

Open

Cabinet

Agenda

6pm
Tuesday, 7 February 2023
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Wyre Forest District Council



Cabinet

The Cabinet Members and their responsibilities:-

Councillor H Dyke	Leader of the Council & Economic Regeneration, Planning & Localism
Councillor G Ballinger	Deputy Leader & Culture, Leisure & Community Safety
Councillor N Martin	Housing, Health, Well-being & Democratic Services
Councillor M Rayner	Finance & Capital Portfolio
Councillor J Thomas	Operational Services

Scrutiny of Decisions of the Cabinet

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

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

The deadline for "calling in" Cabinet decisions is 5pm on Friday 17 February 2023.

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

Urgent Key Decisions

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

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

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

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

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

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

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

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

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

For further information

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

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

Wyre Forest District Council

Cabinet

Tuesday, 7 February 2023

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 20 December 2022.	6
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 30 January 2023. (See front cover for contact details).	

7.		
7.1	<p style="text-align: right;">Councillor M Rayner</p> <p>Medium Term Financial Strategy 2023-2026 & Capital Strategy 2023-2033</p> <p>To consider a report from the Head of Resources that updates Cabinet on the Medium-Term Financial Strategy 2023-2026 and makes recommendations to Council on the proposed budget decision. The report also seeks approval of the Capital Strategy for 2023-2033 including prudential indicators which set limits for non-financial investments and to fulfil the key requirements of the MHCLG Investment Guidance.</p> <p><i>The appendices to this report have been circulated electronically.</i></p>	13

8.		
8.1	<p style="text-align: right;">Councillor H Dyke</p> <p>Wyre Forest District Council Health and Wellbeing Supplementary Planning Document</p> <p>To consider a report from the Head of Strategic Growth that presents the draft Wyre Forest District Council (WFDC) Health and Wellbeing Supplementary Planning Document (SPD) for public consultation.</p> <p>To also consider recommendations from the Overview & Scrutiny Committee from its meeting on 2 February 2023.</p>	28 70

9.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
10.	<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 paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

11.	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

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

20 DECEMBER 2022 (6PM)

Present:

Councillors: H E Dyke (Chairman), G W Ballinger (Vice-Chairman), N Martin, M Rayner and J W R Thomas.

Observers:

Councillors: A Coleman, R H Coleman, N J Desmond, M J Hart, F M Oborski MBE and D Ross.

Observed remotely: Councillors: J F Byng, C Edginton-White and P W M Young.

CAB.33 Apologies for Absence

There were no apologies for absence.

CAB.34 Declarations of Interests by Members

No declarations of interest were made.

CAB.35 Minutes

Decision: The minutes of the Cabinet meeting held on 7 November 2022 be confirmed as a correct record and signed by the Chairman.

CAB.36 Call Ins

The Leader gave a verbal update on a decision that had been “called in” since the last meeting of the Cabinet.

The Leader advised that a call in had been received relating to the strong leader decision published on 14 November regarding the provision of electric charging infrastructure. She advised that the call in had been discussed and debated by members of the Overview and Scrutiny Committee at their meeting on 1 December. The Committee resolved to endorse the Cabinet decision to proceed with procurement of electric vehicle charging points.

CAB.37 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.38 Public Participation

There was no public participation.

CAB.39 Cost of Living Action Plan

A report was considered from the Head of Strategic Growth which sought approval to the cost of living action plan 2022-23.

The Cabinet Member for Housing, Health, Well-being and Democratic Services presented the report and formally moved the recommendations for approval. She explained that the Council had worked to support households in economic distress for a number of years including through the use of the welfare assistance budget, Covid funding and more recently the Household Support Fund.

The Cabinet Member for Housing, Health, Well-being and Democratic Services further explained that at full Council on 21 September, Council decided an Emergency Summit should be held to explore how more local help could be provided for those struggling. She added that the summit was held on 13 October and was well attended by partners from across the district. The Action Plan had been developed following this meeting.

She added that the cost of delivering the plan mostly related to staff time and grant funding that was available to the council through the Household Support Fund which was approximately £207k. She said it was important for officers to target information at those who might not come forward for help.

The Cabinet Member thanked the Chairman of the Overview and Scrutiny Committee, Councillor M Hart, and the committee members for unanimously supporting the recommendation at their meeting on 1 December.

The Cabinet Member for Finance and Capital Portfolio seconded the proposal.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 1 December 2022, Cabinet AGREED the Cost of Living Action Plan.

CAB.40 Car parking charges, 2023-2024

A report was considered from the Head of Community & Environment Services and the Chief Executive to decide car parking charges for 2023-24 having given consideration to the report and recommendations of the Car Parking Advisory Panel.

The Cabinet Member for Operational Services presented the report. He reminded members that Cabinet established the Advisory Panel in August, which had met three times during the autumn. He thanked the Chairman of the Panel, Councillor C Barnett and the Panel members for their work and detailed consideration of all the options relating to car parking.

The Cabinet Member explained that car parks were not free to run; costs included business rates, lighting, maintenance and marketing. He added that some car parks had a higher turnover than others, and as set out in paragraph 3.4 of the report, the accounts for the year 2021-2022 showed that after running and enforcement costs were deducted there was a net income of

almost £600,000. He further explained that the income was used in accordance with section 55 of the Road Traffic Regulation Act 1984 which allowed the Council to improve and maintain the facilities that the general public had access to.

The Cabinet Member said it was very difficult to accurately estimate the impact of changes; the Council did not have any entry / exit barriers or any other means which would provide information on how long each user stayed in its car parks. He added that if changes were made to the charging structure, such as the time period for tickets, it would be impossible to know what proportion of users would buy tickets for shorter or longer periods than the authority had now. He said it was hoped that the recommendations from the Advisory Panel would be consistent with the income that was assumed in the Medium Term Financial Strategy (MTFS). However as set out in the report, the overall effect produced a reduction in the Council's net income.

The Cabinet Member addressed each of the Panel's recommendation in turn:

Recommendation 1 – As a trial of cashless payments was forthcoming, it would be premature to accept this recommendation.

Recommendation 2 – Cabinet were invited to accept this proposal. The cost would be 70p which represented just over 60% of the one-hour charge.

Recommendation 3 – To demonstrate a willingness to help the evening economy, Cabinet were invited to accept this proposal. The cost of the ticket would be £2.

Recommendation 4 – This recommendation would be addressed in the acceptance of a £2 evening tariff.

Recommendation 5 – As set out in paragraph 4.10 of the report, there were a number of reasons why this proposal would be unsuitable, and Cabinet were asked to reject this recommendation.

Recommendation 6 – Acknowledging the fact that at peak times car parks in Bewdley ran at full capacity, Cabinet were asked to explore partnership working with other landowners in Bewdley.

In addition to the Panel's recommendations, the Cabinet Member proposed the scale of charges to be implemented on the 1 April 2023. The proposals included; a freeze on the season ticket prices that were made following significant changes made in April 2022, this would allow usage levels to continue to be monitored and for prices to be reviewed in due course for 2024; and a freeze on the car parking charges at the current price for a further 12 months. He said this was a modest but practical step that would ease the impact of inflation for local residents and support businesses in the towns which were feeling the impact of the increase in inflation and the subsequent less foot fall across the district. He said that freezing prices at current level would see the Council's income reduced by £50,000.

The Cabinet Member for Culture, Leisure and Community Safety seconded the proposals.

Decision: Cabinet AGREED:

a) the car parking charges for 2023-24 as set out in Appendix 2 of

the report, including freezing of existing charges and season ticket prices, and the introduction of a 30 minute ticket priced at 70p and a ticket for 6pm to 8am priced at £2.

- b) that officers should explore partnership options with other landowners in Bewdley town centre with a view to expanding public car parking provision.

CAB.41 ICT Strategy 2023-28

A report was considered from the Head of Resources / s151 Officer that provided information on the development of a new ICT Strategy to meet the future needs of the Council.

The Cabinet Member for Finance and Capital Portfolio presented the report and formally moved the recommendations for approval. She said that it was essential that the authority had an ICT Strategy that was fit for purpose to deliver an efficient and effective service to support, through technology, the aims and objectives of the Council.

The Leader of the Council seconded the proposals.

Decision: The Cabinet RECOMMEND to Council that:

- 1.1 The sum of £1.60m is added to the Council's approved Capital Programme for the delivery of the ICT Strategy over the period 2023/24 – 2027/28.
- 1.2 The Head of Resources / S151 Officer in consultation with the ICT Strategy Board and Cabinet Member for Finance and Capital Portfolio approves and implements the new ICT Strategy to meet the future needs of the Council as set out in 12.1 and 12.2 of the report.
- 1.3 Major expenditure will be subject to specific approval by the ICT Strategy Board and due diligence of business cases for each proposal.
- 1.4 That the financing of such loans be delegated to the Head of Resources / S151 Officer and that requisite amendments are made to the revenue budget to reflect potential financing costs and income streams to support the initial capital allocation in 1.1 above.

CAB.42 Medium Term Financial Strategy 2023-26

A report was considered from the Head of Resources / s151 Officer that in accordance with the Council's Budget and Policy Framework Procedure Rules and in line with the Wyre Forest Forward programme, provided the Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2023-26.

The Cabinet Member for Finance and Capital Portfolio presented the report and formally moved the recommendations for approval. She said that the Council had done an excellent job at transforming over the past few years; services had been remodelled, savings made, and more income generated. She said that this work was continuing and had helped to balance the books. She added that, by the end of the strategy, the Council would have reduced its net spend on services by more than 50%. However, in real terms the reduction in Government funding and sums that can be raised through Council Tax meant that there was still more to do.

The Cabinet Member explained that the funding gap at the end of the previous MTFS was forecast to be £1.7m. This was predicted to increase to £2.4m by the end of the proposed MTFS. She added that the historically high rate of inflation and supply chain issues affecting construction and energy prices had added to the strain of the Council's finances. She added that the two-year provisional settlement provided one-off funding for 2023-24 of approximately £270k. She said the funding was very welcome. However, it did not meet the increase in costs the authority was facing as a result of rising prices.

The Cabinet Member gave a summary of the key issues detailed in the report and presented the Cabinet proposals.

In conclusion, she said the MTFS was set against a continuing backdrop of uncertainty and risk as a result of the troubled global and national political and economic conditions, the cost of living increase and the delayed funding reform. She added that the ongoing service transformation to make the Council a smaller organisation was helping to secure financial sustainability. However, the task was not easy and not all risk could be mitigated. She assured members that everybody would continue to work hard and build on the impressive track record of the Council to achieve the savings required.

The Leader seconded the proposals.

Decision: Cabinet NOTED:

- 1.1 The fees and charges as set out in Appendix 3 – Part 1.**
- 1.2 The comments from the Strategic Review Panel at its meeting on the 2nd November 2022;**
- 1.3 The results of the Budget Consultation survey included in Appendix 5 and summarised in paragraph 9 of the report;**
- 1.4 The recommendations in the separate Capital Strategy 2023-2033 report that are intrinsically linked to the MTFS report.**

The Cabinet ENDORSE and RECOMMEND to the Strategic Review Panel for scrutiny:

- 1.5 The Council's updated Medium-Term Financial Strategy taking into account the results of the Budget Consultation;**

- 1.5.1** There are three Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2023-26 (paragraph 10.2) as follows;
- a)** provision of community leadership funding of £1,000 for each councillor in 2023-24;
 - b)** additional staffing resources to address capacity issues;
 - c)** ICT Strategy 2023-2028.
- 1.5.2** The level of net expenditure and resultant Council Tax for 2023-26 as per paragraphs 10.1 and 10.4 including the revenue implications of the Capital Strategy report also on the agenda;
- 1.5.3** The fees and charges in line with this strategy and the impact on the Council's Revenue Budget for 2023-26, as shown in Part 3 of Appendix 3 (paragraph 10.1 also refers) which incorporate decisions taken by Council on 7th December 2022 in respect of licensing fees and charges;
- 1.6** The Cabinet **APPROVED** the fees and charges as set out in Appendix 3 – Part 2.

CAB.43 Capital Strategy 2023-33 and Capital Programme Update

A report was considered from the Head of Resources / s151 Officer that sought Council approval of a Capital Strategy for 2023-33.

The Cabinet Member for Finance and Capital Portfolio presented the report and formally moved the recommendations for approval.

The Cabinet Member gave a summary of the key issues detailed in the report. She explained that the Capital Strategy set out the Council's capital plans for 2023-33 which included the Capital Portfolio Fund. She added that the Strategy linked to the MTFS and the Treasury Management Strategy and was an important policy report.

The Leader seconded the proposals.

Decision: The CABINET ENDORSED and RECOMMEND to the Strategic Review Panel for scrutiny:

- 1.1** The Council's updated Capital Strategy:
- a)** Approve the Capital Strategy 2023-33 including the associated Quantitative Indicators in Appendix 2;
 - b)** Approve variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 1, Appendices A and B;

- c) Approve the limits for gross debt of non-treasury investments compared to net service expenditure and for Capital Portfolio Fund as a percentage of net service expenditure as set out in Appendix 2.**

1.2 The Cabinet APPROVED:

That delegation is given to the Head of North Worcestershire Economic Development & Regeneration in consultation with the Head of Resources and Solicitor to the Council and the Cabinet Member for Resources and Capital Portfolio Fund, to update the Capital Portfolio Strategy Policies in year if required.

There being no further business, the meeting closed at 7.33pm.

WYRE FOREST DISTRICT COUNCIL

CABINET
7th FEBRUARY 2023

Medium Term Financial Strategy 2023-2026
Capital Strategy 2023-2033

OPEN	
CABINET MEMBER:	Councillor M Rayner
RESPONSIBLE OFFICER:	Head of Resources
CONTACT OFFICER:	Helen Ogram, Ext 2907 Helen.ogram@wyreforestdc.gov.uk
Appendix 1 (to update for late changes) Appendix 2 Appendix 3 Appendix 4 (to follow) Appendix 5	Base Budget Projections 2023-2026 Capital Programme Fees and Charges – Council Report of the Head of Resources/Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003 Draft Alternative Budget Proposals <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 Cabinet on the Medium-Term Financial Strategy 2023-2026 and make recommendations to Council on the proposed budget decision. This report also seeks approval of the Capital Strategy for 2023-2033 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 Head of 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** having re-considered the Financial Strategy 2023-2026, the results of the Budget consultation exercise, alternative budget proposal and recommendations of the Strategic Review Panel **RECOMMENDS TO COUNCIL** that it:

2.1 THREE YEAR BUDGET, CAPITAL STRATEGY AND POLICY FRAMEWORK 2023-2026

- 2.1.1 **APPROVES** the updated Medium-Term Financial Strategy 2023-2026.

2.1.2 APPROVES the Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2023-2026 as shown in the tables in paragraphs 6.1 and 6.3 and as set out below:

- a.) Approval to provide community leadership funding of £1,000 for each councillor in 2023-24, at a cost of £33,000 in 2023-24.
- b.) Approval to provide additional staffing resources to address capacity issues at a cost of £119,000 in 2023-24, £166,000 in 2024-25 and £189,000 in 2025-26.
- c.) Approve investment for a further 5 year period in the ICT strategy which has revenue implications of £6,000 in 2023-24, £49,000 in 2024-25 and £123,000 in 2025-26. The ICT Strategy will deliver £1.6m capital investment over the period 2023-24 to 2028-29.
- d.) Approval to fund 2 generic Civil and Environmental enforcement posts £65,140 in 2023-24 and £67,740 in 2024-25.
- e.) Approval to provide additional litter picking resource in Stourport and Bewdley, a £10,000 pa core element to cover six weeks in the summer and a £10,000 pa match funding element subject to match funding from the Town Councils.
- f.) Approval to provide a £5,000 Community Fund to provide grants of £100 - £500 to support community, charity and residents’ groups to deliver events to celebrate the Coronation of King Charles III.
- g.) Approval to provide new culture/arts events grants to town councils £20,000 pa.
- h.) Approval of up to £1,000 pa for the costs of the No Barriers Awards scheme on the basis that there is an absolute minimum of administrative support provided by WFDC;
- i.) Approval of the inclusion of the Housing Fund grant offer in the Capital Programme. The grant offer of £706,000 will support capital expenditure in 2023-24 of £876,000. The balance to be met from the Evergreen Investment Fund.

2.1.3 APPROVES the fees and charges in line with this Strategy, and the impact on the Council’s Revenue Budget for 2023-2026, as shown in Appendix 3.

2.1.4 APPROVES the Council’s updated Capital Strategy:

- a) **Approval** of the Capital Strategy 2023-2033 set out in Appendix 1 of the December Cabinet report and the updated, associated Qualitative Indicators set out in Appendix 2C of this report
- b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendices 2A and 2B, of

this report (which updates Appendix 1 of the Capital Strategy report to December 2022 Cabinet)

- c) **Approval** of the limits for gross debt for non-treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 2C of this report.

2.1.5 **APPROVES** that any Final Accounts savings arising from 2022-2023, together with surplus Earmarked Reserves, be allocated by the Head of Resources in consultation with the Cabinet Member for Finance and Capital Portfolio.

2.1.6 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2022 as set out in this report.

2.2 COUNCIL TAX AND BUSINESS RATES

2.2.1 That Council Tax is increased by the higher limit specified by the Government which based on the Provisional Settlement is currently 3% or £5 whichever is higher; this is set out in 2.2.2. However, if the Final Settlement increases flexibility then the proposed increase recommended to Council will be revised up to the maximum level allowed.

2.2.2 That if the higher limit for the Council Tax increase is confirmed as 3% or £5 whichever is the higher then:

- a. **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £236.21 for 2022-2023 (£229.34 2022-2023) which represents an increase of 3% on Council Tax from 2022-2023.
- b. **ENDORSES** the provisional Council Tax on a Band D Property in 2023-2024 of £234.27 and £250.57 in 2024-2025, being increases of 3%.

2.2.3 **NOTES** the Head of 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.

2.3 The Cabinet is asked to **APPROVE:**

2.3.1 Delegated authority is given to the Head of Resources, in consultation with the Cabinet Member for Finance and Capital portfolio, to make any appropriate adjustments to the General Fund Revenue Budget recommended under paragraph 2.1.7 above, as a result of any further notifications from Central Government.

2.4 The Cabinet is asked to **NOTE in line with the recommendations of the Strategic Review Panel:**

- 2.4.1 The Alternative budget proposals as detailed within Appendix 5 of this report, further noting that updated versions as appropriate will be provided for Full Council on the 22nd February 2023.

3. KEY ISSUES

- 3.1 On 20th December 2022, Cabinet considered reports on proposals for the Budget Strategy for the period 2023-2026 including the intrinsically linked Capital Strategy 2023-2033. The Provisional Local Government Finance Settlement was announced on the 19th December. The Final Settlement is still awaited; this report has been prepared on the basis of no major changes from the Provisional Settlement that formed the basis of the funding assumptions within the December report. This report provides an updated position and a proposed budget decision for Council to consider on the 22nd February 2023 that will be further updated if there are significant changes once the Final Settlement is published.

- 3.2 The following assumptions included in the Medium Term Financial Strategy are now updated or confirmed:

- Provisional Finance Settlement, further updates will be provided once the Final Settlement is issued
- Council Tax Base
- The position in relation to New Homes Bonus
- Collection Fund position
- Cabinet Proposals
- Capital Strategy and Capital Programme
- Business Rates Pool levy gain and retained growth projections
- Allocations of £344,305 for Homelessness Prevention Grant that is in addition to the Core Spending Assessment
- An update of the Wyre Forest Forward generic targets and overall Funding Gap

- 3.3 The increase in the District Council's tax from 2011-12 to 2023-24 taking into account the latest proposal is only 19.5% compared to a CPI increase of 41.5% between 2010 and 2022 demonstrating that households within Wyre Forest have enjoyed sub inflation increases across that period.

- 3.4 The Budget Consultation survey was launched on Tuesday 8th November 2022 and ran until Tuesday 6th December 2022. The results of this consultation were reported as part of the December 2022 MTFS report to Cabinet and have informed the proposals in this report. The Strategic Review Panel meetings on the 12th and the 26th January received Alternative Budget Proposals for consideration by Cabinet in formulation of their final proposals and updated versions of these proposals (based on revised funding etc) are included in this report at Appendix 5. Further updated versions will be provided for Full Council on the 22nd February 2023.

- 3.5 A revised **Capital Programme**, with updates to the version considered by December Cabinet to incorporate changes to the Capital Programme is in

Appendix 2 for Council approval. The programme has been updated to include the ICT Strategy 2023-28 and the Local Authority Housing fund put forward as Cabinet proposals. The fully grant funded expenditure for Local Authority Delivery Phase 2&3 (LADS2/3) sustainable Warmth programme, the Home Upgrade Grant phase 1 (HUGS1) and Wyre Forest DC's allocation of the UK Shared Prosperity Fund in years 2&3 (previously omitted) have been included.

- 3.6 The approach to be taken to **fees and charges** within the financial strategy recommended by Cabinet this year continues 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%. Cabinet decided in December that car park fees and season ticket prices will be frozen this year on an exceptional basis due to cost of living pressures; and that a 30 minutes ticket will be introduced and the arrangements for evening charges will be changed, with the current hourly tariff ending at 6pm and a flat charge of £2 introduced for the period between 6pm and 8am.
- 3.7 Fees and Charges requiring Council approval are detailed in Appendix 3.

Spending Proposals

- 3.8 The Cabinet Proposals are revised following careful consideration of Alternative Budget proposals considered by the Strategic Review Panel on the 12th and 26th January 2023 and further dialogue with the opposition groups. The revised proposals demonstrate investment to support the Council's priority of "supporting a successful local economy and in particular the other priority of a "safe, clean and green living environment".
- 3.9 In addition to the proposals that would have implications for the revenue budget if agreed, there are two issues that have been raised which do not have revenue implications in 2023-24. The first is that **webcasting for Cabinet meetings will be resumed** in the new municipal year following a review of usage of the free allowance under the revised webcasting contract. Based on usage in 2022, this is expected to be possible within existing budgets. The second is that the Cabinet will invite the Overview and Scrutiny Committee in the new municipal year to undertake a **review of inclusive play equipment in the parks owned by WFDC** in order to assess the appropriate level of provision and to recommend how any investment should be financed, including contributions from S106 moneys, other sources such as councillors' community leadership funds and provision within the capital programme for 2024 onwards.
- 3.10 There are nine Cabinet Proposals this year as set out below:
- 3.10.1 provision of community leadership funding of £1,000 for each councillor in 2023-24, at a cost of £33k in 2023-24. The new council elected in May 2023 will decide whether any funding should be made available in subsequent years and at what level, in light of affordability, the lack of support for this measure in the budget consultation (which was also expressed in consultations in earlier years) and the Council's financial position;

- 3.10.2 additional staffing resources to address capacity issues, at a cost of £119k/£166k/£189k comprising two corporate policy officers (to be filled by National Graduate Development Programme participants); additional posts within North Worcestershire Economic Development and Regeneration and to allow for a potential move to a company structure for this important shared service; and £20kpa to fund capacity to support continuation of the green agenda.
- 3.10.3 ICT Strategy 2023-28, which has revenue implications of £6k/£49k/£123k. Investment for a further 5 year period as set out in detail in the separate report presented to Cabinet in December 2022, proposes capital investment of £1.6m for the delivery of the ICT Strategy over the period 2023-24 to 2028-29. Major expenditure will be subject to specific approval by the ICT Strategy Board and due diligence including a business case for each proposal.
- 3.10.4 Two new generic Civil and Environmental enforcement posts will be created at a cost of £65k in 2023-24 and £68k in 2024-25 to further deliver on the priority of a “safe, clean and green living environment”. These two posts will match fund the Police and Crime Commissioner’s grant offer to “address mutually agreed priorities at community level around prevention, crime, safety and vulnerability”. This will build on an initiative in Telford that reduced reported levels of crime, anti-social behaviour and fly tipping.
- 3.10.5 To increase staffing levels over the summer period for litter picking and bin emptying in Stourport and Bewdley. The proposal will provide an element of core funding (£10,000 pa) that would allow a higher level of activity over the main summer holiday and a further £10,000 pa match funding to unlock match funding from the Town Councils to enhance the provision yet further.
- 3.10.6 To provide a £5,000 Community Fund to provide grants of £100 - £500 to support community, charity and residents’ groups to deliver events to celebrate the Coronation of King Charles III, similar to the approach adopted for the Platinum Jubilee last year. Parish councils will not be eligible for this fund.
- 3.10.7 To support new culture and arts events grants to town councils by providing automatic funding for the three town councils to spend on culture/arts events of their choosing, the events to be additional to those the town councils would have funded in any case (£10k pa. Kidderminster, £6k pa Stourport, £4k pa Bewdley).
- 3.10.8 Approval of up to £1,000 pa. for the costs of the No Barriers Awards scheme on the basis that administrative support comes from outside WFDC;
- 3.10.9 The inclusion of the Housing Fund grant offer in the Capital Programme. The grant offer of £706,000 will support capital expenditure in 2023-24 of £876,000. The balance to be met from the Evergreen Investment Fund.

- 3.11 Business Rate projections based on participation in a Herefordshire and Worcestershire Pool for 2023-24 are shown in table 6.3 below. These have been revised taking into account the impact of revaluation following examination of the draft valuation list that will come into effect on 1st April 2023, completion of the NDR1 return, confirmation from Government that there won't be a reset until 2025-26 at the earliest and that pooling will again be available in 2024-25. Accurate forecasting is extremely difficult, but it should be possible to manage any significant variations by drawing on the Business Rates Equalisation earmarked Reserves if necessary. Estimates 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, revaluation and other Business Rates market intelligence. A collective Herefordshire and Worcestershire Business Rates Pool approach to provisions for appeals may result in outturn variances to these forecasts which will be reported as part of the Final Accounts process.
- 3.12 LG Futures were commissioned to undertake detailed financial modelling of the potential Pooling proposals for 2023-24. Extensive sensitivity and risk analysis has been undertaken as part of the work. This showed that it is unlikely that participation in the Herefordshire and Worcestershire Pool would not be beneficial.
- 3.13 Taking these items into account the projected Base Budget net expenditure for 2023-2024 is estimated to be £13.417m (see paragraph 6.3). This is £158k more than currently estimated to be raised from Council Tax, Business Rates Income retained, Collection Fund Surplus, New Homes Bonus and all other grants based on a 3% pa Council Tax increase. This total is net of savings targets from Wyre Forest Forward and Localism work streams.

4. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2023-2024

- 4.1 The Provisional Local Government Settlement was announced on the 19th December 2022. At the time of writing the Final Settlement is yet to be issued. Whilst there was some welcome additional one-off funding included in the Provisional 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 2023-24 local government finance settlement is for one year only and is based on the Autumn Statement 2022. The provisional settlement confirms previous announcements at the Autumn Statement; the main points, yet to be confirmed in the Final Settlement, are set out below followed by further analysis:
- **Council Tax** – the council tax referendum limit is set at 3%, with social care authorities allowed an additional 2% social care precept. The provisional settlement confirmed that districts will be allowed to apply the higher of the referendum limit or £5.
 - **Business Rates Retention** – As previously announced, the government has changed the inflation measure used to increase the local government funding amount within the Settlement Funding Assessment (SFA). CPI (September increase of 10.1%) has been used, instead of RPI (September increase of 12.6%).

The under-indexing multiplier grant has increased (by £930m), in order that local authorities do not lose what would have been the increase to the multiplier

- **Revenue Support Grant** – For authorities still receiving RSG, this has been increased by 10.1%, in line with what would have been the increase to the multiplier; there have also been existing grants worth £78m rolled into the RSG amounts.
- **Services Grant (Previously the 2022/23 Services Grant)** – This grant has been reduced from £822m to £464m. This reduction is due to the cancellation of the increase in National Insurance Contributions and to move funding to the Supporting Families programme. The methodology for the grant remains unchanged.
- **New Homes Bonus** - The 2023-24 allocations have been announced at £291m; a reduction of £265m on 2022-23. There have been no changes to the design of the scheme for 2023-24, with a single year's new allocation. The large reduction in funding from the scheme is due to all prior years' legacy payments having now been paid. The policy paper issued by DLUHC on 12th December indicated the future of the scheme will be announced this year.
- **Lower Tier Services Grant** – This grant (worth £111m in 2022-23) has been removed and replaced by the Minimum Funding Guarantee of 3% for 2023/24.
- **Funding Guarantee** – This £136m grant replaces the Lower Tier Services Grant. This grant is intended to provide a funding floor for all local authorities, so that no local authority would see an increase in Core Spending Power that is lower than 3% (before assumptions on council tax rate increases, but includes those on Council Tax base).
- **Local Government Funding Reform** – Confirmation that funding reform will be deferred until after the General Election.

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 National Core Spending Power figures for the period 2015-16 to 2023-24 are shown in Table 4.2.1 below. It shows an increase of 9.2% for 2023-24 and an overall change for the period 2015/16 to 2022/23 in flat cash terms of 7%. 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 tax base change that may not be reflected in local projections. This Council's core spending power will increase by 4.9% in 2023-24 compared to 2022-23 as shown in Table 4.2.2. This compares with the average for shire districts of 5% as shown in Table 4.2.3.

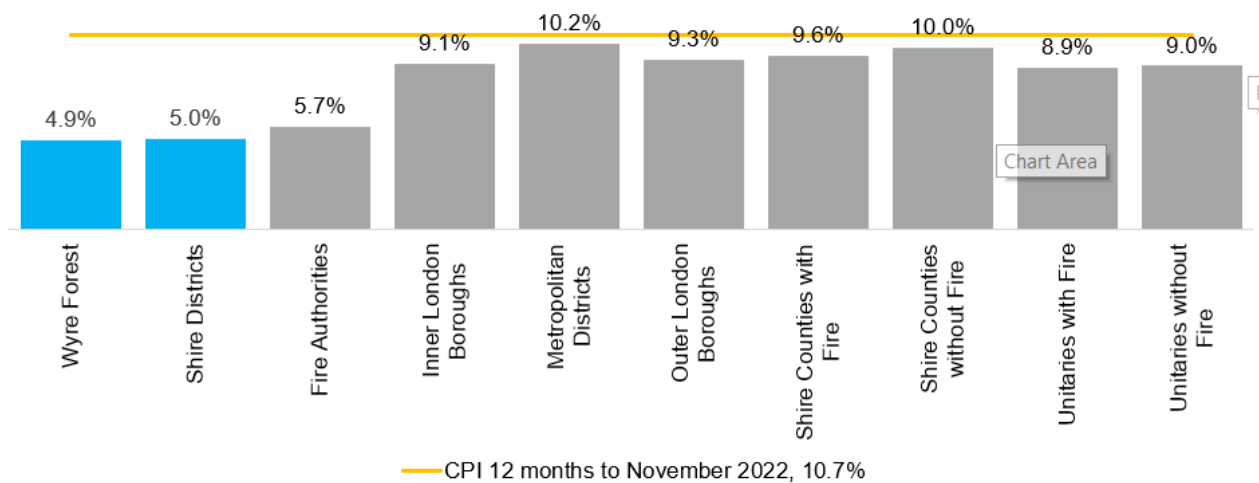
Table 4.2.1 Core Spending Power figures for England 2015-16 to 2023-24

England											
Table 1: Core Spending Power											
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Change	
	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	%
Settlement Funding Assessment	21,250	18,602	16,633	15,574	14,560	14,797	14,810	14,882	15,671	789	5.3%
Compensation for under-indexing the business rates multiplier	165	165	175	275	400	500	650	1,275	2,205	930	72.9%
Council Tax Requirement excluding parish precepts	22,036	23,247	24,666	26,332	27,768	29,227	30,308	31,922	33,838	1,916	6.0%
Improved Better Care Fund (including former Winter Pressures Grant)			1,115	1,739	2,077	2,077	2,077	2,140	2,140		
New Homes Bonus (incl. returned funding)	1,200	1,485	1,252	947	918	907	622	556	291	(265)	(48%)
Rural Services Delivery Grant	16	81	65	81	81	81	85	85	85		
Social Care Grant (incl. former Adult / Social Care Support Grant)			241	150	410	1,410	1,710	2,346	3,852	1,506	64.2%
ASC Market Sustainability and Improvement Fund (incl. former Market Sustainability & Fair Cost of Care Fund)								162	562	400	247%
ASC Discharge Fund									300	300	
Services Grant (incl. 2016/17 and 2017/18 transition grant)		150	150					822	464	(358)	(43.5%)
Lower Tier Services Grant							111	111		(111)	(100%)
Grants rolled in	209	257	248	239	232	232	238	239		(239)	(100%)
Funding Guarantee									136	136	
Core Spending Power Total	44,876	43,986	44,544	45,337	46,445	49,231	50,611	54,541	59,544	5,003	9.2%

Table 4.2.2 Core Spending Power figures for Wyre Forest District Council

Provisional Local Government Finance Settlement 2023/24: Appendix											
Wyre Forest											
Core Spending Power											
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Change	
	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	£ millions	%
Settlement Funding Assessment	4.600	3.781	3.165	2.836	2.798	2.843	2.843	2.844	3.100	0.256	9.0%
Compensation for under-indexing the business rates multiplier	0.038	0.038	0.040	0.063	0.091	0.114	0.148	0.291	0.502	0.212	72.9%
Council Tax Requirement excluding parish precepts	6.533	6.721	6.784	7.004	7.234	7.445	7.578	7.848	8.129	0.281	3.6%
Improved Better Care Fund (including former Winter Pressures Grant)											
New Homes Bonus (incl. returned funding)	1.693	2.356	1.895	1.265	0.906	0.262	0.243	0.464	0.240	(0.224)	(48.2%)
Rural Services Delivery Grant											
Social Care Grant (incl. former Adult / Social Care Support Grant)											
ASC Market Sustainability and Improvement Fund (incl. former Market Sustainability & Fair Cost of Care Fund)											
ASC Discharge Fund											
Services Grant (incl. 2016/17 and 2017/18 transition grant)		0.043	0.043					0.196	0.110	(0.086)	(43.7%)
Lower Tier Services Grant							0.121	0.130		(0.130)	(100.0%)
Grants rolled in	0.130	0.150	0.150	0.144	0.135	0.144	0.152	0.150		(0.150)	(100.0%)
Funding Guarantee									0.430	0.430	
Core Spending Power Total	12.994	13.089	12.078	11.311	11.164	10.809	11.085	11.922	12.512	0.590	4.9%

Table 4.2.3 - Change in CSP by authority type (2022-23 to 2023-24) – WFDC 4.9% increase



- b. **Council Tax** – For 2023-2024, there will continue to be differential limits that will trigger the need for a council tax referendum.

A referendum limit of up to 3% will represent the trigger for all authorities, except Shire Districts and Fire and Rescue authorities (higher of £5 or 3%) 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 2% will also be available in 2023-24.

Business Rates - The application for a 50% Herefordshire and Worcestershire Business Rates Pool, including the Fire Authority has been confirmed.

- c. **New Homes Bonus** - the **allocations have been announced**, for 2023-24. The Core Spending Power figures for 2023-24 include these allocations. There are no changes to New Homes Bonus this year. However, there are a number of points to note:

- The allocations are provisional and subject to final confirmation and checks;
- The overall allocation for each authority is based on a single allocation for 2023-24. There are no legacy payments included in the allocation.
- The government have confirmed that the future of NHB will be announced during 2023.

- 4.3 Councils continue to face significant financial uncertainty and resultant risk. Clarity and certainty about how all local services will be funded over the next few years and beyond is needed. The 2023-24 settlement was the fifth one year settlement, albeit with a set of policy principles for 2024-25.

- Core settlement will continue in a similar manner.
- RSG will continue and be uplifted in line with Baseline Funding Levels.
- Social Care Grant and other social care grants will increase as set out at the Autumn Statement 2022.
- Business Rates Pooling will continue.
- Council Tax referendum principles will continue the same as 2023-24.

Whilst this enables councils to plan for these elements of funding, one-off grants, the uncertainty around New Homes Bonus and funding of waste reforms through the Extended Producer Responsibility Scheme cause significant difficulties in forecasting. A multi-year settlement is needed for forward planning and long term stability.

- 4.4 The forecast position in relation to total Government grant taking into account the one-year Spending Round for 2023-2024 and subsequent Finance Settlement is shown in the Tables at 6.3.

5. COUNCIL TAX BASE

- 5.1 The Council Tax Base previously reported for 2023-24 has now been confirmed; this has increased from the 2022-23 level of 34,220 to 34,738 being an increase of 518 or 1.5%. This has been due to growth in the housing stock and is net of the

increase in Council Tax Reduction Scheme awards following revision to the scheme. It is forecast to rise over the term of the Strategy, informed by data from planning applications, resulting in increases of circa 1.4% or 500 additional properties each year in 2024-25 and 2025-26.

6. **FINANCIAL IMPLICATIONS**

- 6.1 The Cabinet Proposals previously considered have been reviewed following consideration of the alternative budget proposals presented by the Conservative and LibDem groups. The final proposals are summarised below and included in the table in paragraph 6.3.

ACTIVITY AND DESCRIPTION OF PROPOSALS	KEY	2023-24	2024-25	2025-26	After 2025-26
		£	£	£	£
<u>Community Leadership Fund</u> Provision of a community leadership fund in 2023-24, this funding to be £1,000 per Member.	C R S	33,000			
<u>ICT Strategy</u> Inclusion the ICT Strategy 2023-28 in the capital programme and the revenue implications of the Strategy which will provide a resilient, secure and reliable service.	C R S	6,000	250,000 49,000	912,000 123,000	257,000 150,000
<u>Additional Staffing resource</u> Enhance the capacity in NWEDR to deliver additional capacity and support delivery of major regeneration projects; Corporate Policy resource through the national graduate apprentice scheme and to provide additional staffing capacity to support continuation of the Green Agenda.	C R S	119,000 2.50	166,000 3.50	189,000 3.50	190,000 3.50
<u>Civil and Environmental Enforcement</u> Two additional generic posts, also to match fund the PCC's initiative on Safer Streets Partnership Working, net of income (£5k per post).	C R S	65,140 2.00	67,740 2.00	-	-
<u>Seasonal Litter Picking Resource</u> To work in partnership with Stourport and Bewdley Town Councils to enhance litter picking in Tourist Areas over the summer holiday period. Additional match-funding element to extend the season/increase the activity if matched by funding from the town councils.	C R S	10,000 10,000 0.30	10,000 10,000 0.30	10,000 10,000 0.30	10,000 10,000 0.30
<u>Community Fund</u> A Community fund to enable communities to celebrate the Coronation of King Charles III (parish Councils not eligible).	C R S	5,000			
<u>Culture/arts events</u> Culture/arts grants to town councils (£10k Kidderminster TC, £6k Stourport TC and £4k Bewdley TC).	C R S	20,000	20,000	20,000	20,000
<u>No Barrier Awards</u> Inclusion of funding for the costs of the No Barrier Awards scheme, on the basis that there is an absolute minimum of administrative support provided by WFDC	C R S	1,000	1,000	1,000	1,000
<u>Housing Fund</u> Inclusion of the Housing Fund grant offer in the Capital Programme. The grant offer of £706k will support capital expenditure of £876k. The balance will be met from the Evergreen Investment Fund. The scheme will support the Government's refugee schemes.	C R S	876,000			
TOTALS	C R S	876,000 269,140 4.8	250,000 323,740 5.8	912,000 353,000 3.8	257,000 381,000 3.8

- 6.2 The estimates and assumptions included in the December Cabinet report have been reviewed. Following careful consideration of the impact of business rates revaluation and completion of the NNDR1 return we have reviewed our estimates of income from business rates. The review has also taken account of the rolling over of policy principles in 2024-25 announced at the provisional settlement on 19th December 2022.

Table 6.2 - Updated Position due to amendments since December Cabinet

Detail of Changes	Revised 2022-23 £	2023-24 £	2024-25 £	2025-26 £
Increased income from Business rates	0	(337)	(389)	117
One-off Services grant and removal of -ve RSG	0	0	(250)	(357)
Miscellaneous other adjustments	83	28	(227)	(168)
	83	(309)	(866)	(408)
New Cabinet Proposals	0	131	109	41
Total variance	83	(178)	(757)	(367)

- 6.3 The following tables demonstrate the updated position for the Council when the revisions are incorporated into the Base Budget. The Council is forecast to hold a balance of £1,956k at the end of 2025-26 (see reserves table in 6.4) based on a Council Tax increase of 3% pa.

Table 6.3 - Updated Position Assuming a Council Tax Increase of 3% pa

	Revised 2022-23 £	2023-24 £	2024-25 £	2025-26 £
Net Expenditure on Services	12,401,530	13,417,350	13,482,970	13,958,940
COVID Support grants	0	0	0	0
Total Net Expenditure on Services	12,401,530	13,417,350	13,482,970	13,958,940
Less:				
Cabinet Proposals	0	269,140	323,740	353,000
Net Expenditure	12,401,530	13,686,490	13,806,710	14,311,940
Contribution (from)/to Reserves	(396,600)	(158,010)	(392,790)	(936,970)
Net Budget Requirement	12,004,930	13,528,480	13,413,920	13,374,970
Less:				
Revenue Support Grant	0	150,380	150,380	150,000
Business Rates	3,356,940	4,392,250	4,590,130	3,697,830
New Homes Bonus	463,760	240,030	0	0
Lower Tier Services Grant	130,070	0	0	0
3% Funding Guarantee	0	429,920	0	0
Collection Fund Deficit	10,150	0	0	0
Council Tax Income	7,848,010	8,205,460	8,573,410	8,955,940
One off Services Grant	196,000	110,440	100,000	0
Transitional Funding (assumption)	0	0	0	571,200
WFDC Council Tax: 3% increase per annum	229.34	236.21	243.30	250.60
Percentage increase in Council Tax	2.23%	3.00%	3.00%	3.00%

- 6.4 Reserves available as part of the three-year financial strategy are as shown in the following table. The reserves position at the end of 2025-26 compared to the December forecast is shown below.

Table 6.4. - Reserves Statement Assuming a Council Tax Increase of 3% pa

Reserves Statement	Revised 2022-23 £	2023-24 £	2024-25 £	2025-26 £
Reserves as at 1st April	3,841	3,444	3,286	2,893
December MTFS transfer to (from) Reserves	(314)	(205)	(1,041)	(1,263)
Adjustments	(83)	178	757	367
Amendment to Cabinet Proposals	0	(131)	(109)	(41)
Transfer to (from) Reserves	(397)	(158)	(393)	(937)
Updated Reserves as at 31st March	3,444	3,286	2,893	1,956

- 6.5 The table below shows a funding gap of £1.768m in 2025-26, an improvement of £657,000 from the previously reported £2.425m in December 2022 as a result of the updates in this report, based on a 3% Council Tax increase.

Table 6.5 – Funding Gap Assuming a Council Tax Increase of 3% pa

	2022-23 £	2023-24 £	2024-25 £	2025-26 £
Financial Gap				
Wyre Forest Forward Savings not yet achieved	71	177	388	358
Generic Localism Savings	79	304	475	473
SUB- Total	150	481	863	831
Use of reserves from proposed 2023-26 Strategy	397	158	393	937
TOTAL	547	639	1,256	1,768

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. 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 20th December 2022 and are summarised and refreshed where appropriate in Appendix 4 of this report.
- 8.2 The increased Council Tax Base from 2023-24, the development and regeneration of Kidderminster and the wider district following the successful award of grant under both the Future High Streets fund and the Levelling Up Fund, 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.

- 8.3 The Accounts and Audit Regulations 2015 require Local Authorities to fully consider and manage Risk as part of the Budget process. Appendix 5 of the December 2022 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 Appendix 4 of this report.
- 8.4 Local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. Further statutory safeguards designed to prevent an authority from over-committing itself financially are as follows:
- Section 151 of the Local Government Act 1972 which requires the authority to make arrangements for the proper administration of its financial affairs and that the Chief Finance Officer has personal responsibility for such administration.
 - Section 32 of the Local Government Finance Act 1992 which requires the authority to set a balanced budget.
 - The prudential framework, introduced as part of the Local Government Act 2003, covers the way an authority must manage its investments including affordability considerations. The of affordability of financial plans requires a judgement about risk. Prudential Indicators are the monitoring tool to assess performance and risk.
 - The external auditor's duty to satisfy itself that the authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
 - CIPFA Guidance on Reserves and Balances highlights the need to consider risks facing the authority; the risks posed by the continuing economic uncertainty, supply chain issues exacerbated by global unrest and departure from the EU and continued uncertainty about funding reform place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability.
 - To reinforce these obligations section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer to report to all councillors, in consultation with the Monitoring Officer, if there is or is likely to be unlawful expenditure or an unbalanced budget.
- 8.5 CIPFA issued a Financial Management Code (FM Code) in October 2019 which provides guidance for good and sustainable financial management in local authorities provides assurance that authorities are managing resources effectively.
- 8.6 The Treasury Management Code and Prudential Code provide guidance to support the management of risks associated with Treasury and Capital Financing strategies.

- 8.7 The on-going principle of the Prudential Code is that capital plans must be affordable and proportionate, and an authority must not borrow to invest primarily for financial return.
- 8.8 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 £1.8m. In broad terms this can be explained by the combination of cost pressures and reduced income not met by government grant, and historic 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

Corporate Leadership Team
Cabinet

11. BACKGROUND PAPERS

- 11.1 Accounts and Audit Regulations 2015.
- 11.2 Cabinet Report on the Medium-Term Financial Strategy 2023–2026 20th December 2022.
- 11.3 Cabinet Report on updated Capital Strategy 2023-2033 20th December 2022.
- 11.4 Agendas and Minutes of the Strategic Review Panel.
- 11.5 Provisional Local Government Finance Settlement 2023-2024.
- 11.6 Prudential and Treasury Management Codes December 2021
- 11.7 Strong Leader Cabinet Report – October 2022 – Business Rates Retention Business Rate Pool bid. Delegated Decision Notice 17th January 2023.

WYRE FOREST DISTRICT COUNCIL**DRAFT REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES**

SERVICE	2022/23		2023/24			2024/25			2025/26		
	Original Estimate £	Revised Estimate £	At Nov.22 Prices £	Inflation £	TOTAL £	At Nov.22 Prices £	Inflation £	TOTAL £	At Nov.22 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,293,870	2,313,470	2,108,840	81,020	2,189,860	1,650,890	150,340	1,801,230	1,668,080	221,630	1,889,710
COMMUNITY AND ENVIRONMENT	4,659,590	4,837,110	5,052,290	270,880	5,323,170	4,973,150	494,260	5,467,410	4,825,580	722,580	5,548,160
ECONOMIC DEVELOPMENT & REGENERATION	(93,790)	283,770	131,260	42,690	173,950	3,480	78,880	82,360	(7,190)	117,680	110,490
RESOURCES	2,939,970	2,610,850	2,430,700	16,420	2,447,120	2,096,740	38,110	2,134,850	2,055,700	52,480	2,108,180
REVENUES, BENEFITS & CUSTOMER SERVICES	977,580	1,033,640	1,312,430	77,560	1,389,990	1,328,400	141,240	1,469,640	1,319,990	206,500	1,526,490
STRATEGIC GROWTH	1,894,040	1,847,480	1,960,280	103,490	2,063,770	1,985,630	177,670	2,163,300	1,990,420	230,950	2,221,370
	11,671,260	12,926,320	12,995,800	592,060	13,587,860	12,038,290	1,080,500	13,118,790	11,852,580	1,551,820	13,404,400
LESS: CAPITAL ACCOUNT	275,420	325,210	575,070	4,420	579,490	856,220	7,960	864,180	987,560	11,580	999,140
INTEREST RECEIVED	(55,000)	(850,000)	(750,000)	0	(750,000)	(500,000)	0	(500,000)	(444,600)	0	(444,600)
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	135,000	0	0	0	0	0	0	0	0	0	0
TOTAL NET EXPENDITURE ON SERVICES	12,026,680	12,401,530	12,820,870	596,480	13,417,350	12,394,510	596,480	13,482,970	12,395,540	596,480	13,958,940
LESS: CONTRIBUTION (FROM) TO RESERVES	(21,750)	(396,600)			111,130			(69,050)			(583,970)
NET BUDGET REQUIREMENT	12,004,930	12,004,930			13,528,480			13,413,920			13,374,970
LESS: REVENUE SUPPORT GRANT	0	0			(150,380)			(150,380)			(150,000)
BUSINESS RATES INCOME	(2,956,940)	(2,956,940)			(3,442,050)			(3,590,130)			(3,697,830)
BUSINESS RATES GROWTH	(400,000)	(400,000)			(950,200)			(1,000,000)			0
NEW HOMES BONUS	(463,760)	(463,760)			(240,030)			0			0
TRANSITIONAL FUNDING (assumption)	0	0			0			0			(571,200)
LOWER TIER SERVICES GRANT	(130,070)	(130,070)			0			0			0
ONE OFF SERVICES GRANT	(196,000)	(196,000)			(110,440)			(100,000)			0
GENERAL EXPENSES - COUNCIL TAX INCOME	7,848,010	7,848,010			8,205,460			8,573,410			8,955,940
COUNCIL TAX LEVY		229.34			236.21			243.30			250.60
COUNCIL TAX BASE		34,220			34,738			35,238			35,738

CAPITAL PROGRAMME 2023 TO 2033

APPENDIX 2A

Detail	2022-23		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	Prior to	Total
	Original £	Revised £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	01/04/2022 £	
COMMITTED EXPENDITURE														
1. CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL														
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 AND ENVIRONMENTAL SERVICES														
Parking Facilities: Improvement to Car Parks	54,530	25,000	29,530	-	-	-	-	-	-	-	-	-	419,970	474,500
Stourport Riverside	20,000	28,000	-	-	-	-	-	-	-	-	-	-	122,000	150,000
Community Safety CCTV Upgrade (Grant Funded)	-	5,460	-	-	-	-	-	-	-	-	-	-	19,400	24,860
Brinton Park HLF Scheme (subject to successful HLF bid)	887,520	500,000	1,931,190	-	-	-	-	-	-	-	-	-	168,810	2,600,000
Innovation Fund - Capital*	395,390	210,390	185,000	-	-	-	-	-	-	-	-	-	54,610	450,000
* Subject to Business Cases & approval by the Cabinet/CLT														
SUB TOTAL	1,357,440	768,850	2,145,720	0	0	0	0	0	0	0	0	0	784,790	3,699,360
3. STRATEGIC GROWTH														
Housing Strategy:														
Disabled Facilities Grants (subject to confirmation 23-24 onwards)	2,055,460	1,918,560	2,000,000	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	15,494,550	28,413,110
Housing Fund	-	-	876,000	-	-	-	-	-	-	-	-	-	-	876,000
BCF Energy Efficiency	150,000	200,000	-	-	-	-	-	-	-	-	-	-	-	200,000
BCF Disabled Adapted Units	-	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
Property Flood Grants	-	137,950	-	-	-	-	-	-	-	-	-	-	-	132,640
Castle Road Development	3,353,360	1,453,360	2,000,000	-	-	-	-	-	-	-	-	-	-	3,453,360
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	106,000	69,800	290,230	-	-	-	-	-	-	-	-	-	1,970,510	2,330,540
Flood Relief	-	-	28,410	-	-	-	-	-	-	-	-	-	170,590	199,000
Flood Recovery Support (BEIS Funded)	-	40,000	150,000	-	-	-	-	-	-	-	-	-	-	190,000
Green Homes Grants Phase 2	-	61,620	-	-	-	-	-	-	-	-	-	-	-	61,620
Local Authority Delivery Scheme Phase 3 (LADS3)	-	460,000	-	-	-	-	-	-	-	-	-	-	-	460,000
Home Upgrade Grant Phase 1 (HUGS1)	-	260,000	-	-	-	-	-	-	-	-	-	-	-	260,000
Future Investment Evergreen Fund (unallocated balance)*	-	145,000	890,470	-	-	-	-	-	-	-	-	-	21,600	1,057,070
Acquisition of Land at Horsefair, Kidderminster	-	-	49,590	-	-	-	-	-	-	-	-	-	410	50,000
Electric Vehicle Chargepoints	-	271,000	-	-	-	-	-	-	-	-	-	-	-	271,000
Capital Projects Fund*	8,000,000	500,000	3,500,000	4,267,750	-	-	-	-	-	-	-	-	-	8,267,750
* Subject to Business Cases & Due Diligence														
SUB TOTAL	13,664,820	5,667,290	9,784,700	5,267,750	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	17,790,300	46,510,040
4. ECONOMIC DEVELOPMENT AND REGENERATION														
Levelling Up Fund**	14,900,000	8,775,110	5,517,050	3,607,290	-	-	-	-	-	-	-	-	550	17,900,000
Industrial Units Frenco Development - Silverwoods	-	10,860	-	-	-	-	-	-	-	-	-	-	997,150	1,008,010
Capital Portfolio Fund*	-	-	6,050,830	-	-	-	-	-	-	-	-	-	16,754,620	22,805,450
Future High Streets Fund**	7,201,110	8,033,670	9,751,920	-	-	-	-	-	-	-	-	-	3,975,010	21,760,600
UK Shared Prosperity Fund	-	158,500	178,890	275,210	-	-	-	-	-	-	-	-	-	612,600
* Subject to Business Cases & Due Diligence														
**Any Co-funding subject to full Business Case following the principles of the Capital Portfolio Fund														
SUB TOTAL	22,101,110	16,978,140	21,498,690	3,882,500	0	0	0	0	0	0	0	0	21,727,330	64,086,660
5. RESOURCES														
ICT Strategy (Cabinet Proposal subject to approval 2023-24 onwards)	325,000	784,140	250,000	912,000	257,000	97,000	84,000	-	-	-	-	-	4,150,640	6,534,780
SUB TOTAL	325,000	784,140	250,000	912,000	257,000	97,000	84,000	0	0	0	0	0	4,150,640	6,534,780
6. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE														
Vehicles & Equipment & Systems Renewal Schedule	482,720	900,900	1,012,040	752,890	1,421,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	7,708,940	15,784,090
SUB TOTAL	482,720	900,900	1,012,040	752,890	1,421,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	7,708,940	15,784,090
TOTAL COMMITTED EXPENDITURE	38,344,700	25,099,320	35,104,760	10,815,140	2,678,290	2,526,690	1,450,490	1,467,690	1,933,690	1,544,690	1,122,890	1,122,890	61,748,390	146,614,930

CAPITAL PROGRAMME 2023 TO 2033

APPENDIX 2A

Detail	2022-23		2023-24 Estimate £	2024-25 Estimate £	2025-26 Estimate £	2026-27 Estimate £	2027-28 Estimate £	2028-29 Estimate £	2029-30 Estimate £	2030-31 Estimate £	2031-32 Estimate £	2032-33 Estimate £	Prior to 01/04/2022 £	Total £
	Original £	Revised £												
FINANCING														
Capital Receipts: Funding Approved	1,075,520	779,710	1,815,760	-	-	-	-	-	-	-	-	-	-	2,595,470
Prudential Borrowing for Capital Projects Fund	8,000,000	500,000	3,500,000	4,267,750	-	-	-	-	-	-	-	-	-	8,267,750
Prudential Borrowing for Capital Portfolio Fund	-	-	6,050,830	-	-	-	-	-	-	-	-	-	-	6,050,830
Prudential Borrowing for additional Capital Portfolio Fund allocation (Future High Streets Fund Scheme)	-	-	1,250,000	-	-	-	-	-	-	-	-	-	-	1,250,000
Prudential Borrowing for Castle Road Development	2,738,360	838,360	2,000,000	-	-	-	-	-	-	-	-	-	-	2,838,360
Prudential Borrowing for Brinton Park HLF Scheme	-	-	176,380	-	-	-	-	-	-	-	-	-	-	176,380
Prudential Borrowing for ICT Strategy	325,000	784,140	250,000	912,000	257,000	97,000	84,000	-	-	-	-	-	-	2,384,140
Prudential Borrowing for Innovation Fund - Capital	395,390	210,390	185,000	-	-	-	-	-	-	-	-	-	-	395,390
Prudential Borrowing for Stourport Riverside	20,000	28,000	-	-	-	-	-	-	-	-	-	-	-	28,000
Prudential Borrowing for Electric Vehicle Chargepoints (scheme subject to Council approval)	-	271,000	-	-	-	-	-	-	-	-	-	-	-	271,000
Better Care Fund Grant (from Worcestershire County Council - subject to confirmation 23-24 onwards)	2,081,160	2,144,260	2,000,000	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	-	13,144,260
Housing Fund Grant	-	-	706,000	-	-	-	-	-	-	-	-	-	-	706,000
HLF Partner External Funding	887,520	500,000	1,754,810	-	-	-	-	-	-	-	-	-	-	2,254,810
Future High Street Fund	7,201,110	8,033,670	8,501,920	-	-	-	-	-	-	-	-	-	-	16,535,590
Levelling Up Fund	14,900,000	8,775,110	5,517,050	3,607,290	-	-	-	-	-	-	-	-	-	17,899,450
DEFRA Flood Grant Funding	-	-	28,410	-	-	-	-	-	-	-	-	-	-	28,410
S.106 Funding (Parking - Contractual Agreement)	52,670	25,000	27,670	-	-	-	-	-	-	-	-	-	-	52,670
S.106 Funding (Castle Road Development)	185,250	185,250	-	-	-	-	-	-	-	-	-	-	-	185,250
Department of Business, Energy and Industrial Strategy (BEIS) Fundingm(Phase 2)	-	61,620	-	-	-	-	-	-	-	-	-	-	-	61,620
Local Authority Delivery Scheme Phase 3 (LADS3) Grant Funding	-	460,000	-	-	-	-	-	-	-	-	-	-	-	460,000
Home Upgrade Grant Phase 1 (HUGS1) Grant Funding	-	260,000	-	-	-	-	-	-	-	-	-	-	-	260,000
Flood Relief Grant (from DLUHC)	-	137,950	-	-	-	-	-	-	-	-	-	-	-	137,950
Flood Support Grant	-	40,000	150,000	-	-	-	-	-	-	-	-	-	-	190,000
CCTV Grant (PCC)	-	5,460	-	-	-	-	-	-	-	-	-	-	-	5,460
UK Shared Prosperity Fund Grant	-	158,500	178,890	275,210	-	-	-	-	-	-	-	-	-	612,600
Vehicles, Equipment & Systems (Prudential Borrowing)	482,720	900,900	1,012,040	752,890	1,421,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	-	8,075,150
	38,344,700	25,099,320	35,104,760	10,815,140	2,678,290	2,526,690	1,450,490	1,467,690	1,933,690	1,544,690	1,122,890	1,122,890	-	84,866,540

Detail			Classification	2022-23		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
				Original	Revised	Original	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
				£	£	£	£	£	£	£	£	£	£	£	£
1. VEHICLES															
MOT Bay & Garage Equipment - Replacement (slippage from pr	N/A	R229	GARAGE EQUIPMENT		17,680										
Refurbishment Fund	N/A	R002	REFURBISHMENT FUND		30,000										
Bin Stock Renewals	BINS	Various	BIN STOCK RENEWALS	111,720	111,720	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890
Tractor	AV070	R236	TRACTOR				48,000								
JCB Digger	AV183	R001	JCB DIGGER			72,000									
Midi Tractor	AV189	R236	MIDI TRACTOR				36,000								
Tractor (wx13 auv)	AV225	R236	TRACTOR				72,000								
Dennis Eagle Refuse Freighter	AV234	R002	REFUSE FREIGHTER 26000kg					132,000							
Dennis Eagle Refuse Freighter	AV237	R002	REFUSE FREIGHTER 26000kg					132,000							
Dennis Eagle Refuse Freighter	AV238	R002	REFUSE FREIGHTER 26000kg					132,000							
Dennis Eagle Refuse Freighter	AV239	R002	REFUSE FREIGHTER 26000kg					132,000							
Dennis Eagle Refuse Freighter	AV241	R002	REFUSE FREIGHTER 26000kg					132,000							
Dennis Eagle Refuse Freighter	AV268	R002	REFUSE FREIGHTER 26000kg					132,000							
Kia Rio	AV272	R193	CAR			18,000							18,000		
Kubota F3440	AV273	R160	RIDE ON MOWER AND FLAIL	28,000		33,600						21,000			
Kubota F3440	AV274	R160	RIDE ON MOWER AND FLAIL	28,000		33,600						21,000			
Mechanical Sweeper (SCHMIDT)	AV275	R200	PAVEMENT SWEEPER		75,500										
Mechanical Sweeper (SCHMIDT)	AV276	R200	PAVEMENT SWEEPER		75,500										
Forest TR8 Chipper	AV277	R252	CHIPPER			36,000								40,000	
Indespension Trailer (for chipper)	AV278	R252	TRAILER			4,800								5,000	
Vauxhall Astra 2.0 cdti	AV279	R160	CAR			14,400								12,000	
Viajet Roadsweeper	AV280	R200	ROAD SWEEPER 15000kg			156,000									
Small Van	AV281	R236	3500KG VAN			36,000								27,600	
Small Van	AV282	R236	LIGHT VAN			36,000								27,600	
Small van	AV283	R516	LIGHT VAN	30,000	30,000									27,600	
Iveco Cargo for Bulky	AV284	R200	TIPPER 7500kg				66,000								
Ford Connect	AV285	R193	LIGHT VAN			31,200								24,000	
Iveco Daily	AV286	R002	TIPPER 3500kg				42,000								
John Deere 1445	AV287	R236	RIDE ON MOWER			33,600						35,000			
Isuzu	AV288	R163	BOXED VAN 7500kg				36,000								
Mechanical Sweeper (Small JOHNSON C200)	AV289	R200	PAVEMENT SWEEPER	85,000		102,000						84,000			
Dennis Eagle Refuse Freighter	AV290	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV291	R002	REFUSE FREIGHTER 26000kg				132,000								
Iveco Daily for Bulky	AV292	R160	TIPPER 3500kg				42,000								
Ride on Mower	AV293	R236	MOWING MACHINE												
Isuzu	AV294	R252	BOXED VAN 7500kg						57,600						
TR6 Chipper	AV295	R252	CHIPPER			36,000									
Mower	AV296	R160	RIDE ON MOWER					38,400							
Ride on Mower	AV297	R160	RIDE ON MOWER						30,000						
Tipper Vehicle	AV298	R254	TIPPER 3500kg					42,000							
Iveco Daily	AV299	R160	TIPPER 3500kg					42,000							
Small Van	AV300	R229	SMALL VAN						36,000						
Iveco Daily	AV301	R160	TIPPER 3500kg					42,000							
Iveco Daily	AV302	R160	TIPPER 3500kg					42,000							
Iveco Daily	AV303	R160	TIPPER 3500kg					42,000							
Iveco Daily	AV304	R160	TIPPER 3500kg					42,000							
Iveco Daily	AV305	R160	TIPPER 3500kg					42,000							
Iveco Daily	AV306	R160	TIPPER 3500kg					42,000							
Iveco Cargo small Refuse Freighter	AV307	R002	MEDIUM REFUSE FREIGHTER 12000kg RCV				132,000								
Dennis Eagle Refuse Freighter	AV308	R002	REFUSE FREIGHTER 26000kg						210,000						
Dennis Eagle Refuse Freighter	AV309	R005	REFUSE FREIGHTER 26000kg						210,000						
Dennis Eagle Refuse Freighter	AV310	R002	REFUSE FREIGHTER 26000kg						204,600						
Dennis Eagle Refuse Freighter	AV311	R002	REFUSE FREIGHTER 26000kg						204,600						
Iveco Daily	AV312	R200	TIPPER 3500kg						36,000						
Iveco Daily	AV313	R200	TIPPER 3500kg						36,000						
Iveco Daily	AV314	R200	TIPPER 3500kg						36,000						
Iveco Daily	AV315	R200	TIPPER 3500kg		30,000						36,000				
4x4 Offroad Vehicle	AV316	R163	4x4						36,000						
Isuzu	AV317	R252	BOXED VAN 7500kg							57,600					
Refuse Freighter	AV318	R002	REFUSE FREIGHTER 26000kg						210,000						
Mechanical Sweeper (Johnson CN201)	AV319	R200	PAVEMENT SWEEPER										120,000		
Iveco Daily	AV320	R200	TIPPER 3500kg							42,000					
Iveco Daily	AV321	R200	TIPPER 3500kg						42,000						
Ford Connect	AV322	R160	LIGHT VAN											40,000	
Ford Connect	AV323	R200	LIGHT VAN											40,000	
Ford Connect	AV324	R185	LIGHT VAN											40,000	
Iveco Daily Refuse Freigher	AV325	R002	SMALL REFUSE FREIGHTER 7500kg RCV							102,000					
Mechanical Sweeper (Johnson VT650)	AV326	R200	ROAD SWEEPER 15000kg								156,000				
Mechanical Sweeper	AV327	R200	PAVEMENT SWEEPER								80,400				
Mechanical Sweeper	AV328	R200	PAVEMENT SWEEPER								80,400				
Mercedes Refuse Freighter	AV329	R003	REFUSE FREIGHTER 26000kg		182,000							204,600			
Mercedes Refuse Freighter	AV330	R005	REFUSE FREIGHTER 26000kg		182,000							204,600			
Mercedes Refuse Freighter	AV331	R002	REFUSE FREIGHTER 18000kg		166,500							204,600			
Fork Lift Truck	FORKLIFT	R229	FORK LIFT												
2. OTHER															
Financial Management System Replacement	FMS001					45,950									
Flail Equipment replacement	R476	R236	FLAIL				24,000								
Wessex Proline	R600	R236	Pull Along Mower Attachment								28,000				
Zip Boilers replacement (Wyre Forest House)				200,000		200,000									
Lighting system upgrade (Wyre Forest House)															
				482,720	900,900	1,012,040	752,890	1,421,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890

ANALYSIS OF CAPITAL EXPENDITURE BY SERVICE

Detail	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
	Actual £	Estimate £	Estimate £	Estimate £	Estimate £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	0	0	413,610	0	0
COMMUNITY AND ENVIRONMENTAL SERVICES	391,470	768,850	2,145,720	0	0
STRATEGIC GROWTH	1,004,380	5,667,290	9,784,700	5,267,750	1,000,000
ECONOMIC DEVELOPMENT AND REGENERATION	7,832,110	16,978,140	21,498,690	3,882,500	0
RESOURCES	97,160	784,140	250,000	912,000	257,000
VEHICLE, EQUIPMENT AND SYSYEMS RENEWAL SCHEDULE	190,410	900,900	1,012,040	752,890	1,421,290
	9,515,530	25,099,320	35,104,760	10,815,140	2,678,290

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 2023-33.

* Whilst it is highly unlikely that the full allocations will be spent in 2022-23 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 2021-22 has been stated above.

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

	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000
Capital Expenditure					
Supported Spend (RSG Settlement)	0	0	0	0	0
Unsupported Spend	9,515	25,099	35,105	10,815	2,678
Total Spend	9,515	25,099	35,105	10,815	2,678
Financed by:					
Borrowing/Leasing	3,861	3,533	14,424	5,933	1,678
Capital Receipts	503	780	1,816	0	0
Capital Grants	5,091	20,786	18,865	4,882	1,000
Revenue	60	0	0	0	0
Capital Financing Requirement (CFR)					
CFR	41,236	43,467	56,457	60,785	60,812
Movement in CFR	917	2,231	12,990	4,328	27
External Debt					
Borrowing	34,519	34,000	56,000	60,000	60,000
Other Long Term Liabilities	0	0	0	0	0
Total Debt at 31st March	34,519	34,000	56,000	60,000	60,000
Under/(Over) borrowing	6,717	9,467	457	785	812
MRP	1,212	1,302	1,434	1,605	1,651

LIMITS TO BORROWING ACTIVITY

	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000	2024/2025 Estimate £'000	2025/2026 Estimate £'000
Gross Borrowing	34,519	34,000	56,000	60,000	60,000
Investments	(33,009)	(35,000)	(20,000)	(20,000)	(20,000)
Net Borrowing	1,510	(1,000)	36,000	40,000	40,000
CFR	41,236	43,467	56,457	60,785	60,812
Under/ (over borrowing) *	6,717	9,467	457	785	812

* 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.

AUTHORISED AND OPERATIONAL LIMITS

	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000	2024/2025 Estimate £'000	2025/2026 Estimate £'000
Authorised Limit for External Debt					
Borrowing	75,000	75,000	75,000	75,000	75,000
Other Long Term Liabilities	0	0	0	0	0
Total	75,000	75,000	75,000	75,000	75,000
	2021/2022 Estimate £'000	2022/2023 Estimate £'000	2023/2024 Estimate £'000	2024/2025 Estimate £'000	2025/2026 Estimate £'000
Operational Boundary for External Debt					
Borrowing	65,000	65,000	65,000	65,000	65,000
Other Long Term Liabilities	0	0	0	0	0
Total	65,000	65,000	65,000	65,000	65,000

RATIO OF FINANCING COSTS TO NET REVENUE STREAM

	2021/2022 Estimate %	2022/2023 Estimate %	2023/2024 Estimate %	2024/2025 Estimate %	2025/2026 Estimate %
General Fund *Prudential Code	13.83	13.59	20.23	22.40	22.96
General Fund *Local Indicator	4.75	1.95	3.87	5.84	6.28

* 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.

TREASURY MANAGEMENT PRUDENTIAL INDICATORS

	2023/2024 Upper		2024/2025 Upper		2025/2026 Upper	
Maximum principal sums invested for longer than 364 days	£2m		£2m		£2m	
Limits on fixed interest rates	100%		100%		100%	
Limits on variable interest rates	100%		100%		100%	
Maturity Structure of fixed borrowing**	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 months	0%	100%	0%	100%	0%	0%
12 months to 2 years	0%	100%	0%	100%	0%	0%
2 years to 5 years	0%	100%	0%	100%	0%	0%
5 years to 10 years	0%	100%	0%	100%	0%	0%
10 years and above	0%	100%	0%	100%	0%	0%

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

The Head of Resources reports that the Council complied with the requirement to keep gross borrowing below the relevant CFR in 2021-22, 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**FEES AND CHARGES 2023-2024****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2023-24	2024-25	2025-26
	<u>STRATEGIC GROWTH</u>				
R605	<u>Development Management - Planning Advice</u> Increase charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£30.00	£30.00	£30.00
		S	0.00	0.00	0.00
R605	<u>Development Management - High Hedges</u> Increase charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R605	<u>Development Management - Pre-application Advice</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£1,230.00	£1,230.00	£1,230.00
		S	0.00	0.00	0.00
R605	<u>Development Management - Sale of Documents</u> Increase charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£200.00	£200.00	£200.00
		S	0.00	0.00	0.00
R625	<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	£0.00	£0.00	£0.00
		R	£10.00	£10.00	£10.00
		S	0.00	0.00	0.00
R310	<u>RESOURCES</u>				
	<u>Council Tax and NNDR</u>	C	£0.00	£0.00	£0.00
	Summons Costs £50	R	£0.00	£0.00	£0.00
	Liability Order Costs £30	S	0.00	0.00	0.00
	£80				
	Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.				
	TOTALS	C	£0.00	£0.00	£0.00
		R	£1,470.00	£1,470.00	£1,470.00
		S	0.00	0.00	0.00



Service	Planning	Service Manager	Planning Manager
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
High Hedge Applications			
High Hedge Applications			
Householder	£450.00	£473.00	No VAT currently charged
Other	£450.00	£473.00	No VAT currently charged
Concession (for those in receipt of housing or council tax benefits)	£200.00	£210.00	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	Planning Manager
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 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)	£30.00 per Question	£32.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	£87.00	£91.00	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	£25.00	£21.67	£26.00
Decision Notices Additional Copies	£1.70	£1.50	£1.80
A4 - For each copy	£1.70	£1.50	£1.80
A3 - For each copy	£1.70	£1.50	£1.80
A2 - For each copy	£4.40	£3.83	£4.60
A1 - For each copy	£6.00	£5.25	£6.30
A0 - For each copy	£7.40	£6.50	£7.80

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	Planning Manager
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	Free	£25.00	£30.00
Other	Free	£25.00	£30.00
Pre-Application advice			
Householder	Free	£35.00	£42.00
Residential Development including Conversions (see note 1)			
1 dwelling (Fee for the first three meetings)	£110.00	£96.67	£116.00
Cost of each additional meeting	£49.00	£42.50	£51.00
2-3 dwellings (Fee for the first three meetings)	£309.00	£270.00	£324.00
Cost of each additional meeting	£132.00	£115.83	£139.00
4-5 dwellings (Fee for the first three meetings)	£414.00	£362.50	£435.00
Cost of each additional meeting	£193.00	£169.17	£203.00
6-7 dwellings (Fee for the first three meetings)	£607.00	£530.83	£637.00
Cost of each additional meeting	£276.00	£241.67	£290.00
8-9 dwellings (Fee for the first three meetings)	£827.00	£723.33	£868.00
Cost of each additional meeting	£386.00	£337.50	£405.00
10-24 dwellings (Fee for the first three meetings)	£1,103.00	£965.00	£1,158.00
Cost of each additional meeting	£607.00	£530.83	£637.00
25-49 dwellings (Fee for the first three meetings)	£1,764.00	£1,543.33	£1,852.00
Cost of each additional meeting	£772.00	£675.83	£811.00
50 - 74 dwellings (Fee for the first three meetings)	£2,205.00	£1,929.17	£2,315.00
Cost of each additional meeting	£992.00	£868.33	£1,042.00
75 - 99 dwellings (Fee for the first three meetings)	£2,867.00	£2,508.33	£3,010.00
Cost of each additional meeting	£1,323.00	£1,157.50	£1,389.00
100 - 149 dwellings (Fee for the first three meetings)	£3,528.00	£3,086.67	£3,704.00
Cost of each additional meeting	£1,433.00	£1,254.17	£1,505.00
150 - 199 dwellings (Fee for the first three meetings)	£3,589.00	£3,140.00	£3,768.00
Cost of each additional meeting	£1,654.00	£1,447.50	£1,737.00
200 - 299 dwellings (Fee for the first three meetings)	£4,631.00	£4,052.50	£4,863.00
Cost of each additional meeting	£1,985.00	£1,736.67	£2,084.00
300 - 499 dwellings (Fee for the first three meetings)	£5,292.00	£4,630.83	£5,557.00
Cost of each additional meeting	£2,205.00	£1,929.17	£2,315.00
500+ dwellings (Fee for the first three meetings)	£5,733.00	£5,016.67	£6,020.00
Cost of each additional meeting	£2,756.00	£2,411.67	£2,894.00
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	£166.00	£145.00	£174.00
Cost of each additional meeting	£83.00	£72.50	£87.00
Gross floor area up to 250m2 - 499m2	£331.00	£290.00	£348.00
Cost of each additional meeting	£166.00	£145.00	£174.00
Gross floor area 500m2 - 999m2	£717.00	£627.50	£753.00
Cost of each additional meeting	£358.00	£313.33	£376.00
Gross floor area 1,000m2 - 2,499m2	£1,764.00	£1,543.33	£1,852.00
Cost of each additional meeting	£794.00	£695.00	£834.00
Gross floor area 2,500m2 - 4,999m2	£2,756.00	£2,411.67	£2,894.00
Cost of each additional meeting	£938.00	£820.83	£985.00
Gross floor area 2,500m2 - 9,999m2	£3,749.00	£3,280.00	£3,936.00
Cost of each additional meeting	£1,213.00	£1,061.67	£1,274.00
Gross floor area +10,000m2	£5,292.00	£4,630.83	£5,557.00
Cost of each additional meeting	£1,654.00	£1,447.50	£1,737.00



Service	Planning	Service Manager	Planning Manager
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	£83.00	£72.50	£87.00
Cost of each additional meeting	£27.00	£23.33	£28.00
Change of Use	£166.00	£145.00	£174.00
Cost of each additional meeting	£83.00	£72.50	£87.00
Telecommunications	£248.00	£216.67	£260.00
Cost of each additional meeting	£127.00	£110.83	£133.00
Glasshouses/Poly Tunnels	£88.00	£76.67	£92.00
Cost of each additional meeting	£22.00	£19.17	£23.00
Others (see note 2)	£83.00	£72.50	£87.00
Cost of each additional meeting	£27.00	£23.33	£28.00
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters - see note 3)	£66.00	£57.50	£69.00
Cost per additional matter to be considered	£17.00	£15.00	£18.00
Cost of each additional meeting	£27.00	£23.33	£28.00
Separate Tree related Advice - number of trees not exceeding 10	£66.00	£57.50	£69.00
Cost of each additional meeting	£27.00	£23.33	£28.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	£132.00	£115.83	£139.00
Cost of each additional meeting (see Note 4)	£27.00	£23.33	£28.00
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	Revenues	Service Manager	Revenues, Benefits and Customer Services Manager
Service Area	Resources	Cabinet Member	Finance and Capital Portfolio

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 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 Head of Resources in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring. The report provides councillors with assurance that the budgets have been compiled appropriately and that the levels of reserves held is adequate.

2. RECOMMENDATION (see 2.2.3 of main report)

THAT COUNCIL NOTE:

- 2.1 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet on 7th February 2023, 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 (2023-26).

4. KEY ISSUES – CHIEF FINANCIAL OFFICER’S OPINION ON 2023-26 BUDGET & THREE YEAR BUDGET STRATEGY

- 4.1 In respect of the Budget Proposals recommended by the Cabinet, in my opinion 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 2023-26 Budget.
- 4.3 The ongoing transformation work stream, the Future High Street and Levelling Up Fund programmes that will regenerate Kidderminster and surrounding areas and promote economic growth, and work done by the Strategic Review Panel this year are moving the Council towards a sustainable balanced budget in the future, that is less reliant on the use of reserves. However the poor economic outlook and the impact of high inflation is a further drain on local resources. The Transformation Programme with the localism and Wyre Forest Forward work streams continues to be a key lever to deliver the savings required. The overall funding gap in year 3 of the strategy has increased from circa £1.7m to circa £1.8m in 2025-26 due to the impact of high inflation and wage growth and continues to represent a key risk to ongoing financial sustainability. This will need to be directly addressed at pace by the newly elected Council in May 2023 and continue to be carefully managed and mitigated by the member and officer Leadership team.
- 4.4 The programme of change outlined in the 2021-24 MTFS continues to be progressed. Services currently provided solely for the district by WFDC staff are, or have been reviewed and options for service collaborations with another council or councils in Worcestershire or other organisations are being explored and progressed where financially advantageous. This includes exploring 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. If all other options have been explored and exhausted and it remains necessary to secure further cost savings then outsourcing to the private sector as an option for some services will be considered. The table in paragraph 6.13 of the December Cabinet MTFS report provided details of further work planned, with the indicative timetable of reviews to examine potential alternative delivery options.
- 4.5 Work is planned to continue to reduce costs through internal efficiency, growth in income by increasing our customer base and regenerating our towns to increase income from the Council’s assets and taxbase. The significant localism work stream will continue to be progressed to build on the progress so far.
- 4.6 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 2023-26.
- 4.7 This year’s MTFS maintains the increased working balance of £1.5m following the increase at final accounts 2021-22. Overall levels of reserves held, excluding covid related Earmarked Reserve balances, have increased in recent years to reflect ongoing risk as reflected in our Statement of Accounts 2021-22 and acknowledged by our external auditors. The working balance will continue to be kept under review

and consideration will be given to increasing by a further 10% in-line with CPI up to £1.65m to provide additional risk from Final Accounts 2022-23 savings should they arise.

- 4.8 The Council currently holds earmarked reserves of £14.9m (as at mid-January 2023). It should be noted that the Council has commitments against such earmarked reserves and the forecast balance after commitments is £9.8m. A General Risk Reserve is also held of circa £1.8m as at mid-January 2023. The level of this reserve and the innovation fund will be reconsidered as part of the Final Accounts process. A Planned Property Maintenance reserve is held, taking 20% of the net proceeds from Capital Portfolio purchases to help mitigate future unknown risk.
- 4.9 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 revision to the Prudential Code and the Treasury Management Code was issued in December 2021. These codes include a requirement for a detailed capital strategy that sets 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 code updates reporting requirements for long term financial and risk implications in relation to non-treasury investments and requires that investments are not primarily made to generate a financial return. The revised Treasury Management Code enhances and strengthens the skills and training requirements for staff and members involved with the Treasury function. The Capital Strategy proposed for this budget cycle provides high-level projections over a 10 year timeframe to provide extra information for transparency and decision making, 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.
- 4.10 The Capital strategy retains the Capital Portfolio Fund and is expected that it will continue to make a contribution to the Council's financial sustainability although it is likely that proposals that grow our tax base will be favoured in future. Business cases will need to evidence how acquisitions outside the district but within the functional economic geography deliver against corporate objectives to evidence that capital expenditure is classified as service investment. Service investments are taken or held primarily for the purposes of delivering public services including housing, regeneration and local infrastructure. Financial return will be a secondary consideration except where it supports the financial viability of a proposal by covering financing costs. This will ensure that the council continues to have access to funding from the PWLB.
- 4.11 Financial Resilience Index information was published on 2nd February with an updated web tool that can be used to review local authority financial data sets. The index shows the council's position on a range of measures associated with financial risk. The tool is backwards looking but is a useful tool to monitor trends. As reported last year there were no areas of significant concerns.
- 4.12 Prudential Indicators are the monitoring tool to assess performance and risk for treasury management and non-treasury capital expenditure and are reported to members in accordance with the Treasury Management Strategy Statement and Capital Strategy prepared under the CIPFA Treasury Management and Prudential Codes.

- 4.13 It is important that the level of reserves is carefully monitored and reviewed as economic conditions and rising inflation adds additional financial risk. Future funding levels continue to be uncertain as Local Government Finance Reforms and Business rates reset have again been delayed making any financial planning beyond the short term difficult. Consequently, reserves continues to be important to mitigating future risk. Further uncertainty arises from the timing of reforms to waste collection under the Environment Act and the introduction of Enhanced Producer Responsibility scheme in 2024-25: the amount of new burdens funding for implementing change is still unconfirmed. Levels will be reviewed again when funding reforms are implemented and their impacts are known.
- 4.14 The Cabinet formally monitors budgets and performance on a quarterly basis in accordance with Section 28 of the 2003 Act, including 'Budget Risk Management' and takes appropriate action to ensure financial accountability. These quarterly reports are also considered by Overview and Scrutiny Committee. In addition, Cabinet/CLT receive monthly monitoring updates. Reporting is regularly reviewed and refined including in relation to external income generation to provide relevant management information to improve the pace of decision making around demand-led income. Government departments have used local Councils extensively to passport funding to businesses, individuals and the community to buffer the financial impact firstly of the Covid-19 pandemic and more recently high energy prices. This has meant more work, diversion of resources and delays in savings plans which have all increased financial risk.

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 2022-25 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:
- Funding uncertainty as a result of the again delayed Local Government Finance Reforms changing key funding streams and allocation methodologies.

- Rising prices has resulted in a real term fall in wages. Pay inflation in the public sector has fallen behind other sectors of the economy. There is a significant likelihood that the pay settlement for 2023-24 will exceed the growth expectations included in the MTFS.
- The continued reliance on local income sources including the Capital Portfolio Fund and other demand led income streams and risk this may not be realised in line with projected expectations, particularly in light of the residual impact of the pandemic and high inflation/cost of energy on demand and;
- Further savings required from the Transformation Programme, including Localism, are significant and will prove challenging to deliver in the timeframe required.

8.3 The Council proposes to keep the current £1,500,000 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 to fund one-off severance costs following service reviews if they arise. The General Risk Reserve also mitigates more generic risks. Consideration of levels will be given 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. Nevertheless, the significant Transformation Programme continues to deliver ongoing savings to address this. The Provisional Finance Settlement, whilst providing some welcome additional funding, does not provide the financial certainty needed to support staffing and investment decisions that would contribute to future financial sustainability.
- 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. This realignment work has continued despite being hampered by the loss of capacity resulting from the senior management restructure and turnover of senior members of staff. It is important that focus is maintained in 2023-24.
- 9.3 The continued delays to Local Government Finance Reforms creates further uncertainty and resultant risk and it is recognised that planning is particularly difficult given these delays. The level of reserves will need to be kept under consideration 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 now been achieved and will be further reviewed as part of the 2022-23 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 CIPFA Codes and access to PWLB Funding. This places relevant focus on reporting and planning for long term financial liabilities and risk implications in relation to non-treasury investments. The 10 year Capital Programme helps achieve this. The current approval for the Capital Portfolio Fund is considered to be proportionate to the size of this Council and the composition of the Balance Sheet as reported in the statutory accounts. The December 2021 revisions to the Prudential Code make it clear that CIPFA is taking a more risk averse outlook in respect of investment matters. Local authorities must not borrow to invest for the primary purpose of financial return. Business cases for any future acquisitions will need to provide evidence that investment outside the District boundary contributes to the achievement of corporate priorities. Current guidance on Prudential Property Investment is met by existing policies and procedures. The new reporting requirements of the Treasury Management Code were introduced during the year ahead of the April 2023 deadline.
- 9.6 Development of commercialism and income generation is now acknowledged as being a smaller part of the solution to close the funding gap, the generic Capital budget allocation to the Innovation Fund will be slipped to support new financially viable initiatives. All business cases will continue to include an appropriate assessment of risks gauged against potential rewards; review of risk and performance will be conducted 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. It is essential that the Council progresses the Transformation Plan 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 Capital Portfolio
10.2 CLT

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2003 Sections 25-28
11.2 Local Government Finance Act 1992 Section 32
11.3 CIPFA revised Prudential Code and Treasury Management Code December 2021
11.4 Medium Term Financial Strategy 2023-26 Cabinet December 2022
11.5 CIPFA Financial Resilience Index December 2022
11.6 CIPFA Financial Management Code – October 2019
11.7 CIPFA Code Guidance on prudential property investment

WYRE FOREST DISTRICT COUNCIL

DRAFT CONSERVATIVE GROUP PROPOSALS 2023-24 ONWARDS

ACTIVITY AND DESCRIPTION OF CONSERVATIVE PROPOSALS	KEY	2023-24	2024-25	2025-26	After 2025-26
		£	£	£	£
Localism grants To continue to fund Parish Councils for bin emptying and litter picking localism services as per previous arrangements to support our corporate priority and ensure our statutory obligations are fulfilled.	C R S	11,000	12,000	12,000	12,000
Web casting of meetings To web-cast all meetings of Cabinet and Overview and Scrutiny Committee to allow maximum access for the public and in order to be fully open and transparent.	C R S	2,500	2,500	2,500	2,500
Seasonal Litter Picking Resource To provide a flexible resource of 2 additional operatives to bolster and enhance litter picking in our two tourist towns of Bewdley and Stourport for the 5 months from Easter to the end of August in particular at weekends, bank holidays and for the full 6 week school summer holidays to support our tourist economy and in line with our corporate priority and to work with Bewdley and Stourport Town Council to seek to secure contributions to further enhance this scheme. To undertake this scheme for 1 years and review.	C R S	18,160 0.65			
Community Leadership Fund To increase this funding stream to £1,000 per Member for 2023-24.	C R S	33,000			
Electric Vehicle Charging Points Engage a consultant to review and refresh original business case taking account of latest cost and demand information. Review to include a cost benefit analysis of leasing as well as outright purchase.	C R S	10,000			
Environment Protection Post To enhance this team from 2 posts to 4 to create additional capacity. To support our corporate priority and to be part funded from additional enforcement income.	C R S	69,560 2	72,340 2	- -	- -
Civil Enforcement Post To enhance this team to create additional capacity in particular to support enforcement on our urban estates and rural areas and allow for greater flexibility of enforcement at weekends and outside normal working hours to be part funded from additional enforcement income.	C R S	30,360 1	31,570 1	- -	- -
Bewdley Museum Reduce localism target to reflect retention of Bewdley museum by WFDC 'Explore' the potential of joining the Joint Museum Service with Worcestershire County Council and Worcester City Council to safeguard the long term future of Bewdley Museum. ¹ Costs to be met from previous allocation from the innovation Fund.	C R R S	40,000 - 4 CR	65,000 65,000 CR 4 CR	85,000 85,000 CR 4 CR	100,000 100,000 CR 4 CR
Culture/Arts To reinstate council led culture and arts activities in the community to include Bands in the Park, Under 5 Play Day, Country and Western festival. Cost of activities and events to be met from joining fees, ticket sales and other charges.	C R S	20,000 0.4	20,000 0.4		
Disabled play equipment Provision of disabled play equipment in Brinton Park and Stourport riverside.	C R S	50,000 12,000	12,000	12,000	12,000
Additional Staffing resource NWEDR and Strategic Growth Enhance the capacity in NWED to deliver additional capacity and support delivery of major regeneration projects and within the Housing Team where demand continues to grow.	C R S	75,000 1	95,000 1	95,000 1	95,000 1
ICT Strategy Revenue implications of the ICT Strategy 2023-28 which will provide a resilient, secure and reliable service.	C R S	6,000	49,000	123,000	150,000
Commercial Income growth To increase commercial income across all of the work of the Council with a strategic and commercial approach to growing areas such as trade waste, brown bins, MOT's, grounds maintenance and tree work services, additional rental income from fixed tenants and room hire, fleet sponsorship, traffic islands, parks and open space sponsorship of flowerbeds and other key gateways together from further income from events and any such other commercial opportunities that arise.	C R S	50,000 CR	75,000 CR	76,490 CR	100,000 CR
TOTALS	C R S	- 277,580 0.9	- 219,410 0.2	- 168,010 3.2 CR	- 171,500 3.2 CR
Also: 3% pa Council Tax increase					

KEY - Changes in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

WYRE FOREST DISTRICT COUNCIL

DRAFT LIBDEM GROUP PROPOSALS 2023-24 ONWARDS

ACTIVITY AND DESCRIPTION OF LibDem PROPOSALS	KEY	2023-24	2024-25	2025-26	After 2025-26
		£	£	£	£
No Barrier Awards Reinstate the Mike Oborski No Barrier Awards	C R S	1,000	1,000	1,000	1,000
Community Fund A Community fund to enable communities to celebrate the Coronation of King Charles III	C R S	5,000			
Environment Protection Post Additional post for one year to create additional capacity. The new Council (May 2023) to assess impact prior to setting 24/25 Budget. To be part funded from additional enforcement income.	C R S	34,780 1		- -	- -
Civil Enforcement Post To expand the team to create additional capacity. The new Council (May 2023) to assess impact prior to setting 24/25 Budget. To be part funded from additional enforcement income.	C R S	30,360 1		- -	- -
Web casting of meetings To web-cast all meetings of Cabinet and Overview and Scrutiny Committee to increase Open and Transparent Council.	C R S	2,500	2,500	2,500	2,500
Localism To ensure that all parts of the District are treated equally to continue to fund Parish Councils for litter bin emptying and litter picking as is already done for the three towns.	C R S	11,000			
Seasonal Litter Picking Resource To work in partnership with Stourport and Bewdley Town Councils to enhance litter picking in Tourist Areas over the holiday season from Easter to September	C R S	18,160 0.65			
Community Leadership Fund To increase this funding to £1,000 per Member for 2023-24, in line with the Cabinet's proposal	C R S	33,000			
Green Advisory Panel Additional staffing capacity to support continuation of the Green Advisory Panel	C R S	20,000			
Additional Staffing resource Enhance the capacity in NWED to deliver additional capacity and support delivery of major regeneration projects, within the Housing Team where demand continues to grow and increase Corporate Policy resource through the national graduate apprentice scheme, in line with the Cabinet proposal.	C R S	99,000 2	166,000 3	189,000 3	190,000 3
ICT Strategy Revenue implications of the ICT Strategy 2023-28 which will provide a resilient, secure and reliable service, in line with the Cabinet proposal.	C R S	6,000	49,000	123,000	150,000
Commercial Income growth Renewed focus on growing commercial income	C R S	25,000 CR	40,000 CR	64,800 CR	65,000 CR
TOTALS	C R S	- 235,800 4.7	- 178,500 3.0	- 250,700 3.0	- 278,500 3.0
Also: 3% pa Council Tax increase					

Resources

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

WYRE FOREST DISTRICT COUNCIL

CABINET

7 FEBRUARY 2023

Wyre Forest District Council Health and Wellbeing Supplementary Planning Document

OPEN	
CABINET MEMBER:	Cllr Helen Dyke, Leader of the Council and Cabinet Member for Economic Regeneration, Planning and Localism
RESPONSIBLE OFFICER:	Kate Bailey, Head of Strategic Growth
CONTACT OFFICER:	Sally Horne, Senior Planning Policy Officer
APPENDICES:	<p>Appendix One - WFDC Health and Wellbeing Supplementary Planning Document Scoping Paper</p> <p>Appendix Two - WFDC Health and Wellbeing Supplementary Planning Document</p>

1. PURPOSE OF REPORT

- 1.1 To present the draft Wyre Forest District Council (WFDC) Health and Wellbeing Supplementary Planning Document (SPD) for public consultation.

2. RECOMMENDATION

The Cabinet is invited to:

- 2.1 Agree the Health and Wellbeing Supplementary Planning Document (SPD) is consulted on from February for 6 weeks.

3. BACKGROUND

- 3.1 The Health and Wellbeing SPD is required to support the implementation of policies in the WFDC adopted Local Plan 2016-2036, specifically policies SP.16 Health and Wellbeing and DM.18 Hot food takeaways.
- 3.2 The process for preparing and adopting an SPD is set out in the WFDC Statement of Community Involvement (February 2013), which was published following the issue of the Town and Country Planning (Local Planning) (England) Regulations 2012. The process includes publishing and consulting on a scoping paper, holding consultation events where necessary, reporting on any consultation responses received and how they have been incorporated into the SPD.

- 3.3 The draft Health and Wellbeing SPD, attached to this report, has been prepared in partnership with the Strategic Planning Team and the Public Health Team at Worcestershire County Council as well as with colleagues in WFDC.
- 3.4 Officers also undertook a public consultation on the scoping document (Please see Appendix One) for the Health and Wellbeing SPD in October 2022. The document set out the proposed contents of the SPD and the process for consultation and adoption. There were no comments received.

4. KEY ISSUES

- 4.1 The SPD focuses on how matters of health and wellbeing should be positively addressed through the development planning process in the district. It sets out how the applicant/developer will be expected to demonstrate their proposals reflect the principles set out in the SPD, through the use of the Health Impact Assessment (HIA) Screening or a full HIA.
- 4.2 The SPD aims to:
- Promote opportunities for healthier lifestyles, encourage healthier choices and reduce the demand on the NHS, health professionals, councils, and individuals across the district
 - Inform communities and provide guidance to aid with the preparation of Neighbourhood Plans
 - Inform pre-application advice of any potential health-related issues
 - Be a material consideration to be taken into consideration in determining applications, where relevant
 - Provide information and guidance that can be used to support an efficient HIA screening and positive HIA.
- 4.3 The emphasis of the SPD is to guide applicants through the HIA, the structure of the report reflects this. The first chapter provides detail on what a HIA is, when it is required and the process that will be followed by WFDC when dealing with applications. The following sections then provide guidance about the principles stated in the HIA template.
- 4.4 The HIA follows a two stage process commencing with HIA screening for the following planning types;
- Restaurants and cafés
 - Drinking establishments
 - Hot food takeaways (see policy DM.18 Hot Food Takeaways)
 - Residential Institutions (
 - Non-residential institutions
 - Leisure facilities
 - Betting shops and pay-day loan shops (Sui Generis)

- 4.5 If the screening highlights an adverse effect on health and wellbeing then a full HIA will be required.
- 4.6 The following planning types will need to proceed straight to a full HIA;
- Residential and mixed-use major development sites
 - Employment sites of 5 ha or more
 - Retail development of 500 square metres or more
- 4.7 Appendix One of the Health and Wellbeing SPD includes templates for both the screening and full HIA.
- 4.8 The consultation responses and any proposed amendments to the SPD will be taken to Cabinet for approval later in the year.

5. FINANCIAL IMPLICATIONS

- 5.1 The costs of adopting and delivering the SPD will be met by existing financial resources.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The National Planning Policy Framework and the National Planning Policy Guidance states that Local Planning Authorities have a duty to produce policies and make decisions that achieve healthy, inclusive and safe places.
- 6.2 Part five of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the process for the adoption of Supplementary Planning Documents. This includes the duty to publicly consult on an SPD prior to its adoption for a six week period.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An equality impact screening assessment has been undertaken and it has been found that there are no negative impacts because of the Health and Wellbeing SPD.

8. RISK MANAGEMENT

- 8.1 The Health and Wellbeing SPD will provide written guidance to applicants, developers and agents prior to an application. This will help reduce planning applications without HIA screening and assessments and will help to reduce demand on officer time regarding this work.

9. CONCLUSION

- 9.1 The draft Health and Wellbeing Supplementary Planning Document has been prepared to provide further detail to policies contained within the adopted Local Plan. It is anticipated that the document will assist applicants completing a Health Impact Assessment, if required to do so.

- 9.2 WFDC is required by part five of the Town and Country Planning (Local Planning) (England) Regulations 2012 to consult on an SPD for a period of 6 weeks prior to finalising and adopting the document.

10. CONSULTEES

- 10.1 CLT
- 10.2 Worcestershire County Council Public Health Team
- 10.3 Worcestershire County Council Strategic Planning Team
- 10.4 Principal Health and Sustainability Officer, WFDC
- 10.5 Planning Manager, WFDC

11. BACKGROUND PAPERS

- 11.1 Wyre Forest District Council Statement of Community Involvement (2013)

Scoping document for the Wyre Forest Health SPD

Introduction

The Wyre Forest District's Health and Wellbeing Supplementary Planning Document (SPD) provides more detailed advice on the health and wellbeing related policies contained in the Wyre Forest Local Plan. It has been prepared in partnership with Worcestershire County Council's Strategic Planning Team and the Directorate of Public Health.

The SPD will focus on matters of health and wellbeing and how they should be positively addressed through the development planning process in the district. It is aimed at local authority planning officers, applicants, developers, relevant organisations, and the wider community.

We are inviting your comments on this Scoping Report to help us identify the key health issues that need to be addressed through the Health and Wellbeing SPD for Wyre Forest District.

Policy Context

National and Local Policy

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2> sets out how Government Planning Policy should be applied. The NPPF requires each council to have robust and comprehensive policies across a broad range of areas to support the delivery of high-quality sustainable and inclusive development. Section of the NPPF, sets out the Government's planning policies, including a specific requirement to promote healthy communities and to draw on evidence of health and wellbeing need. The NPPF is supported by National Planning Practice Guidance (NPPG) which further outlines the importance of health and wellbeing in planning.

Wyre Forest District adopted their Local Plan in April 2022. The Local Plan is essential in order to successfully plan for development and to enable the Council to make good decisions on planning applications. The proposed SPD will provide detailed guidance on two key policies from the Wyre Forest Local Plan, Policy SP.16 Health and Wellbeing and DM.18 Hot Food Takeaways. There are also general policies applicable across the whole Local Plan which the SPD can help support due to its overarching nature. The SPD will also support any made Neighbourhood Plans in the District.

What is a SPD

SPDs build upon and provide more detailed guidance about policies in the Local Plan. Legally, they do not form part of the Local Plan itself and they are not subject to independent examination but they can be accorded significant weight as a material planning consideration in the determination of planning applications, providing a tool in the interpretation and application of policy.

It is intended that this SPD will identify health and wellbeing principles based on the up to date evidence base and good practice and local health and wellbeing needs and issues current at the time of producing the SPD. The proposed SPD will set (out for certain types of

development) the detail the applicant/developer will be expected to provide, to show that their proposals reflect health and wellbeing principles set out in the document.

Sustainability Appraisal and Strategic Environmental Assessment

National planning policy indicates that a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are not required for an SPD unless it is considered that there are likely to be significant environmental effects or exceptional circumstances.

This SPD builds upon policies in the adopted Local Plan for Wyre Forest, all of which have been subject to SA and SEA and detailed scrutiny at the Examination. If you believe an SEA is required, please set out what the exceptional circumstances are requiring one to be undertaken as part of your response.

Table One: Topics to be covered by the Health and Wellbeing SPD

The table below sets out what is proposed for each section, including the principles, the scale of the issue, how it will be addressed and examples of good practice.

Topic	Details
Design and the public realm	How individuals live their lives is influenced by the location, density and mix of land uses around them. The SPD will recognise that the design of the built environment has a significant impact on the physical and mental health of individuals. and demonstrate how good design could be planned into development.
Active travel	The SPD will highlight, promote active travel and detail measures that can be taken to secure its inclusion into developments.
Green infrastructure and green spaces	This section of the SPD will detail the benefits Green Infrastructure and greens spaces can bring to health and wellbeing as well as how it will be expected to be preserved and included in new developments.
Age/dementia friendly environment	Age/dementia friendly environment will be taken account of within the SPD by first identifying the associated issues and how they should be addressed through planning.
Housing and employment	This section will address the issues associated with impact on health and wellbeing from poor quality housing and work environment and how planning might seek to address these issues.
Community and health services and facilities	This section will address the issues associated with the provision of community and health services and facilities and the impact on people's health and the benefits of addressing it.
Healthy foods	The SPD will acknowledge the impact of a healthy diet on a person's health and how to address this through planning.
Environmental hazards	The SPD in this section will look at the issues of climate change, fuel poverty and air quality on human health and wellbeing and how they need to be addressed.
Health Impact Assessment	Health Impact Assessment (HIA) ensures that the effects of development on both health and health inequalities are considered and addressed during the planning process. The SPD will detail how HIA should be used to demonstrate how a proposal has taken account of health and well being in its production

Table 2 Timetable for production

Process	Date
Scoping Report Consultation	28/09/22 – 26/10/22
Preparation of The SPD and Evidence	September – end of November 2022
Cabinet	December 2022
Consultation (6 Weeks Statutory)	January 4 – February 15 2023
Preparation of Final SPD	February /March 2023
Adoption	March 2023

HEALTH AND WELLBEING SUPPLEMENTARY PLANNING DOCUMENT

Wyre Forest District Council

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EXECUTIVE SUMMARY

The Council recognises that health and well-being are key issues at both national and local level. Health is not simply about access to medical facilities; it is also about lifestyle and environment. The built environment can impact on the factors that are known to influence a person's health status and lifestyle, including economic, social and environmental conditions.

The design of the built environment can have a significant impact on both physical and mental wellbeing. Well-designed built environment can help to reduce health inequalities in Wyre Forest; while poor environmental quality, housing conditions or pollution can exacerbate them.

Planning can have a positive influence on health in a number of ways:
Planning can:

- help address the issue by ensuring that public open space, recreational facilities and sports pitches are accessible to encourage both children and adults to be active and use outside space.
- encourage the inclusion of active travel routes in developments
- promote the development of sustainable and healthy housing that provides secure and sustainable accommodation for people at different stages of their lives
- promote good quality work environments that encourage a productive and healthy workforce
- help to restrict the location and concentration of hot food takeaways.
- help facilitate access to affordable, nutritious food and maintain, enhance or develop opportunities for local food production such as allotments and community orchards or other community projects
- help mitigate the effects of climate change through sensitive and sustainable development

This SPD therefore aspires to:

- promote opportunities for healthier lifestyles, encourage healthier choices and reduce the demand on the NHS, health professionals, councils and individuals across the district;
- to inform communities and provide guidance to aid with the preparation of Neighbourhood Plans

- Inform pre-application advice of any potential health-related issues
- Be a material consideration to be taken into account in determining applications, where relevant; and
- to provide information and guidance that can be used to support an efficient HIA Screening and positive HIA;

1. INTRODUCTION

ABOUT THE HEALTH AND WELLBEING SUPPLEMENTARY PLANNING DOCUMENT

Status and Purpose

The Wyre Forest District's Health and Wellbeing Supplementary Planning Document (SPD) provides more detailed advice on the health and wellbeing related policies contained in the Wyre Forest Local Plan. It has been prepared in partnership with Worcestershire County Council's Strategic Planning Team and the Public Health Team.

The SPD focuses on how matters of health and wellbeing should be positively addressed through the development planning process in the district. It sets out how the applicant/developer will be expected to demonstrate their proposals reflect the principles set out in the SPD, through the use of Health Impact Assessment Screening or a full Health Impact Assessment. The document is aimed at local authority planning officers, applicants, developers, relevant organisations and the wider community involved with delivering healthier developments.

Planning Policy Context

Section 8 of the National Planning Policy Framework (NPPF) revised in 2021, sets out the Government's planning policies, including a specific requirement to promote healthy communities and to draw on evidence of health and wellbeing need. The NPPF is supported by National Planning Practice Guidance (NPPG) which further outlines the importance of health and wellbeing in planning.

The SPD provides detailed guidance on the two key policies in the Wyre Forest District Local Plan, SP.16 Health and Wellbeing and DM.18 Hot Food Takeaways.

Health Context

The Health and Social Care Act 2012 made public health one of local government functions. This provided an opportunity for local authorities to address the links between planning and health.

The Worcestershire Health and Wellbeing Board Strategy 2022-32 sets the context for other health and wellbeing plans and for commissioning of NHS, public health, social care and related children's services. The Strategy is a basis for the public to hold local organisations to account for achieving its outcomes.

This SPD aims to contribute to the Strategy's key priority, which is:

- Mental health and wellbeing throughout life

Supported by ensuring:

- Healthy living at all ages
- Quality local jobs and opportunities

- Safe, thriving and healthy homes, communities and places

The Strategy and this SPD are based on the findings of a Worcestershire Joint Strategic Needs Assessment (JSNA). The JSNA is a continuous process which provides information on health and well-being in order to inform decision making. It is used to determine what actions local authorities, the NHS and other partners need to take to meet people's health and social care needs and to address the wider determinants that impact on their health and well-being. Undertaking the JSNA is a duty under the Health and Social Care Act 2012.

Key Aims

The SPD aspires to:

- promote opportunities for healthier lifestyles, encourage healthier choices and reduce the demand on the NHS, health professionals, councils and individuals across the district;
- to inform communities and provide guidance to aid with the preparation of Neighbourhood Plans
- Inform pre-application advice of any potential health-related issues
- Be a material consideration to be taken into account in determining applications, where relevant; and
- to provide information and guidance that can be used to support an efficient HIA Screening and positive HIA;

As the emphasis of the report is to guide applicants through the Health Impact Assessment, the structure of the report reflects this. The next chapter provides detail on what a Health Impact Assessment is, when it is required and the process that will be followed by WFDC when dealing with applications. The following sections then provide guidance about the principles stated in the HIA template.

1. HEALTH IMPACT ASSESSMENTS

A Health Impact Assessment is a tool to help deliver the Local Plan policies and the guidance outlined in this SPD and ensure that the effects of development on both health and health inequalities are considered and addressed during the planning process. It tends to draw on existing knowledge and information and does not generally require specific new research on health impacts.

An HIA should aim to enhance the positive aspects of a proposal through assessment, while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that might be affected.

What Applications will need a Health Impact Assessment?

Not all proposals will necessitate HIA; the HIA screening process will determine whether a HIA is needed for the particular scheme

A **HIA screening** will need to be undertaken for the development types specified below (as per policy SP.16 Health and Wellbeing) to determine whether a full assessment should be completed.

- Restaurants and cafés
- Drinking establishments
- Hot food takeaways (see policy DM.18 Hot Food Takeaways)
- Residential Institutions
- Non-residential institutions
- Leisure facilities
- Betting shops and pay-day loan shops

Depending on the outcomes, a full HIA may be required. In addition, the following will require a **full HIA**;

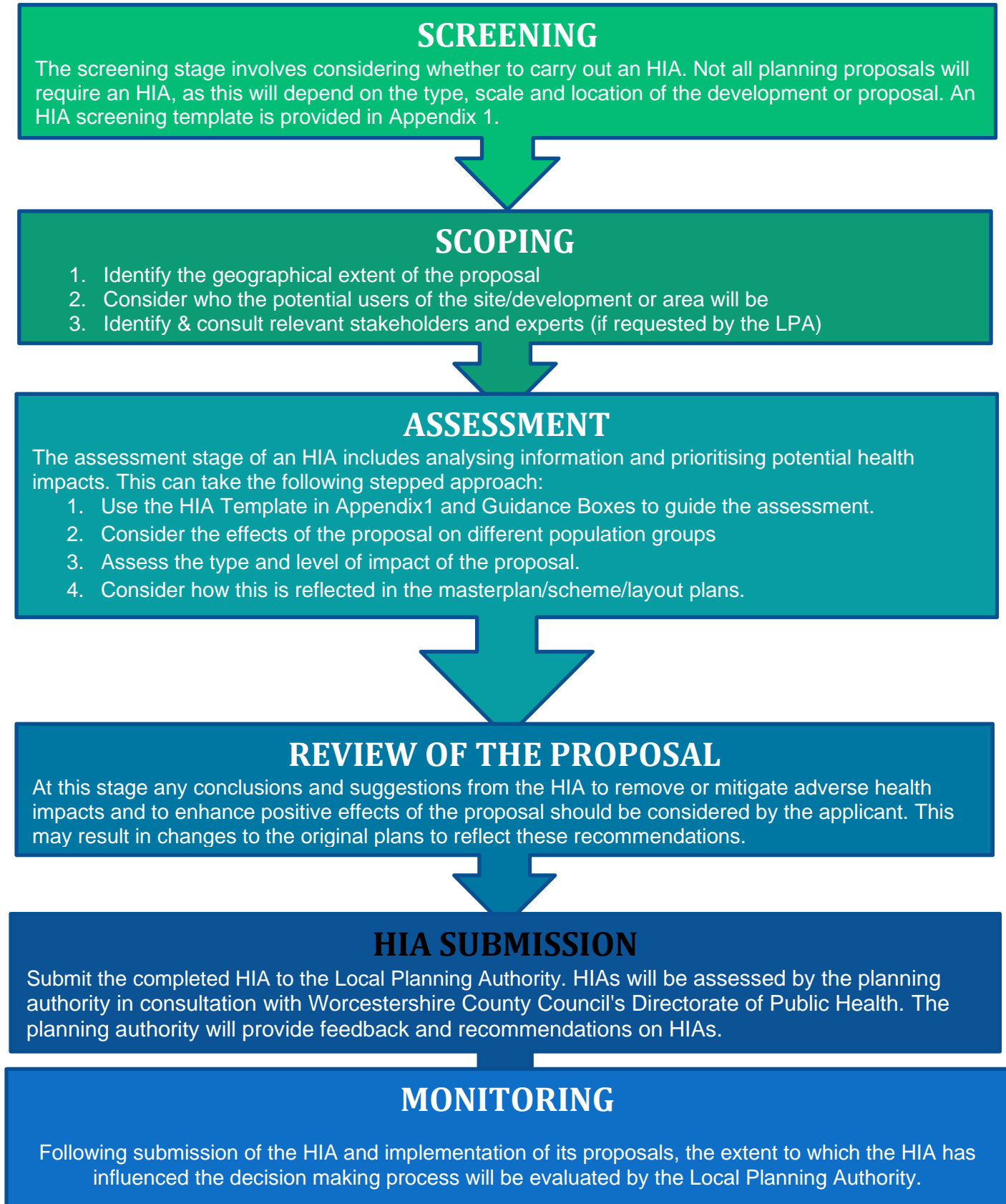
- Residential and mixed-use major development sites
- Employment sites of 5 ha or more
- Retail development of 500 square metres or more.

The Full HIA Process

The HIA, where relevant, will assess whether the proposal meets the health and wellbeing policies in WFDC's adopted Local Plan 2016 to 2036, where relevant. In completing an HIA, the applicant should follow **Template in appendix 1**, which contains both the screening and full HIA templates. This SPD also provides guidance and design principles, which have been drawn from policies contained in the 2016-2036 Local Plan.

The potential for significant impacts from a scheme, as identified thorough an HIA, will vary according to the size and scale of the proposal. In addition to an HIA, the Local Planning Authority may therefore request a targeted stakeholder consultation to be undertaken for those schemes where significant health impacts are identified.

As with HIA screening, HIAs themselves will be assessed by the planning authority in consultation with the WCC Public Health Team. The planning authority will provide feedback and recommendations on HIAs, as appropriate. Findings of the final HIA should be reflected in the proposals. There are five stages to the HIA process, which are described in the diagram 1.1.



2. HEALTH AND WELLBEING PRINCIPLES

DESIGN AND PUBLIC REALM

The design of the built environment can have a significant impact on physical and mental health and how people perceive their environments. There is need to 'design in health' into development to create healthy environments which in turns will have a positive impact on the population.

Planning will look to support the design of environments that promote and encourage physical exercise and psychological wellbeing and improve cognitive functioning. This can include the overall quality of public spaces, from street layouts and connectivity, green infrastructure/landscaping, and traffic calming measures, to a person's interaction with the surrounding cultural and historic environment. The quality of the public realm is vitally important for both mental and physical health.

When proposing new public spaces, it is important to consider all potential users and how they might use the space with the aim in mind of building healthier places and environments that support independence at all stages of life. In particularly the needs of the elderly and vulnerable people should be considered through design.

The table below, outlines the principles taken from policy SP.16, Health and Wellbeing in WFDC's adopted local plan, that will need to be addressed in the HIA.

Health and Wellbeing Principles: Urban Form – Design and the Public Realm	
HIA template reference ¹	Where relevant, proposals must comply with policy by:
1.1	Ensuring public spaces are designed to enable formal and informal physical activity, recreation, and play, and should consider all members of the public including older people and those living with dementia or disabilities.
1.2	Providing safe and attractive public realm and green infrastructure including green spaces, footpaths, bridleways and cycle routes that encourage active travel opportunities.
1.3	Providing easily navigable routes which cater for the needs of all age groups, in particular the elderly, through the provision of benches, shading and simple, clear signage.
1.4	Providing innovative public realm design solutions which prioritise people over motor traffic, allowing for convenient, safe and attractive routes, in particular for walking and cycling.
1.5	Providing opportunities for community cohesion through the creation of permeable environments that will encourage people to get outdoors for recreation, social interaction, and

¹ The HIA template is on page 32 of this SPD

	moving around by non-vehicular means through active travel measures.
1.6	<p>Proposals for new community facilities or the enhancement of existing facilities which offer an increased overall provision will be supported:</p> <ul style="list-style-type: none"> • where they are demonstrated to meet an identified local need • in accessible locations that serve a wide community • where they promote the opportunities to travel by sustainable modes

Case Study: Kidderminster Town Hall Square

Kidderminster Town has benefitted from a £2 million public realm project which was completed during 2016. This has provided a new look public realm with performance space, bespoke street furniture and a new shared space outside the historic Town Hall.

Several challenges were addressed in the design including traffic conflicts between bus operators, taxis and private vehicles. The needs and movements of pedestrians and cyclists were prioritised. Prior to this there was an excessive range of furniture and paving that was inconsistent in its specification and positioning in the town centre. It was described as an outdated and tired public realm. The new design was simple and included minimal clutter improving the quality and quantity of space available to pedestrians.



ACTIVE TRAVEL

Car travel had been replacing short journeys for decades as it can be seen as more convenient. In addition, people now tend to travel longer distances. This has been a trend for 40 years and is connected to a decline in physical activity².

This decline in physical activity is a factor in health outcomes for Wyre Forest residents. Life expectancy is 7.4 years lower for men and 4.7 years lower for women in the most deprived areas of Wyre Forest than in the least deprived areas (2018-2020 data, Source: Fingertips).

Building walking or cycling into daily routines are the most effective ways to increase physical activity and are a sustainable form of travel.

The table below, outlines the principles that will need to be addressed in the HIA.

Health and Wellbeing Principles: Active Travel	
HIA template reference	Where relevant, proposals must comply with policy by:
2.1	Recognising that active travel is an achievable way to improve health and encourage daily physical activity
2.2	Utilising planning guidance to make active travel an attractive and viable option and therefore reduce dependency on car travel
2.3	Ensuring connectivity between new development and more established active travel routes including cycle routes and canal towpaths
2.4	Providing more opportunities for active travel to take place by ensuring that active travel enables access to wider transport hubs prioritising connectivity to train and bus stations.
2.5	Ensuring that new development values the significance of active travel and makes it an appealing option, for example by offering secure bike storage and ensuring routes are well maintained and lit.

Case Study: Active Travel

Wyre Forest District has many opportunities for active travel due to its river and canal network including the River Severn, River Stour and Staffordshire and Worcestershire Canal that connects the District's towns of Kidderminster, Bewdley and Stourport-on-Severn.

An example of active travel in Wyre Forest, is the canal towpath between Wolverley, Kidderminster and Stourport Town Centre. The tow path provides pedestrian and bicycle friendly travel routes between leisure and employment, urban and rural

² [Public Health England *Working Together to promote Active Travel, a briefing for Local Authorities, May 2016*]

areas. It also brings tourism to the towns via the Staffordshire and Worcestershire canal, which benefits the local economy.



GREEN INFRASTRUCTURE AND GREEN SPACES

Green infrastructure (GI) can be defined as the planned and managed network of green spaces and natural elements that intersperse and connect our cities, towns and villages. GI comprises of many different elements including biodiversity, the landscape, the historic environment, the water environment and publicly accessible green spaces and informal recreation sites³.

GI can increase community resilience to a range of climate-related impacts, including air pollution, noise and the impacts of extreme heat and extreme rainfall events. Access to well-designed green spaces can increase levels of physical activity which in turn improves people's physical and psychological health⁴.

GI within new developments will need to be publicly accessible and capable of being managed long term. Therefore, Wyre Forest District Council will not accept private residential plots including domestic gardens or private shared permeable driveways when calculating the total GI provision within new developments.

³ Worcestershire County Council, Worcestershire Green Infrastructure Strategy 2013-18

⁴ Forest Research (2010) Benefits of green infrastructure

Worcestershire Green Infrastructure Framework 3: Access and Recreation document states that the distribution of informal accessible recreational assets in the county is not uniform. Spatial analysis of sites across the county highlights clusters of larger sites in the north of the county in Wyre Forest District, with several smaller community sites such as Blakedown and Wribbenhall. Wyre Forest District Council manages a range of formal parks and green spaces within Stourport, Bewdley and Kidderminster and several large and small nature reserves within the urban areas. The Public Rights of Way network in the district is relatively dense and is well-used for commuting and leisure, with many circular routes in and around the Wyre Forest itself⁵.

Health and Wellbeing Principles: Green Infrastructure and Green Spaces Principles	
HIA template reference	Where relevant, proposals must comply with policy by:
3.1	Safeguarding, retaining, protecting, and enhancing Green Infrastructure networks and assets in terms of their quality and quantity as per SP.28 - Strategic Green Infrastructure
3.2	Providing multifunctional green spaces which perform environmental roles whilst serve the residents to support their physical and mental health
3.3	Ensuring that green spaces are accessible and serve all groups of the population
3.4	Ensuring that the quality of the green spaces is maintained in perpetuity
3.5	Providing quality open space, sports pitches and outdoor community uses in housing development

New development should consider and deliver green infrastructure on their site in line with Policy SP.28 - Strategic Green Infrastructure.

In considering green infrastructure in development, multifunctionality should be at the forefront of the considerations. As well as encouraging physical activity and thereby reducing obesity, access to green space, sports and other recreational facilities promotes relaxation and reduction in stress and can also bring about social interaction within communities.

Access to high-quality and well-maintained green space promotes physical activity, positive mental wellbeing and healthy childhood development. Children with access to safe green spaces are more likely to be physically active and less likely to be overweight. Outdoor play encourages healthy brain development and promotion of wellbeing through adulthood. Natural play areas can allow for adventurous play helping them to develop useful skills through play. New play areas should also consider play facilities for girls (as promoted by Make Space for Girls) and play provision for people with disabilities and for elderly people.

The Fields in Trust recommends a hierarchical approach to planning for play based on: Local Areas for Play (LAPs); Local Equipped Areas for Play (LEAP); and

⁵ Worcestershire Green Infrastructure Framework (2020) Worcestershire Green Infrastructure Framework 3: Access and Recreation

Neighbourhood Equipped Areas for Play (NEAP). The recommendations are for provision related to age, distance and diversity of opportunity. The NPFA also referred to the need for local facilities on the basis of accessibility. It recommends a 20-minute travelling time to specialist facilities such as an artificial turf pitch or athletics track is acceptable, and that a 10-15 minute journey to local sports facilities is reasonable. In this context the NPFA recommends that playing fields (or sports and recreation grounds or other local outdoor facilities) should be within three-quarters of a mile (1.2km) of where people live⁶.

In terms of children's play, the distances considered reasonable to travel from home to public open space are set out below:

- Local Area for Play (LAP) - within 100m.
- Local Equipped Area for Play (LEAP) - within 400m.
- Neighbourhood Equipped Area for Play (NEAP) - within 1km.

Case Study: Springfield Park, Kidderminster

Springfield Park is a large park of 16.95 hectares situated in the Broadwaters area of Kidderminster. The site is adjacent to the Staffordshire and Worcestershire Canal and has good links from many parts of Kidderminster. The park has attractive walking and cycling routes. A health walk takes place regularly from one of the local GP practices and utilises the park as part of the route. The park also has a marked and measured trail, an ornamental pool, wooden sculptures and a woodland.



⁶ www.fieldsintrust.org

AGE/DEMENTIA FRIENDLY ENVIRONMENTS

People are living longer, and life expectancy is increasing but the numbers of years spent in poorer health is increasing. Wyre Forest District, like many areas in the UK has seen an increase in the ageing population. The physical and social changes associated with ageing need to be compensated for, to provide supportive and enabling living environments. Reduced mobility, physical disability, and chronic diseases, and psycho-emotional concerns such as stress and isolation are changes that can impact on the ageing population. The prevalence of dementia also increases significantly with age. Wyre Forest District Council has a higher proportion of older people than the national average, inevitably meaning that the sheer numbers of dementia cases will be higher.

To address the above issues, the following principles need to be addressed in an HIA:

Health and Wellbeing Principles: Age/Dementia Friendly Environment Principles	
HIA template reference	Where relevant, proposals must comply with policy by:
4.1	Incorporating dementia-friendly design into all proposals to help those affected residents now and in the future, to continue their everyday lives. This includes buildings that incorporate flexible and adaptable designs and address access to public open space.
4.2	Providing safe and walkable environments in parks, open spaces and community areas with shading, benches, and other facilities. These areas/routes should be clearly signposted with appropriate materials, and consideration should be given to the design of surfaces and street furniture.
4.3	Providing crossing facilities appropriately located (e.g., next to a bus stop) to minimise travel distances for the elderly, as well as public transport links with bus stops which are within walking distance of homes.
4.4	Providing a range of home types which cater for the needs of the elderly to allow an element of choice to older people to stay within the community as long as possible and provide opportunities to downsize.
4.5	Providing adaptable homes which cater for needs at every stage of people's life (for example build to Lifetime Homes standard).
4.6	Delivering housing for elderly including bungalows, supported living and care homes in line with SP.9 - Housing Density & Mix.

The District Council will require all major housing development proposals to contribute towards providing 20% of the total housing requirement to meet the higher access standards of Part M Building Regulations (Access to and use of buildings), (Category 2 M4(2), accessible and adaptable dwelling) of the Building Regulations

(2010); and a further 1% of the overall number of housing units to meet Category 3 M4(3) of the Building Regulations (2010), wheelchair user dwellings standards in properties where the Council has nomination rights.

Well-designed development should include accessible public transport links, such as bus stops within walking distance from people's homes. The Inclusive Mobility guidance published by the Department for Transport is used to help establish appropriate measures for public transport infrastructure to meet the needs of all population groups. For major housing developments and residential care institutions (C2), it is likely that a financial contribution towards Community Transport Services will be sought and secured through a Section 106 Agreement.

Well maintained and safe routes and walkways, accessible open spaces and walkable neighbourhoods would encourage and facilitate increased physical activity amongst the elderly. These walkways and paths need to be:

- Well-lit.
- Evenly surfaced.
- The transition should be gradual where there are changes in ground levels.
- Where steps are unavoidable, the provision of railings is necessary.
- Should include seating areas in strategic places, such as at crossroads that are particularly useful for people living with dementia as it gives them time to rest and gather their thoughts.
- Circular routes can also encourage physical activity amongst people living with dementia as they allow them to return to the start of their walk despite some potential moments of confusion.
- The design of street furniture should be kept simple and familiar to avoid it being mistaken for some other object.
- By placing street furniture such as benches under street trees, allows shading during hot weather.
- When using paving and tarmac it should be plain and non-reflective and should contrast with walls in colour and texture. Because, dementia can affects people's perception of their surroundings and different surfaces. Dark areas might appear to them as a hole in the ground, whilst glaring/shining surfaces can look like water or slippery surfaces, this can be very disorientating and scary.
- Sites should be well signposted using a tonal contrast of colours with a clear and simple font.

Case Study: Berrington Court

Berrington Court comprises 165, 1 and 2 bed flats, located on the Silverwood's mixed-use estate in Kidderminster. The scheme provides independent accommodation alongside communal facilities such as a restaurant, hair and beauty salon and provision of 24-hour care, if needed. The scheme neighbours the Wyre Forest Leisure Centre, a supermarket and is in closer proximity to public transport and pedestrian routes along the canal to Kidderminster and Stourport.



HOUSING

The condition of the housing that we live in can affect both our physical and mental health. Inadequate housing can cause or contribute to many preventable diseases and injuries these include diseases of the respiratory system, the nervous system, cardiovascular disease and cancer. Some groups are more vulnerable to the conditions that they live in such as babies, children, the elderly, those with a disability, those with health conditions and those that spend much of their time inside their house. A house that is warm and dry can have a positive effect on our health and specifically reduce respiratory health conditions. A house that is poorly designed, poorly constructed or has been constructed of unsuitable materials can lead to mould that can have an effect on those with asthma, allergies or respiratory disease.

There are different ways that housing affects the health of its occupants.

- An unhealthy home can have issues such as cold, damp or hazards that affect health.
- Homes that are unsuitable for meeting the needs of the occupants due to overcrowding or a lack of appropriate adaptations
- Insecure tenancies where the occupant may be living with the risk of eviction especially in the private rented sector.
- Lack of outdoor amenity space or accessibility to nearby public open space

Fuel Poverty

Fuel poverty is defined as the inability to keep your home adequately heated. In England, fuel poverty is currently measured by the Low Income, High Cost definition (LIHC). This states that a household is in fuel poverty when energy costs to heat to adequate levels are above the national average and, if they were to heat to this level, the residual income would leave the household below the poverty line. Fuel poverty

data is released annually by central government; in 2017 (the latest available data) 11.2% of Wyre Forest households were living in fuel poverty. The key factors influencing whether a household is fuel poor are the energy efficiency of their home, household income and energy costs.

According to the NEA 15.7% of people in Wyre Forest live in Fuel Poverty⁷ . compared to a national average of 13.23%. In the 2019 Local Authority Health profile, Wyre Forest has an incidence of 32.9% winter deaths compared to a West Midlands regional average of 30.8%⁸

Therefore, the following principles must be considered when designing new residential schemes.

Health and Wellbeing Principles: Housing	
HIA template reference	Where relevant, proposals must comply with policy by:
5.1	Providing safe, comfortable, affordable housing that caters for the needs of the occupants throughout the different stages of life (lifetime homes principles)
5.2	Providing different size and style of dwellings to cater for the needs of all members of society.
5.3	Housing should be constructed of suitable materials and design, that ensures high quality and energy efficiency.
5.4	Improvements to energy efficiency in existing stock is encouraged.
5.5	Ensuring layout design of new developments maximise the opportunity for accessibility to green spaces, local facilities, public transport and services.
5.6	Maximise the opportunities for walking and cycling routes.
5.7	All new developments and where possible redevelopment of existing buildings should consider location, design, siting and orientation to maximise the use of natural heat (Policy DM.24)
5.8	All new dwellings should incorporate the energy from renewable or low carbon sources equivalent to at least 10% of predicted energy requirements unless demonstrated that this would make the development unviable (Policy DM.24)
5.9	Providing an area outside for drying washing which will reduce drying washing indoors that can add to moisture in the air and damp which can exacerbate health conditions.
5.10	Providing new development with superfast broadband or alternative solutions

⁷ www.nea.org.uk

⁸ www.fingertips.phe.org.uk

EMPLOYMENT

Being in work is better for your health than not being in work. One of the important determinants of health inequalities within society is the availability and nature of employment. Employment matters because:

- Having a poor-quality job or no job can be bad for your health.
- It helps to prevent social exclusion.
- Paid employment has the potential to protect health and contribute to reduced health inequalities.

Wyre Forest District Council needs to ensure that enough employment land is allocated within the district to achieve sustainable growth, creating opportunities for people to work. The district's economy is vital to the prosperity, health and quality of life of its residents. The Council aims to ensure that the right amount of suitable land is available to attract new business to the district and enable existing businesses to expand and adapt to changing markets in both urban and rural environments. If there are a wide range of employment opportunities within the district many residents will not need to travel far to work, this has benefits including encouraging travel to work by walking and cycling, reducing traffic movement, and helping the environment by reducing the carbon footprint.

Therefore, the following principles need to be considered as part of an HIA.

Health and Wellbeing Principles: Employment	
HIA template reference	Where relevant, proposals must comply with policy by:
6.1	Incorporating green space in the surrounding areas wherever possible.
6.2	Providing well ventilated and lit areas that maximise natural sunlight
6.3	Designing layouts that maximise the opportunities for pedestrian and cycle linkages and minimise the demand for travel
6.4	Incorporating flexible designs, addressing access to open space and enabling adaption for future needs and use of internal spaces or extensions
6.5	Providing new development with superfast broadband or alternative solutions
6.6	Providing the generation of energy from renewable or low carbon sources equivalent to at least 10% of predicted energy requirements. Large scale developments should consider the potential for a decentralised energy and heating network

Case Study: Wyre Forest House

Wyre Forest House was built in 2011 and is the headquarters for a number of companies, including Wyre Forest District Council. The building provides a versatile

and flexible space, which has been adapted to meet the requirements of its tenants over the years. It has courtyard areas and outside space for staff to sit, is near to active travel routes such as the canal tow path, is near a bus stop and provides bike parking. Heating is provided by ground source heat pumps and the natural light is maximised through the incorporation of windows and sky lights in the offices.



HEALTHY FOODS

Obesity is a significant public health concern, it can lead to long term ill health, poor quality of life or a reduced life expectancy. Being overweight or obese increases the risk of many health conditions including diabetes, heart disease and some cancers. Furthermore, obesity can deprive an individual of an extra 9 years of life, preventing some older people to not reach retirement⁹

Planning can have a positive influence on the provision of healthy foods in several ways:

- Planning can help address the issue by ensuring that public open space, recreational facilities and allotments are accessible to encourage both children and adults to be active and use outside space.

⁹ Public Health England (2017) Health matters: obesity and the food environment; <https://www.gov.uk/government/publications/health-matters-obesity-and-the-food-environment/health-matters-obesity-and-the-food-environment--2>

- Planning also can help to restrict the location of hot food takeaways. Policy DM.18 Hot Food Takeaways in the Wyre Forest District Local Plan Submission Version states that

Outside of designated centres, hot food takeaways will not be permitted where the proposal is within 400m as the crow flies of any boundary of a school.

- Planning can help development maintain or enhance opportunities for food production such as allotments and community orchards.

This is reflected in the following principles in the table below:

Health and Wellbeing Principles: Healthy Foods	
HIA template reference	Where relevant, proposals <u>must</u> comply with policy by:
7.1	Ensure there is access to healthy and nutritious food which can help to improve the diet of the local community and prevent long term conditions related to obesity, such as diabetes and heart disease.
7.2	Use good practice in planning to support a localised food system, including local food production such as allotments, orchards, and other community projects ensuring a variety of healthy, affordable food is available, especially to those who are on a low income.
7.3	Take positive action to change the food environment to increase the diversity of local food shopping opportunities and limit the number and concentration of hot food takeaways generally serve foods high in fat, salt and sugar.

Wyre Forest District Council considers that the location of hot food takeaways in close proximity to schools would lead to children consuming a greater amount of unhealthy food which would undermine initiatives to promote healthier diets, particularly in schools. Therefore, outside of designated centres, hot food takeaways (sui- generis) will not be permitted where the proposal is within 400m of the boundary of a school (see DM.18 Hot Food Takeaways) and proposals for hot food takeaway uses should not result in two or more hot food takeaway uses adjacent to one another in all the District's centres.

A hot food takeaway is defined within the Town and Country Planning (Use Classes) Order 1987 (as amended) as falling within sui generis (r) and being for the sale of hot food where consumption of that food is mostly undertaken off the premises.

Over recent years individuals and communities have become more interested in growing fruit and vegetables as the health and environmental benefits are further recognised. This resurgence has meant that local authorities are increasingly unable to meet demand for allotment plots across the country.¹⁰ There is also now national

¹⁰ Local Government Association (2009) Growing in the Community

recognition that access to fresh and healthy food is something that should be encouraged within the planning process to improve health and wellbeing¹¹

The provision of allotments can improve community wellbeing, providing a source of fresh food and opportunities for healthy outdoor exercise and social interaction. Other schemes providing opportunities for food growing include community gardens orchards and other community-managed projects in urban areas. Vertical gardening and the use of green walls should also be encouraged as a means of local food production to householders who may not have access to allotments. Community orchards can help to revive an interest in fruit growing, provide a way of sharing knowledge and horticultural skills and encourage the local community to grow food for themselves.

The location of new allotments, orchards and other food growing areas is important to minimise their exposure to exhaust emissions. Any edible planting should grow in areas away from busy roads.

Case Study: Growing Routes Community Allotment

The Growing Roots Community Allotment is a project which aims to bring people in the community together and use the grounds of St Peter's Community Church Birchen Coppice in a productive and ecologically friendly way.

There are a number of different areas within the grounds, including individual allotment plots, shared community growing spaces and garden, shared fruit bushes and fruit trees, herb garden, wildflower meadow to encourage bees and butterflies, cob oven and BBQ area.

Members of the community are encouraged to help on the allotment for free. They can have their own small plot or can just work on shared spaces. The area is inclusive with a raised bed for wheelchair uses and a secure children's play area.

¹¹ Town and Country Planning Association (July 2015) Public Health in Planning - Good Practice Guide



ENVIRONMENTAL ISSUES

Climate change and carbon emissions

Our climate is changing and will continue to do so for the foreseeable future due to carbon emissions already emitted and locked into our climate systems. The more that is done to reduce carbon emissions, the less extreme the future impacts are likely to be. Worcestershire's climate has changed over the last century, with changes including an increase in average annual temperature and with winters becoming wetter relative to summers. Predictions for our future climate include increasing temperature and changes to precipitation patterns and an increase in extreme weather events such as heat-waves and flooding.

The potential impacts of climate change upon health include the increased risk of sunburn / skin cancer, increased numbers / types of pests, agricultural impacts such as changes to food growing patterns, overheating in buildings affecting living and working conditions and the physical and mental health impacts of flooding.

The types and amounts of fuel we use to generate energy determine the amount of carbon emissions released into the atmosphere, which in turn impacts on climate change. Heat and power provision from fossil fuels such as coal and gas contributes significantly to our overall carbon emissions. This can be reduced by generating energy from renewable sources through use of systems such as solar panels and air and ground source heating. Whilst clean energy technology and markets continue to develop, new development in the near term will still rely upon fossil fuel generated heat and power to some extent. Whatever source of fuel is used, it is important economically, as well as environmentally, to use energy generated as efficiently as possible.

Air Quality

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas.

Two Air Quality Management Areas (AQMAs) have been declared by WFDC for exceedances of the annual mean objective for nitrogen dioxide (NO₂). These are at Welch Gate in Bewdley and in the Horsefair and Coventry Street area of Kidderminster.

Health and Wellbeing Principles: Environmental Hazards	
HIA template reference	Where relevant, proposals must comply with policy by:
8.1	Recognise that development can lead to an increase in environmental hazards that impact upon health and wellbeing. These include poor air quality, noise pollution, increased carbon emissions and climate impacts such as increased flooding frequency.
8.2	Ensure that the impact of individual developments, as well as the cumulative impact, is considered.
8.3	Ensure that steps are taken throughout the planning process to identify, minimise and mitigate potential environmental hazards caused by new development.

Through the Climate Change Act, 2021, the UK has set a legally binding target to achieve net zero carbon emissions by 2050. The Worcestershire Local Enterprise Partnership's Energy Strategy 2019-2030 aims to reduce carbon emissions by 50% from 2005 levels by 2030, to double the size of the low carbon sector by 2030 and triple energy production from renewable generation by 2030.

The potential impacts of climate change are far reaching and it is vital that new development considers the impacts and includes measures to adapt accordingly. Climate impacts must be considered in development of the built environment, including buildings, roads, drains and utilities, which are designed for the long-term – 50 to 60 years or longer. Structures designed now will need to cope with the climate of the 2070s at least and development built to withstand the likely impacts of climate change. Houses built today will be there way beyond 2050 and ensuring they are built as efficiently as possible will help to minimise carbon emissions as well as the risk of fuel poverty. Retrofitting of existing properties is also very important in tackling fuel poverty and various schemes are in place to help upgrade heating and insulation in these homes.

Noise Pollution

Noise can impact upon health, productivity and quality of life, particularly at home. However, there are a number of design and layout principles that can reduce the adverse impacts of noise. The mitigation of noise, particularly in residential development, needs to be carefully designed into new development using building design and internal layout. Developers should take into consideration existing sources of noise and overall ambient noise levels. This will be particularly relevant where new development is located near a busy road, railway lines or other noise-generating infrastructure. Additionally, the transmission of noise between dwellings such as flats and terraced properties can be a problem. The appropriate use of measures such as sound insulation, bunds and noise barriers can mitigate disturbances from noise.

Case study idea: Bewdley Medical Centre

The new Bewdley Medical Centre opened to patients in 2016. The site is located within easy reach of the town centre, enabling access by bus, foot, bicycle or car. Bicycle parking and showering/ drying facilities are provided.

The centre was built to BREEAM 'very good' standard. The materials used were locally sourced with low embodied energy, recyclable and long lasting. The building was constructed based on the principle of lower resource demand, with low energy use being an essential feature. The building features solar photovoltaic panels and efficient lighting. Natural ventilation is in place where possible and high efficient heat recovery units are in place in rooms where mechanical ventilation is necessary.



APPENDIX ONE

HIA SCREENING FORM

HIA IMPACT ASSESSMENT TEMPLATE

Health Impact Assessment Screening Sheet: Residential institutions, Non-residential institutions and leisure facilities						
A short description of the proposal:						
Impact Category	Positive	Negative	Neutral	Unknown	Recommendation HIA required?	
Design and the Public Realm					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Active Travel					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Green Infrastructure and Spaces					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Age and Dementia friendly environments					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Housing					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Employment					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Community Health Services and Facilities					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Healthy Foods					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Environmental Hazards					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Date Completed:						
Contact Details:						

Health Impact Assessment Screening Sheet – Hot food takeaways, Restaurants and cafes, Drinking establishments, Betting shops and Pay-day loan shops						
A short description of the proposal:						
Impact Category	Positive	Negative	Neutral	Unknown	Recommendation HIA required?	
Noise					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Odour					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Contaminated land e.g. disposal of oil					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Air Quality					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Litter					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Anti-Social Behaviour					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Working Conditions					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Healthy Foods					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Accidental injury and public safety					Yes	No
<i>Brief description of potential impacts and how these will be mitigated or enhanced</i>						
Date Completed:						
Contact Details:						

Health Impact Assessment Template					
Planning Application reference:					
Description of the project:					
Date completed:					
Contact details:					
Socio-economic make-up of the area:					
Consultation evidence (if relevant):					
Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Does the proposal improve social, economic, and environmental conditions and reflect the NPPS's presumption in favour of sustainable development?	1.5, 2.2, 2.4, 2.5, 3.2, 4.4, 5.1, 5.6-5.9, 6.4, 6.6, 8.1 - 8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal contribute towards the provision, maintenance, improvement and connectivity of green infrastructure?	1.2, 2.3, 3.1-3.5, 4.2, 5.5, 5.6, 6.1, 6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal integrate effectively with its surroundings, reinforce local distinctiveness and enhance cultural and heritage assets and there surroundings where appropriate?	1.1-1.6, 2.3, 3.1, 5.5,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal provide opportunities for community cohesion and human interaction through the creation of permeable environments, provision of green space and outdoor community uses which encourage incidental human interaction?	1.1-1.6, 3.2, 3.3, 4.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	

Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Does the proposal provide well-designed, safe, accessible, attractive and well-maintained public realm areas and open/green spaces, children's play areas and other outdoor community uses that support active travel and prioritise people over motor traffic?	1.1 -1.6, 2.1-2.5, 3.1-3.5, 4.2, 5.5, 6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the site layout maximise opportunities for pedestrian and cycle linkages to the surrounding area and local services and provide links to existing public rights of way (PROW) and improvements to PROW and cycle networks where possible?	1.2, 2.3-2.5, 4.3, 5.5, 5.6, 6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal demonstrate how the layout will minimise demand for travel by offering appropriate infrastructure which supports sustainable travel choices including public transport, walking, and cycling?	1.2-1.6, 2.1-2.5, 4.2-4.3, 5.6, 6.3,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal encourage physical activity and healthy eating, and (for employment/academic developments) support positive mental health and wellbeing?	1.1, 2.1-2.5, 3.2, 3.3, 3.5, 4.2, 5.5, 6.1, 6.2, 6.3, 7.1-7.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	

Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Does the proposal provide an environment which caters for the needs of all age groups, in particular the elderly and people with dementia? Is the proposal future proofed by incorporating inclusive/adaptable design, addressing access to open space, and enabling adaptation to an individual's changing needs, such as ageing or disability?	1.1, 1.3, 3.3, 4.1-4.6, 5.1, 5.2, 6.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal provide safe and valuable environments in parks, open spaces and community areas with shading, benches and other facilities? Does it consider pathways in parks that are circular parks that are clearly signposted, and which use appropriate materials and designs for surfaces and street furniture?	1.1-1.5, 3.2-3.3, 4.1-4.3,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the development provide appropriately located pedestrian crossing facilities to minimise travel distances for the elderly, as well as public transport links with bus stops, which are within walking distance to homes?	4.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	

Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Does the proposal ensure that homes are warm, dry and efficient?	5.3, 5.7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal follow the technical planning standards in the nationally described space standard when dealing with internal space?	5.1- 5.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal provide new development with superfast broadband or alternative solutions?	5.10, 6.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal avoid any significant adverse pollution impacts, including cumulative impacts on human health and wellbeing, the water environment, the effective operation of neighbouring uses, biodiversity of any Air Quality Management Area?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal minimise the impacts of and from all forms of flood risk, including site drainage and run off?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	

Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Does the proposal ensure adequate water supply and water treatment facilities will be in place to serve the whole development?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal mitigate the air quality and noise impacts of construction activities?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the development consider mitigation measures for any light pollution that could result from the development?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the building design within the proposal minimise public exposure to air and noise pollution sources and maximise energy efficiency and the use of low-polluting systems?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal contribute to healthy food and drink provision?	7.1-7.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Does the proposal demonstrate how any potentially negative impacts of the surrounding environment and existing neighbours will be minimised or mitigated?	8.1-8.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	

Questions to inform the assessment	Guidance Box Reference	Assessment	Details/evidence/policy compliance (where relevant)	Potential health impacts	Recommended mitigation or enhancement options
Is the proposal supported by sufficient and accessible health care provision?	1.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Unknown	
Summary of the HIA findings					

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Tuesday 7 February 2023**

**Recommendations from the Overview and Scrutiny Committee
Thursday 2 February 2023**

Wyre Forest District Council Health and Wellbeing Supplementary Planning Document

The Committee considered a draft of a Cabinet report from the Head of Strategic Growth that presented the draft Wyre Forest District Council (WFDC) Health and Wellbeing Supplementary Planning Document (SPD) for public consultation.

The Committee fully scrutinised the report and appendices. Members highlighted several areas within the SPD where they felt refinement was needed. This included the reference to the location of hot food takeaways as it was felt this was a broad spectrum and there are now many more healthy options available from hot food retailers; clarification of what was meant by a poor-quality job; and where there was a reference to national issues, such as demand for allotment plots, it should have a sharper focus on the context of Wyre Forest.

Recommendation to Cabinet:

The Overview and Scrutiny Committee endorse the document for consultation, subject to refinement in the areas mentioned and the final proposed policy document coming back to the Overview and Scrutiny Committee before going to Cabinet for final adoption.

Background papers:

See the report on page 10 of the pdf at this link:

https://forms.wyreforestdc.gov.uk/council/docs/doc58298_20230202_o_and_s_agenda.pdf