

Open

Council

Agenda

To be held remotely
6pm
Wednesday, 24th February 2021



Council

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COUNCIL MEETING

16th February 2021

TO ALL MEMBERS OF THE COUNCIL AND HONORARY ALDERMEN

PRESS AND PUBLIC

Dear Member

YOU ARE INVITED to attend a meeting of the Wyre Forest District Council to be held remotely **at 6.00p.m. on Wednesday 24th February 2021.**

The Agenda for the meeting is enclosed.

Yours sincerely

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

Ian Miller
Chief Executive

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

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

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

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

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

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

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

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

(A) TERMS OF REFERENCE OF THE COUNCIL

The Council

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

(B) MATTERS RESERVED TO THE COUNCIL

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

Wyre Forest District Council

Council

Wednesday, 24th February 2021

To be held remotely

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Prayers To be read by Father Tim Williams, Kidderminster West Team	
2.	Apologies for Absence	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on 9 th December 2020.	9
5.	Public Participation In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 15 th February 2021. <i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i>	
6.	Questions One question has been submitted in accordance with Standing Order Section 7, 1.8 by Members of the Council. <i>In the case of an urgent matter that has arisen since the deadline (Monday 15th February 2020), and could not have been reasonably known at that time, it must be delivered in writing to the Solicitor to the Council no later than 9am on the day of Council.</i>	16

7.	<p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	17
8.	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
9.	<p>Motions Submitted under Standing Orders</p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1).</p> <p>1. Notice of motion from Councillor C Edginton-White</p> <p><i>Further to the thorough review of the 2020 floods by the Overview and Scrutiny Committee and the Council's resolution in September 2020, Council:</i></p> <p><i>(a) notes with dismay that properties at Beale's Corner and elsewhere in the district were flooded again following Storm Christoph;</i></p> <p><i>(b) pays tribute to the response of the Environment Agency, blue light services and other organisations to the flooding;</i></p> <p><i>(c) expresses concern that the temporary barrier at Beale's Corner is not being deployed by the Agency at the moment, giving a greater probability of disruption to the local community from road flooding and increasing the vulnerability of some properties;</i></p> <p><i>(d) asks the Overview and Scrutiny Committee to request an early update from Worcestershire County Council and the Environment Agency on the outcome of the initial investigation into the potential highway issues and the failure of the temporary barrier;</i></p> <p><i>(e) calls on the Leader of the County Council to ensure that any necessary measures required to reinforce and repair the highway to ensure future deployment of the temporary barrier are delivered as a matter of urgency;</i></p> <p><i>(f) strongly endorses the letter that the Leader has sent to the Secretary of State for Environment, Food and Rural Affairs to call for urgent confirmation of Government funding for permanent barriers at Beale's Corner; and</i></p> <p><i>(g) decides that this resolution should be communicated to the Secretary of State, Chair of the Environment Agency, Leader of the County Council and Mark Garnier MP.</i></p>	
10.	<p>Urgent Motions submitted under Standing Orders</p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	

11.	<p>Political Balance</p> <p>To consider a report from the Solicitor to the Council to approve the revised table of political balance.</p>	18
12.	<p>Polling Place Review</p> <p>To consider a report from the Returning Officer for the Council to take decisions following the review of polling districts and places in the wards of Blakebrook & Habberley South and Franche & Habberley North, which was commissioned at Council on 26 February 2020.</p> <p><i>The appendices to this report have been circulated electronically.</i></p>	22
13.	<p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>(a) Recommendations from Overview & Scrutiny Committee – 4th February 2021</p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement and Annual Investment Strategy 2021-22 <p>(b) Recommendations from Cabinet – 9th February 2021</p> <ul style="list-style-type: none"> • Amendment to Capital Programme to include Future High Streets Fund project <p>(c) Recommendations from Cabinet – 9th February 2021</p> <ul style="list-style-type: none"> • Pay and Grading Review <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public inspection copies are available on request. Please refer to the front cover for contact details.</p>	<p>27</p> <p>29</p> <p>30</p>
14.	<p>Medium Term Financial Strategy 2021-2024</p> <p>To approve the Council’s budget for 2021-2024 having considered the proposed decision and budget reports recommended to Council by Cabinet on 9th February 2021 including:</p> <ul style="list-style-type: none"> • Base Budget Projections 2021-2024 including Cabinet Proposals • Capital Programme 2020-2021 onwards • Updated Capital Programme Non Treasury Prudential Indicators 2020-24 • Fees and Charges • Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003 • Amendment to the Corporate Plan <p><i>The appendices to this report have been circulated electronically.</i></p>	31

	Budget Amendments have been received from the Conservative Group and Liberal Democrat Group and are included in the agenda pack. A Labour Group amendment is to follow.	
15.	<p>Council Tax Setting 2021-2022</p> <p>To consider and approve the formal resolution for setting the Council Tax for 2021-2022. This includes the 2.28% increase in the District Council's element of Council Tax, as recommended by Cabinet on 9th February 2021, and the precepts and council tax increases in the elements of Council Tax set by the following bodies:</p> <p>Worcestershire County Council (+2.50%) The Office of the Police and Crime Commissioner for West Mercia (+6.66%) Hereford and Worcester Fire and Rescue Authority (+1.97%)</p>	57
16.	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.	
17.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

18.	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.	
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WYRE FOREST DISTRICT COUNCIL

COUNCIL

HELD REMOTELY

9TH DECEMBER 2020 (6PM)

Present:

Councillors: S Miah (Chairman), P W M Young (Vice-Chairman), J Aston, G W Ballinger, C J Barnett, J F Byng, V Caulfield, S J Chambers, A Coleman, R H Coleman, B S Dawes, N J Desmond, H E Dyke, P Dyke, C Edginton-White, N Gale, S Griffiths, I Hardiman, P Harrison, M J Hart, K Henderson, L J Jones, A L L'Huillier, N Martin, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, S E N Rook, D R Sheppard, J W R Thomas, A Totty and L Whitehouse.

C.47 Prayers

Prayers were said by Rev Robert Legge, Team Vicar for The Parish of Kidderminster East.

The Chairman announced that, due to an error on the website which could have affected some of the consultation responses, item no. 11 - Polling Place Review, had been withdrawn from the agenda; a detailed note would be sent to all members to explain this. He advised that the consultation would be re-run and a full report brought to the next meeting of the Council.

C.48 Apologies for Absence

There were no apologies for absence.

C.49 Declarations of Interests by Members

No declarations of interest were made.

C.50 Minutes

Decision: The minutes of the meeting held on 23rd September 2020 be confirmed as a correct record and signed by the Chairman.

C.51 Public Participation

There was no public participation.

C.52 Questions

Four questions had been submitted in accordance with Standing Orders (Section 7, 1.8) by Members of the Council.

1. Question from Councillor Anna Coleman to the Cabinet Member

Agenda Item No. 4

for Culture, Leisure and Community Protection

With an aim to safeguard the future of the Bewdley Museum and the Guildhall and give a reassurance to the taxpayers, would Cabinet Member agree to investigate a Right of First Refusal to WFDC or other community organisations/funding partners with a public consultation prior to a Right of First Refusal being exercised?

Answer from Cabinet Member for Culture, Leisure and Community Protection

Thank you for your question. As I have repeated at Overview and Scrutiny, Cabinet and the recent Bewdley Museum Management Committee on December 1st, we as a Council are approaching the establishment of Bewdley Museum as a fully independent trust in a positive way. I was also pleased to hear the comments made by some members of the management Committee on December 1st, who also saw it as a positive way forward. I again repeated at that meeting this is not Wyre Forest District Council walking away. The Council envisaged entering a grant agreement with the Museum and our hope is that Bewdley Museum will continue to be successful for the residents of Bewdley and the wider Wyre Forest for many, many years to come. I will investigate the idea of a right of first refusal that you mention in your question but feel that I must remind you at this point that Cabinet has already taken the decision at its meeting on the 10th November not to include a reversion clause as part of this project, and so may after investigation be in the same position with regard to a right of first refusal. I would ask if you could supply me with any contact details, which I imagine would include Bewdley Town Council, for those bodies or organisations you feel would like to be considered with regard to being contacted as part of a discussion on your request.

2. Question from Councillor L Whitehouse to the Leader of the Council

Does the Leader believe he has the resilience required to perform the role of Leader of the council during this pandemic?

Answer from the Leader of the Council

Thank you Councillor Whitehouse for your interest, the answer is yes, thank you.

3. Question from Councillor L Whitehouse to the Leader of the Council

Can the Leader describe what he & his Cabinet are doing to address the financial position?

Answer from the Leader of the Council

This is a surprising question because in fact we have been very open with what we are proposing to do. It is all contained in the Medium-Term

Agenda Item No. 4

Financial Strategy. There has been considerable debate about it; it went to Cabinet on 10th November, so lots of opportunity for you to read them. I suggest you take the opportunity to have another look at them. It is well laid out there for all to see.

4. Question from Councillor L Whitehouse to the Leader of the Council

Can the Leader make assurances that he will do everything in his power to ensure all WFDC staff members will not be made redundant & local residents are supported, given the probability many of them have / will face losing their homes & livelihoods?

Answer from the Leader of the Council

Thank you, no I should not think any Leader in the Country would be prepared to make that sort of reassurance at this stage with the financial climate that all local authorities are facing. Yes, we are doing all we can to help. We will be looking to save as many jobs as possible and moving forward we will continue to support people in the community in the way that we have been doing now for several months due to the hard work of our Revenue and Benefits Staff. So, we are doing okay but thank you again for your interest.

C.53 Chairman's Communications

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

C.54 Leader of the Council Announcements

The Leader of the Council referred Members to his tabled report.

C.55 Motions Submitted under Standing Orders

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

1. Notice of Motion from Councillor M Hart on behalf of the Conservative Group

Given that the Coronavirus restrictions are likely to be with us for some time and given the social distancing requirements it is highly unlikely if not impossible even at 1 metre apart to hold a meeting of full council physically given the number of people that would need to be present in the council chamber and that all members are now fully acquainted with zoom and how virtual meetings work and in the interests of democracy this Council:-

Resolves to reverse the emergency constitutional amendments made at our extraordinary meeting of Full Council on 21st April in respect of length of virtual meetings of full council and all other such meetings of the council and the other such amendments in respect to limiting the number of notices

Agenda Item No. 4

of motion and for members questions and return to the previous full suite of constitutional arrangements in respect of all democratic areas of the council including planning and resolves that the Chief Executive and Solicitor to the Council take the necessary steps for implementation by 31st December 2020.

Councillor Hart presented the motion on behalf of the Conservative Group. He explained that the authority was a democratic organisation and the Council meetings were the right place for democratic debate in an open and transparent way. He said that, when the Progressive Alliance took office in May 2019, they wanted to be open and transparent and were going to do things differently. He said that the Conservative Group felt that, when push came to shove, it was all words and no action.

He further explained that, when the pandemic struck, it was absolutely right that the Council united as one because members were here to serve the electorate, and the public do not like politicians making cheap political jibes or taking pot shots each other; it was important that members worked collectively for the benefit of the Wyre Forest community. He said that his group were not asking questions vehemently in the early days of the pandemic as they wanted to be united and there were more pressing real issues going on at the time.

Councillor Hart added that in the early days he had never used zoom but now it was the “new normal”, and as there was a possibility that the Council could be using zoom until May 2021 or even a date beyond then, why was it not business as usual? He said that in a democratic organisation members should be able to hold the administration to account. If a member asks a question, they ought to be entitled to a right of reply to be able to drill down into some of the detail. He questioned what the Progressive Alliance were afraid of, and could not see what possibly could be harmful in allowing an elected member the opportunity to ask a supplementary question.

In conclusion he said that he and his group believed it was in the interests of all the tax-payers across the district, that members should unite properly and revert back to the full suite of constitutional arrangements. He said he was saddened that there was not very much support for this when the item was discussed at a recent meeting of the Group Leaders, and therefore the Conservative Group were left with little option than to put the motion forward. He formally moved the motion for approval and requested a named vote.

The motion was seconded by Councillor N Desmond.

A robust discussion ensued. Several members spoke in favour and against the motion. Upon a show of hands, the call for a named vote was lost.

Decision: Upon a show of hands the motion was defeated.

C.56

Urgent Motions submitted under Standing Orders

There were no urgent motions submitted under Standing Orders.

C.57 Policy and Budget Framework

(a) Recommendations from the Overview and Scrutiny Committee – 5th November 2020

- Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Report 2020/21

The Chairman of the Overview and Scrutiny Committee, Councillor M Hart presented the recommendations and formally moved them for approval. The proposal was seconded by the Chairman of the Treasury Management Review Panel, Councillor S Miah.

Upon a show of hands, the vote was carried unanimously.

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

(b) Recommendations from Cabinet – 10th November 2020

- Capital Portfolio Fund Temporary Arrangements for Acquisition Geography

The Cabinet Member for Economic Regeneration, Planning and Capital Investments presented the recommendations and formally moved them for approval.

The Leader seconded the proposal and upon a show of hands, the vote of carried unanimously.

Decision: Council AGREED;

- 1.1 That until further notice, only within district purchase proposals are considered for the balance of the Capital Portfolio Fund.**
- 1.2 That the Capital Strategy is temporarily amended to reflect 1.1 above.**
- 1.3 That for the duration of the period in 1.1 above, for acquisitions made through the Capital Portfolio Fund a threshold of a score of 200 will be used when assessing proposals against the scoring criterial matrix.**

(c) Recommendations from Cabinet – 10th November 2020

- Response to Homeworking Consultation

The Cabinet Member for Housing, Health, Well-being and Democratic Services presented the recommendations.

She advised that she was concerned to read some of the responses, especially those relating to mental health and the personal circumstances of some of the Council's staff; however they did not necessarily reflect the majority and was assured and confident that a platform was available for issues to be raised and dealt with going forward.

Agenda Item No. 4

She explained, like Wyre Forest, many other council's across the country found themselves in times of significant change, some of which are put upon councils on a daily basis, particularly around the financial position. She said the Cabinet want WFDC to remain a council that is resilient to such changes and for that reason would proceed to explore different ways of working to continue to be effective for our residents and community.

She added that the Administration wanted to explore a smaller office footprint. As time was of the essence, the process would be robust and effective. She said that Service Managers would start reviewing working arrangement for their teams in early 2021. She said that was the reason she was unable to accept the recommendations from the Overview and Scrutiny Committee to put a hold on the proposals until April 2021. She thanked Councillor Hart and his committee for the time they had given to the subject and formally moved the recommendations for approval.

The proposal was seconded by the Cabinet Member for Culture, Leisure and Community Protection.

On behalf of the Conservative Group, Councillor Hart formally moved an amendment, which was seconded by Councillor N Desmond. The proposed amendment was displayed electronically for all members to read and consider

http://www.wyreforest.gov.uk/council/docs/doc56259_20201209_council_report.pdf

Councillor Hart presented the amendment and said he was sorry that the Cabinet Member was unable to accept the Scrutiny recommendations. He said that 9 out of 10 members of the Committee supported the non-political recommendations, which were based on facts. He added that members had expressed concern that only 28 responses had been received (8% of the workforce).

He said Council should not embark on Covid being used as a red herring in the debate. He said it right that the authority followed the Government advice on home working. However the post covid world was unknown and therefore members do not know what they are signing up for. He said that there needs to be a clearer picture of the Council's budget position, office footprint and the post covid world before a decision is made. He implored all members that had expressed concerns to support the measured and sensible proposal put forward by the Conservative Group.

Councillor S Rook lost connection for a period during the debate so abstained from voting on the item.

At 7.57pm Council agreed unanimously to suspend the Council Procedure Rules (Standing Orders) 1.1 (iii) to allow the meeting to continue past 8pm.

A lengthy, robust debate ensued. A vote on the amendment was taken, and defeated.

Agenda Item No. 4

Upon a show of hands, the vote on the substantive motion was agreed.

Decision: Council;

- 1.1 Noted the responses which were submitted in response to the consultation process;**
- 1.2 Agreed to proceed with a review of teams and the services they deliver with a view to enabling more individuals to operate on a hybrid model working at home and in the office where it is feasible for employees to do so; and to introduce such working from 1st April 2021 or when the Government advice is such that a return to working from the office is safe, in the event that this is later than 1st April 2021.**

(d) Recommendations from Cabinet – 10th November 2020

- Green Homes Grant – Local Authority Delivery Scheme

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

The proposal was seconded by Councillor V Caulfield. She said it was a great project and thanked Officers for their hard work.

Councillor Hart welcomed the government grant and said the proposal would be fully supported by the Conservative Group.

Upon a show of hands, the vote was carried unanimously.

Decision: There is an amendment to the Capital Programme to include expenditure of £300,000 to provide Green Homes Grants fully matched by the Department of Business, Energy and Industrial Strategy (BEIS) funding.

(e) Recommendations from the Licensing and Environmental Committee – 7th December 2020

- Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2021/22

The Chairman of the Licensing and Environmental Committee, Councillor P Dyke, presented the recommendations and formally moved them for approval. The proposal was seconded by Councillor L Whitehouse.

Upon a show of hands, the vote was carried unanimously.

Decision: The proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2021/22, as detailed in the report, be included in the Council's 2021/22 budget strategy.

There being no further business, the meeting ended at 8.24pm.

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
24TH FEBRUARY 2021**

QUESTIONS TO COUNCIL

1. Question from Councillor Anna Coleman to the Cabinet Member for Economic Regeneration, Planning and Capital Investments and for Localism

With an aim to secure the community involvement in the new Bewdley Museum Trust, would Cabinet Member agree to consider a formation of an advisory group to the trustees, which will represent the established successful town community organisations?

Chairman's List of Functions – 2020/21

DECEMBER 2020

21/12 * Worcester News Christmas Service – Worcester Cathedral

JANUARY 2021

31/01 Holocaust Memorial Service – Virtual Service

FEBRUARY 2021

03/02 Clap for Sir Captain Tom More

* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

24th FEBRUARY 2021

Political Balance

OPEN	
CABINET MEMBER:	The Leader of the Council
DIRECTOR:	Solicitor to the Council
CONTACT OFFICER:	Caroline Newlands, Ext. 2715 caroline.newlands@wyreforestdc.gov.uk
APPENDICES:	Appendix 1: revised table of political balance

1. PURPOSE OF REPORT

To approve the revised table of political balance.

2. RECOMMENDATIONS

2.1 The Council is asked to approve the revised table of political balance in Appendix 1.

2.2 The Council is asked to appoint Councillor Helen Dyke as vice chairman of the Appointments and Appeals Committee for the remainder of the municipal year 2020/21.

3. BACKGROUND

3.1 Council is responsible for establishing the political structures which are not the responsibility of the Leader and Cabinet. Council appointed Chairmen and Vice-Chairmen of Committees at its meeting on 22 May 2019. Apart from changes agreed at the Council's meeting in September 2020, they have continued to serve for the municipal year 2020/21 because no annual general meeting was held in 2020, as a result of COVID-19.

3.2 Since the last meeting of full Council, there have been changes in the number and structure of some political groups. It is necessary for the Council to approve a revised table of political balance, and to make one change to the vice-chairmanship of one committee.

4. KEY ISSUES

4.1 There has been a change to political balance as a result of the changes to political groups which took effect in January. In line with the legislation, only political groups are entitled to an allocation of seats on committees. In order to

ensure that the Labour group continues to be allocated one seat on the Overview and Scrutiny Committee, the Progressive Alliance administration has indicated that it supports increasing the size of that Committee to 11 members. The revised table of political balance reflects that and is set out in Appendix 1 for Council's approval. The Solicitor to the Council will liaise with groups as necessary to fill appointments to committees in light of the change in political balance.

- 4.2 As a consequence of the change in political balance, Councillor Oborski cannot continue as vice chairman of the Appointments and Appeals Committee as the Liberal Democrat group has no allocation of seats on that committee. The convention for many years has been that the administration provides the chairman and vice chairman of that committee. The committee meets only when required and infrequently, the last occasion being in 2014, although any appeals panels are drawn from members of the committee. In line with the revised political balance, the report recommends that Councillor Helen Dyke should be appointed as vice chairman. There is no other impact on the chairmen and vice-chairmen of committees and they will continue to serve until the Annual General Meeting in May.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no significant financial implications arising from this report.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Overall, membership of committees will continue to comply with political balance in accordance with the Local Government and Housing Act 1989.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 An equality impact assessment has not been undertaken as the report relates to appointments to be made by full Council.

8. RISK MANAGEMENT

- 8.1 Appropriate arrangements will be made to provide training and support for the members appointed to the roles to ensure that they can perform effectively.

9. CONCLUSION

- 9.1 Council is invited to approve the revised table of political balance and the change to the vice chairmanship of the Appointments and Appeals Committee.

10. CONSULTEES

- 10.1 Corporate Leadership Team

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Government and Housing Act 1989.

		Conservative		Labour		Health Concern		Independent		Lib Dem		Total
No. of Cllrs.			12		2		12		4		3	33
Percentage			36.36%		6.06%		36.36%		12.12%		9.09%	100.00%
Executive Cttees												
	Membership											
Appts & Appeals	5	2	1.82	0	0.30	2	1.82	1	0.61	0	0.45	5
Audit cttee	8	3	2.91	0	0.48	3	2.91	1	0.97	1	0.73	8
Ethics & standards *	6	2	2.18	0	0.36	2	2.18	1	0.73	1	0.55	6
Scrutiny												
Scrutiny Committee	11	4	4.00	1	0.67	4	4.00	1	1.33	1	1.00	11
Regulatory												
Planning	12	4	4.36	1	0.73	4	4.36	2	1.45	1	1.09	12
Lic & Env	12	4	4.36	1	0.73	4	4.36	2	1.45	1	1.09	12
Total	54	19	19.64	3	3.27	19	19.64	8	6.55	5	4.91	54
Percentage		35.19%		5.56%		35.19%		14.81%		9.26%		100.00%
Difference between % No. of Cllrs. And % Number of Seats		-1.18%		-0.51%		-1.18%		2.69%		0.17%		

* the table shows only district councillor members

1. Each member is required to notify the Proper Officer which political group, if any, he or she wishes to be identified with. A group comprises of two or more members.
2. Each Group Secretary is required to notify the Proper Officer which members of his or her groups he/she wishes to sit on each relevant committee or sub-committee.
3. The allocation of seats required the rounding up or down of calculated figures to give whole numbers.
4. Single party representatives and independent members (who do not form part of a political group) are not legally entitled to seats on committees to which the rules of proportionality apply.

WYRE FOREST DISTRICT COUNCIL**COUNCIL**
24 FEBRUARY 2021**Polling Place Review**

OPEN	
CABINET MEMBER:	Councillor Nicky Martin, Cabinet Member for Housing, Health, Well-being & Democratic Services
RESPONSIBLE OFFICER:	The Returning Officer
CONTACT OFFICER:	Ian Miller, Chief Executive ian.miller@wyreforestdc.gov.uk Ext 2700
APPENDICES: (These appendices are being circulated electronically only)	Appendix A – Notice of Review Appendix B – ARO response Appendix C – On line survey: summary and responses Appendix D – Email and written responses

1. PURPOSE OF REPORT

- 1.1 For the Council to take decisions following the review of polling districts and places in the wards of Blakebrook & Habberley South and Franche & Habberley North, which was commissioned at Council on 26 February 2020.

2. RECOMMENDATION

The Council is invited to:

- 2.1 **NOTE the responses to the consultation and CONFIRM that no change is made to the polling places in the wards Blakebrook & Habberley South and Franche & Habberley North.**

3. POLLING DISTRICTS AND POLLING PLACES REVIEW - BACKGROUND

- 3.1 The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 and introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and places. The review had to be started and completed between 1 October 2018 and 31 January 2020. The result of the review was due to have been reported to the Council meeting on 11 December 2019 but that meeting was cancelled as a consequence of the Parliamentary election, and the results of the review were therefore reported and decided at the next available meeting of Council on 26 February 2020.
- 3.2 In light of representations received about polling arrangements that affect the Habberley estate, Council resolved that there should be a further review of polling districts and polling places in Franche & Habberley North and Blakebrook & Habberley South. It was intended that the review would take place in time to be reported to the Council meeting in July 2020. The review was delayed because of

the COVID-19 pandemic, but this has not had any impact in practical terms because all elections have been suspended by statute until May 2021.

- 3.3 An initial review ran from September to November 2020 but, due to an error on the Council website which could have been misleading, the review was re-run from December 2020 to January 2021. Only the responses to the re-run of the consultation are included in this report.

4. PURPOSE

4.1 The aim of any such review as outlined in Electoral guidance is:

- Seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities as are practicable in the circumstances
- Seek to ensure that, so far as is reasonable and practicable, every polling place which the local authority is responsible for is accessible to electors who are disabled

5. THE REVIEW

5.1 The consultation period ran from 11 December 2020 to 29 January 2021, with the options of completing an online survey or responding in writing or email. It began with the publication of The Notice of Review which is set out in Appendix A.

5.2 The Notice of Review proposed changes to the polling places for the wards of Blakebrook & Habberley South and Franche & Habberley North and invited comments on the current set up of Polling Districts and Polling Places.

5.3 The consultation sought views on some proposed changes: in Blakebrook and Habberley South, the relocation of the polling place currently at Gainsborough House Hotel to the Habberley Social Club on the Habberley estate: and that electors in polling district BHS-4 would vote at Kidderminster Carolians Rugby Football Club and electors in BHS-5 would vote at Habberley Social Club.

5.4 The proposed changes in the Franche & Habberley North ward were that the electors in polling district FHN-3 would vote at Kidderminster Carolians Rugby Football Club and electors in FHN-4 would vote at Habberley Social Club.

6. RESPONSES

6.1 The Acting Returning Officer (ARO) provided his response on 26 January 2021 which can be found in Appendix B.

6.2 In short, the ARO had no objections to the proposals and acknowledged the long-running desire by some of the electorate for a polling station on the Habberley estate.

6.3 The Consultation received 229 responses, of which 141 were responses to the online survey. A summary and the responses to the online survey are in appendix C. On the central question, of whether the polling place should move from the

Gainsborough Hotel to the Habberley Social Club, the responses in the online survey were split.

Online survey: Do you agree with the proposals to move the polling place from Gainsborough House Hotel to the Habberley Social Club?

	Responded
Yes	71
No	68
Skipped	2

Email and written responses

- 6.4 Five responses were received by email or by letter and in addition 50 post cards were received as part of a campaign from 83 respondents.
- 6.5 4 of the 5 respondents in the email and letter responses were against the proposed changes.
- 6.6 The 50 written responses were on a post card which was issued by Wyre Forest Conservatives. In total, these provided 83 responses as many of the cards were completed in the names of two people. These responses were overwhelmingly against the proposal to move the polling place from the Gainsborough Hotel to the Habberley Social Club The post card asked the additional question of ' We DO agree that Wyre Forest District Council should provide an additional polling station on Habberley Estate'. As this question was not asked in the online consultation, it would not be appropriate to take account of a response that could be provided only by some of those responding to the consultation.
- 6.7 The written and email responses can be found in Appendix D.

7. OVERALL RESPONSE FROM THE CONSULTATION

- 7.1 The overall response was **against** the proposals with 151 (66%) not supporting them. 72 (31%) were in favour and 6 (3%) did not leave a clear response.

Summary: do you agree with the proposals to move the polling place from Gainsborough House Hotel to the Habberley Social Club?

	On line	Post cards	Other	Total
Yes	71	0	1	72
No	68	79	4	151
Did not answer/ not clear	2	4	0	6

- 7.2 Given that the central proposal of moving the polling place from the Gainsborough House Hotel to the Habberley Social Club has not been supported by the

consultation, the other issues (about changing the polling stations where some voters would be allocated) fall away.

8. FINANCIAL IMPLICATIONS

- 8.1 The cost of conducting the review was limited to staff time and absorbed within existing budgets. No records have been kept of staff time spent on the review and therefore no estimate can be provided of the opportunity cost. No additional financial implications will arise from this report if the outcome of no change to the existing setup is confirmed. Any addition to the number of polling places would result in a higher cost to the delivery and administration of future elections.

9. LEGAL AND POLICY IMPLICATIONS

- 9.1 The Review has been carried out in accordance with the Electoral Administration Act 2013 and Representation of the People Act 1983.

10. EQUALITY IMPACT NEEDS ASSESSMENT

- 10.1 There are no equalities implications arising from this report. However, all elections and electoral registration activity have due regard to the public sector equality duty in section 149 of the Equality Act 2010. In particular, the review of polling places has to consider their suitability for access by disabled people. The current polling places are considered to provide suitable access, having regard to which buildings may be available in any given polling district.

11. RISK MANAGEMENT

- 11.1 All elections and electoral registration work is supported by robust risk management plans to ensure contingency arrangements are in place for meeting electoral legislation at all times.

12. CONCLUSION

- 12.1 The Council is invited to approve the recommendation that the outcome of the review should be that the existing polling districts and polling places should remain unchanged.
- 12.2 It would be irrational to make any changes to the existing setup when there is clear opposition as demonstrated in the consultation response. Any additional polling station created on top of the existing number of stations will increase the costs of running an election which is illogical given the current financial position in Local Government and the funding gap at Wyre Forest District Council. In addition, the difficulties of filling election roles for 6 May are already substantial because of the COVID pandemic and would be exacerbated if any further polling stations were to be created at this time.

13. CONSULTEES

- 13.1 Cabinet Member for Housing, Health, Well-being & Democratic Services
13.2 Corporate Leadership team

14. BACKGROUND PAPERS

- 14.1 The Electoral Commission's guidance on conducting the Polling district and polling places review can be found at

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

- 14.2 The Polling Place review report which went to council in February 2020 can be found at

http://www.wyreforest.gov.uk/council/docs/doc55799_20200226_council_minute.pdf

APPENDIX A – NOTICE OF REVIEW

WYRE FOREST DISTRICT COUNCIL

Notice of Review of a Polling Place

In accordance with paragraph 1 of Schedule A1 to the Representation of the People Act 1983, Wyre Forest District Council gives notice that it is conducting a review of Polling Districts and Polling Places for Parliamentary and Local Government elections.

The Council welcomes views or comments from electors and any persons or bodies with expertise in access to premises or facilities for persons with any type of disability. Local political parties, District and County Councillors and Parish and Town Councils will also be consulted.

The proposals for polling places will be published on Friday 11 December 2020 and will be available for inspection at Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF and on the council's website www.wyreforestdc.gov.uk Information on the current polling districts and polling places is contained within the proposals.

Representations should be made by email to electoral@wyreforestdc.gov.uk or in writing to the Electoral Registration Office, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Details of representations received will be made available for public inspection. The deadline for making representations is 5pm on **Friday 29 January 2021**.

The Council will consider the proposals on Wednesday 24 February 2021 and the outcome of the review will then be published.

Further information may be obtained by contacting Electoral Services on electoral@wyreforestdc.gov.uk or 01562 732733.

Ian Miller
Electoral Registration Officer, Wyre Forest
11 December 2020

APPENDIX B – RETURNING OFFICER’S RESPONSE

Ian Miller
(Acting) Returning Officer
Wyre Forest Parliamentary Constituency
Tel: 01562 732700
Email: ian.miller@wyreforestdc.gov.uk

26 January 2021

Dear Mike,

**REVIEW OF POLLING PLACES IN THE DISTRICT OF WYRE FOREST –
BLAKEBROOK & HABBERLEY SOUTH AND FRANCHE & HABBERLEY
NORTH**

Thank you for consulting me about this review. I am replying in my role as (Acting) Returning Officer for the Parliamentary constituency of Wyre Forest.

I have no objection to the proposals made in this review which involve a change of polling place (Gainsborough House Hotel) for the Blakebrook & Habberley South ward although this would then allow further changes in respect of the designated polling place for some voters in that ward and the Franche & Habberley North ward. I am aware that there has been a long-running desire by some voters on the Habberley estate to have a polling place located on that estate, which used to be the case.

While any change may cause inconvenience to some voters, for example because they have to travel further to vote in person, postal voting on demand remains available. I would like to stress that I offer no objection to the proposal on the basis that the proposal is to replace one polling place with another. It is sufficient challenge to staff the existing pattern of polling stations. Adding a polling place would add to that challenge and would of course also add to the cost of each set of elections.

My views on the proposed polling place are as follows:

Proposed Polling Place

Proposed polling place	Comment
Habberley Social Club, Truro Drive, Kidderminster, DY11 6DN	I have no objection to the designation of Habberley Social Club to replace Gainsborough House Hotel. Habberley Social Club's facilities are considered to be ideal to accommodate a double polling station for an electorate of approximately 2,929 in the BHS-5 polling district and 1,542 in the new FHN-4 polling district. The building is located 776m from the current polling station with car parking available at the Social Club, which is located more centrally to the

	polling district. Use of the car park on polling days will not face competition with users of the hotel as happens at Gainsborough House Hotel. While the car park slopes to a degree, it does not seem as steep as parts of the car park at the hotel.
Kidderminster Carolians Rugby Football Club, Marlpool Lane, Kidderminster DY11 5HP	I support the continued designation of Kidderminster Carolians Rugby Football Club as a polling place. The building has worked well as a polling station and will be able to accommodate the additional electors. The facilities are considered to be ideal to accommodate a double polling station for an electorate of approximately 321 in the BHS-4 polling district and 4,567 in the FHN-3 polling district.

As required by the legislation, I set out information in the appendix about the location and numbers of polling stations that I would propose if the polling places set out in the consultation paper were confirmed. I look forward to being notified on the Council's decisions about polling places in due course.

Yours sincerely,



Ian Miller
(Acting) Returning Officer, Wyre Forest Parliamentary Constituency

Appendix

BHS-4 & FHN-5	Kidderminster Carolians Rugby Football Club	Suitable room in the polling place. Two polling stations.
BHS-5 & FHN-4	Habberley Social Club	Suitable room in the polling place. Two polling stations

APPENDIX C – On line survey: summary and responses

Appendix C
Summary of responses to on-line survey

- 1 All questions were optional in the survey and were:
- Q1. Respondent's name?
 - Q2. Respondent's post code?
 - Q3. The capacity in which you were responding?
 - Q4. Do you agree with the proposals to move the polling place from Gainsborough House Hotel to the Habberley Social Club?
 - Q5. If the polling place is moved from Gainsborough House Hotel to the Habberley Social Club, it is proposed that some electors in Franche & Habberley North who currently vote at Kidderminster Carolians Rugby Club should instead vote at Habberley Social Club. Please check the list of streets this will affect. Do you live in one of these streets?
 - Q6. Do you agree with the proposal that you should vote in future at Habberley Social Club?
 - Q7. Do you agree with the proposal that electors in those streets should vote in future at Habberley Social Club?
 - Q8. If the polling place is moved from Gainsborough House Hotel to the Habberley Social Club, it is proposed that some electors in Blakebrook & Habberley South who currently vote at Gainsborough House Hotel should instead vote at Kidderminster Carolians Rugby Club. Please check the list of streets this will affect. Do you live in one of these streets?
 - Q9. Do you agree with the proposal that you should vote in future at Kidderminster Carolians Rugby Club?
 - Q10. Do you agree with proposal that electors in those streets should vote in future at Kidderminster Carolians Rugby Club?
 - Q11. Any comments?

2 A breakdown of the response to each question is set out in Tables 1 to 11 and the full responses can be found below.

3 **Table 1 - Question 1 – Name?**

	Responded
Responded	140
Skipped	1

4 **Table 2 – Question 2 – Post Code?**

	Responded
DY10	2
DY11	137
DY12	1
Skipped	1

5 **Table 3 - Question 3- Please identify the capacity in which you are responding?**

	Responses
--	-----------

Voter	132
MP	0
County Councillor	0
District Councillor	6
Town/Parish Councillor	1
Disability organisation	0
Other	2
Skipped	0

6 **Table 4 - Question 4 – Do you agree with the proposals to move the polling place from Gainsborough House Hotel to the Habberley Social Club?**

	Responded
Yes	71
No	68
Skipped	2

7 **Table 5 - Question 5 - If the polling place is moved from Gainsborough House Hotel to the Habberley Social Club, it is proposed that some electors in Franche & Habberley North who currently vote at Kidderminster Carolians Rugby Club should instead vote at Habberley Social Club. Please check the list of streets this will affect. Do you live in one of these streets?**

	Responded
Yes	61
No	73
Skipped	7

8 **Table 6 – Question 6 - Do you agree with the proposal that you should vote in future at Habberley Social Club?**

	Responded
Yes	33
No	28
Skipped	80

9 **Table 7 – Question 7 - Do you agree with the proposal that electors in those streets should vote in future at Habberley Social Club?**

	Responded
Yes	41
No	32
Skipped	68

- 10 **Table 8 – Question 8 - If the polling place is moved from Gainsborough House Hotel to the Habberley Social Club, it is proposed that some electors in Blakebrook & Habberley South who currently vote at Gainsborough House Hotel should instead vote at Kidderminster Carolians Rugby Club. Please check the list of streets this will affect. Do you live in one of these streets?**

	Responded
Yes	50
No	81
Skipped	10

- 11 **Table 9 – Question 9 - Do you agree with the proposal that you should vote in future at Kidderminster Carolians Rugby Club?**

	Responded
Yes	9
No	40
Skipped	92

- 12 **Table 10 – Question 10 - Do you agree with proposal that electors in those streets should vote in future at Kidderminster Carolians Rugby Club?**

	Responded
Yes	45
No	33
Skipped	63

- 13 **Table 11 – Question 11 – Any comments?**

	Responded
Comment supplied	74
No comment supplied	67

- 14 Of those who left a comment, 12 clearly supported the proposal with comments such as 'Would be much easier for older generation to get to Habberley Social Club' and 'This change is much needed'. 34 people were clearly against the proposal and these included 'There is nothing wrong with the current arrangements', 'No thanks' and 'Why move from Gainsborough'. Other comments were submitted including 'Voters on Franche and Marlpool estates should have their own local polling stations' and some electors questioned the 'adequate parking at Habberley Social Club'.

No.	Date	Q1	Q2	Q3	Q3a	Q4	Q5
1	2021-01-29 10:07:53	Suzanne Dunn	Provided	Voter		No	Yes
2	2021-01-28 19:08:21	Lynn Morris	Provided	Voter		No	No
3	2021-01-28 17:25:00	Bob Ridge-Stearn	Provided	Voter		Yes	No
4	2021-01-28 10:27:19	Debra Taylor	Provided	Voter		No	Yes
5	2021-01-27 19:26:10	Juliet Wear	Provided	Voter		No	Yes
6	2021-01-26 18:04:52	Rachel	Provided	Voter		No	No
7	2021-01-25 23:02:55	Tom	Provided	Voter		Yes	Yes
8	2021-01-25 19:38:08	David Seal	Provided	Voter		No	No
9	2021-01-25 10:51:28	Brian Slater	Provided	Voter		Yes	Yes
10	2021-01-25 09:27:07	Martin Lamb	Provided	Voter		No	Yes
11	2021-01-24 18:23:22	Mrs Olivia Railey-Charteris	Provided	Voter		No	Yes
12	2021-01-24 12:36:48	Robert Edge	Provided	Voter		No	Yes
13	2021-01-24 11:41:47	Beverley Hebron	Provided	Voter		No	Yes
14	2021-01-24 11:11:07	Bob Caie	Provided	Voter		No	Yes
15	2021-01-23 13:18:10	Clare Saich	Provided	Voter		Yes	Yes
16	2021-01-23 13:17:20	H Stewart	Provided	Voter		No	No
17	2021-01-23 10:02:48	Sam Barrett	Provided	Voter		No	No
18	2021-01-22 18:11:38	Helen Kemery	Provided	Voter		No	Yes
19	2021-01-22 17:14:19	James	Provided	Voter		No	Yes
20	2021-01-22 15:48:52	Julia Chater	Provided	Voter		No	No
21	2021-01-22 13:25:19	Keith Irons	Provided	Voter		No	No
22	2021-01-22 10:39:30	Lucy Birch	Provided	Voter		No	No
23	2021-01-22 10:24:10	Christopher Paine	Provided	Voter		No	No
24	2021-01-22 09:49:43	Steven Woodhouse	Provided	Voter			
25	2021-01-22 08:02:38	Nicholas Millinchip	Provided	Voter		No	No
26	2021-01-22 07:59:12	Linda Haynes	Provided	Voter		No	Yes
27	2021-01-21 21:51:10	Stuart Underhill	Provided	Voter		No	No
28	2021-01-21 19:34:56	Simon Kinsella	Provided	Voter		No	No
29	2021-01-21 19:20:08	Peter Jennings	Provided	Voter		No	Yes
30	2021-01-21 18:55:21	Lucy Greaves	Provided	Voter		No	Yes
31	2021-01-21 18:28:39	Luke Broomfield	Provided	Voter		No	No
32	2021-01-21 17:50:03	Hope Bunn	Provided	Voter		No	No
33	2021-01-21 17:40:42	Jan Brown	Provided	Voter		No	No
34	2021-01-21 17:36:53	Katie Litchfield	Provided	Voter		No	No
35	2021-01-21 17:41:14	Mark Simpson	Provided	Voter		No	No
36	2021-01-21 17:05:57	Mike hill	Provided	Voter		No	No
37	2021-01-21 17:07:04	Sharon Simpson	Provided	Voter		No	No
38	2021-01-21 16:55:18	Keith G Price	Provided	Voter		No	No
39	2021-01-21 16:50:15	Gillian M Price	Provided	Voter		No	No
40	2021-01-21 16:03:09	Alex Muir	Provided	Voter		No	No
41	2021-01-21 15:09:17	Sharon Davies	Provided	Voter			
42	2021-01-21 14:48:28	Anne Nicholls	Provided	Other (please specify)	soon to be voter	No	Yes
43	2021-01-21 14:41:27	Julie Savage	Provided	Voter		No	No
44	2021-01-21 14:35:53	Nancy Nicholls	Provided	Voter		No	Yes
45	2021-01-21 14:26:16	Matthew Nicholls	Provided	Voter		No	Yes
46	2021-01-21 11:27:11	Gary Owen	Provided	Voter		No	No
47	2021-01-21 11:15:33	John Preece	Provided	Voter		No	Yes
48	2021-01-21 11:17:12	George Aitken	Provided	Voter		No	No
49	2021-01-21 11:04:50	David Watkins	Provided	Voter		No	Yes
50	2021-01-21 11:00:30	Kathryn Underhill	Provided	Voter		No	No
51	2021-01-21 10:50:16	duffy	Provided	Voter		No	No
52	2021-01-21 10:46:08	Sally Foster	Provided	Voter		No	Yes
53	2021-01-21 10:39:18	Richard Bourton	Provided	Voter		No	No
54	2021-01-21 10:37:07	Laura Pocknell	Provided	Voter		No	Yes
55	2021-01-21 09:58:43	Helen Park	Provided	Voter		No	Yes
56	2021-01-21 09:48:30	Jennifer Wilcox	Provided	Voter		No	No
57	2021-01-21 09:36:46	Simon Record	Provided	Voter		No	No
58	2021-01-19 11:32:44	Sarah beadsworth	Provided	Voter		No	No
59	2021-01-18 19:30:22	Catherine Borlase	Provided	Voter		Yes	No
60	2021-01-18 19:20:12	Joanne Parker	Provided	Voter		Yes	Yes
61	2021-01-18 16:53:12	Kevin Bridgewater	Provided	Voter		No	No
62	2021-01-18 08:49:20	Sharon Simms	Provided	Voter		Yes	Yes
63	2021-01-18 08:25:59	Unknown	Provided	Voter		No	Yes
64	2021-01-17 18:05:56	Vicky Caulfield	Provided	District Councillor		Yes	No
65	2021-01-17 15:41:22	Simon drew	Provided	Voter		No	No
66	2021-01-17 15:14:38	Chloe Bayliss	Provided	Voter		Yes	No
67	2021-01-17 14:09:28	Stewart Parker	Provided	Voter		Yes	No
68	2021-01-17 13:30:33	Kaz Bishop	Provided	Voter		Yes	Yes
69	2021-01-17 13:21:26	Elizabeth Davies	Provided	Voter		Yes	No
70	2021-01-17 13:16:54	Kerry Davies	Provided	Voter		Yes	No

No.	Date	Q1	Q2	Q3	Q3a	Q4	Q5
71	2021-01-17 13:04:21	Kathryn Massey	Provided	Voter		Yes	Yes
72	2021-01-17 12:58:27	Louise	Provided	Voter		Yes	Yes
73	2021-01-17 11:35:58	Anna L'Hullier	Provided	District Councillor		Yes	No
74	2021-01-17 11:38:07	Dave guise	Provided	Voter		Yes	Yes
75	2021-01-17 11:33:45	Richard Cannon	Provided	Voter		Yes	No
76	2021-01-17 11:31:53	Kate Cannon	Provided	Voter		Yes	No
77	2021-01-17 11:31:59	Suzanne Guise	Provided	Voter		Yes	No
78	2021-01-17 11:22:50	Keith busby	Provided	Voter		Yes	Yes
79	2021-01-17 11:14:33	Susy Beaumont	Provided	Voter		Yes	No
80	2021-01-17 10:49:01	Nino Maffei	Provided	Voter		Yes	Yes
81	2021-01-17 10:47:35	Maria Maffei	Provided	Voter		Yes	Yes
82	2021-01-17 10:45:29	Antonio Maffei	Provided	Voter		Yes	Yes
83	2021-01-17 06:12:30	Gem	Provided	Voter		No	Yes
84	2021-01-16 23:19:21	Kelly Hammami	Provided	Voter		Yes	No
85	2021-01-16 21:13:38	Alison Hinton	Provided	Voter		No	Yes
86	2021-01-16 16:13:03	Jay Adkins	Provided	Voter		Yes	Yes
87	2021-01-16 00:17:04	Tracey	Provided	Voter		Yes	Yes
88	2021-01-15 23:20:30	Alison Hinton	Provided	Voter		No	Yes
89	2021-01-15 22:52:53	Angela Allan	Provided	Voter		Yes	
90	2021-01-15 22:54:00	Lynne Harris	Provided	Voter		Yes	No
91	2021-01-15 22:36:49	Rebecca	Provided	Voter		Yes	Yes
92	2021-01-15 20:55:29	Simon Chandler	Provided	Voter		No	No
93	2021-01-15 18:23:34	Paul Guille	Provided	Voter		Yes	Yes
94	2021-01-15 16:35:21	Margaret Winfield	Provided	Voter		Yes	No
95	2021-01-15 15:52:40	Helen Drew	Provided	Voter		No	
96	2021-01-15 14:48:34	R lowell	Provided	Voter		Yes	Yes
97	2021-01-15 14:42:24	Kristy Davenport	Provided	Voter		Yes	Yes
98	2021-01-15 07:35:47	Stanley Holloway	Provided	Voter		Yes	Yes
99	2021-01-14 22:50:57	K	Provided	Voter		Yes	No
100	2021-01-14 22:27:58	Lee Millward	Provided	Voter		No	Yes
101	2021-01-14 22:20:27	J Smith	Provided	Voter		Yes	Yes
102	2021-01-14 19:19:19	Heather Price	Provided	Voter		Yes	Yes
103	2021-01-05 15:23:19	Philip Jones	Provided	Voter		Yes	
104	2021-01-05 10:40:35	Alison Williams	Provided	Voter		Yes	Yes
105	2021-01-01 11:15:08	Jane Yarwood	Provided	Voter		Yes	No
106	2020-12-31 20:18:29	jane rosoman	Provided	Other (please specify)		No	Yes
107	2020-12-31 17:54:34	EDWARDS	Provided	Voter		Yes	No
108	2020-12-31 17:11:00	John Farmer	Provided	Voter		No	No
109	2020-12-31 12:59:20	Sheila Latchford	Provided	Voter		No	No
110	2020-12-31 12:48:02	Josh Malang	Provided	Voter		Yes	No
111	2020-12-30 19:10:54	Faye Woods	Provided	Voter		Yes	Yes
112	2020-12-30 17:41:28	andrew jones	Provided	Voter		Yes	No
113	2020-12-30 15:56:37	Keith Oakley	Provided	Voter		Yes	Yes
114	2020-12-30 15:52:37	Patricia Oakley	Provided	Voter		Yes	Yes
115	2020-12-30 10:04:32	Sarah Fulcher-Insull	Provided	Voter		No	No
116	2020-12-28 09:12:12	Brett Caulfield	Provided	Voter		Yes	No
117	2020-12-28 09:04:08	Nathan Desmond	Provided	District Councillor		No	No
118	2020-12-27 16:39:52	Matthew Everett	Provided	Voter		No	No
119	2020-12-27 09:44:58	Emma Busby	Provided	Voter		Yes	Yes
120	2020-12-22 23:19:52		Not Provided	Voter		Yes	No
121	2020-12-21 13:41:56	Nick Yarwood	Provided	Voter		Yes	No
122	2020-12-21 08:59:44	Philip Lench	Provided	Voter		Yes	No
123	2020-12-21 07:02:07	Kathleen Hill	Provided	Voter		Yes	Yes
124	2020-12-19 13:33:02	Dr David Craik	Provided	Voter		Yes	No
125	2020-12-19 01:23:45	margaret link	Provided	Voter		Yes	
126	2020-12-18 06:40:38	Julie cooper	Provided	Voter		Yes	Yes
127	2020-12-17 22:48:55	Heidi Worth	Provided	Voter		Yes	No
128	2020-12-17 21:49:28	Sonia Stowe	Provided	Voter		Yes	
129	2020-12-17 17:52:38	Mark Steadman	Provided	Voter		Yes	Yes
130	2020-12-17 17:49:36	Laura	Provided	Voter		Yes	No
131	2020-12-17 17:47:40	Mark Steadman	Provided	Voter		Yes	Yes
132	2020-12-17 17:45:25	Rebecca Willitts	Provided	Voter		Yes	Yes
133	2020-12-17 17:36:55	Sarah	Provided	Voter		Yes	Yes
134	2020-12-17 17:34:46	Clr Leigh Whitehouse	Provided	District Councillor		Yes	No
135	2020-12-17 17:28:45	Sarah Lane	Provided	Voter		Yes	Yes
136	2020-12-17 07:34:14	Stewart Parker	Provided	Voter		Yes	No
137	2020-12-16 14:56:53	Clr Nigel Knowles	Provided	Town Councillor		Yes	No
138	2020-12-15 17:29:44	Charlotte	Provided	Voter		No	No
139	2020-12-15 07:51:14	John Wilson	Provided	Voter		Yes	No
140	2020-12-12 18:31:16	Susie Griffiths	Provided	District Councillor		Yes	No
141	2020-12-12 00:33:14	Anna L'Hullier	Provided	District Councillor		Yes	No

	Q6	Q7	Q8	Q9	Q10
1	No		No		No
2		No	Yes	No	
3		Yes	Yes	Yes	
4	No		Yes	No	
5	No		Yes	No	
6		No	Yes	No	
7	Yes		No		Yes
8		No	Yes	No	
9	Yes		Yes	No	
10	No		Yes	No	
11	No		Yes	No	
12	No		Yes	No	
13	No		Yes		
14	No		Yes	No	
15	Yes		No		Yes
16		No	No		No
17		No	Yes	No	
18	No		No		Yes
19	No		Yes	No	
20		No	Yes	No	
21		Yes	Yes	No	
22		Yes	No		No
23		No	No		No
24					
25		No	Yes	No	
26	No		No		No
27		Yes	No		Yes
28		Yes	No		No
29	No		Yes	No	
30	No		No		Yes
31		Yes	Yes	No	
32		Yes	Yes	No	
33		No	No		No
34		No	No		No
35		No	No		No
36		No	No		No
37		No	No		No
38		No	Yes	No	
39		No	No		No
40		No	Yes	Yes	
41					
42	No		Yes	No	
43		No	Yes	No	
44	No		No		No
45	No		No		No
46		Yes	Yes	No	
47	No		No		No
48		No	Yes	No	
49	No		Yes	No	
50		No	Yes	No	
51		No	No		Yes
52	No		Yes	Yes	
53		No	No		No
54	No		Yes	No	
55	No		No		
56		Yes	No		No
57		No	Yes	Yes	
58		No	No		Yes
59		Yes	No		Yes
60	Yes		No		Yes
61		No	No		No
62	Yes		No		Yes
63	No		No		Yes
64		Yes	No		Yes
65		No			
66		Yes	No		Yes
67		Yes	No		Yes
68	Yes		No		Yes
69		Yes	No		Yes
70		Yes	No		No

	Q6	Q7	Q8	Q9	Q10
71	Yes		No		No
72	Yes		Yes	No	
73		Yes	No		Yes
74	Yes		No		No
75		Yes	No		Yes
76		Yes	No		Yes
77		No	No		Yes
78	Yes		Yes	No	
79		Yes	No		Yes
80	Yes		No		Yes
81	Yes		No		Yes
82	Yes		No		Yes
83	No		Yes	No	
84		Yes	No		Yes
85	No		Yes	No	
86	Yes		No		No
87	Yes		No		Yes
88	No		No		
89					
90		Yes	Yes	No	
91	Yes		Yes	No	
92		Yes	Yes	Yes	
93	Yes		No		No
94		Yes	Yes	No	
95					
96	Yes		Yes	No	
97	Yes		No		Yes
98	Yes		No		Yes
99		Yes	No		Yes
100	No		No		No
101	Yes		Yes	No	
102	Yes		No		Yes
103					
104	Yes		No		Yes
105		Yes	No		No
106	No		No		
107		Yes	Yes	No	
108		Yes	Yes	No	
109		No	No		No
110		No	No		Yes
111	Yes		No		No
112		Yes	No		No
113	Yes		No		Yes
114	Yes		No		Yes
115		Yes	No		Yes
116		Yes	No		Yes
117		No	No		No
118		No	Yes	Yes	
119	Yes		No		Yes
120		Yes			
121		Yes	No		No
122		No	Yes	No	
123	No		No		Yes
124		Yes	No		Yes
125					
126	Yes		No		No
127		Yes	Yes	Yes	
128					
129	Yes		No		No
130		Yes	Yes	No	
131	Yes				
132	Yes		No		No
133	Yes		No		Yes
134		Yes	Yes	Yes	
135	Yes		No		Yes
136		Yes	No		Yes
137		Yes	No		Yes
138		No	Yes	No	
139		Yes	Yes	Yes	
140		Yes	No		Yes
141		Yes	No		Yes

No.	Q11
1	I feel that Gainsborough hotel is central to the ward and therefore is easily accessible without causing any problems/issues for the residents of the area. They also have accessibility for all needs of the voters.
2	
3	No
4	We need extra polling stations to ensure maximum numbers vote
5	No
6	
7	Voting on Habberley would be really good for the older people living on the estate, think its a good idea in fairness.
8	
9	
10	
11	What is the reason for the move? Habberley estate is already heavily congested so why direct more traffic that way? What about parking facilities? The Gainsborough hotel is convenient for parking, can facilitate the voting process very easily and has done for awhile so why change it?
12	It would be very inconvenient for me to vote in Habberley Estate Social Club, I don't even know where that is and it would reduce the likelihood that I would turn out to vote.
13	
14	no
15	No
16	Leave everything as it is. In these times we need to be familiar with our surroundings when voting. Not learning new places. Complicated survey too. I Dont know the streets which you mention.
17	
18	
19	It would be extremely inconvenient for me and my partner who is disabled if we were not able to vote at the Gainsborough
20	
21	
22	There is no reason to change / remove Gainsborough House as a polling place
23	Happy to leave Gainsborough polling Station and to have a 2nd one to serve Habberley estate
24	
25	The Gainsbough is a much more accessible site
26	Polling stations need to be easy to access and relatively close to home. If it becomes awkward to do so people just won't bother.
27	Blakebrook residents who can currently walk to Gainsborough Polling station are likely to instead need to drive to Habberley Social Club - causing congestion and pollution. Because of additional inconvenience there maybe a drop in voter numbers.
28	The Gainsborough is fine and convenient habberley estate particularly with narrow roads at the back of the estate which would be congested makes no sense
29	It is wholly inappropriate to move our polling station from the Gainsborough House Hotel to the Habberley Social Club. From my home, where my family have lived for 13 years, it is a 5 minute walk an 0.3 miles. To move it to Habberley Social Club is 3 x the distance (0.9 miles) and a further uphill walk of 17 minutes (via google maps). This is therefore totally unacceptable not only to my family but also a huge number of my neighbours - I therefore implore you to reconsider and please 'do the obvious, logical and right thing by your residents - keep the Gainsborough House Hotel Voting Station open. Many thanks and kind regards, Peter
30	I believe that it would be too congested to move people who already vote at the Gainsborough to the social club. However, the idea of adding an additional polling station at the social club sounds like a good idea to split congestion more evenly. I've never had an issue with voting at the Gainsborough and would prefer to stay there.
31	
32	
33	The Gainsborough Hotel is a practical central polling station with ample parking. I do not see any advantage to relocating it to the Habberley Estate.
34	I feel that the polling station should remain at The Gainsborough Hotel so there is an even spread of polling stations for people to attend.
35	The location of Habberley Social Club will make it difficult for anyone to vote other than residents of Habberley estate who walk to vote. It is difficult to find and access is poor with congested narrow streets and a single track driveway. The car park is on rough ground with no markings. As an additional polling station serving Habberley estate it might be suitable, for other voters it is not.
36	
37	Habberley Social Club has very poor access and parking on rough ground. The route to the club is congested with residents parking. The club is also not central to the polling area but at the very edge of it.
38	I think the Gainsborough should remain as a polling station with an additional polling station on Habberley Estate
39	I think the Gainsborough should remain as a polling station with an additional polling station on Habberley Estate
40	
41	
42	no
43	
44	More convenient where I am thank you.
45	Don't change it; it has worked up until now. At least there is sufficient parking at the Gainsborough.
46	Keep the Gainsborough polling station
47	Please keep the Gainsborough
48	Gainsborough Hotel is more central for voting purposes + it has the better facilities for voting areas and ample parking facilities. Can only see traffic congestion and residents disapproval of proposed Habberley site.
49	
50	Is there a cost saving by changing the polling station from Gainsborough Hotel? If this is the case and was advised in the survey then I may be more receptive to a new polling station. Otherwise I am happy with current location
51	no
52	
53	No
54	The Gainsborough is a fantastic venue for voting for Blakebrook and Bewdley Hill area. It is spacious and easy to organise. It is quick to enter and leave.,
55	
56	I cannot see why the Gainsborough venue should be changed when it is so convenient for everything including parking.
57	
58	Current stations are central to both areas. Social club has parking issues etc
59	
60	No
61	People can not travel how the crow flies ? the distance from freda eddy court to the gainsbrough is already a great distance for the elderly who want to vote in person ? the rugby ground is the same distance if not further away who not have a polling station at the Town Hall !!
62	
63	Why move from Gainsborough? Surely there is enough demand to have habberley as well Gainsborough, the rugby club. Seems ridiculous.
64	Blakebrook Habberley South residents affected could vote at Greatfield Road instead of Kidderminster Carolians.
65	
66	No thanks
67	Habberley estate is clearly a forgotten, under serviced area of Kidderminster. The area has a higher concentration of under privileged families, social tenants and vulnerable people and therefore should have improved access to facilities such as polling booths. Social circumstances should not impose on people's opportunities to participate in our democratic process!
68	Habberley estate has no bus service and a high number of ageing residents who would not be able to get to the polling station at Kidderminster Carolians. WFDC could probably save itself the cost of postal votes if the habberley polling station was local for the residents
69	
70	Would be much easier for older generation to get to Habberley Social Club. If it is closer to anyone's home they are more likely to go and vote.

No.	Q11
71	Keep voting stations local
72	
73	
74	All areas should have their own polling stations where it is possible and viable to do so.
75	
76	
77	the voters on Franche and marpool estates should have their own local poling station
78	
79	None
80	
81	
82	
83	Do not move it
84	
85	is there adequate access & parking at Habberley Social Club? How long do you anticipate using the proposed Habberley Social Club as a Polling Place as this be the 3rd location for the Blakebrook & Habberley area within the last few years?
86	
87	It would be really good to get a voting station back on Habberley, lots of elderly people live on the estate, I know they love voting in person, it makes sense. Voting by post isn't the same!!
88	
89	
90	It is a bit confusing! I live in St John's Avenue and would be happy to vote at Habberley Social Club but Carolians is further away than the Gainsborough, so would not agree to that.
91	
92	Make polling stations have adequate parking and provision for disabled voters
93	None
94	Habberley Estate is a large estate with many elderly people. Much easier to go to the club onthe estate
95	
96	No thank you
97	
98	
99	
100	
101	
102	
103	
104	
105	People in Town Centre should vote at their nearest polling station, Trinity Methodist Church, Churchfields. Many Town centre residents are elderly and do not drive and they should have a local polling station.
106	the gainsborough house hotel has excellent level disabled access and parking facilities
107	As crow flies distance not logical, should relate to actual distance walked/driven as realistic
108	Why not keep Gainsborough house for those living along A456. Travel to Habberley is awkward and there is probably minimal parking. Gainsborough House is ideal.
109	
110	
111	
112	
113	
114	
115	Moving our polling station to habberley makes it a significantly further distance from our home. If it was to move to the Carolina's the difference in distance would be negligible and I would support this proposal however the Gainsborough remains far more convenient for my postcode under the new proposal.
116	
117	There is nothing wrong with the current arrangements. There is no public outcry for a change. Please keep it the same as many voters will have to travel further if the proposal becomes reality
118	I would be ok about having to vote at Kidderminster Carolians Rugby Club rather than the Gainsborough Hotel, as the new location is still within walking distance , Kidderminster. However, I would be unhappy if I had to vote at Habberley Social Club as I would find the walk to the new location too far.
119	Moving my polling station back to habberly will be so much better for me as I dont drive and have to walk a good way to vote and as walking causes pain the shorter the distance the easiest it would be also many people will benefit from this move so would be a great move
120	
121	Residents in the town centre should vote at St Georges, Churchfields, which is adjacent to BHS4 and not have to journey even further to the Carolians than the existing distance to the Gainsborough. Many of these electors are elderly living in Orchard St, just a very short distance from Churchfields.. The focus should be on the convenience for electors and not on any other considerations.
122	I'm still confused. This questionnaire is a mess
123	I would prefer to vote at the rugby club
124	This change is much needed. In the 2017 general election, there was much increased pressure on the polling stations, due to a loss of one of the polling stations and the distance for Habberley estate residents was further which could well have disenfranchised some people.
125	
126	it's a lot closer too home and far more accessible for us
127	
128	
129	Habberley Estate residents should all have the opportunity to vote locally and in the same place, it's not a massive Estate yet has been cut up into sections with different polling stations. One Councillor and one polling station please. Keep it simple and keep it local.
130	
131	
132	All habberley residences should be able to vote on the estate ! We have a large population of elderly and making them travel off the estate to vote no doubt eliminates them from voting at all !
133	
134	
135	
136	
137	I am very pleased that a large majority of the voters living on Habberley Estate will now under these new proposals be able to access a Polling Station more easily at the Social Club. I still prefer to get as many people as possible to vote by post.
138	
139	
140	Would be very happy to see a polling station at Habberley, as these residents need it.Also better disabled access.
141	

APPENDIX D – EMAIL AND WRITTEN RESPONSES

Mike Saunders

From:
Sent: 31 December 2020 17:25
To: Wyre Forest Electoral
Subject: External Email : Electoral review Habberley

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Actioned - Need to Print and Scan!!

This email originated from outside of the organisation

STOP : Were you expecting this email? Does it look genuine?

THINK : Before you **CLICK** on any links or **OPEN** any attachments.

Dear sirs,

I have just completed your survey and I find it still confusing. Having identified my postcode and which list my street is on, it suggested that my voting location would change to Carolians. This is clearly wrong, although I still completed the survey.

I live in [redacted] and voting at The Gainsborough is convenient. My wife is unable to walk far so we tend to go by car. Driving to Habberley club is tortuous through estate streets often congested with parked cars. In addition there appears to be very little parking facilities at the club premises. Since you will, presumably, be retaining Gainsborough House for districts BHS 1, 2, 3 etc.. Why not allow residents living along the A456 to continue voting at Gainsborough House which is easy to reach and has very adequate parking.

Regards,

John Farmer

Mike Saunders

From: Wyre Forest Web
Sent: 18 January 2021 09:46
To: Mike Saunders
Subject: FW: External Email : the form Good feedback was submitted

Morning Mike

Just FYI

Tina

Wyre Forest Web

Wyre Forest District Council
01562 732954 / 01562 732605
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
web@wyreforestdc.gov.uk



Please don't print this email unless you need to.

From: noreply@wyreforestdc.gov.uk <noreply@wyreforestdc.gov.uk>
Sent: 16 January 2021 15:08
To: Wyre Forest Web <web@wyreforestdc.gov.uk>
Subject: External Email : the form Good feedback was submitted

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the form Good feedback was submitted,

Page you are rating:

[/the-council/elections-and-voting/electoral-register/polling-districts-and-polling-places/polling-districts-and-polling-places-reviews/polling-districts-and-places-review-2020-information.aspx](#)

What is the main reason this page is good?:

Additional comments:

common sence at last

Name:

mr alan middleton

Email:

Phone:

Mike Saunders

From: Hingley, Anne (Councillor) <AHingley@worcestershires.gov.uk>
Sent: 19 January 2021 16:58
To: Mike Saunders
Cc: Jones, Sheena
Subject: External Email : Voting Station Consultation

This email originated from outside of the organisation

STOP : Were you expecting this email? Does it look genuine?

THINK : Before you CLICK on any links or OPEN any attachments.

Dear Mike,

Please will you add the following to the second Consultation now taking place:-

I suggest the proposal should be re-visited as I do not see the necessity to introduce another polling station for the electors in the St Barnabas Division.

Since alerting by letter all the residents who will be affected by this change, I have had numerous people contact me who would prefer to cast their vote at

The Rugby Club, Marlpool Lane because of the sheer convenience of its access from the road to the Car Park and into the Polling Station, as opposed to the myriad of narrow roads leading to the entrance of the Habberley Social Club. It is too far to walk from roads in Habberley North for some of the elderly residents.

I urge a re-think on this issue for the sake of the voters at this years Worcestershire County Council Elections and Kidderminster Town Council Elections.

Yours sincerely

Anne Hingley

County Councillor St Barnabas Division

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Mike Saunders

From: Elaine Trice
Sent: 27 January 2021 09:39
To: Wyre Forest Electoral
Subject: External Email : Polling Station

This email originated from outside of the organisation
STOP : Were you expecting this email? Does it look genuine?
THINK : Before you CLICK on any links or OPEN any attachments.

We the undersigned:

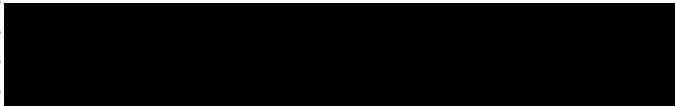
Confirm that we Do currently vote at The Gainsborough Hotel Polling Station

Advise that we Do Not agree with moving the Gainsborough Polling Station to Habberley Estate Social Club

Elaine Trice. Frederick Trice

E Trice
F Trice
27th January 2021

Card No.	Name	A	B	C
1	Maureen Byrne	X	X	
1	William Byrne	X	X	
2	C Brewer	X		X
3	D Adam	X	X	X
3	J Adam	X	X	X
4	Anthony Pollard	X	X	
4	Jennifer Thompson	X	X	
5	Stuart Chater	X	X	X
6	P Sockett	X		X
7	R Thomas	X	X	
7	S Thomas	X	X	
8	Edward Barry	X	X	X
8	B Barry	X	X	X
9	Jeffrey Lord	X	X	X
9	Olwen Lord	X	X	X
10	Margaret Hodgkins	X	X	X
10	Robert Hodgkins	X	X	X
11	N Simons	X	X	X
11	D Simons	X	X	X
12	A Mackillop	X	X	X
12	R Mackillop	X	X	X
13	Edward Barry	X	X	X
14	Bill	X	X	
14	Jane	X	X	
15	Paul Symons	X	X	
15	Dianne Symons	X	X	
16	Burley	X	X	X
17	L Laws	X	X	X
17	A Laws	X	X	X
18	Clare Byworth	X	X	X
19	C Amer	X	X	X
19	P Amer	X	X	X
20	Isobel Dale	X	X	X
20	Christopher Dale	X	X	X
21	David Lenie	X	X	X
22	Tim Gulliver	X	X	X
22	Bev Gilliver	X	X	X
23	Brandon Parker	X	X	X
24	N Chilman	X	X	
24	R Chilman	X	X	
25	Janet Farher	X	X	X
26	Steven Woodhouse	X	X	



EXAMPLE

Campaign To retain the Gainsborough Polling Station & To Provide a Separate Polling Station on Habberley Estate

We, the undersigned:

A) Confirm that we DO currently vote at The Gainsborough Hotel Polling Station

B) Advise that we DO NOT agree with moving the Gainsborough Polling Station to Habberley Estate Social Club

C) Advise that we DO agree that Wyre Forest District Council should provide an additional polling station on Habberley Estate

Name.. Name..

Road Name Post Code..

Date.. Signed.

Published & promoted by Tracey Onslow on behalf of Wyre Forest Conservatives & Printed by WPCA all of 28 Bewdley Road North, Stourport, DY13 8PS

25 JAN 2021

26	Jackie Woodhouse	X	X	
27	Robert Butler	X	X	X
27	Ann Butler	X	X	X
28	S Tye	X	X	X
28	J Tye	X	X	X
29	Olivia Pugh	X	X	X
29	Mervyn Pugh	X	X	X
30	Linda Jaynes	X	X	X
30	Owen Jaynes	X	X	X
31	Neil Carter	X	X	X
32	Angela Clarke	X	X	X
33	K Smith	X	X	
33	S Smith	X	X	
34	O Ralley-Charters	X	X	X
34	G Charters	X	X	X
35	Elizabeth Glover	X	X	X
36	J Leadbetter	X	X	
36	S Leadbetter	X	X	
36	R Leadbetter	X	X	
37	Clive Ash	X	X	X
37	Judith Ash	X	X	X
38	A Price	X	X	X
38	H Price	X	X	X
39	Alan Finch	X	X	X
40	Richard Hughes	X	X	
40	Stella Hughes	X	X	
41	Glenys Aston	X	X	
42	Teresa Cappelletta	X	X	
43	R Campbell	X	X	X
43	M Campbell	X	X	X
44	R Russell	X	X	X
45	M Baulk	X	X	X
45	Roy Baulk	X	X	X
46	D Knott	X		
46	R Jones	X		
47	Susan Needham	X	X	X
47	Mike Needham	X	X	X
48	Rosemary Quinn	X	X	X
48	Anthony Quinn	X	X	X
49	Mary Wilson	X	X	
50	Michael Dickins	X	X	X

WYRE FOREST DISTRICT COUNCIL

COUNCIL
24TH FEBRUARY 2021

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –
4TH FEBRUARY 2021

Purpose of Report

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

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Overview & Scrutiny agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 26 of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc56324_20210204_o_and_s_agenda.pdf

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p>Treasury Management Strategy 2021-22</p> <p>The Overview & Scrutiny Committee recommends to Council to:</p> <p>1.1 Approve the restated Prudential Indicators and Limits for the financial years 2021-22 to 2030-31 included in Appendix 3. These will be revised for the February 2021 Council meeting, as per paragraph 7.2 of this report, following any changes to the Capital Programme brought about as part of the budget process. <u>(The revisions have been made and are reflected in the schedule that follows for Council approval)</u></p> <p>1.2 Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2021 to 31st March 2022 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5).</p> <p>1.3 Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1.</p> <p>1.4 Approve the Authorised Limit Prudential Indicator included in Appendix 3.</p>	<p>Councillor M Hart</p>

<p>1.5 Notes that the separate, but intrinsically linked, Capital Strategy 2021-31 to be approved separately by Council, sets out the policy statement covering non-treasury investments including the related suite of prudential indicators.</p>	
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UPDATED PRUDENTIAL INDICATORS 2020-24 FOLLOWING CHANGES TO THE CAPITAL PROGRAMME AS PART OF THE BUDGET PROCESS

ANALYSIS OF CAPITAL EXPENDITURE BY SERVICE

Detail	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	Actual £	Estimate £	Estimate £	Estimate £	Estimate £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	0	0	413,610	0	0
COMMUNITY WELL-BEING AND ENVIRONMENT	2,336,270	334,560	1,674,550	887,520	582,240
ECONOMIC PROSPERITY AND PLACE	1,759,420	5,750,960	25,814,250	1,000,000	1,000,000
RESOURCES	561,210	417,910	488,000	125,000	0
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	7,359,410	* 8,000,000	* 11,175,620	* 0	* 0
VEHICLE, EQUIPMENT AND SYSEMS RENEWAL SCHEDULE	1,183,760	845,780	1,004,000	299,000	224,000
	13,200,070	15,349,210	40,570,030	2,311,520	1,806,240

Notes

Vehicle, Equipment and Systems Renewals were funded by operational leases until 31st March 2004. Following the introduction of the Prudential System from 2004/05, the future financing of these renewals will be determined in accordance with Council Policy.

Full details of the base Capital Programme are included in the Capital Strategy Report 2021/31.

* Whilst it is highly unlikely that the full allocations will be spent in 2020/21 these are included as maximum sums to enable the Council to take advantage of relevant opportunities to support regeneration in the wider commercial sense as they may arise.

The final capital position for 2019/20 has been stated above.

ACTUAL AND ESTIMATES OF THE CAPITAL FINANCING REQUIREMENT AND ACTUAL DEBT FIGURES

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	Actual £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000
Capital Expenditure					
Supported Spend (RSG Settlement)	0	0	0	0	0
Unsupported Spend	13,200	15,349	40,570	2,312	1,806
Total Spend	13,200	15,349	40,570	2,312	1,806
Financed by:					
Borrowing/Leasing	11,015	9,631	14,770	424	424
Capital Receipts	470	651	2,619	0	0
Capital Grants	1,365	4,943	23,131	1,888	1,382
Revenue	350	124	50	0	0
Capital Financing Requirement (CFR)					
CFR	40,566	49,014	62,338	60,954	59,548
Movement in CFR	12,328	8,448	13,324	(1,384)	(1,406)
External Debt					
Borrowing	37,000	49,000	62,000	60,000	59,000
Other Long Term Liabilities	0	0	0	0	0
Total Debt at 31st March	37,000	49,000	62,000	60,000	59,000
Under/(Over) borrowing	3,566	14	338	954	548
MRP	608	844	1,183	1,446	1,808

LIMITS TO BORROWING ACTIVITY

	2019/2020 Actual £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000
Gross Borrowing	37,000	49,000	62,000	60,000	59,000
Investments	(13,230)	(14,000)	(18,000)	(15,000)	(14,000)
Icelandic Investments (currently 'frozen')	(35)	(20)	0	0	0
Net Borrowing	23,735	34,980	44,000	45,000	45,000
CFR	40,566	49,014	62,338	60,954	59,548
Under/ (over borrowing) *	3,566	14	338	954	548

* In the future it may be that the Council will not be able to comply with this indicator introduced in November 2012 since any fixed term maturity loans would not be reduced until they are repaid. Full disclosure is given within the Treasury Management Strategy.

**UPDATED PRUDENTIAL INDICATORS 2020-24
FOLLOWING CHANGES TO THE CAPITAL PROGRAMME
AS PART OF THE BUDGET PROCESS**

AUTHORISED AND OPERATIONAL LIMITS

	2019/2020 Actual £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000
Authorised Limit for External Debt					
Borrowing	65,000	75,000	75,000	75,000	75,000
Other Long Term Liabilities	0	0	0	0	0
Total	65,000	75,000	75,000	75,000	75,000
	2019/2020 Actual £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000
Operational Boundary for External Debt					
Borrowing	55,000	65,000	65,000	65,000	65,000
Other Long Term Liabilities	0	0	0	0	0
Total	55,000	65,000	65,000	65,000	65,000

RATIO OF FINANCING COSTS TO NET REVENUE STREAM

	2019/2020 Actual %	2020/2021 Estimate %	2021/2022 Estimate %	2022/2023 Estimate %	2023/2024 Estimate %
General Fund *Prudential Code	10.49	14.28	19.72	23.86	23.28
General Fund *Local Indicator	1.96	5.06	6.36	7.70	7.51

* A local indicator has been introduced from 2018/19 onwards to reflect the impact of the estimated rental income stream for the Capital Portfolio Fund scheme (currently excluded from the Prudential Code calculation) demonstrating that the capital investment continues to be prudent and sustainable.

INCREMENTAL IMPACT OF CAPITAL INVESTMENT DECISIONS ON THE BAND D COUNCIL TAX

	2021/2022 Estimate £	2022/2023 Estimate £	2023/2024 Estimate £
Council Tax - Band D	0.00	0.00	0.00

TREASURY MANAGEMENT PRUDENTIAL INDICATORS

	2019/2020 Upper		2020/2021 Upper		2021/2022 Upper		2022/2023 Upper	
Maximum principal sums invested for longer than 364 days	£2m		£2m		£2m		£2m	
Limits on fixed interest rates	100%		100%		100%		100%	
Limits on variable interest rates	100%		100%		100%		100%	
Maturity Structure of fixed borrowing**	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 months	0%	100%	0%	100%	0%	100%	0%	100%
12 months to 2 years	0%	100%	0%	100%	0%	100%	0%	100%
2 years to 5 years	0%	100%	0%	100%	0%	100%	0%	100%
5 years to 10 years	0%	100%	0%	100%	0%	100%	0%	100%
10 years and above	0%	100%	0%	100%	0%	100%	0%	100%

** The upper limit is 100% in each case to give maximum flexibility for any anticipated borrowing to ensure financial advantages of each transaction.

The Corporate Director: Resources reports that the Council complied with the requirement to keep gross borrowing below the relevant CFR in 2019-20, and no difficulties are envisaged for the current or future years. This view takes into account current commitments and existing plans.

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
24TH FEBRUARY 2021**

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

**RECOMMENDATIONS FROM CABINET
9TH FEBRUARY 2021**

Purpose of Report

To consider recommendations from the Cabinet on matters outside the policy framework or approved budget of the Council.

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Cabinet agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 11 of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc56352_20210209_cabinet_agenda.pdf

RECOMMENDATION TO COUNCIL	CABINET MEMBER
<p>Future High Streets Fund</p> <p>The Cabinet RECOMMEND to Council:</p> <p>That the Capital Programme is amended to accommodate the sum of £21.761m to ensure the delivery of the Future High Streets Fund programme of initiatives. Funding will be met from the £20.51m external funding award and £1.25m allocation following the principles of, but in addition to, the existing Capital Portfolio Fund for co-funding from this Council.</p>	<p>Councillor H Dyke</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
24TH FEBRUARY 2021

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

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http://www.wyreforest.gov.uk/council/docs/doc56352_20210209_cabinet_agenda.pdf

RECOMMENDATION TO COUNCIL	CABINET MEMBER
<p>Pay and Grading Review</p> <p>The Cabinet RECOMMEND to Council that:</p> <p>a) it approves the implementation of the pay and grading review, as summarised in appendix 1;</p> <p>b) it approves a non-consolidated COVID response acknowledgement payment of £125 for every employee who was employed continuously between 26 March 2020 and 31 December 2020 and who undertook regular work during that period, other than staff on the Deputy Chief Officer grade or higher;</p> <p>c) it adopts the revised pay policy statement for the financial year 2020-21 and each subsequent financial year, until it is amended by Council (appendix 2).</p>	<p>Councillor N Martin</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
24th FEBRUARY 2021

Medium Term Financial Strategy 2021-2024

OPEN	
CABINET MEMBER:	Councillor G Ballinger
RESPONSIBLE OFFICER:	Corporate Director: Resources
CONTACT OFFICER:	Tracey Southall, Ext 2100 tracey.southall@wyreforestdc.gov.uk
Appendix 1 Appendix 2/1	Base Budget Projections 2021-2024 Capital Programme 2020-2021 onwards
Appendix 2/2	Updated Capital Programme Non-Treasury Prudential Indicators
Appendix 3 Appendix 4	Fees and Charges – Council Report of the Corporate Director: Resources/Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003
Appendix 5	Amendment to the Corporate Plan <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To update Council on the Medium-Term Financial Strategy 2021-2024 and make recommendations to Council on the proposed budget decision. This report also seeks approval of the Capital Strategy for 2021-2031 including prudential indicators which set limits for non-financial investments and to fulfil the key requirements of the MHCLG Investment Guidance. As part of the overall approval sought the report of the Corporate Director: Resources in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring is considered.

2. RECOMMENDATIONS

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

2.1 APPROVES the updated Medium-Term Financial Strategy 2021-2024;

2.1.2 APPROVES the revised Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2021-2024 as shown in the table in paragraph 3.11 including:

- a.) Approval of a further programme of phased savings for the strategic repositioning of the Council from the Wyre Forest Forward Savings Programme of £0.8m in 2021-22, £1.2m in 2022-23, £1.5m in 2023-24

ongoing after this year;

- b.) Approval of £200k generic capital budget to support expansion of the Council's income generating activity, to be funded from prudential borrowing with the revenue costs met from within approved financially viable business cases. The Innovation Fund will be used to fund any one-off revenue business case costs.
- c.) Approval of a reduced Community Leadership Fund of £16.5k being £500 per Councillor in 2021-22, followed by £8.5k being £250 per Councillor in 2022-23 and zero thereafter.

- 2.1.3 **APPROVES** the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 9th December 2020, and the impact on the Council's Revenue Budget for 2021-2024, as shown in Appendix 3;
- 2.1.4 **APPROVES** The removal of the priority about affordable housing from the Corporate Plan as set out in Appendix 5.
- 2.1.5 **APPROVES** the Council's updated Capital Strategy including the following Indicators and limits that have been revised for the February 2021 Council Meeting following any changes to the Capital Programme brought about as a result of the budget process:
 - a) **Approval** of the Capital Strategy 2021-2031 including the associated non-Treasury Prudential Indicators in Appendix 2 of the December Cabinet report now updated for Cabinet Proposal and inclusion of the Future High Streets Funding (FHSF) as set out in Appendix 2/2 of this report;
 - b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of this report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2020 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 now updated for Cabinet Proposals and FHSF as set out in Appendix 2/2 of this report;
 - d) **Approval** of the limits for loan investments as set out in paragraph 5.1 of the 22nd December 2020 report.
- 2.1.6 **APPROVES** that any Final Accounts savings arising from 2020-2024 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 Strategy and Finance;

2.1.7 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2020 as set out in this report.

2.2 COUNCIL TAX AND BUSINESS RATES

2.2.1 That the Council Tax increase is confirmed as £5 pa and that Council:

- a. **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £224.34 for 2021-2022 (£219.34 2020-2021) which represents an increase of 2.28% on Council Tax from 2020-2021.
- b. **ENDORSES** the provisional Council Tax on a Band D Property in 2022-2023 of £229.34 and £234.34 in 2023-2024, being increases of 2.23 % and 2.18% respectively.

2.2.2 **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 this report.

2.2.3 **NOTES** that the Local Council Tax Support Grant in 2021-22 will initially be added to General Fund Reserves to offset the Collection Fund loss as a result of the reduction in Council Tax Base and **APPROVAL** of delegation to the Corporate Director Resources in liaison with the Cabinet Member for Strategy and Finance to divert any portion of this for Hardship relief if appropriate.

3. KEY ISSUES

3.1 On 9th February 2021, Cabinet considered a report on proposals for the Budget Strategy for the period 2021-24 including recommendations on the intrinsically linked Capital Strategy 2021-31. There are no major changes from the Provisional Settlement issued on the 17th December 2020 as reflected in the February Cabinet report. This report provides an updated position following receipt of the Final Settlement, subsequent checks and due diligence and a proposed budget decision for Council to consider on the 24th February 2021.

3.2 The increase in the District Council's tax from 2011-12 to 2021-22 taking into account the latest proposal is only 13.5% compared to a CPI increase of 21.3% between 2010 and 2020 demonstrating that households within Wyre Forest have enjoyed sub inflation increases for many years.

3.4 The Budget Consultation survey was launched on the 11th November and ran until the 10th December 2020. The results of this consultation were reported as part of the December 2020 MTFS report to Cabinet and have informed the proposals in this report. The Strategic Review Panel meetings on the 13th and the 25th January received Alternative Budget Proposals for consideration by Cabinet in formulation of their final proposals.

3.5 As referenced in paragraph 6.10 of the December MTFS Cabinet Report, and in line with the Budget Consultation results, a review has been undertaken of the **Corporate Plan** and a revised version is proposed in Appendix 5, amended to omit the priority of good, quality and affordable housing. It should be noted that

despite the removal of the priority about affordable housing, it is not proposed to alter the strategic action that mentions affordable housing – as the ambition is still to deliver it in any case through adoption of the local plan and other actions, such as regeneration of Kidderminster town centre.

- 3.6 A revised **Capital Programme** updated from the version considered by December Cabinet is in Appendix 2 for Council approval. This includes the financial implications of the successful bid for £20.5m Future High Streets Funding. The separate report also on this agenda sets out the full impact of this exciting new scheme in full and the gross capital cost, including all partnership funding is shown in the proposed Capital Programme.
- 3.7 The approach to be taken to **fees and charges** within the financial strategy recommended by Cabinet this year will continue to have regard to demand and other market conditions. As a result, some fees and charges may be frozen or increased by less than the average of 5%. The proposals for 2021-22 show that 63% of Fees and Charges are to be frozen whilst a further 11% are proposed to be increased but below the general 5%. As decided last year, car parking fees and charges will be frozen for 2021-22 to retain the new simpler charging structure introduced from 2020-21 with circa 5% increases proposed from April 2022. Car parking income has been adversely impacted by the ongoing pandemic, but it is hoped that it will recover over the next 18 months and this is reflected in the proposed MTFS.
- 3.8 Although the ongoing impact of COVID together with the scale of the funding gap means that income generation is now a much smaller part of strategy, the work of the Commercial team at the Depot will continue in 2021-2022. The previously allocated generic Capital Budget of £250k and £100k for Revenue to support this more commercial work have largely been used and the Innovation Fund will now be used for revenue proposals. A Cabinet Proposal is included in the Strategy for a further £200k Capital pot to support new income generation proposals for speed of decision making.
- 3.9 The final impact of the proposals to Council in the **Pay and Grading Review** report is taken into account in the MTFS.
- 3.10 Fees and Charges requiring Council approval are detailed in Appendix 3.
- 3.11 The financial impact of the Cabinet Proposals is shown in the table below:

ACTIVITY AND DESCRIPTION OF CABINET PROPOSALS	KEY	2021-22	2022-23	2023-24
		£	£	£
		£	£	£
Wyre Forest Forward Savings	C			
Approval of a further programme of phased savings for the strategic repositioning of the Council from the Wyre Forest Forward Savings Programme of £0.8m in 2021-22, £1.2m in 2022-23 and £1.5m in 2023-24. Severance costs arising from this transformation forward work programme will be met from the Innovation Fund.	R	800,000 CR	1,200,000 CR	1,500,000 CR
	S	-	TBC	TBC
Community Leadership Fund				
Approval of a reduced Community Leadership Fund of £16.5k being £500 per Councillor in 2021-22, followed by £8.5k being £250 per Councillor in 2022-23 and zero thereafter.	C	-	-	-
	R	16,500	8,250	-
	S	-	-	-
Capital Budget to Support the Commercial Agenda				
Approval of a further £200k generic capital budget to support expansion of the Council's income generating activity to supplement revenue funding from the Innovation Fund in 2021-22, to be funded from prudential borrowing with the revenue costs met from within approved business cases.	C	200,000	-	-
	R	-	-	-
	S	-	-	-
	C	200,000	-	-
TOTALS	R	783,500 CR	1,191,750 CR	1,500,000 CR
	S	-	-	-

3.12 Business Rate projections based on the continuation of the current 50% Worcestershire pooling agreement for 2021-22 are shown in table 6.3 below. These do not differ overall from the February report. Accurate forecasting is extremely difficult at this time, but it should be possible to manage any significant variations at final accounts by drawing on the Business Rates Equalisation earmarked Reserves if necessary. These take into account the Council's share of forecast growth from major redevelopments, appeals, reliefs, economic regeneration work, forecast increases in the multiplier for inflation and other Business Rates market intelligence. The collective WBRP approach to provisions for appeals depending on prevailing circumstances nearer the time, may result in outturn variances to these forecasts which will be reported as part of the Final Accounts process.

The most significant factor in the decision regarding Pool membership from 1st April 2021 was our view on the probability of further significant business rate losses in Wyre Forest, exacerbated by the impact of COVID-19 and the uncertainty around the continuation of the significant reliefs provided by Central Government in 2020-21.

LG Futures were commissioned to undertake detailed financial modelling of the potential Pooling proposals for 2021-22. Given the prevailing uncertainty around the economy this was not without its challenges. However, extensive sensitivity and risk analysis has been undertaken as part of the work. This showed that it is unlikely that continuation of the current Pool would not be beneficial.

The position in relation to the detail of the ongoing impact of the COVID-19 pandemic, the delayed Funding Reform, further appeals and resultant significant uncertainty this year remains a concern. this is being managed by the Corporate

Director: Resources in conjunction with the other treasurers within the Pool. It is unknown if Business Rate Pools will cease when the new funding system is eventually introduced.

- 3.17 Taking these measures into account the projected Base Budget net expenditure for 2021-2022 is estimated to be £11,168,610 (see paragraph 6.3). This is £503,110 more than currently estimated to be raised from Council Tax, Business Rates Income retained, Collection Fund Surplus New Homes Bonus and all other grants.

4. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2021-2022

- 4.1 The Final Local Government Settlement was announced on the 4th February 2021 and confirmed on the 10th February. there were no significant changes compared to the provisional Settlement. Therefore, whilst some welcome additional one-off funding was confirmed in the Final Settlement this has not significantly changed the longer-term financial forecast. It does though provide some additional time for the necessary transformation work to close the funding gap to be undertaken.

- 4.2 The 2021-2022 local government finance settlement is for one year only and is based on the Spending Review 2020 (SR20) funding levels. Within Spending Round 2020, information regarding 2021-2022 funding allocations was provided. The provisional settlement confirms these previous announcements; the main points, now confirmed in the Final Settlement are set out below followed by further analysis:

- **Council Tax** – As previously announced at SR20, the council tax referendum limit will be 2% for local authorities, with social care authorities allowed a 3% social care precept, although this can be deferred to 2022-2023. The provisional settlement confirmed that districts will be allowed to apply the higher of the referendum limit or £5.
- **Business Rates Retention** – As announced at SR20, the business rates multiplier has been frozen for 2021-2022. Therefore. the three elements of the Business Rates Retention system (Baseline Need, NNDR Baseline and Tariff/Top Up amounts) remain at 2020-2021 levels. However, the under-indexing multiplier grant has been increased, in order that local authorities do not lose what would have been the increase to the multiplier (as per previous years when a cap was applied).
- **Revenue Support Grant** – For those authorities still receiving RSG, this has been increased by 0.55%, in line with what would have been the increase to the multiplier.
- **New Homes Bonus** - The 2021-2022 allocations have been announced. These will be paid with the legacy payments due from previous years (2018-2019 and 2019-2020). As previously announced, there will be no legacy payments for the new 2021-2022 in-year allocations and no legacy payment was paid for 2020-2021 (as indicated in the 2020-2021 settlement). The deadweight of 0.4% was maintained. This is a marginal increase on the figures assumed in the December Cabinet report.

- **Top Up/Tariff Adjustments (Negative RSG)** – As in previous years, the government has decided to eliminate the negative RSG amounts. This was assumed in the December report.
- **Social Care Funding** – Originally announced at SR20, there has been an increase to the Social Care Support Grant of £300m. This has been allocated based on Adult Social Care relative need (£60m) and the ability to raise resources through the social care precept (£240m). This is County Council funding.
- **Lower Tier Services Grant** – A new un-ringfenced lower tier services grant of £111m was announced by the Minister. This has been allocated via 2013-2014 Settlement Funding Assessment levels (£86m) and to fund a floor, to ensure that no authority has a total Core Spending Power less than in 2020-2021 (£25m). This is £121,190 for this Council.
- **Rural Services Delivery Grant** – There has been an increase of £4m, from £81m in 2020-2021, to £85m in 2021-2022; with the methodology for distribution remaining unchanged from 2020-2021. Wyre Forest does not receive this grant.
- **COVID-19 Funding** – In SR20, £2.2bn of funding was announced to support local government in 2021-2022, alongside support for local tax income and the spreading of deficits. Further details of this support have been provided through a consultation paper. This funding is not included in the Core Spending Power figures. The extra COVID-19 Funding for Wyre Forest is in two parts firstly general COVID-19 support of £563,804 and also COVID-19 support in relation to council tax base losses of £184,250.
- **Local Government Funding Reform** – The announcement states that the government will “revisit the priorities for finance reform in time for the next Spending Review, taking account of wider work on the future of business rates and how best to organise and finance adult social care”.
- No announcements have been made in respect of the planned timing of the next Spending Review, but further details may be announced alongside the Budget on 3 March 2021.

a. Core Spending Power – Overall

“Core Spending power” is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax

The updated National Core Spending Power figures for the period 2015-2016 to 2021-2022 shows an increase of 4.6% for 2021-2022. There was also an overall increase for the period an overall change for the period 2015-2016 to 2021-2022 of 14.8%. It should be remembered that the increase for individual authorities will be different to the national figures and the government figures also contain assumptions around council taxbase change that may not be reflected in local projections. However, this Council’s core spending power will increase by 3.5% in 2021-2020 compared to 2020-2021 as shown in Table 4.2.2. This compares favourably with the majority of shire districts as shown in Table 4.2.3

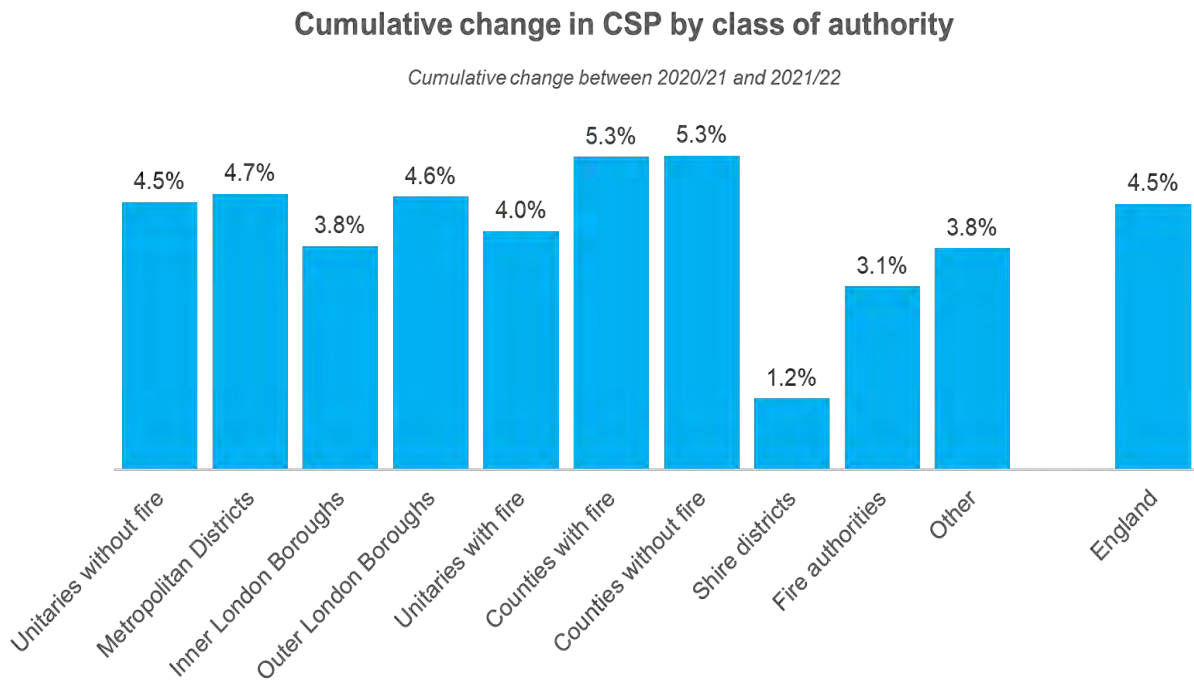
Table 4.2.1 Core Spending Power figures for England 2015-16 to 2021-22

Core Spending Power of Local Government England	2015-16 £m	2016-17 £m	2017-18 £m	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m	Increase £m	%
Settlement Funding Assessment	21,250	18,602	16,633	15,574	14,560	14,797	14,810	13	0.1%
Compensation for under-indexing the Brates multiplier	165	165	175	275	400	500	650	150	30.0%
Council Tax Requirement excluding parish precepts	22,036	23,247	24,666	26,332	27,768	29,227	31,192	1,965	6.7%
Improved Better Care Fund	-	-	1,115	1,499	1,837	2,077	2,077	-	0.0%
New Homes Bonus	1,168	1,462	1,227	947	918	907	622	- 285	-31.4%
New Homes Bonus returned funding	32	23	25	-	-	-	-	-	
Rural Services Delivery Grant	16	81	65	81	81	81	85	4	4.9%
Transition Grant	-	150	150	-	-	-	-	-	
Adult Social Care Support Grant	-	-	241	150	-	-	-	-	
Winter Pressures Grant1	-	-	-	240	240	-	-	-	
Social Care Support Grant	-	-	-	-	410	-	-	-	
Social Care Grant2	-	-	-	-	-	1,410	1,710	300	21.3%
Lower Tiers Services Grant	-	-	-	-	-	-	111	111	
Core Spending Power Total	44,666	43,730	44,296	45,098	46,213	48,999	51,257	2,258	4.6%

Table 4.2.2. Core Spending Power for Wyre Forest

Wyre Forest	Actual	Provisional	Projected	Projected	Projected
	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m
Settlement Funding Assessment	2.843	2.843	2.886	2.944	3.002
Compensation for under-indexing the business rates multiplier	0.114	0.148	0.148	0.151	0.154
Estimated Council Tax excluding Parish Precepts	7.445	7.685	7.955	8.208	8.466
Improved Better Care Fund	-	-	-	-	-
Social Care Grant	-	-	-	-	-
New Homes Bonus	0.262	0.243	0.071		
Lower Tier Services Grant	-	0.121			
Rural Services Delivery Grant	-	-	-	-	-
Other (Unused NHB and BRR Growth)			(0.044)	(0.077)	(0.139)
Core Spending Power	10.664	11.040	11.016	11.226	11.484
Percentage change in CSP			3.5%	-0.2%	1.9%

Table 4.2.3 - Change in CSP by class of authority (2020-21 to 2021-22) – WFDC - 3.5% increase



- b. **Council Tax** – For 2021-2022, there will continue to be differential limits that will trigger the need for a council tax referendum.

A referendum limit of 2% will represent the trigger for all authorities, except Shire Districts (higher of £5 or 2%) Parishes (no limit), Police and Crime Commissioners (£15) and Mayoral Combined Authorities (no limit). As previously announced, an adult social care precept of up to 3% will also be available in 2021-2022.

- c. **Business Rates** - The application for continuation of the current 50% Worcestershire Business Rates Pool, including the Fire Authority has been confirmed. The original 100% pilot areas from 2017-2018 will continue for 2020-2021. Out of the 26 Business Rate Pool applications 4 have now dropped out so 22 go forward into 2021-2022.
- d. **New Homes Bonus** - the **allocations have been announced**, for 2021-2022. The Core Spending Power figures for 2021-2022 include these allocations. There are no changes to the New Homes Bonus deadweight threshold (at 0.4%) or the eligibility of properties to qualify for the funding, however there are a number of points to note:
- The overall allocation for each authority is based on the legacy payments for 2018-2019 and 2019-2020, plus the 2021-2022 allocation;
 - The 2020-2021 “in year” allocations did not have future years’ legacy payments;
 - The deadweight for 2021-2022 in-year allocations remains at 0.4%;

- The ministerial statement announced a Spring 2020 consultation on the future of the scheme, stating that “It is not clear that the New Homes Bonus in its current form is focused on incentivising homes where they are needed most” and the consultation will “include moving to a new, more targeted approach that rewards local authorities where they are ambitious in delivering the homes we need, and which is aligned with other measures around planning performance”. This consultation was published on the 10th February 2021.

4.6 Councils are facing a significant period of financial uncertainty and resultant risk greatly exacerbated by the COVID-19 pandemic. They need clarity and certainty about how all local services will be funded over the next few years and beyond. Next year we need a multi-year settlement and meaningful progress towards a long-term, sustainable solution to the funding crisis our adult social care services continue to face. There must be no further delays to the process of reform.

It is vital that the Government guarantees the financial challenge facing councils as a result of COVID-19 will be met in full, including funding for cost pressures and full compensation for lost income and local tax losses.

4.7 The forecast position in relation to total Government grant taking into account the one-year Spending Round for 2021-2022 and subsequent Finance Settlement is shown in the Table at 6.3.

5. COUNCIL TAX BASE

5.1 The Council Tax Base previously reported for 2021-2022 has been confirmed; this has decreased from the 2020-2021 level of 33,945 to 33,780 being a decrease of 165 or circa 0.5% lower compared to 2020-2021 level. This has been adversely impacted by the increase in CTRS awards because of the pandemic. It is forecast to rise over the term of the Strategy, informed by data from planning applications resulting in increases of circa 0.6% or 200 additional properties in 2022-2023 and 2023-2024.

5.2 No revisions have been proposed to the current Council Tax Reduction Scheme. Delegation is proposed in paragraph 2.23 for the Corporate Director Resources in liaison with the Cabinet Member for Strategy and Finance to divert any portion of the new Local Council Tax Support Grant in 2021-2022 for further Hardship relief if appropriate.

6. FINANCIAL IMPLICATIONS

6.1 The Cabinet Proposals previously considered on the 9th February have now been confirmed. These are set out in the table in 3.11 and included in the table in paragraph 6.3.

6.2 The Council Tax Collection Fund position together with the forecasts for the New Tax Income Guarantee Funding were reviewed for the February Cabinet report based on more up-to-date council tax collection information and additional detail in guidance issued with the Provisional Settlement. Further minor revisions have been made to present an updated position for this report.

6.3 The following tables demonstrates the updated position for the Council when all the revisions included in this report are incorporated into the Base Budget. The Council is forecast to hold a balance of £2,581k at the end of 2023-2024 (see reserves table in 6.4).

Table 6.3 - Updated MTFS Position

	Revised 2020-21 £	2021-22 £	2022-23 £	2023-24 £
Net Expenditure on Services (per Appendix 2)	14,479,370	13,084,100	12,151,680	12,658,080
COVID Support grants	(2,714,530)	(1,131,990)	0	0
Total Net Expenditure on Services (per Appendix 2)	11,764,840	11,952,110	12,151,680	12,658,080
<u>Less</u>				
Cabinet Proposals	0	(783,500)	(1,191,750)	(1,500,000)
Net Expenditure	11,764,840	11,168,610	10,959,930	11,158,080
Contribution (from)/to Reserves	(419,850)	(503,110)	(657,170)	(672,960)
Net Budget Requirement	11,344,990	10,665,500	10,302,760	10,485,120
<u>Less</u>				
Revenue Support Grant	0	0	(356,790)	(356,790)
Business Rates	3,691,180	2,869,590	2,898,290	2,927,270
New Homes Bonus	261,530	242,510	63,390	0
Lower Tier Services Grant	0	121,190	0	0
Collection Fund Deficit	(70,220)	(146,000)	(95,100)	(95,100)
Covid 75% Tax Income Guarantee (Council Tax)	17,000	0	0	0
Council Tax Income	7,445,500	7,578,210	7,792,970	8,009,740
WFDC Council Tax: £5 increase per annum	219.34	224.34	229.34	234.34
Percentage increase in Council Tax	2.39%	2.28%	2.23%	2.18%

6.4 Reserves available as part of the three-year financial strategy are as shown in the following table. Taking all of the revisions contained in this report into account this shows an increase of £715k at the end of 2023-2024 compared to the December forecast.

Table 6.4. - Reserves Statement

Reserves Statement	Revised 2020-21 £	2021-22 £	2022-23 £	2023-24 £
Reserves as at 1st April	4,833,620	4,413,770	3,910,660	3,253,490
December MTFS transfer to (from) Reserves	(763,970)	(1,257,330)	(450,350)	(495,970)
Changes since December report:				
Changes to Service Income and Expenditure	(22,880)	(32,180)	(144,470)	(122,890)
Collection Fund deficit	0	(14,900)	0	0
75% Tax guarantee (CTAX)	17,000	(123,000)	(123,000)	(123,000)
Business Rates Income	350,000	68,900	68,900	68,900
Local CTS grant	0	184,250	0	0
Lower Tier Services grant (LTSG) (provisional settlement)	0	121,190	0	0
LA Covid support Grant	0	563,800	0	0
Amendment to Cabinet proposals		(16,500)	(8,250)	
NHB and LTSG adjustments at Final settlement		2,660		
Transfer (from) Reserves	(419,850)	(503,110)	(657,170)	(672,960)
UPDATED RESERVES	4,413,770	3,910,660	3,253,490	2,580,530

- 6.5 The table below shows a refreshed funding gap of £2.736m in 2023-2024, increased from the previously reported £2.559m in December 2020 as a result of the updates in this report.

Table 6.5.1 – Funding Gap Assuming a Council Tax Increase of £5 pa

	2020-21	2021-22	2022-23	2023-24
Financial Gap	£	£	£	£
Efficiency targets in approved business cases	0	18,000	18,000	18,000
Wyre Forest Forward Savings not yet achieved	0	455,800	128,560	82,880
Generic Localism Savings	0	14,530	228,350	385,770
Efficiency Savings (2%, 1%, 1%,1%) EPP	44,570	76,570	76,570	76,570
New Cabinet Proposal for further Savings	0	800,000	1,200,000	1,500,000
SUB- Total	44,570	1,364,900	1,651,480	2,063,220
Use of reserves from Proposed 2020-23 Strategy	419,850	503,110	657,170	672,960
TOTAL	464,420	1,868,010	2,308,650	2,736,180

Note: There is confidence that the Generic Localism savings should be more than achieved for 2021-2022 by the partnership working agreements currently being finalised with Bewdley and Stourport Town Councils. These figures and those for subsequent years will be updated as localism work progresses.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 EIAs will be undertaken as appropriate as part of reviews of service delivery arrangements and implementation of new models. There are no proposals in this report that require an assessment, because of their generic nature.

8. RISK MANAGEMENT

- 8.1 Achieving financial sustainability is the most significant challenge facing the Council particularly in the light of the ongoing COVID-19 pandemic and resultant uncertainty. The Strategic Review Panel provided some options for the Cabinet to consider in making its recommendations on the medium-term financial strategy. The principal risks were outlined in Appendix 5 of the report to Cabinet on 22nd December 2020 and are summarised and are refreshed where appropriate in Appendix 4 of this report.
- 8.2 The increased Council Tax Base from 2022-2023, the successful award of the £20.5m Future High Streets funding, Cabinet Proposals and continuing progress with the Wyre Forest Forward Transformation savings contribute as far as possible to the mitigation of the financial risk within this budget strategy.
- 8.4 The Accounts and Audit Regulations 2015 require Local Authorities to fully consider and manage Risk as part of the Budget process. Appendix 5 of the December 2020 report showed an analysis of the significant financial risks which are affecting the Council. This has been reviewed and remains current subject to the comments and updates provided in paragraph 8.5 below and Appendix 4 of this report.

- 8.5 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of: -
- a. The Accounts and Audit Regulations 2015
 - b. Prudential Framework: -
The assessment of affordability of financial plans requires a judgement about risk. Prudential Indicators are the monitoring tool to assess performance and risk.
 - c. CIPFA Guidance on Reserves and Balances: -
Highlights the need to consider risks facing the authority; the risks posed by the continuing austerity measures and impact of COVID-19 place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability.
- 8.6 In late October 2019 CIPFA issued a Financial Management Code (FM Code) which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively. The first full year of compliance will be 2021-2022. This reflected the recognition that organisations will need time to reflect on the contents of the code and could use 2020-2021 to demonstrate how they are working towards compliance. However, the extra resource requirement as a result of COVID-19 has meant the work is yet to commence. This will link to the Financial Resilience Index information also to be provided by CIPFA. CIPFA issued Guidance on Prudential Property Investment in Mid November 2019 including a detailed methodology on how authorities could calculate whether their property investments are proportional to the size of their revenue budgets. Calculations for the Council are included within the regular reporting on the Capital Portfolio Fund Performance to Overview and Scrutiny Committee and within the suite of non-treasury prudential indicators.
- 8.7 The financial projections suggest deficits in funding across all three years under consideration, leading to an overall projected net deficit over the three years of some £2.74m. In broad terms this can be explained by the combination of ongoing forecast COVID cost pressures and reduced income not met by government grant, together with reductions in Revenue Support Grant and New Homes Bonus receipts.

9. LEGAL AND POLICY IMPLICATIONS

9.1 Local Government Act 2003

- 9.1.1 The Local Government Act 2003 (Sections 25-28) places duties on Local Authorities on how they set and monitor budgets.
- 9.1.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This is reported to Council as Appendix 4 of this report.
- 9.1.3 Section 28 places a statutory duty on an Authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis, with CLT/Cabinet

receiving monthly budget monitoring reports, and this practice will continue.

10. CONSULTEES

- 10.1 Corporate Leadership Team
- 10.2 Cabinet

11. BACKGROUND PAPERS

- 11.1 Accounts and Audit Regulations 2015.
- 11.2 Cabinet Report on the Medium-Term Financial Strategy 2021–2024 22nd December 2020.
- 11.3 Cabinet Report on updated Capital Strategy 2021-2031 22nd December 2020.
- 11.4 Agendas and Minutes of the Strategic Review Panel.
- 11.5 Provisional Local Government Finance Settlement 2021-2022.
- 11.6 Prudential and Treasury Management Codes December 2017
- 11.7 Strong Leader Cabinet Report – October 2020 – Business Rates Retention – Pan Worcestershire Bid Business Rate Pool bid. Delegated Decision Notice 14th January 2021.
- 11.8 CIPFA publications Financial Management Code, Financial Resilience Index- and Guidance on Prudential Property Investment - October/November 2019
- 11.9 Cabinet Report on MTFS 2021-2024 and Capital Strategy 2021-2031 9th February 2021
- 11.10 The Final Local Government Finance Settlement for 2021-202 on 4 February 2021 via a written statement:
<https://questions-statements.parliament.uk/written-statements/detail/2021-02-04/hcws764>
<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2021-to-2022>
<https://www.gov.uk/government/publications/final-local-government-finance-report-2021-to-2022>

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2020/21		2021/22			2022/23			2023/24		
	Original Estimate £	Revised Estimate £	At Nov.20 Prices £	Inflation £	TOTAL £	At Nov.20 Prices £	Inflation £	TOTAL £	At Nov.20 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,374,060	1,906,710	1,403,640	47,330	1,450,970	1,512,280	95,800	1,608,080	1,544,900	145,860	1,690,760
COMMUNITY WELL-BEING AND ENVIRONMENT	4,421,860	6,593,050	4,436,120	156,590	4,592,710	4,006,490	311,080	4,317,570	3,788,900	476,540	4,265,440
ECONOMIC PROSPERITY AND PLACE	1,990,960	2,515,280	2,215,870	106,430	2,322,300	1,938,480	216,000	2,154,480	1,866,120	324,700	2,190,820
RESOURCES	3,689,640	3,625,920	4,677,290	(37,010)	4,640,280	3,853,470	(71,240)	3,782,230	4,252,510	(106,490)	4,146,020
	11,476,520	14,640,960	12,732,920	273,340	13,006,260	11,310,720	551,640	11,862,360	11,452,430	840,610	12,293,040
LESS: CAPITAL ACCOUNT	237,960	(88,060)	97,560	2,360	99,920	306,650	4,750	311,400	379,870	7,250	387,120
INTEREST RECEIVED	(180,000)	(50,000)	(20,000)	0	(20,000)	(20,000)	0	(20,000)	(20,000)	0	(20,000)
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	(71,200)	(23,530)	(3,130)	1,050	(2,080)	(4,080)	2,000	(2,080)	(5,080)	3,000	(2,080)
TOTAL NET EXPENDITURE ON SERVICES	11,463,280	14,479,370	12,807,350	276,750	13,084,100	11,593,290	558,390	12,151,680	11,807,220	850,860	12,658,080
LESS: REVENUE SUPPORT GRANT	0	0			0			356,790			356,790
BUSINESS RATES INCOME	(3,341,180)	(3,691,180)			(2,869,590)			(2,898,290)			(2,927,270)
EXPENDITURE RELATED COVID SUPPORT GRANT	0	(1,603,970)			(563,800)			0			0
CO-FUNDING COVID SUPPORT GRANT	0	(1,110,560)			(383,940)			0			0
COVID TAX INCOME GUARANTEE GRANT (CTAX)	0	(17,000)			0			0			0
COLLECTION FUND DEFICIT (CTAX)	70,220	70,220			146,000			95,100			95,100
NEW HOMES BONUS	(261,530)	(261,530)			(242,510)			(63,390)			0
LOCAL COUNCIL TAX SUPPORT GRANT	0	0			(184,250)			0			0
LOWER TIER SERVICES GRANT					(121,190)						
GENERAL EXPENSES -											
COUNCIL TAX INCOME	(7,445,500)	(7,445,500)			(7,578,210)			(7,792,970)			(8,009,740)
(SURPLUS) / DEFICIT FOR YEAR	485,290	419,850			1,286,610			1,848,920			2,172,960
COUNCIL TAX LEVY		219.34			224.34			229.34			234.34
COUNCIL TAX BASE		33,945			33,780			33,980			34,180

CAPITAL PROGRAMME 2021 TO 2031

Detail	2020-21		2021-22 Estimate £	2022-23 Estimate £	2023-24 Estimate £	2024-25 Estimate £	2025-26 Estimate £	2026-27 Estimate £	2027-28 Estimate £	2028-29 Estimate £	2029-30 Estimate £	2030-31 Estimate £	Prior to 01/04/2020 £	Total £
	Original £	Revised £												
1. COMMITTED EXPENDITURE														
1. CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL														
New Headquarters - Office Accommodation	413,610	-	413,610	-	-	-	-	-	-	-	-	-	9,586,390	10,000,000
SUB TOTAL	413,610	0	413,610	0	0	0	0	0	0	0	0	0	9,586,390	10,000,000
2. COMMUNITY WELL-BEING AND ENVIRONMENT														
Parking Facilities: Improvement to Car Parks	-	-	54,530	-	-	-	-	-	-	-	-	-	419,970	474,500
Green Street Depot Investment	134,300	208,950	70,000	-	-	-	-	-	-	-	-	-	3,706,050	3,985,000
Stourport Riverside	150,000	71,500	78,500	-	-	-	-	-	-	-	-	-	-	150,000
Brinton Park HLF Scheme (subject to successful HLF bid)	2,600,000	43,720	1,086,520	887,520	582,240	-	-	-	-	-	-	-	-	2,600,000
Commercial Activity Capital Funding*	-	10,390	385,000	-	-	-	-	-	-	-	-	-	54,610	450,000
* Subject to Business Cases & approval by the Commercial Activity Board														
SUB TOTAL	2,884,300	334,560	1,674,550	887,520	582,240	0	0	0	0	0	0	0	4,180,630	7,659,500
3. ECONOMIC PROSPERITY AND PLACE														
Housing Strategy:														
Disabled Facilities Grants (subject to confirmation 21-22 onwards)	1,490,830	1,799,370	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	13,828,590	25,627,960
Conversion of 2-3 New Street, Stourport	-	2,530	-	-	-	-	-	-	-	-	-	-	294,530	297,060
Property Flood Grants	650,000	200,000	450,000	-	-	-	-	-	-	-	-	-	-	650,000
Property Conversion, Stourport	-	60,000	-	-	-	-	-	-	-	-	-	-	-	60,000
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	72,740	100,000	33,950	-	-	-	-	-	-	-	-	-	1,926,420	2,060,370
Flood Relief	18,410	28,410	-	-	-	-	-	-	-	-	-	-	170,590	199,000
Green Homes Grants	-	300,000	-	-	-	-	-	-	-	-	-	-	-	300,000
Carbon Management Plan	20,000	20,000	-	-	-	-	-	-	-	-	-	-	83,150	103,150
Future Investment Evergreen Fund*	-	-	639,660	-	-	-	-	-	-	-	-	-	-	639,660
Crown House Car Park	-	27,400	-	-	-	-	-	-	-	-	-	-	-	27,400
Industrial Units Development - Silverwoods	1,930,040	220,000	1,930,040	-	-	-	-	-	-	-	-	-	-	2,150,040
Industrial Units Frenco Development - Silverwoods	-	293,250	-	-	-	-	-	-	-	-	-	-	394,940	688,190
Churchfields Development (Grant Funded)**	-	2,700,000	-	-	-	-	-	-	-	-	-	-	-	2,700,000
Capital Portfolio Fund*	1,500,000	6,000,000	3,175,620	-	-	-	-	-	-	-	-	-	16,796,190	25,971,810
Development Loans Fund*	-	2,000,000	8,000,000	-	-	-	-	-	-	-	-	-	-	10,000,000
Future High Streets Fund**	4,275,000	-	21,760,600	-	-	-	-	-	-	-	-	-	-	21,760,600
* Subject to Business Cases & Due Diligence														
** Co-funding subject to full Business Case following the principles of the Capital Portfolio Fund														
SUB TOTAL	9,957,020	13,750,960	36,989,870	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	33,494,410	93,235,240
4. RESOURCES														
ICT Strategy	363,000	417,910	488,000	125,000	-	-	-	-	-	-	-	-	3,903,870	4,934,780
SUB TOTAL	363,000	417,910	488,000	125,000	0	0	0	0	0	0	0	0	3,903,870	4,934,780
5. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE														
Vehicles & Equipment & Systems Renewal Schedule	760,000	845,780	1,004,000	299,000	224,000	363,000	1,114,000	1,393,000	329,000	546,500	25,000	184,000	7,708,940	14,036,220
SUB TOTAL	760,000	845,780	1,004,000	299,000	224,000	363,000	1,114,000	1,393,000	329,000	546,500	25,000	184,000	7,708,940	14,036,220
TOTAL COMMITTED EXPENDITURE	14,377,930	15,349,210	40,570,030	2,311,520	1,806,240	1,363,000	2,114,000	2,393,000	1,329,000	1,546,500	1,025,000	1,184,000	58,874,240	129,865,740

CAPITAL PROGRAMME 2021 TO 2031

Detail	2020-21		2021-22 Estimate £	2022-23 Estimate £	2023-24 Estimate £	2024-25 Estimate £	2025-26 Estimate £	2026-27 Estimate £	2027-28 Estimate £	2028-29 Estimate £	2029-30 Estimate £	2030-31 Estimate £	Prior to 01/04/2020 £	Total £
	Original £	Revised £												
2. FINANCING														
Capital Receipts: Funding Approved	1,187,780	651,360	1,609,080	-	-	-	-	-	-	-	-	-	-	2,260,440
Prudential Borrowing for Carbon Management Scheme	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000
Prudential Borrowing for Industrial Units Development	1,430,040	253,250	1,430,040	-	-	-	-	-	-	-	-	-	-	1,683,290
Prudential Borrowing for Development Loans Fund	-	2,000,000	8,000,000	-	-	-	-	-	-	-	-	-	-	10,000,000
Prudential Borrowing for Capital Portfolio Fund	1,500,000	6,000,000	3,175,620	-	-	-	-	-	-	-	-	-	-	9,175,620
Prudential Borrowing for additional Capital Portfolio Fund allocation (Future High Streets Fund Scheme)	-	-	1,250,000	-	-	-	-	-	-	-	-	-	-	1,250,000
Prudential Borrowing for Green Street Depot Investment	134,300	85,000	-	-	-	-	-	-	-	-	-	-	-	85,000
Prudential Borrowing for Brinton Park HLF Scheme	200,000	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000
Prudential Borrowing for ICT Strategy	363,000	417,910	488,000	125,000	-	-	-	-	-	-	-	-	-	1,030,910
Prudential Borrowing for Commercial Activity Capital Funding	-	10,390	385,000	-	-	-	-	-	-	-	-	-	-	395,390
Prudential Borrowing for Stourport Riverside	46,420	-	46,420	-	-	-	-	-	-	-	-	-	-	46,420
Better Care Fund Grant (from Worcestershire County Council - subject to confirmation 20/21 onwards)	1,289,400	1,597,940	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	11,597,940
HLF Partner External Funding	2,400,000	43,720	1,086,520	887,520	382,240	-	-	-	-	-	-	-	-	2,400,000
Future High Street Property Acquisition External Funding	4,275,000	-	20,510,600	-	-	-	-	-	-	-	-	-	-	20,510,600
DEFRA Flood Grant Funding	650,000	200,000	450,000	-	-	-	-	-	-	-	-	-	-	650,000
S.106 Funding (Parking - Contractual Agreement)	-	-	52,670	-	-	-	-	-	-	-	-	-	-	52,670
Department of Business, Energy and Industrial Strategy (BEIS) Funding	-	300,000	-	-	-	-	-	-	-	-	-	-	-	300,000
S.106 Funding for Stourport Riverside Scheme	103,580	71,500	32,080	-	-	-	-	-	-	-	-	-	-	103,580
Flood Relief Grant (from DCLG)	18,410	28,410	-	-	-	-	-	-	-	-	-	-	-	28,410
Churchfields Development Grant (from Housing Infrastructure Fund)	-	2,700,000	-	-	-	-	-	-	-	-	-	-	-	2,700,000
Vehicles, Equipment & Systems (Prudential Borrowing)	760,000	845,780	1,004,000	299,000	224,000	363,000	1,114,000	1,393,000	329,000	546,500	25,000	184,000	-	6,327,280
<u>Direct Revenue Funding:</u>														
Green Street Depot Investment	-	123,950	50,000	-	-	-	-	-	-	-	-	-	-	173,950
	14,377,930	15,349,210	40,570,030	2,311,520	1,806,240	1,363,000	2,114,000	2,393,000	1,329,000	1,546,500	1,025,000	1,184,000	-	70,991,500

**VEHICLE, EQUIPMENT AND SYSTEMS
RENEWALS SCHEDULE 2021 TO 2031**

APPENDIX 2

DETAIL	Fleet Number	2020-21		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
		Original £	Revised £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
1. VEHICLES													
EMS & BIN LIFTS		-	-	13,500	-	-	-	-	-	-	-	-	-
GARAGE EQUIPMENT		-	31,280	-	-	-	-	-	-	-	-	-	-
REFURBISHMENT FUND		-	30,000	-	-	-	-	-	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV241	-	-	-	-	-	-	91,000	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV237	-	-	-	-	-	-	95,500	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV238	40,000	-	-	-	-	-	95,500	-	-	-	-	-
REFUSE FREIGHTER 24000kg	AV234	-	-	-	-	-	-	100,000	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV268	30,000	-	-	-	-	-	100,000	-	-	-	-	25,000
REFUSE FREIGHTER 26000kg	AV239	30,000	-	-	-	-	-	100,000	-	-	-	-	25,000
TIPPER 3500kg	AV177	30,000	-	-	-	-	-	30,000	-	-	-	-	25,000
TIPPER 3500kg	AV193	30,000	-	-	-	-	-	30,000	-	-	-	-	-
TIPPER 3500kg	AV064	35,000	-	-	-	-	-	-	-	-	-	-	-
TIPPER 3500kg	AV200	35,000	-	-	-	-	-	30,000	-	-	-	-	-
TIPPER 3500kg	AV201	35,000	-	-	-	-	-	30,000	-	-	-	-	-
TIPPER 3500kg	AV202	-	-	-	-	-	-	30,000	-	-	-	-	-
TIPPER 3500kg	AV214	80,000	-	-	-	-	-	30,000	-	-	-	-	80,000
TIPPER 3500kg	AV216	90,000	-	-	-	-	-	30,000	-	-	-	-	-
MEDIUM REFUSE FREIGHTER 12000kg RCV	AV211	140,000	-	-	-	-	-	100,000	-	-	-	-	-
RIDE ON MOWER	AV226	175,000	-	-	-	-	-	-	25,000	-	-	-	-
4x4	AV252	-	-	-	-	-	-	-	30,000	-	-	-	-
TIPPER 3500kg	AV220	-	-	-	-	-	-	-	30,000	-	-	-	-
TIPPER 3500kg	AV063	-	30,000	-	-	-	-	-	30,000	-	-	-	-
TIPPER 3500kg	AV221	-	-	-	-	-	-	-	30,000	-	-	-	-
TIPPER 3500kg	AV222	-	-	-	-	-	-	-	30,000	-	-	-	-
TIPPER 3500kg	AV223	-	30,000	-	-	-	-	-	30,000	-	-	-	-
TRACTOR	AV070	-	-	40,000	-	-	-	-	-	-	-	-	-
RIDE ON MOWER	AV212	-	-	-	-	-	-	32,000	-	-	-	-	-
TIPPER 7000kg	AV181	-	-	-	-	-	-	-	48,000	-	-	-	-
REFUSE FREIGHTER 24000kg	AV245	-	-	-	-	-	-	-	170,500	-	-	-	-
REFUSE FREIGHTER 26000kg	AV246	-	-	-	-	-	-	-	170,500	-	-	-	-
REFUSE FREIGHTER 26000kg	AV083	-	-	-	-	-	-	-	175,000	-	-	-	-
REFUSE FREIGHTER 26000kg	AV084	-	-	-	-	-	-	-	175,000	-	-	-	-
ATV WEED SPRAYER	AV271	-	-	-	-	-	15,000	-	-	-	-	-	-
LIGHT VAN	AV218	-	30,000	-	-	-	-	25,000	-	-	-	-	-
LIGHT VAN	AV230	-	30,000	-	-	-	-	25,000	-	-	-	-	-
LIGHT VAN	AV229	-	30,000	-	-	-	-	25,000	-	-	-	-	3,000
MIDI TRACTOR	AV189	-	-	30,000	-	-	-	-	-	-	-	25,000	-
MOWING MACHINE	AV240	-	-	35,000	-	-	-	35,000	-	-	-	-	26,000
TIPPER 3500kg	AV255	-	35,000	-	-	-	-	-	-	35,000	-	-	-
TIPPER 3500kg	AV256	-	35,000	-	-	-	-	-	-	35,000	-	-	-
JCB DIGGER	AV183	-	-	60,000	-	-	-	-	-	-	-	-	-
PAVEMENT SWEEPER	AV258	80,000	-	-	-	-	-	80,000	-	-	-	-	-
SMALL REFUSE FREIGHTER 7500kg RCV	AV261	-	90,000	-	-	-	-	-	-	85,000	-	-	-
ROAD SWEEPER 15000kg	AV184	-	140,000	-	-	-	-	-	130,000	-	-	-	-
REFUSE FREIGHTER 26000kg	NEW	-	175,000	-	-	-	-	-	175,000	-	-	-	-
CAR	AV279	-	-	10,000	-	-	-	-	10,000	-	-	-	-
CAR	AV272	-	-	15,000	-	-	-	-	-	15,000	-	-	-
FORK LIFT	FORKLIFT	-	-	15,000	-	-	-	-	-	-	-	-	-
PAVEMENT SWEEPER	AV275	-	-	67,000	-	-	-	-	67,000	-	-	-	-
PAVEMENT SWEEPER	AV276	-	-	67,000	-	-	-	-	67,000	-	-	-	-
REFUSE FREIGHTER 26000kg	AV186	-	-	180,500	-	-	-	-	-	-	170,500	-	-
REFUSE FREIGHTER 26000kg	AV187	-	-	180,500	-	-	-	-	-	-	170,500	-	-
REFUSE FREIGHTER 18000kg	AV185	-	-	180,500	-	-	-	-	-	-	170,500	-	-
LIGHT VAN	AV285	-	-	-	20,000	-	-	-	-	20,000	-	-	-
3500KG VAN	AV281	-	-	-	23,000	-	-	-	-	23,000	-	-	-
LIGHT VAN	AV282	-	-	-	23,000	-	-	-	-	23,000	-	-	-
LIGHT VAN	AV283	-	-	-	23,000	-	-	-	-	23,000	-	-	-
RIDE ON MOWER AND FLAIL	AV273	-	-	-	20,000	-	-	-	-	-	17,500	-	-
RIDE ON MOWER AND FLAIL	AV274	-	-	-	20,000	-	-	-	-	-	17,500	-	-
PAVEMENT SWEEPER	AV289	-	-	-	70,000	-	-	-	-	70,000	-	-	-
TRAILER	AV278	-	-	-	-	3,000	-	-	-	-	-	-	-
RIDE ON MOWER	AV287	-	-	-	-	25,000	-	-	-	-	-	-	-
CHIPPER	AV277	-	-	-	-	26,000	-	-	-	-	-	-	-
TRACTOR	AV225	-	-	-	-	50,000	-	-	-	-	-	-	-
ROAD SWEEPER 15000kg	AV280	-	-	-	-	120,000	-	-	-	-	-	-	-
4x4	AV288	-	-	-	-	-	23,000	-	-	-	-	-	-
TIPPER 3500kg	AV292	-	-	-	-	-	30,000	-	-	-	-	-	-
TIPPER 3500kg	AV286	-	-	-	-	-	30,000	-	-	-	-	-	-
TIPPER 7500kg	AV284	-	-	-	-	-	45,000	-	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV290	-	-	-	-	-	100,000	-	-	-	-	-	-
REFUSE FREIGHTER 26000kg	AV291	-	-	-	-	-	100,000	-	-	-	-	-	-
2. OTHER													
Financial Management System Replacement	FMS001	-	69,500	-	-	-	-	-	-	-	-	-	-
Flail Equipment replacement	R476	-	-	-	-	-	20,000	-	-	-	-	-	-
Zip Boilers replacement (Wyre Forest House)		10,000	10,000	10,000	-	-	-	-	-	-	-	-	-
Lighting system upgrade (Wyre Forest House)		-	-	100,000	100,000	-	-	-	-	-	-	-	-
		760,000	845,780	1,004,000	299,000	224,000	363,000	1,114,000	1,393,000	329,000	546,500	25,000	184,000

NON TREASURY PRUDENTIAL INDICATORS 2020-24

APPENDIX 2

		2020-21	2021-22	2022-23	2023-24	
DEBT TO GROSS SERVICE EXPENDITURE RATIOS						
<input type="checkbox"/>	Gross debt to gross service expenditure (GSE) ratio	<i>Gross debt as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	101.75%	132.65%	129.32%	125.16%
<input type="checkbox"/>	Non treasury property investments debt to gross service expenditure (GSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	47.04%	53.94%	53.22%	51.27%
DEBT TO NET SERVICE EXPENDITURE RATIOS						
	Gross debt to net service expenditure (NSE) ratio	<i>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	338.47%	473.53%	495.49%	462.70%
	Non treasury property investments debt to net service expenditure (NSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	156.47%	192.56%	203.91%	189.56%
LOAN TO VALUE RATIOS						
	Loan to value ratio (Gross)	<i>The amount of gross debt compared to the total asset value (Long term assets - PPE).</i>	66.11%	83.31%	80.62%	79.28%
	Loan to PPE value ratio (property)	<i>The amount of non treasury property debt compared to the total asset value (Long term assets - PPE).</i>	30.56%	33.88%	33.18%	32.48%
	Loan to value ratio (property only)	<i>The amount of property debt compared to the total property asset value (property portfolio only).</i>	98.67%	108.41%	106.17%	103.93%
CFR RATIOS						
<input type="checkbox"/>	CFR - Property	<i>Property CFR as a proportion of the gross CFR</i>	46.54%	42.98%	43.11%	43.25%
FINANCING COSTS TO NET SERVICE EXPENDITURE RATIOS						
<input type="checkbox"/>	Property investments financing costs to net service expenditure (NSE) ratio	<i>Non treasury property acquisitions financing costs as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	5.29%	8.49%	10.22%	9.71%
INCOME/INVESTMENT COVER RATIOS						
	Property investment cover ratio	<i>The total net income from property acquisitions, compared to the interest expense.</i>	1.59%	6.43%	27.26%	32.28%
<input type="checkbox"/>	Property target income returns (excluding financing costs)	<i>Net revenue income (excluding financing costs) compared to equity. This is a measure of achievement of the portfolio of properties.</i>	3.37%	4.96%	6.16%	6.32%
<input type="checkbox"/>	Property target income returns (including financing costs)	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>	0.03%	0.19%	0.84%	1.00%
	Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>	3.11%	4.11%	3.95%	3.98%
TRENDS						
	Gross income	<i>The income received from the property portfolio at a gross level over time.</i>	(£1,350,880)	(£1,883,220)	(£2,429,240)	(£2,461,450)
<input type="checkbox"/>	Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio expands.</i>	£562,990	£593,510	£531,580	£526,540
<input type="checkbox"/>	Financing costs	<i>The trend in financing costs of the non-financial property portfolio over time, as the portfolio expands.</i>	£780,310	£1,246,530	£1,702,190	£1,703,490
	Net income	<i>The income received from the property portfolio at a net level (less costs) over time.</i>	(£7,580)	(£43,180)	(£195,470)	(£231,420)

Local quantitative indicators

WYRE FOREST DISTRICT COUNCIL**FEEES AND CHARGES 2021-2022****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2021-22 £	2022-23 £	2023-24 £
R605	<u>ECONOMIC PROSPERITY AND PLACE</u>				
	<u>Development Control - Planning Advice</u> Increase charges by 5% in line with Council Policy.	C R S	- 60 CR -	- 60 CR -	- 60 CR -
	<u>Development Control - High Hedges</u> Fees and charges reviewed and commercial judgement used.	C R S	- 20 CR -	- 20 CR -	- 20 CR -
R605	<u>Development Control - Pre-application Advice</u> Fees and charges reviewed and commercial judgement used.	C R S	- 1,000 CR -	- 1,000 CR -	- 1,000 CR -
	<u>Building Control - Decision Notices</u> To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service.	C R S	- 10 CR -	- 10 CR -	- 10 CR -
	<u>Development Control - Sale of Documents</u> Increase charges by 5% in line with Council Policy.	C R S	- 170 CR -	- 170 CR -	- 170 CR -
R637	<u>Environmental Health - Water Sampling</u> Water sampling and analysis charges are set by Worcs Regulatory Services. No increase is being proposed in 2021/22	C R S	- - -	- - -	- - -
	<u>Environmental Health - Control of Dogs</u> The charges levied for the control of stray dogs are set by Worcs Regulatory Services on a cost recovery basis. Charges are consistent across all authorities within the Shared Service. No increase is being imposed in 2021/22	C R S	- - -	- - -	- - -
	<u>Licensing Activities - Hackney Carriages</u> No increase are being proposed in 2021/22 to Hackney Carriage licences.	C R S	- - -	- - -	- - -
R638	<u>Licensing Activities - Animal Activity Licensing</u> The Animal Activity licensing charges were introduced in October 2018, covering animal boarding, dog breeding, pet shops, riding establishments and performing animals. WRS are not proposing an increase in 2021/22	C R S	- - -	- - -	- - -
	<u>Licensing Activities - Other General Licensing</u> No increase is being proposed in 2021/22	C R S	- - -	- - -	- - -
	<u>Licensing Activities - Gambling Act 2005 (Premises)</u> No increase is being proposed in 2021/22	C R S	- - -	- - -	- - -

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2021-2022****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2021-22 £	2022-23 £	2023-24 £
R638	<u>Licensing Activities - Scrap Metal Dealers Licence</u> Scrap metal dealers licence is a 3 year licence which was introduced in 2014. Level of charges are recommended by Worc's Regulatory Services. No increase is being proposed in 2021/22 across all Districts	C R S	- - -	- - -	- - -
R310	<u>RESOURCES</u> <u>Council Tax and NNDR</u> Summons Costs £50 Liability Order Costs <u>£30</u> <u>£80</u> Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.	C R S	- - -	- - -	- - -
	TOTALS	C R S	- 1,260 CR -	- 1,260 CR -	- 1,260 CR -



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2021	FROM 01-04-2021	FROM 01-04-2021
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
High Hedge Applications			
High Hedge Applications			
Householder	400.00	420.00	No VAT currently charged
Other	400.00	420.00	No VAT currently charged
Concession (for those in receipt of housing or council tax benefits)	175.00	184.00	No VAT currently charged

NOTES:

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2021	FROM 01-04-2021	FROM 01-04-2021
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Planning Advice			
Building Control Decision Notices (Pre 01-01-2012)			
Sale of Copy Documents			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	28.00 per Question	29.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	79.00	83.00	No VAT currently charged
Charges for Copy Documents			
See Note 2 below			
Monthly Decision List - Emailed	Free	Free	Free
Weekly Planning Application List - Emailed	Free	Free	Free
Decision Notices	23.00	20.00	24.00
Decision Notices Additional Copies	1.50	1.33	1.60
A4 - For each copy	1.50	1.33	1.60
A3 - For each copy	1.50	1.33	1.60
A2 - For each copy	4.00	3.50	4.20
A1 - For each copy	5.40	4.75	5.70
A0 - For each copy	6.60	5.83	7.00

NOTES:

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

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

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



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2021	FROM 01-04-2021	FROM 01-04-2021
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	Free	Free	Free
Other	Free	Free	Free
Pre-Application advice			
Householder	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Residential Development including Conversions (see note 1)			
1 dwelling	100.00	87.50	105.00
Cost of each additional meeting	45.00	39.17	47.00
2-3 dwellings	280.00	245.00	294.00
Cost of each additional meeting	120.00	105.00	126.00
4-5 dwellings	375.00	328.33	394.00
Cost of each additional meeting	175.00	153.33	184.00
6-7 dwellings	550.00	481.67	578.00
Cost of each additional meeting	250.00	219.17	263.00
8-9 dwellings	750.00	656.67	788.00
Cost of each additional meeting	350.00	306.67	368.00
10-24 dwellings	1,000.00	875.00	1,050.00
Cost of each additional meeting	550.00	481.67	578.00
25-49 dwellings	1,600.00	1,400.00	1,680.00
Cost of each additional meeting	700.00	612.50	735.00
50 - 74 dwellings	2,000.00	1,750.00	2,100.00
Cost of each additional meeting	900.00	787.50	945.00
75 - 99 dwellings	2,600.00	2,275.00	2,730.00
Cost of each additional meeting	1,200.00	1,050.00	1,260.00
100 - 149 dwellings	3,200.00	2,800.00	3,360.00
Cost of each additional meeting	1,300.00	1,137.50	1,365.00
150 - 199 dwellings	3,500.00	3,062.50	3,675.00
Cost of each additional meeting	1,500.00	1,312.50	1,575.00
200 - 299 dwellings	4,200.00	3,675.00	4,410.00
Cost of each additional meeting	1,800.00	1,575.00	1,890.00
300 - 499 dwellings	4,800.00	4,200.00	5,040.00
Cost of each additional meeting	2,000.00	1,750.00	2,100.00
500+ dwellings	5,200.00	4,550.00	5,460.00
Cost of each additional meeting	2,500.00	2,187.50	2,625.00
Non Residential/Commercial Development (see note 1)			
Gross floor area up to 75m2	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Gross floor area 76m2 - 249m2	150.00	131.67	158.00
Cost of each additional meeting	75.00	65.83	79.00
Gross floor area up to 250m2 - 499m2	300.00	262.50	315.00
Cost of each additional meeting	150.00	131.67	158.00
Gross floor area 500m2 - 999m2	650.00	569.17	683.00
Cost of each additional meeting	325.00	284.17	341.00
Gross floor area 1,000m2 - 2,499m2	1,600.00	1,400.00	1,680.00
Cost of each additional meeting	720.00	630.00	756.00
Gross floor area 2,500m2 - 4,999m2	2,500.00	2,187.50	2,625.00
Cost of each additional meeting	850.00	744.17	893.00
Gross floor area 2,500m2 - 9,999m2	3,400.00	2,975.00	3,570.00
Cost of each additional meeting	1,100.00	962.50	1,155.00
Gross floor area +10,000m2	4,800.00	4,200.00	5,040.00
Cost of each additional meeting	1,500.00	1,312.50	1,575.00



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2021	FROM 01-04-2021	FROM 01-04-2021
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	75.00	65.83	79.00
Cost of each additional meeting	25.00	21.67	26.00
Change of Use	150.00	131.67	158.00
Cost of each additional meeting	75.00	65.83	79.00
Telecommunications	225.00	196.67	236.00
Cost of each additional meeting	115.00	100.83	121.00
Glasshouses/Poly Tunnels	80.00	70.00	84.00
Cost of each additional meeting	20.00	17.50	21.00
Others (see note 2)	75.00	65.83	79.00
Cost of each additional meeting	25.00	21.67	26.00
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters - see note 3)	60.00	52.50	63.00
Cost per additional matter to be considered	15.00	13.33	16.00
Cost of each additional meeting	25.00	21.67	26.00
Separate Tree related Advice - number of trees not exceeding 10	60.00	52.50	63.00
Cost of each additional meeting	25.00	21.67	26.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	120.00	105.00	126.00
Cost of each additional meeting	25.00	21.67	26.00
(see Note 4)			
Exemptions			
As set out in Guidance Note (e.g. Parish Councils, etc)			

NOTES:

Note 1 - If only principle to be discussed developer to provide indicative capacity

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Water Sampling and Analysis Charges - Fees Recommended By Worcestershire Regulatory Services			
POLLUTION CONTROL			
Water Sampling Charges			
The Regulations allow local authorities to charge a fee, to enable reasonable costs of services (lab fees etc) to be recovered			
Proposed Fees and Charges			
Risk Assessment	55.00 per hour	55.00 per hour	No VAT currently charged
Sampling (each visit)	55.00 per hour	55.00 per hour	No VAT currently charged
Investigation	55.00 per hour	55.00 per hour	No VAT currently charged
Analysing a sample			
taken under regulation 10 (small supplies)	lab analysis cost	lab analysis cost	No VAT currently charged
(Plus extra lab costs for additional parameters where required)			
taken during monitoring for Group A parameters	lab analysis cost	lab analysis cost	No VAT currently charged
taken during audit monitoring	lab analysis cost	lab analysis cost	No VAT currently charged

NOTES:

Where the request is made by the Owner/Occupier and the Authority is not the only service provider - VAT will be added.
Where the authority instigates the testing under regulations i.e. Periodic tests, assessments - VAT is not applicable in this instance.
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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Hackney Carriage/Private Hire Fees			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	430.00	430.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	430.00	430.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	108.00	108.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	107.00	107.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	50.00	50.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	22.00	22.00	No VAT currently charged
Vehicle Decals - Replacements	20.00	20.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	30.00	30.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	32.00	32.00	32.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	61.00	61.00	61.00
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	426.00	426.00	No VAT currently charged
Disclosure and Barring Service check	64.00	64.00	No VAT currently charged
Drivers Badge	26.00	26.00	No VAT currently charged
Drivers' Knowledge Test	56.00	56.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	477.00	477.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	1,810.00	1,810.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Licensing and Registration - Animal Activity Licence			
Animal Activity Licence			
Animal Boarding, Dog Breeding, Pet Shops, Riding Establishments			
Application Fee	329.00	329.00	No VAT currently charged
1 Year Licence Fee	184.00	184.00	No VAT currently charged
2 Year Licence Fee	364.00	364.00	No VAT currently charged
3 Year Licence Fee	546.00	546.00	No VAT currently charged
Variation Fee	240.00	240.00	No VAT currently charged
Inspection Fee	163.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost recovery	Charged at Cost recovery	
Animal Activity Licence			
Performing Animals (No Risk Assessment)			
Application Fee	219.00	219.00	No VAT currently charged
1 Year Licence Fee	N/A	N/A	No VAT currently charged
2 Year Licence Fee	N/A	N/A	No VAT currently charged
3 Year Licence Fee	300.00	300.00	No VAT currently charged
Variation Fee	158.00	158.00	No VAT currently charged
Inspection Fee	163.00	163.00	No VAT currently charged
Vet Fees	Charged at cost recovery	Charged at Cost recovery	

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Licensing and Registration				
Dangerous Wild Animals	Initial	432.00	432.00	No VAT currently charged
	Renewal	285.00	285.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)			
Zoo Licences	Initial	2,075.00	2,075.00	No VAT currently charged
	Renewal	1,866.00	1,866.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin				
Colouring -				
Certificate of Registration: (a) Person		210.00	210.00	No VAT currently charged
(b) Premise		302.00	302.00	No VAT currently charged
(c) Persons & Premises		No Longer Available	No Longer Available	
Sex Establishments	Initial	5,487.00	5,487.00	No VAT currently charged
	Renewal	2,107.00	2,107.00	No VAT currently charged
	Transfer	421.00	421.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2021 £ Charges before VAT	FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Gambling Premises Licence Fees			
Gambling Premises Licence - New Application			
Adult Gaming Centre	1,765.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,648.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,205.00	2,205.00	No VAT currently charged
Bingo Club	3,085.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,765.00	1,765.00	No VAT currently charged
Temporary Use Notices	449.00	449.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	883.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	530.00	530.00	No VAT currently charged
Betting Premises (Tracks)	883.00	883.00	No VAT currently charged
Bingo Club	883.00	883.00	No VAT currently charged
Family Entertainment Centre	660.00	660.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	1,765.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,648.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,205.00	2,205.00	No VAT currently charged
Bingo Club	3,085.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,765.00	1,765.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	837.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,061.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	837.00	837.00	No VAT currently charged
Bingo Club	1,061.00	1,061.00	No VAT currently charged
Family Entertainment Centre	837.00	837.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	837.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,061.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	837.00	837.00	No VAT currently charged
Bingo Club	1,061.00	1,061.00	No VAT currently charged
Family Entertainment Centre	837.00	837.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	883.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,322.00	1,322.00	No VAT currently charged
Betting Premises (Tracks)	1,101.00	1,101.00	No VAT currently charged
Bingo Club	1,546.00	1,546.00	No VAT currently charged
Family Entertainment Centre	883.00	883.00	No VAT currently charged
Reinstatement of Licence			
Adult Gaming Centre	837.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,061.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	837.00	837.00	No VAT currently charged
Bingo Club	1,061.00	1,061.00	No VAT currently charged
Family Entertainment Centre	837.00	837.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Street Trading			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,575.00	2,575.00	No VAT currently charged
- Renewal	2,450.00	2,450.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	2,145.00	2,145.00	No VAT currently charged
- Renewal	1,935.00	1,935.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	1,060.00	1,060.00	No VAT currently charged
Mobile Traders - Initial	1,010.00	1,010.00	No VAT currently charged
Mobile Traders - Renewal	1,010.00	1,010.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	405.00	405.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services			
Site Licence - Initial (3 year licence)	296.00	296.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	245.00	245.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	148.00	148.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	97.00	97.00	No VAT currently charged
Variation of Licence	67.00	67.00	No VAT currently charged
Copy of licence (if lost or stolen)	26.00	26.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Control of Dogs - Fees Recommended By Worcestershire Regulatory Services			
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Kennelling charge per dog per day	15.00	15.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	25.00	25.00	No VAT currently charged
Administration Fee per stray dog seized	15.00	15.00	No VAT currently charged
Out of Hours Charge	40.00	40.00	No VAT currently charged
Repeat stray charge	30.00	30.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	10.00	10.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	

NOTES:

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



Service	Revenues	Service Manager	Revenues, Benefits and Customer Services Manager
Directorate	Resources	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2021 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2021 £ Charges before VAT	Proposed Charge FROM 01-04-2021 £ Charges inclusive of VAT (if applicable)
Council Tax and NNDR			
Council Tax and NNDR			
Summons costs	50.00	50.00	No VAT currently charged
Liability Orders	30.00	30.00	No VAT currently charged

NOTES:

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

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

1. PURPOSE

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

2. RECOMMENDATION (see 2.2.2 of main report)

THAT COUNCIL NOTE:

- 2.1 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet on 9th February 2021, as detailed in this report.**

3. BACKGROUND

- 3.1 Sections 25 to 28 of the Local Government Act 2003 (The Act) place statutory duties on Local Authorities on how they set and monitor budgets. The Act requires local authorities to ensure that the Budget estimates are robust, Reserves are adequate and the Budget is monitored on a regular basis.
- 3.2 Section 25 requires the Chief Financial Officer to report to the Council on the robustness of the estimates it makes when calculating its budget requirement under Section 32 of the Local Government Finance Act 1992 and on the adequacy of its proposed financial reserves.
- 3.3 Section 26 requires authorities to adhere to their approved policies in relation to Reserves when setting budgets to ensure that the minimum Reserve levels are maintained.
- 3.4 Section 27 requires the Chief Financial Officer, at the time of the budget setting, to report if it appears that a reserve in relation to the previous financial year is likely to be inadequate. The reasons for the inadequacy and a recommended course of action must be considered by Council.
- 3.5 Section 28 places a statutory duty on the Council to review its budget and all calculations related to it from time to time. If the review shows a deterioration in the financial position, the Council must take such action as it considers necessary (if any) to address the situation.
- 3.6 Whilst Sections 25-27 relate specifically to budget and council tax setting for the following financial year, these Sections are being more widely interpreted by External Auditors to include the period of the Council's Financial Strategy; as a consequence it is necessary to report not only on next year's Budget but on the period covered by the Three Year Budget Strategy (2021-2024).

4. KEY ISSUES – CHIEF FINANCIAL OFFICER’S OPINION ON 2021-2024 BUDGET & THREE YEAR BUDGET STRATEGY

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

- 4.1 The estimates made for the purposes of Section 32 of the Local Government Finance Act 1992 calculations are robust.
- 4.2 The Reserves outlined in the Three Year Budget and Policy Framework Report to the Cabinet on this agenda are adequate in relation to the 2021-2024 Budget. The work done by the Financial Strategy Panel this year and resultant Cabinet report recommendations, supplemented by the updates included in the latest Cabinet report and successful Future High Streets Funding award of £20.5m are instrumental in continuing to promote economic growth, and moving the Council towards a sustainable balanced budget in the future, that is less reliant on the use of reserves. However the ongoing pandemic continues to be a huge drain on both central and local resources and has resulted in delays on normal programmes of work and resulted in a revision and reduction in corporate priorities. The refreshed Transformation Programme should deliver the savings required, with the localism work stream continuing to be a key lever as reflected in the Cabinet Proposals last year and refreshed as part of this year’s MTFS. As a direct consequence of the ongoing COVID-19 pandemic and the consequent addition of new generic savings targets as part of the Cabinet Proposal process the overall funding gap has increased from circa £1.7m to circa £2.7m in 2023-2024. Whilst the funding gap is even more significant relative to last year, the increase in overall balance sheet reserves as part of the 2019-2020 Final Accounts process and the clear reporting of the use of reserves within the MTFS ensures there is full transparency. It is acknowledged that the funding gap represents a key risk to ongoing financial sustainability significantly exacerbated by COVID-19. This will need to be directly addressed at pace as the Progressive Alliance move into their third year of Administration and continue to be carefully managed and mitigated by the member and officer Leadership team.
- 4.3 The programme of change described in the MTFS will continue to apply to all services. Over the next 24 months the Cabinet plans to examine the scope for the vast majority of services currently provided solely for the district by WFDC staff to be the subject of shared services with another council or councils in Worcestershire or other organisations. This will include the possibility of joint venture vehicles with the private sector and the option of a joint waste collection and disposal authority. This process could involve the transfer of relevant assets to other organisations or their placing in joint venture vehicles. Only if all other options have been explored and exhausted and it remains necessary to secure cost savings, outsourcing to the private sector is an option for some services such as revenues & benefits or waste collection. The table in paragraph 6.21 of the December Cabinet MTFS report provided details of further work planned to close the Funding Gap, with the indicative timetable of reviews to examine potential alternative delivery options.
- 4.4 Work is planned to continue to reduce costs through internal efficiency, grow income by selling services and generate income from the Council’s assets although it is recognised that post-COVID this will be a smaller part of the overall funding gap solution. The significant localism work stream will continue to be progressed in earnest to build on the excellent progress so far, including the transfer of operational services to Kidderminster Town Council.

- 4.5 The Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances, which outline a minimum Reserve (Working Balance) for this Council which has been adhered to in the Financial Strategy 2021-2024.
- 4.6 Following an external review by Link Asset Services (our retained Treasury Management advisors) in 2017 this year's MTFS maintains the increased working balance of £1.2m. The external report advised that we considered increasing the working balance up to £1.5m, £1.2m is considered to be adequate pending a further increase from Final Accounts savings, to provide additional risk mitigation for this MTFS and the position will continue to be kept under review. The Link Report confirmed that the levels of reserves currently held were fair and reasonable. Since this review, overall levels of reserves held have increased to reflect ongoing risk as reflected in our Statement of Accounts 2018-2019 and 2019-2020 and acknowledged by our external auditors.
- 4.7 The Council currently holds earmarked reserves of £8.4m (as at mid-January 2021). It should be noted that the Council has commitments against such earmarked reserves and the forecast balance after commitments is £5.7m. A General Risk Reserve is also held of circa £458k as at mid-January 2021; the forecast balance after commitments is £367k. It is proposed that the Innovation fund is replenished by £250k as part of these budget proposals and that the General Risk Reserve is topped up by £200k. The level of both of these reserves will be reconsidered as part of the Final Accounts process. The mid-January balance on the Innovation Fund taking into account known commitments is £396k. A Planned Property Maintenance reserve was created in 2018-2019 by taking 20% of the net proceeds from Capital Portfolio purchases to help mitigate future unknown risk, although COVID-19 was not anticipated at this time.
- 4.8 The assessment of affordability of financial plans requires a judgement about risk and is covered in the Prudential Framework and associated codes and guidance. A code was issued in December 2017 supplemented by Investment and Minimum Revenue Provision (MRP) Guidance. These codes included a requirement for a detailed capital strategy from 2019-2020 setting out the long term context in which capital expenditure and investment decisions are made, giving due regard to both risk and reward and the achievement of priority outcomes. The main objective was to introduce greater focus on reporting and planning for long term financial and risk implications in relation to non-treasury investments. This Council was one of the first to progress approval of a revised Capital Strategy to meet the new requirement, with formal approval received at May 2018 Council in advance of the statutory timeline. The Capital Strategy proposed for this budget cycle provides high-level projections over a longer timeframe of 10 years for the second year. This extended timeframe is to provide extra information for additional transparency, particularly in relation to movements in the Balance Sheet, Capital Financing Requirements and Minimum Revenue Provision which all impact on the revenue budget and reserves requirement.
- 4.9 CIPFA also issued Guidance on Prudential Property Investment in mid-November 2019 (and further PWLB guidance was issued with effect from the 26th November 2020) including a detailed methodology on how authorities could calculate whether their property investments are proportional to the size of their revenue budgets. All of the properties purchased from the Capital Portfolio Fund have been for operational purposes however as the purchases were funded from PWLB loans, for transparency we have applied the guidance. Detailed work continues to be undertaken with Jones Valerio our retained Asset Management advisors to prepare the calculations for the

five Property Portfolio acquisitions currently held. The methodology developed with Jones Valerio to apply this calculation for the Property Portfolio was shown in Appendix 4A. of last year's report http://www.wyreforest.gov.uk/council/docs/doc55488_20200211_cabinet_agenda.pdf Detailed confidential data relating to each property is included in Property Portfolio Management exempt reports to Overview and Scrutiny. The Fund Level Summary Analysis shows that potential risk is covered by forecast reserves in the Planned Property Maintenance Reserve (paragraph 4.7 refers) and proactive management by our Asset Management advisors. This demonstrates that we hold proportionate levels of risk reserves. This methodology will continue to be refined and improved and the results included in future reports. In terms of all other areas, given our governance processes and procedures, and refreshed Capital Strategy including revisions of the Capital Portfolio Fund Policy and Asset Management Strategy (Cabinet 22nd December 2020) I consider that this Council already largely complies with the latest guidance.

- 4.10 The impact of COVID-19 on the Capital Portfolio Fund is one that has affected most commercial property owners to varying degrees.

COVID has been felt more by those landlords who are more exposed to the retail and leisure sectors, and to some extent assets within the office sector. This is less so for landlords that hold more defensive assets in sectors that have remained largely unaffected by lockdowns and restrictions, such as food retail, distribution/logistics, trade counter, DIY and industrial, that have continued to remain open for business and trade well.

In terms of how COVID has affected the Capital Portfolio Fund the risks have been managed and policies are in place to soften the burden to tenants in the sectors most affected, whilst at the same time to protect the Council's interests.

The over-riding policy of measuring and reporting on risk, on a quarterly basis in the QFR, means the Council's Asset Manager is able to implement change strategies in advance of problems occurring or building up. Whilst the Portfolio faces certain shorter term challenges principally as a result of COVID on some assets, there is a proactive approach to managing the overall Portfolio to protect the Council's longer-term position.

- 4.11 A report approved by Cabinet on the 10th November 2020 temporarily revised the geography in relation the acquisitions for the Council's Capital Portfolio Fund policy. The current approval is that until further notice, only within district purchase proposals are considered. Previously, whilst it was always the Council's preference to invest within the district area to support regeneration and local economic development the policy also allowed the Council to consider opportunities within the wider geographical area of the two Local Enterprise Partnerships, (LEP) of which the district is a member. The temporary revised approach was made in view of the prevailing property market uncertainty given the ongoing COVID-19 pandemic and also changes to current PWLB Lending Arrangements made with the intent to end debt for yield lending . Appendix 4 to the Capital Strategy 2021-2031 December Cabinet report proposed revisions to the Capital Portfolio Strategy and Appendix 5 proposed a refreshed Asset Management Plan. These key policy revisions ensure they remain up-to-date and compliant with latest guidance and best practice.

- 4.12 CIPFA released proposed changes to the current Treasury Management Code and Prudential Code on the 1st February 2021. Key proposals are revision to Borrowing in Advance of Need criteria, including in respect of primarily yield generating investments; inclusion of proportionality in key capital expenditure objectives; process and governance sections to incorporate further changes in respect of commercial activity; and three new prudential indicators.

Both sets of Consultation close on 12th April 2021, with a planned publication date towards the end of 2021-2022. There will be a requirement to apply the principles from the publication date with full adoption expected from 2022-2023. This Council will be mindful of these new draft proposals when making any allied decisions to mitigate future risk.

- 4.13 In late October 2019 CIPFA issued a Financial Management Code (FM Code) which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively. The first full year of compliance will be 2021-2022. This reflects the recognition that organisations will need time to reflect on the contents of the code and could use 2020-21 to demonstrate how they are working towards compliance. Unfortunately the COVID-19 pandemic has delayed work on collation of evidence to support compliance with this code and this will be progressed in due course.

- 4.14 Financial Resilience Index information was also published by CIPFA in December 2019 together with a web tool that can be used to compare local authority financial datasets. CIPFA is clear that this is not a league table in any way but rather a tool to support councils as they make important decisions on providing local services while making best use of taxpayers money. The aim is that this tool will help to ensure the sector is held to collective and robust standards of governance and financial management. There was some controversy around this development with concern that this could become an unfair league table. This is because the measures included within the CIPFA work are standalone and necessarily backward looking based on reported information. No commentary is provided on individual measures and their weighting, with no view as to the future and no overall ranking of councils when the measures are taken collectively. Equally the measures reflect historic policy decisions around local government funding over which we have no control. Despite the limitations of the model it is nevertheless something councils should be mindful of and will be another source of information for external auditors. A summary analysis of this Council's position using 2018-2019 reported data and also how it compared to other district councils in both the CIPFA Comparator Group and across Worcestershire was provided in Appendix B of this report last year. At the time of writing CIPFA has not yet published the Tool including the 2019-2020 Outturn figures due to the delay in the closure of the Accounts as a result of the ongoing pandemic. An early version has though been shared with S151 Officers for quality assurance and the results for this Council do not differ significantly from those of the previous year. As reported last year, there were no areas of significant concern based on the 2018-2019 figures and the Council's reserves increased again as part of the 2019-2020 Final Accounts. Also since the Index is backward rather than forward looking it will show the Pre-COVID position so is out of date and of historic interest only.

- 4.15 Prudential Indicators are the monitoring tool to assess performance and risk for treasury management and non-treasury capital expenditure. The latest guidance and code of practice on Treasury Management has been reflected in the 2021-2022

Treasury Management Service Strategy and Capital Strategy. See paragraph 4.12 for details of recent consultations for revisions to Code Guidance issued by CIPFA.

- 4.16 It is important that the level of reserves is carefully monitored and reviewed as the impact of the ongoing pandemic becomes clear and also once the delayed Local Government Finance Reforms and also future funding levels are known. These factors mean that the Council is facing the most uncertainty in its history and feeds through to greater financial risk. Consequently, the levels of reserves may need to be reviewed as the position post-COVID becomes clearer and funding reforms are implemented and their impacts are known.
- 4.17 The Cabinet monitors Budgets on a monthly basis in accordance with Section 28 of the 2003 Act, including 'Budget Risk Management' and takes appropriate action to ensure financial accountability. The enhanced level of reporting developed including emphasis on the more Commercial Activity particularly in relation to Depot external income generation is now embedded in regular budget monitoring reports to provide improved management information to improve the pace of decision making around demand-led income. Additional reporting to set out the forecast impact of the COVID-19 pandemic has been made this year to ensure Members are kept informed of the significant impact of the on-going developments in these volatile times. MHCLG has used local Councils extensively to passport funding to businesses, individuals and the community to buffer the financial impact of the virus and this has meant more work, diversion of resources and delays in savings plans which have all increased financial risk. Whilst the Government has provided significant funding to help Local Authorities this falls well short of the overall forecast impact and is responsible for the increase in this Councils Funding Gap. The impact will be felt for several years to come.

5. FINANCIAL IMPLICATIONS

- 5.1 These are contained within the main MTFS report.

6. LEGAL AND POLICY IMPLICATIONS

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

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 Contained within the Financial Strategy 2021-2024 and subsequent Cabinet reports are the significant risks and mitigating actions which have been identified, allied to the budget process.
- 8.2 There are four significant financial risks affecting the Council over the next three years:

- Recovery from the adverse financial impact of the COVID-19 pandemic and the shortfall in funding from Central Government to compensate for this.
- Funding reductions from Central Government and increased uncertainty as a result of the again delayed Local Government Finance Reforms changing key funding streams and methodologies.
- The continued reliance on local income sources including the Capital Portfolio Fund and other more commercial income streams and risk this may not be realised in line with projected expectations, particularly in light of the impact of the pandemic and;
- Further savings required from the Transformation Programme, including Localism, are significant and will prove challenging to deliver in the timeframe required.

8.3 It is for the reasons such as the above that the Council proposes to keep the current £1,200,000 level of the working balance reserve under review. This fund is available to provide cover for urgent unforeseen expenditure e.g. in respect of a civil emergency. The Innovation Fund is held to fund one-off costs of implementation of Transformation; significant allocations have been made to increase capacity and resource to support commercial development. The General Risk Reserve also mitigates more generic risks and has proven to be a useful approach following the change last year. Whilst increases to both of these reserves are proposed as part of the MTFS, reconsideration of remaining levels should be made as part of the Final Accounts process, in accordance with the delegations in the main budget report on this agenda. In addition to these generic reserves, earmarked reserves are held to cover specific commitments and therefore limit financial risk. The Planned Property Maintenance reserve takes 20% of the net proceeds from Capital Portfolio purchases to mitigate future unknown risk; this is a fundamental element of the methodology used for the assessment of risk using the latest CIPFA guidance.

9. CONCLUSION/FURTHER CONSIDERATIONS

- 9.1 The Council continues to be reliant on contributions from reserves to balance its budget over the term of the Financial Strategy, and the funding gap has increased as an impact of COVID-19. Nevertheless, the significant reset Transformation Programme should deliver ongoing savings to improve this. The Final Finance Settlement for 2021-2022, whilst providing some welcome additional one-year funding for the pandemic, does not help close the funding gap and it is clear that future financial sustainability will continue to be particularly challenging.
- 9.2 To reduce the financial risks now faced, it is essential that net expenditure and funding be better aligned by the progression of efficiency plans for reductions in spending and increased income generation. Following the change in political Administration in May 2019 this realignment work has continued and it is important that pace is increased in 2021-2022.
- 9.3 The once again, delayed Local Government Finance Reforms create further uncertainty and resultant risk and it is recognised that planning is particularly difficult given these delays. These planning difficulties are further exacerbated by the impact of the ongoing pandemic. The level of reserves will need to be kept under considered as more information emerges.
- 9.4 The recommendation in relation to the review of the level of the Working Balance from the Link Asset Services independent report on reserves held by this council, has been

partially achieved and will be further reviewed as part of the 2020-2021 Final Accounts Closedown process.

- 9.5 The assessment of affordability of financial plans requires a judgement about risk. This has been updated in the latest Capital Strategy and continues to be kept under review taking into account the changes to access to PWLB Funding. This meets the main objective of the latest code by placing relevant focus on reporting and planning for long term financial and risk implications in relation to non-treasury investments. The 10 year Capital Programme forecast helps achieve this. Current approvals for the Capital Portfolio Strategy and Development Loans Fund are considered to be proportionate to the size of this Council and the Balance Sheet composition of Balance Sheet as reported in the statutory accounts. The change to the geography for capital portfolio purchases set out in paragraph 4.11 approved on the 10th November is noted. Current guidance on Prudential Property Investment is met by existing policies and procedures.
- 9.6 The importance of the development of commercialism and income generation to help close the funding gap, whilst acknowledged as a smaller part of the solution, is recognised by the ongoing work of the Depot Commercial Team, in particular, utilising the generic capital budget allocation supported by the Innovation Fund. This strategy is not without risk and to mitigate this each business case for commercial development will continue include an appropriate assessment of risks gauged against potential rewards; review of risk and performance will be at least annually for each area of commercial activity. This regular review includes the option to cease more commercial activity if appropriate.
- 9.7 Financial Resilience remains a key risk for this and most other Councils, exacerbated by the ongoing COVID-19 pandemic. It is essential that the Council progresses the reset Transformation Plan outlined in the December MTFS to expedite its trajectory to becoming a smaller organisation that enables expenditure to be better aligned with income to alleviate the reliance on reserves.

10. CONSULTEES

- 10.1 Leader of the Council and Cabinet Member for Finance and Strategy
10.2 CLT
10.3 Jones Valerio – External Asset Managers

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2003 Sections 25-28
11.2 Local Government Finance Act 1992 Section 32
11.3 Accounts and Audit Regulations 2015.
11.4 CIPFA revised Prudential Code and Treasury Management Code December 2017
11.5 Medium Term Financial Strategy 2021-2024 Cabinet December 22nd 2020
11.6 Capital Strategy 2021-2031 Cabinet December 22nd 2020
11.7 CIPFA Financial Resilience Index December 2019
11.8 CIPFA Financial Management Code – October 2019
11.9 CIPFA Code Guidance on prudential property investment
11.10 Public Accounts Committee and consultation on Future Lending Terms from the PWLB <https://publications.parliament.uk/pa/cm5801/cmselect/cmpubacc/312/31202.htm>

11.11 Response to PWLB Consultation

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/938043/Response_to_consultation_Public_Works_Loan_Board_future_lending_terms_1.pdf

11.12 CIPFA Consultation papers on Treasury Management and the Prudential Code – February 2021

<https://www.cipfa.org/policy-and-guidance/consultations/treasury-management-code-consultation>

<https://www.cipfa.org/policy-and-guidance/consultations/prudential-code-consultation>

11.13 Cabinet Report on MTFS 2021-2024 and Capital Strategy 2021-2031 9th February 2021

11.14 The Final Local Government Finance Settlement for 2021-2022 on 4 February 2021 via a written statement:

<https://questions-statements.parliament.uk/written-statements/detail/2021-02-04/hcws764>

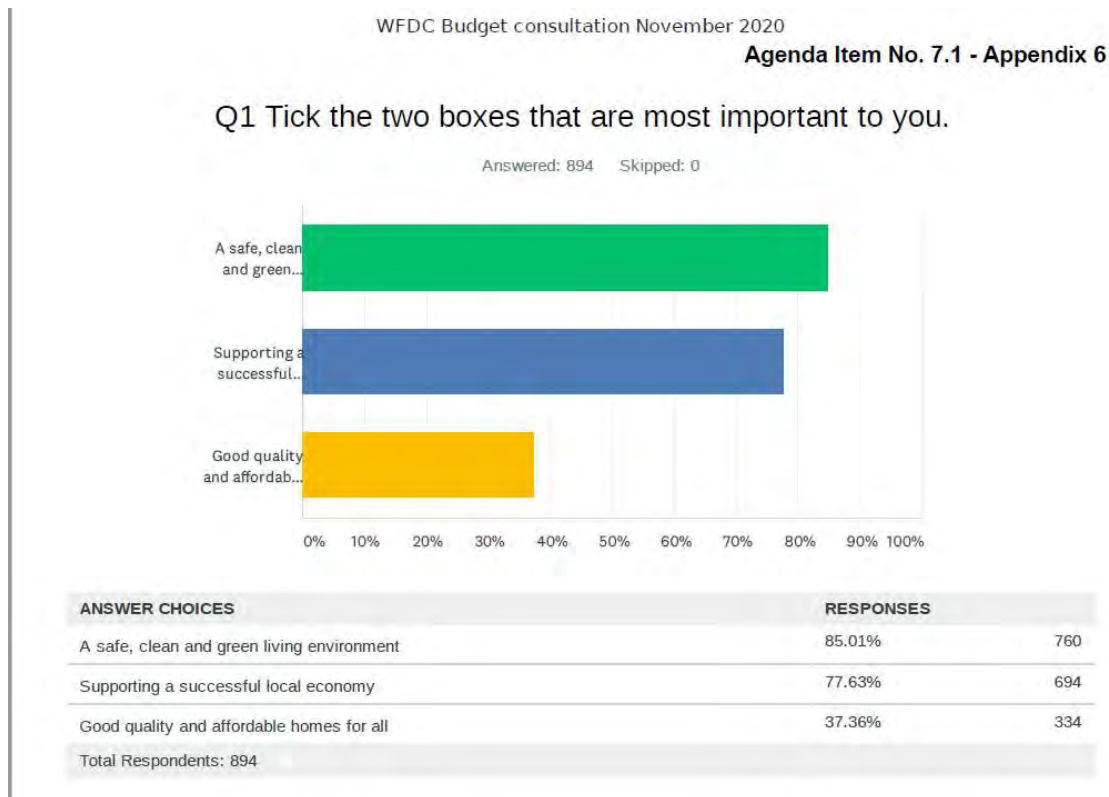
AMENDMENTS TO THE CORPORATE PLAN

Purpose

1 To propose the amended text of the corporate plan which would be presented to Council for approval at its February meeting. This is presented as recommendation 2.1.4 within the main MTFs report.

Background

2 The survey in November/December demonstrated a clear preference among respondents about which two of the three priorities should be retained. This was reported to Cabinet on 22 December:



3 The Cabinet agreed to recommend the draft Medium Term Financial Strategy for scrutiny including “the removal of the priority about affordable housing from the Corporate Plan”.

Proposed amended corporate plan, 2021-2023

4 The proposed amendment to the corporate plan 2021-23 is attached. It will be seen that, despite the removal of the priority about affordable housing, it is not proposed to alter the strategic action that mentions affordable housing – as the ambition is still to deliver it in any case through adoption of the local plan and other actions, such as regeneration of Kidderminster town centre.

5 The strategic actions have been reviewed and it is felt that they all remain relevant but, given the successful award of £20.5m from the Future High Streets Fund, it is appropriate to add a specific reference to implementing FHSF projects.

Corporate Plan, 2021-2023

Our vision

Wyre Forest is a network of thriving and confident communities which minimise their impact on the environment, where people have a decent and affordable home, feel safe and enjoy a good quality of life.

Our priorities

- A safe, clean and green living environment
- Supporting a successful local economy
- ~~Good quality and affordable homes for all~~

Our strategic actions

- Adopt the new Local Plan
- Implement measures to increase affordable housing
- Work with partners to protect our environment, to address air quality issues and to help to tackle climate change
- Work with partners to secure external funding and investment to support the economy
- Oversee regeneration of central Kidderminster *including Future High Streets Fund projects*
- Support the visitor economy in Stourport-on-Severn and Bewdley
- Work with partners to tackle abuse of vulnerable people and environmental crimes
- Work with town and parish councils so that they have local control over assets and services
- Establish Bewdley Museum as a self-standing charity

Our values

Within the council, everything staff and councillors do is underpinned by our values.

Be honest

- We are honest, say what we mean and are always courteous
- We challenge others' ideas constructively and respect decisions once made

Invest in our workforce

- We identify what skills are needed and develop our employees
- We understand our development is a shared responsibility and give ourselves time to learn

Be supportive

- We work together and openly help each other
- We encourage a supportive environment

WYRE FOREST DISTRICT COUNCIL

COUNCIL

24th February 2021

Medium Term Financial Strategy 2021-2024

AMENDMENT TO BE MOVED BY THE CONSERVATIVE GROUP

2. RECOMMENDATIONS

The **CONSERVATIVE GROUP** RECOMMENDS TO COUNCIL that it:

2.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2021-2024

2.1.1 **APPROVES** the updated Medium-Term Financial Strategy 2021-2024;

2.1.2 **APPROVES** the **Conservative Group** Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2021-2024 as shown in paragraph 3.9 including:

- a. Approval of a reduced programme of phased net savings from Localism partnership working with our Town and Parish Council colleagues of £150k in 2022-2023, £200k in 2023-2024 and beyond. This would remove savings, therefore representing a cost of £78,350 in 2022-2023, £185,770 in 2023-2024 and £360,770 after this year.
- b. Approval to look at a business case for a Depot shared service provision, primarily but not exclusively with the other North Worcestershire Councils for the provision of refuse and recycling, grounds maintenance, street scene (litter picking and street cleansing), car parking, civil enforcement and garage and all other relevant depot services including the depot itself. This would produce forecasts savings of £300,000 in 2022-2023 and also in 2023-2024 and £350,000 in 2024-2025.
- c. Approval of the introduction of a new local pay agreement to freeze pay in line with public sector generally from April 2021. This would generate savings of £198,360 in 2021-2022, £400,710 in 2022-2023, £611,400 in 2023-2024 and £823,490 in 2024-2025.
- d. Approval of a management review to protect front-line posts and key services across the council, from the post of the Chief Executive down to Band J. Review to commence April 2021 with a view to July/September Council, implementation by Christmas. £100,000 saving in 2021-2022, £400,000 in 2022-2023, £408,000 in 2023-2024 and £420,000 in 2024-2025.

- e. Approval to progress work on the business cases for shared services – including HR, legal, Revs and Bens, Finance, Planning, Facilities Management, and ICT. Also, to look at any potential savings from management/specialist roles. The ongoing net revenue implications are savings of £100,000 in 2021-2022, £400,000 in 2022-2023, £408,000 in 2023-2024 and £420,000 in 2024-2025.
- f. Approval of the Community Leadership Fund for 2021-2022 of £33k.
- g. Approval to look to generate capital receipts from either timely sales of Capital portfolio Fund properties or other properties held by the Council to reinvest within the district in financially viable property acquisitions to generate net income whilst also creating jobs: The ongoing net revenue implications are income of £50,000 in 2022-2023, £100,000 in 2023-2024 and £150,000 in 2024-2025.
- h. Approval of a further £200k generic capital budget to support expansion of the Council's income generating activity to supplement revenue funding from the Innovation Fund in 2021-22, to be funded from prudential borrowing with the revenue costs met from within approved Business cases.
- i. Approval of a pot of £5,000 pa to fund small community events and activities that support the corporate priorities of the Council and well-being of residents and support diversity and inclusion and could include for example funding the No barriers Awards.
- j. Approval to retain additional Environment Enforcement resource approved for a 2-year period, 2 years ago, for a further 3 years. This is to ensure maximum frontline operational efficiency. Consideration should be given to the management of these posts and this proposal is to support the corporate priority "keeping our place safe, clean and looking good". The financial implications are costs of £23,530 in 2021-2022, £29,810 in 2022-2023 and £31,580 in 2023-2024.
- k. Approval to fund the provision of additional infra-red CCTV in order to support our corporate priority of a safe, clean and green living environment, to tackle the increased fly tipping in the District with a view that any additional revenue resource secured as a result of the capital investment is reinvested into this area of Council activity. Financial Implications are £2,500 in 2021-2022.
- l. Approval to continue to invest in the Green agenda and continue to pursue the business case for electric vehicle charging points across the District and continue to progress a business case for a solar farm within the District and to pursue external funding options to ensure these matters are progressed and if expenditure is required to consider this when appropriate at a future date. The financial impact of this proposal is cost neutral.

m. Approval that any future boundary review should be for the purpose to review the appropriateness of ward boundaries and equality of councillors to the number of electors. Our starting point would be that any review would be cost neutral given the growth in electoral numbers since the period of the last review and therefore our number of councillors is correct, but recognising that we would not fetter the discretion of the Boundary Commission as the number of councillors could reduce, stay the same or increase. The financial impact of this proposal is cost neutral.

- 2.1.3 **APPROVES** the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 9th December 2020, and the impact on the Council's Revenue Budget for 2021-2024, as shown in Appendix 3;
- 2.1.4 **APPROVES** The removal of the priority about affordable housing from the Corporate Plan as set out in Appendix 5.
- 2.1.5 **APPROVES** the Council's updated Capital Strategy including the following Indicators and limits that have been revised for the February 2021 Council Meeting following any changes to the Capital Programme brought about as a result of the budget process:
- a) **Approval** of the Capital Strategy 2021-2031 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report now updated for Cabinet Proposal and inclusion of the Future High Streets Funding (FHSF) as set out in Appendix 2/2 of this report;
 - b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of this report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2020 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 now updated for Cabinet Proposals and FHSF as set out in Appendix 2/2 of this report;
 - d) **Approval** of the limits for loan investments as set out in paragraph 5.1 of the 22nd December 2020 report.
- 2.1.6 **APPROVES** that any Final Accounts savings arising from 2020-2024 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 Strategy and Finance;
- 2.17 **APPROVES** that a review of Ear Marked Reserves is undertaken with the aim of the creation of a £500k transformation pot.

2.1.8 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2020 as set out in this report.

2.2 COUNCIL TAX AND BUSINESS RATES

2.2.1 That Council Tax is increased by £5 pa and that Council:

- a. **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £224.34 for 2021-2022 (£219.34 2020-2021) which represents an increase of 2.28% on Council Tax from 2020-2021.
- b. **ENDORSES** the provisional Council Tax on a Band D Property in 2022-2023 of £229.34 and £234.34 in 2023-2024, being increases of 2.23 % and 2.18% respectively.

2.2.2 **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 this report.

2.2.3 **NOTES** that the Local Council Tax Support Grant in 2021-22 will initially be added to General Fund Reserves to offset the Collection Fund loss as a result of the reduction in Council Tax Base and **APPROVAL** of delegation to the Corporate Director Resources in liaison with the Cabinet Member for Strategy and Finance to divert any portion of this for Hardship relief if appropriate.

3. KEY ISSUES

3.1 On 9th February 2021, Cabinet considered a report on proposals for the Budget Strategy for the period 2021-24 including recommendations on the intrinsically linked Capital Strategy 2021-31. There are no major changes from the Provisional Settlement issued on the 17th December 2020 as reflected in the February Cabinet report. This report provides an updated position following final checks and due diligence and a proposed budget decision for Council to consider on the 24th February 2021.

6. FINANCIAL IMPLICATIONS

6.1 The Cabinet Proposals have now been revised and a new schedule of the Conservative Group Proposals is shown in the table that follows:

Agenda Item No. 14

Cost Centre	ACTIVITY AND DESCRIPTION OF CONSERVATIVE PROPOSALS	KEY	2021-22	2022-23	2023-24	After
			£	£	£	2023-24
			£	£	£	£
	Localism	C	-	-	-	-
	To approve a reduced programme of phased net savings from Localism partnership working with our Town and Parish Council colleagues of £150k in 2022-23, £200k in 2023-24, and beyond.	R S	- -	78,350 2.00	185,770 5.00	360,770 9.00
	Depot Transformation	C				
	To look at a business case for a shared service provision, primarily but not exclusively with the other North Worcestershire Councils for the provision of refuse and recycling, grounds maintenance, street scene (litter picking and street cleansing), car parking, civil enforcement and garage and all other relevant depot services including the depot itself.	R S	- -	300,000 CR TBC	300,000 CR TBC	350,000 CR TBC
	Local Pay Arrangements	C				
	Pay – introduce a new local pay agreement to freeze pay in line with public sector generally from April 2021-22.	R S	198,360 CR -	400,710 CR -	611,400 CR -	823,490 CR -
	Management Review					
	In order to protect front-line posts and key services across the council to undertake a Management Review from the post of Chief Executive down to Band J. Review to commence April with a view to July/September Council implementation by Christmas. ¼ saving 2021-22 £400k for first full year in 2022-23	C R S	- 100,000 CR TBC	- 400,000 CR TBC	- 408,000 CR TBC	- 420,000 CR TBC
	Shared Services					
	To progress work on the business cases for shared services – including HR, legal, Revs and Bens, Finance, Planning, Facilities Management, ICT also to look at any potential savings from management/specialist roles.	C R S	- 100,000 CR TBC	- 400,000 CR TBC	- 408,000 CR TBC	- 420,000 CR TBC
	Community Leadership Fund					
	To retain this funding stream of £1,000 per Member for 2021-22	C R S	- 33,000 -	- - -	- - -	- - -
	Property Portfolio					
	Look to generate capital receipts from either timely sales of Capital Portfolio Fund properties or other properties held by the Council to reinvest within district in financially viable property acquisitions to generate net income whilst also creating jobs.	C R S	- - -	- 50,000 CR -	- 100,000 CR -	- 150,000 CR -
	Capital Budget to Support the Commercial Agenda					
	Approval of a further £200k generic capital budget to support expansion of the Council's income generating activity to supplement revenue funding from the Innovation Fund in 2021-22, to be funded from prudential borrowing with the revenue costs met from within approved business cases.	C	200,000	-	-	-
		R S	- -	- -	- -	- -
	Community Fund					
	A pot to fund small community events and activities that support the corporate priorities of the Council and well-being of residents and support diversity and inclusion and could include for example funding the No Barriers Awards.	C R S	- 5,000 -	- 5,000 -	- 5,000 -	- 5,000 -
	Environment Enforcement Post					
	To retain additional Environmental Enforcement resource approved for a 2-year period 2 years ago, for a further 3 years. This is to ensure maximum frontline operational efficiency consideration should be given to the management of these posts and this proposal is to support the corporate priority keeping our place safe clean and looking good.	C R S	- 23,530 1	- 29,810 1	- 31,580 1	- - -
	Environment Enforcement Equipment					
	To fund the provision of additional infra red CCTV in order to support our corporate priority of a safe, clean and green living environment, to tackle the increased fly tipping in the District with a view that any additional revenue resource secured as a result of the capital investment is reinvested into this area of Council activity.	C R S	- 2,500 -	- - -	- - -	- - -
	The Green Agenda					
	To continue to invest in the green agenda and continue to pursue the business case for electric vehicle charging points across the District and continue to progress a business case for a solar farm within the District and to pursue external funding options to ensure these matters are progressed and if expenditure is required to consider this when appropriate at a future date.	C R S	- - -	- - -	- - -	- - -
	Boundary Review					
	Any future boundary review should be for the purpose to review the appropriateness of ward boundaries and equality of councillors to the number of electors. Our starting point would be that any review would be cost neutral given the growth in electoral numbers since the period of the last review and therefore our number of councillors is correct, but recognising that we would not fetter the discretion of the Boundary Commission as the number of councillors could reduce, stay the same or increase.	C R S	- - -	- - -	- - -	- - -
	TOTALS		200,000 334,330 CR 1.0	- 1,437,550 CR 3.0	- 1,605,050 CR 6.0	- 1,797,720 CR 9.0

6.2 The Council Tax Collection Fund position together with the forecasts for the New Tax Income Guarantee Funding were reviewed for the February Cabinet report based on more up-to-date council tax collection information and additional detail in guidance issued with the Provisional Settlement. Further minor revisions have been made to present an updated position for this report.

6.3 The following tables demonstrate the updated position for the Council when all the revisions included in this amendment are incorporated into the Base Budget. The Council is forecast to hold a balance of £2,483k at the end of 2023-2024 (see reserves table in 6.4).

CONSERVATIVE PROPOSALS	Revised	2021/22	2022/23	2023/4
Net Expenditure on Services	14,479,370	13,084,100	12,151,680	12,658,080
COVID Support Grants	(2,714,531)	(1,131,990)	0	0
Total Net Expenditure on Services	11,764,839	11,952,110	12,151,680	12,658,080
Less Conservative Proposals	0	(334,330)	(1,437,550)	(1,605,050)
Net Expenditure	11,764,839	11,617,780	10,714,130	11,053,030
Contribution (from)/to Reserves	(419,849)	(952,280)	(411,370)	(567,910)
	11,344,990	10,665,500	10,302,760	10,485,120
Net Budget Requirement				
Less				
Revenue Support Grant	0	0	(356,790)	(356,790)
Business Rates	3,691,180	2,869,590	2,898,290	2,927,270
New Homes Bonus	261,530	242,510	63,390	0
Council Tax Income	7,445,500	7,578,210	7,792,970	8,009,740
Lower Tier Services Grant	0	121,190	0	0
Covid 75% Tax Income Guarantee (Council Tax)	17,000	0	0	0
Collection Fund Deficit	(70,220)	(146,000)	(95,100)	(95,100)
COUNCIL TAX LEVY increase by £5 pa from 2021-22 onwards	219.34	224.34	229.34	234.34
COUNCIL TAX BASE	33,945	33,780	33,980	34,180

6.4 Reserves available as part of the three-year financial strategy are as shown in the following table.

Reserves Statement - CONSERVATIVE PROPOSALS	Revised 2020/21	2021/22	2022/23	2023/4
	£	£	£	£
Reserves as at 1st April	4,834	4,414	3,462	3,051
Increase to Working Balance				
Contribution (from)/to Reserves	(420)	(952)	(411)	(568)
Reserves as at 31st March	4,414	3,462	3,051	2,483

WYRE FOREST DISTRICT COUNCIL

COUNCIL

24th February 2021

Medium Term Financial Strategy 2021-2024

AMENDMENT TO BE MOVED BY THE LIBERAL DEMOCRAT GROUP

2. RECOMMENDATIONS

The **LIBERAL DEMOCRAT GROUP** RECOMMENDS TO COUNCIL that it:

2.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2021-2024

- 2.1.1 **APPROVES** the updated Medium-Term Liberal Democrat Financial Strategy 2021-2024;
- 2.1.2 **APPROVES** the Liberal Democrat Group Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2021-2024 as shown in paragraph 3.9 including:
- a. Approval of a reduced programme of phased gross savings from Localism partnership working with our Town and Parish Council colleagues of £500k in 2023-2024 and beyond rather than the £525k in 2023-2024 and £700k in 2024-2025 as included in the Cabinet’s base budget. This would remove savings of £25,000 in 2023-2024 and £200,000 in 2024-2025.
 - b. Approval of a further phase of generic phased savings for the repositioning of the Council from the Wyre Forest Forward Savings Programme of £300,000 in 2021-22, £350,000 in 2022-23 and £400,000 in 2023-24 and beyond.
 - c. Approval to look at a business case for a Depot shared service provision, primarily but not exclusively with the other North Worcestershire Councils for the provision of refuse and recycling, grounds maintenance, street scene (litter picking and street cleansing), car parking, civil enforcement and garage and all other relevant depot services including the depot itself. This would produce forecasts savings of £300,000 in 2022-2023 and also 2023-2024 and £350,000 in 2024-2025.
 - d. Approval that whilst accepting the proposed Pay and Grading review to approve a phased reversion to the national Pay scales over a period of 3 years with this move commencing from April 2022. Extra costs of £200,000 in 2022-2023, £300,000 in 2023-24 and £400,000 in 2024-25 are estimates subject to confirmation

- e. Approval of a management review to protect front-line posts and key services across the council, from the post of the Chief Executive down to Band J. Review to commence April 2021 with a view to July/September Council, implementation by Christmas. £100,000 saving in 2021-2022, £400,000 in 2022-2023, £408,000 in 2023-2024 and £420,000 in 2024-2025.
- f. Approval to progress work on the business cases for shared services – including HR, legal, Revs and Bens, Finance, Planning, Facilities Management, and ICT. Also, to look at any potential savings from management/specialist roles. The ongoing net revenue implications are savings of £100,000 in 2021-2022, £400,000 in 2022-2023, £408,000 in 2023-2024 and £420,000 in 2023-2024.
- g. Approval of the Community Leadership Fund for 2021-2022 of £33k.
- h. Approval of a further £200k generic capital budget to support expansion of the Council's income generating activity to supplement revenue funding from the Innovation Fund in 2021-22, to be funded from prudential borrowing with the revenue costs met from within approved Business cases.
- i. Approval of a pot of £5,000 pa to fund small community events and activities that support the corporate priorities of the Council and well-being of residents and support diversity and inclusion and could include for example funding the No barriers Awards.
- j. Approval that any future boundary review should review the appropriateness of ward boundaries and equality of councillors to the number of electors. Our starting point would be that any review would be cost neutral given the growth in electoral numbers since the period of the last review and therefore our number of councillors is correct, but recognising that we would not fetter the discretion of the Boundary Commission as the number of councillors could reduce, stay the same or increase. The Local Plan when approved will necessitate an Electoral Review. This may increase or decrease the number of Councillors. but the aim should be to ensure that residents of Wyre Forest have no worse a ratio of Councillors to Electors than the average for Worcestershire Districts. The financial impact of this proposal is cost neutral.

2.1.3 **APPROVES** the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 9th December 2020, and the impact on the Council's Revenue Budget for 2021-2024, as shown in Appendix 3;

2.1.4 **APPROVES** The removal of the priority about affordable housing from the Corporate Plan as set out in Appendix 5.

2.1.5 **APPROVES** the Council's updated Capital Strategy including the following Indicators and limits that have been revised for the February 2021 Council Meeting following any changes to the Capital Programme brought about as a result of the budget process:

- a) **Approval** of the Capital Strategy 2021-2031 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report now updated for Cabinet Proposal and inclusion of the Future High Streets Funding (FHSF) as set out in Appendix 2/2 of this report;
- b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of this report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2020 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 now updated for Cabinet Proposals and FHSF as set out in Appendix 2/2 of this report;
- d) **Approval** of the limits for loan investments as set out in paragraph 5.1 of the 22nd December 2020 report.

2.1.6 **APPROVES** that any Final Accounts savings arising from 2020-2024 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 Strategy and Finance;

2.17 **APPROVES** that a review of Ear Marked Reserves is undertaken with the aim of the creation of a £500k transformation pot.

2.1.8 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2020 as set out in this report.

2.2 COUNCIL TAX AND BUSINESS RATES

2.2.1 That Council Tax is increased by £5 pa; and that Council:

- a. **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £224.34 for 2021-2022 (£219.34 2020-2021) which represents an increase of 2.28% on Council Tax from 2020-2021.
- b. **ENDORSES** the provisional Council Tax on a Band D Property in 2022-2023 of £229.34 and £234.34 in 2023-2024, being increases of 2.23 % and 2.18% respectively.

2.2.2 **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 this report.

- 2.2.3 **NOTES** that the Local Council Tax Support Grant in 2021-22 will initially be added to General Fund Reserves to offset the Collection Fund loss as a result of the reduction in Council Tax Base and **APPROVAL** of delegation to the Corporate Director Resources in liaison with the Cabinet Member for Strategy and Finance to divert any portion of this for Hardship relief if appropriate.

3. KEY ISSUES

- 3.1 On 9th February 2021, Cabinet considered a report on proposals for the Budget Strategy for the period 2021-24 including recommendations on the intrinsically linked Capital Strategy 2021-31. There are no major changes from the Provisional Settlement issued on the 17th December 2020 as reflected in the February Cabinet report. This report provides an updated position following final checks and due diligence and a proposed budget decision for Council to consider on the 24th February 2021.

6. FINANCIAL IMPLICATIONS

- 6.1 The Cabinet Proposals have now been revised and a new schedule of the Liberal Democrat Group Proposals is shown in the table that follows:

Agenda Item No. 14

Cost Centre	ACTIVITY AND DESCRIPTION OF LIB DEM PROPOSALS	KEY	2021-22	2022-23	2023-24	After
			£	£	£	2023-24 £
			£	£	£	£
	Localism To approve a reduced programme of phased gross savings from Localism partnership working with our Town and Parish Council colleagues of £500k in 2023-24 and beyond rather than the £525k in 2023-24 and £700k in 2024-25 included in the Cabinet's base	C	-	-	-	-
		R	-	-	25,000	200,000
		S	-	-	1.00	5.00
	Generic Wyre Forest Forward Savings Approval of a further phase of generic phased savings for the repositioning of the Council from the Wyre Forest Forward Savings Programme of £300k in 2021-22, £350k 2022-23 and £400k in 2023-24 and beyond.	C	-	-	-	-
		R	300,000 CR	350,000 CR	400,000 CR	400,000 CR
		S	TBC	TBC	TBC	TBC
	Depot Transformation To look at a business case for a shared service provision, primarily but not exclusively with the other North Worcestershire Councils for the provision of refuse and recycling, grounds maintenance, street scene (litter picking and street cleansing), car parking, civil enforcement and garage and all other relevant depot services including the depot itself.	C	-	-	-	-
		R	-	300,000 CR	300,000 CR	350,000 CR
		S	-	TBC	TBC	TBC
	Phased Move to National Pay Arrangements Whilst accepting the proposed Pay and Grading review to approve a phased reversion to the national Pay scales over a period of 3 years with this move commencing from April 2022. Costings are estimates subject to confirmation	C	-	-	-	-
		R	-	200,000	300,000	400,000
		S	-	-	-	-
	Management Review In order to protect front-line posts and key services across the council to undertake a Management Review from the post of Chief Executive down to Band J. Review to commence April with a view to July/September Council implementation by Christmas. ¼ saving 2021-22 £400k for first full year in 2022-23	C	-	-	-	-
		R	100,000 CR	400,000 CR	408,000 CR	420,000 CR
		S	TBC	TBC	TBC	TBC
	Shared Services To progress work on the business cases for shared services – including HR, legal, Revs and Bens, Finance, Planning, Facilities Management, ICT also to look at any potential savings from management/specialist roles.	C	-	-	-	-
		R	100,000 CR	400,000 CR	408,000 CR	420,000 CR
		S	TBC	TBC	TBC	TBC
	Community Leadership Fund To retain this funding stream of £1,000 per Member for 2021-22	C	-	-	-	-
		R	33,000	-	-	-
		S	-	-	-	-
	Capital Budget to Support the Commercial Agenda Approval of a further £200k generic capital budget to support expansion of the Council's income generating activity to supplement revenue funding from the Innovation Fund in 2021-22, to be funded from prudential borrowing with the revenue costs met from within approved business cases.	C	200,000	-	-	-
		R	-	-	-	-
		S	-	-	-	-
	Community Fund A pot to fund small community events and activities that support the corporate priorities of the Council and well-being of residents and support diversity and inclusion and could include for example funding the No Barriers Awards.	C	-	-	-	-
		R	5,000	5,000	5,000	5,000
		S	-	-	-	-
	Boundary Review Any future boundary review should review the appropriateness of ward boundaries and equality of councillors to the number of electors. Our starting point would be that any review would be cost neutral given the growth in electoral numbers since the period of the last review and therefore our number of councillors is correct, but recognising that we would not fetter the discretion of the Boundary Commission as the number of councillors could reduce, stay the same or increase. The Local Plan when approved will necessitate an Electoral Review. This may increase or decrease the number of Councillors. but the aim should be to ensure that residents of Wyre Forest have no worse a ratio of Councillors to Electors than the average for Worcestershire Districts.	C	-	-	-	-
		R	-	-	-	-
		S	-	-	-	-
TOTALS		C	200,000	-	-	-
		R	462,000 CR	1,245,000 CR	1,186,000 CR	985,000 CR
		S	0.0	0.0	1.0	5.0

- 6.2 The Council Tax Collection Fund position together with the forecasts for the New Tax Income Guarantee Funding were reviewed for the February Cabinet report based on more up-to-date council tax collection information and additional detail in guidance issued with the Provisional Settlement. Further minor revisions have been made to present an updated position for this report.
- 6.3 The following tables demonstrate the updated position for the Council when all the revisions included in this amendment are incorporated into the Base Budget. The Council is forecast to hold a balance of £1,999k at the end of 2022-2023 (see reserves table in 6.4).

LIB DEM PROPOSALS	Revised	2021/22	2022/23	2023/4
Net Expenditure on Services (per Appendix 2)	14,479,370	13,084,100	12,151,680	12,658,080
COVID Support Grants	(2,714,530)	(1,131,990)	0	0
Total Net Expenditure on Services (per Appendix 2)	11,764,840	11,952,110	12,151,680	12,658,080
Less LIB DEM Proposals	0	(462,000)	(1,245,000)	(1,186,000)
Net Expenditure	11,764,840	11,490,110	10,906,680	11,472,080
Contribution (from)/to Reserves	(419,850)	(824,610)	(603,920)	(986,960)
	11,344,990	10,665,500	10,302,760	10,485,120
Net Budget Requirement				
Less				
Revenue Support Grant	0	0	(356,790)	(356,790)
Business Rates	3,691,180	2,869,590	2,898,290	2,927,270
New Homes Bonus	261,530	242,510	63,390	0
Council Tax Income	7,445,500	7,578,210	7,792,970	8,009,740
Covid 75% Tax Income Guarantee (Council Tax)	17,000	0	0	0
Lower Tier Services Grant	0	121,190	0	0
Collection Fund Deficit	(70,220)	(146,000)	(95,100)	(95,100)
COUNCIL TAX LEVY increase by £5 pa from 2021-22 onwards	219.34	224.34	229.34	234.34
COUNCIL TAX BASE	33,945	33,780	33,980	34,180

- 6.4 Reserves available as part of the three-year financial strategy are as shown in the following table.

Reserves Statement - LIB DEM PROPOSALS	Revised 2020/21 £	2021/22 £	2022/23 £	2023/4 £
Reserves as at 1st April	4,834	4,414	3,590	2,986
Contribution (from)/to Reserves	(420)	(825)	(604)	(987)
Reserves as at 31st March	4,414	3,590	2,986	1,999

WYRE FOREST DISTRICT COUNCIL**COUNCIL 24th FEBRUARY 2021****COUNCIL TAX 2021-22**

OPEN	
CABINET MEMBER:	Councillor Graham Ballinger
RESPONSIBLE OFFICER:	Corporate Director: Resources
CONTACT OFFICERS:	Tracey Southall - Ext. 2125 tracey.southall@wyreforestdc.gov.uk Helen Ogram – Ext. 2907 Helen.ogram@wyreforestdc.gov.uk Lisa Hutchinson - Ext. 2120 lisa.hutchinson@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Council Tax Resolution 2021-22 Appendix 2 - Council Tax Schedule 2021-22 Appendix 3 - Parish and Town Council Precepts 2021-22 Appendix 4 – District Council Tax, including Parish/Town Council Precepts, 2021-22 Appendix 5 – Total Council Tax, including Major Precepting Authorities and Parish/Town Council Precepts, 2021-22

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2021-22.

2. RECOMMENDATION

Council is asked to approve:

- 2.1 **The formal Council Tax Resolution 2021-22 at Appendix 1, taking into account information contained in Appendices 2 to 5.**

3. BACKGROUND

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

The Local Government Finance Act 1992, as amended by The Local Audit and Accountability Act 2014, includes specific guidance in relation to Council Tax referendums. The House of Commons' approved the regime of referenda for "excessive" Council Tax increases for 2021-22 on 10th February 2021. This confirmed the Government's proposal for district councils of 2% or £5, whichever is the greater. The proposal for Wyre Forest District Council, contained within this report, to set a council tax (Band D equivalent) of £224.34 is an increase of £5 or 2.28%; this is below the maximum level permitted and a referendum in respect of this Council's element of council tax is not required.

3.2 Different criteria are specified for the County Council, Police and Crime Commissioner and the Fire Authority. However, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2021-22 is excessive and therefore the billing authority is not required to hold a referendum.

4. WYRE FOREST DISTRICT COUNCIL'S COUNCIL TAX REQUIREMENT

4.1 Cabinet, on 9th February 2021, approved and recommended to Council the 2021-22 revenue budget requirement.

4.2 Cabinet recommended that Wyre Forest District Council's element of the Council Tax 2021-22 be agreed at £224.34 for Band D properties. This represents an increase of 2.28% on the current rate for 2020-21.

4.3 In approving the District Council's element of the Council Tax, account has to be taken of:

- Government Support Grants
- Other non ring-fenced Government Grants
- Business Rates
- Any surplus or deficit arising from the Collection Fund

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

Council Tax Requirement 2021-22	£'000	£'000
Wyre Forest District Council Budget Requirement 2021-22	12,300	
Less: Contribution from Balances	(503)	
	11,797	
Parish & Town Councils' Requirement (Appendix 3)	1,458	
		13,255
Less:		
Business Rates	(2,870)	
New Homes Bonus	(243)	
Lower Tier Services Grant	(121)	
Covid Support Grants	(1,131)	
		(4,365)
Add: Deficit on Collection Fund		146
Council Tax Requirement 2021-22	£'000	9,036

- 4.4 Wyre Forest District Council's Council Tax at Band D for 2021-22 is £224.34, determined as follows:

Council Tax Requirement (as detailed in paragraph 4.3 above)	£9,036,229
Divided by Council Tax Base	33,780
Council Tax at Band D (including Parishes/Town Councils)	£267.50
Deduct Parish/Town Council Element	(£43.16)
Council Tax at Band D for Wyre Forest District Council	£224.34

5. PRECEPT LEVELS

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

5.1.1 **Parish and Town Councils**

The Parish and Town Council Precepts for 2021-22 are detailed in Appendix 3 and total £1,458,019.38. This results in an average Band D Council Tax figure of £43.16 for 2021-22. This represents an average increase of 11.21% in the parish and town council element of council tax, ranging from 0% to +15%.

5.1.2 **Worcestershire County Council**

Worcestershire County Council has stated its precept for 2021-22 to be £45,394,577, with a Collection Fund deficit adjustment for this year of £741,388. The increase in the Band D Council Tax is 2.50% of which 1% relates to the Precept ring-fenced support for Adult Social Care, resulting in a total Band D Council Tax of £1,343.83. Further details can be found in Appendix 1.

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

The Office of the Police and Crime Commissioner for West Mercia has stated its precept for 2021-22 to be £8,113,618.20, with a Collection Fund deficit adjustment for this year of £127,347. The increase in the Band D Council Tax is 6.66%, resulting in a Band D Council Tax of £240.19. Further details can be found in Appendix 1.

5.1.4 **Hereford and Worcester Fire Authority**

Hereford and Worcester Fire Authority has stated its precept for 2021-22 to be £2,961,675.36 with a Collection Fund deficit adjustment for this year of £48,627. The increase in the Band D Council Tax is 1.97%, resulting in a Band D Council Tax of £87.68. Further details can be found in Appendix 1.

5.1.5 The resulting average Council Tax at Band D is summarised as follows:

	£
Worcestershire County Council	1,343.83
The Office of the Police and Crime Commissioner for West Mercia	240.19
Wyre Forest District Council	224.34
Hereford and Worcester Fire Authority	87.68
Average Town/Parish Council	<u>43.16</u>
Total Average Band D Council Tax 2021-22	<u>1,939.20</u>

6. SPECIAL EXPENSES

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

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

7. COUNCIL TAX LEVELS

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

- 7.2 The Council Tax Schedule 2021-22 is set out in Appendix 2.

- 7.3 The Parish & Town Council precepts 2021-22 are set out in Appendix 3.

- 7.4 The District Council Tax, including Parish/Town Council precepts, 2021-22 is set out in Appendix 4.

- 7.5 The Total Council Tax, including Major Precepting Authorities and Parish/Town Council precepts, 2021-22 is set out in Appendix 5.

8. KEY ISSUES

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

9. FINANCIAL IMPLICATIONS

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

10. LEGAL AND POLICY IMPLICATIONS

- 10.1 The Council must set its Council Tax for 2021-22 in accordance with all statutory requirements.
- 10.2 The Local Government Finance Act 1992, as amended by The Localism Act 2011, requires the billing authority to calculate a Council Tax requirement for the year.

11. RISK MANAGEMENT

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

12. EQUALITY IMPACT ASSESSMENT

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

13. CONCLUSION

See Recommendations.

14. CONSULTEES

Cabinet
CLT

15. BACKGROUND PAPERS

- 15.1 Local Government Finance Act 1992, as amended by Localism Act 2011 and Local Audit and Accountability Act 2014.
- 15.2 The Accounts and Audit Regulations 2015.
- 15.3 The Referendums Relating to Council Tax Increases (Principles) (England) Report 2021-22

COUNCIL TAX RESOLUTION 2021-22

The Council is recommended to resolve as follows:

1. It be noted that the Council has calculated the Council Tax Base 2021-22:-
 - (a) for the whole Council area as **33,780** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the Act”)]; and
 - (b) for dwellings in those parts of its area to which a Parish/Town Council precept relates as in column 5 of the attached Appendix 3.

2. To calculate that the Council Tax requirement for the Council’s own purposes for 2021-22 (excluding Parish/Town Council precepts) is **£7,578,210**.

3. That the following amounts be calculated for the year 2020-21 in accordance with Sections 30 to 36 of the Act:
 - (a) **£47,415,129.38** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish/Town Councils.
 - (b) **£38,378,900.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) **£9,036,229.38** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. [Item R in the formula in Section 31B of the Act]
 - (d) **£267.50** being the amount at 3(c) above (Item R), divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish/Town Council precepts).
 - (e) **£1,458,019.38** being the aggregate amount of all special items (Parish/Town Council precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 3).
 - (f) **£224.34** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish/Town Council precept relates.

4. To note that for the year 2021-22 Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as shown below.

WORCESTERSHIRE COUNTY COUNCIL							
Valuation Bands							
A	B	C	D	E	F	G	H
£895.89	£1,045.20	£1,194.52	£1,343.83	£1,642.46	£1,941.09	£2,239.72	£2,687.66

THE OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR WEST MERCIA							
Valuation Bands							
A	B	C	D	E	F	G	H
£160.13	£186.81	£213.50	£240.19	£293.57	£346.94	£400.32	£480.38

HEREFORD AND WORCESTER FIRE AUTHORITY							
Valuation Bands							
A	B	C	D	E	F	G	H
£58.45	£68.20	£77.94	£87.68	£107.16	£126.65	£146.13	£175.36

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 5 as the amounts of Council Tax for 2021-22 for each part of its area and for each of the categories of dwellings.
6. To determine that the Council's basic amount of Council Tax for 2021-22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
7. To note that, as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2021-22 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended by the Local Audit and Accountability Act 2014.

COUNCIL TAX SCHEDULE 2021-22

<u>District Council and Major Precepting Authorities</u>	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wyre Forest District Council	149.56	174.49	199.41	224.34	274.19	324.05	373.90	448.68
Worcestershire County Council	809.79	944.75	1,079.72	1,214.68	1,484.61	1,754.54	2,024.47	2,429.36
Worcestershire County Council - Adult Social Care Precept	86.10	100.45	114.80	129.15	157.85	186.55	215.25	258.30
The Office of the Police and Crime Commissioner for West Mercia	160.13	186.81	213.50	240.19	293.57	346.94	400.32	480.38
Hereford and Worcester Fire Authority	58.45	68.20	77.94	87.68	107.16	126.65	146.13	175.36

<u>Parish & Town Councils</u>	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Kidderminster Town Council	28.33	33.06	37.78	42.50	51.94	61.39	70.83	85.00
Upper Arley Parish Council	30.00	35.00	40.00	45.00	55.00	65.00	75.00	90.00
Bewdley Town Council	37.04	43.21	49.39	55.56	67.91	80.25	92.60	111.12
Broome Parish Council	18.15	21.18	24.20	27.23	33.28	39.33	45.38	54.46
Chaddesley Corbett Parish Council	30.23	35.27	40.31	45.35	55.43	65.51	75.58	90.70
Churchill & Blakedown Parish Council	23.14	27.00	30.85	34.71	42.42	50.14	57.85	69.42
Kidderminster Foreign Parish Council	14.61	17.05	19.48	21.92	26.79	31.66	36.53	43.84
Ribbesford Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rock Parish Council	29.51	34.42	39.34	44.26	54.10	63.93	73.77	88.52
Rushock Parish Council	29.19	34.05	38.92	43.78	53.51	63.24	72.97	87.56
Stone Parish Council	32.69	38.13	43.58	49.03	59.93	70.82	81.72	98.06
Stourport on Severn Town Council	27.80	32.43	37.07	41.70	50.97	60.23	69.50	83.40
Wolverley & Cookley Parish Council	27.11	31.62	36.14	40.66	49.70	58.73	67.77	81.32

PARISH AND TOWN COUNCIL PRECEPTS 2021-22

<u>Parish & Town Councils</u>	2020-21			2021-22			Council Tax Increase/ (Decrease) (£)	Council Tax Increase/ (Decrease) (%)
	Tax Base	Precept £	Council Tax Band D (£)	Tax Base	Precept £	Council Tax Band D (£)		
Kidderminster Town Council	17,324	640,988.00	37.00	17,281	734,442.50	42.50	5.50	14.9
Upper Arley Parish Council	361	16,245.00	45.00	358	16,110.00	45.00	0.00	0.0
Bewdley Town Council	3,647	182,350.00	50.00	3,610	200,585.00	55.56	5.56	11.1
Broome Parish Council	198	5,000.00	25.25	202	5,500.00	27.23	1.98	7.8
Chaddesley Corbett Parish Council	772	32,439.00	42.02	751	34,060.95	45.35	3.33	8.0
Churchill & Blakedown Parish Council	806	27,972.62	34.71	809	28,080.39	34.71	0.00	0.0
Kidderminster Foreign Parish Council	444	9,492.72	21.38	433	9,492.72	21.92	0.54	2.5
Ribbesford Parish	126	0.00	0.00	119	0.00	0.00	0.00	0.0
Rock Parish Council	1,254	55,100.00	43.94	1,245	55,100.00	44.26	0.32	0.7
Rushock Parish Council	76	3,327.50	43.78	80	3,502.40	43.78	0.00	0.0
Stone Parish Council	280	13,200.00	47.14	290	14,220.00	49.03	1.89	4.0
Stourport on Severn Town Council	6,936	270,504.00	39.00	6,886	287,146.00	41.70	2.70	6.9
Wolverley & Cookley Parish Council	1,721	60,858.86	35.36	1,716	69,779.42	40.66	5.30	15.0
TOTAL/AVERAGE	33,945	1,317,477.70	38.81	33,780	1,458,019.38	43.16		

DISTRICT COUNCIL TAX (INCLUDING PARISH/TOWN COUNCIL PRECEPTS) 2021-22

<u>Part of the Council's Area</u>	VALUATION BANDS 2021-22							
	A £	B £	C £	D £	E £	F £	G £	H £
The Parish/Town Council of:								
Kidderminster	177.89	207.55	237.19	266.84	326.13	385.44	444.73	533.68
Upper Arley	179.56	209.49	239.41	269.34	329.19	389.05	448.90	538.68
Bewdley	186.60	217.70	248.80	279.90	342.10	404.30	466.50	559.80
Broome	167.71	195.67	223.61	251.57	307.47	363.38	419.28	503.14
Chaddesley Corbett	179.79	209.76	239.72	269.69	329.62	389.56	449.48	539.38
Churchill & Blakedown	172.70	201.49	230.26	259.05	316.61	374.19	431.75	518.10
Kidderminster Foreign	164.17	191.54	218.89	246.26	300.98	355.71	410.43	492.52
Ribbesford	149.56	174.49	199.41	224.34	274.19	324.05	373.90	448.68
Rock	179.07	208.91	238.75	268.60	328.29	387.98	447.67	537.20
Rushock	178.75	208.54	238.33	268.12	327.70	387.29	446.87	536.24
Stone	182.25	212.62	242.99	273.37	334.12	394.87	455.62	546.74
Stourport on Severn	177.36	206.92	236.48	266.04	325.16	384.28	443.40	532.08
Wolverley & Cookley	176.67	206.11	235.55	265.00	323.89	382.78	441.67	530.00

TOTAL COUNCIL TAX 2021-22

<u>Parts of the Council's Area</u>	VALUATION BANDS 2021-22								% CHANGE
	A	B	C	D	E	F	G	H	
	£	£	£	£	£	£	£	£	
The Parish/Town Council of:									
Kidderminster	1,292.36	1,507.76	1,723.15	1,938.54	2,369.32	2,800.12	3,230.90	3,877.08	3.19%
Upper Arley	1,294.03	1,509.70	1,725.37	1,941.04	2,372.38	2,803.73	3,235.07	3,882.08	2.89%
Bewdley	1,301.07	1,517.91	1,734.76	1,951.60	2,385.29	2,818.98	3,252.67	3,903.20	3.17%
Broome	1,282.18	1,495.88	1,709.57	1,923.27	2,350.66	2,778.06	3,205.45	3,846.54	3.02%
Chaddesley Corbett	1,294.26	1,509.97	1,725.68	1,941.39	2,372.81	2,804.24	3,235.65	3,882.78	3.07%
Churchill & Blakedown	1,287.17	1,501.70	1,716.22	1,930.75	2,359.80	2,788.87	3,217.92	3,861.50	2.90%
Kidderminster Foreign	1,278.64	1,491.75	1,704.85	1,917.96	2,344.17	2,770.39	3,196.60	3,835.92	2.95%
Ribbesford	1,264.03	1,474.70	1,685.37	1,896.04	2,317.38	2,738.73	3,160.07	3,792.08	2.96%
Rock	1,293.54	1,509.12	1,724.71	1,940.30	2,371.48	2,802.66	3,233.84	3,880.60	2.91%
Rushock	1,293.22	1,508.75	1,724.29	1,939.82	2,370.89	2,801.97	3,233.04	3,879.64	2.89%
Stone	1,296.72	1,512.83	1,728.95	1,945.07	2,377.31	2,809.55	3,241.79	3,890.14	2.98%
Stourport on Severn	1,291.83	1,507.13	1,722.44	1,937.74	2,368.35	2,798.96	3,229.57	3,875.48	3.04%
Wolverley & Cookley	1,291.14	1,506.32	1,721.51	1,936.70	2,367.08	2,797.46	3,227.84	3,873.40	3.18%