

Open

Cabinet

Agenda

**6pm
Tuesday, 13 June 2023
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster**



Wyre Forest District Council



Cabinet

The Cabinet Members and their responsibilities:-

Councillor M Hart	Leader of the Council & Strategy
Councillor I Hardiman	Deputy Leader & Housing, Health and Well-being
Councillor B Brookes	Operational Services
Councillor D Morehead	Economic Regeneration, Planning & the Green Agenda
Councillor T Onslow	Culture, Leisure, Arts & Community Safety
Councillor D Ross	Finance & Capital Portfolio

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 23 June 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.

Disclosure of Interests

Members and co-opted Members of the Council are reminded that, in accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, they are required to consider in advance of each meeting whether they have a disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. If advice is needed, Members should contact the Monitoring Officer in good time before the meeting.

If any Member or co-opted Member of the Council identifies a DPI or ORI which they have not already registered on the Council's register of interests or which requires updating, they should complete the disclosure form which can be obtained from Democratic Services at any time, copies of which will be available at the meeting for return to the Monitoring Officer.

Members and co-opted Members are required to disclose any DPIs and ORIs at the meeting.

Where the matter relates to a DPI they may not participate in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where the matter relates to an ORI they may not vote on the matter unless granted a dispensation.

Where a Member or co-opted Member has an NRI which directly relates to their financial

interest or wellbeing, or that of a relative or close associate, they must disclose the interest at the meeting, may not take part in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where a matter affects the NRI of a Member or co-opted Member, the Code of Conduct sets out the test which must be applied by the Member to decide whether disclosure is required. Again please ensure you have spoken in advance to the relevant legal advisor.

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

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At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

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By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.

If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

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

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

* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Tuesday, 13 June 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 interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. 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 21 March 2023.	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 5 June 2023. (See front cover for contact details). No requests for public participation were received by the deadline.	

7.		
7.1	<p style="text-align: right;">Councillor D Ross</p> <p>Budget and Performance Monitoring Fourth Quarter 2022-23</p> <p>To consider a report from the Head of Resources and s151 Officer that briefs members on the Council's financial and other performance at the end of Quarter 4 ending 31 March 2023 and presents the provisional draft (pre audit) outturn position for the 2022-23 financial year.</p> <p><i>The appendices to this report have been circulated electronically.</i></p> <p>To also consider recommendations from the Overview & Scrutiny Committee from its meeting on 8 June 2023.</p>	<p>12</p> <p>To follow</p>
8.	<p>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.</p>	
9.	<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

10.		
10.1	<p style="text-align: right;">Councillor D Morehead</p> <p>Future High Streets Fund (FHSF) - Connectivity project</p> <p>To receive a report from the Head of Economic Development & Regeneration, North Worcestershire Economic Development and Regeneration (NWEDR) to agree how to proceed with the project in light of a significant projected funding gap.</p>	
11.	<p>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.</p>	

WYRE FOREST DISTRICT COUNCIL

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

21 MARCH 2023 (6PM)

Present:

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

Observers:

Councillors: C Edginton-White, I Hardiman, M J Hart and F M Oborski MBE.

Observed remotely: Councillors: B Brookes and R H Coleman.

CAB.52 Apologies for Absence

There were no apologies for absence.

CAB.53 Declarations of Interests by Members

Councillor I Hardiman declared an other disclosable interest (ODI) in respect of agenda item 8.1 – Localism including Bewdley Leisure Centre, that he was the County Council divisional member and director of The Bewdley School Foundation. He said he would remove himself from the meeting for this item.

CAB.54 Minutes

Decision: The minutes of the Cabinet meeting held on 7 February 2023 be confirmed as a correct record and signed by the Chairman.

CAB.55 Call Ins

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

CAB.56 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.57 Public Participation

There was no public participation.

CAB.58 Budget and Performance Monitoring Third Quarter 2022-23

A report was considered from the Head of Resources and s151 Officer that briefed members on the Council's financial and other performance at the end of Quarter 3 ending 31st December 2022 and presented the current projected outturn position for the 2022-23 financial year.

The Cabinet Member for Finance and Capital Portfolio presented the report and formally moved the recommendations for approval. She said that this was the third integrated report that allowed Committee and Cabinet a more rounded view of the Council's finance performance included its performance against measures and actions. She added that it follows the performance improvement recommendation in the Auditor's Annual Report received in April 2022.

The Cabinet Member for Finance and Capital Portfolio gave a summary of the background and key issues detailed in the report. She explained that the increased cost of living not only had an impact on household expenditure, it also pushed up the cost of delivering services and increased the demand too.

In relation to the Capital Programme, as set out in appendix 2 of the report, she said that most schemes were now progressing and spend profiles and budgets would be slipped at year end as appropriate.

In conclusion, the Cabinet Member for Finance and Capital Portfolio said that the authority was comfortably within its operational limits for Treasury Management activity. She said everything was on track and there were no breaches of policies to report. She thanked the Treasury Management and Finance teams for all their hard work over the last year.

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

The Chairman of the Overview and Scrutiny Committee, Councillor M Hart presented the recommendations from its meeting on 2 March 2023.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 2 March 2023:

1.1 The Cabinet NOTED:

1.1.1 The projected budget variations and comments within the report and appendices 1 to 5.

1.1.2 The performance against measures and actions as set out in the report and appendix 6.

1.2 The Cabinet APPROVED:

1.2.1 a contribution of up to £80k from the Evergreen Investment Fund to fund the improvement works at Buntsford Gate, with the balance being met from the Property Risk reserve (paragraph 7.7).

1.2.2 a contribution of up to £170k from the Evergreen Investment Fund as match funding towards the Government's Housing Fund grant (paragraph 7.11).

CAB.59 Write off of Amounts Outstanding

A report was considered from the Head of Resources to enable the Cabinet to consider writing off debts that cannot be collected.

The Cabinet Member for Finance and Capital Portfolio presented the report and said that the Cabinet were authorised to write off debts of £10,000 and over.

She explained that every effort had been made to pursue the debt set out in the appendix to the report. She said the rigorous recovery work had been a prolonged exercise due the necessary states that must be followed for debt recovery. She added that write off was only recommended when all recovery avenues had been fully explored.

The Cabinet Member for Finance and Capital Portfolio further explained that approval of the proposed write off would be accounted for as part of the Worcestershire Business Rates Pool and result in a loss of income shared between the Pool members and the Government.

The Cabinet Member for Culture, Leisure and Community Safety formally moved the proposal for approval. The Cabinet Member for Operational Services seconded the proposal.

Decision: Cabinet DECIDED that the total of £45,054.68 as detailed in the appendix of the report, be written off for National Non-Domestic Rates.

Councillor I Hardiman left the meeting at this point (6.16pm).

CAB.60 Localism Including Bewdley Leisure Centre

A report was considered from the Chief Executive to agree various asset transfers and disposals as part of the localism agenda.

The Leader of the Council presented the report and formally moved to note the recommendations from the Overview and Scrutiny Committee from its meeting on 2 March 2023. The proposal was seconded by the Cabinet Member for Culture, Leisure and Community Safety.

The Leader addressed the remaining proposals in turn:

Bewdley Leisure Centre – The Leader formally moved the recommendations as set out at paragraph 2.2 (a, b and c) and paragraph 2.3 of the report for approval. The Cabinet Member for Culture, Leisure and Community Safety seconded the proposals.

The Leader said that Cabinet were aware that this was a community building and in making the decision would need to be assured of the points set out in paragraph 4.5.1 of the report. She added that the headteacher of the school has confirmed that 'increased community use' was a core aim of the project and drew members' attention to the other assurances set out in paragraph 4.5.2.

She explained that there had been a recent public meeting held in Bewdley about the project as a whole. She said that the Cabinet felt this was an exciting project and by agreeing the transfer, the Council was contributing to that project.

On behalf of the Cabinet, she thanked the members of the Overview and Scrutiny Committee for their intense debate on this and the other Localism items at their meeting.

The Chairman of the Overview and Scrutiny Committee presented the recommendations from its meeting and outlined the reasons why they could not support the recommendations.

Councillor I Hardiman re-joined the meeting at 6.39pm.

Cookley allotments – The Leader formally moved the recommendations as set out at paragraph 2.4 of the report. The Cabinet Member for Culture, Leisure and Community Safety seconded the proposals.

The Leader explained that the disposal of the allotments to the parish council had been the subject of meetings held early in the process of Localism with the parish council and asked Cabinet to agree the transfer.

The Chairman of the Overview and Scrutiny Committee advised that the Committee had no objection to this proposal.

Former toilets, Upper Arley – The Leader formally moved the recommendations as set out at paragraph 2.5 of the report. The Cabinet Member for Culture, Leisure and Community Safety seconded the proposals.

The Leader explained that the toilets needed extensive refurbishment due to damage from flooding which often occurred. They were operated by the parish council for a number of years; however, they had no wish to continue to do so. She added that other businesses related to Upper Arley had also been approached but again they did not wish to take on the operation of the toilets.

The Chairman of the Overview and Scrutiny Committee presented the recommendations from its meeting and outlined the reasons why they could not support the recommendations.

Decision: The Cabinet;

1.1 NOTED the recommendations from the Overview and Scrutiny Committee.

Bewdley Leisure Centre

1.2 The Cabinet AGREED the termination of the dual use agreement, management agreement, trust deed and cesser agreement in respect of Bewdley Leisure Centre and playing fields, subject to:

a) the satisfactory conclusion of the matters delegated under

paragraph 2.3 of the report.

- b) a binding commitment from the Bewdley School Foundation about continued community use of the leisure centre and playing pitches outside school hours.
- c) a binding commitment about creation of a broad access strip from Stourport Road to the riverbank.

1.3 The Cabinet GAVE DELEGATED AUTHORITY to the Chief Executive, in consultation with the Leader, to advertise the intention to release its rights under the various agreements (which constitutes a disposal of land that is open space) and to consider any objections made as a result of the advertisement and to take the final decision on disposal in the event of objections having been received.

Cookley allotments

1.4 The Cabinet AGREED the disposal of the following land for a consideration of £1 in accordance with the Council's power under section 123 of the Local Government Act 1972 to dispose of land at less than best value:

Description of land and buildings	Freehold to be transferred to
Allotments at Lionfields Road, Cookley DY10 3UG (WR106733)	Wolverley and Cookley Parish Council

Former toilets, Upper Arley

1.5 The Cabinet AGREED the disposal of the former toilets, Upper Arley (WR106745) on the basis set out in paragraph 4.8; and if disposal to a third party cannot be achieved on a commercial basis, AGREED that the site should be cleared and be offered to the parish council for transfer for consideration of £1.

CAB.61 Chaddesley Corbett Revised Neighbourhood Plan 2022 to 2036 – Referendum

A report was considered from the Head of Strategic Growth which sought approval to agree that the Chaddesley Corbett Neighbourhood Plan should be made part of the Development Plan for Wyre Forest District following the referendum which was held on Wednesday 8th February 2023.

The Leader presented the report and formally moved the recommendations for approval. She said that Chaddesley Corbett was the first parish to be designated as a Neighbourhood Area under the Neighbourhood Planning (General) regulations 2012. She added that 78% of the people who voted were in favour of the plan being used to help to decide planning applications in the plan area.

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

The Chairman of the Overview and Scrutiny Committee presented the recommendations from its meeting on 2 March and advised that the Committee supported the proposals.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 2 March 2023;

The Cabinet AGREED that the Chaddesley Corbett Neighbourhood Plan should form part of the Development Plan for Wyre Forest District Council and that the Decision Statement set out at Appendix One to the Report is approved.

CAB.62 Report on the Local Enforcement Plan

A report was considered from the Senior Planning Policy Officer which sought agreement to approve the Wyre Forest District Council (WFDC) Local Enforcement Plan (LEP) which covered action to be taken in cases of planning enforcement.

The Leader presented the report and formally moved the recommendation for approval.

The Leader gave a summary of the background and key issues detailed in the report. She explained that, as the Council had adopted its Local Plan, the LEP also required a review.

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

The Chairman of the Overview and Scrutiny Committee presented the recommendations from its meeting on 2 March and advised that the Committee supported the proposal.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 2 March 2023;

The Cabinet APPROVED the adoption of the Local Enforcement Plan.

There being no further business, the meeting closed at 7.02pm.

WYRE FOREST DISTRICT COUNCIL

**CABINET
13TH JUNE 2023**

Budget and Performance Monitoring Fourth Quarter 2022-23

OPEN	
CABINET MEMBER:	Cabinet Member for Finance and Capital Portfolio
RESPONSIBLE OFFICER:	Head of Resources and s151 Officer
CONTACT OFFICERS:	<p>Helen Ogram Ext. 2907 Helen.Ogram@wyreforestdc.gov.uk Kath Pearsall Ext.2165 Kathryn.pearsall@wyreforestdc.gov.uk Lisa Hutchinson Ext. 2120 Lisa.Hutchinson@wyreforestdc.gov.uk Rhiannon Foxall Ext. 2786 Rhiannon.foxall@wyreforestdc.gov.uk</p>
APPENDICES:	<p>Appendix 1 - Wyre Forest District Council Revenue Budget Total Requirements - District Council Purposes Appendix 2 – Revenue budget variations Appendix 3 - Capital Programme Appendix 4 - Budget Risk Matrix Appendix 5 – Income analysis Appendix 6 – Outstanding debt Appendix 7 – How we are doing performance reports <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></p>

1. PURPOSE

- 1.1 The purpose of the report is to brief members on the Council's financial and other performance at the end of Quarter 4 ending 31st March 2023 and to present the provisional draft (pre audit) outturn position for the 2022-23 financial year.
- 1.2 The report sets out the income and expenditure against the Revised Budget for 2022-23 for revenue expenditure and against the Capital Programme approved by Council on 22nd February 2023.

Revenue – The draft revenue outturn position is **in line** with the revised budget reported in the 2023-26 MTFS. The year-end position on services **before** the level of working balance and general risk reserves are considered is £450k better than the position reported in the 2023-26 MTFS, this is an improvement over the position reported at Quarter 3 and projected at month 11. However, **after** applying an inflationary uplift to the working balance and setting aside a sum to contribute to the cost of pay negotiations in 2023-24, there is no overall variance to report.

Capital – The latest Capital Programme for 2022-23 (detailed in Appendix 2) stands at £25.099m, however £3.908m of this was identified at quarter 3 to be reprofiled into 2023-24. There has been further slippage in the programme in

Quarter 4 and in total £19.816m will be reprofiled into 2023-24. Actual expenditure at the year end was £5.283m.

- 1.3 The report also briefs members on current progress against the savings and efficiency targets being delivered by the Wyre Forest Forward Programme and the Localism agenda. The Wyre Forest Forward target and Localism savings for 2022-23 has been achieved through a combination of recurring and non-recurring savings.
- 1.4 The report also includes the quarterly “How are we doing?” performance report. This report allows both Cabinet and Overview and Scrutiny Committee a rounded view of the Council’s performance including its financial position.

2. RECOMMENDATIONS

2.1 The Cabinet is asked to NOTE:

- 2.1.1 The projected budget variations and comments within this report and appendices 1 to 6.**
- 2.1.2 The performance against measures and actions as set out in the report and appendix 7.**

3 BACKGROUND

- 3.1 Budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The 2022-23 Revised Budget was approved by Council on 22nd February 2023 as part of the MTFS 2023-26. Performance is measured against the Revised Budget presented within the 2023-26 Strategy (Appendix 1).
- 3.2 The political turmoil seen during quarters 1 and 2 settled towards the end of the year but the sluggish growth in the economy, continuing inflationary pressures and widespread industrial action has meant pressure on household finances has continued and demand and pressure on services has remained high. High Inflation largely reflects the ongoing impact of the surge in the cost of natural gas imports and the cost of foodstuffs after Russia’s invasion of Ukraine.
- 3.3 The Bank of England now predicts that inflation will fall quickly during 2023 and be around 5% by the end of the year and reach the 2% target by the end of 2024. The measures introduced to support households with energy prices this winter have mitigated some of the demand led pressures on services, but we continue to see increased demand for support for those most in need.
- 3.4 The draft revenue outturn position is in line with the revised budget. The net service expenditure saving before movements to and from reserves is £450k and is an improvement over the quarter 3 projection. The savings are being used to increase the working balance in line with inflation (£150k) to ensure that the same degree of mitigation against risks facing the council is maintained in light of the impact of the prevailing rate of inflation on costs. The remaining £300k is being transferred to a risk reserve to limit the impact of the April 2023 pay award on 2023-24 budgets. The initial employers pay offer was above the provision built into the MTFS and whilst the final outcome of negotiations is unknown it is unlikely to be lower than the initial offer.

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- 3.5 The balanced budget presented in the Medium-Term Financial Strategy 2023-26 focuses on ensuring that the Council optimises the full range of income sources that affect its overall budget including Council Tax and Business Rates revenue, Government funding and other external specific grants, fees and charges and other elements of income from activities including returns from treasury investments.
- 3.6 During 2022-23 Wyre Forest District Council was a member of the Pan-Worcestershire business rates pool and received a share of any growth in rateable value achieved. Any gain is shared between the County Council, the Fire authority and the 6 District Councils.
- 3.7 Income from business rates is better than the position previously estimated due to a significant reduction in the provision held for appeals. The district share of this income will be carried forward to future years. The 50% levy we pay to the business rates pool is charged to the 2022-23 financial year and will be met from the business equalisation reserve, established to smooth these timing differences between the payment of levy and the recognition of income.
- 3.8 The 2023-26 Medium Term Financial Strategy makes prudent assumptions about the lease income that is expected to be generated from the Capital Portfolio Fund. The draft outturn position shows that the portfolio failed for the first time to break even after the cost of borrowing is taken into account. The uncertainty and ongoing risk inherent in this income stream is recognised. We continue to work to ensure that current financial performance, specifically the impact on the MTFS, is clearly presented.
- 3.9 A revised Capital Strategy 2023-33 was approved by Council on 22nd February 2023. The revised Strategy covers all capital expenditure and sets out reporting and planning for financial risk implications in relation to non-treasury investments.

4 FINANCIAL PERFORMANCE

4.1 Revenue Overview

The Revenue Summary presented below shows net expenditure by reporting group and where some costs are funded by reserves this is incorporated.

The following table details the draft (pre audit) outturn position with variances against the revised budget approved by Council on 22nd February 2023. The projection is based on known and emerging cost pressures and cost reductions or income growth:

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SERVICE REPORTING GROUP	Original Budget	Revised Budget	Q3 Outturn Projection	Month 11 Outturn Projection	Draft (Pre-audit) Outturn	Outturn to Revised Variance
	£000	£000	£000	£000	£000	£000
Chief Executive and Solicitor to the Council	1,294	2,314	2,302	2,314	2,356	42
Community and Environment	4,660	4,837	4,822	4,837	4,392	(445)
Economic Development and Regeneration	(94)	284	284	284	172	(111)
Resources	2,940	2,611	2,608	2,611	2,817	206
Revenues Benefits and Customer Services	978	1,034	1,048	1,034	994	(40)
Strategic Growth	1,894	1,847	1,842	1,847	1,788	(59)
Capital Account	355	(525)	(525)	(525)	(568)	(43)
SERVICE TOTALS	12,027	12,402	12,381	12,402	11,951	(450)
Increase in working balance (inflationary increase)						150
Increase General Risk reserve re Employers pay offer						300
NET CHANGE IN USE OF RESERVES						0

- 4.2 **Capital programme** – progress of spend against capital programme is summarised below:

REPORTING GROUP	2022-23 latest Capital Programme (including slippage & reprofiling)	Full Year Actual
	£	£
Community and Environmental Services	768,850	(9,209)
Strategic Growth	5,667,290	1,446,531
Economic Development and Regeneration	16,978,140	2,561,161
Resources And Revenues, Benefits and Customer Services	784,140	531,663
Vehicle, Equipment and Systems Renewal Schedule	900,900	752,801
Total	25,099,320	5,282,947

Supply and inflationary pressures have created some significant risks for the Council's capital programme, such as increasing costs for construction and equipment renewals. Full detail of scheme progress is provided in Appendix 3 to this report.

The majority of the Council's Capital Programme is financed from either borrowing or capital grants. There are revenue implications from capital expenditure funded from borrowing through interest charges and the statutory Minimum Revenue Provision (MRP).

5. RESERVES POSITION

General Reserves

- 5.1 The table below provides key information relating to the draft (pre audit) outturn position.

Agenda Item No. 7.1

Reserves Statement	2022-23 £	2023-24 £	2024-25 £	2025-26 £
Reserves as at 1st April	3,840,860	3,479,110	3,320,100	2,925,250
Contribution to/(from) Reserves (MTFS 2023-26)	(372,750)	(159,010)	(394,850)	(939,040)
Reserves as at 31st March - MTFS 2023-26	3,468,110	3,309,100	2,914,250	1,975,210
Draft Outturn – no change	-			
Reserves as at 31st March - Draft Outturn	3,468,110	3,320,100	2,925,250	1,986,210

Earmarked Reserves

- 5.2 The Council's earmarked reserves held at 1st April 2022 totalled £15.314m. The balance included some exceptional balances in relation to Covid grants from DLUHC and Business Rates reserves including those held in respect of the time lag inherent within the current Business Rates Retention (BRR) system.
- 5.3 A General Risk Reserve is held to meet one-off unexpected costs and to manage most future operational risks. Allocations against the reserve are approved by the Corporate Leadership Team. Following in year allocations and top-ups the current level of the General Risk Reserve is £2.188m and includes a £300k addition from final account savings in respect of the April 2023 pay award.

Earmarked Reserves	Reserves b/f at 01/04/22	Quarter 4 Spend	New Reserves Added	Commitments outstanding	Balance available
	£000	£000	£000	£000	£000
External Funding	1,860	402	(554)	567	1,445
Shared Service	480	127	(114)	193	275
WFDC Budget	2,777	574	(1,556)	554	3,205
Innovation Fund	1,054	60	(185)	472	706
General Risks	1,820	(60)	(419)	111	2,188
Sub Total	7,991	1,103	(2,829)	1,897	7,820
Covid Reserves	239	80	(123)	0	281
Business Rates Reserves	7,085	3,889	0	109	3,087
Total	15,314	5,073	(2,952)	2,006	11,188

Information and Analysis – Financial Performance Summary

6. REVENUE DETAIL

- 6.1 The Final Accounts Outturn position for 2022-23 is in line with the revised budget in the approved Medium Term Financial Strategy (no overall variance to report). The saving in the cost of services before the level of reserves and balances is considered was £450k. Full details of all service variances are provided in Appendix 2. Achieving a reduction in the cost of services has been achieved by prudent budget management, some income growth and additional government un-ringfenced funding. The saving will be used to increase the working balance in line with price inflation (£150k), with £300k being reserved to meet additional pressure on budgets from pay pressures in 2023-24. This is welcome given the scale of required future cost reductions on top of those already made by the Council and the additional pressures on budgets from high inflation and wage growth. The Council has seen a steady reduction in its core funding over recent years and the overall reduction in

Central Government grants over the last decade continues to have a significant impact on the way we are able to fund our services. The Medium-Term Financial Strategy was updated in February and the 2023-26 MTFS forecasts a funding gap of £1.8m by 2025-26 unless the savings targets in the MTFS are achieved. Meeting these targets will need significant transformation in the way services are delivered. The increase in the working balance and the increase in risk reserves to buffer the impact on budgets of the latest round of pay negotiations will help the council to respond to the pressures that cost-of-living increases and high inflation are now placing on Council finances.

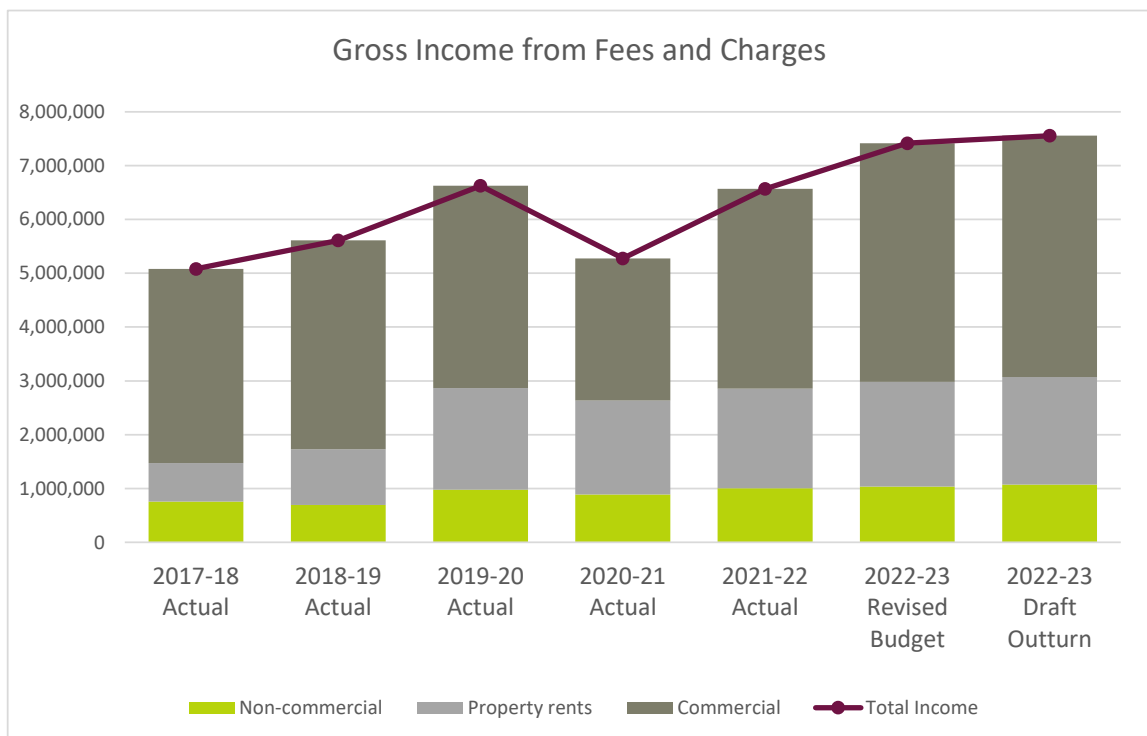
6.2 Included within Appendix 2 is the identification of the significant variances against the Revised Budget for 2022-23. These variances include:

- i) Positive pay variance of £244k.
Reductions have been made in expenditure across the authority but most notably in Community Well-being and Environment where recruitment has taken longer than anticipated for operational and management posts. The savings include pay and reduced pension costs.
- ii) Increased bad debt provision £111k
Increases have been necessary to reflect the impact on businesses and residents of current economic conditions
- iii) Reduced saving on prepayment of pension fund of £26k.
Increase resulting from in year reconciliation of upfront payment of employer's pension contributions.
- iv) Community Well-being and Environment – favourable variance of £257k (£445k including pay variances and admin)
There are a number of favourable variances across these services including £144k improved income position across Season tickets, Trade, Garden and Domestic waste and a net saving (£30k) from grounds maintenance. Details of all major variances are set out in Appendix 2.
- v) Strategic Growth – positive variance of £50k (£44k including pay and admin variances)
There are favourable variances in relation to the income position from Planning fees (£52k) and a negative variance due to a shortfall in Land Charges income. Details of all major variances are set out in Appendix 2.
- vi) Economic Development and Regeneration – positive variance of £107k (£111k including pay and admin variances)
There are favourable variances across the services including additional net income from property (£32k) and pay due to on-going recruitment delays for some professional posts. Details of all major variances are set out in Appendix 2.
- vii) Additional External treasury investment Interest/lower interest paid on loans of £243k
Additional interest on treasury investments has resulted from slightly longer durations, robust treasury management of funds, consecutive interest rate rises and delays to the externally funded regeneration programmes. In addition, lower level of external borrowing compared to budget assumptions. £200k of the additional interest generated has been transferred to revenue programme contingencies for the externally funded regeneration schemes.

7. REVENUE DETAIL - External Income

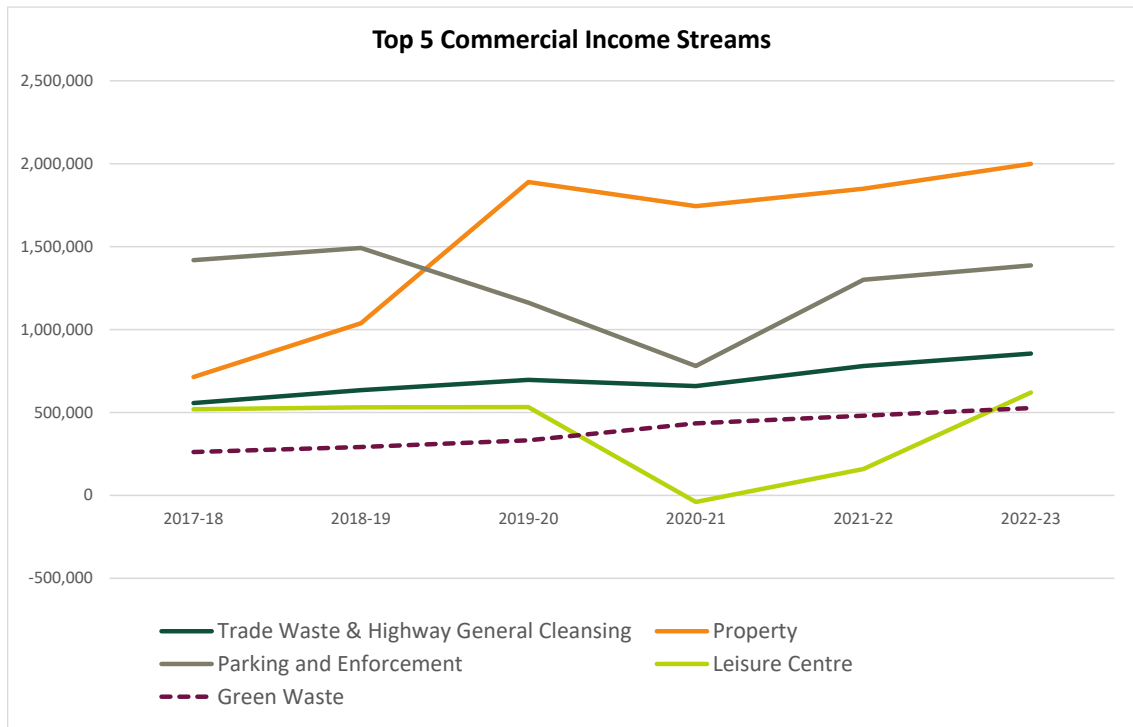
- 7.1 External Income is an important element within the finances of the Council, it affects the level of resources available to fund services and makes an important contribution to a balanced budget. The Covid-19 pandemic had a significant impact on demand led income streams and also on the revenue received from the management agreement for Wyre Forest Leisure Centre. In general income has recovered well however the position is mixed and some of the fees and charges from commercial activities have not returned to pre pandemic levels. The summary revised budget and draft outturn position is shown in the graph below. Overall, performance was ahead (£138,818) of the target approved by Council in February. The majority of this growth is in relation to rent reviews on commercial property leases, a prior year receipt in respect of the leisure centre and an upturn in take-up of car park season tickets.

Summary Income performance 2017-18 to 2022-23

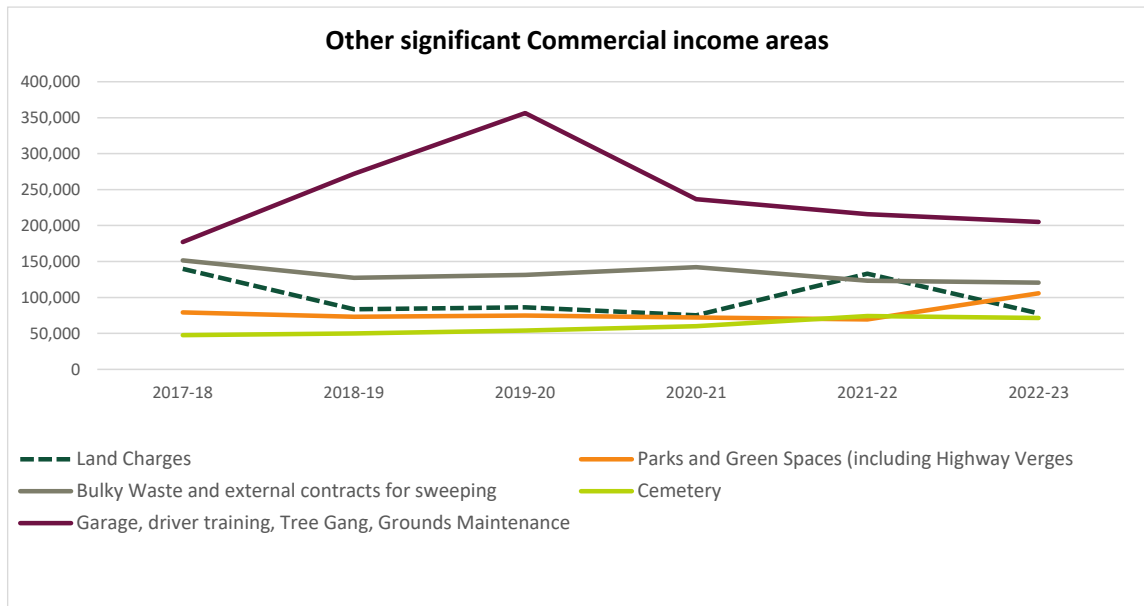


- 7.2 The graphs below detail performance for the income streams that fall under the Commercial Strategy.

Gross Commercial Income 2017-18 to 2022-23 – Top 5



Gross Commercial Income 2017-18 to 2022-23 – Other



- 7.3 The Council expanded its commercial activities to generate revenue from fees and charges to help close the funding gap. These demand-led commercial services have struggled the most to recover to levels seen pre-pandemic. Income is 43% below that achieved in 2019-20. Further detail on commercial income performance is contained in Appendix 5.
- 7.4 Income from the leisure management contract has returned to the pre-pandemic level. In general, the Centre appears to have recovered well, and in some cases

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activities and headcounts are outperforming that achieved in 2019 (pre-pandemic). The risk of increases to the cost of utility bills is borne by the Council. A provision has been created to cover these costs in 2022-23. This additional cost is not shown in the gross income figures presented in the graph.

- 7.5 The Council's income collection position at the end of Quarter 4 is presented in Appendix 6.
- 7.6 **Capital Portfolio Fund** - The Capital Portfolio Fund supports regeneration, economic growth and housing. Each property was subject to a business case to demonstrate viability and performance against target is presented in the quarterly performance monitoring reports. The investment in economic growth and regeneration through the fund is financed from borrowing. The table at 7.7 below shows the net income position after loan interest and statutory debt charges (Minimum Revenue Provision) are taken into account.
- 7.7 The table below summaries the outturn position. The income target overall was achieved and cover the full cost of ownership including debt financing costs. The pandemic resulted in vacant office accommodation proving more difficult to relet leading to longer void periods. The outturn position is in-line with the Revised Budget. There are now very few void units and once the rent incentives in respect of newly granted leases have expired the portfolio will show a much stronger position.

Net Impact on Council Tax after Statutory Charges		Revised Budget	Q3 Outturn Projection	Draft Outturn	Variance
		£	£	£	£
R276	High Street/Worcester Street	(12,680)	(12,682)	4,118	16,798
R277	Stratford Court	(56,170)	(33,589)	15,779	71,949
R278	Buntsford Gate	104,320	104,320	62,306	(42,014)
R279	Forest House	31,700	31,700	31,700	(0)
R280	Riverside	(3,450)	(23,450)	(10,209)	(6,759)
R281	Goldthorn Road	(129,490)	(129,490)	(127,238)	2,252
R282	Unity Park	35,850	35,850	27,691	(8,159)
R275	Property Portfolio Fund admin account	0	0	(0)	(0)
		(29,920)	(27,341)	4,146	34,066

Note that the net cost of Forest House will be met from State of the Area funding

- 7.8 Income at Buntsford Gate is significantly below the target in the original business case due to the first floor being unoccupied whilst fire compliance work is completed, and the space is split into two lettable units to better meet market requirements. The work is currently being progressed in line with the council's contract procedure rules.
- 7.9 The variance reported at Stratford Court is due to longer rent incentives offered in respect of newly granted leases.
- 7.10 The units at Unity Park are now fully let. The outturn is in line with the revised budget projection.
- 7.11 **Capital Portfolio Fund Debt** - The total overdue debt at 31st March 2023 was £62k which represents 4% of the overall balance collected each year. The majority of the arrears older than 3 months relates to a single tenant. Significant progress has been made in recovering rents and service charges outstanding and the position has been closely managed and monitored and funds have been received in Quarter 1 2023-24 to settle the largest debt.

8. **WYRE FOREST FORWARD SAVINGS PROGRAMME AND LOCALISM TARGETS**

- 8.1 The 2023-26 MTFS projects a funding gap in 2025-26 of just under £1.78m. Any new cost pressures will, in the absence of additional government support, widen the gap further. Against this background it is essential that expenditure is kept within the overall approved budget and that savings proposals continue to be developed so that the Council has as much flexibility as possible to meet the challenges which lie ahead.
- 8.2 Achieving financial sustainability is still the most significant challenge facing the Council. Since 2009 the Council has had a track record of continuously identifying opportunities to make savings however savings targets are proving increasingly challenging to achieve and are now focussed on the transformation programme introduced in the 2021-24 MTFS to review and reassess how we deliver services with the objective of reducing net cost by making Wyre Forest a smaller Council. Opportunities for service collaborations with neighbouring authorities continue to be progressed albeit at a slower pace and smaller scale than originally envisaged. Work is now also focussed on reshaping the in-house service.
- 8.3 The Council has done exceptionally well in generating additional income and implementing efficiency savings that have put back the date at which it has to bring its expenditure into line with income. However, in the absence of additional Government funding the legacy impact of COVID-19 and price inflation will result in the Council continuing to draw on its general balances at the end of the current MTFS, unless savings and efficiency targets are met.
- 8.4 The Wyre Forest Forward savings programme was established to review all aspects of the Council to ensure we deliver a balanced budget and services of real value to our residents. Substantial savings have already been achieved.
- 8.5 The budget approved for 2022-23 is summarised in the table below. Good progress has been made in 2022-23 towards achieving the target with items of a recurring nature, the outstanding savings target for 2022-23 has been achieved from one-off final accounts savings. The 2022-23 final account savings will be examined carefully to identify any budgets that require re-basing for future years.

Wyre Forest Forward Savings Summary	2022-23	2023-24	2024-25	2025-26
	£000	£000	£000	£000
Savings target	3,890	4,382	4,682	4,682
Savings achieved at 31/03/2022	3,604	3,685	3,751	3,761
Savings target at 01/04/2022	286	697	931	921
Savings achieved 2022-23				
Re-basing the budget	215	216	224	232
Business rates growth - Economic development and regeneration		303	318	331
One-off efficiency savings	71			
Total Savings identified in year	286	519	542	563
Total WFF savings not yet achieved		178	389	358

Note that this table only considers WFF savings and income targets and is only part of the funding gap. Localism savings are reported separately below.

Localism Partnership Target

- 8.6 Achievement of future targets is progressing, and future budgets will be adjusted subject to the savings being achieved. Good progress has been made during the quarter. Details of savings achieved are provided below:

LOCALISM PARTNERSHIP SAVINGS	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000
Savings Target	350	525	700	700
Slippage approved MTFS 2021-24	15	0	0	0
Savings achieved at 31/03/2022	149	152	154	155
Balance b/f 2021-22	216	373	546	545
Reduction/Increase of Target Savings	-71	0	0	0
Savings Target at 01/04/2022	144	373	546	545
Savings achieved 2022-23				
Britannia Gardens	50	52	54	55
Riverside Meadows Toilets	8	9	9	9
Load Street Toilets	6	7	7	7
Blakedown Shopper's Car Park	2	2	2	2
Parks Transfer to KTC	60	97	100	150
Savings identified in year	126	166	171	222
Total Localism Savings not yet achieved	18	208	376	323

9. Supplementary Estimates and Virements

- 9.1 Service managers who wish to incur expenditure that falls within approved Council Policy for which either there is no or insufficient provision within approved estimates, may incur that expenditure by virement (transferring from one approved budget cost centre to another) or by supplementary estimate, subject to specified conditions as set out in the Financial Regulations – 6.7 and 6.8.
- 9.2 There are no requests for a Supplementary Estimate to be considered by Cabinet this quarter.

10. REVENUE DETAIL – Central Items Business Rates and Council Tax

- 10.1 **Council Tax** - The level of discounts and awards, together with collection rates, and write-offs are closely monitored during the year. There is a risk that assumed growth in the tax base might not be achieved leading to a deficit on the collection fund. Any in year deficit will be recovered in future years.
- 10.2 **Business Rates** – Officers continue to liaise closely with the Valuation Office Agency to monitor developments in the sector particularly around material changes of circumstance and new applications lodged in the Check, Challenge, Appeal system. Any change in assumption will impact on the level of appeals provision required at the year end. Any experience gains or losses will be carried forward to future years.
- 10.3 Income from business rates is better than the position previously estimated due to a significant reduction in the provision held for appeals. The 50% levy on the income

above baseline we pay to the business rates pool is charged to the 2022-23 financial year and will be met from the business equalisation reserve, established to smooth these timing differences between the payment of levy and the recognition of income.

10.4 Collection Rates

Council Tax: The Council Tax in year collection rate for 2022-23 was 97.02% compared to 97.35% achieved in 2021-22. The slight reduction is likely to be attributable to the impact of the cost of living crisis. External hardship funding has been used to help reduce council tax balances who are facing severe financial hardship.

Business Rates: The full year collection rate for 2022-23 was 97.99% compared to 99.02% last year. This is a result of the winding down of the government funded covid support packages.

11. TREASURY MANAGEMENT PERFORMANCE SUMMARY

Investments

- 11.1 The Council held £53.2m in investments as at 31st March 2023. The level of funds available was mainly dependent on the timing of precept payments and receipt of grants in advance of progress on the Capital Programme. The average interest rate for investments held at 31st March was 4.01%. The average rate achieved during the year was 2.3%, compared to the 7 day backward looking Sterling Overnight Index Average (SONIA) benchmark rate of 2.23%. Yields continued to increase during the quarter and the bank rates at the year-end was 4.25%. External treasury investment interest received was £1.069m compared to the Revised Estimate of £850k in the MTFS. The increased investment return was due to slippage in the capital programme of external grant funded schemes. £200k has been transferred to a revenue contingency to meet additional costs incurred in future years as a result of the delays.
- 11.2 The approved limits as set out in the Treasury Management Strategy report to Council 23rd February 2022 within the Annual Investment Strategy were not breached during the year to 31st March 2023.

External Borrowing

- 11.3 The Council had borrowing of £34m as at 31st March 2023. The Council's Capital Financing Requirements (CFR) as at 31st March 2023 is £41.194m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (External Borrowing) or from internal balances on a temporary basis (Internal Borrowing); an internal borrowing position of circa £7.2m is currently being held.

Compliance with Treasury and Prudential Limits

- 11.4 The Council's approved Treasury and Prudential Indicators are outlined in the approved Treasury Management Strategy Statement (TMSS). The Council has a duty to determine and keep under review the "Affordable Borrowing Limits".
- 11.5 During the year the Council has operated within treasury limits and the prudential indicators set out in the Council's TMSS and with the Council's Treasury Management Practices. The Prudential and Treasury Indicators are shown below:

Prudential Indicator as Per Original Budget (to be updated during revised budget process)	2022-23 Budgeted Indicator	Actual as at 31 March 2023
Capital Financing Requirement (CFR)	61,551,000	41,194,000
Gross Borrowing	61,000,000	34,000,000
Internal Borrowing	551,000	7,194,000
Internal Borrowing as % of CFR	0.90%	17.46%
Authorised Limit for external debt	75,000,000	34,000,000
Operational Boundary for external debt	65,000,000	34,000,000
Limit on Principal sums invested > 365 days	2,000,000	0
Maturity structure of borrowing limits		
Under 12 months	100%	0%
12 months to 2 years	100%	6%
2 years to 5 years	100%	6%
5 years to 10 years	100%	18%
10 years and above	100%	71%

12. **HOW ARE WE DOING PERFORMANCE SUMMARY**

12.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan 2019-23, as amended.

12.2 The Council has a number of processes in place to monitor our performance including:

- Corporate Plan Actions
- Corporate Risks and associated actions
- Leading Measures
- Lagging Measures

12.3 The Corporate Plan 2021-23 is being delivered through the following strategic actions:

- Adopt the new Local Plan (now completed)
- Implement measures to increase affordable housing (Supporting a successful local economy)
- Work with partners to protect our environment, to address air quality issues and to help to tackle climate change (Safe, clean and green living environment)
- Work with partners to secure external funding and investment to support the economy (Supporting a successful local economy)
- Oversee regeneration of central Kidderminster including Future High Streets projects (Supporting a successful local economy)

- Support the visitor economy in Stourport-on-Severn and Bewdley (Supporting a successful local economy)
- Work with partners to tackle abuse of vulnerable people and environmental crimes (Safe, clean and green living environment)
- Work with town and parish councils so that they have local control over assets and services (Safe, clean and green living environment)
- Seek a sustainable future for Bewdley Museum (Supporting a successful local economy)

Progress against the corporate plan priorities and our strategic actions is summarised below:

12.4 Corporate Plan – A safe clean and green living environment

- a) The Council's enforcement team continues to tackle environmental crime. The team is leading a successful project alongside our North Worcestershire partners to tackle fly tipping on private land. Parking enforcement and other environmental and civil enforcement activity continues across the district.
- b) The private sector housing team has been undertaking focussed work with landlords regarding thermal comfort through work on energy performance, the housing, health and safety rating system and the commencement of the Local Authority Delivery Scheme 3.
- c) Work is on-going to encourage good recycling practices in collaboration with partners across Herefordshire and Worcestershire to maximise the region's recycling rate and reducing the amount of residual waste (rubbish). The region's recycling rate for last year was 43.6%. Analysis is on-going around the amounts and types of waste that are disposed of across the region to inform the design of future service provision.
- d) Our climate change agenda has been progressed during the year through the Climate Change/Green Advisory Panel action plan. This includes developments in alternative fuelled fleet vehicles and looking at ways we can create renewable energy in the district. The feasibility work on the solar farm is ongoing. We are also improving our car parks by installing LED lighting.
- e) Work around Community Safety continues with secured funding of over £100,000 from the West Mercia PCC for North Worcestershire Community Safety Projects, with £32,000 dedicated to Wyre Forest. Kidderminster & District Youth Trust has been commissioned to provide a district wide detached youth team with a focus on preventing anti-social behaviour (ASB). Mobile CCTV cameras have been deployed in hot spot areas around the district and the section continues to lead on the management and operation of those cameras on a case-by-case basis. Work continues with partners to tackle crime and ASB at a local level through the Safer Wyre Forest Tasking, a subgroup of the North Worcestershire Community Safety Partnership. The section continues to collaborate with partners in preparing for new and forthcoming statutory duties including tackling serious violence, the Protect Duty also known as Martyn's Law (Counter Terrorism) and Combating Drugs Partnership work.
- f) Work continues on developing the Wyre Forest Wild project, an exciting and ambitious open space project that will, given the necessary external funding, provide a network of pathways and cycle tracks across all the district's nature

reserves and key open spaces. To date the mapping of habitats and carbon absorption has been undertaken and external funding sources sought.

- g) Work on the Brinton Park Heritage Lottery Project continues. Because of increased construction costs, the project has been re-scoped to omit improvements to the Sons of Rest Pavilion. The revised project application was submitted in February 2023. HLF approval for project specification was received on 16 May. This allows the Council to proceed to procurement for construction.
- h) The transfer of St George's Park, Broadwaters and Baxter Gardens to Kidderminster Town Council took place on 5th January 2023. A proposal for Bewdley Town Council to take over the ownership and running of the museum and QE2 jubilee gardens was provided in the autumn and a briefing meeting was held with the Town Council in November. Further information has been provided as requested and the Town Council has indicated that a formal decision will be taken after the May elections.
- i) A large amount of work is ongoing with local community volunteer groups to engage and support these people with the council's priority of keeping the place safe clean and looking good. We recognise the value that these groups bring, and every effort is being made to equip and assist them in this process. We offered litter picking equipment out on loan to both groups and volunteers who attended the thank you event.
- j) This year we have also been able to support The Little Litter Warriors, a community group who work with the Scouts in the Wyre Forest, by purchasing their very own litter picking equipment. The groups enjoy working towards helping and protecting the environment and they gain a sense of pride and can work towards scout badges.

12.5 Corporate Plan – Supporting a successful local economy

- a) Work continues to support and develop the visitor economy in Stourport and Bewdley through work with Visit Worcestershire, the destination management organisation (DMO) for the County.
- b) Business grants – we continue to work with partners to secure external funding to support local businesses and the local economy. The grant funding available through the EU Structural Funds came to an end on 31st March 2023. The EU Structural Funds have been replaced by the UK Shared Prosperity Fund. Wyre Forest has been allocated £3.1m by the government, which will be distributed locally through the UKSPF Investment Plan. Approval of the Investment Plan was received late in 2022 and, in line with advice from the ReWyre Board, project allocations for current and future years, including allocations for business grants, have been confirmed to successful applicants.
- c) We continue to support start-up businesses across the district with our incubator units (industrial and office) at Forest House. We achieved 94% occupation during the period previous period, which was maintained in quarter 4.
- d) The projects to oversee the regeneration of central Kidderminster are progressing. The Levelling Up Fund programme aimed at re-kindling Kidderminster's heritage by making the canal and river a focus, encouraging visitors by making them special, vibrant places with cafes, arts and cultural

activities is progressing. The original programme has been realigned for all three elements. The planning and listed building consent have now been granted for the town hall improvements. During the quarter due diligence has continued and alternative delivery models explored for the Piano building. The canal tow path works are 80% complete.

- e) Good progress has been achieved across the Future High Street Programme comprising of the following projects:
- Kidderminster Creative Hub (Former Magistrates Court)
 - Worcester Street Connectivity Project and
 - Bull Ring Public Realm Project

Kidderminster Creative Hub

Project has now progressed to the delivery phase with the appointment of the contractor, BAM Construction, under a design and Build (D&B) contract.

BAM Construction have started on site. Practical completion is scheduled for February 2024.

Worcester Connectivity and the Bull Ring Public Realm Projects

McBain's Consultancy appointed as the Architectural and Engineering Design consultants.

The design work is progressing and the asbestos removal work is complete.

- Demolition contractor (DSM) formally appointed May 2023.
- Completion of demolition works expected by Oct 2023
- Completion of new public realm works (including new slopes/steps) expected May 2024.

Crown House site

- Feasibility report for the culvert opening complete.
- Feasibility report - redevelopment options for multi-purpose use e.g. market space; pop-up markets – completed.

- f) Preparation of a preferred development scheme for Parcel One of Lionfields (former Glades site) is being progressed. This will result in Parcel One being taken to market for development, subject to the outcome of the feasibility study, in 2023-24. The tendering of the feasibility study has been delayed as a result of the delay in the government's approval of the UK Shared Prosperity Fund Investment Plan, which includes a grant allocation for the feasibility study. The announcement was initially scheduled for October 2022 but was given in December 2022. The feasibility work will be commissioned during quarter 1 2023-24.
- g) We continue to work with Registered Providers to identify appropriate funding and end uses on Radford Avenue and Clensmore Street. The land purchase negotiations for the adjacent site next to the council owned land in Radford Avenue are continuing.
- h) We have contracted with consultants to confirm feasibility and are working with registered providers to identify appropriate end users on three sites in Kidderminster to increase affordable housing in the district, including Radford Avenue and Clensmore Street. Council officers are working with County Council colleagues to identify funding streams for support provision in relation to one of

the sites and with the Housing Benefits team regarding intensive management on a second site. The third site is likely to be for general housing need.

- i) The Castle Road housing scheme for temporary accommodation has been approved by Planning Committee and pre-construction service contract has been awarded to Stepnells (4 May 2023). Design will be complete over the summer and start on site is expected early in quarter 3 2023-24.

- 12.6 Organisational Health - includes information on turnover of staff, sickness absence, organisational health related investment areas and other performance measures requested by committee. A full update is provided in Appendix 7. There will continue to be a focus on investing in organisational health related areas, for example ICT infrastructure and related projects.

13. LEGAL AND POLICY IMPLICATIONS

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

14. EQUALITY IMPACT ASSESSMENT

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

15. RISK MANAGEMENT

- 15.1 A number of corporate risks are perceived to have increased in recent months. The inability to deliver a balanced budget is one of the Council's key corporate risks and has been adversely impacted by inflation in general and on construction costs in particular which will affect the Council's many capital projects. During the first quarter the Council has had a higher turnover of staff and recruitment and retention of suitably qualified staff is increasingly more difficult. This may have an impact on delivery or performance during remaining quarters. The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as Appendix 3 and further update on risks will be given to Audit Committee later in September.

16. CONCLUSIONS/ACTION

- 16.1 The information contained within Appendices 1 to 4 provides Members with an overview of financial trends and performance within the period to 31st December 2022.
- 16.2 The estimates and assumptions included in this report will continue to be updated and refined as more information becomes available particularly as more clarification on government funding emerges, and the position will be clarified as part of the revised

budget process. What is certain is the position will change but work to address the funding gap cannot be delayed.

17. CONSULTEES

Corporate Leadership Team
Cabinet
Service Managers

18. BACKGROUND PAPERS

Budget setting papers Council 23rd February 2022
Budget setting papers Council 22nd February 2023
Medium Term Financial Strategy 2023-26
Corporate Plan action information is available on the Council's Performance Management System, Pentana Performance.

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

WYRE FOREST DISTRICT COUNCILREVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2022/23		2023/24			2024/25			2025/26		
	Original Estimate £	Revised Estimate £	At Nov.21 Prices £	Inflation £	TOTAL £	At Nov.21 Prices £	Inflation £	TOTAL £	At Nov.21 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	2,431,700	16,420	2,448,120	2,097,740	38,110	2,135,850	2,056,700	52,480	2,109,180
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
LESS: CAPITAL ACCOUNT	11,671,260	12,926,320	12,996,800	592,060	13,588,860	12,039,290	1,080,500	13,119,790	11,853,580	1,551,820	13,405,400
INTEREST RECEIVED	275,420	325,210	575,070	4,420	579,490	856,220	7,960	864,180	987,560	11,580	999,140
CAPITAL PORTFOLIO FUND AND DEVELOPMENT	(55,000)	(850,000)	(750,000)	0	(750,000)	(500,000)	0	(500,000)	(444,600)	0	(444,600)
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	12,821,870	596,480	13,418,350	12,395,510	1,088,460	13,483,970	12,396,540	1,563,400	13,959,940
LESS: CONTRIBUTION (FROM) TO RESERVES	(21,750)	(372,750)			110,130			(70,050)			(584,970)
NET BUDGET REQUIREMENT	12,004,930	12,028,780			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
BUSINESS RATES - NATIONAL LEVY REDISTRIBUTED	0	(23,850)			0			0			0
FUNDING GUARANTEE	0	0			(425,370)			0			0
COLLECTION FUND (SURPLUS)/DEFICIT	(10,150)	(10,150)			0			0			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)			(114,990)			(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

Performance Monitoring Report
Major Revenue Variations 2022-23 Draft Revenue Outturn

Total Revised Budget 2022-23 - Net Expenditure on Services

12,401,530

Actual Net Expenditure - pre audit (Draft Outturn)

11,951,618

Reduced Expenditure on Services

(449,912)

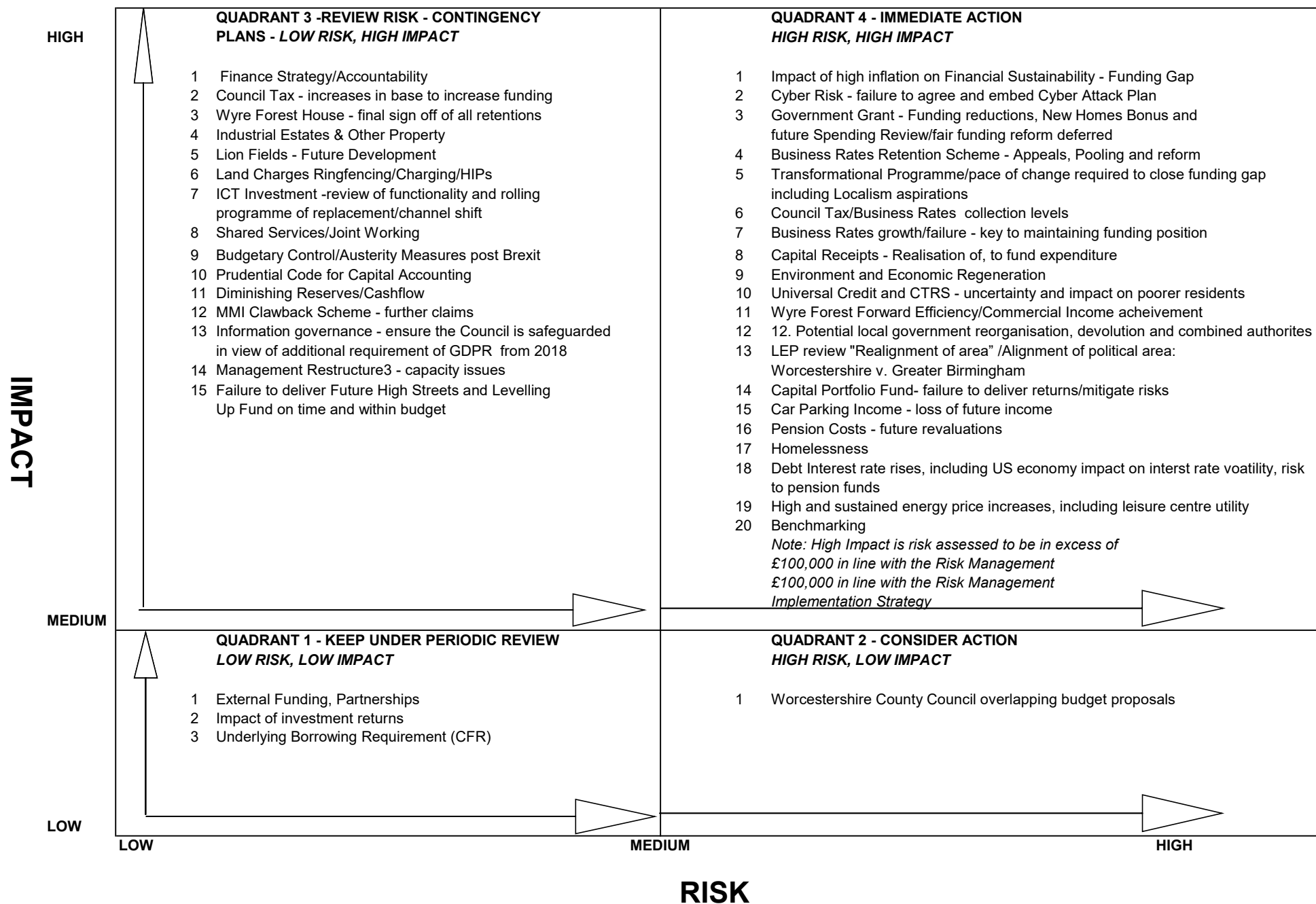
Service Area	Month 12 - Revised to Draft Outturn			
	Cost Pressure	Income shortfall	Cost Reduction	Income Growth
	£	£	£	£
Chief Executive and Solicitor				
R405 Member Allowances			(22,000)	
R726 Wyre Forest Forward	150,200		(60,440)	
Pay variances				
Total Chief Executive and Solicitor	150,200	0	(82,440)	0
Community and Environment				
R080 Wyre Forest Leisure Centre			(19,730)	(27,300)
R001 Waste Transfer Station	8,310		(11,490)	(17,480)
R002 Domestic Waste & Recycling			(33,090)	(27,610)
R003 Trade waste				(25,880)
R005 Garden Waste				(18,540)
R040 Cemetery	8,080			
R160 Parks & Green Spaces			(6,610)	
R185 Car Parks	11,010	14,560	(16,790)	(69,490)
R189 Weavers Wharf			(12,590)	
R193 Civil & Environmental Enforcement				(25,420)
R195 Street Furniture & Nameplates	5,310		(7,120)	
R200 Highways cleansing		23,340	(5,000)	
R229 Garage	48,070	5,400		
R236 Grounds Maintenance		22,310	(45,560)	
R252 Arboricultural		15,590	(21,300)	
R253 Driver training		8,780		
R254 Landscaping		8,060		
Public conveniences (Localism)			(22,000)	
R065 Bewdley Museum	7,070			
R223 Guildhall Bewdley	4,640		(9,480)	
R755 Shared Emergency Planning			(37,890)	(7,390)
Pay variances			(188,000)	
Total Community and Environment	92,490	98,040	(436,650)	(219,110)
R431 ICT				(24,510)
R335 Increase in Bad debt provision	111,000			
R335 Collection Fund suspense adjtment	129,249			
R335 Pensions	26,420			
Pay			(27,680)	
Total Resources	266,669	0	(27,680)	(24,510)
R310 Revenues				
R320 Benefit payments - Reduce Bad debt provision			(62,000)	
R325 Pay	45,480			
Revenues, Benefits and Customer services	45,480	0	(62,000)	0
R510 Land charges		20,490		
R605 Plan fee			(9,070)	(52,300)
Pay			(9,430)	
Total Strategic Growth	0	20,490	(18,500)	(52,300)
R251 Wyre Forest House			(15,320)	(27,060)
R703 Wyre Forest Property Services	27,880	11,710		
R719 Betaden	4,790			
R270/R290 Industrial Estates and Other Property			(11,180)	(18,060)
R705 NWEDR Shared Service			(77,090)	
Pay			(4,440)	
Total Economic Development and Regeneration	32,670	11,710	(108,030)	(45,120)
R805 Investment Interest				(242,760)
Add to FHSF Revenue contingency EMR	200,000			
Total Capital Account	200,000	0	0	(242,760)
Other small variances (Net)			(48,561)	
Grand Total	787,509	130,240	(783,861)	(583,800)
Net Saving on Service Expenditure				(449,912)
Transfer to General Risk Reserve re April 2023 Pay Settlement				300,000
Increase in Working Balance				150,000
Net Saving against budget after transfers				88

CAPITAL OUTTURN 2022-23

APPENDIX 3

Service Directorate	Account	Capital Scheme	Revised Budget £	Outturn £	Variance £
COMMUNITY AND ENVIRONMENT	98042	Parking Facilities: Improvements to Car Parks	25,000.00	0.00	25,000.00
COMMUNITY AND ENVIRONMENT	98530	Vehicle Renewals (Capital Programme)	789,180.00	680,946.28	108,233.72
COMMUNITY AND ENVIRONMENT	98536	Capitalised Bin Renewals	111,720.00	71,854.40	39,865.60
COMMUNITY AND ENVIRONMENT	98631	Brinton Park HLF Capital Scheme	500,000.00	13,994.00	486,006.00
COMMUNITY AND ENVIRONMENT	98637	Innovation Fund Capital	210,390.00	0.00	210,390.00
COMMUNITY AND ENVIRONMENT	98643	Stouport Riverside	28,000.00	-24,202.88	52,202.88
COMMUNITY AND ENVIRONMENT	98647	CCTV Upgrade Bewdley and Stouport (PCC Funded)	5,460.00	1,000.00	4,460.00
COMMUNITY AND ENVIRONMENT			1,669,750.00	743,591.80	926,158.20
RESOURCES	98590	ICT Strategy	784,140.00	531,663.29	252,476.71
RESOURCES			784,140.00	531,663.29	252,476.71
STRATEGIC GROWTH	98090	Disabled Facilities Grants	1,918,560.00	1,029,754.60	888,805.40
STRATEGIC GROWTH	98093	Property Flood Grants	137,950.00	137,949.65	0.35
STRATEGIC GROWTH	98101	Private Sector Measures	69,800.00	25,395.00	44,405.00
STRATEGIC GROWTH	98627	Future Investment Evergreen Fund	145,000.00	25,499.20	119,500.80
STRATEGIC GROWTH	98634	Capital Projects Fund	500,000.00	0.00	500,000.00
STRATEGIC GROWTH	98648	Green Homes Grants Phase 2	61,620.00	61,612.00	8.00
STRATEGIC GROWTH	98649	Castle Road Development	1,453,360.00	139,071.00	1,314,289.00
STRATEGIC GROWTH	98650	BCF Energy Efficiency	200,000.00	0.00	200,000.00
STRATEGIC GROWTH	98651	BCF Disabled Adapted Units	150,000.00	0.00	150,000.00
STRATEGIC GROWTH	98653	Flood Recovery Support	40,000.00	0.00	40,000.00
STRATEGIC GROWTH	98654	Electric Vehicle Chargepoints	271,000.00	0.00	271,000.00
STRATEGIC GROWTH	98657	Local Authority Delivery Scheme Phase 3 (LADS3)	460,000.00	27,250.00	432,750.00
STRATEGIC GROWTH	98658	Home Upgrade Grant (HUGS1)	260,000.00	0.00	260,000.00
STRATEGIC GROWTH			5,667,290.00	1,446,531.45	4,220,758.55
ECONOMIC DEVELOPMENT & REGENERATION	98639	Silverwoods Way (Former Frenco Site)	10,860.00	10,860.80	-0.80
ECONOMIC DEVELOPMENT & REGENERATION	98645	FHSF - Public Realm (Worcester St, Oxford St & Crown House)	4,938,240.00	1,143,648.92	3,794,591.08
ECONOMIC DEVELOPMENT & REGENERATION	98655	Levelling Up Fund	8,775,110.00	790,018.87	7,985,091.13
ECONOMIC DEVELOPMENT & REGENERATION	98656	FHSF - Creative Hub (former Magistrates Court)	3,095,430.00	566,597.73	2,528,832.27
ECONOMIC DEVELOPMENT & REGENERATION	98659	UK Shared Prosperity Fund	158,500.00	50,035.00	108,465.00
ECONOMIC DEVELOPMENT & REGENERATION			16,978,140.00	2,561,161.32	14,416,978.68
TOTAL			25,099,320.00	5,282,947.86	19,816,372.14

BUDGET RISK MATRIX 2023-26



Appendix 5

C&E Income	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Actual (P12)	Original vs Actual	Revised vs Actual
Car Parks and Enforcement						
Car parking (coin and pay-by-phone)	£1,099,316	£1,246,800	£1,195,060	£1,191,709	-£55,091	-£3,351
Car park season tickets and resident parking	£80,810	£95,600	£105,600	£176,042	£80,442	£70,442
PCNs (off-street)	£40,884	£41,250	£41,250	£26,693	-£14,557	-£14,557
PCNs (on-street)	£112,494	£85,000	£85,000	£110,418	£25,418	£25,418
Weavers Wharf management fee	£173,141	£173,140	£173,140	£173,140	£0	£0
FPNs and misc. enforcement income	£28,650	£15,000	£15,000	£16,405	£1,405	£1,405
Aldi rent, rental space and misc.	£12,614	£11,600	£12,540	£12,540	£940	£0
Total	£1,547,909	£1,668,390	£1,627,590	£1,706,947	£38,557	£79,357
Wyre Forest Leisure Centre						
Management contract	£165,464	£541,520	£592,910	£620,184	£78,664	£27,274
Total	£165,464	£541,520	£592,910	£620,184	£78,664	£27,274
Waste						
Business waste	£755,023	£960,630	£810,000	£839,341	-£121,289	£29,341
Garden waste	£480,550	£460,000	£500,000	£525,884	£65,884	£25,884
Waste transfer station	£16,800	£16,800	£16,800	£17,083	£283	£283
Developers bins and domestic replacements	£19,148	£13,000	£30,000	£48,152	£35,152	£18,152
Total	£1,271,521	£1,450,430	£1,356,800	£1,430,460	-£19,970	£73,660
Garage						
MOTs and servicing	£19,308	£21,500	£18,000	£21,206	-£294	£3,206
Total	£19,308	£21,500	£18,000	£21,206	-£294	£3,206
Driver Training						
Training	£8,002	£25,000	£20,000	£11,219	-£13,781	-£8,781
Total	£8,002	£25,000	£20,000	£11,219	-£13,781	-£8,781
Arboricultural and Grounds Maintenance						
Tree gang	£98,989	£155,000	£80,000	£64,410	-£90,590	-£15,590
Grounds maintenance	£31,335	£85,000	£85,000	£75,427	-£9,573	-£9,573
Landscaping	£14,280	£50,000	£20,000	£4,386	-£45,614	-£15,614
Advertising	£24,844	£25,000	£25,000	£18,886	-£6,114	-£6,114
Total	£1,227,945	£315,000	£210,000	£163,108	-£151,892	-£46,892
Parks and Green Spaces						
Maintenance of highways verges	£54,130	£54,130	£75,000	£75,000	£20,870	£0
Parks licences	£14,849	£13,590	£13,590	£24,169	£10,579	£10,579
Rangers and nature reserves	£351	£750	£50	£54	-£696	£4
Total	£69,331	£68,470	£88,640	£99,223	£30,753	£10,583
Highways and General Cleansing						
Bulky waste	£66,225	£64,000	£64,000	£56,315	-£7,685	-£7,685
Highways external	£55,815	£80,000	£80,000	£64,335	-£15,665	-£15,665
Total	£122,039	£144,000	£144,000	£120,650	-£23,350	-£23,350
Bewdley Museum						
Shop income	£66,144	£54,800	£53,800	£66,126	£11,326	£12,326
Educational visits	£10,270	£20,000	£20,000	£12,597	-£7,404	-£7,404
Museum activities	£19,578	£20,000	£20,000	£26,804	£6,804	£6,804
Weddings	£12,909	£15,000	£12,000	£10,619	-£4,381	-£1,381
Property and rents	£18,296	£16,670	£18,280	£21,443	£4,773	£3,163
Misc fees and income	£2,193	£12,000	£12,500	£7,359	-£4,641	-£5,141
Guildhall	£660	£660	£660	£660	£0	£0
Total	£130,049	£139,130	£137,240	£145,607	£6,477	£8,367
Cemetery						
Burial Fees	£74,281	£52,820	£52,820	£71,363	£18,543	£18,543
Total	£74,281	£52,820	£52,820	£71,363	£18,543	£18,543
Other						
Green street depot rents	£4,500	£4,500	£2,830	£4,500	£0	£1,670
Total	£4,500	£4,500	£2,830	£4,500	£0	£1,670
Grand Total	£4,111,100	£4,430,760	£4,250,830	£4,394,468	-£36,292	£143,638

Appendix 6 – Analysis of Outstanding Debt

WYRE FOREST DISTRICT COUNCIL

CABINET
13th June 2023

Budget Monitoring Fourth Quarter 2022-23

ANALYSIS OF OUTSTANDING DEBT

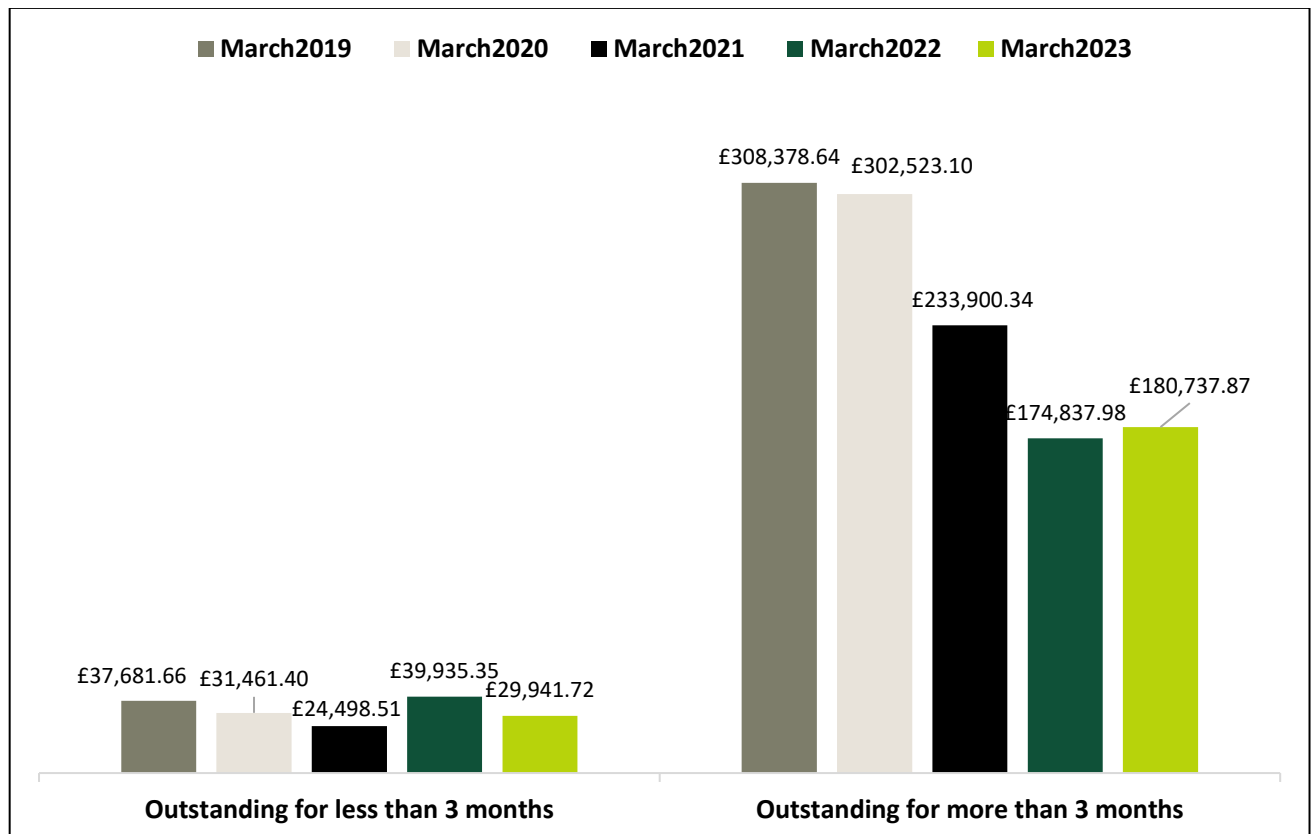
This appendix details the Council's income collection position at the end of Quarter 4 (31st March 2023).

1.1. Housing Benefit Overpayment Recovery

Where customers have a change in their circumstances and we are later made aware of this, customers are expected to repay any Housing Benefit that has been overpaid. A change in circumstances transfers the customer to Universal Credit and the overpayment is via a customer invoice. Customers who remain on Housing Benefit and have received an overpayment, have a deduction from their on-going benefit.

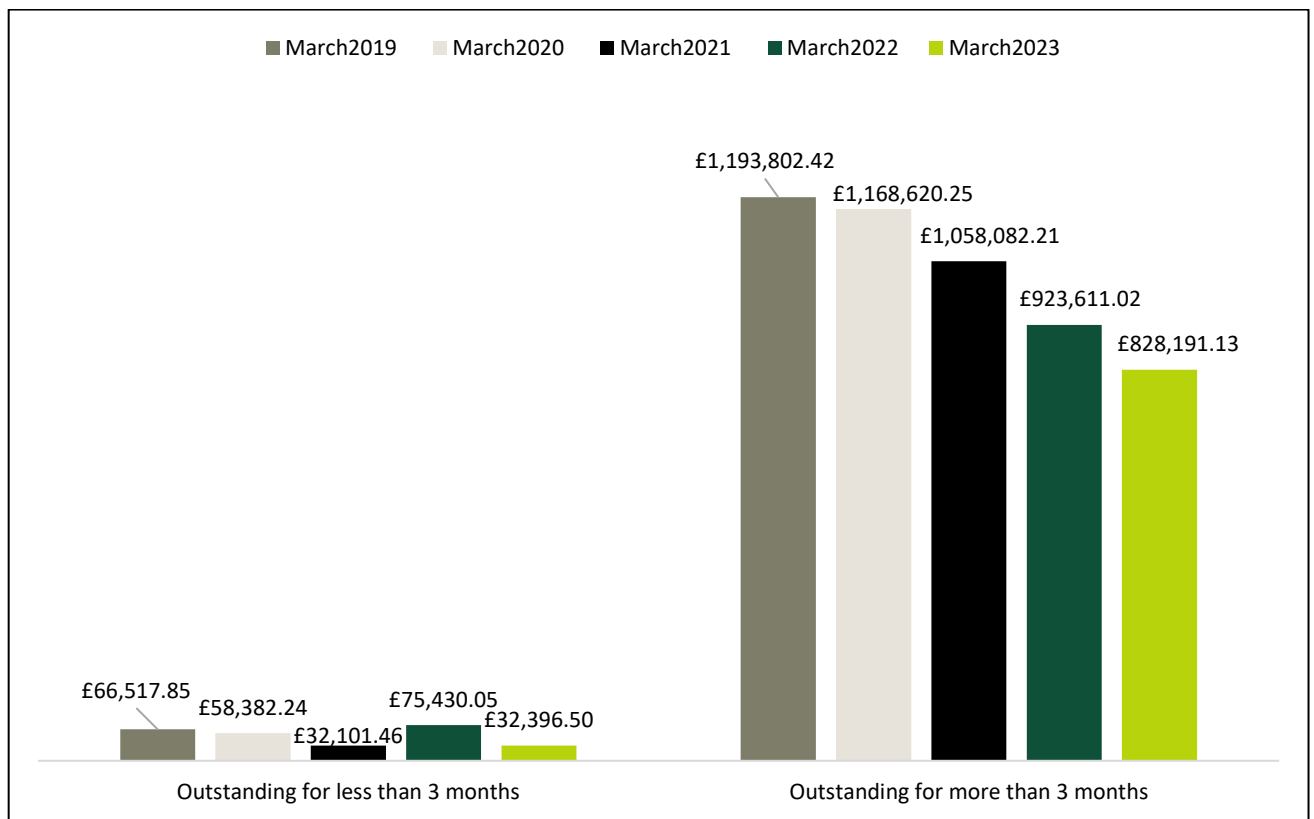
The position relating to Housing Benefit overpayment is shown in the next two graphs:

Recovery by On-going Benefit



Appendix 6 – Analysis of Outstanding Debt

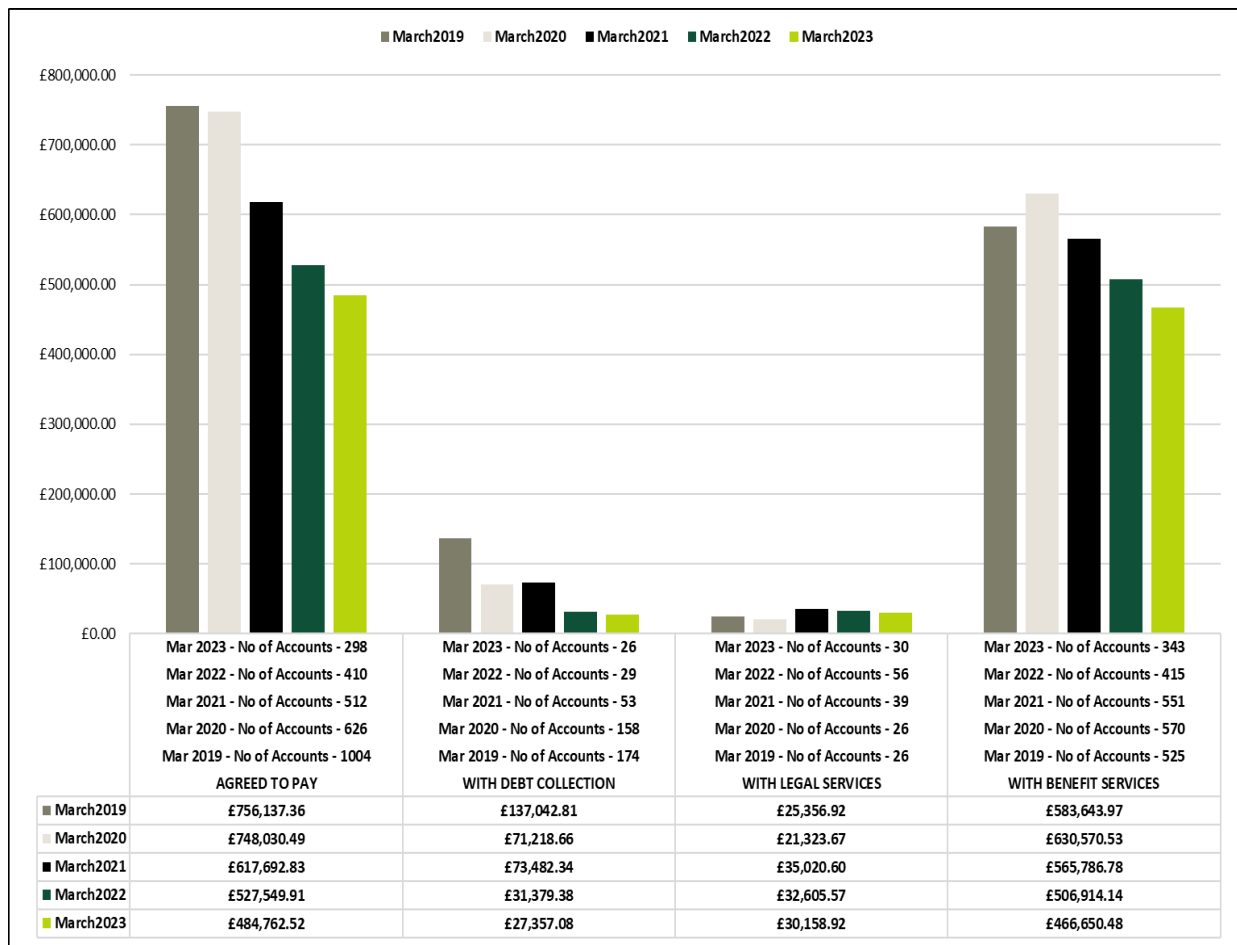
Recovery by Customer Invoice



Debts over three months old have either agreements in place to pay, have been referred to the Council's Legal Services, or remain with the Benefit Service to pursue. The Council employs the Debt Collection Agency Dukes. As at March 2023 debts of £429.87 have been recovered at a cost of £64.48 (2021-23 debts of £1,113.00 at a cost of £166.95). The number of accounts, the value outstanding and how this will be collected is shown in the following graph:

Appendix 6 – Analysis of Outstanding Debt

Value and Number of Housing Benefit Overpayments Accounts and Status



The total debt outstanding at 31st December is £1,071,267 which represents a 12% decrease over the balance outstanding at the end of Quarter 4 2021-22 (including debt within payment terms). The number of cases where there is an agreement to pay or our Benefit/Legal Services are dealing with the case, have decreased to 671 (881 in 2021-22) an decrease of 210 cases. Cases referred to an external debt collection agency have decreased to 26 (29 in 2021-22).

The introduction of Universal Credit in November 2018 has reduced the number of customers claiming Housing Benefit and the occurrence of overpayment and its collection via on-going benefit. Collection of overpayments via customer invoice has seen an increase in overdue debt. The increase in the cost of living continues to have an impact on the collection of debt from customers on Universal Credit through the Department for Work and Pensions (DWP) and our own collection.

1.2. Sundry/ Property Debt

The total debt outstanding at 31st March (including debt within payment terms) was £1,853,012.00 (Sundry Debt £1,204,730, Property Debt £648,282) which represents a 27% increase over the balance outstanding at the end of Quarter 4 2021 of £1,455,623 (Sundry Debt £932,298 Property Debt £523,325).

Appendix 6 – Analysis of Outstanding Debt

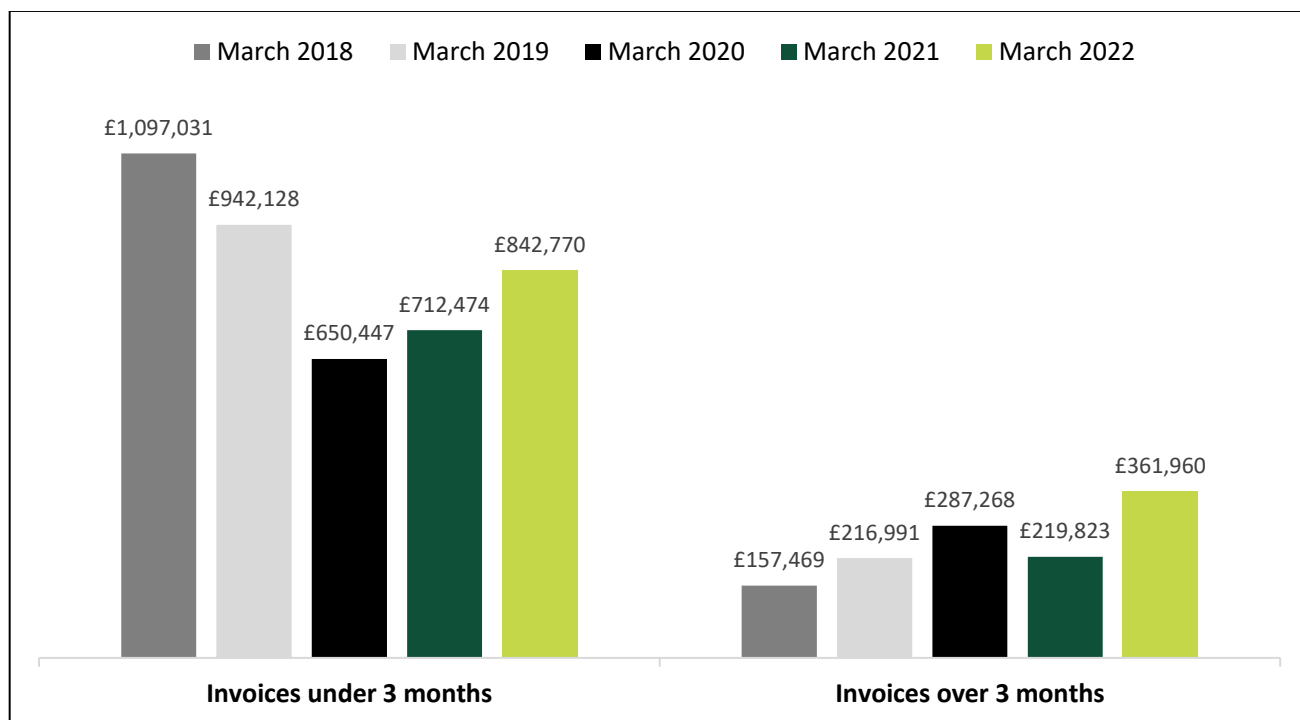
The cost-of-living crisis is having an impact on Property and Sundry debt, and there has been a significant increase in the 2022-23 Quarter 4 overdue debt (more than 3 months old) (2019 £306,117, 2020 £400,268, 2021 £368,752, 2022 £562,161).

Invoices overdue (older than 3 months)	Quarter 4 2019 £	Quarter 4 2020 £	Quarter 4 2021 £	Quarter 4 2022 £	Movement £
Sundry Invoice	216,991	287,268	219,823	361,960	142,137
Property Invoices	89,126	113,000	148,929	200,201	51,272
Total Invoices	306,117	400,268	368,752	562,161	193,409

1.3. The overdue debts over 3 months old over previous years had remain low due to the introduction of a revised approach to the management of accounts in arrears. However, since the pandemic arrears have remained stubbornly high, particularly for shop premises. All accounts are actively managed and officers from Property, Legal and Finance continue to work in collaboration to reduce debts.

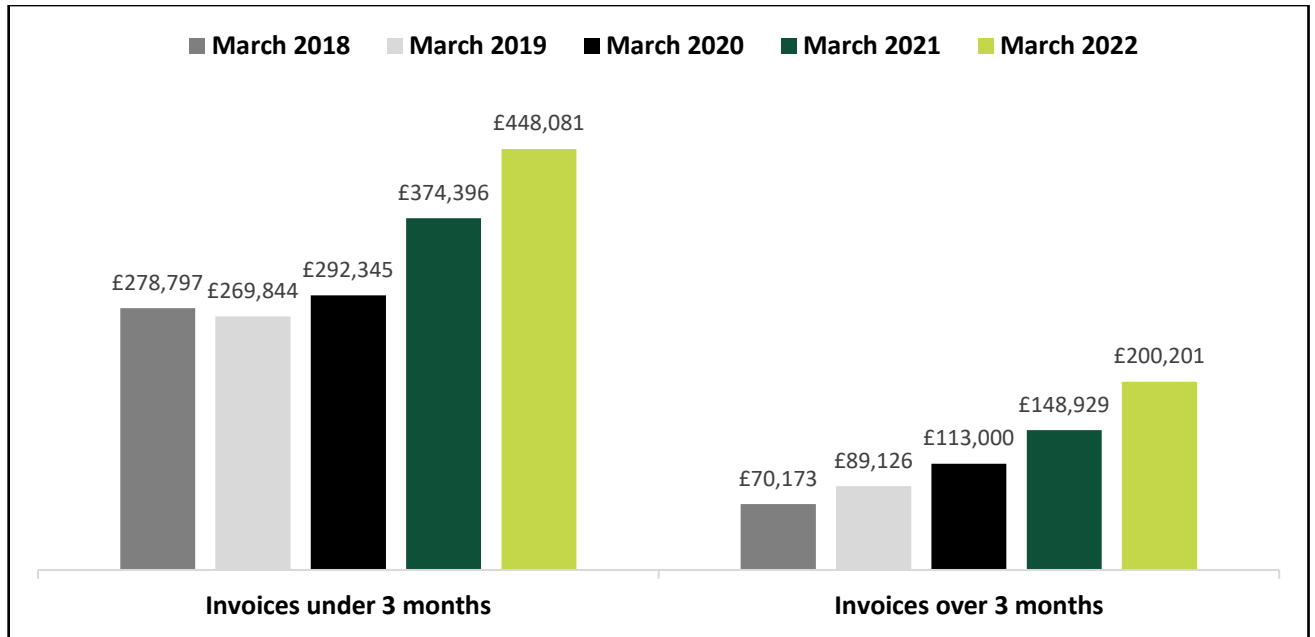
1.4. The position relating to Sundry Debtor and Property Invoices are as follows:

Sundry Debtors



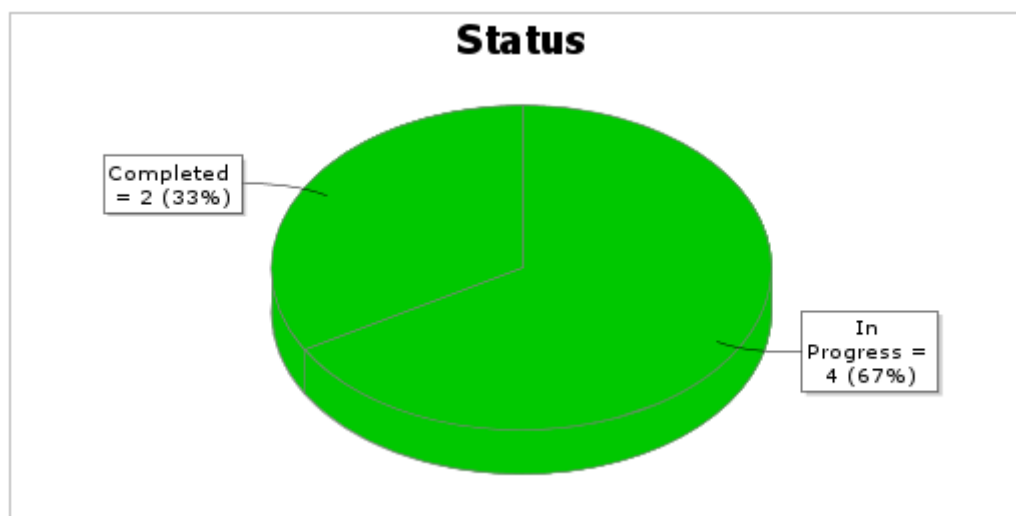
Appendix 6 – Analysis of Outstanding Debt

Property Invoices and Debt



Corporate Plan Priority: A safe, clean and green living environment

This report details the progress we have made against the Corporate Plan Priority of 'a safe, clean and green living environment'.




WFF 22/23 69

Stourport Riverside



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2021	Steve Brant;	Original works identified within the plan are now complete for phase 1	25-Jan-2022

WFF 22/23 87 To monitor the potential impact of the government's waste strategy as this could reduce current commercial income streams 

Due Date	Managed By	Latest Note	Latest Note Date
23-Mar-2023	Steve Brant	Still awaiting consultation on consistency.	09-Mar-2023

WFF 22/23 99 Electric Vehicle Charging Points 

Due Date	Managed By	Latest Note	Latest Note Date
30-Jun-2023	Kate Bailey	Selected contractor going through procurement checks.	10-May-2023

WFF 22/23 100 Wyre Forest Wild 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Steve Brant	Preparing an internal funding bid to the Innovation Fund.	04-May-2023

WFF 22/23 104 Brinton Park HLF 

Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2024	Steve Brant	Phase 1 (project initiation) is 75% complete. Still waiting for HLF to agree revalued work.	04-May-2023

WFF 22/23 105 Solar Farm 

Due Date	Managed By	Latest Note	Latest Note Date
30-Jun-2023	Kate Bailey	Proposals received from consultant regarding new connection to grid. Awaiting timeline.	10-May-2023

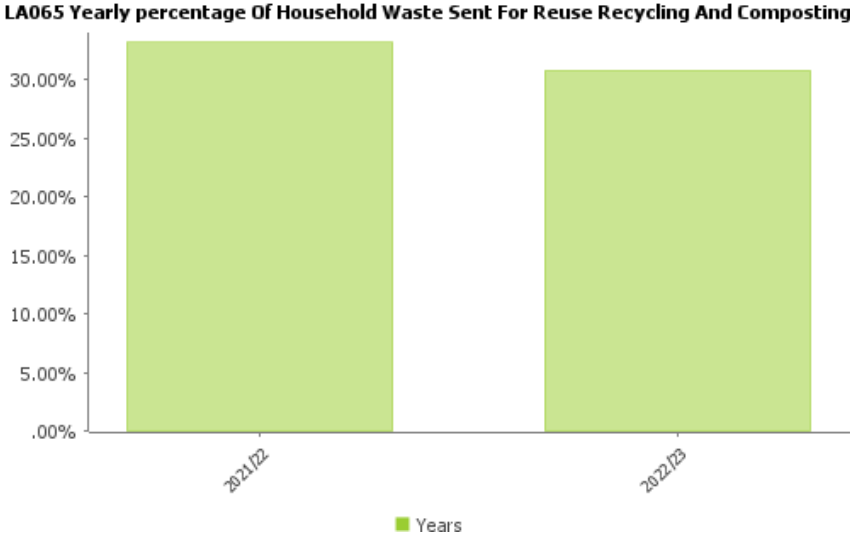
Measures

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

LA107 Fixed penalty notices issued



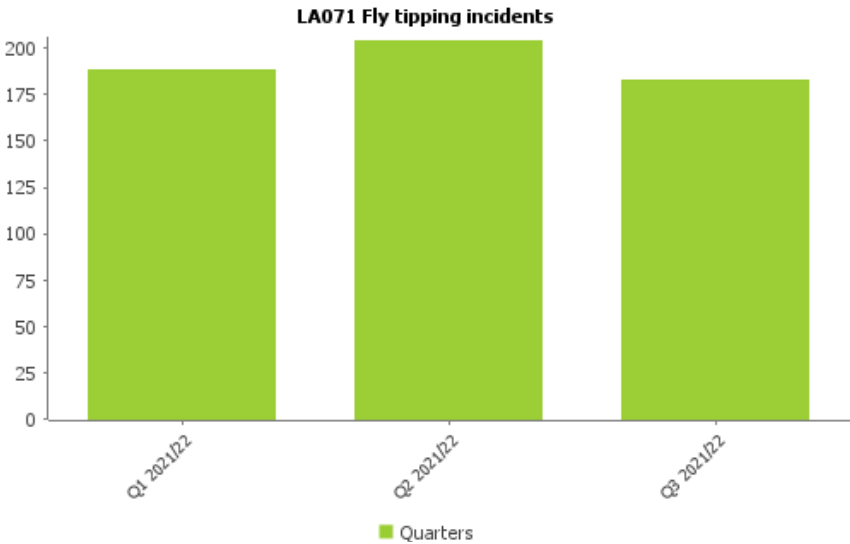
LA065 Yearly percentage Of Household Waste Sent For Reuse Recycling And Composting



Current Value 30.81%

Managed By Steve Brant

LA071 Fly tipping incidents

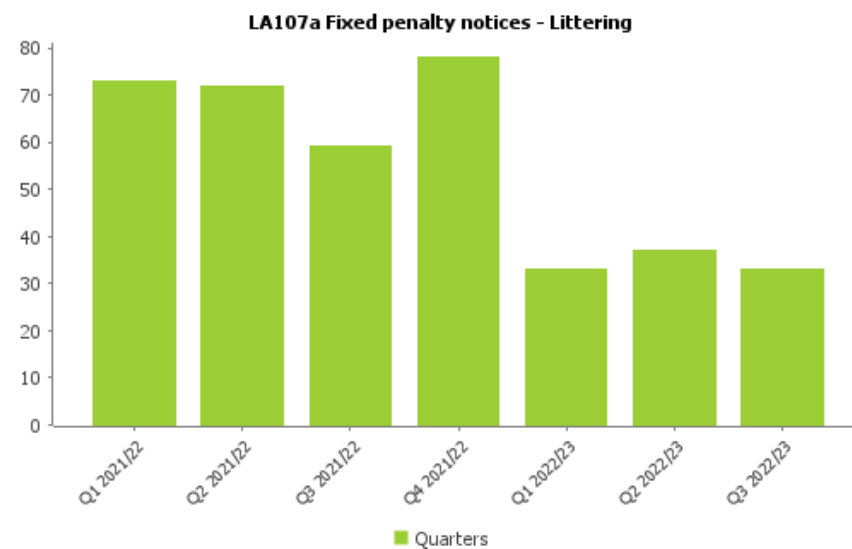


Current Value 183

Managed By Steve Brant

LA107 Fixed penalty notices – Littering

a

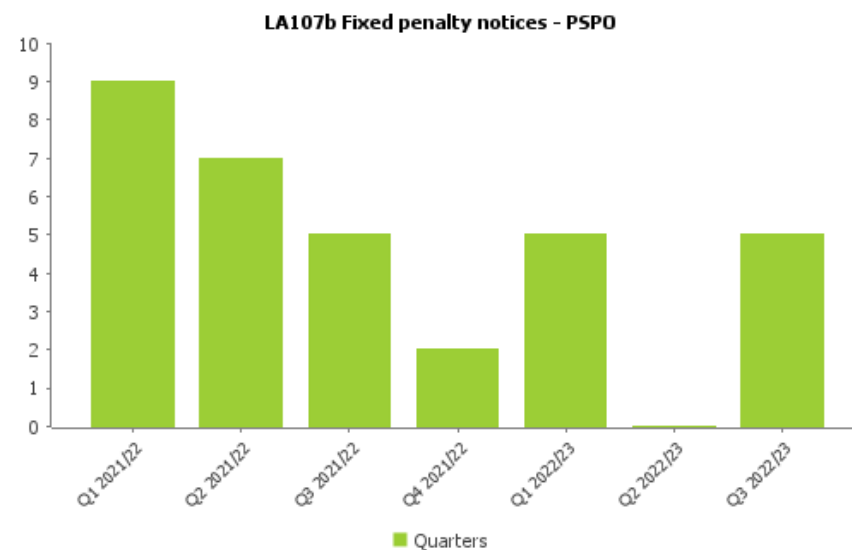


Current Value 33

Managed By Steve Brant

LA107 Fixed penalty notices – PSPO

b

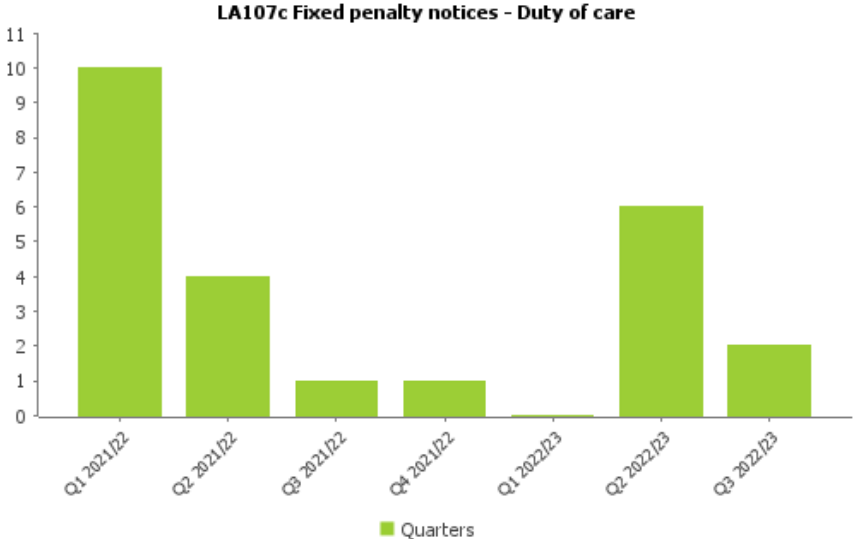


Current Value 5

Managed By Steve Brant

LA107 Fixed penalty notices – Duty of care

c

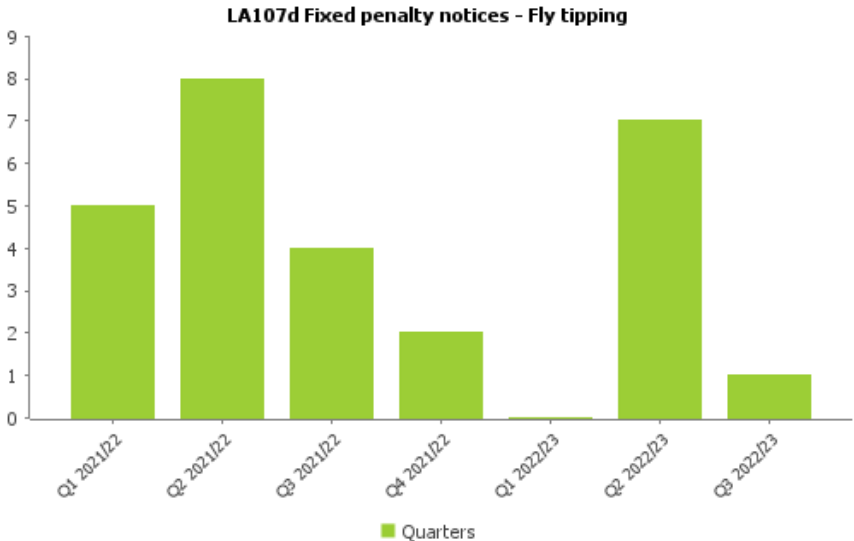


Current Value 2

Managed By Steve Brant

LA107 Fixed penalty notices – Fly tipping

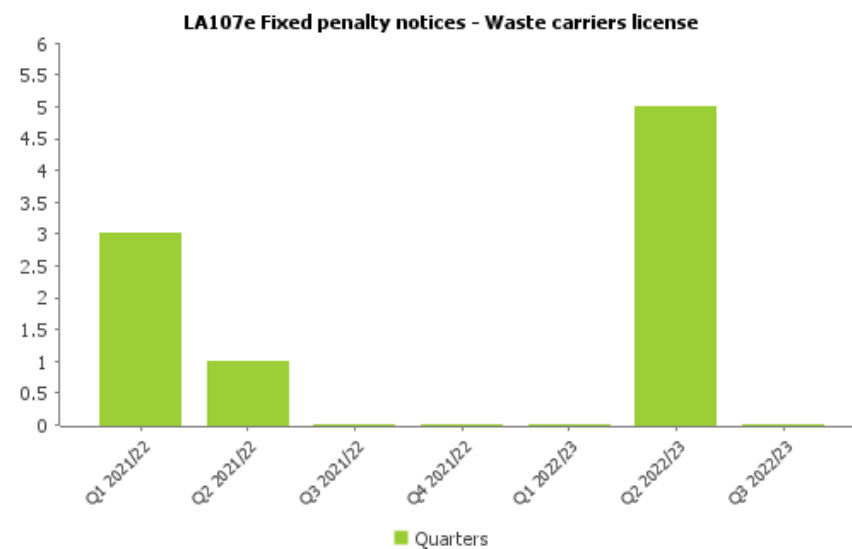
d



Current Value 1

Managed By Steve Brant

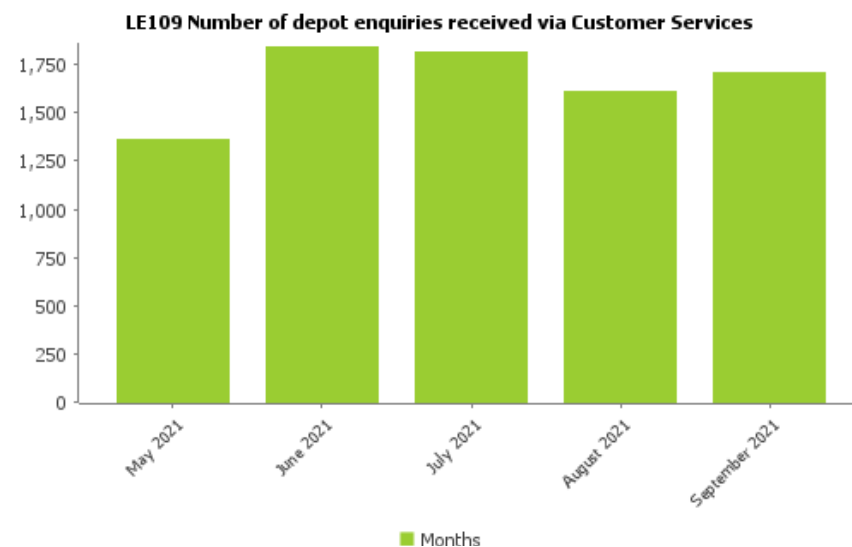
LA107 Fixed penalty notices – Waste carriers license



Current Value 0

Managed By Steve Brant

LE109 Number of depot enquiries received via Customer Services



Current Value 1,705

Managed By Steve Brant

Wyre Forest Forward Actions

This report details the progress against Wyre Forest Forward actions that are not directly associated with a Corporate Plan Priority



WFF 21/22 95

Reopening of Wyre Forest Leisure Centre



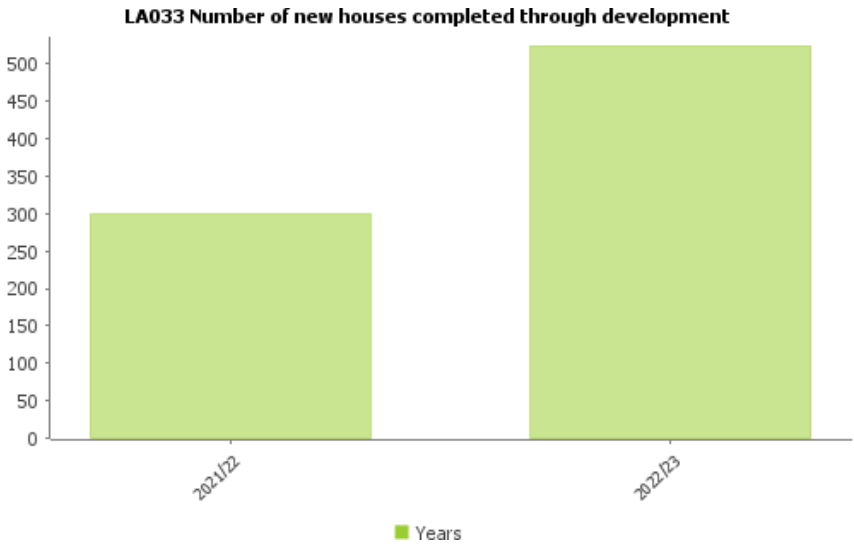
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2022	Steve Brant	Leisure Centre reopened following various lockdowns due to global COVID-19 pandemic	11-Aug-2021

Measures

This report details the latest date for our measures that are not directly associated with a Corporate Plan Priority



LA033 Number of new houses completed through development



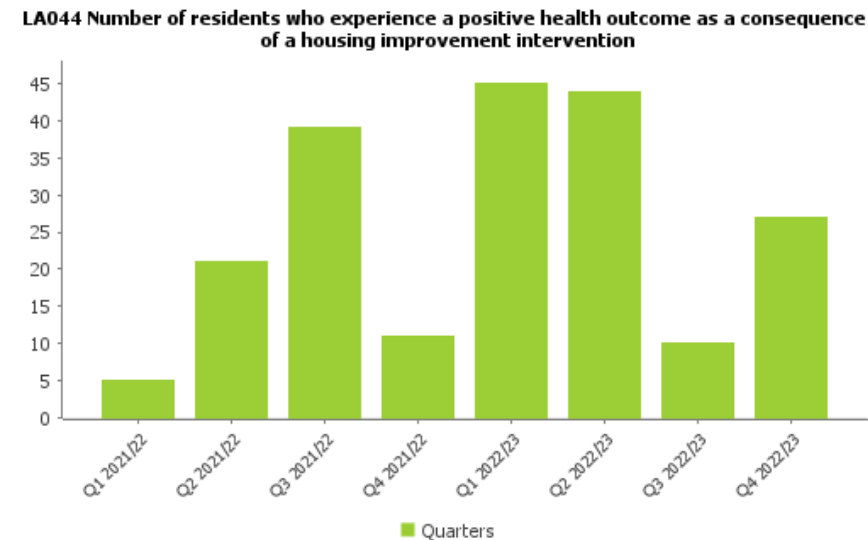
Current Value 523

Managed By Kate Bailey

LA039 Number of affordable new homes completed

Current Value 70

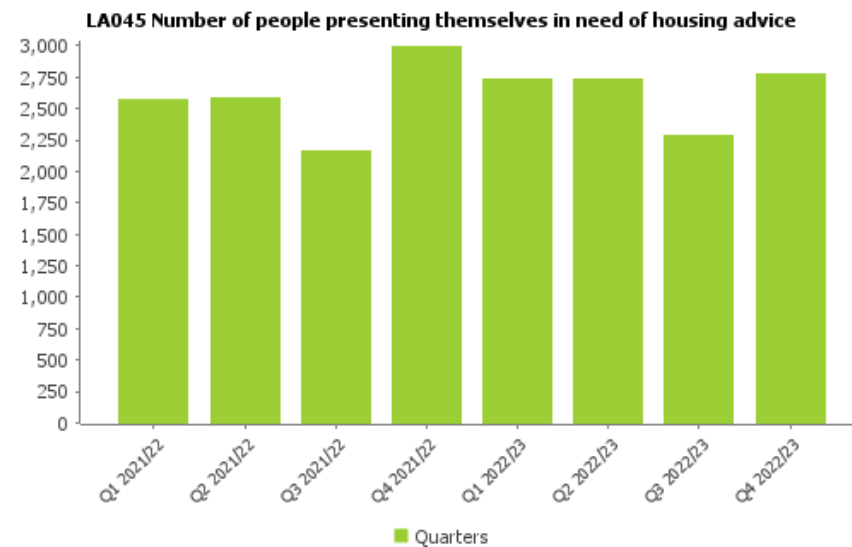
Managed By Kate Bailey

LA044 Number of residents who experience a positive health outcome as a consequence of a housing improvement intervention

Current Value 27

Managed By Kate Bailey

LA045 Number of people presenting themselves in need of housing advice



Current Value 2,772

Managed By Kate Bailey

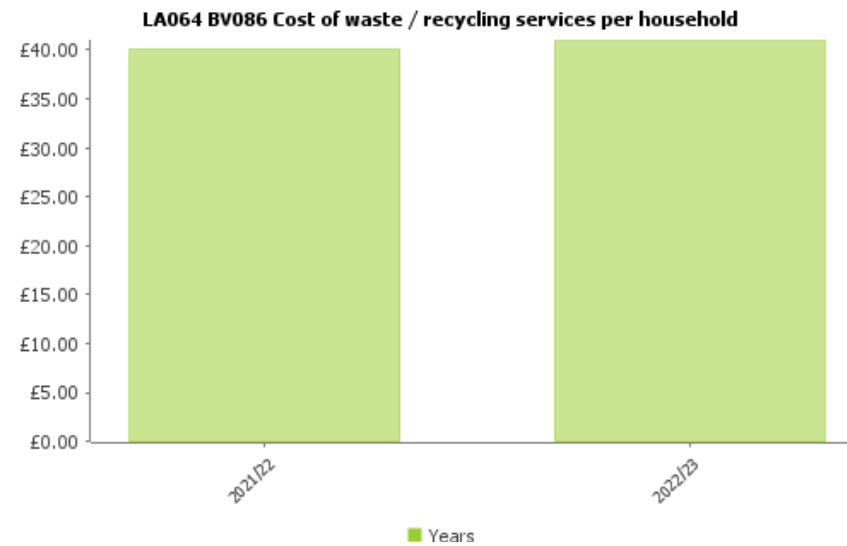
LE016 Number of visitors to Bewdley Museum



Current Value 19,531

Managed By Alison Bakr

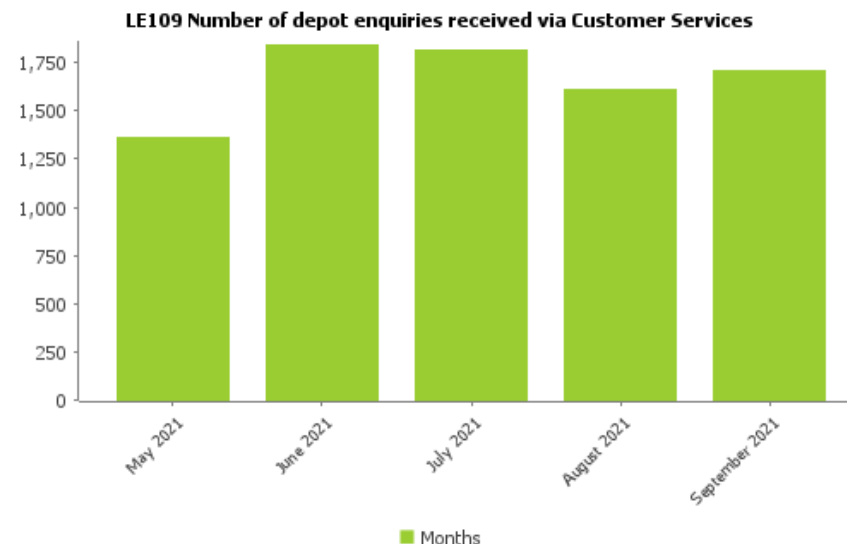
LA064 Cost of waste / recycling
BV086 services per household



Current Value £40.94

Managed By Steve Brant

LE109 Number of depot enquiries
received via Customer Services

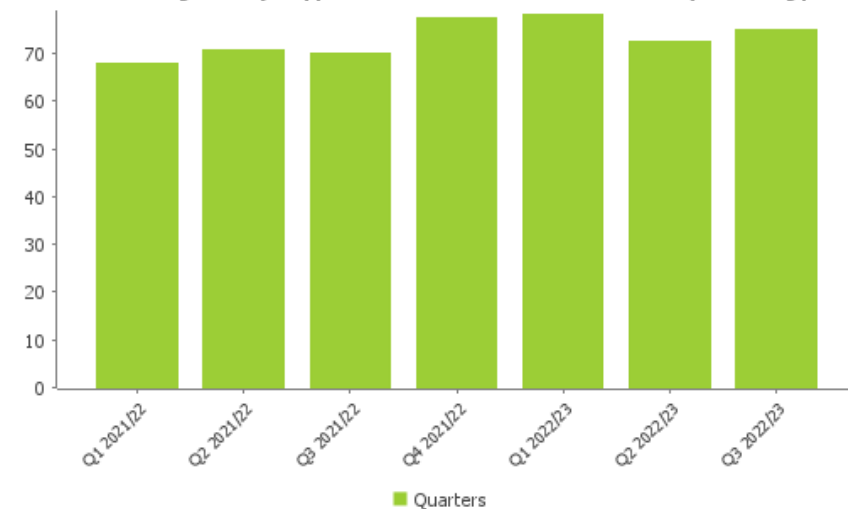


Current Value 1,705

Managed By Steve Brant

LA051 Percentage of major applications determined on time over a 2 year rolling period
a

LA051a Percentage of major applications determined on time over a 2 year rolling period

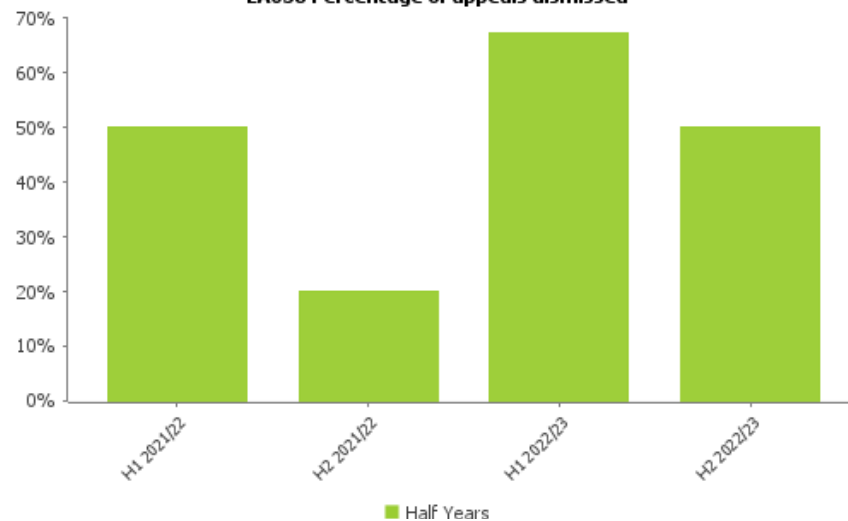


Current Value 75

Managed By Helen Hawkes;

LA058 Percentage of appeals dismissed

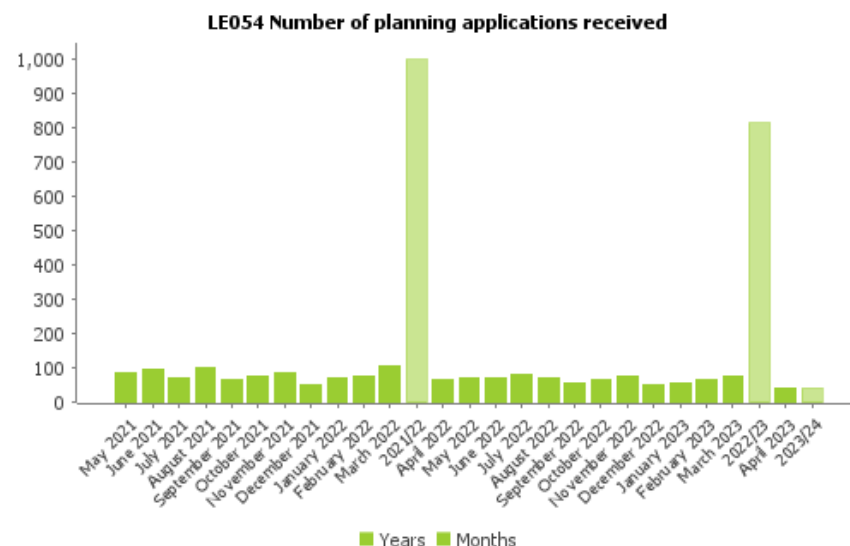
LA058 Percentage of appeals dismissed



Current Value 50%

Managed By Helen Hawkes;

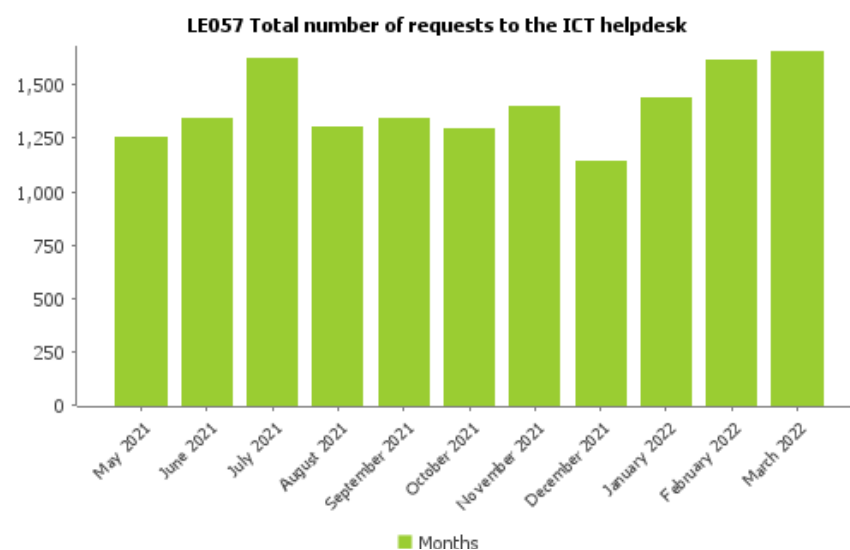
LE054 Number of planning applications received



Current Value 42

Managed By Helen Hawkes;

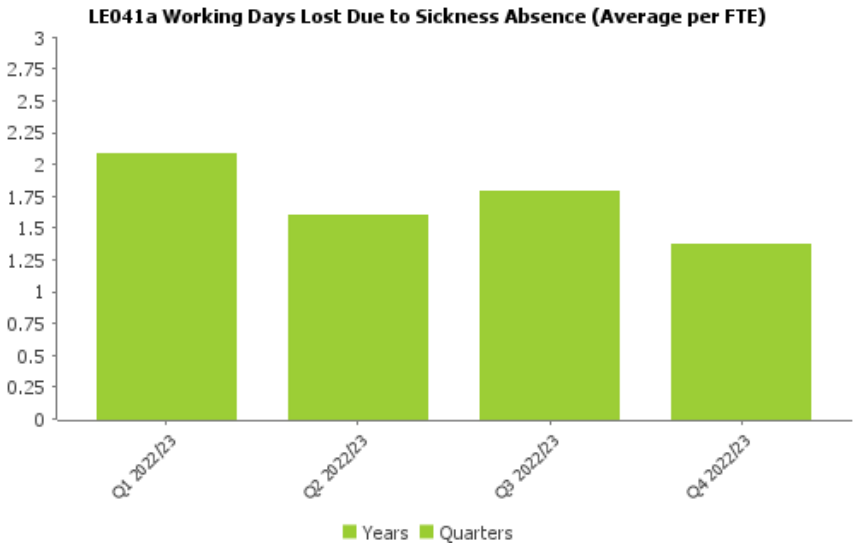
LE057 Total number of requests to the ICT helpdesk



Current Value 1,654

Managed By Dave Johnson

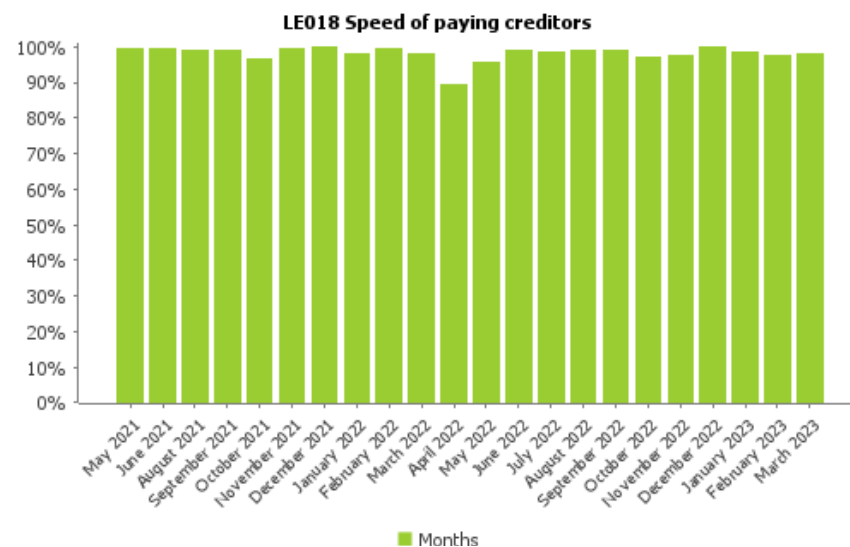
LE041 Working Days Lost Due to
a Sickness Absence (Average per
FTE)



Current Value 1.37

Managed By Caroline Newlands

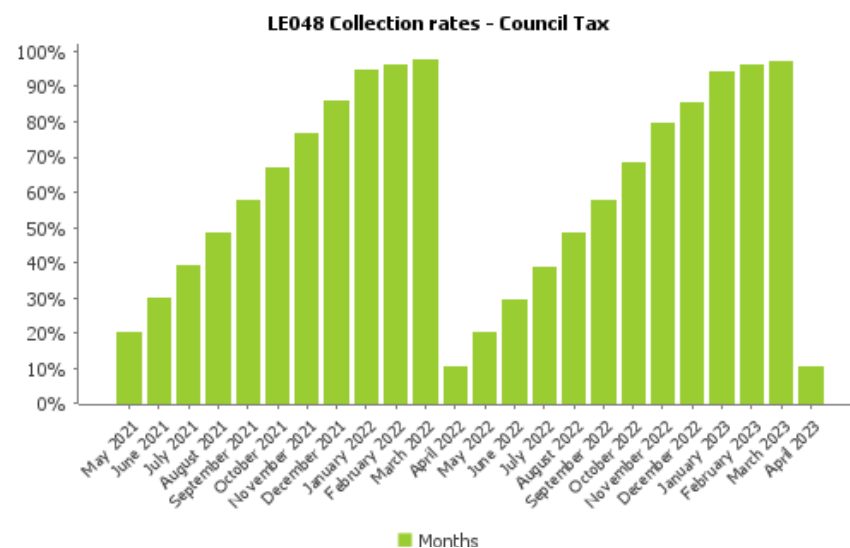
LE018 Speed of paying creditors



Current Value 98.16%

Managed By Helen Ogram

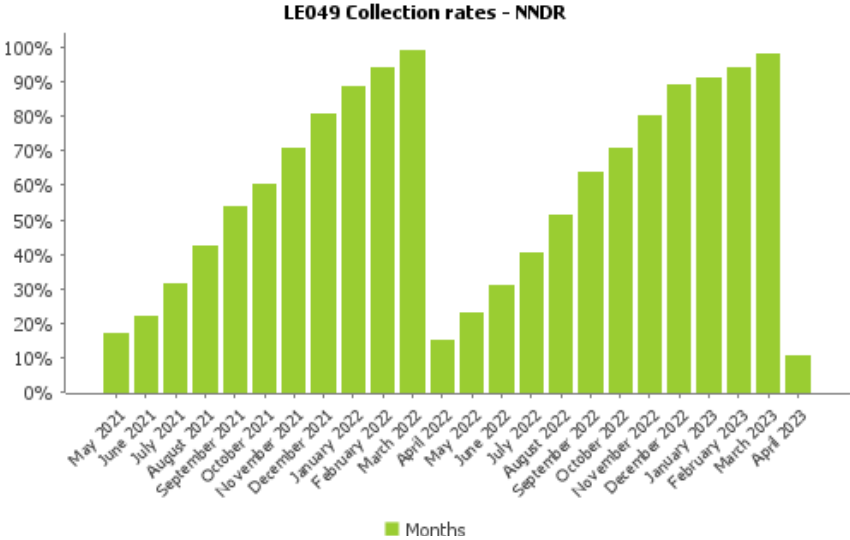
LE048 Collection rates – Council Tax



Current Value 10.58%

Managed By Lucy Wright

LE049 Collection rates – NNDR

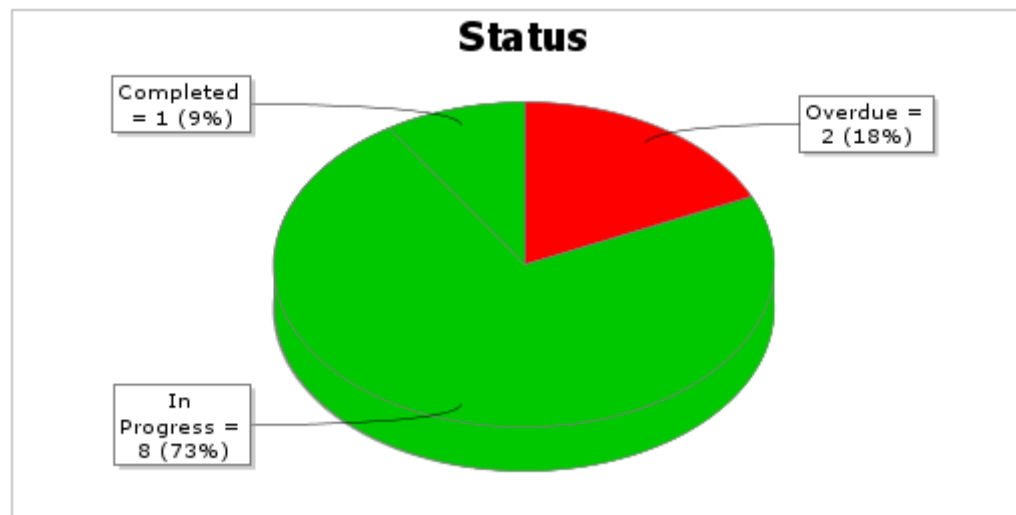


Current Value 10.74%

Managed By Lucy Wright

Corporate Plan Priority: Supporting a successful local economy

This report details the progress we have made against the Corporate Plan Priority of 'supporting a successful local economy'.



RA22/23 58

Governance arrangements: programme board in place



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration; Head of Resources; Solicitor to the	On-going attendance and participation in LUF and FHSF board meetings. Robust arrangements maintained for budgetary control and governance. Audit plan provides resource for contract audit assurance	02-Mar-2023

Council

RA22/23 59

Project management including delivery managers in place and project specific issues and risk registers maintained



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration	Project and delivery managers continue to deliver against their respective briefs	15-Sep-2022

RA22/23 61

Financial contingencies



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration; Head of Resources	On-going – revenue contingencies reviewed for adequacy at quarter end. External experts commissioned to progress Check Challenge Appeal with VOA to remove properties due for demolition from rating list. Revenue contingencies reviewed at year end.	02-Mar-2023

WFF 22/23 89

Future High Streets Fund Programme



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Ostap Paparega	Mc Bains appointed to develop designs for the Bull Ring/ connectivity	23-Feb-2023

WFF 22/23 90

Lionfields Phase One (Former Glades Leisure Centre site) feasibility study



Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2022	Ostap Paparega	Funding secured from the UK SPF	23-Feb-2023

WFF 22/23 96

Redevelopment of Land at Radford Avenue



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2024	Kate Bailey	Requires new Cabinet approval to pursue compulsory purchase order. Report likely to come forward in July.	10-May-2023

WFF 22/23 97

Levelling up fund



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2025	Ostap Paparega	<p>Kidderminster Town Hall KTH secured Planning and Listed Building consent on 10th October 2022. Currently in RIBA Stage 4 design phase which is progressing with Speller Metcalfe (contractor). As part of the second stage design and build tender process.</p> <p>Canal Tow Path Works completed to 70%</p> <p>Piano Building Acquisition of building pending.</p>	23-Feb-2023

WFF 22/23 98

Redevelopment of land at Clensmore Street



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2023	Kate Bailey	Heads of Terms with Housing Provider – awaiting sign off.	10-May-2023

WFF 22/23 101

Town Centre Masterplan including former Crown House, Woolworths and Mega Value sites



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Ostap Paparega	Draft masterplan completed as at 31st October 2022.	02-Nov-2022

WFF 22/23 103

UK shared Prosperity Fund



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2025	Ostap Paparega	UKSPF approval was expected in October 2022, delayed to December. ReWyre board met in Q4 to agree project allocations.	10-May-2023

WFF 22/23 106

Castle Road – temporary accommodation



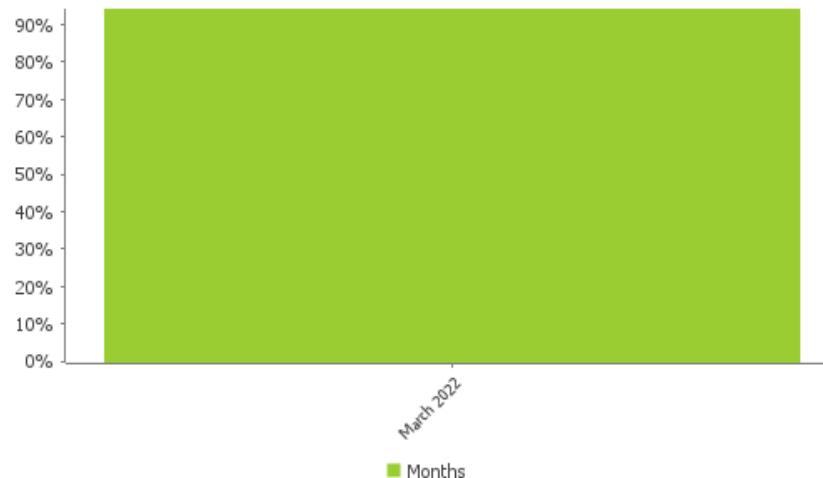
Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2024	Kate Bailey	Contract advert live, with a closing date of 12:00, 24th February 2023	10-Feb-2023

Measures

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

LE064 Percentage of Wyre Forest District Council incubator units occupied (industrial and office)

LE064a Percentage of Wyre Forest District Council incubator units occupied (industrial and office)



Current Value 94%

Managed By Ostap Paparega

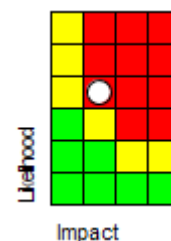
Risks

The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our priority of 'supporting a successful local economy'.

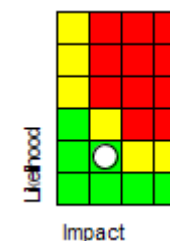
CORPRISK02

Unable to improve the economic prosperity of the district. Lack of vitality in the local economy – although the District is holding up reasonably well in the current economic conditions it still aims to stimulate growth to support the economic recovery and to support the recovery of the local economy.

Current Risk Matrix



Target Risk Matrix



The Council is now in its eleventh year of the State of the Area Programme which includes a number of projects to assist in the stimulation of economic recovery. The Council continues to host of the North Worcestershire Economic Development and Regeneration Service (having adopted a new North Worcestershire Economic Strategy in 2019 and new Strategic Asset Management and Business Growth and Enterprise Strategies in 2021) and maintains its membership of two Local Enterprise Partnerships and continues to maximise the benefit of that position, although it is recognised that this may change as the Government seeks to eliminate dual LEP membership from a future date that is as yet unknown. The Business Rates Retention Scheme introduced in 2013/14 increases the incentive to promote growth as there is significant financial risk to this Council if we are unable to sustain the baseline level of the business rates reflected in government projections. The detail in relation to reform of the Business Rates System has been delayed yet again so we will continue to review our position as more information is released. Ongoing membership of the Worcestershire Business Rates Pool has only mitigated this risk to a certain extent and economic growth is key to the future financial sustainability of the Council, this may change following Business Rates Reform. The Council has successfully bid for funding through the Future High Streets Fund initiative and begins its £20.5m programme in earnest to ensure delivery by end of March 2024. The announcement of the Levelling Up Fund and

Impact Marginal
Likelihood Significant

Impact Marginal
Likelihood Very Low

	Community Renewal Fund offer additional opportunities to secure further funding for projects in the district The impact of Brexit influences this risk and COVID-19 presents a significant challenge and increase in this key risk, but the Council has been proactive in distributing Covid related funding to businesses.				
CORPRISK11	Includes waste shared service; food waste collections; solar farm; temporary accommodation, Castle Road; localism including future arrangements for Bewdley Museum; ICT strategy; solar farm and other “green” projects; Lionfields Phase One; UKSPF; Wyre Forest Wild	Current Risk Matrix	 <p>Impact Moderate Likelihood Likely</p>	 <p>Target Risk Matrix</p>	 <p>Impact Likelihood</p>
CORPRISK16	Risk that the three-year programme to end of March 2024 delivering £20.5million programme of interventions across Kidderminster Town Centre will not be delivered on time and within budget. Governance arrangements established with board overseeing programme delivery and individual project boards to oversee each specific intervention. Additional capacity to be added to NWEDR to oversee programme and project delivery. Regular liaison with MHCLG to ensure delivery in accordance with programme and specifically focussing on monitoring and evaluation. Provision made in capital programme at February 2021 Council.	Current Risk Matrix	 <p>Impact Critical Likelihood Low</p>	 <p>Target Risk Matrix</p>	 <p>Impact Critical Likelihood Very Low</p> 
CORPRISK16	Description to be provided	Current	 <p>Impact</p>	 <p>Target</p>	 <p>Impact</p>

Risk
Matrix

Impact Major
Likelihood Possibe

Risk
Matrix

Impact
Likelihood

Exception report for all Wyre Forest Forward and Risk Actions

Those actions that are approaching their due date or are overdue



Enabling others to do what they need to do

RA22/23 02 Networking/training

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	HR and OD Manager	Actively promote and encourage officers to participate in appropriate networking and training events in their specialist field	03-Mar-2023

RA22/23 04 Ethics & standards regime

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; Solicitor to the Council	Ongoing activity. Training provided for Planning Committee in August & briefing note.	07-Oct-2022

RA22/23 05 Register of interests

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Monitoring Officer		

RA22/23 07 Continue to lobby Government to change legislation to provide stronger sanctions for standards

committees

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; Solicitor to the Council	Raised with DLUHC again 6th September.	07-Oct-2022

RA22/23 13

Achieve a flexible & dedicated workforce through adoption and implementation of the refreshed OD strategy



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	Previous OD strategy completed and looking ahead to the new strategy.	03-Mar-2023

RA22/23 14

Agile & capable managers



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	Learning and Development under review to establish full strategy with mandatory requirements both e-learning and support by face to face training as aligned to the MDR.	03-Mar-2023

RA22/23 17

Continue to grow income



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and	Following Covid restrictions a full return to the Leisure Management Fee paid by the contractor (Places for People Ltd) has been renegotiated for the financial	07-Oct-2022

Regeneration; Head of
Resources; Head of
Strategic Growth

period 2022/23.
Discussions underway for potential support for energy
and other inflationary costs.
Income at the depot for the financial period 2022/23 is
budgeted at £5.4m and is showing a positive bounce-
back in some key areas like car parking.

RA22/23 19 Implement a refreshed Organisational Development strategy Sept 2022



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	Previous OD strategy completed and looking ahead to the new strategy.	03-Mar-2023

RA22/23 22 Apprenticeship programme



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	HR and OD Manager	Work continues on aligning this with the ingoing Learning and Development review.	03-Mar-2023

RA22/23 23 To maintain and promote the Leadership & development programmes



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	Work continues on aligning this with the ingoing Learning and Development review.	03-Mar-2023

RA22/23 24 Employee assistance programme



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	EAP package available.	03-Mar-2023

RA22/23 33

Maintain and enhance ICT Security and Governance



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	ICT Manager	<p>Continue to roll out Cyber Security training and phishing campaigns to staff, Councillors and tenants. New round of course about to commence.</p> <p>Number of security project have been completed or nearing completion including</p> <ul style="list-style-type: none"> - Event and Security log system (SIEM) - Upgrade of Network Switches - Cloud backup - Firewall upgrades - Upgrade of a number of servers who's operating system goes end of support later this year - New Anti Virus and endpoint security system - multi-factor authentication for server 	01-Mar-2023

RA22/23 33

Worcestershire Works Well accreditation



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	In the last quarter, a new Health and Wellbeing working group has been established. The Worcestershire Works Well Scheme has been changed and there is no longer an accreditation route. Commitment remains to improve health and wellbeing of staff and ongoing review of future offering for staff.	03-Mar-2023

RA22/23 34

Mental health first aiders



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	Additional Mental Health training continues to support staff with responsibilities for mental health first aid.	03-Mar-2023

RA22/23 36

OD strategy: succession planning Implement a refreshed Organisational Development strategy Sept 2022



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	First draft of refreshed OD Strategy presented to CLT 6th September; expected to be finalised mid Oct.	11-Oct-2022

RA22/23 37

Effective governance mechanisms



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; Head of Resources; Solicitor to the Council	On-going attendance and participation in LUF and FHSF board meetings. Robust arrangements maintained for budgetary control and governance. Progression of Audit plan to provide assurance.	15-Sep-2022

RA22/23 42

Leadership development programme



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Chief Executive; HR and OD Manager	There is no longer a Wyre Forest Futures Leadership programme however the Council remains committed to progressing leadership and development and will be captured as part of the Learning and Development review. Managers Network continues.	03-Mar-2023

RA22/23 50

Data sharing including National Fraud Initiative



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Audit Manager; Head of Resources; Benefits and Customer Service Head of Revenues	National Fraud Initiative Mandatory Exercise for 2022~23 commenced in October 2022 with data submitted in respect of Payroll, Accounts Payable, Taxi Driver Licences, Council Tax Reduction Scheme, Housing Benefits, Council Tax Single Person Discount and Electoral Register. Matches released in January 2023 and currently under review by the Compliance Officers and Internal Audit, the outcomes will be recorded in the annual counter fraud report to the Audit Committee in September 2023 and contribute to Cabinet Office reports on the national fraud landscape which will include errors and overpayments as identified during the review of identified matches.	10-May-2023

RA22/23 58

Governance arrangements: programme board in place



Due Date	Managed By	Latest Note	Latest Note Date
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31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration; Head of Resources; Solicitor to the Council	On-going attendance and participation in LUF and FHSF board meetings. Robust arrangements maintained for budgetary control and governance. Audit plan provides resource for contract audit assurance	02-Mar-2023
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RA22/23 59 Project management including delivery managers in place and project specific issues and risk registers maintained 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration	Project and delivery managers continue to deliver against their respective briefs	15-Sep-2022

RA22/23 60 External advice including procurement support 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North Worcestershire Economic Development and Regeneration; Solicitor to the Council	Specialist procurement support commissioned as required from West Mercia Police under the existing services contract.	15-Sep-2022

RA22/23 61 Financial contingencies 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Head of North	On-going – revenue contingencies reviewed for	02-Mar-2023

Worcestershire Economic
Development and
Regeneration; Head of
Resources


adequacy at quarter end. External experts commissioned
to progress Check Challenge Appeal with VOA to
remove properties due for demolition from rating list.
Revenue contingencies reviewed at year end

Make good development happen

WFF 22/23 90 Lionfields Phase One (Former Glades Leisure Centre site) feasibility study 

Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2022	Ostap Paparega	UK SPF resources secured	10-Apr-2023

Ogram, Helen

RA22/23 63 Working Balances maintained and level of general risk reserve and other specific risk reserves to be kept under review 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023		Balance reviewed and increased by CPI at year end	10-May-2023

Cannot group these rows by Council's Purpose

RA22/23 62 Suspension of lower priority activities, meetings and projects 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	WF20 service managers	Ongoing activity	07-Oct-2022

RA22/23 64

Corporate budget monitoring focussing on emerging cost pressures or reduction in income



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023		The draft statement of accounts, including the outturn position, will be published by the 31st May.	10-May-2023

WFF 22/23 101

Town Centre Masterplan including former Crown House, Woolworths and Mega Value sites



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Ostap Paparega	Draft masterplan completed as at 31st October 2022.	02-Nov-2022