

Open

Cabinet

Agenda

6pm
Tuesday, 26th March 2019
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

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

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 Friday 5th April 2019

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

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

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* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Tuesday, 26th March 2019

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 12th February 2019.	7
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 18 th March 2019. (See front cover for contact details).	

7.		
	<i>Councillor I Hardiman</i>	
7.1	Re-Commissioning the Home Improvement Agency To consider a report from the Corporate Director: Economic Prosperity and Place to seek agreement to recommission of the Home Improvement Agency service. To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 7 th March 2019.	15
8.		
	<i>Councillor N Desmond</i>	
8.1	Budget Monitoring 2018-19 (Quarter 3) To consider a report from the Corporate Director: Resources to brief members on the Council's financial performance for the period ending 31 st December 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 Medium Term Financial Strategy (MTFS).	20
8.2	Dedication of land for highway purposes at Churchfields & Clensmore Street To consider a report from the Corporate Director: Economic Prosperity and Place to agree the dedication of land at Churchfields, Horsefair and Clensmore Street (including part of St Mary's Car Park and subject to the prior advertisement of the removal of 10 parking spaces from St Mary's car park and consideration of any objections), Kidderminster as highways land that is required to facilitate part of the new highway infrastructure that is proposed to enable the residential redevelopment of the wider Churchfields site bounded by Clensmore Street, Churchfields and Broad Street,	36
9.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
10.	Exclusion of the Press and Public To consider passing the following resolution: "That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "exempt information" as defined in paragraph 3 of Part 1 of Schedule 12A to the Act".	

11.		
12.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

WYRE FOREST DISTRICT COUNCIL

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

12TH FEBRUARY 2019 (6 PM)

Present:

Councillors: M J Hart (Chairman), N J Desmond, I Hardiman, C Rogers and R J Vale.

Observers:

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

CAB.62 Apologies for Absence

Apologies for absence were received from Councillor J D Smith.

CAB.63 Declarations of Interests by Members

Councillor F M Oborski MBE declared in respect of Agenda Item No. 7.1 – Transfer of operational responsibility and surrender of lease for Kidderminster Town Hall, that she was a Member of Kidderminster Town Council. She would rely on the Membership being covered by the extant dispensation pertaining to Town Councillors dated 22nd September 2016.

CAB.64 Minutes

Decision: The minutes of the Cabinet meeting held on 18th December 2018 be confirmed as a correct record and signed by the Chairman.

CAB.65 Call Ins

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

CAB.66 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.67 Public Participation

There was no public participation.

CAB.68 Transfer of operational responsibility and surrender of lease for Kidderminster Town Hall

A report was considered from the Corporate Director: Community, Well Being and Environment on the transfer of the management of Kidderminster Town Hall (KTH) to Kidderminster Town Council (KTC) from 1st April 2019.

In the absence of the Cabinet Member for Culture, Leisure and Community Protection, the Leader of the Council presented the report and formally moved the recommendations for approval.

He said that he was excited about the proposal as he believed it was a continuation of a good and strong working relationship between the District and Town Council. He added that this had come about following a request from KTC which asked for the District Council to consider transferring management of KTH to them. He said that this was localism at its best in Wyre Forest and once the 5 year grant had finished, there would be a welcome substantial financial saving for the District Council.

The Leader of the Council thanked the Corporate Director: Community, Well Being and Environment, the Cabinet Member for Culture, Leisure and Community Protection, the Cultural Services Manager Kay Higman and Town Council representatives for their hard work on the proposal. He added that the proposal had received unanimous support from KTC at its meeting on 30th January 2019.

The Cabinet Member for Housing, Health and Wellbeing seconded the proposal which was in accord with the Council's approach to localism. He said he was pleased to see KTC's abilities to take on more local services following its creation in 2015.

Councillors F M Oborski MBE and N Knowles spoke in favour of the recommendations and welcomed the proposal.

Cabinet Decided:

- 1.1 To surrender the Council's Lease of Kidderminster Town Hall (KTH) to Kidderminster Town Council (KTC), terminate the Dual Use Agreement and revise the service level agreements that it entered into with KTC such that KTH is both occupied and managed by KTC subject to the new service level agreements set out in the report to Cabinet from 1st April 2019.**
- 1.2 To provide a grant to KTC which reduces over a period of 5 years to support the cost of operating KTH.**
- 1.3 To revise the service level agreements from 1st April 2019.**
- 1.4 To enter into a short term lease of the land shown edged blue on the plan attached to the report for a period of three months from 1 April 2019 to 30 June 2019, with an option to extend with adequate notice, until the Customer Service Team is in a position to move into their new accommodation at Green Street on the terms set out in the report to Cabinet.**

CAB.69 Results of Budget Consultation, Alternative Budgets and Recommendations from the Cabinet Financial Strategy Advisory Panel

A report was considered from the Corporate Director: Resources which set out

the results of the budget consultation exercise launched following the presentation of the Financial Strategy 2019/2022 to Cabinet on the 18th December 2018, alternative budget proposals and recommendations from the Cabinet Financial Strategy Advisory Panel from their meeting on the 31st January 2019.

The Cabinet Member for Resources presented the report. He was delighted to say that a total of 430 consultation responses had been received, which was far above what had been received in previous years; last year there were over 200 responses. He said that the rise in respondents was largely thanks to the Media Team who had repeatedly put the consultation out on social media, Twitter and Facebook which had obviously paid dividends.

The Cabinet Member for Resources said he was delighted with the positive responses to the 8 questions which were asked. He said that the feedback clearly endorsed the administration's proposals and its direction of travel. He added that, in response to question 1, 76% of the respondents strongly support / support the freeze on car parking charges during 2019-20 and, in relation to the question regarding the proposal to increase the District Council part of the Council Tax bill, 55% of the respondents strongly support / support the proposal. He said that this was a clear indication that people were prepared to spend a little bit more on their Council Tax in order to protect the services that the residents of Wyre Forest obviously depend on. He formally moved the recommendations for approval.

The Leader of the Council seconded the recommendations. He said he was very pleased with the high number of consultation responses which had been received and thanked those who had taken the time and trouble to respond.

Decision: In line with the recommendations of the Cabinet Financial Advisory Panel:

The results of the budget consultation exercise and the alternative budget proposals as detailed within the Cabinet report and appendices, be noted.

CAB.70 Financial Strategy 2019-2022

A report was considered from the Corporate Director: Resources on the Medium Term Financial Strategy 2019-22 and made recommendations to Council on the proposed budget decision.

The Cabinet Member for Resources presented the report and formally moved the recommendations for approval. He outlined the updated position since the December 2018 meeting. He advised Members that there had been 2 significant changes to the original budget package, which was in response to alternative proposals put forward by the Independent and Lib Dem Group.

He said the first proposal was to introduce a highly attractive new season ticket for Bromsgrove Street car park. He added that the season ticket would be competitively priced at £300, and would benefit people who work within the town centre. This would be a trial from April 2019 for 12 months and if it proved

successful consideration would be given to introducing a similar scheme on other car parks across the district. He said the second change was to provide funding for a rough sleepers protocol, which would provide a night shelter in Wyre Forest for rough sleepers to access on the coldest winter nights: at present people would have to travel to Redditch or Worcester to receive this support.

The Cabinet Member for Resources said another change which would have a positive impact on the level of reserves at the end of the medium term financial strategy was the financial benefit to the authority of the transfer of operational responsibility of KTH to KTC. In conclusion, he said he believed this was a comprehensive budget package - the administration had worked with other political parties through the budget process and looked forward to achieving political consensus at full Council on 27th February 2019.

The Leader of the Council seconded the recommendations. He said the strategy was exceptionally clear about the financial position of Wyre Forest District Council, how the authority allocates its resources and what reserves it will have at the end of the three year term. He added that the income generation targets and modest increase in council tax will enable the Council to provide frontline services for its residents.

The Cabinet Member for Housing, Health and Well-being thanked the Corporate Director: Resources and other Officers for the absolute clarity in the report.

Decision:

The CABINET having re-considered the Financial Strategy 2019-22, the results of the Budget consultation exercise and recommendations of the Cabinet Financial Strategy Advisory Panel RECOMMENDS TO COUNCIL that it:

1.1 THREE YEAR BUDGET, CAPITAL STRATEGY AND POLICY FRAMEWORK 2019-22

1.1.1 APPROVES the updated Medium Term Financial Strategy 2019-22;

1.1.2 APPROVES the revised Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2019-22 as shown in the table in paragraph 3.14 including:

- a. Approval of the Community Leadership Fund for 2019-20 of £33k;**
- b. Approval of a further Localism Fund allocation of £50k in 2019-20.**
- c. Approval the allocation of £30k in 2019-20 to preserve service standards of highways verge maintenance;**
- d. Approval of additional staffing resource for Planning**

Enforcement of 1 FTE for a 2 year fixed term at a cost of £25.9k in 2019-20 and £27.1k in 2020-21 funded from a combination of the 20% increase in Planning Fees previously approved and service efficiency savings as a result of the new system implementation;

- e. Approval of additional staffing resource for Environmental Protection and Enforcement team of 1 FTE for a 2 year fixed term. Funded in part from additional fine income at a net cost of £17,540 in 2019-20, and £18,780 in 2020-21;**
- f. Approval of additional income generation targets of £75k in 2019-20, £100k in 2020-21 and £150k in 2021-22;**
- g. Approval of £13.5k in 2019-20, 2020-21 and 2021-22 for a Rough Sleeper night shelter protocol to be funded from additional Flexible Homeless Support Grant from Central Government (see paragraph 3.13).**

1.1.3 APPROVES the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 4th February 2019, and the impact on the Council's Revenue Budget for 2019-22, as shown in Appendix 3 - Part 3;

1.1.4 APPROVES the Council's updated Capital Strategy including:

- a. Approval of the Capital Strategy 2019-22 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report;**
- b. Approval of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of the report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2018 Cabinet);**
- c. Approval of the limits for gross debt of non treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 2 of the December report;**
- d. Approval of the limits for loan investments as set out in paragraph 5.1 of the 18th December 2018 report.**

1.1.5 APPROVES that any Final Accounts savings arising from 2018-22 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Corporate Director: Resources in consultation with the

Leader and Cabinet Member for Resources;

- 1.1.6 The General Fund Revenue Budget be APPROVED including all updates from the position in December 2018 as set out in the report.**

1.2 COUNCIL TAX

- 1.2.1 SETS the Council Tax for Wyre Forest District Council on a Band D Property at £214.34 for 2019-20 (£209.34 2018-19) which represents an increase of 2.39% on Council Tax from 2018-19.**

- 1.2.2 ENDORSES the provisional Council Tax on a Band D Property in 2020-21 of £219.34 and £224.34 in 2021-22, being increases of 2.33% and 2.28% respectively.**

- 1.2.3 APPROVES increasing the Council Tax charge for long-term empty dwellings to the maximum possible level with effect from 1st April 2019 and in future years, in accordance with section 11B of the Local Government Finance Act 1992 as amended by section 2 of the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 (see paragraph 5.3);**

- 1.2.4 NOTES the Corporate Director: Resources (as Chief Financial Officer) opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 4 of the report.**

1.3 The Cabinet APPROVED:

- 1.3.1 Delegated authority is given to the Corporate Director: Resources, in consultation with the Cabinet Member for Resources and Leader of the Council, to make any appropriate adjustments to the General Fund Revenue Budget recommended under paragraph 1.1.6 above, as a result of any further notifications from Central Government.**

- 1.3.2 The updated schedule of Fees and Charges as set out in Appendix 3 - Part 2 to reflect redesignations of Bromsgrove Street car park for a new season ticket offer.**

CAB.71 Lion Fields Parcel 4 - Delivery Options

A report was considered from the Corporate Director: Economic Prosperity and Place on the feasibility and masterplanning study prepared for Parcel 4 of Lion Fields, Kidderminster and sought approval to undertake soft market testing of the Bromsgrove Street Car Park site.

The Cabinet Member for Economic Regeneration and Planning presented the report in detail and formally moved the recommendations for approval.

He said that, like many towns and cities across the country, Kidderminster was suffering from the effects of internet shopping on the High Street. He added

that the Council had already undertaken significant investment in the town working in partnership with Worcestershire County Council in improving the public realm with £2m of investment and opening up Worcester Street with £1.5m of investment. He said that further proactive reinvention for Kidderminster was required to turn it into a place to live, work and play, not just a shopping destination. In conclusion, he said that, for the Council's ambitions for the site to become a reality, further work would be required to ascertain potential developer and funding interest.

The Leader of the Council seconded the recommendations. He said that the Council was under no illusions that it would be one of many district and borough Councils that would be bidding for the Government's Future High Streets Fund, however he was optimistic that the authority had a clear plan and vision for the re-development of the site.

The Chairman of the Overview and Scrutiny Committee, Councillor H Dyke, presented the recommendations from the Committee. She said that the Committee looked forward to receiving the results of the soft market testing as the more information that was available to help the authority make decisions in a better, more informed way was welcomed.

Cabinet Decided: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th February 2019:

- 1.1 To endorse the vision set out within Appendix 1 as an appropriate framework for delivering the redevelopment of Parcel 4 of Lion Fields; and**
- 1.2 To give delegated authority to the Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Planning and Economic Regeneration to:**
 - 1.2.1 progress the expression of interest in the Future High Streets Fund as well as pursuing other opportunities for gap funding to render the viability of the scheme more attractive for investors**
 - 1.2.2 to undertake the soft marketing of the site to determine investor appetite for developing the site, and to report back to Cabinet by September 2019**

CAB.72 Housing Allocations Policy

A report was considered from the Corporate Director: Economic Prosperity and Place which outlined the proposed changes to the Allocations Policy following amendments made to the legislation around Homelessness (the Homelessness Reduction Act 2017) and other statutory instruments / guidance around allocations.

The Cabinet Member for Housing, Health and Well-being presented the report and formally moved the recommendations for approval.

He said that it was a statutory requirement for Councils to hold an allocation scheme for determining priorities of people in housing need and for defining the procedures it will follow in allocating social housing accommodation.

The Cabinet Member for Housing, Health and Well-being explained that in 2018 the government introduced the Homelessness Reduction Act which increased the duties the Council owes to those applicants who are threatened with homelessness. This together with new advice from the Government on those with terminal illnesses, those suffering from domestic abuse and members of the Armed Forces have all meant that the Council needs to amend its Allocation Policy to comply with the new legislation and advice. He added that it was proposed to undertake consultation with Members, stakeholders and those on the housing register.

The Leader of the Council supported the proposals and formally seconded the recommendations. The Cabinet Member for Operational Services welcomed the opportunity of the review as she believed it would improve the clarity and equity of the Policy.

The Chairman of the Overview and Scrutiny Committee, Councillor H Dyke, said the Committee fully supported the course of action detailed in the report.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th February 2019:

- 1.1 The Council undertakes consultation on the Allocation Policy changes outlined in Appendix One of the report with Members, Stakeholders including Registered Partners and Households on the Housing Register for a period of six weeks.**
- 1.2 Delegated authority be given to Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Housing, Health and Wellbeing to amend the allocation policy in line with the proposed changes, following the consultation process.**

There being no further business, the meeting closed at 7.06pm.

WYRE FOREST DISTRICT COUNCIL**CABINET****26 March 2019****Recommissioning the Home Improvement Agency Service**

OPEN	
CABINET MEMBER:	Cllr Ian Hardiman - Cabinet Member for Housing, Health & Wellbeing
DIRECTOR:	Corporate Director: Economic Prosperity & Place
CONTACT OFFICER:	Kate Bailey, Ext.2560 Kate.bailey@wyreforestdc.gov.uk
APPENDICES:	None

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek agreement to recommission of the Home Improvement Agency service.

2. RECOMMENDATION

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

- 2.1 Approval is given to recommission the Home Improvement Agency service
- 2.2 Authority is delegated to the Director of Economic Prosperity and Place, in consultation with the Corporate Director: Resources and Solicitor to the Council and the Cabinet Member for Housing, Health & Wellbeing to agree the process, timetable and evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency service and to award the contract to the successful provider(s).

3. BACKGROUND

- 3.1 In March 2009 Cabinet agreed to commission a Countywide Home Improvement Agency Service. This brought together two existing Agencies, one provided by Redditch BC in the North and one provided by Festival Housing in the south. The service was recommissioned again in 2013/14 with Fortis Living (previously known as Festival Housing) winning the contract which commenced in April 2015 for a period of five years. The current service provision will end in March 2020
- 3.2 The Home Improvement Agency, known as Worcestershire Care and Repair (WCR) works closely with the seven Councils to provide a range of services including Disabled Facilities Grants (DFG), Home Repairs Assistance, Dementia Dwelling Grants, handyman services and minor adaptations.

- 3.3 The service within Wyre Forest provides advice and information to approximately 1500 households. It also delivers Disabled Facilities Grants to around 130 cases and nearly 800 minor adaptations a year.
- 3.4 The Council has a mandatory duty to provide Disabled Facilities Grants to eligible residents and may provide other discretionary assistance through Its Housing Assistance Policy. Funding is received from the Government via the Better Care Fund (BCF), which is passported through to the Local Housing Authorities (LHA) from the County Council annually.

4. KEY ISSUES

- 4.1 The current revenue funding for WCR is made up of a number of different sources including the LHAs and County Council. Previously the County Council funding came from both Public Health and Adult Social Care but the Public Health funding is being cut in 2019/20 by 50% and there may be no further Public Health funding available for the new service from 2020 onwards. The current revenue cost for the Council of delivering this service is £133k although additional money is also passported through to WCR for a Wyre Forest specific Occupational Therapy service.
- 4.2 Whilst the identification of suitable levels of revenue funding remains an issue, the capital funding (from the BCF) has increased each year since 2016 and currently stands at £1.19m for Wyre Forest. It is anticipated that the amount received will continue at similar levels.
- 4.3 A “Promoting Independent Living” project team of Officers from across the Local Housing Authorities, Adult Social Care and Health has been established to agree what services are within scope of the recommissioning and to develop an appropriate specification. New services, not previously in the contract, could be included such as the Integrated Community Equipment Service (ICES) and Assistive Technology services.
- 4.4 The Promoting Independent Living project team are overseen by a Project Board and this Board has links into the Worcestershire Alliance Board, Worcestershire Strategic Housing Partnership and Integrated Commissioning Officers Executive Group to ensure appropriate governance and co-design of services happens.
- 4.5 The project group has engaged the services of a consultant to support the recommissioning process. The consultant works for Foundations, which is the national body for Home Improvement Agencies. This consultant will work with partners to identify an appropriate procurement lead.

5. FINANCIAL IMPLICATIONS

- 5.1 The current service is funded through a revenue contribution of £133k which comes from a combination of existing revenue budget and the capitalisation of the BCF capital grant.

- 5.2 The amount of capital passported through to WCR is approximately £820k in 2019/2020 and this will be reviewed once the grant allocation for 2019/20 is announced.
- 5.3 The remainder of the BCF capital is retained by the Council and committed to projects delivered by the Private Sector Housing team.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Council has a statutory duty to provide DFGs and must have a Housing Assistance Policy in place to utilise the BCF funding flexibly. This Housing Assistance Policy was reviewed by Cabinet in 2018.
- 6.2 The procurement process is likely to follow either the Competitive Dialogue procedure or the Competitive Procedure with Negotiation and will be fully compliant with the Public Contracts Regulations 2015. As a member of the Promoting Independent Living Project Team, the Council's officers will be able to input into the process and shall ensure that the Council's Contracts Procedure Rules are also complied with. The Council will enter into a contractual arrangement with the selected provider(s) commencing in April 2020.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An Equality Impact Assessment was undertaken in 2014 and is still relevant as the service itself hasn't changed. The provision of this service has a positive impact for those households with a long term health condition or disability.

8. RISK MANAGEMENT

- 8.1 It will be critical to identify an appropriate service provider to deliver this service at the same cost whilst still maintaining a high level of customer satisfaction. This risk will need to be managed through the specification and contract. Not entering into a new contract would mean that the delivery of the services within statutory timescales would be at risk.

9. CONCLUSION

- 9.1 The Home Improvement Agency is an essential service that is well utilised by residents in Wyre Forest and enables the Council to discharge its mandatory function with regards to Disabled Facilities Grants so recommissioning the service is essential.
- 9.2 A project group has been established which includes representatives from Health and Adult Social Care to ensure co-design opportunities are not missed and expand the range of services that can be considered in scope, thereby improving the service delivery for the customer.

10. CONSULTEES

- 10.1 All relevant stakeholders will be consulted at an event currently planned for spring 2019

11. BACKGROUND PAPERS

- 11.1 Recommissioning the Home Improvement Agency 26/3/2013
- 11.2 Housing Assistance Policy 20/11/2018

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Tuesday 26th March 2019**

**Recommendations from the Overview and Scrutiny Committee
Thursday 7th March 2019**

Recommissioning the Home Improvement Agency

The Committee considered a report from the Head of Strategic Growth which outlined the recommissioning of the Home Improvement Agency, which is the organisation that delivers the Disabled Facilities Grants and other related services on behalf of the Council.

Members welcomed information on savings to the Health Service and the number of people supported by the organisation so far, as well as the reductions in hospital admissions and the numbers of patients whose timely discharge from hospital had been supported.

Recommendation to Cabinet:

1. that approval is given to recommission the Home Improvement Agency

Background papers:

Report to the Overview and Scrutiny Committee, Thursday 7th March 2019

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

WYRE FOREST DISTRICT COUNCIL

CABINET
26th MARCH 2019

Budget Monitoring Third Quarter 2018-19

OPEN	
CABINET MEMBER:	Councillor N J Desmond, Cabinet Member for Resources
RESPONSIBLE OFFICER:	Corporate Director: Resources
CONTACT OFFICERS:	Tracey Southall Ext. 2100 Tracey.southall@wyreforestdc.gov.uk Helen Ogram Ext. 2907 Helen.Ogram@wyreforestdc.gov.uk Kath Pearsall Ext.2165 Kathryn.pearsall@wyreforestdc.gov.uk Lisa Hutchinson Ext. 2120 Lisa.Hutchinson@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Wyre Forest District Council Revenue Budget Total Requirements - District Council Purposes Appendix 2 – Budgetary Control Report - Revenue Appendix 3 - Capital Programme 2018/19 Appendix 4 - Wyre Forest Forward Appendix 5 - 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 31st December 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 Medium Term Financial Strategy (MTFS).

Headlines are:

Revenue – the forecast outturn has been updated in the February MTFS to take into account the £43k business rates levy returned funding and other minor updates. The forecast outturn is an estimated under spend of £23,000 compared to the 2018-19 revised budget.

Capital – the forecast outturn is £16.05m (£6.94m excluding the Capital Portfolio Fund and Development Loans Fund). £18.95m 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 Wyre Forest Forward Programme savings (WFF) and efficiency savings.
- 1.3 The Wyre Forest Forward Programme target of £2.476m for 2018-19 has substantially been achieved. For 2018-19, work is ongoing to identify the balance of £42K by year end.
- 1.4 Efficiency Savings of 2% in 2018-19 (£240K), 1% in 2019-20 (£350K) and 1% in 2020-21 (£460K) cumulative, and a further 1% efficiency saving for 2021-22 (570K) cumulative were included as part of the 2019-22 budget setting process. However, it is evident that it is increasingly challenging for Directorates to achieve savings. Further work is required by the EPP Directorate to achieve the efficiency savings for 2019-20. This will be closely monitored. The 2020-21 and 2021-22 unidentified savings will continue to be shown against the Directorates Admin Accounts.

Directorate	2018-19 2%	2019-20 1%	2019-20 Unidentified	2020-21 1%	2020-21 Unidentified	2021-22 1%	2021-22 Unidentified
Resources, CEO & Solicitor	67,200	98,000	Achieved	128,800	30,800	159,600	61,600
Economic Prosperity & Place	69,600	101,500	30,780	133,400	56,220	165,300	87,980
Community Well Being & Environment	103,200	150,500	Achieved	197,800	47,300	245,100	94,740
TOTAL	240,000	350,000	30,780	460,000	134,320	570,000	244,320

- 1.5 The report informs members of the Housing Benefit Overpayment debt position and the Sundry/Property debt position as at 31st December 2018. Section 8 gives further details of the debt position.
 - **Housing Benefits overpayment recovery-** The total debt outstanding at 31st December 2018 (Quarter 3) is £1.778m which represents a 0.07% increase over the balance outstanding at the end of Quarter 3 2017-18.
 - **Sundry/Property Debt** - The total debt outstanding at 31st December 2018 (Quarter 3) is £0.93m which represents a 6.21% increase over the balance outstanding at the end of Quarter 3 2017-18.
 - Short term debt for Qtr 3 December 2018 (less than 3 months) has reduced by 4.54% to £0.675m compared to the same period in 2017-18.
 - Long Term debt for Qtr 3 December 2018(over 3 months) has increased by 50.78%% to £0.257m 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 5 be noted.

3. **BACKGROUND**

- 3.1 Budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The 2019-22 Medium Term Financial Strategy (MTFS) was presented to Cabinet on 18th December 2019 for progression to the Financial Strategy Advisory Panel for scrutiny on the 8th and 31st January 2019. The MTFS incorporated growth or savings items that are impacting on 2018-19 budgets and performance is measured against the **REVISED** budget (Appendix 1). The 2018-19 current forecast has been updated in the February MTFS report to take into account the £43k business rates levy returned funding and other minor updates notified as part of the Finance Settlement 2019-20.
- 3.2. The provisional revised budget endorsed by Cabinet 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 estimate of business rates income for 2018-19 showing modest growth included within the December 2018 Cabinet report is now confirmed. Wyre Forest District Council is a member of the Worcestershire business rates pool and receives a share of growth achieved in 2018-19. For 2019-20 it is participating in the Pan- Worcestershire 75% Business Rates Pilot. The currently estimated £4.9m retained levy as a result of the one-year pilot will be used to ease pressures on adult social care and children's services; Pilot arrangements ensure that districts will be protected by a no detriment clause.
- 3.4. The 2019-22 MTFS makes reasonable assumptions about the income stream that is expected to be generated from the Capital Investment Fund and the Development Loans Fund with net income of circa £200k included in the 2018-19 revised budget that we are currently on target to achieve. A revised Capital Strategy was presented to Cabinet in December 2018 and is recommended for approval by Council. The revised Strategy covers all capital expenditure and also sets out reporting and planning for 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. The Revenue summary shows gross expenditure by Directorate and where some costs are funded by reserves this is incorporated to provide the net position.

Revenue The REVISED budget presented to Cabinet is £12.016m and the forecast outturn is £11.993m which is an under spend of £23,000

	Original Budget 2018-19 £000	REVISED Budget 2018-19 £000	Quarter 3 31 st Dec 2018 £000	Final Predicted Outturn £000	Variance against REVISED Budget £000
Community Well-Being and Environment	£4,445	£4,637	£2,897	£4,637	-
Economic Prosperity and Place	£2,400	£2,724	£2,001	£2,801	77
Resources	£3,707	£3,626	£3,971	£3,626	-
Chief Executive and Solicitor to the Council	£1,700	£1,738	£1,285	£1,738	-
Capital Account	£387CR	£709CR	£324CR	£709CR	-
Other Variations				100CR	100CR
TOTALS	£11,865	£12,016	£9,830	£11,993	23CR

Capital The original approved programme was £22.865m. 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 endorsed by Cabinet on 18th December 2018 is £34.967m. The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2018-19 are enclosed as Appendix 3.

4.2 Summary Revenue Forecast variances

- Analysis of the current forecasted outturn position at 31st March 2019 against the **REVISED** budget is based on the updated February MTFS report to take into account the £43k business rates levy returned funding and other minor updates. The latest forecast position is an under spend of **£23,000**. The main variance are:

Expenditure

- £100,000 Favourable:** The revised 2018-19 budget already has a savings target of £50k for estimated pay and general admin savings calculated as at September 2018. A further £100,000 potential savings are forecasted based on experience in previous financial years.

Income

- **£28,000 Adverse:** There has been a reduction in Land Charges income generally throughout the year. This was reflected in the reduced revised budget, however further unexpected reductions in income have continued.
- **£49,000 Adverse:** Projected income for planning fees has reduced, partially offset by increase in pre-application fee income and reduced costs.

4.3 Earmarked Reserves

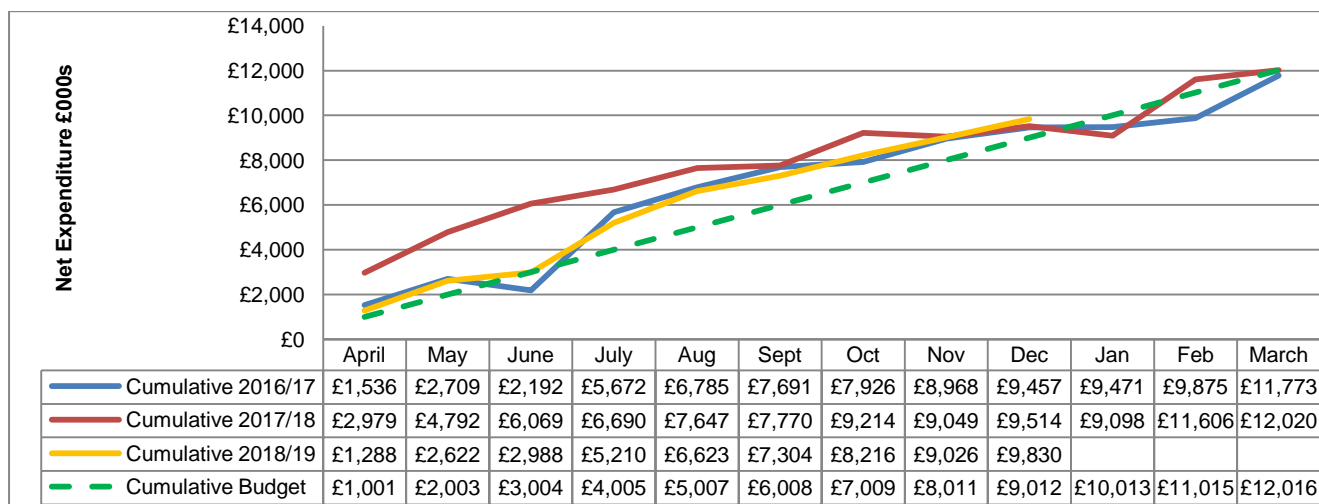
Following the review of Earmarked Reserves, undertaken as part of the preparation of the 2018-21 MTFS, a new General Risk Reserve from 1st April 2018 of £712k was created. The following allocations from the General Risk Reserve have been agreed:

Service Directorate/ Budget	Description	Estimated Cost £
Opening Balance at 1st April 2018		712,250
Community Well Being and Environment		
- Bewdley Museum	Essential health and safety work to the fire escape	18,200
- Town Hall	Essential health and safety work to the boiler and stone work	49,500
- Garage	Essential asbestos works	10,000
- Burlish Golf Club	Fencing for management of land	52,000
Economic Prosperity and Place		
- North Worcestershire Economic Development & Regeneration	Membership of Greater Birmingham and Solihull Local Enterprise Partnership (2017-18)	108,000
Resources		
- Cyber Security	Cyber Security and awareness Training	10,000
Total Commitment from General Risk Reserve		247,700
Balance - General Risk Reserve at 31st December		464,550

- 4.4 Net Revenue Expenditure profile (including commitments) during 2018-19 compared against Revised Budget** - The level of net expenditure represents the level of resource employed by the Council in order to undertake its statutory and discretionary services. For its commercial activities in respect of revenue services, WFDC generally seeks a minimum net return of at least 2% a year. This will be examined on a case by case basis.

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. Also it reflects 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 REVISED budget and prior year spend



4.5 External Income Performance

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 2018-19 **REVISED** level of gross external income is £6,047k, and compares against a 2017-18 **actual** performance of £5,573k an increase of £474k. Early estimation of final gross external income is £6,056k, £9k above the external income target.

The Council will continue to expand its commercial activities during the period covered by the MTFS endorsed by Cabinet on 18th December 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. The Council also approved £250k Capital Funding and £100k Earmarked reserve from 2017-18 final account savings for revenue funding to support the business cases for commercial projects. £192k Capital and £91k Revenue is unallocated in 2018-19 at the time of writing this report.

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 Commercial Activity Programme Board

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will review business cases for the development of income generating initiatives and will closely monitor performance against targets.

The progression of the Capital Portfolio Fund and Development Loans Fund provides opportunity to generate ongoing revenue income streams whilst also contributing to corporate priorities to help close the funding gap. With this opportunity comes new risk that will need to be carefully balanced by due diligence and the acquisition of a balanced portfolio. The updated Capital Strategy sets out updated parameters/benchmarking to assess risk for non treasury property acquisitions.

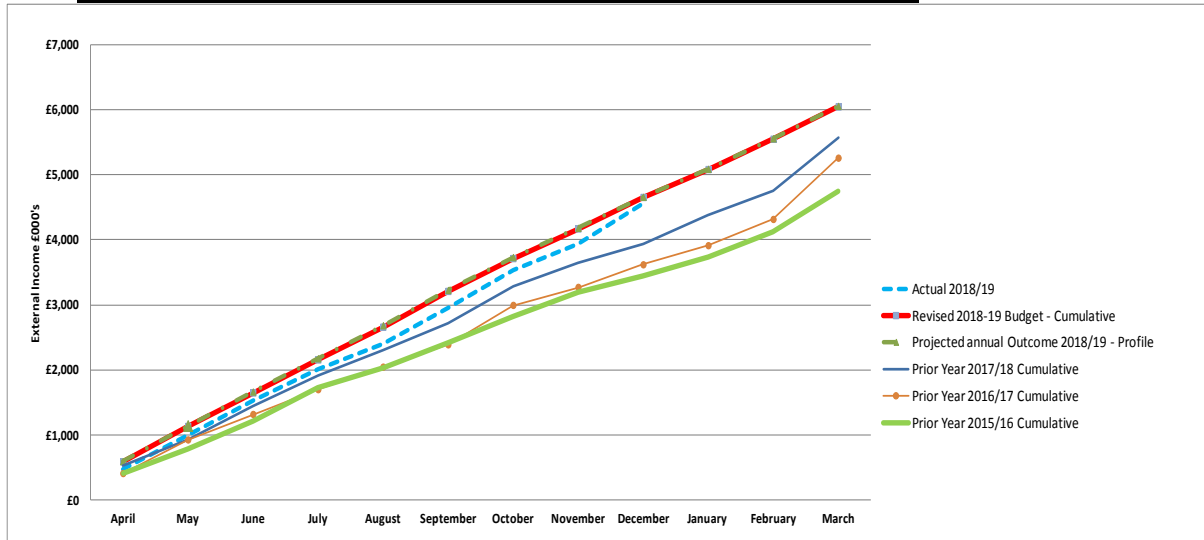
The actual year to date gross external income at the end of Quarter 3 is at 75% of the **REVISED** budget. The full year (outturn) projection is an over achievement of income, resulting in a positive variance to the **REVISED** budget of £9k. The table and graph below shows the performance against target for 2018-19.

	April £000	May £000	June £000	July £000	Aug £000	Sept £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000
Prior Years												
2015-16	412	778	1,213	1,720	2,037	2,425	2,821	3,190	3,445	3,733	4,118	4,753
2016-17	407	924	1,316	1,697	2,044	2,387	2,994	3,271	3,618	3,912	4,316	5,259
2017-18	531	926	1,446	1,910	2,299	2,716	3,284	3,643	3,932	4,377	4,757	5,573
Current Year												
Actual Income projections	474	996	1,519	2,012	2,395	2,949	3,528	3,930	4,555	5,088	5,557	6,056
REVISED Target Income (Budget)	588	1,132	1,647	2,155	2,660	3,209	3,714	4,170	4,654	5,083	5,550	6,047
Outturn variance												9

(Note figures are cumulative)

Actual performance to date exceeds comparative performance in 2017-18 by around 15% (before adjustment for price inflation). The full year projection for 2018-19 is 8.6% above that achieved in 2017-18 suggesting that the projected additional growth is likely to be achieved.

Projection of External Income against REVISED Budget



Summary of Performance by Income Category

Category	Original Budget 2018-19 £000	REVISED Budget 2018-19 £000	Actual Dec 2018 YTD £000	% Achieved Budget	Projected Year End Variance £000	% Achieved of projection
Commercial	£4,699	£5,074	£3,952	77.8%	£5,084	77.7%
Non Commercial	£946	£973	£603	62.0%	£972	62.0%
TOTAL	£5,695	£6,047	£4,555	75.3%	£6,056	75.2%

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

4.6 Capital Programme

The approved (original) capital programme 2018-19 is £22.865m. There is re-phasing (slippage) from 2017-18 of £14.786m, and re-phasing to 2019-20 of £18.949m. The gross expenditure to date is £16.048m (45.9%).

The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2018-19, including slippage from 2017-18 is provided at Appendix 3.

Capital Programme variance forecasts are summarised in the table below. The most significant variance is for the Capital Portfolio and Development Loans Fund as schemes can only be progressed as suitably robust opportunities arise:

	Commentary	£000
Re-phasing (Slippage)	Community Well-Being and Environment	694
	Economic Prosperity and Place	17,510
	Resources & Chief Executive	282
	Vehicle, Equipment and System Renewals	463
Total		18,949

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. A further procurement exercise will deliver ongoing property investment advice and operational management services.

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; the legal agreement was signed in October 2018 with Finance Birmingham. The external support procured ensures that specialist advice and financial due diligence is readily accessible on a call off contract basis to support future proposals for what is likely to be significant capital expenditure.

CAPITAL PORTFOLIO FUND		£
Capital approval (all years)		25,000,000
Spend to Date:		
17-18 High Street and 77-84 Worcester Street, Kidderminster		1,092,330
Stratford Court, Solihull		6,569,550
1 The Courtyard, Buntsford Gate Business Park, Bromsgrove B60 3DJ		1,577,650
Allocated Schemes:		
Industrial Units		428,190
Residential Units		250,000
Industrial Estate		744,500
Food and Beverage Property		2,598,260
Unallocated Balance (including Business Case)		11,709,520

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 4** and summarised in the table below. The target savings for 2018-19 have substantially been achieved; however the outstanding target of £42k remained as of Quarter 3 – December 2018. The MTFS includes a cabinet proposal for further Income Growth as detailed below.

	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000
Savings Target	2,476	2,907	3,144	3,137
Savings achieved at 31/03/2017	2,359	2,663	2,427	2,420
Balance b/f 2018-19	117	244	717	717
Savings achieved 2018/19:				
Community Well Being and Environment				
Cabinet proposal 2018-19 only- Community Safety	(30)		(38)	(65)
Transfer of Town Hall to Kidderminster Town Council				
Economic Prosperity and Place				
Software Maintenance		(15)	(15)	(15)
Resources				
One-off release from EMR from Revenues and	(20)			
Benefits staffing changes	(25)	(47)	(18)	(19)
Pension Fund				
Total WFF Savings Not Yet Achieved	42	182	646	618
New Target MTFS 2019-22 – Cabinet Proposal		75	100	150
TOTAL WFF SAVINGS NOT YET ACHIEVED	42	257	746	768

- 6.3 The 2019-22 MTFS projects a funding gap in 2021-22 of £2.03m, 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 are no supplementary estimates since the revised budget is now the control budget.

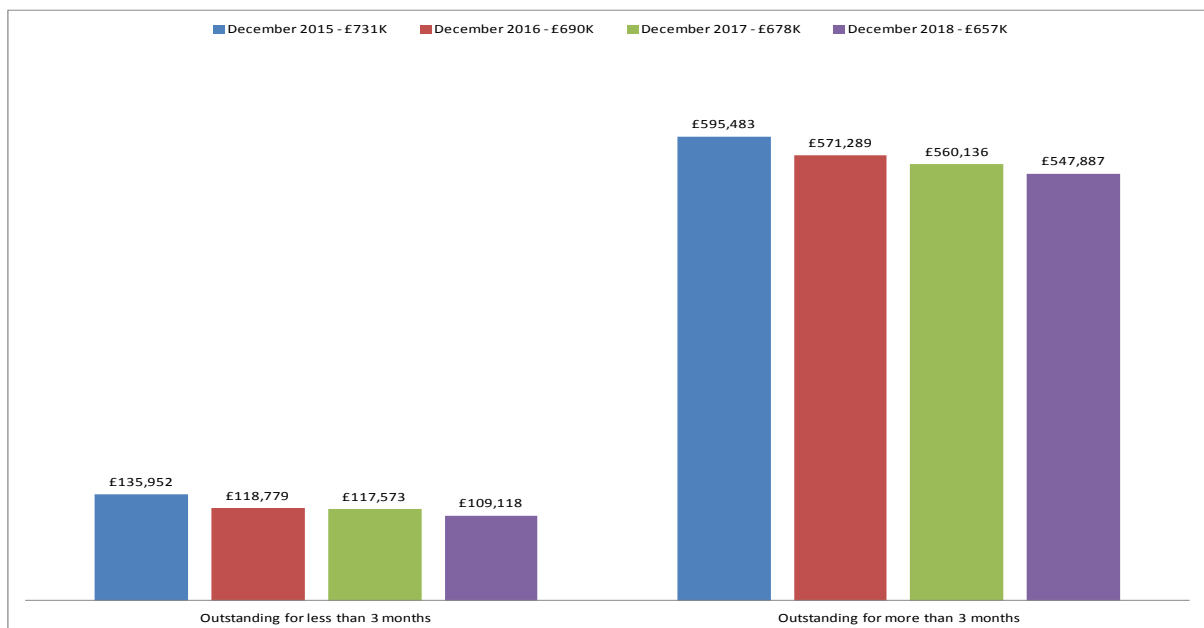
8. **OUTSTANDING DEBT**

This section details the Council's income collection position at the end of Quarter 3 (31st December 2018)

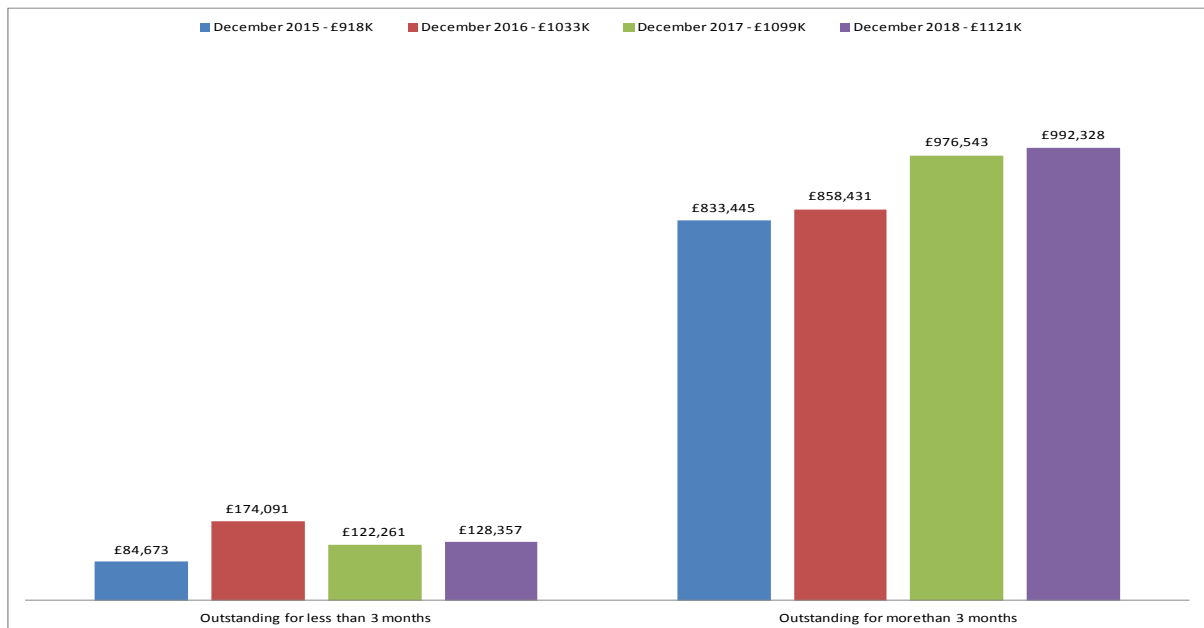
8.1 **Housing Benefit Overpayment Recovery**

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

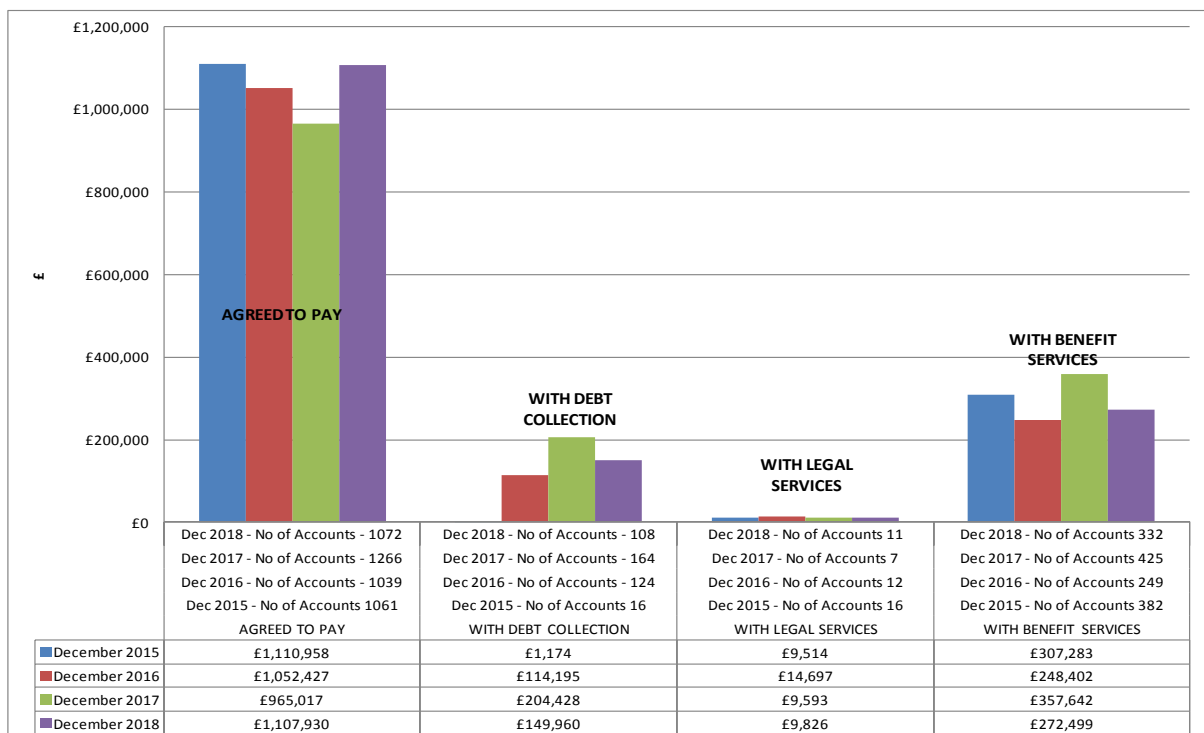


Recovery by Customer Invoice



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 December 2018 debts of £16,455 have been recovered at a cost of £2,455. 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 over 3 months old and the Status



The total debt outstanding at 31st December is £1.778m which represents a 0.07% increase over the balance outstanding at the end of Quarter 3 2017-18. Where there is an agreement to pay or our Benefit/Legal Services are dealing with the case these have decrease to 1,415 (1,698 in 2017-18) a reduction of 283 cases. Cases referred to an external debt collection agency have decreased to 108 (164 in 2017-18) a reduction of 56 cases.

8.2 Sundry/ Property Debt

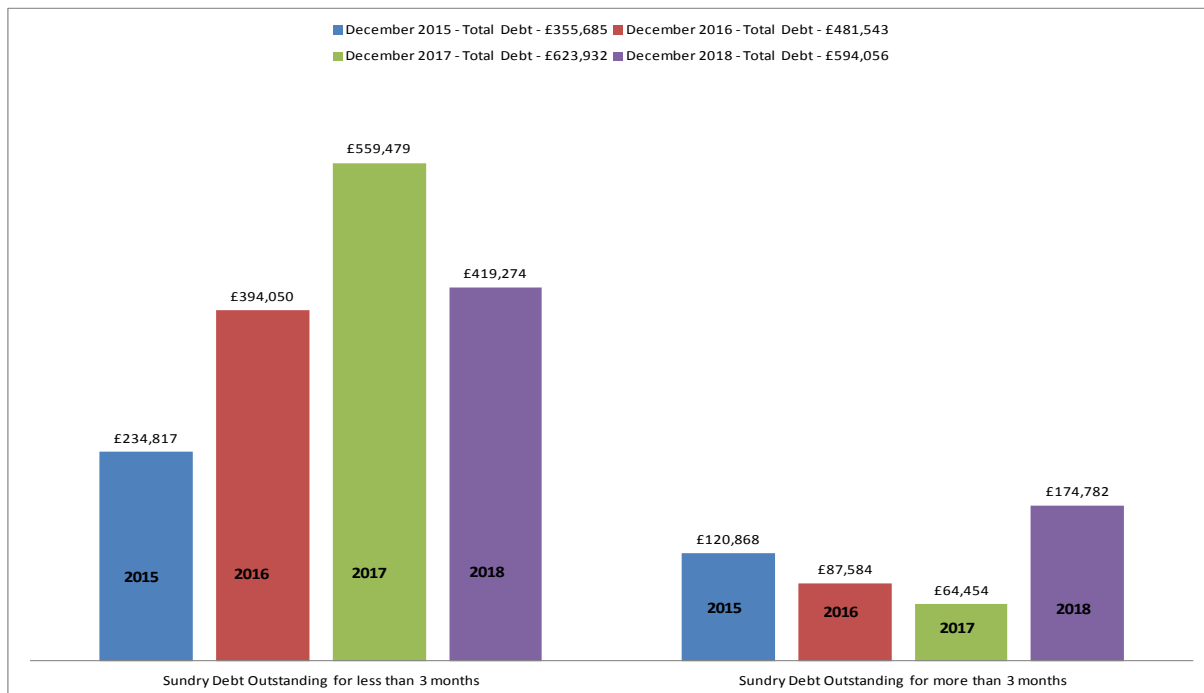
The total debt outstanding at 31st December is £932 (Sundry Debt £594K Property Debt £338k) which represents a 6% increase over the balance outstanding at the end of Quarter 3 2017-18 of £878k (Sundry Debt £624k, Property Debt £254k).

The 2018-19 Quarter 3 overdue debt (more than 3 month old) has increased compared to the same period in 2017-18 (2017 - £170k, 2018 257k).

Invoices overdue (older than 3 months)	Quarter 3 2017	Quarter 3 2018	Movement
	£	£	£
Sundry Invoice	£64,500	£174,800	£110,300
Property Invoices	£106,000	£82,300	(£23,700)
Total Invoices	£170,500	£257,100	£86,600

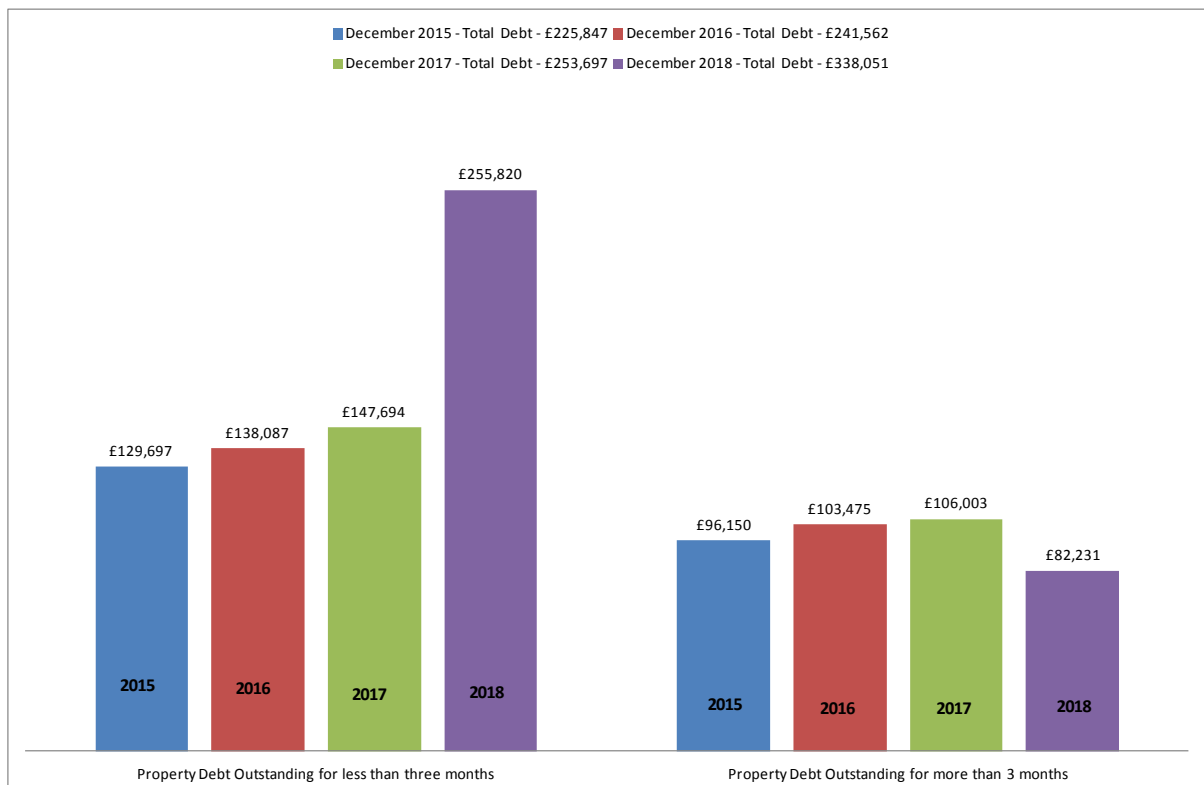
- The overdue debt had fallen over the previous 3 years due to the introduction of a revised approach to the management of accounts in arrears. The increase in Sundry Debt over 3 months old to December 2018 is due to disputed invoices that now have agreements in place to pay, are paying in instalments or have been referred to legal services.
- The position relating to Sundry Debtor and Property Invoices are as follows:

Sundry Debtors



The decrease in debts under 3 months old is due to public realm invoice raised in 2017-18 for £100K,

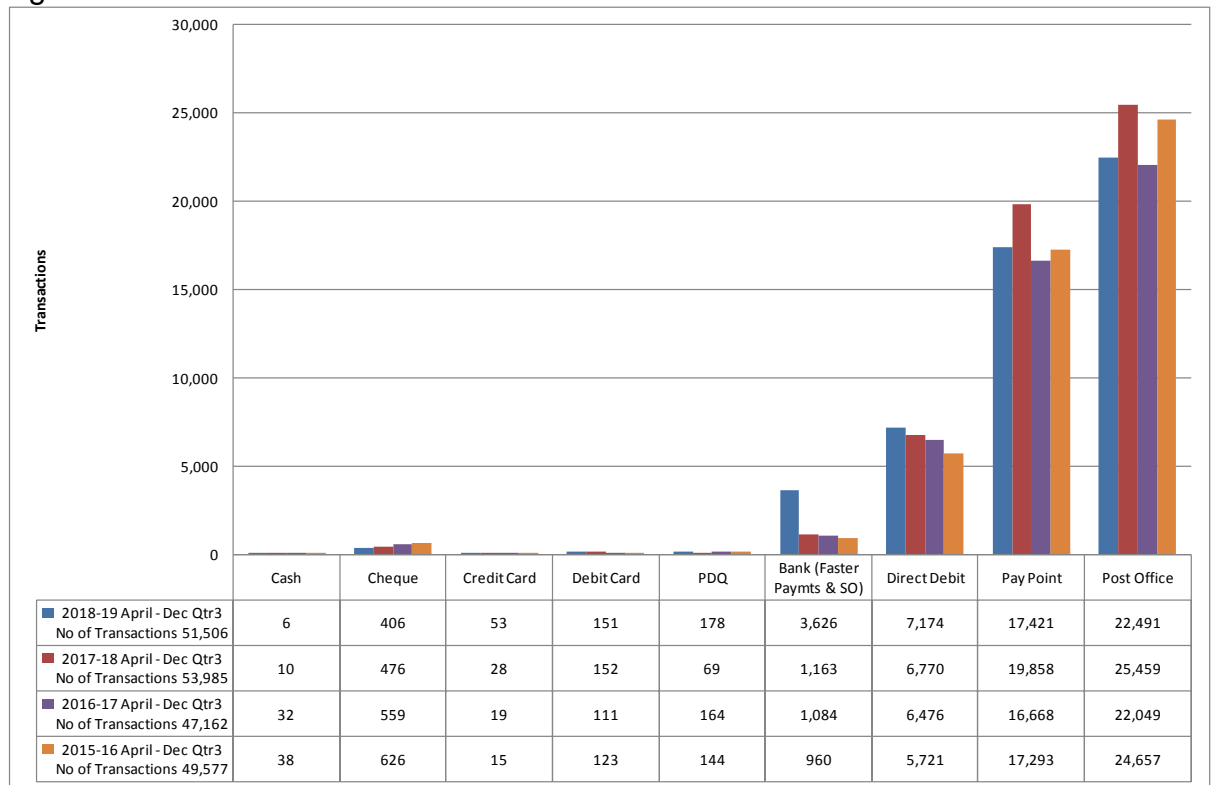
Property Invoices and Debt



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The increase in debt for less than 3 months is due to the Increase in Property Rental Income as a result of the purchase of new properties as part of the Capital Portfolio Fund.

- 8.3 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.
- 8.4 The chart below illustrates the success achieved in switching customers to digital channels.



9. LEGAL AND POLICY IMPLICATIONS

- 9.1 The Local Government Act 2003 (sections 25–29) placed additional duties on Local Authorities on how they set and prioritise budgets.
- 9.2 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.
- 9.3 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 5**.

12. CONCLUSIONS/ACTION

- 12.1 The information contained within Appendices 2, 3, 4 and 5 provides Members with an overview of financial trends within the period to 31st December 2018.

13. CONSULTEES

Corporate Leadership Team
Cabinet
Service Managers

14. BACKGROUND PAPERS

Medium Term Financial Strategy 2019-22

Hyperlink to Committee Reports

<http://www.wyreforest.gov.uk/council/meetings/main.htm>

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET REQUIREMENTS - DISTRICT COUNCIL PURPOSES 2018-19

SERVICE	2018/19	
	Original Estimate £	Revised Estimate £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,699,770	1,737,630
COMMUNITY WELL-BEING AND ENVIRONMENT	4,445,320	4,636,750
ECONOMIC PROSPERITY AND PLACE	2,400,470	2,723,760
RESOURCES	3,706,500	3,626,180
	12,252,060	12,724,320
LESS: CAPITAL ACCOUNT	1,340,090	1,253,440
REVERSAL OF CAPITAL CHARGES	(1,560,510)	(1,636,510)
INTEREST RECEIVED	(86,510)	(112,670)
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	(80,310)	(212,460)
TOTAL NET EXPENDITURE ON SERVICES	11,864,820	12,016,120
LESS: CONTRIBUTION FROM RESERVES	(455,830)	(264,210)
NET BUDGET REQUIREMENT	11,408,990	11,751,910
LESS: REVENUE SUPPORT GRANT	(100,680)	(100,680)
BUSINESS RATES	(2,981,510)	(3,281,510)
BUSINESS RATES - NATIONAL LEVY REDISTRIBUTED	0	(42,920)
COLLECTION FUND SURPLUS	(50,000)	(50,000)
NEW HOMES BONUS	(1,272,700)	(1,272,700)
GENERAL EXPENSES - COUNCIL TAX INCOME	7,004,100	7,004,100
COUNCIL TAX LEVY		209.34
COUNCIL TAX BASE		33,458

BUDGETARY CONTROL REPORT
MAJOR REVENUE VARIATIONS QUARTER THREE (to 31st December 2018)

Total Revised Budget 2018/19 - Net Expenditure on Services	12,016,120
Reduced Expenditure on Services	(23,000)
TOTAL QUARTER THREE PROJECTION TO YEAR END 2018/19	11,993,120

<u>Description of Estimated Major Variances</u>	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Economic Prosperity and Place</u>		
1. Land Charges - there has been a continued reduction in Land Charges income generally throughout the year.	28,000	
2. Planning Fees - reduction in projected income for planning fees, partially offset by increase in pre-application fees and reduced costs	49,000	
<u>Corporate Variations</u>		
1. Salary and administrative savings - forecast based on previous financial year savings		(100,000)
	77,000	(100,000)
Reduction on Revised Budget (based on Quarter Three 2018/19 Projection)		(23,000)

Q3 Budget Monitoring 2018-19 (to December 2018)**APPENDIX 3a****Capital Programme 2018-19**

CAPITAL PROJECT DESCRIPTION	2018-19 Budget (Full Year) Includes 2017-18 slippage £	YTD Actual Expenditure (Net Income) £	Commitment £	Year To Date Expenditure Including Commitments £	Projected Total 2018-19 Expenditure £	Slippage to 2019/20 £	Explanation
<u>CHIEF EXECUTIVE</u>							
New Headquarters - Office Accommodation	413,610	0	131,939	131,939	131,939	281,671	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	10,000	0	0	0	0	0	No expenditure expected, balance will reduce to £nil in Apr-19.
TOTAL CHIEF EXECUTIVE	423,610	0	131,939	131,939	131,939	281,671	
<u>RESOURCES</u>							
ICT Strategy	760,230	330,048	399,635	729,682	760,230	0	Green St server room and telephony software update complete. Laptop and various infrastructure upgrades in progress.
TOTAL RESOURCES	760,230	330,048	399,635	729,682	760,230	0	
<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>							
Parking Facilities: Improvements to Car Parks	40,000	0	0	0	10,000	30,000	Relining works to Comberton Hill following sale of land. Balance to slip to 2019-20.
Franchise St S106 - Brintons Pk/Haberley Valley	9,330	0	0	0	0	9,330	Project to slip into 2019-20.
Future Leisure Provision	1,100	0	1,095	1,095	1,095	0	Scheme complete.
Northwood Lane Improvements	330	330	0	330	330	0	Scheme complete.
Green Street Depot Investment	3,689,660	408,911	2,779,684	3,188,595	3,289,660	400,000	Project progressing with second valuation report released in January.
Bewdley Museum Improvements (Grant Funded)	8,090	8,090	0	8,090	8,090	0	Scheme complete.
Bewdley Medical Centre	218,120	152,421	0	152,421	158,120	60,000	Ongoing scheme - anticipated to complete in early 2018/19
Spennells Valley Boardwalk Improvements	38,000	21,965	16,035	38,000	38,000	0	Phases 1 and 2 complete, final phase to complete in 2018-19.
Commercial Activity Capital Funding	250,000	10,000	44,830	54,830	54,830	195,170	Tree gang chipper purchased and vehicle delivery expected soon. Future spending dependent upon board approval.
TOTAL COMMUNITY WELL BEING & ENVIRONMENT	4,254,630	601,718	2,841,644	3,443,361	3,560,125	694,500	
<u>ECONOMIC PROSPERITY AND PLACE</u>							
Disabled Facilities Grants	1,355,140	881,338	169,250	1,050,588	1,155,140	200,000	New policy will allow for easier spending of grants under £5k - some spending expected before year-end and balance to slip to 2019-20.
Private Sector Measures	80,000	26,584	0	26,584	46,584	33,416	High demand for energy efficient heating systems remains. Some additional spending expected in 2018-19.
Planning Delivery Grant Capital Projects	11,000	8,250	0	8,250	8,250	2,750	Balance will not be spent.
Flood Relief	10,000	0	0	0	0	10,000	Awaiting decision from Severn Trent for scheme in Stourport-on-Severn. Balance expected to slip to 2019-20.
Regeneration and Economic Development	181,810	44,790	0	44,790	181,810	0	Retentions outstanding.
Carbon Management Plan	20,000	0	0	0	0	20,000	Spending subject to successful business case.
Worcester Street Improvement Grant	450,000	150,000	300,000	450,000	375,000	75,000	Project underway - anticipated to complete in 2019-20.
North Worcs Water Management Capital Projects-Redditch	17,230	17,225	0	17,225	17,225	0	Scheme complete.
Future Investment Evergreen Fund	60,580	0	0	0	0	60,580	If no scheme in 2018-19, balance will slip to 2019-20.
New Street Conversion	9,430	1,200	5,177	6,377	6,377	3,053	Awaiting prices for stairwell replacement. Expected to slip to 2019-20.
Industrial Units Development	215,000	0	0	0	0	215,000	ITT in February. Subject to repsonse, work could begin in May.
Capital Portfolio Fund	20,000,000	9,103,202	6,700	9,109,902	9,109,902	10,890,098	Retail units, Kidderminster town centre and Stratford Court purchases complete. Further schemes being progressed. Work continues evaluating potential acquisitions as opportunities are presented.
Development Loans Fund	6,000,000	0	0	0	0	6,000,000	Scheme being developed.
TOTAL ECONOMIC PROSPERITY & PLACE	28,410,190	10,232,589	481,127	10,713,716	10,900,288	17,509,897	
<u>VEHICLE, EQUIPMENT AND SYSTEMS RENEWALS</u>							
Vehicle Renewals (Capital Programme)	1,023,420	220,156	295,584	515,740	655,640	393,420	See separate Vehicle, Equipment and System Renewals schedule.
Equipment Renewals	39,980	9,984	0	9,984	39,980	0	See separate Vehicle, Equipment and System Renewals schedule.
Financial Management System Replacement	69,500	0	0	0	0	69,500	Scheme to slip to 2019-20.
TOTAL ECONOMIC PROSPERITY & PLACE	1,132,900	230,140	295,584	525,724	695,620	462,920	
TOTAL	34,981,560	11,394,494	4,149,929	15,544,423	16,048,202	18,948,988	

"The Chancellor's Autumn Budget 2018 announced additional funding of £141,030 for Disabled Facilities Grants in 2018-19. The final settlement was increased by £14,110 to £155,140."

Capital 2018-19 Budget in MTF5 £34,967,450, increase to £34,981,560 to reflect final settlement

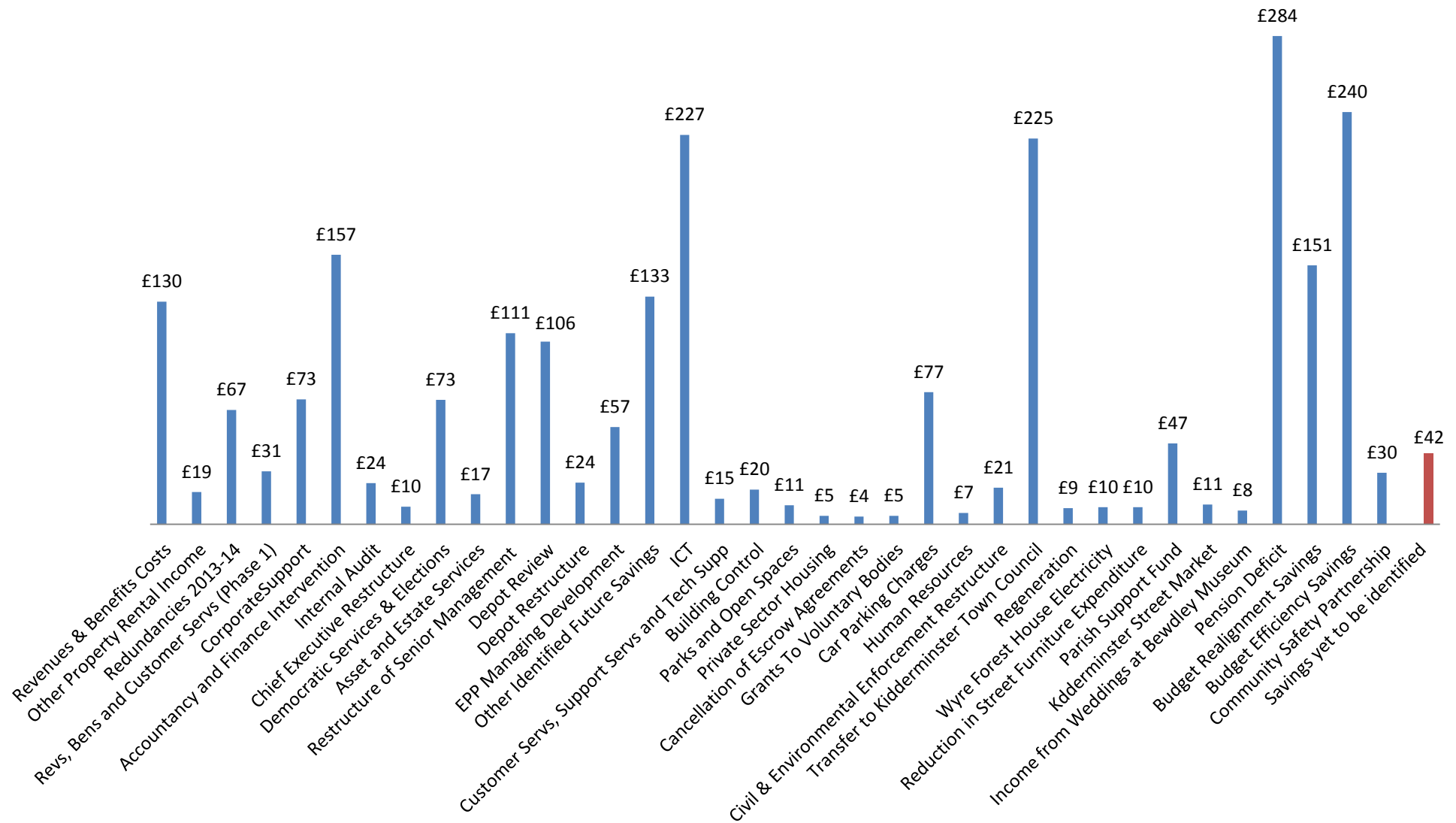
Q3 Budget Monitoring 2018-19 (to December 2018)
Vehicle, Equipment and System Renewals 2018-19

APPENDIX 3b

VEHICLE AND EQUIPMENT RENEWALS	2018-19 Budget (Full Year) Includes slippage from 2017-18	Q3 Expenditure 2018-19	Projected Total 2018-19 Expenditure	Slippage to 2019-20	Old Vehicle Fleet Number to be replaced	COST CENTRE	Comments
(Based upon Revised Capital Budgets)	£	£	£	£			
1. VEHICLES							
EMS & BIN LIFTS	22,500	6,056	19,556	0	N/A	N/A	For use with refuse freighter refurbishments. Will complete upon delivery of procured freighters.
GARAGE EQUIPMENT	23,420	0	0	23,420	N/A	R229	Contingency fund. Will slip to 19/20 if not required in 18/19.
TIPPER 3500kg	30,000	0	0	30,000	AV064	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV200	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV201	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV202	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV214	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV216	R236	Second procurement to start in January (original tender could not be met by supplier).
RIDE ON MOWER	30,000	23,100	23,100	0	AV269	R236	Complete.
TIPPER 3500kg	30,000	0	0	30,000	AV177	R236	Second procurement to start in January (original tender could not be met by supplier).
TIPPER 3500kg	30,000	0	0	30,000	AV193	R236	Second procurement to start in January (original tender could not be met by supplier).
REFURBISHMENT FUND	30,000	0	0	30,000	N/A	N/A	Contingency fund. Will slip to 2019-20 if not required in 2018-19.
REFUSE FREIGHTER 26000kg	91,000	0	95,500	0	AV241	R002	Complete.
REFUSE FREIGHTER 26000kg	95,500	95,500	95,500	0	AV237	R002	Complete.
REFUSE FREIGHTER 26000kg	95,500	95,500	95,500	0	AV238	R002	Complete.
REFUSE FREIGHTER 24000kg (replacing with 26T)	95,500	0	95,500	0	AV234	R002	Awaiting delivery end of January.
REFUSE FREIGHTER 26000kg	100,000	0	95,500	0	AV268	R002	Complete.
REFUSE FREIGHTER 26000kg	100,000	0	95,500	0	AV239	R002	Complete.
MEDIUM REFUSE FREIGHTER 12000kg RCV	100,000	0	0	100,000	AV211	R002	Procurement to begin in January.
2. OTHER							
Post handling machines replacements	9,980	9,984	9,984	0	POST1, POST2	R436	Complete.
Parking & Enforcement - replacement handsets	30,000	0	30,000	0	DECRIM2	R193	Delivery expected in 2018-19.
Total	1,063,400	230,140	655,640	393,420			

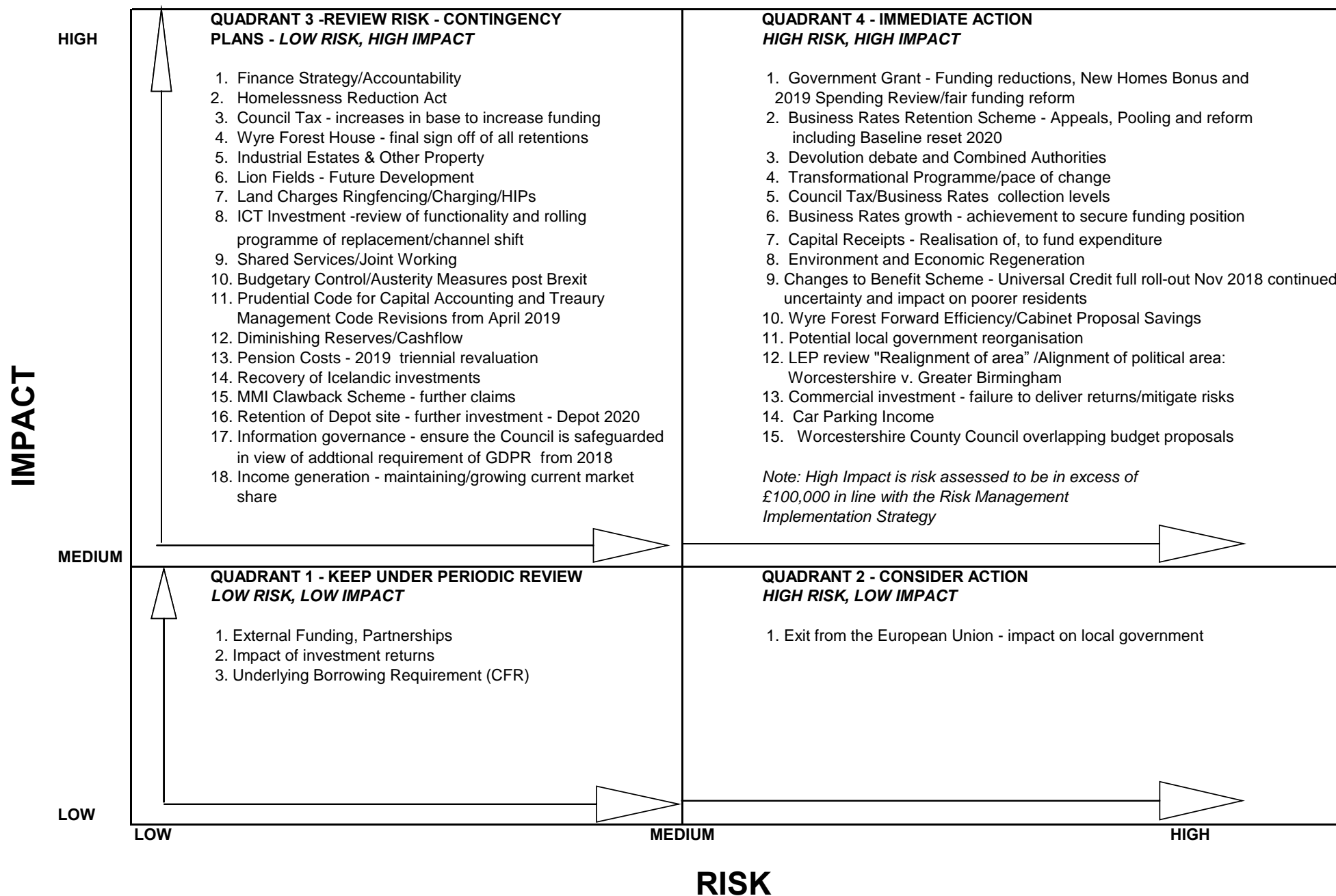
WWF Savings 2018/19 - £'000

Achieved £2,434 To be Achieved £42



BUDGET RISK MATRIX 2019/2022

APPENDIX 5a



BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT

ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact 1. External Funding, Partnerships 2. Impact of Investment Returns 3. Underlying Borrowing Requirement (CFR)	Keep under periodic review Continue to evaluate sustainability of each scheme as part of project appraisal. Continue to monitor and report as appropriate. The Governor of the bank of England has indicated that the rate may increase further from the current 0.75% over the terms of the MTFP. Balances available for investment are reducing over the MTFP and this together with the low returns has been taken into account in the base budget. We continue to work with Link Asset Services in this area. 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.
Quadrant 2 - High Risk, Low Impact 1. Exit from the European Union	Consider Action To-date the impact has not been significant but this will be closely monitored.
Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Homelessness Reduction Act 3. Council Tax - increase in base 4. Wyre Forest House final sign off of all retentions 5. Industrial Estates and Other Property 6. Lions Field - Future Development 7. Land Charges Ring fencing /Charging/HIPs 8. ICT Investment/Channel Shift 9. Shared Services Joint working 10. Budgetary Control/Austerity Measures 11. Prudential Code for Capital Accounting and Treasury Management Code Revisions for April 2018 12. Diminishing Reserves/Cash flow 13. Pension Costs 14. Recovery of Icelandic Investments	Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Supplementary estimate agreed at September Cabinet, use of New Street facility, close monitoring and management of housing advice service brought back in-hour from June 2018. Assumption of increase of 300 pa should hopefully be realised. Managed closely by Chief Executive and CLT/Cabinet Managed through Property Disposal Strategy Development opportunities continue to be explored. Reduced income allowed for within Base Budget reduces the scale of any challenge. ICT Strategy Group oversee/enhance the governance, planning and delivery arrangements of the strategy between ICT and council service areas. Shared Services partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated. Continue to discourage non-essential expenditure, monthly budget monitoring reports provide more management information. Focus on income generation and innovative alternative service delivery models. External borrowing is £22m, rates remain low but the economy is still volatile and future rates difficult to predict; Link Asset Services continue to provide technical advice. Revision to Codes may restrict scope for capital portfolio fund investment. 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. 2016 revaluation contained within existing budgets but risk remains going forward for this significant expenditure area. 2019 Revaluation confirmed rather than a move to every 4 years. Under £1m is outstanding and work will continue to achieve maximum recovery.
Quadrant 3 Continued 15. MMI Claw Scheme 16. Retention of Depot site 17. Information Governance 18. Income Generation - maintaining current market share	Further claim received and settled, ear marked reserve held. Currently on schedule and on budget; this will be carefully managed. Investment is required to provide a sustainable depot site now the decision has been taken to retain and invest in this key asset. Internal working group chaired by the Chief Executive is reviewing this area to ensure the Council continues to be safeguarded Income Generation Group continues to work to protect/expand market share. External report commissioned from CommericalGov has informed marketing strategy and new Commercial Manager now recruited.
Quadrant 4 - High Risk, High Impact 1. Government Grant – Funding Changes, further Spending Reviews and New Home Bonus 2. Business Rates Retention Scheme, Appeals, Pooling and revision of funding arrangements. Baseline reset 2020 3. Devolution debate and Combined Authorities 4. Impact of Transformational Programme 5. Local Council Tax Discount Scheme 6. Council Taxes collection levels 7. Business Rate Growth 8. Capital Receipts - Realisation of to fund expenditure	Immediate Action 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. Application for pan-Worcestershire Pilot successful for 2019-20. Proposed changes to funding arrangements and delays continue to cause uncertainty and risk. The Baseline reset could also result in a decrease in this key funding stream. Our regeneration programme is a mitigation factor. Monitored closely by CLT/Cabinet Managed by CLT/Cabinet with reports to Group Leaders. The impact of the revised Local Scheme will be kept under review by the Corporate Director: Resources Revised CTRS scheme proposed from April 2019 to align with Universal credit Assumptions in relation to decreased collection rates have been made in the Council Tax Base calculations as a result of the Local Council Tax Discount Scheme and these will be carefully managed and reported on. Given proposed funding reform independent business rates growth is of key importance to funding streams. Our regeneration policy, innovative service delivery options and Development Loans Fund and Capital Portfolio Fund all help mitigate risk. Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used when necessary.

BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT

Quadrant 4 - Continued	
9. Environment and Economic Regeneration	The Council continues to be proactive in this area and this is closely monitored by Cabinet/CLT
10. Changes to Benefit Scheme/Universal Credit/localisation of support for Council Tax	Introduction of Universal Credit from November 2018 to be carefully managed and impact monitored.
11. Wyre Forest Forward Efficiency savings	Progress continues to be monitored and reported regularly to members.
12. Potential Local Government Reorganisation	Macroeconomic area strategically assessed and managed by the Leadership team.
13. Realignment of area/ political area	Kept under strategic review by the Leadership team in liaison with two LEPS. The three LEP footprint proposals are also within our radar.
14. Car parking income	Income levels are down in the new MTFS; usage/income level closely monitored, new simplified policy is now in place.
15. WCC overlapping budget proposals - adverse impact	Liaison with WCC to work to minimise/mitigate the impact of any overlapping proposals to protect the financial position of both parties as far as possible.

WYRE FOREST DISTRICT COUNCIL**Cabinet 26th March 2019****Dedication of land for highway purposes at Churchfields, Clensmore Street & Horsefair Kidderminster**

OPEN	
CABINET MEMBER:	Councillor Nathan Desmond – Cabinet Member for Resources
RESPONSIBLE OFFICER:	Mike Parker – Corporate Director: Economic Prosperity & Place
CONTACT OFFICER:	Mike Parker ext 2500 Mike.parker@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – plans setting out land to be dedicated

1. PURPOSE OF REPORT

- 1.1 To agree the dedication of land at Churchfields, Horsefair and Clensmore Street (including part of St Mary's Car Park and subject to the prior advertisement of the removal of 10 parking spaces from St Mary's car park and consideration of any objections), Kidderminster as highways land that is required to facilitate part of the new highway infrastructure that is proposed to enable the residential redevelopment of the wider Churchfields site bounded by Clensmore Street, Churchfields and Broad Street.

2. RECOMMENDATION

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

- 2.1 To delegate authority to the Corporate Director: Economic Prosperity & Place to advertise the proposed removal of 10 parking spaces shown on the plan numbered 1 at Appendix 1 to this report in St Mary's car park from the Wyre Forest (Off-Street Parking Places) Order 2018 ("the Parking Places Order") and in consultation with the Corporate Director: Community, Well Being and Environment, Cabinet Member for Economic Regeneration and Planning and Cabinet Member for Operational Services to consider any objections made as a result of the advertisement and following such consideration to decide whether the 10 parking spaces should be removed from the Parking Places Order;
- 2.2 Subject to the removal of the parking spaces referred to in 2.1 from the parking Places Order to agree the dedication of the land identified as Area 'A' on the plan numbered 2 at Appendix 1 to this report for highways purposes to enable Worcestershire County Council as Highways Authority to implement the highway infrastructure necessary to enable the redevelopment of the Churchfields residential urban village;

- 2.3 To agree the dedication of the land identified as Areas 'B' and 'C' on the plan numbered 2 and outlined in red on Plans 3 & 4 at Appendix 1 to this report for highways purposes to enable Worcestershire County Council as Highways Authority to implement the highway infrastructure necessary to enable the redevelopment of the Churchfields residential urban village;**

3. BACKGROUND

- 3.1 In 2011 the Council adopted the Churchfields Urban Village masterplan. The Plan covered the wider Churchfields area including Hurcott Road and the former Georgian carpets site off Broad Street, but centered mainly on the brownfield land bounded by Clensmore Street, Churchfields and Broad Street, owned by Kidderminster Property Investments (KPI), together with some sites along Clensmore Street in private ownership and in the ownership of the Council.
- 3.2 The ability to realise the redevelopment potential of much of this land relies upon the improvement of the existing highway network to relieve the capacity issues which are inherent with the Broad Street/Blackwell Street/Stourbridge Road/Radford Avenue signalised junction, which currently is the only point of ingress and egress to the Churchfields site; the current limited capacity of the junction would not be able to accommodate all of the traffic movements associated with the redevelopment of the brownfield land which it is anticipated could be c300 new homes.
- 3.3 The Council has been working closely with the County Council and its term engineers Jacobs (formerly CH2M Hill) to redesign the highways giving access to the Churchfields site and has been facilitating the necessary funding through the two Local Enterprise Partnerships (Worcestershire and Greater Birmingham & Solihull) and the Housing Infrastructure Fund (HIF) to enable the works to proceed.
- 3.4 Planning permission was granted in October 2018 for the highway works by Worcestershire County Council and in outline for the residential redevelopment of the KPI land by Wyre Forest District Council in November 2018.

4. KEY ISSUES

- 4.1 The principal element of the highway works involves creating a new 'arm' off the island at the junction with Blackwell Street giving access via the site currently occupied by the Vauxhall Dealership (CMS), to Churchfields and the consequent change to Blackwell Street to make it one way from the Radford Avenue junction. However another part of the proposed highway works, to relieve traffic on both the island and Broad Street signalised junction, involves the creation of a 'left in, left out' junction from St Mary's ringway through to Clensmore Street.
- 4.2 The Council owns land at various locations that is required to enable these highway improvements to take place as shown on the plans appended to this report.
- 4.3 **Land at Horsefair**

4.3.1 This is land currently in the ownership of The Community Housing Group which operates as a short stay car park. In the original agreement when the Council sold this and adjoining land to TCHG there was provision that it could be

bought back by the Council for £1. That transfer is currently being effected so that the Council controls the land again. Part of the highway works involves part of this land being used for highway purposes and remaining dedicated for highways land (Area 'C' on Plan 2 at Appendix 1). Part of the land is required for the highway works but will remain in the ownership of the Council as a car park (shown on plans 3 & 4 at Appendix 1).

4.4 Land on Churchfields

4.4.1 This land is currently grass verge and is required to ensure that the width of Churchfields including the footway meets highways standards (Area 'B' on plan 2 at Appendix 1).

4.5 Land at St Mary's Car Park

4.5.1 In order to attain the appropriate curvature to the new left in, left out junction at the end of Clensmore Street on its eastern side (nearest to the St Mary's public car park) and to accommodate the change in levels, it will involve dedicating part of the car park into what will become highway. It is expected that this will result in the net loss of ten parking spaces. The car park will be reconfigured once the highway works are completed and some spaces will be re-provided resulting in the net reduction. As part of the works to construct the highway the making good at the edge of the car park will be included within the works themselves.

4.5.2 It will therefore be necessary for the Council to dedicate the land at the western end of St Mary's car park to the County Council in order for them to proceed with the works.

4.5.3 This car park currently comprises 33 spaces including 2 disabled spaces. The proposed highway works will reduce the number of spaces by a net figure of 10, leaving 23 spaces operational (retaining the 2 disabled spaces) following the implementation of the highway works and the reinstatement of the car park (plan 1 Appendix 1).

4.5.4 Income and ticket sales figures for the car park over the last three financial years are as shown in the tables below:

Revenue:

2015/16	2016/17	2017/18	2018/19 forecast
3,756	5,285	4,249	5,604

Ticket Issue:

	2015/16	2016/17	2017/18
Free tickets	2,794	6,019	6,448
Paid tickets	1,484	2,199	1,687
	4,278	8,218	8,135

4.5.5 In 2018 the Corporate Director: Economic Prosperity & Place commissioned a strategic study of car parking in the wider Kidderminster town area to better understand the impact of regeneration schemes, such as here, on the overall provision of parking for the town. The consultants, White Young Green (WYG), were specifically requested to assess the impact of this proposal on St Mary's in the context of the wider town centre parking provision.

Based on their survey of usage of the car parks WYG found that typically on a weekday the St Mary's car park was operating at 64% occupancy levels and at weekends this fell to between 15-42%, thus indicating that St Mary's acts as a car park supporting weekday activity; coupled with the level of paid tickets and the revenue received it can also be concluded that the car park is used for a combination of short stay visits and occupation by season ticket holders.

In assessing the impact of reducing the car park numbers WYG commented specifically that *"The number of parking spaces would be reduced from 33 to approximately 23. Surveys suggest that there are usually some vacant spaces in the car park so the number of displaced vehicles at the busiest times on a weekday would be small. The proposal would not affect the demand for parking spaces."*

However, the road improvement project has recognised that the Council would need recognition for making some of its land available for the highway improvements and a figure of £10,000 as a one off contribution to recognise the Council's cooperation has been built into the project costs. Of course the Council will stand to benefit financially from the opening up of the land for residential development by way of New Homes Bonus and Council Tax. Further, the Council owns land on Clensmore Street (former netball court) that it wants to bring forward for residential development which it is also currently limited on developing by the network capacity.

4.5.6 Changes will be required to the Council's Car Park Places Order for St Mary's car park (and possibly also at Horsefair) to reflect the new arrangements and delegation is sought to be able to carry out the requisite consultation and if appropriate, amendments. Once this process has concluded the Council will be able to agree to dedicate this land as highway.

4.5.7 During the construction of the proposed works, temporarily part of the car park will need to be cordoned off for the safety of users and to allow a safe working environment for construction operatives.

5. FINANCIAL IMPLICATIONS

- 5.1 The impact on revenue received from St Mary's car park is considered in the above paragraphs 4.5.4 and 4.5.5 and the conclusion of the WYG report is that there will be minimal impact on the ability for the car park to be used effectively as its occupation levels are such that the loss of spaces can be absorbed and the remaining spaces used more efficiently, thus retaining income levels. However in recognition of the

Council's inconvenience in dedicating its land as highways a sum of £10,000 has been budgeted for in the overall scheme costs, to be made available to the Council.

- 5.2 The overall cost of the highway works in total is c£6m of which £1m has been set aside through the Worcestershire Local Growth Fund, £2.7m has been awarded through the government's Housing Investment Fund (HIF) and the balance is being sought through the Greater Birmingham & Solihull LEP Local Growth fund.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Section 72 of the Highways Act 1990 deals with the widening of highways and provides that a highway authority may widen any highway for which they are the highway authority and may for that purpose agree with a person having power in that behalf for the dedication of adjoining land as part of a highway.
- 6.2 In respect of the removal of the parking places from the Parking Places Order, the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 require that "before making an order, the order making authority should consider all objections duly made under regulation 8 and not withdrawn". Full consideration of any objections must take place before an Order confirming removal is made.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An Equalities Impact Assessment is not required.

8. RISK MANAGEMENT

- 8.1 Without the dedication of the Council's land it would not be possible for the new highway works to proceed and this would put at risk the potential redevelopment of the wider Churchfields urban village site.

9. CONCLUSION

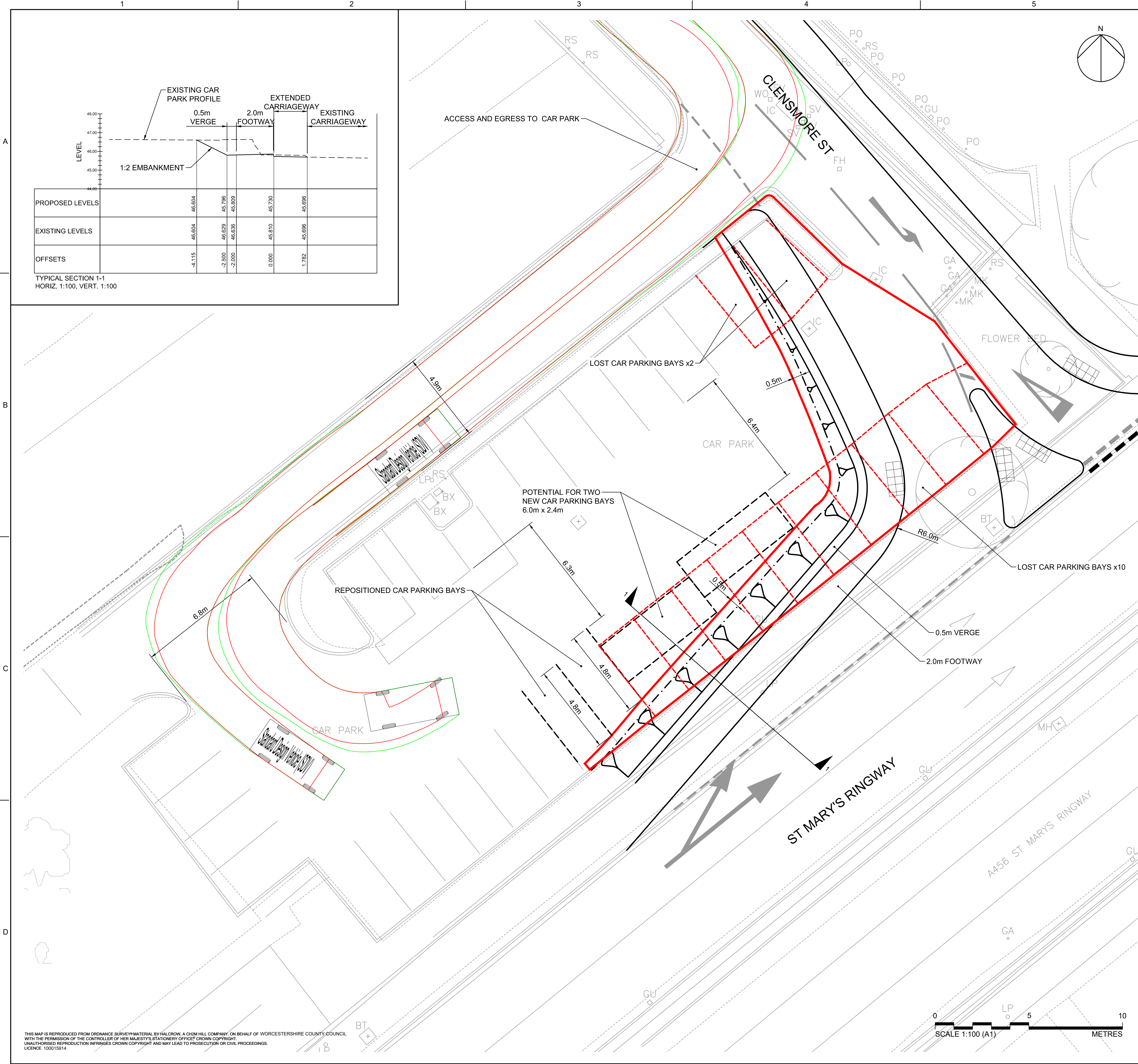
- 9.1 The Council owns various tracts of land required to facilitate the new highway works to unlock the brownfield redevelopment of the Churchfields site. It is proposed that the Council dedicates the land to the County Council as part of the highway.

10. CONSULTEES

- 10.1 Corporate Leadership team

11. BACKGROUND PAPERS

- 11.1 Churchfields Masterplan (2011)



GENERAL NOTES

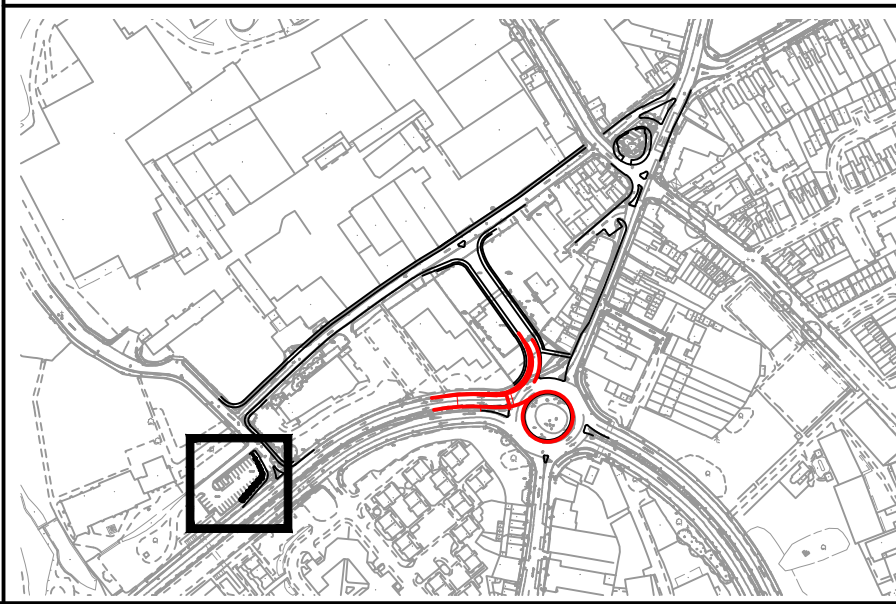
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NOTES

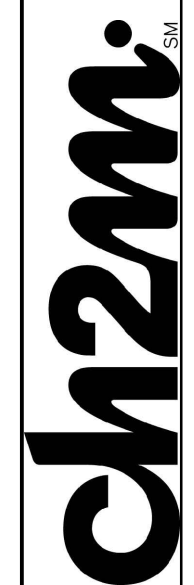
KEY

- LOST AREA OF CAR PARK (0.07Ha)
- - - LOSS OF CAR PARKING BAY (x12)
- - - POTENTIAL REPOSITIONED / NEW BAY

KEY PLAN



WORCESTERSHIRE COUNTY COUNCIL
COUNTY HALL, SPETCHLEY ROAD
WORCESTER WR5 2NP



CHURCHFIELDS, KIDDERMINSTER
CAR PARK LAYOUT AND PROPOSED WORKS
OPTION 1

1:100

VERIFY SCALE

BAR IS 25mm ON
ORIGINAL DRAWING.

DATE 02/02/2018

PROJ 694944.HA.01

DWG HGN-01-SK-C-0005

SHEET 1 of 1

PLOT TIME: 9:08am

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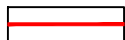
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GENERAL NOTES Appendix 1 - Plan 2

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NOTES

KEY

 WFDC LAND DEDICATED TO WCC FOR HIGHWAY PURPOSES (TOTAL AREA 427.5m²)

worcestershire
countycouncil

WORCESTERSHIRE COUNTY COUNCIL
COUNTY HALL, SPETCHLEY ROAD
WORCESTER WR5 2NP

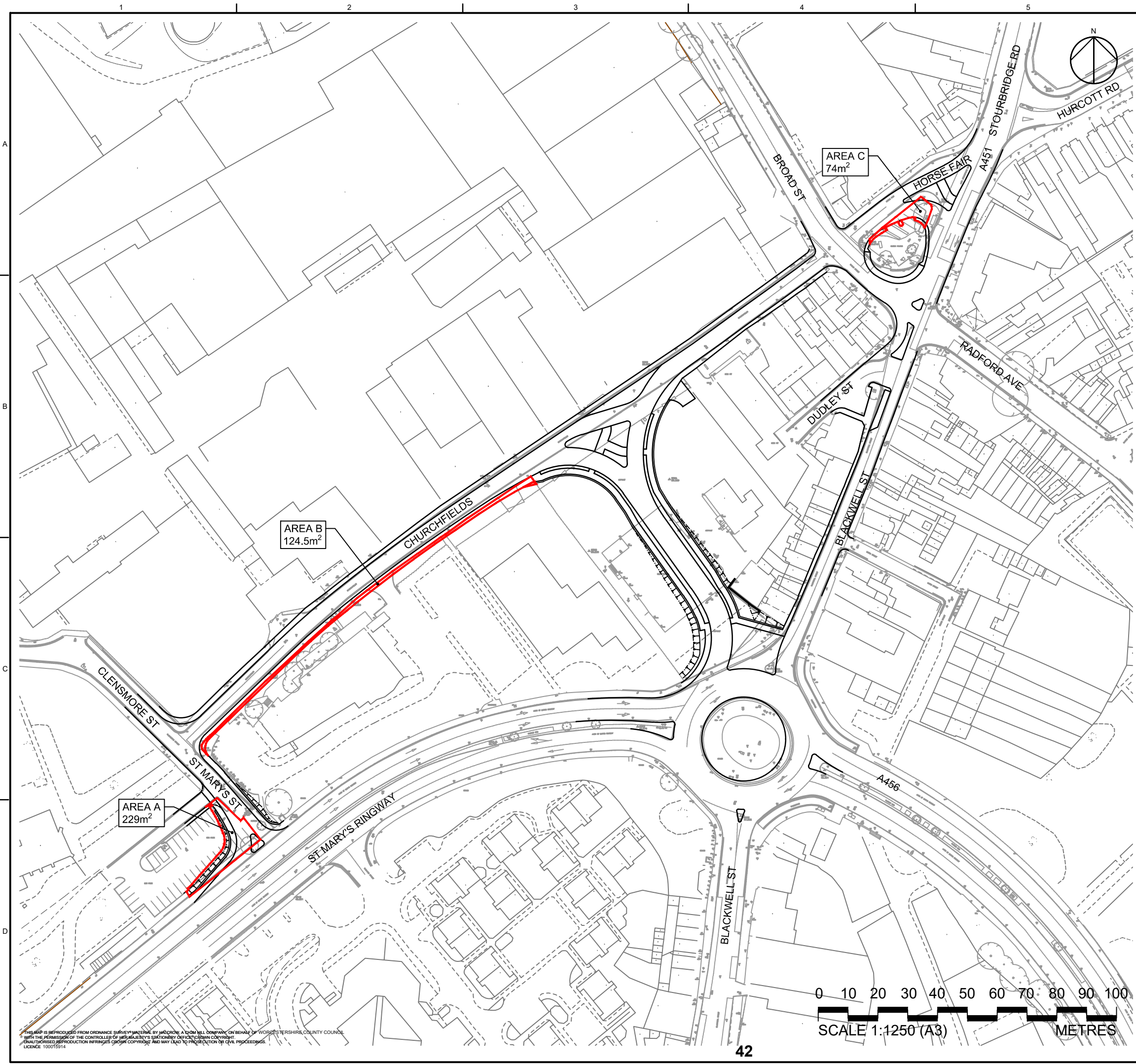
ch2m
CHURCHFIELDS, KIDDERMINSTER

WFDC LAND DEDICATION TO
WCC FOR HIGHWAY PURPOSES

1:1250 (A3)
VERIFY SCALE
BAR IS 20mm ON ORIGINAL DRAWING
DATE 24/09/2018
PROJ 694944.HA.01
DWG HGN-01-DR-C-0052
SHEET 1 of 1

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| CHK | AP | | |

9



WORCESTERSHIRE COUNTY COUNCIL
COUNTY HALL, SPETCHLEY ROAD
WORCESTER WR5 2NP

CHURCHFIELDS, KIDDERMINSTER

VERIFY SCALE

ORIGINAL DRAWING

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SHEET	1 of 1
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12:23



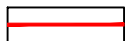
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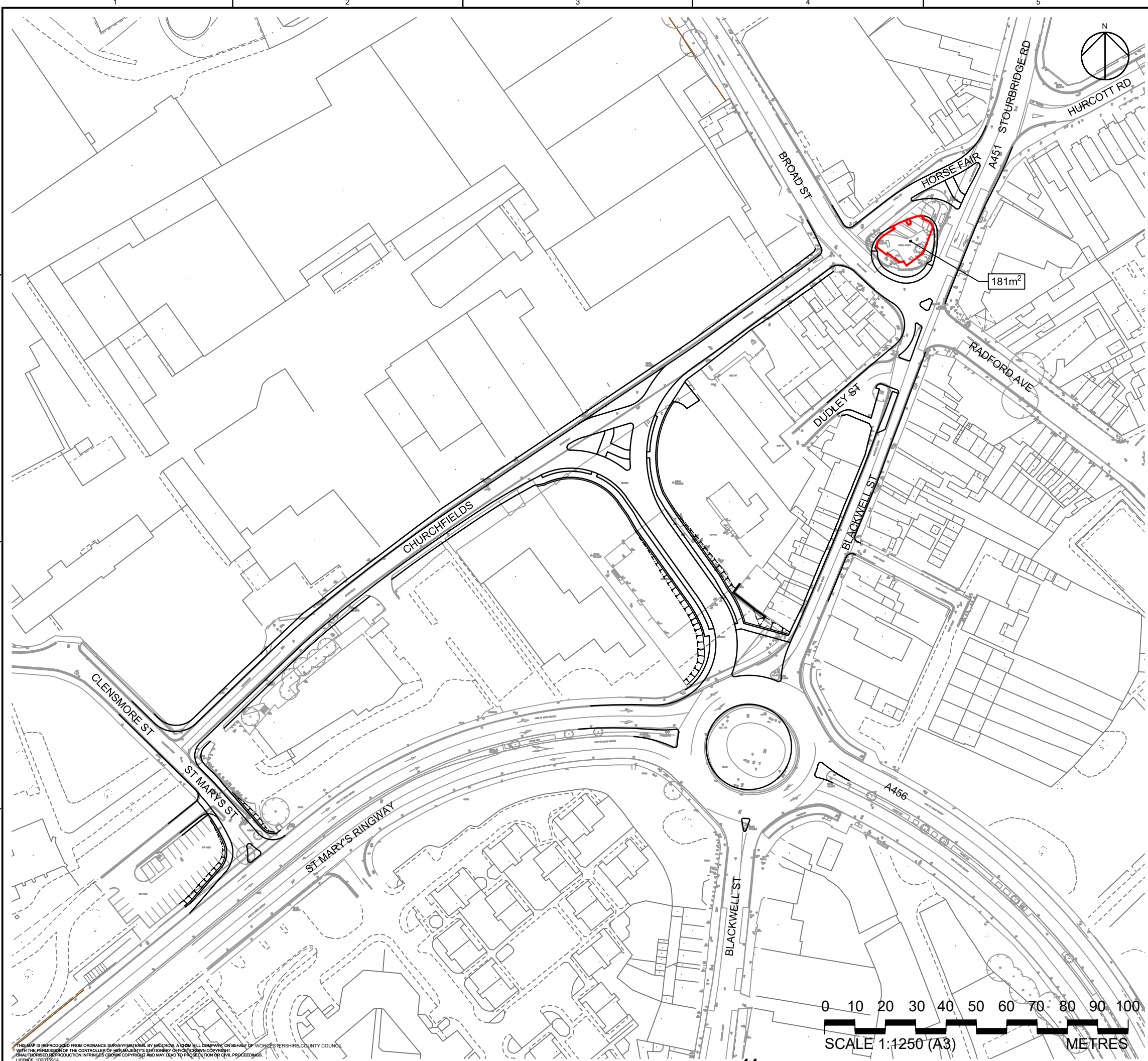
GENERAL NOTES Appendix 1 - Plan 4

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NOTES

KEY

 WFDC LAND LICENSED FOR WCC TO OCCUPY DURING CONSTRUCTION AND MAINTENANCE PERIOD (TOTAL AREA 181m²)



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countycouncil

WORCESTERSHIRE COUNTY COUNCIL
COUNTY HALL, SPETCHLEY ROAD
WORCESTER WR5 2NP

ch2m
CHURCHFIELDS, KIDDERMINSTER

WFDC LAND - WCC LICENSED TO OCCUPY DURING CONSTRUCTION AND MAINTENANCE PERIOD

1:1250 (A3)
VERIFY SCALE
BAR IS 20mm ON ORIGINAL DRAWING
0 20mm
DATE 17/01/2019
PROJ 694944.HA.01
DWG HGN-01-DR-C-0054
SHEET 1 of 1

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