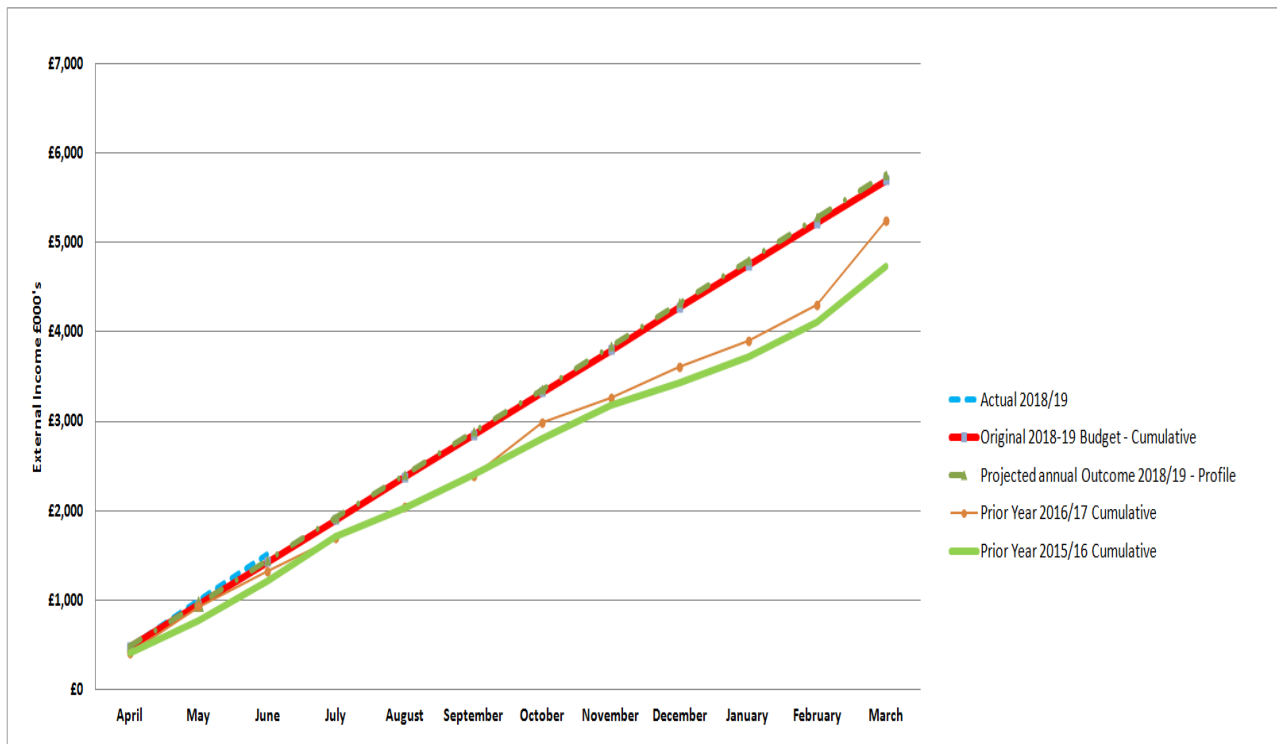


## Agenda Item No. 8.1

	April £000	May £000	June £000	July £000	Aug £000	Sept £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000
<b>Prior Years</b>												
2015-16	409	775	1,210	1,716	2,033	2,410	2,087	3,176	3,431	3,719	4,104	4,735
2016-17	410	926	1,318	1,699	2,046	2,388	2,984	3,260	3,608	3,901	4,306	5,248
2017-18	531	928	1,446	1,920	2,296	2,711	3,279	3,638	3,927	4,372	4,747	5,563
<b>Current Year</b>												
Actual	474	996	1,517									
Income projections				1,920	2,400	2,881	3,361	3,841	4,321	4,801	5,281	5,761
Original budget												5,695
<b>Outturn variance</b>												<b>66</b>

(Note figures are cumulative)

4.3.4 Actual performance to date exceeds comparative performance in 2017-18 by around 5% (before adjustment for price inflation). The full year projection for 2018-19 is 3.6% above that achieved in 2017-18 suggesting that the projected additional growth is likely to be achieved.



4.3.5 Summary of Performance by Income Category

Category	Original Budget 2018-19 £000	Actual June 2018 YTD £000	% Achieved Budget	Projected Year End Variance £000	% Achieved of projection
<b>Commercial</b>	£4,699	£1,261	26.8%	£4,765	26.4%
<b>Non Commercial</b>	£946	£256	27.0%	£956	26.8%
<b>Commercial Activity Programme</b>	£50	£0	0.0%	£40	0.0%
<b>TOTAL</b>	<b>£5,695</b>	<b>£1,517</b>	<b>26.6%</b>	<b>£5,761</b>	<b>26.3%</b>

4.3.6 External Income budget variations - The following projected outturn variances against income budget have been identified.

	Variance
	£
Over achievement of targets	
New Trade Waste and Garden Waste Contracts	47,000
Car Parking enforcement income	13,000
Private sector housing penalties	18,000
Shared Service with Worcester City	10,000
Grounds Maintenance & Arboricultural Services	81,000
Under achievement of target	
Car Parking – off street ticket sales	100,000
Misc. Small variances	3,000
<b>Net Total</b>	<b>66,000</b>

Note these variances are reported gross and may be off-set by additional cost

4.4 **Capital Programme**

4.4.1 The approved (original) capital programme 2018-19 is £23.190m. There is re-phasing (slippage) from 2017-18 of £14.785m, and re-phasing to 2019-20 of £1.363m.

4.4.2 The gross expenditure to date is £1.481m (6.3%).

4.4.3 The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2018-19, including slippage from 2017-18 is provided at Appendix 4.

4.4.4 Capital Programme variances are summarised in the table below:

	Commentary	£000
Re-phasing (Slippage)	Community Well-Being and Environment Economic Prosperity and Place Vehicle Renewals	35 1,246 82
<b>Total</b>		<b>1,363</b>

- 4.4.5 The majority of the Council's Capital Programme is financed from borrowing which has a revenue implication through interest charges and the statutory Minimum Revenue Provision (MRP).

**5. CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND**

In February 2017, Council approved the allocation of up to £35m, funded by borrowing, for investment in a Capital Portfolio Fund (£25m) and Development Loans Fund (£10m). The Capital Portfolio Fund will support both regeneration and economic growth allied to the Council's income generation/commercialism objectives. The Development Loans Fund will help deliver the Council's regeneration and economic development objectives in terms of both housing and commercial regeneration, whilst also potentially generating future income streams. External Support has been procured to ensure that specialist advice and financial due diligence is readily accessible to support future proposals for what is likely to be significant capital expenditure.

<b>Capital Portfolio Fund</b>	<b>£</b>
<b>Capital approval (all years)</b>	25,000,000
<b>Spend to date:</b> 17-18 High Street and 77-84 Worcester Street, Kidderminster	*1,067,500
<b>Allocated Schemes:</b>	
Industrial Units	428,190
Residential Units	250,000
Business Park opportunity	1,577,650
Office/industrial/business unit opportunity	774,500
<b>Unallocated balance</b>	<b>£20,902,160</b>

\*Estimate pending final professional fees

**6. WYRE FOREST FORWARD SAVINGS PROGRAMME**

- 6.1 The programme was established to review all aspects of the Council to ensure we deliver a balanced budget and services of real value to our residents. Substantial savings have already been achieved.
- 6.2 The budget approved for 2018-19 included budget reduction proposals totalling £2.476m, which is broken down in **Appendix 5** and summarised in the table below. The target savings for 2018-19 have substantially been achieved; however the outstanding target of £87,760 remained as of Quarter 1 – June 2018. The MTFS includes a cabinet proposal for further Income Growth as detailed below.

	2018-19 £000	2019-20 £000	2020-21 £000
WFF Savings Target	2,476	2,907	3,144
WFF Savings achieved at 31/03/2017	2,359	2,663	2,427
Balance b/f 2018-19	<b>117</b>	<b>244</b>	<b>717</b>
WFF Savings achieved 2018/19			
- Cabinet proposal 2018-19 only- Community Safety	30		
- EPP Software maintenance		15	15
WFF Savings Not Yet Achieved	87	229	702
New target MTFS 2018-21	50	75	100
<b>Total WFF Savings Not Yet Achieved</b>	<b>137</b>	<b>304</b>	<b>802</b>

- 6.3 The 2018-21 MTFS projects a funding gap in 2020-21 of £1.6m, against this background it is essential that expenditure is kept within the overall approved budget and that longer term savings proposals continue to be developed so that the Council has as much flexibility as possible to meet the challenges which lie ahead.

## 7. Supplementary Estimates and Virements

- 7.1 Service managers who wish to incur expenditure that falls within approved Council Policy for which either there is no or insufficient provision within approved estimates, may incur that expenditure by virement (transferring from one approved budget cost centre to another), subject to specified conditions as set out in the Financial Regulations – 6.7 and 6.8.

There is a request for a Supplementary Estimates of £65k due to budget pressures in relation to the Homelessness service detailed below:

- Use of B&B establishments for temporary accommodation. The reason for the increase in demand are varied and include the new pressures arising from the Homelessness Reduction Act 2017 that came into force on 3 April 2018 (including the requirement to work with cases for a longer period of time whilst they occupy temporary accommodation), ongoing welfare reform and the frozen local housing allowance affecting affordability and therefore leading to more homelessness. The budget was reduced for 2018-19 as a result of the opening of New Street, which offered temporary accommodation to replace the need for B&B. New Street is now at full capacity but the need for temporary accommodation has significantly increased. Projections based on quarter 1 expenditure estimates the over spend to original budget of £65,000; this included in Appendix 2 of this report.

Cabinet are requested to fund these projected overspend from general reserves by approval of a supplementary estimate of £65k.

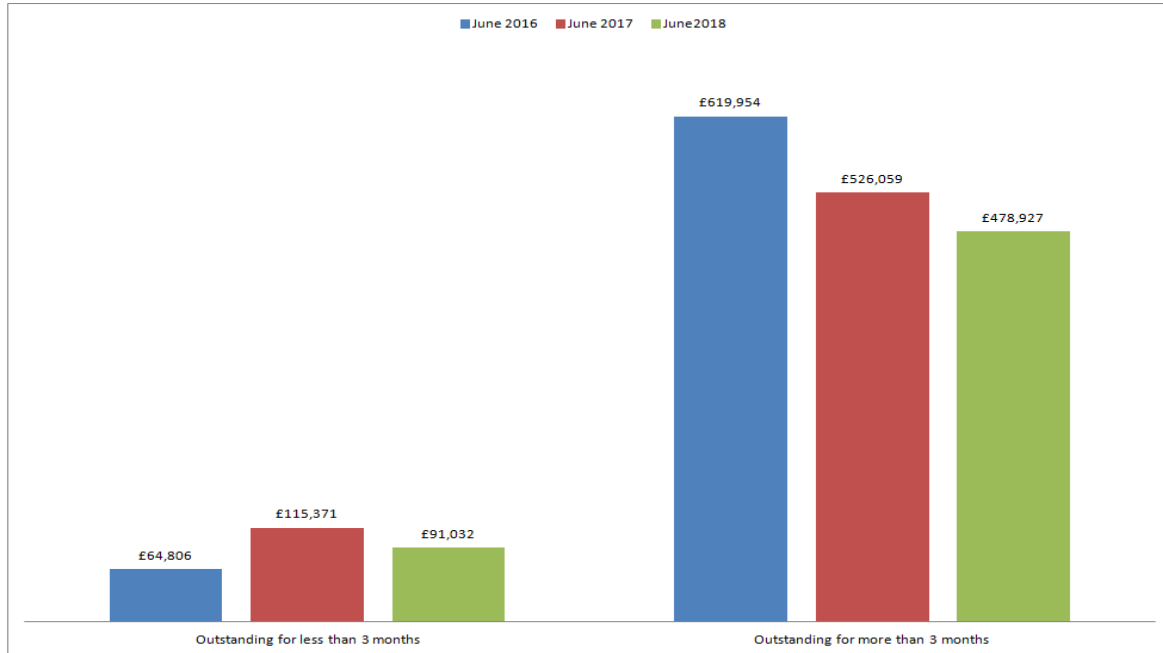
## 8. OUTSTANDING DEBT

This section details the Council's income collection position at the end of Quarter 1 (30<sup>th</sup> June 2018)

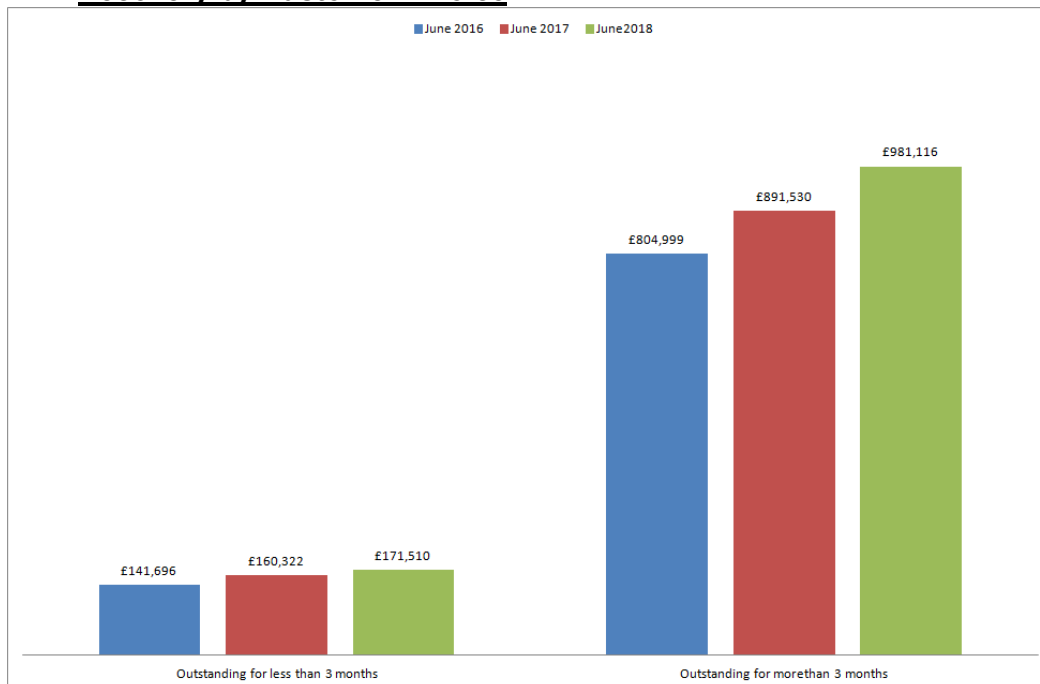
### 8.1 Housing Benefit Overpayment Recovery

Where customers have a change in their circumstances and we are later made aware of this, customers are expected to repay any Housing Benefit that has been overpaid. The overpayment is recovered from on-going benefit or if the client no longer receives Housing Benefit via a customer invoice. The position relating to Housing Benefit overpayment is shown in the next two graphs:

#### Recovery by On-going Benefit



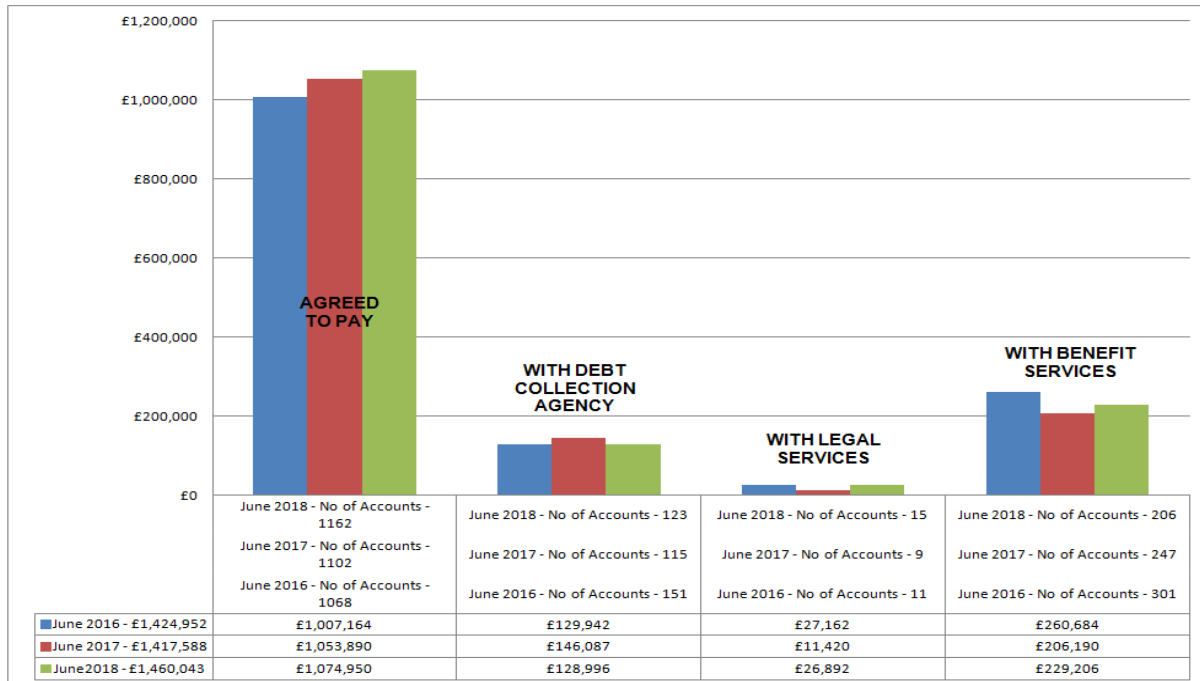
#### Recovery by Customer Invoice



Debts over three months old have agreements in place to pay, have been referred to the Council's Legal Services, or remain with the Benefit Service to pursue. The Council employs the Debt Collection Agency Dukes. Debts are referred as a last

resort. As at June 2018 debts of £6,052 have been recovered at a cost of £908. The number of accounts, the value outstanding and how this will be collected is shown in the following graph:

**Value and Number of Housing Benefit Overpayments Accounts and Status**



The total debt outstanding at 30<sup>th</sup> June is £1.460m which represents a 3% increase over the balance outstanding at the end of Quarter 1 2017-18. Where there is an agreement to pay or our Benefit/Legal Services are dealing with the case have increase to 1,383 (1,358 in 2017-18) an additional 25 cases. Cases referred to an external debt collection agency have increase to 123 (115 in 2017-18).

**8.2 Sundry/ Property Debt**

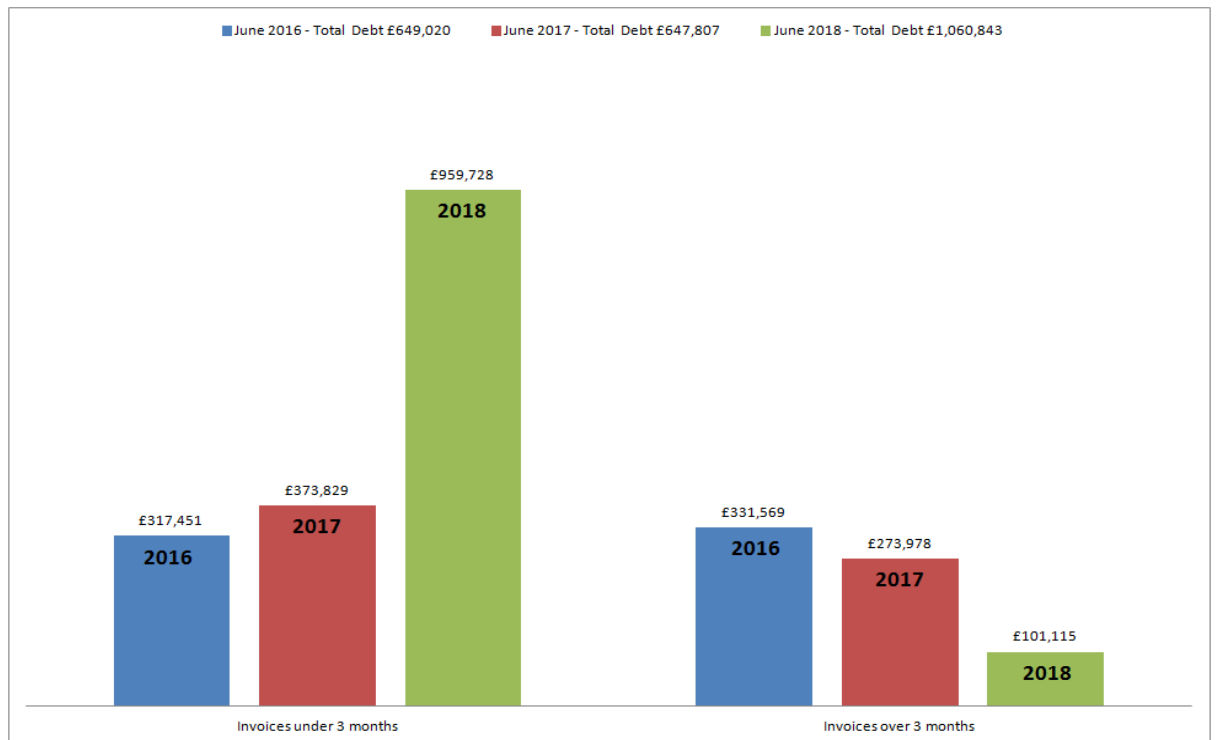
The total debt outstanding at 30<sup>th</sup> June was £1,253k (Sundry Debt £1,061k Property Debt £192k) which represents a 42% increase over the balance outstanding at the end of Quarter 1 2017 of £880k (Sundry Debt £648k, Property Debt 232k). The increase in total debt outstanding is mainly due to quarterly invoices being raised for shared services and services recharged to external customers at the end of the quarter.

The 2018-19 Quarter 1 overdue debt (more than 3 month old) has more than halved compared to the same period in 2017-18 (2017 - £372k, 2018 173k).

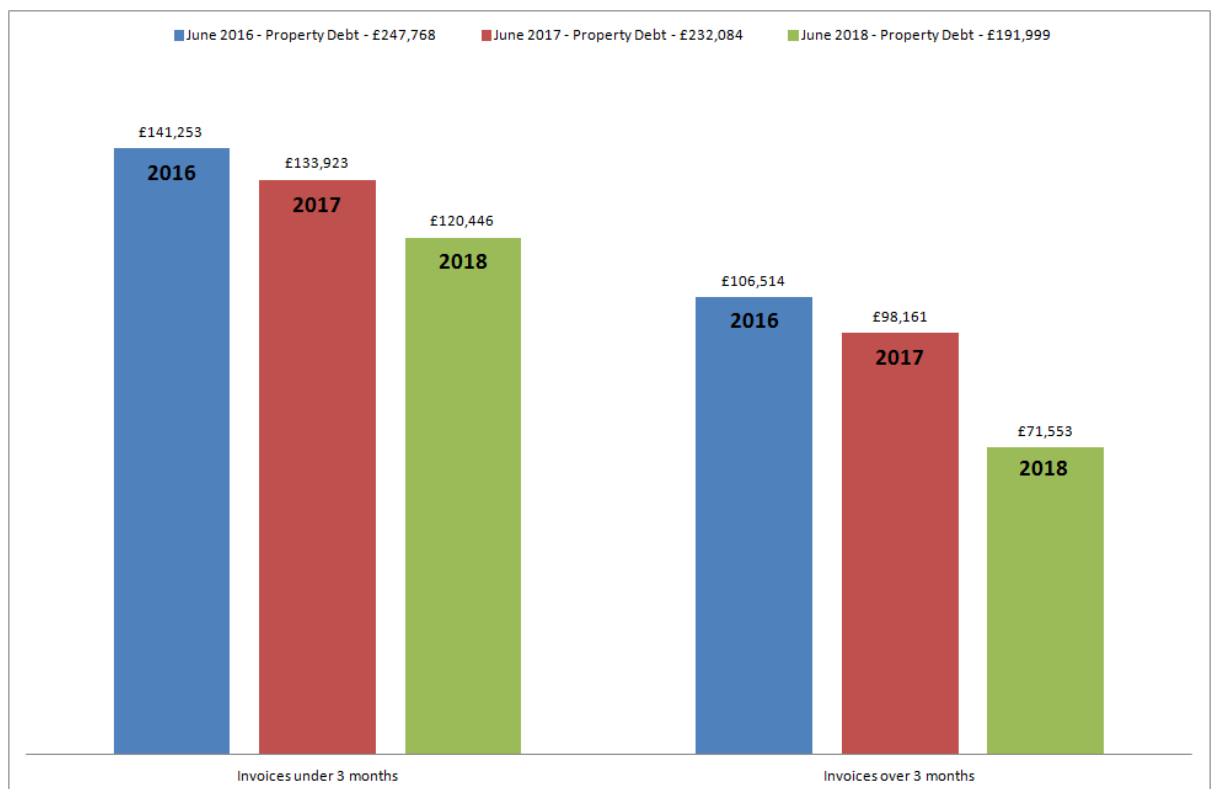
Invoices overdue (older than 3 months)	Quarter 1 2017 £	Quarter 1 2018 £	Movement £
Sundry Invoice	£274,000	£101,100	(£172,900)
Property Invoices	£98,200	£71,600	(£26,600)
Total Invoices	£372,200	£172,700	(£199,500)

**8.3** The overdue debt has fallen significantly over the past 3 years due to the introduction of a revised approach to the management of accounts in arrears. The position relating to Sundry Debtor and Property Invoices are as follows:

## Sundry Debtors

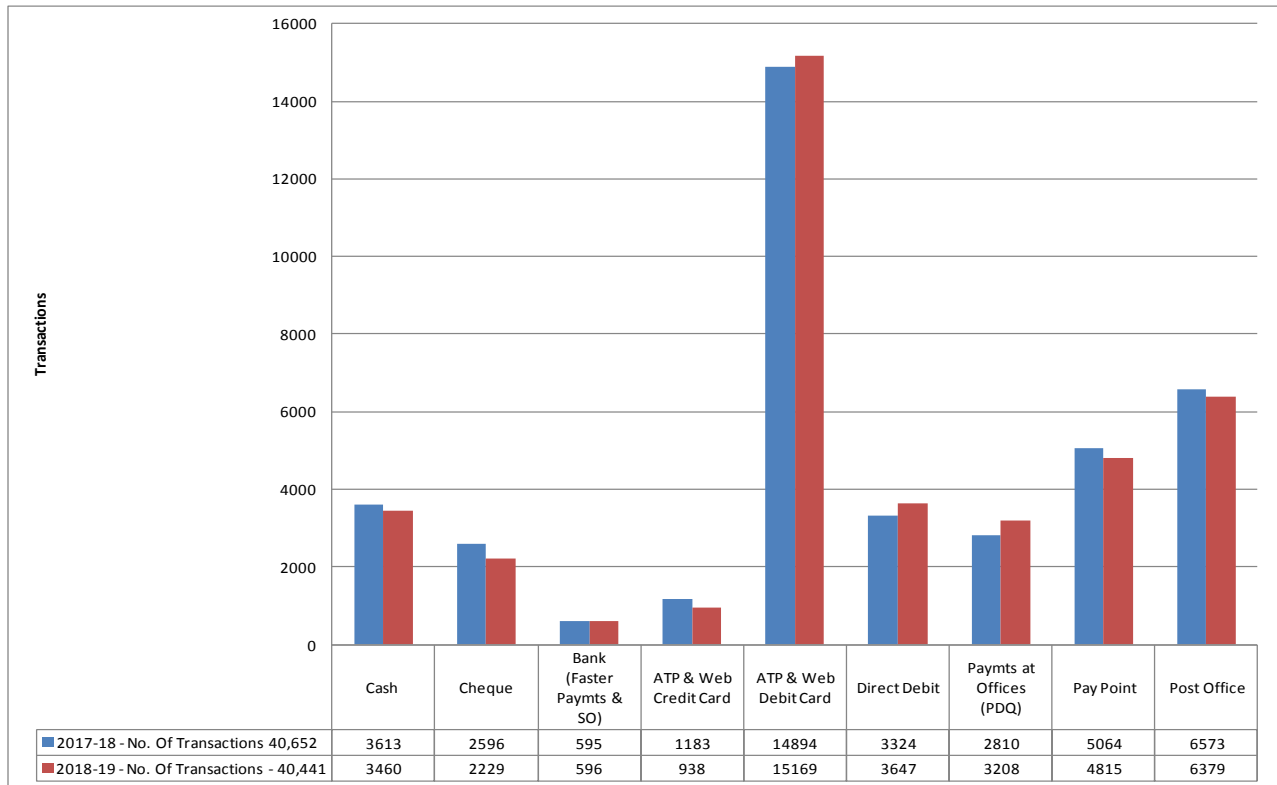


## Property Invoices and Debt



## Agenda Item No. 8.1

- 8.4 The Council actively promotes digital methods of payment, with the aim of reducing transaction volumes for cash and cheque and reducing payment processing/handling costs.
- 8.5 The chart below illustrates the success achieved in switching customers to digital channels.



## 9. LEGAL AND POLICY IMPLICATIONS

- 9.1.1 The Local Government Act 2003 (sections 25–29) placed additional duties on Local Authorities on how they set and prioritise budgets.
- 9.1.2 Section 28 places a statutory duty on an authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Cabinet currently reviews the Budget on a quarterly basis.
- 9.1.3 Our External Auditor Grant Thornton makes an assessment based on the annual programme of external audit work. The focus is on ensuring there are proper arrangements in place for securing financial resilience and that the organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness.

## 10. EQUALITY IMPACT ASSESSMENT

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



**11 RISK MANAGEMENT**

- 11.1 The inability to deliver a balanced budget is one of the Council's key corporate risks. The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as **Appendix 6**.

**12 CONCLUSIONS/ACTION**

- 12.1 The information contained within Appendices 2, 3, 4, 5 and 6 provides Members with an overview of financial trends within the period to 30<sup>th</sup> June 2018.

**13. CONSULTEES**

Corporate Leadership Team  
Cabinet  
Service Managers

**14. BACKGROUND PAPERS**

Council 21<sup>st</sup> February 2018  
Cabinet Report on Provisional Final Accounts 2017/18 12<sup>th</sup> June 2018  
Medium Term Financial Strategy 2018-21

Hyperlink to Committee Reports  
<http://www.wyreforest.gov.uk/council/meetings/main.htm>

**WYRE FOREST DISTRICT COUNCIL**

**REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES**

SERVICE	2017/18		2018/19			2019/20			2020/21		
	Original Estimate £	Revised Estimate £	At Nov.17 Prices £	Inflation £	TOTAL £	At Nov.17 Prices £	Inflation £	TOTAL £	At Nov.17 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,664,730	1,776,210	1,674,980	24,790	1,699,770	1,468,180	44,600	1,512,780	903,290	65,200	968,490
COMMUNITY WELL-BEING AND ENVIRONMENT	4,695,910	4,674,220	4,338,210	107,110	4,445,320	4,149,190	196,890	4,346,080	3,888,750	290,360	4,179,110
ECONOMIC PROSPERITY AND PLACE	2,484,260	2,571,000	2,341,730	58,740	2,400,470	2,135,120	108,440	2,243,560	2,010,450	160,030	2,170,480
RESOURCES	4,034,300	3,737,240	3,670,270	36,230	3,706,500	3,586,020	66,140	3,652,160	3,681,510	95,190	3,776,700
LESS: CAPITAL ACCOUNT	12,879,200	12,758,670	12,025,190	226,870	12,252,060	11,338,510	416,070	11,754,580	10,484,000	610,780	11,094,780
INTEREST RECEIVED	(432,810)	(495,090)	(221,450)	1,030	(220,420)	60,160	1,760	61,920	445,970	2,460	448,430
	(41,180)	(88,310)	(86,510)	0	(86,510)	(80,000)	0	(80,000)	(112,500)	0	(112,500)
CAPITAL PORTFOLIO FUND AND LOANS TO THIRD PARTIES	100,000	111,310	(81,010)	700	(80,310)	(101,170)	1,170	(100,000)	(136,360)	360	(136,000)
<b>TOTAL NET EXPENDITURE ON SERVICES</b>	<b>12,505,210</b>	<b>12,286,580</b>	<b>11,636,220</b>	<b>228,600</b>	<b>11,864,820</b>	<b>11,217,500</b>	<b>419,000</b>	<b>11,636,500</b>	<b>10,681,110</b>	<b>613,600</b>	<b>11,294,710</b>
LESS: CONTRIBUTION (FROM) TO RESERVES	(308,420)	(89,790)			(455,830)			(757,810)			(787,510)
<b>NET BUDGET REQUIREMENT</b>	<b>12,196,790</b>	<b>12,196,790</b>			<b>11,408,990</b>			<b>10,878,690</b>			<b>10,507,200</b>
LESS: REVENUE SUPPORT GRANT	(510,220)	(510,220)			(100,680)			356,790			356,790
BUSINESS RATES	(2,653,230)	(2,653,230)			(2,734,950)			(2,795,610)			(2,795,610)
BUSINESS RATES GROWTH	(220,000)	(220,000)			(246,560)			(323,200)			(248,200)
COLLECTION FUND SURPLUS	(90,000)	(90,000)			(50,000)			(50,000)			0
NEW HOMES BONUS	(1,896,400)	(1,896,400)			(1,272,700)			(862,710)			(411,200)
TRANSITION GRANT	(43,080)	(43,080)			0			0			0
<b>GENERAL EXPENSES - COUNCIL TAX INCOME</b>	<b>6,783,860</b>	<b>6,783,860</b>			<b>7,004,100</b>			<b>7,203,960</b>			<b>7,408,980</b>
<b>COUNCIL TAX LEVY</b>		<b>205.36</b>			<b>209.34</b>			<b>213.40</b>			<b>217.54</b>
<b>COUNCIL TAX BASE</b>		<b>33,034</b>			<b>33,458</b>			<b>33,758</b>			<b>34,058</b>

**BUDGETARY CONTROL REPORT**  
**MAJOR REVENUE VARIATIONS QUARTER ONE (TO 30th JUNE 2018)**

Total Original Budget 2018/19 - Net Expenditure on Services	11,864,820
<b>Increased Expenditure on Services</b>	<b>34,500</b>
<b>TOTAL QUARTER ONE PROJECTION TO YEAR END 2018/19</b>	<b>11,899,320</b>

<u>Description of Estimated Major Variances</u>	<u>Extra Costs/ Reduced Income £</u>	<u>Savings/ Additional Income £</u>
<b><u>Chief Executive and Solicitor to the Council</u></b>		
1. No major variations		
<b><u>Resources</u></b>		
1. HUB - Funding from County Council withdrawn from August 2018	20,300	
2. ICT - Shared Service With Worcester City Council to provide Gazetteer services		(10,000)
<b><u>Community Well Being and Environment - Cultural Services</u></b>		
1. Community Safety Partnership - Funding of posts confirmed until March 2020 from PCC		(30,000)
2.		
3.		
<b><u>Community Well Being and Environment - Depot Services</u></b>		
1. Civil Enforcement - Increase in fine income		(13,000)
Tipping Charges - Increase in charges due to volume of Trade Waste and disposal charges to new Incinerator	60,000	
2. Trade Waste Collection - Increase in contracts		(27,400)
3. Garden Waste Collection - Increase in contracts		(19,400)
4. Car Parking - reduction in car parking income	100,000	
5. Car parking - potential for savings on maintenance costs		(30,000)
<b><u>Economic Prosperity and Place</u></b>		
Emergency Accommodation - Increase in homelessness due to impact of Homelessness Reduction Act 2017 (effective from April 2018) - a supplementary estimate is requested in the main report	65,000	
1. Private Sector Housing - Increase in civil penalties and HMO Licences		(18,000)
2. Software Upgrade - one-off additional costs for Land charges system	7,000	
<b><u>Corporate Variations</u></b>		
1. Salary and General Admin Savings based on early trajectory and Final Accounts		(70,000)
	252,300	(217,800)
<b>Increase on Original Budget (based on Quarter One 2018/19 Projection)</b>		<b>34,500</b>

Outturn Position (Post Audit)  
Q4 Budget Monitoring 2016/17 (final)  
Capital Programme 2016/17

**APPENDIX 3**

Capital project description	2017/18 Budget (Full Year) £	YTD Actual Expenditure (Net Income) £	Projected Variation vs Budget £	Slippage to 2018/19 £	Explanation
<b><u>RESOURCES</u></b>					
ICT Strategy	261,200	257,472	Cr 3,728	3,730	Ongoing ICT schemes. Balance to slip into 2018/19.
Financial Management System Replacement	0	0	0	0	Slip to 2018/19. Timeframe to install new finance system dependant upon installation of new MS Office 365/Office 2017.
<b>Total S2 RESOURCES</b>	<b>261,200</b>	<b>257,472</b>	<b>Cr 3,728</b>	<b>3,730</b>	
<b><u>COMMUNITY WELL-BEING AND ENVIRONMENT</u></b>					
Parking Facilities: Improvements to Car Parks	30,000	5,485	Cr 24,515	24,520	Car park improvements currently under review. Slipped to 2018-19.
Vehicle Renewals (Capital Programme)	974,000	588,097	Cr 385,903	307,000	See separate Vehicle, Equipment and System Renewals schedule.
Franchise St S106 - Brinton Park/Arts Development	46,760	0	Cr 46,760	46,760	To be used for Brintons Park HLF project. Public Art allocation £9,330 to slip to 2018-19, balance to slip to 2020-21 to align with HLF Scheme
Future Leisure Provision	689,250	289,614	Cr 399,636	399,640	Scheme complete - car park retentions in 2018-19.
Bewdley Medical Centre	750,090	537,780	Cr 212,310	212,310	Scheme will be completed in April 2018. Balance to slip to 2018-19
Northwood Lane Improvements	7,830	7,500	Cr 330	330	Scheme will be completed in April 2018. Balance to slip to 2018-19
Green Street Depot Investment	150,000	190,345	40,345 Cr	40,340	Tenders have been received from contractors and are currently being evaluated.
Bewdley Museum Improvements (Grant Funded)	37,960	29,874	Cr 8,086	8,090	Scheme to complete in 2018-19.
<b>Total S11 COMMUNITY WELL BEING &amp; ENVIRONMENT</b>	<b>2,685,890</b>	<b>1,648,695</b>	<b>Cr 1,069,454</b>	<b>958,310</b>	
<b><u>ECONOMIC PROSPERITY AND PLACE</u></b>					
Disabled Facilities Grants	1,212,050	995,952	Cr 216,098	216,100	Funding fully committed but delays in OT assessments and availability of contractors resulted in unspent funding. Balance to slip to 2018-19.
Private Sector Measures	185,260	69,972	Cr 115,288	115,290	Schemes ongoing spanning multiple financial years.
Planning Delivery Grant Capital Projects	19,250	8,250	Cr 11,000	11,000	Land Charges System upgrade commenced. Balance to slip to 2018-19.
Flood Relief	10,000	0	Cr 10,000	10,000	Awaiting funding from other partners to progress.
Regeneration of Economic Development	364,110	182,308	Cr 181,802	181,810	Balance to slip to 2018-19.
Carbon Management Plan	5,000	0	Cr 5,000	5,000	Balance to slip to 2018-19.
North Worcs Water Management Capital Projects-Redditch	43,460	7,370	Cr 36,090	36,100	Work in progress. Some slippage to 2018-19 anticipated.
Private Sector Housing - Increase in civil penalties and HMO Licences			Cr 18,000		
Software Upgrade - one-off additional costs	7,000				
North Worcs Water Management Capital Projects-Bromsgrove	280	0	Cr 280	0	Scheme complete.
Repair & Renew Flood Grants	3,200	0	Cr 3,200	3,200	Scheme complete
Future Investment Evergreen Fund	160,580	0	Cr 160,580	160,580	Balance to slip to 2018-19.
New Street Conversion	291,650	282,225	Cr 9,425	9,430	Window upgrades in 2018-19.
Industrial Units Development	1,075,020	0	Cr 1,075,020	1,075,020	No expenditure anticipated before 2018-19.
Capital Portfolio Fund	10,000,000	0	Cr 10,000,000	10,000,000	No expenditure anticipated before 2018-19.
Development Loans Fund	2,000,000	0	Cr 2,000,000	2,000,000	No expenditure anticipated before 2018-19.
<b>Total S5 ECONOMIC PROSPERITY &amp; PLACE</b>	<b>15,376,860</b>	<b>1,546,077</b>	<b>Cr 13,841,783</b>	<b>13,823,530</b>	
<b>TOTAL</b>	<b>18,323,950</b>	<b>3,452,244</b>	<b>Cr 14,882,706</b>	<b>14,785,570</b>	

Helen

**Outturn Position (Post Audit)**  
**Q4 Budget Monitoring 2016/17 (to March 2017)**  
**Vehicle, Equipment and System Renewals 2016/17**

**APPENDIX 3**

Detail	Revised Capital Programme 2017/18 £	Q4 Expenditure 2017/18 £	Projected Total 2017/18 Expenditure £	Slippage to 2018/19 £	Old Vehicle Fleet Number to be replaced	COST CENTRE
<b>1. VEHICLES</b>						
REFUSE FREIGHTER 26,000kg	95,500	0	0	95,500	AV237	R002
REFUSE FREIGHTER 26,000kg	95,500	0	0	95,500	AV238	R002
REFURBISHMENT FUND	25,000	0	0	25,000	N/A	N/A
REFUSE FREIGHTER 24,000kg	165,500	158,685	158,685	0	AV235	R002
REFUSE FREIGHTER 24,000kg	165,500	158,685	158,685	0	AV236	R002
CMP ENGINE MANAGEMENT SYSTEMS & ELECTRIC BIN LIFTS	9,000	0	0	9,000		
TIPPER 7,500 kg	45,000	42,069	42,069	0	AV033	R002
TIPPER 3,500 kg	40,000	29,003	29,003	0	AV180	R002
LIGHT VAN	18,000	10,427	10,427	0	AV204	R185
4x4	23,000	20,542	20,542	0	AV191	R163
TIPPER 3,500 kg	30,000	25,521	25,521	0	AV179	R200
PAVEMENT SWEEPER	70,000	66,310	66,310	0	AV270	R200
LIGHT VAN	20,000	15,009	15,009	0	AV174	R200
LIGHT VAN	20,000	15,009	15,009	0	AV203	R035
TIPPER 3,500 kg	20,000	0	0	20,000	AV063	R236
MIDI TRACTOR	30,000	0	0	30,000	AV189	R236
RIDE ON MOWER	30,000	18,527	18,527	0	AV250	R236
TRACTOR	32,000	0	0	32,000	AV070	R236
LIGHT VAN	20,000	15,009	15,009	0	AV043	R193
<b>2. OTHER</b>						
FLAIL EQUIPMENT REPLACEMENT	20,000	13,300	13,300	0	N/A	R236
	<b>974,000</b>	<b>588,097</b>	<b>588,097</b>	<b>307,000</b>		

Outturn Position (Post Audit)  
Q4 Budget Monitoring 2016/17 (final)  
Capital Programme 2016/17

APPENDIX 3

Capital project description	2017/18 Slippage	2018/19 Original Budget	2018/19 Adjusted Budget	YTD Actual Expenditure (Net Income)	Anticipated Expenditure 2018-19	Slippage to 2019/20	Explanation
£	£	£	£	£	£	£	
<b><u>CHIEF EXECUTIVE</u></b>							
New Headquarters - Office Accommodation	0	413,610	413,610	0	413,610	0	The account with the Wyre Forest House construction contractor continues to remain outstanding because of a number of unresolved issues.
Boundary Wall at 49 Worcester Street	0	10,000	10,000	0	10,000	0	To be removed from Capital Programme if not spent by the end of the financial year.
<b>Total S6 CHIEF EXECUTIVE</b>	<b>0</b>	<b>423,610</b>	<b>423,610</b>	<b>0</b>	<b>423,610</b>	<b>0</b>	
<b><u>RESOURCES</u></b>							
ICT Strategy	3,730	706,500	710,230	8,650	710,230	0	Expenditure will include: Green Street server room, planning/land charges system, thin client upgrades, and a new wireless network.
Financial Management System Replacement	0	69,500	69,500	0	69,500	0	Timeframe to install new finance system dependant upon installation of new MS Office 365/Office 2017.
Equipment Renewals	0	12,000	12,000	9,980	9,980	0	Complete.
<b>Total S2 RESOURCES</b>	<b>3,730</b>	<b>788,000</b>	<b>791,730</b>	<b>8,650</b>	<b>779,730</b>	<b>0</b>	
<b><u>COMMUNITY WELL-BEING AND ENVIRONMENT</u></b>							
Parking Facilities: Improvements to Car Parks	24,520	50,010	74,530	0	40,000	34,530	To be spent on upgrading SIM cards in parking machines and plating over card machine function.
Vehicle and Equipment Renewals (Capital Programme)	307,000	803,420	1,110,420	0	1,110,420	0	See separate Vehicle, Equipment and System Renewals schedule.
Franchise St S106 - Brinton Park/Arts Development*	46,760	0	9,330	0	9,330	0	Arts development anticipated to spend in 2018-19, balance to slip in line with HLF scheme.
Future Leisure Provision*	399,640	0	1,100	0	1,100	0	Car park retentions.
Bewdley Medical Centre*	212,310	20,000	218,120	141,390	218,120	0	Scheme complete - retentions outstanding.
Northwood Lane Improvements	330	0	330	330	330	0	Complete.
Green Street Depot Investment	40,340	3,150,660	3,109,660	52,890	3,109,660	0	Anticipated to complete in 2018-19.
Bewdley Museum Improvements (Grant Funded)	8,090	0	8,090	7,391	8,090	0	To be spent in 2018-19 on roof repairs and maintenance work.
Spennells Valley Boardwalk Improvements	0	38,000	38,000	0	38,000	0	Currently out for procurement. Expected to complete in 2018-19.
	0	250,000	250,000	0	250,000	0	First allocation from the fund for the tree gang business case is currently out for tender
Commercial Activity Capital Funding							
<b>Total S11 COMMUNITY WELL BEING &amp; ENVIRONMENT</b>	<b>958,310</b>	<b>4,311,430</b>	<b>4,819,580</b>	<b>202,001</b>	<b>4,785,050</b>	<b>34,530</b>	
<b><u>ECONOMIC PROSPERITY AND PLACE</u></b>							
Disabled Facilities Grants*	216,100	1,475,370	1,883,840	243,220	1,200,000	683,840	Staffing resources increasing to meet additional spend. OT assessment waiting times have worsened and unlikely to obtain sufficient referrals. Some slippage anticipated to 2019-20.
Private Sector Measures	115,290	68,540	183,830	15,610	80,000	103,830	Ongoing scheme - some slippage anticipated to 2019-20.
Planning Delivery Grant Capital Projects	11,000	0	11,000	0	11,000	0	Land charges system to be completed.
Flood Relief	10,000	18,410	28,410	0	10,000	18,410	Ongoing consideration of schemes and timescales.
Regeneration of Economic Development	181,810	0	181,810	0	181,800	10	Retentions outstanding.
Carbon Management Plan	5,000	15,000	20,000	0	20,000	0	Potential to spend on charging points subject to business case.
North Worcs Water Management Capital Projects-Redditch	36,100	0	36,100	2,030	36,090	10	Ongoing scheme - anticipated to complete in 2018-19.
Repair & Renew Flood Grants	3,200	0	3,200	0	0	0	Scheme complete.
	0	825,000	825,000	0	825,000	0	Design work and detailed grounds investigation have been undertaken. Council approved increase to £825k on 25th July 2018. Scheme progressing.
Worcester Street Improvement Grant							
Future Investment Evergreen Fund	160,580	0	160,580	0	160,580	0	If no scheme in 2018-19, balance will slip to 2019-20.
New Street Conversion	9,430	0	9,430	0	9,430	0	Window upgrades.
Comberton Place Residential Investment	0	440,000	440,000	0	0	440,000	Project has not yet started. Likely to slip to 2019-20.

Outturn Position (Post Audit)  
Q4 Budget Monitoring 2016/17 (final)  
Capital Programme 2016/17

APPENDIX 3

Capital project description	2017/18 Slippage	2018/19 Original Budget	2018/19 Adjusted Budget	YTD Actual Expenditure (Net Income)	Anticipated Expenditure 2018-19	Slippage to 2019/20	Explanation
Industrial Units Development	1,075,020	1,075,020	2,150,040	0	2,150,040	0	Business case approved. Heads of terms agreed. Progress dependent upon third party land purchase - start on site not anticipated before quarter 4 2018-19.
Capital Portfolio Fund	10,000,000	9,750,000	19,750,000	1,000,000	19,750,000	0	Retail units, Kidderminster town centre (Worcester St./High St.) purchase complete. Further scheme(s) under offer and being progressed. Work continues evaluating potential acquisitions as opportunities are presented.
Development Loans Fund	2,000,000	4,000,000	6,000,000	0	6,000,000	0	Scheme being progressed.
<b>Total S5 ECONOMIC PROSPERITY &amp; PLACE</b>	<b>13,823,530</b>	<b>17,667,340</b>	<b>31,683,240</b>	<b>1,260,860</b>	<b>30,433,940</b>	<b>1,246,100</b>	
<b>TOTAL</b>	<b>14,785,570</b>	<b>23,190,380</b>	<b>37,718,160</b>	<b>1,481,491</b>	<b>36,432,310</b>	<b>1,280,630</b>	

\*Adjusted to reflect updated capital budgets.

Check totals

CWE 34,530

EPP 683,840

EPP 103,830

EPP 18,410

EPP 10

EPP 10

EPP 440,000

1,246,100

Renewals 82,000

1,362,630

463,000

1,825,630

**Q1 Budget Monitoring 2017/18 (to June 2017)**  
**Vehicle, Equipment and System Renewals 2017/18**

**APPENDIX 4**

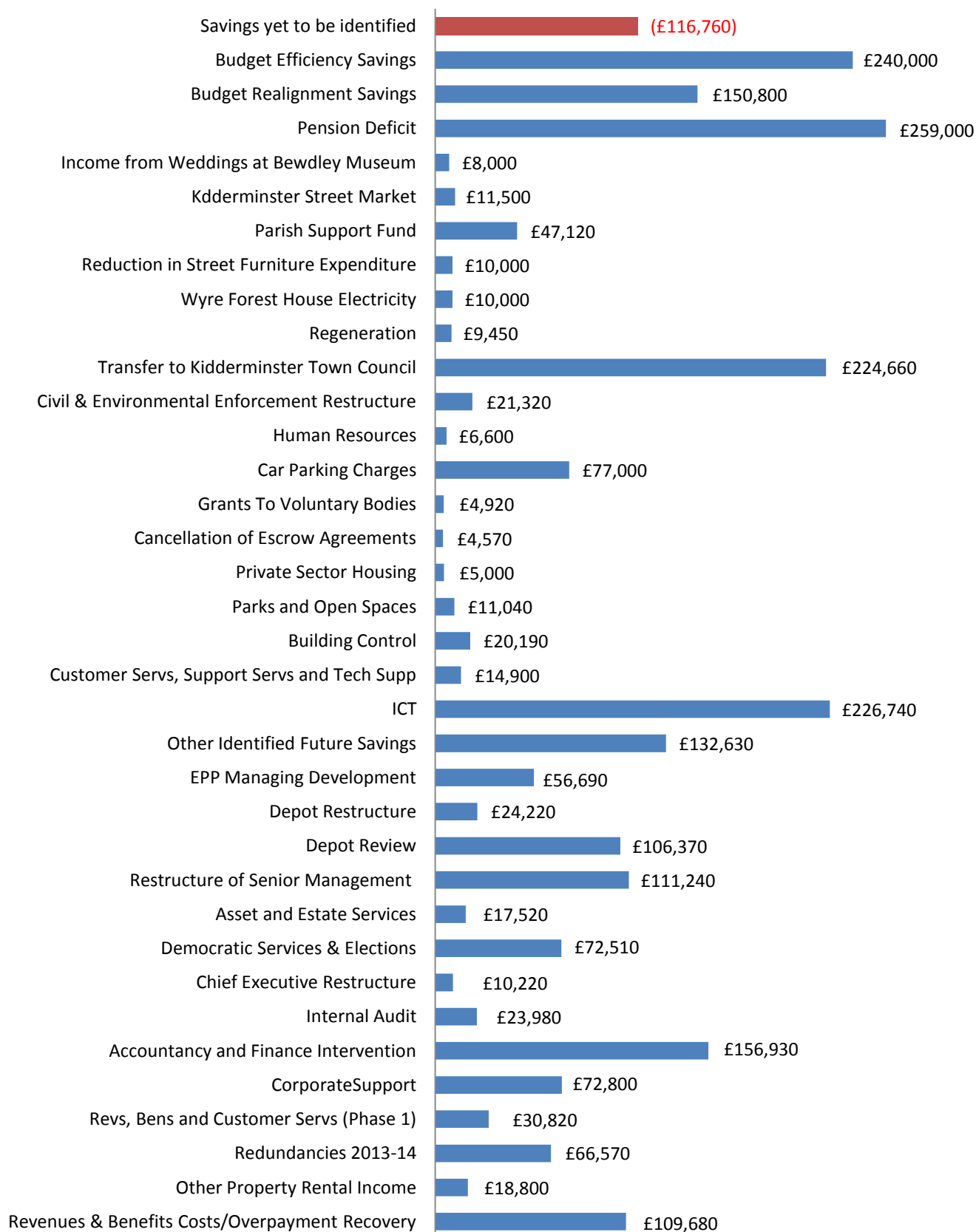
Detail	Slippage from Capital Programme 2017/18 £	Original Capital Programme 2018/19 £	Amended Capital Programme 2018/19 £	Q1 Expenditure 2018/19 £	Projected Total 2018/19 Expenditure £	Slippage to 2019/20 £	Old Vehicle Fleet Number to be replaced	COST CENTRE	Comments
<b>1. VEHICLES</b>									
REFUSE FREIGHTER 26,000kg	95,500	-	95,500	-	95,500	-	AV237	R002	Contract awarded - delivery expected July 2018.
REFUSE FREIGHTER 26,000kg	95,500	-	95,500	-	95,500	-	AV238	R002	Contract awarded - delivery expected July 2018.
REFUSE FREIGHTER 24,000kg	-	100,000	95,500	-	95,500	-	AV234	R003	Contract awarded - awaiting start of refurb.
REFUSE FREIGHTER 26,000kg	-	100,000	100,000	-	100,000	-	AV268	R002	Contract awarded - awaiting start of refurb.
REFUSE FREIGHTER 26,000kg	-	100,000	100,000	-	100,000	-	AV239	R002	Contract awarded - awaiting start of refurb.
REFUSE FREIGHTER 26,000kg	-	91,000	91,000	-	91,000	-	AV241	R002	Contract awarded - awaiting start of refurb.
CMP ENGINE MANAGEMENT SYSTEMS & ELECTRIC BIN LIFTS	9,000	9,000	22,500	-	22,500	-	AV234, AV237, AV238, AV241		Contract awarded - awaiting start of refurb.
REFURBISHMENT FUND	25,000	-	30,000	-	30,000	-	N/A	N/A	
SMALL REFUSE FREIGHTER	-	80,000	100,000	-	100,000	-	AV261	R002	Specification in development. Chief Officer Virement of £20k requested.
GARAGE EQUIPMENT	-	23,420	23,420	-	23,420	-	N/A	R229	Anticipated to complete in 2018-19.
3500KG TIPPER	20,000	-	-	-	-	20,000	AV063	R229	Slip to 2019-20.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV177	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV064	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV193	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV200	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV201	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV202	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV214	R236	Out for tender.
3500KG TIPPER	-	30,000	30,000	-	30,000	-	AV216	R236	Out for tender.
MIDI TRACTOR	30,000	-	-	-	-	30,000	AV189	R236	Slip to 2020-21.
RIDE ON MOWER	-	30,000	30,000	-	30,000	-	AV269	R236	Out for tender.
TRACTOR	32,000	-	-	-	-	32,000	AV070	R236	Slip to 2019-20.
<b>2. OTHER</b>									
FINANCIAL MANAGEMENT SYSTEM REPLACEMENT	-	69,500	69,500	-	69,500	-	FMS001	R430	Timeframe to install new finance system dependant upon installation of new MS Office 365/Office 2017.
PARKING AND ENFORCEMENT REPLACEMENT HANDSETS	-	30,000	30,000	-	30,000	-	DECRIM2	R193	Due to complete October 2018.
POST HANDLING MACHINES REPLACEMENT	-	12,000	12,000	9,980	9,984	-	POST1, POST2	R299, R310	Complete.
	<b>307,000</b>	<b>884,920</b>	<b>1,134,920</b>	<b>9,980</b>	<b>1,132,904</b>	<b>82,000</b>			



## 2018/19 WFF Savings Progress

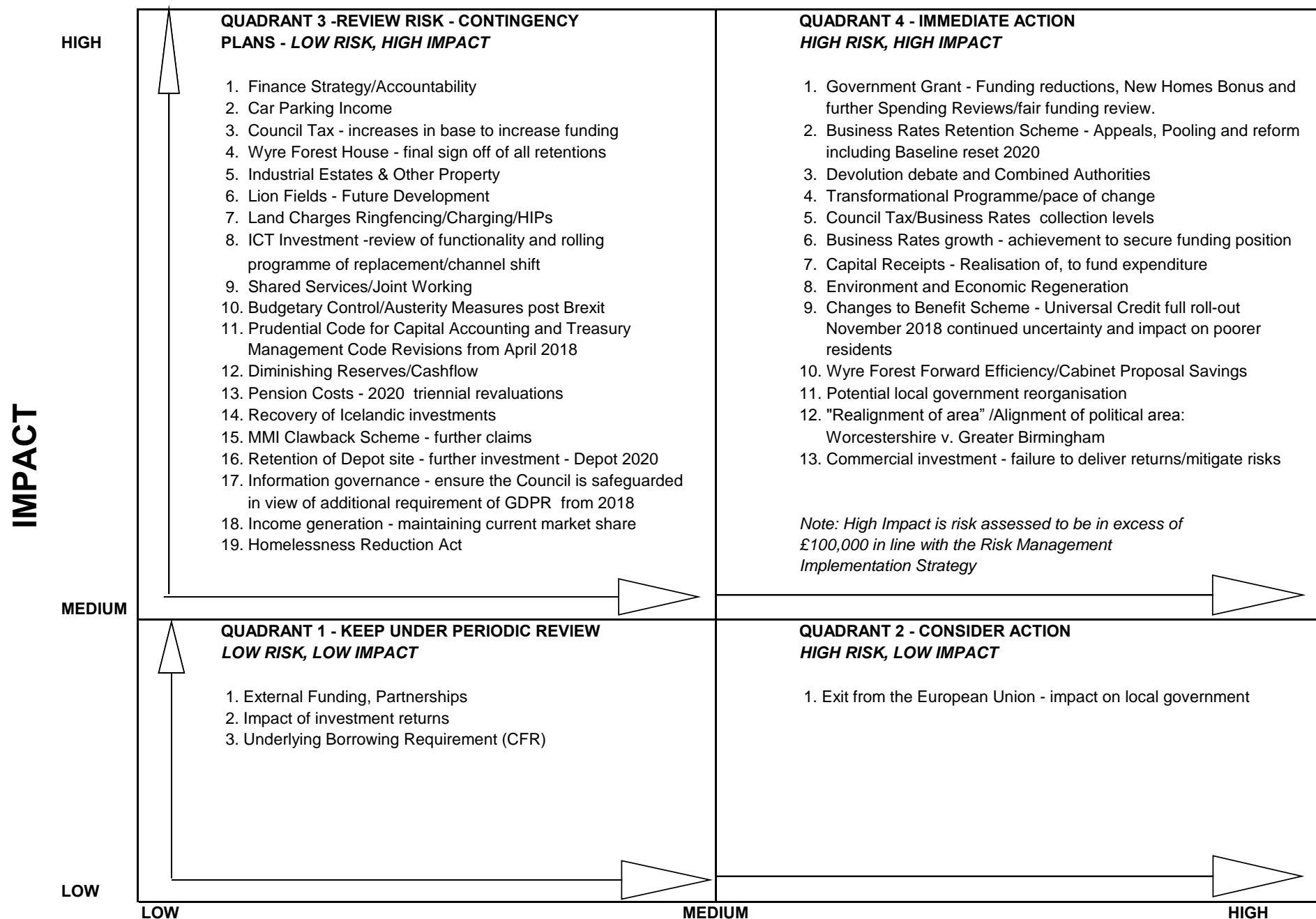
■ Achieved ■ To Be Achieved

Wyre Forest Forward Target Saving of £2.476m have been substantially achieved for 2018/19 as set out below. £116,760 is yet to be identified,.



# BUDGET RISK MATRIX 2018/2021

APPENDIX 6 a.



**RISK**

## BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT

ISSUE	BUDGETARY RESPONSE
<b>Quadrant 1 - Low Risk, Low Impact</b>	<b>Keep under periodic review</b>
1. External Funding, Partnerships	Continue to evaluate sustainability of each scheme as part of project appraisal.
2. Impact of Investment Returns	Continue to monitor and report as appropriate. The Bank of England raised interest rates by 0.25% to 0.75% in August 2018. Balances available for investment are reducing over the MTFP and this together with the lower returns has been taken into account in the base budget. We continue to work with Link Asset Services (formerly Capita) in this area.
3. Underlying Borrowing Requirement (CFR)	The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Link Asset Services to gauge both the timing and type of external borrowing.
<b>Quadrant 2 - High Risk, Low Impact</b>	<b>Consider Action</b>
1. Exit from the European Union	To-date the impact has not been significant but this will be closely monitored.
<b>Quadrant 3 - Low Risk, High Impact</b>	<b>Review Risk - Contingency Plans</b>
1. Finance Strategy/Accountability	Council are required to adopt a three year Balanced Budget Strategy.
2. Car Parking Income	Usages/Income level closely monitored, New simplified policy introduced from October 2017 and is factored into the MTFP
3. Council Tax - increase in base to increase funding	Assumption of increase of 300 dwellings pa should hopefully be realised.
4. Wyre Forest House final sign off of all retentions	Managed closely by Chief Executive and CLT/Cabinet
5. Industrial Estates and Other Property	Managed through Property Disposal Strategy
6. Lions Field - Future Development	Preferred developer for Phase One chosen. This project will continue to be carefully managed.
7. Land Charges Ring fencing /Charging/HIPs	Reduced income allowed for within Base Budget reduces the scale of any challenge.
8. ICT Investment-review of functionality and rolling programme of replacement/Channel Shift	New ICT Strategy and £1.757M Capital Programme approved by Council on 21st February 2018. ICT Strategy Group to oversee/enhance the governance, planning and delivery arrangements of the strategy between ICT and council service areas.
9. Shared Services Joint working	Shared Services partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated.
10. Budgetary Control/Austerity Measures post Brexit	Continue to discourage non-essential expenditure, monthly budget monitoring reports provide more management information. Focus on income generation and innovative alternative service delivery models.
11. Prudential Code for Capital Accounting and Treasury Management Code Revisions from April 2018	External borrowing is £17m, rates remain low but the economy is still volatile and future rates difficult to predict; Link Asset Services continue to provide technical advice. Revision of the Treasury Management Code and approval of Capital Strategy report at May 2018 Council will enable members to receive a high level summary between treasury and none treasury investments.
12. Diminishing Reserves/Cash flow	Cash flow management will be tighter given reduction in capital and revenue reserves and use of the Cash flow models are being used to improve management information to help mitigate any risk in this area
13. Pension Costs - 2020 triennial revaluations	Higher payments made as a result of the 2013 year's triennial revaluation and upfront pension fund deficit payment of £5.26m as a result of the 2016 year's triennial resulting in a cash saving of £360K have improved our position. The impact of further review will be carefully assessed.
14. Recovery of Icelandic Investments	Under £1m is outstanding and work will continue to achieve maximum recovery.
<b>Quadrant 3 Continued</b>	
15. MMI Claw Scheme	Claims received and settled so far, ear marked reserve to be merged with new General Risk Reserve.
16. Retention of Depot site - further investment - Depot 2020	The Business case and an additional £3.3m for investment in Green Street Depot was approved by Council on 13th December 2017, the tender process is progressing according to timetable with robust external project management in place.
17. Information Governance - ensure the Council is safeguarded in view of additional requirement of General Data Protection Regulations (GDPR) from 2018	Internal working group chaired by the Chief Executive is reviewing this area to ensure the Council continues to be safeguarded
18. Income Generation - maintaining current market share	Allocation of additional resources to provide essential capacity and resource for marketing and sales.
19 Homelessness Reduction Act	The Act places new legal duties on the Council to assist those who are homeless or at risk of homelessness where eligible. The impact of this legislation will be closely monitored by CLT/Cabinet
<b>Quadrant 4 - High Risk, High Impact</b>	<b>Immediate Action</b>
1. Government Grant – Funding Changes, New Homes Bonus and further Spending Reviews/fair funding review	Significant issue given the scale of the Spending deficit. The Cabinet Financial Strategy Advisory Panel process will assist Wyre Forest Forward coordinating Councils future Plans.
2. Business Rates - Retention Scheme, Appeals, Pooling and reform including Baseline reset 2020	Proposed changes to funding arrangements introduce uncertainty and risk, the Worcestershire Pool may mitigate this. Annual review of pooling arrangements but future of pooling uncertain. Our robust regeneration programme is a mitigation factor.
3. Devolution debate and Combined Authorities	Monitored closely by CLT/Cabinet
4. Transformational Programme/pace of change	Managed by CLT/Cabinet with reports to Group Leaders.
5. Council Tax/Business Rates collection levels	Assumptions in relation to changes in collection rates have been reflected in the Council Tax Base calculations and these will be carefully managed and reported on.
6. Business Rate Growth - achievement to secure funding position	Given proposed funding reform independent business rates growth is of key importance to funding streams. Our regeneration policy, innovative service delivery options and proposed Development Loans policy all help mitigate risk.
7. Capital Receipts - Realisation of to fund expenditure	Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used when necessary.
8. Environment and Economic Regeneration	The Council continues to be proactive in this area and this is closely monitored by Cabinet/CLT
9. Changes to Benefit Scheme/Universal Credit full roll out November 2018 – continued uncertainty and impact of poorer residents	The continued overhaul of the benefits systems will be carefully managed and monitored.
10. Wyre Forest Forward Efficiency savings/Cabinet Proposals Savings	Progress continues to be monitored and reported regularly to members.
11. Potential Local Government Reorganisation	Macroeconomic area strategically assessed and managed by the Leadership team.
12. Realignment of area/alignment of political area: Worcestershire V Greater Birmingham	Kept under strategic review by the Leadership team in liaison with two LEPS. The three LEP footprint proposals are also within our radar.
13. Commercial investment - failure to deliver returns/mitigate risks	All commercial activity to be monitored closely by the set up of the Commercial Activity Programme Board

**WYRE FOREST DISTRICT COUNCIL****CABINET**  
**19<sup>th</sup> September 2018****Transfer of Spennells Changing Rooms to 9<sup>th</sup> Kidderminster (Spennells) Scout Group**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Marcus Hart
<b>RESPONSIBLE OFFICER:</b>	Linda Draycott
<b>CONTACT OFFICER:</b>	Kathryn Underhill
<b>APPENDICES:</b>	Plan

**1. PURPOSE OF REPORT**

- 1.1 To agree to transfer the ownership of Spennells Changing Rooms and a parcel of land at Heronswood Play Area to 9th Kidderminster (Spennells) Scout Group.

**2. RECOMMENDATION**

- 2.1 **The Cabinet is asked to decide in principle to transfer Spennells Changing Rooms and a parcel of land to the 9th Kidderminster (Spennells) Scout Group for nil consideration.**
- 2.2 **The Cabinet is asked to give delegated authority to the Corporate Director for Community Well Being and Environment and the Solicitor to the Council, in consultation with the Leader and Cabinet Member for Operational Services, to advertise the proposed transfer of land as shown on the attached plan as required by section 123 of the Local Government Act 1972; to consider any objections made as a result of the advertisement; and to take the final decision on disposal in the event of objections.**

**3. BACKGROUND**

- 3.1 The Changing Rooms located at Heronswood Road Play Area have been closed for over 10 years.
- 3.2 Aggborough and Spennells Ward Members have long held aspirations for the changing rooms to be redeveloped for community use.
- 3.3 In February 2016, DCLG informed the Council that a Public Request to Order Disposal Process (PROD) was initiated. DCLG advised that the Secretary of State was satisfied the land is currently unused and that a direction to dispose is not merited in view of the Council's support of the plan to bring the building into use. The Council will continue to keep DCLG informed of progress.
- 3.4 Following the PROD, the Council was approached by 9th Kidderminster (Spennells) Scout Group (KD9 Scouts) who expressed interest in taking over the Changing

Rooms in order to build a new headquarters on the site. There are no community facilities on Spennells Estate and KD9 Scouts currently meet at Rhydd Covert.

- 3.5 Councillor Marcus Hart has been chairing quarterly meetings since June 2017 with representatives from KD9 Scouts, Aggborough and Spennells Ward Members, the Council's Corporate Director for Community Wellbeing and Environment and the Community Safety and Partnerships Officer.
- 3.6 In August 2017, KD9 Scouts formally declared that they wished to take over the changing rooms. However, this is on the principle that the current building is not viable for refurbishment and would need to be demolished. KD9 Scouts also identified that they would require an additional parcel of land for the new building and some outside fenced off space.
- 3.7 KD9 Scouts have employed the services of an architect and draft plans have been drawn up which have been circulated at the meeting referenced above.
- 3.8 A timeline has been developed with key milestones identified. Heads of Terms are in development and a communications plan is being drafted. It is proposed that subject to successful progress being made KD9 Scouts submit a planning application to Wyre Forest District Council in December 2018. KD9 Scouts will require rights of way, utilising the existing pedestrian access via the bridge accessed from the local nature reserve car park and will require use of the Council's existing vehicular access off Heronswood Road.

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

- 4.1 The transfer is consistent with the localism agenda as the proposed new Scout Hut will be made available for wider community use. In addition to use by KD9 Scouts, the building will be available for hire by community groups and organisations, for example youth groups. The income generated will be used to support the running costs of the building. The intention is that similar principles will apply as to those associated with the lease of the Sons of Rest Pavilion at Brinton Park to KD21 Scouts.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 For insurance purposes, the changing rooms are currently valued at £310,800. This is based on the cost of a full rebuild, as no decision has yet to be taken to insure for demolition and debris removal only.
- 5.2 Based on figures from 2017/18 the NNDR is £2,749.40 and insurance £240.00. KD9 Scouts will be responsible for meeting these costs following completion of the lease.
- 5.3 There will be a cost to the Council associated with the placing of public adverts notifying de-designation/designation of the new area. KD9 Scouts will be responsible for the cost of advertising the Council's intention to dispose of the open space land.
- 5.4 KD9 Scouts will be responsible for the cost of the new build. Responsibility for the cost of the demolition is still to be agreed. This will need to be subject to a further report if financial support is requested in respect of demolition costs. The level of the rent reflects the cost that KD9 scouts will need to raise for the new building.

- 5.5 In the event that KD9 Scouts is unable to obtain the full funding for the building works, within two years following completion of the lease, they will be permitted to break the lease.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Heronswood Road Play Area is adjacent to Spennells Valley Local Nature Reserve. However it has been identified that a larger area than believed by officers to have been designated has been designated as a Local Nature Reserve. It is not clear why this has happened but appears to have been as a result of a version of the plan sent by the then leisure officers to legal officers as part of the instructions to complete the designation formalities in the 1990s. The wider area of the designation includes the changing rooms and other areas managed by parks. The designation will, therefore need to be revised to enable the area requested by the scouts to be leased to them. This will require early consultation with Natural England and the placing of public adverts notifying de-designation/designation of the new area so will not be cost free. No terms will be finalised with KD9 Scouts until the outcome of this process is known.
- 6.2 Under section 123 Local Government Act 1972, the approval of the Secretary of State is required for a disposal of land at an undervalue unless the disposal falls within the General Disposal Consent (England) 2003 ("the Consent"). In order to fall within the Consent, the disposal must assist in the promotion of the economic, social or environmental well-being of the area and the difference between the unrestricted value and the consideration accepted must be £2 million or less. The value of the Changing Rooms is very much lower than £2m and therefore the Council can take this decision without reference to the Secretary of State.
- 6.3 Under Section 123 (2A) and 127 (3) Local Government Act 1972 and section 233 (4) Town and Country Planning Act 1990, there is a restriction on the disposal of land held as open space. If considering disposal or transfer of this type of land, the Council must advertise its intention to dispose or transfer the land in a local newspaper for two consecutive weeks and must consider any objections received prior to making a final determination in respect of disposal.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 None required as there is no current use of the building.

**8. RISK MANAGEMENT**

- 8.1 There is a risk of further deterioration of the building and any associated costs if the building is not brought back into use. There is also a risk that if there is no progress, that the Secretary of State will direct the council to dispose of the property, potentially on less favourable terms with regard to community access to the building.

**9. CONCLUSION**

- 9.1 The proposed transfer supports the Council's policy on asset transfers and localism.

**10. CONSULTEES**

- 10.1 Corporate Leadership Team

10.2 Aggborough and Spennells Ward Members

10.3 Principal Solicitor and Financial Services Manager

**11. BACKGROUND PAPERS**

11.1 Correspondence with DCLG Public Request to Order Disposal Process (PROD)



SITE LOCATION PLAN  
AREA 2 HA  
SCALE: 1:1250 on A4  
CENTRE COORDINATES: 384428 , 275071



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**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Wednesday 19<sup>th</sup> September 2018**

**Overview and Scrutiny Committee  
Thursday 6<sup>th</sup> September 2018**

**Asset Transfer of Spennells Changing Rooms and Adjacent Parcel of Public Open Space**

The Committee discussed the options for bringing the redundant Spennells Changing Rooms back into community use.

The Committee welcomed and were fully supportive of the proposed transfer. Members agreed that it would not only benefit the KD9 Scouts, but also the wider community as there were currently no community facilities on the Spennells Estate for residents to use.

**Recommend to Cabinet:**

**To transfer the changing rooms and adjacent parcel of open space to KD9 Scouts.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 6<sup>th</sup> September 2018

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>