

Open

Cabinet

Agenda

6pm
Wednesday, 20 December 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 Tuesday 9 January 2024.

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 or other legal 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 an advance 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 officer and determined whether it is appropriate to declare the NRI and leave.

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

WEBCASTING NOTICE

This meeting is being filmed* for live or subsequent broadcast via the Council's website site (www.wyreforestdc.gov.uk).

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

You should be aware that the Council is a Data Controller under the Data Protection Act 1998. The footage recorded will be available to view on the Council's website for 6 months and shall be retained in accordance with the Council's published policy.

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

Wednesday, 20 December 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 9 November 2023.	7
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 11 December 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>Medium Term Financial Strategy 2024-27</p> <p>To consider a report from the Head of Resources and S151 Officer that provides the Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2024-27.</p> <p>The appendices to this report have been circulated electronically.</p>	10
7.2	<p>Capital Strategy 2024-34 and Capital Programme Update</p> <p>To consider a report from the Head of Resources and S151 Officer that seeks Council approval of a Capital Strategy for 2024-34 and to consider the Capital Programme 2023-24 onwards.</p>	96

8.		
8.1	<p style="text-align: right;">Councillor I Hardiman</p> <p>Wyre Forest Health Action Plan Update</p> <p>To consider a report from the Head of Strategic Growth that provides an update on action to improve health and wellbeing and tackle health inequalities in Wyre Forest. It includes the Wyre Forest Health Action Plan for 2024-25 for endorsement.</p> <p>Also, to consider recommendations from the Overview & Scrutiny Committee from its meeting on 7 December 2023.</p>	127 135
8.2	<p>Cost of Living Action Plan Update</p> <p>To consider a report from the Head of Strategic Growth that provides an update on action to tackle the cost-of-living crisis. It includes the Wyre Forest Cost of Living action plan for 2024/25 for endorsement.</p> <p>Also, to consider recommendations from the Overview & Scrutiny Committee from its meeting on 7 December 2023.</p>	136 149

9.		
9.1	<p style="text-align: right;">Councillor D Morehead</p> <p>Climate Change Action Plan Update and Climate Change and Carbon Reduction Plan 2024 – 27</p> <p>To consider a report from the Head of Strategic Growth that provides an update on action to tackle climate change and reduce carbon emissions. It includes the new Wyre Forest Climate Change and Carbon Reduction Plan for 2024 - 27 and year one action plan for endorsement.</p> <p>Also, to consider recommendations from the Overview & Scrutiny Committee from its meeting on 7 December 2023.</p>	150 193

9.2	Termination of shared service arrangement: North Worcestershire Economic Development and Regeneration To consider a report from the Chief Executive to agree the mutual termination, with effect from 30 June 2024, of the agreement that established North Worcestershire Economic Development and Regeneration.	194
10.	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.	
11.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

12.	Councillor D Morehead	
12.1	Agenda Item 9.2 - Termination of shared service arrangement: North Worcestershire Economic Development and Regeneration EXEMPT Appendix 1 - detailed background and issues relating to the proposed termination including legal, financial and personnel aspects.	
13.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

WYRE FOREST DISTRICT COUNCIL

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

9TH NOVEMBER 2023 (6PM)

Present:

Councillors: M J Hart (Chairman), I Hardiman (Vice-Chairman), B Brookes, D Morehead, T L Onslow and D Ross.

Observers:

Councillors: F M Oborski MBE.

Observed remotely: Councillors J F Byng and L Whitehouse.

CAB.37 Apologies for Absence

There were no apologies for absence.

CAB.38 Declarations of Interests by Members

No declarations of interest were made.

CAB.39 Minutes

Decision: The minutes of the Cabinet meeting held on 12th September 2023 be confirmed as a correct record and signed by the Chairman.

CAB.40 Call Ins

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

CAB.41 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.42 Public Participation

There was no public participation.

CAB.43 Budget and Performance Monitoring Q2 update

A report was considered from the Head of Resources and Section 151 Officer that summarised the Council's financial and service performance for Quarter 2 ending 30 September 2023. The report also presented the current projected outturn position for the 2023-24 financial year.

The Cabinet Member for Finance and Capital Portfolio presented the report and formally moved the recommendations for approval. He thanked the Head of Resources and Section 151 Officer for providing the very detailed and comprehensive report.

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

He advised that, after application of risk and contingency reserves, the forecast on the outturn is a negative variance of £330k. The risk to the MTFS is inflation across all service areas, together with any slippage to the Capital programme, plus any external shocks and not achieving unidentified savings within the MTFS. The cost of the current national pay offer, which has been accepted, added £750k for the year. The current forecast shows an overspend of £330k which is partially offset by a transfer from earmarked reserves of £150k from savings made last year and savings made on a number of unfilled vacancies.

With regards to reserves, he advised that without any further savings, income, or increased funding the reserves position for 2025-2026 would prevent a balanced budget being set. But the increase in interest rates is proving beneficial for treasury management, with a positive variance of a little over £1m expected. The General Risk Reserve has a current balance of £1.176m, following allocation of £682K for the Future High Streets Fund and pay costs of £150k.

With reference to revenue, he advised that the target for the capital portfolio fund in 2023-024 is unlikely to be achieved. The council has a good record of identifying and making savings, but this is proving more difficult to achieve, hence the use of unidentified savings targets.

With reference to collection rates, as of 30th September 2023, he advised that for council tax they were at 57.47% compared to 57.84% last year and business rates at the end of Quarter 2 were behind those achieved last year, at 56.67% compared to 63.56%.

With reference to treasury management, he advised that for investments, the average interest rate achieved in Quarter 2 was 4.78% compared to 4.715% previously. He explained that the impact on interest received is likely to be a surplus of around £1m compared to the original assumptions in the MTFS. The additional interest achieved from investing the FHSF and Levelling Up Fund grants was estimated to be £560k and would be earmarked to bolster the revenue contingencies for those projects.

In conclusion he advised that this administration would be focusing on growing commercial income and investing in opportunities for which a good business case could be made.

The Leader of the Council seconded the proposals.

The Vice-Chairman of the Overview and Scrutiny Committee, Councillor F Oborski MBE, presented the recommendations from its meeting on 6 November 2023.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 6 November 2023:

Cabinet NOTED:

- 1.1 The projected budget variations and comments within the report and appendices 1 to 5.**
- 1.2 The performance against measures and actions as set out in the report and appendix 6.**

There being no further business, the meeting closed at 6.15pm.

The meeting is available for viewing on the Council's website
<https://wyreforestdc.public-i.tv/core/portal/webcasts>

WYRE FOREST DISTRICT COUNCIL

CABINET
20TH DECEMBER 2023

Medium Term Financial Strategy 2024-27

OPEN	
CABINET MEMBER:	Councillor D Ross
RESPONSIBLE OFFICER:	Head of Resources and s151 Officer
CONTACT OFFICER:	Helen Ogram Helen.ogram@wyreforestdc.gov.uk
Appendix 1 Appendix 2 Appendix 3 – Part 1 Appendix 3 – Part 2 Appendix 3 – Part 3 Appendix 4 Appendix 5 Appendix 6	Base Budget Projections 2024-27 Variance Analysis Part 1 – Fees and Charges for Noting Part 2 – Fees and Charges - Cabinet Part 3 – Fees and Charges – Council Detailed Funding analysis: Local Government Finance Settlement Budget sensitivity analysis Risk Management <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 In accordance with the Council's Budget and Policy Framework Procedure Rules to provide the Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2024-27.

2. RECOMMENDATIONS

The Cabinet is asked to NOTE:

- 2.1 **The fees and charges as set out in Appendix 3 – Part 1.**
- 2.2 **The recommendations in the separate Capital Strategy 2024-2034 report that are intrinsically linked to this MTFS report.**

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

- 2.3 **The Council's updated Medium-Term Financial Strategy;**

2.3.1 There are eight Cabinet spending proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2024-27 (paragraph 6.4) as follows;

- a) **provision of community leadership funding of £1,000 for each councillor across the period of the MTFS, at a cost of £33k in each year.**
- b) **Delivering actions set out in the new corporate plan by increasing capacity in the Civil Enforcement team at a cost of £39k in the second year.** This will provide funding for one additional environmental enforcement post in 2025-26.
- c) **Delivering actions set out in the new corporate plan by increasing litter picking activity at a cost of £52k/£56k in 2024-25 and 2025-26.**
- d) **capital investment of £50k for accessible play equipment, which will have a revenue cost for the borrowing of £7.5k/year.**
- e) **a spend to save proposal to provide permanent capacity within the property team, at a cost of £116k/£120k/£123k** to progress commercial rental income growth in line with the priority within the 2023-27 Corporate plan; cost of temporary agency resource is currently met from risk reserves; cost to be fully recouped from income growth from commercial rents.
- f) **changes to the senior management structure to provide capacity for delivery of the priorities in the corporate plan, at a cost of up to £11k/£15k/£15k.**
- g) **introduction of free one hour parking at one car park in each of the three towns, Monday to Friday, 8am to 6pm.** This builds on the arrangements put in place in Bewdley in November as a consequence of the long-term traffic works. **This is anticipated to cost £51k/£54k/£57k.**
- h) **to introduce web casting of meetings of Overview and Scrutiny Committee at a cost of £1k in each year** to allow maximum access for the public and in order to be fully open and transparent.

2.3.2 The level of net expenditure and resultant Council Tax for 2024-27 as per paragraphs 6.1 and 6.5 including the revenue implications of the Capital Strategy report also on this agenda;

2.3.3 The fees and charges in line with this strategy and the impact on the Council's Revenue Budget for 2024-27, as shown in Part 3 of Appendix 3 (paragraph 5.4 also refers) which incorporate decisions taken by Council on 13th December 2023 in respect of licensing fees and charges;

2.4 The Cabinet is asked to APPROVE:

2.4.1 The fees and charges as set out in Appendix 3 – Part 2

2.4.2 That the budget contained in these papers is the subject of consultation with residents and business ratepayers for the 4 week period commencing 21st December 2023.

3 BACKGROUND AND KEY ISSUES

National position

- 3.1 Local government was not a priority for government throughout the years of austerity, and it is likely that unprotected Whitehall departments such as local government will face further budget tightening in the next spending review. The overall package for local government, including council tax increases in 2023-24, allowed for an increase of 9% in core spending power, but the position for district councils was much tighter at about 5%. This year's autumn statement was very late, on 22 November, and DLUHC officials have indicated that details of the provisional settlement for individual councils may not emerge until just before Christmas. A pre-settlement policy paper for 2024-25 was published on 5th December.
- 3.2 Local government's forward planning is hampered by central government giving only one year settlements rather than for a period of years. The funding settlement for 2023-24 was the fifth one-year settlement in succession. The local government finance policy statement in December 2022 aimed to give clarity about certain issues over a two-year period i.e. including 2024-25. The pre-settlement policy statement has confirmed most of the key decisions and provided a decision on New Homes Bonus and Band D thresholds. Local government finance reform has been delayed until after the general election. While this postpones a business rates reset, it also means that councils continue to be funded on the basis of formulae that are many years out of date.

The Challenges ahead

- 3.3 During 2023, there has been a growing number of councils including some districts whose chief finance officers have either had to issue notices under section 114 of the Local Government Finance Act 1988 or who have had to warn that they will need to issue them in the next 6-12 months. While some of these situations derive from poor policy or investment choices that the councils have made, an increasing number of councils are flagging up that the level of resources is too low to sustain services, in particular demand led services such as homelessness. While there is no prospect that the Government will provide any general funding for local government to alleviate the pressures caused by inflation in 2023-24, hope remains that the Government will recognise that the local government funding system cannot be allowed to continue on its present basis for another couple of years beyond the next general election.
- 3.4 The ongoing funding challenge continues to be a key priority. Inflationary pressures and other cost and demand pressures predicted for the period of the MTFS, whilst being offset in the short term by growth in investment income, cannot be met within current existing resources into the medium and longer term. A new programme of change focussed on commercialisation, income growth and new efficiencies is proposed by the Cabinet to ensure that the Council is equipped to meet the priorities of the Council in the future. The core functions of the Council remain the things that it is required to do by law, such as collecting waste, removing litter, producing a local plan and processing planning applications and administering local taxes and benefits. These activities cost about £5.5m (45% of total spend) a year. The remainder of the

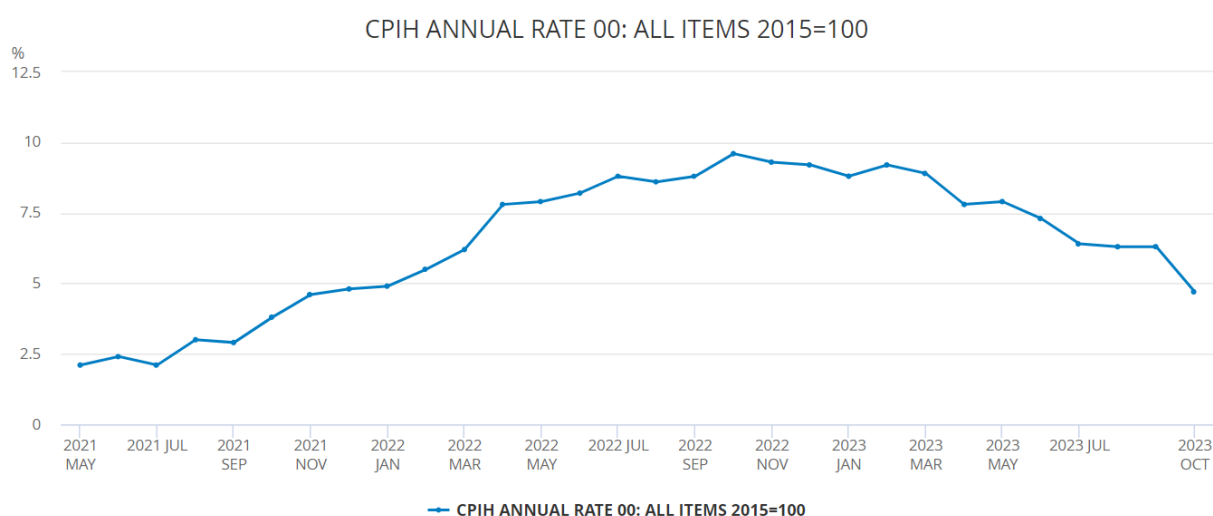
Council's work is discretionary and delivers on the Corporate Plan priorities to support the Council's vision for the district being a safe, vibrant and clean place to live work and visit. They include such things as economic development and regeneration, parks and nature reserves, and cultural and leisure services. The Council spends about £3.8m (31%) a year on discretionary activities with a further £3.0m (24%) on corporate costs including the costs of the democratic core and pensions deficit funding.

Strategic Issues

- 3.5 The key external strategic issues facing the Council in 2024-25 include:
- 3.5.1 **Elections Act and Environment Act** – The Elections Act 2022 is being implemented in stages and new burdens funding has been provided which, thus far, has met the costs of change. The far more significant waste reforms under the Environment Act 2021 have been delayed in most respects until April 2026, by when a weekly food waste collection must be introduced for domestic properties. Plans to prevent councils from charging for garden waste collections have been abandoned, which is most welcome. However, there is still very little clarity from DEFRA about the quantum of funding for the changes: there is as yet no guarantee there will be sufficient new burdens funding and funding from the Enhanced Producer Responsibility levy to cover the significant one off and ongoing costs.
 - 3.5.2 **Land charges migration project** – will potentially lead to a reduction in income from the end of the calendar year 2024 onwards. Loss of income may not lead to a reduction in work, and it is unclear whether the Council will be able to make good the shortfall by increasing fees.
 - 3.5.3 **The Levelling-up and Regeneration Act 2023** - amends the Local Government Finance Act 1992 so that councils can charge a premium on long-term empty properties after 12 months with effect from April 2024 and a council tax supplement of up to 100% for “dwellings occupied periodically”, that is second homes, with effect from April 2025. This administration will not be applying the council tax supplement for second homes. The Council decided to implement the premium for long-term empty properties some years ago: the earlier application of the premium will commence automatically in April as a consequence of the legislation.
 - 3.5.4 **Rising demand for statutory services (homelessness)** - The pressure from reduced supply in private rented sector housing (landlords exiting the market and those that remain sharply increasing rents, as well as increased competition from the Home Office's providers for dispersed accommodation) and the cost-of-living impact are expected to mean higher overall costs for WFDC by the end of the financial year. The autumn statement contained two measures that will assist: returning the local housing allowance to the 30th percentile of local market rents in 2024 and £120m of additional funding for homelessness prevention, although detailed allocations have not yet been announced (probably c.£100k+ for WFDC). In addition, “thank you” payments of £500/month for hosts under the Homes for Ukraine scheme will continue for a third year, which might assist in reducing the number of Ukrainian households that seek housing support.

3.5.5 Planning and licensing - A significant increase in planning fees was first proposed in May 2022. While regulations were laid in July 2023, they came into force only on 6 December. The increase is welcome but will not mean that the full cost of the planning function is covered by fees, with the proportion of planning service costs met by fees estimated to increase from 63% in 2023-24 to 72% in 2024-25. The Autumn Statement on 22nd November introduced further fee proposals for major planning applications in exchange for the introduction of new deadlines and the requirement for refunds to be given where deadlines are not met. Further details are awaited but the proposal relates to major applications and WFDC does not receive many of this type, so it is unlikely to have much impact. Local government continues to push for the ability to set planning and licensing fees itself. The Home Office has recently consulted about increasing certain gambling fees by 30%. The principle is welcome, but the fees were last set in 2008 and CPI since then exceeds 42%. If fees continue to be set nationally it would assist local government finances if they were regularly updated and aligned with increases in the costs that councils face.

3.5.6 Inflation – Severe economic pressures have dented the Council's ability to deliver services and will affect setting a balanced budget across the three years of the medium-term financial strategy. Annual CPI inflation was 6.7% in September and 4.6% in the 12 months to October 2023. Whilst lower than the 11.1% high in October 2022, inflation is expected to remain above the Bank of England's 2% target until the end of 2025 at the earliest. Inflation has been well above the increases in core spending power for district councils throughout 2022-23 and 2023-24. Prices are still increasing: it is only the rate of change that has slowed. Inflationary pressures continue to be felt in fuel, goods and supplies and construction prices, all of which ultimately affect the Council's revenue expenditure. In addition, the Council has had to make significant additional funding available for capital projects which has reduced revenue reserves and the interest generated through treasury management will be lower than would otherwise have been the case. The impact includes the need for greater borrowing for capital expenditure on such things as vehicles and ICT systems because prices have increased. The increases in interest rates mean that borrowing costs will be higher although this is offset by increased investment income on any balances held.



Source: Office for National Statistics, CPI time series

- 3.5.7 **Pay** – Assumptions about pay need to reflect the possibility that increases will continue to be ahead of inflation due to the autumn statement announcements in relation to the National Living wage, an increase of 9.8% to £11.44 in April 2024. Although this remains below WFDC's lowest pay point on the main pay scales which is now £12.77, the gap with the bottom point on the NJC pay scale is much closer and this will have a knock-on impact on the NJC pay award agreed for 2024-25, as the Local Government Employers will need to keep local government pay ahead of the possible National Living Wage in April 2025.
- 3.5.8 **Energy Price increases** – Wholesale energy prices have remained high during 2023-24 although gas prices have seen some downwards movement. Energy prices are still significantly higher than they were two years ago. Whilst there has been some downwards movement in recent months, prices are expected to rise again in 2024-25.

Government funding, controls over council expenditure

- 3.6 The summary below highlights the main issues for Wyre Forest District Council and areas of uncertainty that remain following the Autumn Statement on the 22nd November. The provisional local government settlement for 2024-2025 is expected to be published just before Christmas.

The current assumptions are set out here. They will be updated before the meeting on 20th December if the provisional settlement is released in time; otherwise in the final version of the MTFS at February Cabinet.

The 2024-25 local government finance settlement is expected to be for one year only and is based on Spending Review 2021 (SR21) funding levels, updated for the 2023 Autumn Statement announcements and the pre-settlement policy statement issued on 5th December. The main points are set out below:

- i. **Council Tax** – The council tax referendum limit for Shire district councils will be 3% or £5 whichever is higher. There will be no referendum limits set for town and parish councils.
- ii. **Business Rates Retention** – For 2024-25 the small business rates multiplier will be frozen while the standard multiplier will be updated by September CPI. English local authorities will be fully compensated for the loss of income as a result of the freeze. Baseline funding levels will be indexed in line with the methodology set out in the technical consultation published in the autumn. This will be done using proxy data from the Valuation Office Agency's list published on 3rd April 2023.
- iii. **Revenue Support Grant** – the DLUHC pre-settlement policy statement of December 2023 confirmed that RSG would "be uplifted in line with Baseline Funding Levels", which suggests an increase of 6.7%;
- iv. **Top Up/Tariff Adjustments (Negative RSG)** – As in previous years, the policy statement says that the Government will eliminate any negative RSG amounts.
- v. **Local Government Funding Reform** – The Government will not proceed with the Review of Relative Needs and Resources ('Fair Funding Review'), a reset of Business Rates growth, nor any other fundamental reforms to the finance system in 2024-25.

Specific Grants

- i. **Reduced: Services Grant** – it is presumed that the methodology for the grant will remain unchanged. The reasons for the reduction were not set out in the pre-settlement policy paper;
- ii. **Reduced: New Homes Bonus** – The new homes bonus will continue in 2024-25 with a new round which will attract no legacy payments;
- iii. **Minimum Funding Guarantee** – This grant provides a funding floor for all local authorities, so that no local authority will see an increase in Core Spending Power that is lower than 3% (before assumptions on council tax rate increases).

Business rates

- 3.7 The Council currently participates in the pan-Worcestershire Business Rates Pool. The current arrangement will end on the 31st March 2024 and an application has been made for a Herefordshire and Worcestershire Pool for 2024-25 based on the same membership as 2023-24. This will be confirmed as part of the Provisional Finance Settlement, and a final decision will need to be made within 28 days. There is currently a clear benefit to pooling although the precise financial benefit in 2024-25 is difficult to predict given the revaluation that was effective 1st April 2023 and the subsequent adjustments of the final tariff based on 2022-23 audited returns (other members of the pool have not had their returns audited). The benefit of pooling will be reconsidered, in conjunction with the other treasurers within the Pool, following receipt of the provisional settlement. Business rates projections included within this report will be reviewed and revised if necessary, before budget recommendations are finalised. The small business rates multiplier will be frozen in 2024-25 at 49.9 pence, for the fourth consecutive year, while the standard multiplier will be uprated by September CPI to 54.6 pence, with the lost revenue being compensated with section 31 grant. The compensation for the multiplier freeze will follow a new compensation methodology.

Consultation arrangements

- 3.8 Since 2019, the Council has undertaken consultation with the public on the main issues and options relating to the medium-term financial strategy before the draft MTFS is presented to Cabinet in December. This year the Council will consult on the draft budget after consideration by Cabinet. The draft budget will be published on the Council's website and Tax payers and Business rate payers will be invited to comment. A consultation survey on the Cabinet proposals will be available for four weeks. Comments will be considered by Cabinet members and reported to the Strategic Review Panel on 25th January 2024. Any changes as a result of consideration of responses will be made to the final budget presented in February for approval.

4 THE ROLE OF THE STRATEGIC REVIEW PANEL

- 4.1 The Cabinet Strategic Review Panel will scrutinise this year's budget at a meeting on 25th January 2024.
- 4.2 The main focus of the January meeting will be consideration of consultation responses from tax payers, the Cabinet Proposals and Alternative Budget Proposals together with the proposed Capital Strategy (this is a separate report on the agenda). The process feeds into key decisions about the shape of the strategy to be approved by full Council in February 2024, when the council tax will also be set.

5 PRESSURES AND ASSUMPTIONS

Local position - latest estimates of the revised financial position

- 5.1 This section of the report deals with the latest information on expenditure in the current financial year, inflationary pressures predicted for the period of the MTFS and the impact that this might have on the Council's reserves, based on a range of assumptions. It highlights key information relating to estimates of the Council's financial position in the next three years taking into account the impact of latest estimates. The funding gap analysis takes account of assumptions of cost savings and/or income growth strategies built into the budget and the contribution required from reserves to balance the budget.
- 5.2 The key assumptions are:
 - a. **Government funding – negative Revenue Support Grant** is confirmed as deferred for 2024-25. It is assumed that it is also deferred for 2025-26 then previous level of £357k assumed.
 - b. **New Homes Bonus** – The pre-settlement policy paper confirmed that this funding stream will continue in 2024-25. The allocation assumed in 2024-25 is £228k, based on the 2023-24 methodology. No future year allocations are included. This will be amended for the February Cabinet and Council reports to reflect the final allocation and policy decisions if different.
 - c. **Business Rates growth above baseline** – the current assumption, informed by the latest monitoring, is that we will achieve growth above the baseline funding assessment for business rates in 2023-24 of £950,200 (local share). The amount assumed for 2024-25 and 2025-26 is £1m. The MTFS assumes that there will be a baseline reset in 2026-27 and that all growth will be lost.
 - d. The MTFS assumes that there will be a **transitional grant** to smooth the impact of funding reform and business rates baseline reset. It is assumed that this will be paid on a reducing balance over a 2 year period.
 - e. **Increases in Council tax** of 3% pa from 2024-25 onwards. If flexibility up to a higher increase is allowed as part of the Final Settlement, then the proposed increase will be reconsidered.
 - f. All councils will receive a minimum of a 3% uplift in funding in 2024-25. This is estimated at £295,500. It is assumed that this revenue stream will continue in 2025-26 for a final year prior to introduction of funding reform in 2026-27.
 - g. The approach to be taken to **fees and charges** this year will continue to have regard to demand and other market conditions. As a result, the average

increase will be kept at 5%, representing an increase broadly in line with the current rate of inflation. Although inflation is expected to fall during 2024-25 and 5% may well represent a modest real-terms increase compared to inflation, it would not make up for the generally sub-inflation increases applied in April 2023 or in particular the increase in staffing costs because of the April 2023 pay settlement. Some fees and charges may be frozen or increased by less than the average of 5% if market analysis suggests that to do so will increase market share. Car parking charges will generally be increased by 10p or 20p/ticket.

- h. **A 4% pay increase** (circa £600k) assumed in 2024-25 and then 3% pa onwards.
- i. Given the current future forecasts for inflation it is appropriate to include 3.5% general inflation for 2024-25; this has added over £642k extra costs across the MTFS.
- j. The actuarial valuation at 31st March 2022 indicated that there had been a significant reduction (circa £750k p.a.) in the value of the pension deficit contribution required for the 3 years from 2023-24 to 2025-26 due to an improved funding position. There is a risk that the next triennial revaluation in 2025 will report a worsening position with contributions again having to rise. A modest level of reserves is held to mitigate this risk with a further £250k contribution to these reserves included in 2024-25 and 2025-26 to protect the council against any sharp future increases.
- k. **Council Tax Base** – There has been a net increase between 2023-24 and 2024-25 of **164 Band D** equivalent properties. This increase is the combined impact of housing growth, movement in discounts and the support offered under the Council Tax reduction scheme and removal of individual assessments for homes of multiple occupation (HMOs). Informed by data from planning applications and housing growth projections following adoption of the local plan, an ongoing average increase of **500 Band D equivalent properties** or circa 1.4% compared to the 2024-25 Council Tax Base is assumed each year from 2025-26 and is considered to be realistic.
- l. **Council Tax** – current assumption is a break even position on the collection fund. This will be reviewed in January and the figures revised for the February Cabinet and Council reports if required.
- m. **Business Rates** - The position for Business Rates is difficult to gauge as it is heavily influenced by decisions on provision for appeals and bad debts. These provisions are made at the year end. There is also uncertainty around the continuation of pooling arrangements. The Herefordshire and Worcestershire Business Rates Pool is expected to be designated by the Secretary of State to operate in 2024-25 but final decisions are not made until January/February after settlement information is released and benefits of pooling confirmed. Growth of £1m additional income above baseline (including the pooling gain and under indexation grant) is assumed for 2024-25 and 2025-26 based on current forecasts of Pool performance, with growth removed for future years on the assumption that there will be a reset in 2026-27.

The estimates detailed above will be kept under review and revised for the February Cabinet and Council reports.

- n. **Homelessness Reduction Act** - the Homeless Prevention Grant has failed to

cover the additional costs of the homelessness service in relation to both the service and the provision of emergency accommodation under s188 duties. Demand for the service remains high and quarter 2 of 2023/24 saw the highest number of approaches since the legislative change, perhaps indicating pressures from the cost of living rises.

These are the total numbers of households approaching the Council by quarter since 2019.

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2019-20	181	204	176	236
2020-21	139	255	146	195
2021-22	165	274	156	197
2022-23	264	226	200	267
2023-24	244	279		

As noted earlier, the Council will receive a share of the £120m increase in homelessness prevention grant announced on 22 November but detailed allocations have not yet been notified.

- o. The revised **capital and revenue implications** of the current Capital Programme have been included in projections.
- p. The **Capital Portfolio Fund** is not currently forecast to achieve a break even position in 2024-25 and will be supported by a transfer from risk reserves established for this purpose. The fund is expected to return to a surplus (£35k) in 2025-26 and £45k in 2026-27. This is after allowance has been made for a generic Planned Property Maintenance Reserve of 20% of the total net income to help mitigate future risk. These figures will continue to be closely monitored and will be refined as further information emerges.
- q. In terms of external Prudential Borrowing, the Council is currently under borrowed and the current intention is that internal borrowing will continue to be utilised but the Council may enter into further external borrowing from 2024-25 onwards. Borrowing will continue over the medium and longer term and an average interest rate of 5% is our assumption for all years within the base budget to fund the cost of this.

Investment Income

- 5.3 The Base Budget takes account of the current position in relation to the forecast level of interest that the Council can expect to receive. The rates assumed are as follows:
 - a. Expected returns in 2023-24 based on investment returns of 5.25%;
 - b. Expected returns in 2024-25 based on investment returns of 4.75%;
 - c. Expected returns in 2025-26 based on investment returns of 3.25%;
 - d. Expected returns in 2026-27 based on investment returns of 3%

Investment Income assumptions 2023-24 to 2026-27

Year	2023-24	2024-25	2025-26	2026-27
Rate	5.25%	4.75%	3.25%	3.0%
Investment return	£1,460,000*	£1,425,000	£952,000	£780,000

*Net of sums ring fenced for LUF and FHSF grant funded scheme

5.4 Fees and Charges and Commercial Income

- 5.4.1 The administration will continue the previous strategy to increase fees and charges where possible by at least 5% a year, subject to remaining competitive for services that are sold on a commercial basis. All services were asked to consider relevant changes to fees and charges and the potential additional income this could generate. The risk of failing to optimise income due to elasticity of demand, changing economic circumstances and the emergence of competition was evaluated. As a result, some fees and charges have been frozen or increased by less than the average of 5%. Although inflation is expected to fall during 2024-25 and 5% may well represent a modest real-terms increase compared to inflation, it would not make up for the generally sub-inflation increases applied in April 2023 or in particular the increase in staffing costs because of the April 2023 pay settlement.
- 5.4.2 Car parking generates an important revenue stream of about £1m a year to pay for the cost of operating car parks and a range of other significant environmental services. The Cabinet's proposals for car parking charges are set out in the Fees and Charges schedules in Appendix 3 - Part 2 for decision. Some charges are being frozen (30 minute and overnight charge) while others are going up by 10p or, for longer stays, 20p or 50p. Overall car parking charges would increase broadly in line with the current rate of inflation.

Innovation Fund and General Risk Reserve

- 5.5 To create capacity to support the pace and scale of change the Corporate Leadership Team has made various allocations from the **Innovation Fund** to meet the cost of additional resource required to meet the ambitious innovation agenda. The Innovation Fund balance is forecast to stand at £560k as at end November 2023 taking into account commitments. The approved budget allows for the top-up of this reserve by £250k in 2024-25, £150k in 2025-26 and £75k in 2026-27 towards future spend to save initiatives, severance or TUPE costs. Accounting provision will be made in the accounts for severance costs when appropriate. The General Risk Reserve stands at £1.346m as at the end of November taking into account commitments and following the review of Earmarked reserves in Spring 2023. Both of these key reserves will be kept under review and potentially be replenished as part of the final accounts process.

Options and priorities for the medium term financial strategy, 2024-2027

- 5.6 The **annual savings target that needs to be achieved** over the next two years to close the funding gap and to avoid drawing on reserves is £1.483m. The current projection for 2026-27 is £2.137m but is heavily influenced by the potential impact of funding reform. Any decisions that added to the Council's financial gap would seem

imprudent and could not generally be recommended by officers unless a new funding stream is identified or there is an unexpected uplift in existing grant: even then decisions need to be cognisant of the long term financial resilience of the council and aligned with corporate priorities. An exception would be one off expenditure on a “spend to save” basis. Thus, the starting principle is that the medium-term financial strategy should not contain any growth items that result in ongoing additional revenue expenditure, including additional borrowing costs arising from new capital investments, unless either they can be funded by additional revenue income that at least repays the cost of borrowing or there is a new or unexpected recurring uplift in existing grant or they align with priorities in the corporate plan and can be afforded within overall resources.

- 5.7 The MTFS has made provision for a number of matters that are unavoidable or highly desirable if the Council is to continue operating and to deliver the priorities in its new Corporate Plan. The first priority for the MTFS has been to make adequate provision for the various inflationary pressures that the Council is facing. It will not serve the Council well to adopt unrealistically low estimates for 2024-25 or subsequent years. The Bank of England itself does not expect inflation to fall to the 2% target until the end of 2025. It is merely the rate of change in prices that is slowing. Costs of energy, fuel, wages etc. are all higher than they used to be and are not going to fall miraculously to pre-2022 levels. The same is true of construction costs and vehicle acquisition costs - higher levels of borrowing will be required and at higher interest rates.
- 5.8 Growth in planning income is expected because of Government regulations to increase planning fees (although this will not cover the full cost of the planning function) and continued receipt of significant fees for development following adoption of the local plan. The latter will require the planning committee to continue approving applications for allocated sites that are in accordance with the plan. The initial push by developers and agents to bring allocated sites forward means that there may be a drop in income over the medium to long term.
- 5.9 The Local Plan was adopted in April 2022. It will secure further significant growth in population in the medium to long-term. Local Plan allocations are expected to contribute significant numbers of dwellings within the next few years and increase our Council Tax base. This will increase Council Tax income to fund services in the long-term. The Council will have to provide some additional services (e.g. waste collection) but many others are not elastic in response to population (e.g. museum, economic development, town centre street cleaning). More people living locally will also mean greater competition and demand for some services and provide greater opportunities for external income generation than might otherwise have been the case. A Council tax base increase of 500 equivalent band D properties has been assumed from 2025-26 onwards.

6 **CABINET PROPOSALS**

- 6.1 This section presents the Cabinet's proposed spending plans for the next three years.

Council tax

- 6.2 The administration is recommending a council tax increase at the level of the referendum principle announced in the pre-settlement policy statement received on 5th December. The referendum principle considers any increase of 3% or more to be excessive. The District Councils' Network and other representative bodies have lobbied strongly for greater flexibility (such as 5% or £10 at Band D). A 3% increase has been assumed in 2024-25 (2.995% rounded) and a further 3% pa for 2025-26 onwards. In the event that a different limit or greater flexibility for a higher increase is allowed as part of the Final Settlement, then the proposed increase will be reconsidered. The increase in the District Council's tax from 2010-11 to 2023-24 taking into account the latest proposal is only 19.5% compared to a CPI increase of 41.5% between 2010 and 2022 demonstrating that households within Wyre Forest have enjoyed a real terms reduction in the District's element of council tax across that period.

Commercial Income

- 6.3 A strengthened focus on growing the Council's net commercial income, building on the good work that has been done since 2018, is expected to generate additional net revenue to support the Medium Term Financial Strategy. There are currently a number of pipe line projects where business cases are being drafted. The Cabinet has confidence that the following new income target can be achieved. Approval is sought for a new commercial income target to support the Wyre Forest Forward programme of £160k in 2024-25, £240k in 2025-26 and £300k in 2026-27. Of the total new target £110k/£140k/£150k is from additional commercial rents as a result of improved tenant liaison, management of breaks and expiries and a more commercial approach to lettings and asset management. The remainder of the target £50k/£100k/£150k is expected to be met from new commercial initiatives or improved performance of existing commercial activity.

Spending proposals

- 6.4 After making adequate provision for inflation, this year there are eight spending proposals as follows:
- 6.4.1 **provision of community leadership funding of £1,000 for each councillor across the period of the MTFs, at a cost of £33k in each year.**
 - 6.4.2 **delivering actions set out in the new corporate plan by increasing capacity in the Civil Enforcement team at a cost of £39k in the second year. This will provide funding for one additional environmental enforcement post in 2025-26.**

- 6.4.3 **delivering actions set out in the new corporate plan by increasing litter picking activity at a cost of £52k/£56k** in 2024-25 and 2025-26.
- 6.4.4 **capital investment of £50k for accessible play equipment, which will have a revenue cost for the borrowing of £7.5k/year.**
- 6.4.5 **a spend to save proposal to provide permanent capacity within the property team, at a cost of £116k/£120k/£123k** to progress commercial rental income growth in line with the priority within the 2023-27 Corporate plan; cost of temporary agency resource is currently met from risk reserves; cost to be fully recouped from income growth from commercial rents.
- 6.4.6 **changes to the senior management structure to provide capacity for delivery of the priorities in the corporate plan, at an estimated cost of £11k/£15k/£15k.** This is described in detail below at paragraph 6.4.9.
- 6.4.7 **introduction of free one hour parking at one car park in each of the three towns, Monday to Friday, 8am to 6pm.** This builds on the arrangements put in place in Bewdley in November as a consequence of the long-term traffic works. This has an estimated cost of £51k/£54k/£57k.
- 6.4.8 **introduction of web casting of meetings of Overview and Scrutiny Committee at a cost of £1k in each year** to allow maximum access for the public and in order to be fully open and transparent.

Changes to management structure

- 6.4.9 The draft MTFS also makes provision to ensure that capacity and alignment of the management structure is in place to deliver the three corporate priorities. The senior management structure that was approved by Council in 2021 has been in place for nearly two years. Working with the Head of Paid Service, the Cabinet has identified the need to ensure that capacity is aligned with the priorities in the corporate plan. The following arrangements are therefore being put in place or are proposed:
 - (a) with Redditch and Bromsgrove councils, a review has been undertaken of the councils' respective need for support on economic development and regeneration, which is a priority for all three districts. The councils have concluded that the current arrangements should be terminated through mutual agreement with effect from 30 June 2024, and a separate report on tonight's agenda seeks formal approval accordingly. This will allow Wyre Forest District Council to implement its own stand-alone structure;
 - (b) following approval of the draft MTFS by Cabinet, the Head of Paid Service will issue proposals for the new structure which include a proposal to create a post of Strategic Director: Regeneration and Commercial. The post is expected to be filled by an existing member of the Corporate Leadership Team and there would be no redundancies. Subject to the outcome of consultation, Council will be invited at its February meeting to confirm the change to the senior management structure alongside the necessary amendment to the pay policy statement. The draft MTFS makes provision for

estimated additional costs of £15k a year with effect from 1 July 2024 and the figure will be revised as necessary in the final version of the MTFS.

- 6.5 The Cabinet will also continue to invest in culture and arts events. The £20k funding made available in the 2023-26 MTFS to fund events supported by the three Town Councils will be retained in the 2024-27 MTFS but, due to low take-up of the offer, will be allocated directly to events by the Council.
- 6.6 The table below summarises the draft Cabinet proposals that will be subject to a 4 week consultation period commencing on 21st December 2023.

Cabinet Proposals 2024-25 Onwards

ACTIVITY AND DESCRIPTION OF PROPOSALS	KEY	2024-25	2025-26	2026-27	After 2026-27
		£	£	£	£
<u>Enforcement</u> Additional funding in 2025-26 for 1 new Civil Enforcement Officer. Unspent allocations approved in the 2023-26 MTFS being rolled forward.	C R S		38,800 1.00		
<u>Street Scene</u> Appoint 2 new Street Scene officers utilising allocations approved in the 2023-26 MTFS for part time litter pickers (including match funding) to partially off-set the increased cost to provide year-round blitz/hot spot reactive repairs.	C R S	51,700 1.70	55,800 1.70		
<u>Community Leadership Fund</u> Provision of community leadership funding of £1,000 for each councillor in across the period of the MTFS	C R S	33,000	33,000	33,000	33,000
<u>Additional Staffing resource</u> Additional staffing resource to address capacity within the property team to deliver corporate priorities (off-set by income target)	C R S	116,000 2.00	119,500 2.00	123,100 2.00	126,800 2.00
<u>Additional Staffing resource</u> Additional staffing resource to alignment the management structure to deliver the corporate priorities	C R S	11,250	15,000	15,450	15,900
<u>Adaptive play equipment</u> Provision of disabled play equipment in Brinton Park and Stourport riverside.	C R S	50,000 7,500	7,500	7,500	7,500
<u>Free one hour parking</u> Introduction of free one hour parking at one car park in each of the three towns, Monday to Friday 8am to 6pm. This builds on the arrangement already put in place in Bewdley due to long term traffic	C R S	51,000	54,000	57,000	57,000
<u>Web Casting of meetings</u> To introduce web casting of meetings of Overview and Scrutiny Committee to allow maximum access for the public and in order to be fully open and transparent	C R S	1,000	1,000	1,000	1,000
<u>Commercial Income growth</u> A strengthened focus on growing the Council's net commercial income	C R S	160,000 CR	240,000 CR	300,000 CR	330,000 CR
TOTALS	C R S	50,000 111,450 3.7	- 84,600 4.7	- 62,950 CR 2.0	- 88,800 CR 2.0
Also: 3% pa Council Tax increase					

KEY - Changes in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

- 6.7 The following table demonstrates the forecast position for the Council when all of the Cabinet Proposals are incorporated into the Base Budget. The Council is forecast to hold a balance of £584k at the end of 2026-27 (see reserves table in 7.5):

Revised Forecast Financial Position including Cabinet Proposals

	Revised 2023-24 £	2024-25 £	2025-26 £	2026-27 £
Net Expenditure on Services	13,663,420	14,146,740	15,212,040	15,753,150
Late adjustments	0			
Total Net Expenditure on Services	13,663,420	14,146,740	15,212,040	15,753,150
Less:				
Cabinet Proposals (latest)	0	111,450	84,600	(62,950)
Net Expenditure	13,663,420	14,258,190	15,296,640	15,690,200
Contribution (from)/to Reserves	(134,940)	(331,920)	(915,430)	(1,501,750)
Net Budget Requirement	13,528,480	13,926,270	14,381,210	14,188,450
Less:				
Revenue Support Grant	150,380	160,000	160,000	(356,000)
Business Rates	4,392,250	4,655,460	4,841,680	4,397,000
New Homes Bonus	240,030	228,000	0	0
3% Funding Guarantee	425,370	295,500	412,500	0
Collection Fund Deficit	0	0	0	0
Council Tax Income	8,205,460	8,491,310	8,871,030	9,265,950
Services Grant	114,990	96,000	96,000	0
Transitional Funding (assumption)	0	0	0	881,500
WFDC Council Tax: 3% increase per annum	236.21	243.29	250.58	258.09
Percentage increase in Council Tax	3%	3%	3%	3%

7 WORKING BALANCES, RESERVES AND THE FUNDING GAP

- 7.1 The Council has adopted the general principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance on Local Authority Reserves and Balances. Local authorities are required by law to have a balanced budget i.e., a plan based on sound assumptions which shows how income will equal spend over the short and medium term. Plans can take account of deliverable cost savings and/or income growth strategies as well as useable reserves. A budget is considered not to balance where increased uncertainty leads to budget overspends of a level which reduces reserves to unacceptably low levels.
- 7.2 The Council has revenue reserves totalling £17.778m as at 30th November 2023.

Total Revenue reserves at 30th November 2023

Revenue Reserves	Balance £
Earmarked Reserves (at 30th November 2023)	
Total Earmarked Reserves	12,660,374
Less: Existing commitments	5,057,981
Available Earmarked Reserves	7,602,393
Of which	
General Risk Reserve	1,346,000
Innovation Fund	564,000
External Funding	2,076,000
WFDC Budget	3,616,393
General unallocated reserves (at 1st April 2023)	3,468,050
Working balance	1,650,000
Total Revenue Reserves	17,778,424

- 7.3 Earmarked reserves are held for specific purposes and are generally committed and/or likely to be required. Levels of such reserves have significantly reduced during 2023-24. The Council holds total earmarked reserves of £12.660m as at 30th November 2023 but the Council has contractual and other commitments of over £5m at the present time against these reserves. The current balance after contractual and other commitments of £7.602m is not available to off-set recurring general expenditure. Further commitments against the reserves are certain or likely to arise in future, although the amounts and timing are uncertain: examples include the General Risk and Innovation Fund Reserves, which are pooled reserves to allow flexibility in mitigating or responding to risks and to support cash-releasing innovations or savings. The level of both of these reserves will be reconsidered as part of the Final Accounts process. A Planned Property Maintenance reserve is held taking 20% of the net proceeds from Capital Portfolio purchases to help mitigate future unknown risk.
- 7.4 Our general unallocated reserves (excluding the working balance) total £3.468m as at 1st April 2023. The 2023-26 MTFS applied £159k to balance the budget in 2023-24, leaving an expected year end balance of £3.309m. The draw on reserves in 2023-24 is now expected to be slightly lower, at £135k. The working balance of £1.65m is held in order to deal with very sudden and unpredictable expenditure pressures – for example arising from a major emergency or severe weather event affecting the district or the council – and represents 11.5% of the net revenue budget or about 6 week's expenditure. It is not available to support future, day-to-day expenditure. The level of the working balance is kept under frequent review and may be increased from any easing of cost pressures, should they arise, as part of the Final Accounts process, to provide additional risk mitigation.
- 7.5 The analysis set out in this report, together with the diminishing reserves shown in the table in 11.2, mean this Council has extremely limited capacity to draw further on reserves to meet extra costs/further funding reductions. Indeed, increased financial

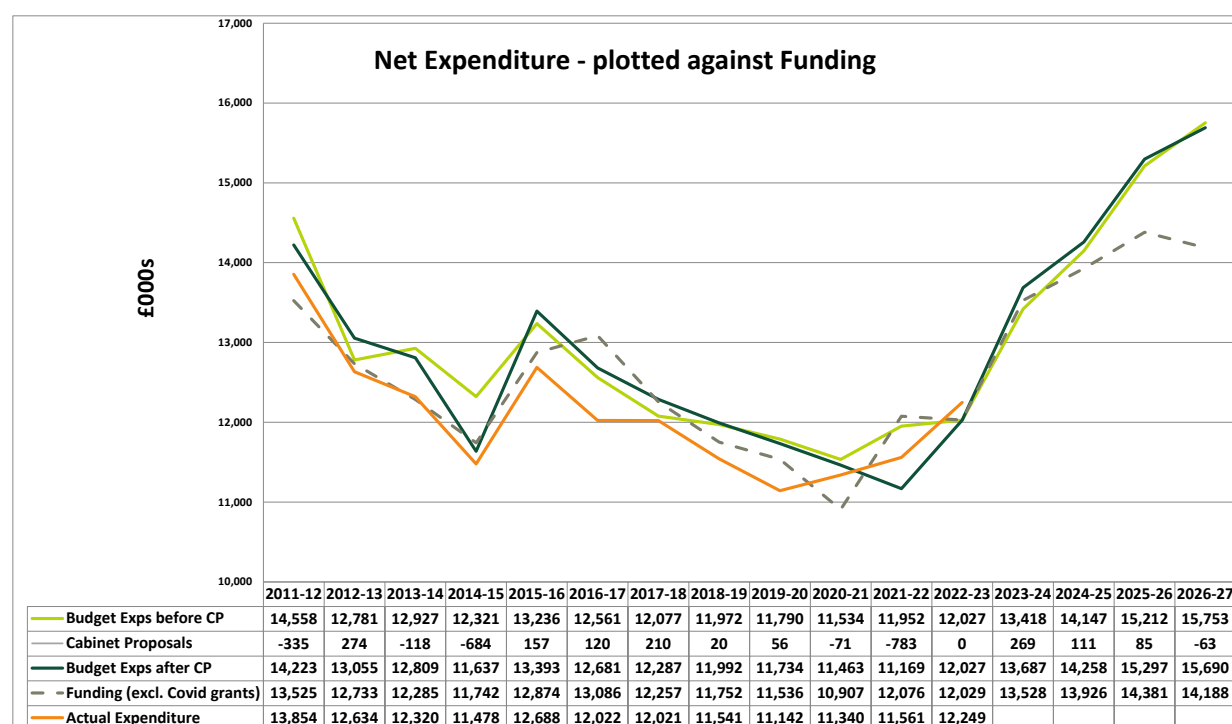
risk means there is pressure to hold larger reserves to mitigate the impact of potential shocks. The following Reserves are available to assist the Council in meeting General Fund Expenditure 2024-27 as part of the Financial Strategy predicated on the generic savings shown in table 7.8 being achieved.

Reserves (available for the MTFS) table

Reserves Statement	Revised 2023-24 £	2024-25 £	2025-26 £	2026-27 £
Reserves as at 1st April	3,468,050	3,333,110	3,001,190	2,085,760
Contribution to/(from) Reserves	(134,940)	(331,920)	(915,430)	(1,501,750)
Reserves as at 31st March	3,333,110	3,001,190	2,085,760	584,010

- 7.6 The following graph shows the net expenditure against available funding (excluding reserves) and illustrates the increasing funding gap as the years progress.

Graph to show Net Expenditure compared to Funding 2011-12 to 2026-27



Funding Gap

- 7.7 The reserves position presented in table 7.2 is prepared on the basis that all income, savings and efficiency targets are achieved. The Base Budget presented at Appendix 1 includes the financial implications of all previous decisions which reduced costs in areas such as the Wyre Forest Forward Programme and the Localism Strategy.
- 7.8 The Table below shows the breakdown of unachieved generic savings targets and proposed use of reserves after Cabinet Proposals to illustrate the scale of the financial gap the Council needs to address. Use of reserves across the MTFS is

predicated on achievement of the generic savings/increased income. Work is underway to agree and implement the savings and outline business cases have been prepared for the income proposals. Full business cases are still to be drafted and targets will be adjusted as further information becomes available. Targets for 2024-25 and beyond are only included where plans to meet these targets are reasonably well developed and these are expected to be progressing well by the start of 2024-25.

How the Strategy addresses the Financial Gap

Financial Gap	2023-24 £	2024-25 £	2025-26 £	2026-27 £
Wyre Forest Forward Savings not yet achieved	0	218,310	267,810	255,380
Generic Localism Savings	0	40,000	60,000	80,000
New Cabinet Proposal for Commercial Income				
- Property	0	110,000	140,000	150,000
- General (new initiatives and refocus on commercialism)	0	50,000	100,000	150,000
SUB- Total	0	418,310	567,810	635,380
Use of reserves from proposed 2024-27 Strategy	134,940	331,920	915,430	1,501,750
TOTAL	134,940	750,230	1,483,240	2,137,130

7.9 The table below shows the unachieved savings and income targets included in the draft MTFS. Targets will be updated further as necessary in the February version of the MTFS to reflect the latest position:

7.10 Progress to meet the generic Wyre Forest Forward (WFF) savings targets has been affected by a more risk averse position adopted by potential service collaborators due to staff shortages across the sector arising from the tight labour market and adoption of a new Localism Strategy. The WFF and Localism savings in the current budget compared to the revised budget are shown in the table below. This table has been updated for savings achieved and those that will almost certainly not now be achieved for 2023-24.

Target savings in the 2024-27 MTFS compared with the current approved budget

Financial Gap	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
Savings target in 2023-26 MTFS				
- Wyre Forest Forward	177	388	358	341
- Localism	208	376	323	323
Total	385	764	681	664
Savings achieved	177	17	18	18
Reduction in Target	208	329	95	11
Total targets in 2024-27 MTFS	0	418	568	635

8 CAPITALISATION OF REVENUE EXPENDITURE

- 8.1 The Chief Financial Officer will apply any unallocated Capital Receipts to fund suitable expenditure at year end in consultation with the Chief Executive in accordance with delegated authority.
- 8.2 No applications have been made for capitalisation directions for 2023-24.

9 FINANCE STRATEGY

- 9.1 The Council's Medium-Term Finance Strategy sets out to deliver a sound financial structure for the future. Attached at Appendix 1 is the forecast base budget position for the period 2023-24 to 2026-27. The Capital Programme together with the details to support the related recommendations in this report is contained in the separate Capital Strategy report. The revenue implications are included within the MTFS projections.
- 9.2 The Key Objectives of the strategy are as follows:
- a. To maintain net expenditure at a sustainable level;
 - b. A balanced budget within resources available identified into the medium term;
 - c. To manage the Council's assets in order to achieve maximum efficiency;
 - d. To manage the Council's investments efficiently and effectively to maximise interest receipts, whilst protecting principal;
 - e. To make realistic provisions for inflation, pensions, committed growth and legislative requirements whilst securing the Council's financial position;
 - f. To set aside any available balances, to be used primarily for "one-offs" (e.g. investment, service or corporate growth) and if balances permit, used in a phased manner beyond one year to avoid fluctuations in the level of the Council Tax;
 - g. To ensure the early recognition of emerging issues associated with assessment of risk and appropriate management of the budget process in relation to the assessment of the degree of risk;
 - h. To direct available financial resources in line with approved service priorities and reallocate from low priority areas in line with Council Policy to maximise achievement of approved Key Commitments;
 - i. For Council Tax increases the aim is to apply the maximum increase below the point at which a referendum would be triggered, currently assumed to be 3%. If as part of the Final Settlement flexibility above this is allowed, then the proposed increase will be reconsidered by Cabinet and may be revised;
 - j. Maximise external income generation opportunities;
 - k. To adopt new/innovative service delivery options to facilitate a more commercial approach and economic regeneration, utilising capital investment where this is shown to be viable in the relevant business case proposals. This includes continued progression of the capital portfolio fund, where regulation and accounting codes permit, balancing risk against reward.

10 POWERS TO LIMIT EXCESSIVE INCREASE IN COUNCIL TAX AND REFERENDUMS

- 10.1 The Localism Act abolished the ability for central government to cap the level of Council Tax increase that a local authority can charge. However, to replace these powers government have introduced a 'local tax lock'.
- 10.2 These powers allow local people a vote to stop council tax going up if their local authority increases Council Tax by more than an amount specified by government. If the local electorate votes against that increase, the local authority will have to revert to a council tax level that is within the amount specified. For this report it has been assumed that any increases in 2024-25 of 3% or above would trigger a referendum. The increase has been set at no more than 2.999%, rounded for presentation to 3%. If as part of the Local Government Finance Settlement a different limit or higher flexibility is allowed, then the proposed increase will be reconsidered.
- 10.3 Since Spending Review 2015 a Council's tax raising abilities have been taken into account when determining the balance of Central resources to be allocated. The shortfall in revenue raised by a tax increase below the maximum permissible level has to be wholly funded locally.

11 IMPACT ASSESSMENTS

- 11.1 Equality, Climate Change and Health and Wellbeing Impact assessments will be undertaken as appropriate as part of reviews of service delivery arrangements and implementation of new models. There are no proposals in this report that require an assessment, because of their generic nature. However the proposed investment in accessible play equipment will enhance provision for disabled children in the district.

12 BUDGET RISK MANAGEMENT AND SENSITIVITY ANALYSIS

- 12.1 Achieving ongoing financial sustainability is the most significant risk facing the Council. The Accounts and Audit Regulations 2015 require Local Authorities to fully consider and manage Risk as part of the Budget process. Attached at Appendix 6 is an analysis of the significant financial risks which are affecting the Council.
- 12.2 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process:
 - a. Regulation 3 of the Accounts and Audit Regulations 2015 state that:
 "A relevant authority must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk."

In addition, Regulation 4 of the Accounts and Audit Regulations 2015 also state that:

“The financial control systems determined must include measures to ensure that risk is appropriately managed”.

b. Prudential Framework

The assessment of affordability of financial plans requires a judgement about risk. Prudential Indicators are the monitoring tool to assess performance and risk.

c. CIPFA Guidance on Reserves and Balances

Highlights the need to consider risks facing the authority; the risks posed by the continuing austerity measures place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability.

12.3 Assumptions used in this MTFS are as set out in section 5 and the overall sensitivity analysis is set out below. Further sensitivity analysis is provided in Appendix 5. The base budget makes no allowance for headroom for additional investment in priorities. In summary, other pressures not yet known and/or not taken into account at this stage are:

- Leisure Centres – cost pressures arising from energy prices.
- Future impact of welfare reforms including rising number of pensioners.
- Pressure to hold higher reserves because of higher risks/decreased funding.
- Emerging/unknown implications of Worcestershire County Council decisions.
- Impact of the Government's Waste Strategy.
- Emerging/unknown impact of the Autumn Statement
- Pay inflation over 3% after 2024-25

12.4 The financial projections suggest deficits in funding across all three years under consideration, leading to an overall projected net deficit over the three years of £2.1m. In broad terms this can largely be explained by the impact of higher than expected price and wage inflation and increased demand for services not met by government grant or additional flexibilities.

12.5 The deferred Business Rates baseline reset could result in a reduction in the ability to retain business rates growth and therefore there is a risk this will impact adversely on our overall funding position.

Sensitivity of Estimates

12.6 Many individual elements within the Council's operational income and expenditure can be financially volatile. However, for most services demand can generally be anticipated, the cost of services is both relatively stable and manageable. Where economic conditions are expected to increase demand in certain areas this has been built into the MTFS. It is therefore considered reasonable to apply an overall sensitivity to Net Service expenditure of 2.5% either way, as set out below:

Sensitivity of Estimates Table

Projected Net Service Expenditure				
£000	2023-24	2024-25	2025-26	2026-27
As Modelled (ASSUMED)	13,663	14,258	15,297	15,690
As Modelled +2.5% (pessimistic)	14,005	14,614	15,679	16,082
As Modelled -7.5% (optimistic)	12,638	13,189	14,150	14,513
Impact on reserves				
As Modelled (ASSUMED)	3,333	3,001	2,086	584
As Modelled +2.5% (pessimistic)	2,991	2,303	2,402	-888
As Modelled -7.5% (optimistic)	4,358	5,095	5,327	3,530

Further sensitivity analysis is provided in Appendix 5.

13. LOCAL GOVERNMENT ACT 2003

- 13.1 The Local Government Act 2003 (Sections 25-29) places duties on Local Authorities on how they set and monitor budgets.
- 13.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This will be reported to Cabinet on 13th February 2024 and form part of the Council report on 21st February 2024.
- 13.3 Section 28 places a statutory duty on an authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the authority must take such action as it concludes necessary. The Council, through the Cabinet and Scrutiny process, currently reviews the Budget on a quarterly basis, with CLT/Cabinet receiving monthly monitoring reports, and this practice will continue.

14. CONSULTEES

- 14.1 Corporate Leadership Team
- 14.2 Cabinet

15. BACKGROUND PAPERS

- 15.1 Accounts and Audit Regulations 2015
- 15.2 Cabinet Report on updated Capital Strategy 2023-33 also on this agenda
- 15.3 Autumn Statement 22nd November 2023
- 15.4 Corporate Plan 2023-27
- 15.5 Local government finance policy statement 2024 to 2025, 5th December 2023

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES - Before Cabinet Proposals and Fees & Charges

SERVICE	2023/24		2024/25			2025/26			2026/27		
	Original Estimate £	Revised Estimate £	At Nov.23 Prices £	Inflation £	TOTAL £	At Nov.23 Prices £	Inflation £	TOTAL £	At Nov.23 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	2,218,860	2,865,280	2,441,020	91,170	2,532,190	2,389,130	167,130	2,556,260	2,396,710	246,550	2,643,260
COMMUNITY AND ENVIRONMENT	5,482,310	5,433,920	5,855,580	302,800	6,158,380	5,913,570	549,720	6,463,290	5,973,310	804,160	6,777,470
ECONOMIC DEVELOPMENT & REGENERATION	248,950	563,470	447,420	42,080	489,500	317,340	77,410	394,750	304,720	115,100	419,820
RESOURCES	2,448,120	2,294,550	2,168,340	20,450	2,188,790	2,064,940	38,680	2,103,620	1,973,420	82,440	2,055,860
REVENUES, BENEFITS & CUSTOMER SERVICES	1,389,990	1,444,330	1,524,990	78,850	1,603,840	1,556,220	140,890	1,697,110	1,568,730	205,030	1,773,760
STRATEGIC GROWTH	2,063,770	2,287,220	2,186,880	100,540	2,287,420	2,260,900	169,740	2,430,640	2,260,020	245,460	2,505,480
	13,852,000	14,888,770	14,624,230	635,890	15,260,120	14,502,100	1,143,570	15,645,670	14,476,910	1,698,740	16,175,650
LESS: CAPITAL ACCOUNT	585,490	234,650	526,450	5,200	531,650	948,890	9,360	958,250	1,003,530	13,450	1,016,980
INTEREST RECEIVED	(750,000)	(1,460,000)	(1,425,000)	0	(1,425,000)	(952,000)	0	(952,000)	(780,000)	0	(780,000)
TOTAL NET EXPENDITURE ON SERVICES	13,687,490	13,663,420	13,725,680	641,090	14,366,770	14,498,990	1,152,930	15,651,920	14,700,440	1,712,190	16,412,630
LESS: CONTRIBUTION (FROM) TO RESERVES	(159,010)	(134,940)			(440,500)			(1,270,710)			(2,224,180)
NET BUDGET REQUIREMENT	13,528,480	13,528,480			13,926,270			14,381,210			14,188,450
LESS: REVENUE SUPPORT GRANT	(150,380)	(150,380)			(160,000)			(160,000)			356,000
BUSINESS RATES INCOME	(3,442,050)	(3,442,050)			(3,655,460)			(4,841,680)			(4,397,000)
BUSINESS RATES GROWTH	(950,200)	(950,200)			(1,000,000)			0			0
FUNDING GUARANTEE	(425,370)	(425,370)			(295,500)			(412,500)			0
COLLECTION FUND (SURPLUS)/DEFICIT	0	0			0			0			0
NEW HOMES BONUS	(240,030)	(240,030)			(228,000)			0			0
TRANSITIONAL FUNDING (assumption)	0	0			0			0			(881,500)
ONE OFF SERVICES GRANT	(114,990)	(114,990)			(96,000)			(96,000)			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	8,205,460	8,205,460			8,491,310			8,871,030			9,265,950
COUNCIL TAX LEVY		236.21			243.29			250.58			258.09
COUNCIL TAX BASE		34,738			34,902			35,402			35,902

**OVERALL SERVICE BUDGET VARIATIONS
CURRENT APPROVED BUDGET COMPARED TO REVISED BUDGET 2023-24
BEFORE FUNDING**

TOTAL REVISED BUDGET 2023-24	£ 13,663,420
CURRENT APPROVED BUDGET 2023-24	13,687,490
INCREASED/(REDUCED) NET EXPENDITURE ON YEAR	(24,070)

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Revenues, Benefits and Customer Services</u>		
1. Funding - New Burdens, Hardship and Household Support Grants		(31,720)
2. Pay Variances	22,770	
<u>Chief Executive and Solicitor to the Council</u>		
1. WRS - Share Services	15,160	
2. Election Services	15,820	
3. Additional Court fees		(7,000)
4. Pay Variance	27,800	
<u>Resources</u>		
1. Additional Pension Costs	23,770	
2. Reduction in contingency for Energy price rises		(90,740)
3. Bad Debt Provision	100,000	
4. Pay and pension deficit		(214,200)
5. Pay Variances	26,080	
<u>Community and Environment Services</u>		
1. Waste Transfer Station - additional waste collection & training for staff	14,500	
2. Developers bins		(10,000)
3. Trade Waste - Delay in implementing business case	111,000	
4. Garden Waste - Additional customers		(50,000)
6. Parks & Open Spaces - Final Localism Payment to KTC	93,400	
7. Car Parking - Reduction in income and increased charge from payment provider	142,300	
8. Enforcement - reduction in parking fines	35,000	
9. Highway Verges - increase in contribution from WCC		(50,000)
10. Garage - loss of MOT and servicing income	21,170	
11. Driver Training - no income for 2023-24	16,250	
12. Wyre Forest Leisure - reduction in utility benchmarking and additional management fee		(26,240)
13. Highways Maintenance - reduction in Bulky Waste	15,700	
14. Grounds Maintenance - reduction in external income	14,000	
15. Arborist - reduction in direct materials and protective clothing		(12,000)
16. Pay Variances		(394,560)
<u>Economic Development and Regeneration</u>		
1. Capital Portfolio - reduced rental income and increased service charges	182,370	
2. Other Industrial Properties - reduced rental income and increased service charges	11,470	
3. Wyre Forest Property Services - Consultant Fees	24,300	
4. Admin Buildings - increased rentals		(9,900)
5. Capital Portfolio - Administration - Bad Debt Provision	65,000	
6. Agency Fees for Property Consultant	90,000	
7. Pay Variances		(57,020)
<u>Strategic Growth</u>		
1. Land Charges	16,220	
2. Planning Appeals Expenditure	100,000	
3. Monitoring Fee Income		(10,000)
4. Planning Application Fees		(10,000)
5. Administration of Street Naming and Numbering	12,580	
6. Housing and homelessness demand led pressures	67,480	
7. Pay Variances	15,340	
<u>Capital Account</u>		
1. Reduced MRP - Capital Programme slippage		(64,410)
2. Reduced interest on external borrowing - capital project slippage		(200,840)
3. Interest received net of debt management fees		(697,460)
<u>Corporate Costs</u>		
1. Wyre Forest Forward and Localism	481,470	
	1,760,950	(1,936,090)
Other variations		151,070
Increased/(Reduced) Net Expenditure on Year		(24,070)

**OVERALL SERVICE BUDGET VARIATIONS
REVISED BUDGET 2023-24 COMPARED TO BASE BUDGET 2024-25
BEFORE FUNDING**

TOTAL BUDGET 2024-25	£ 13,725,680
ADD: Inflation	641,090
	<hr/> 14,366,770
2023-24 REVISED BUDGET	13,663,420
	<hr/>
INCREASED NET EXPENDITURE ON YEAR	703,350

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Revenues, Benefits and Customer Services</u>		
1. Reduction in external funding	47,920	
2. Additional cost of legislative updates	11,090	
3. Pay Variances - Vacant Post in 2023-24 now filled and increments	74,750	
<u>Chief Executive and Solicitor to the Council</u>		
1. Elections		(38,800)
2. Pay Variances - Vacant Post in 2023-24 now filled and increments	14,520	
<u>Resources</u>		
1. Internal Audit - full year costs	46,660	
2. Pension Costs	17,800	
3. Reduction in contribuion to General Reserves for energy		(100,000)
4. Pay Variances		(17,110)
<u>Community and Environment</u>		
1. Developer bins	10,000	
2. Trade Waste - Delay in implementing business case		(111,000)
3. Parks & Open Spaces - Final Localism Payment to KTC		(94,300)
4. Car Parking - Increase income		(96,250)
5. Enforcement - Increase in parking fines		(35,000)
6. Garage - MOT and servicing income		(21,170)
7. Cemetery Income	5,000	
8. Highways Maintenance - Increase in income		(11,000)
9. Pay Variances - Vacant Posts in 2023-24 now filled and increments	843,640	
<u>North Worcestershire Economic & Development</u>		
1. Wyre Forest Property Services	20,000	
2. Reduction in Consultancy Fees		(140,250)
3. Admin Buildings		(83,170)
4. Reduction in Energy Costs		(84,120)
5. Pay Variances - Vacant Post in 2023-24 now filled and increments	104,660	
<u>Strategic Growth</u>		
1. Land Charges	10,500	
2. Planning Appeals		(100,000)
3. Water Course Management - reduction in % contribution paid		(45,450)
4. Planning Fees	10,000	
<u>Capital Account</u>		
1. Internal Borrowing MRP/VRP	108,300	
2. Reduced interest on external borrowing - capital project slippage	214,240	
3. Interest received	35,000	
<u>Corporate Costs</u>		
1. Wyre Forest Forward and Localism Savings		(258,310)
2. Inflation Costs	641,090	
	2,081,410	(1,235,930)
Other variations		(142,130)
Increased Net Expenditure on Year		703,350

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

SUMMARY

SERVICES	KEY	CHANGES IN INCOME		
		2024-25	2025-26	2026-27
Fees and Charges - Noting Appendix 3 (Part 1)	C	£0	£0	£0
	R	£150,000	£150,000	£150,000
	S	0	0	0
Fees and Charges - Cabinet Appendix 3 (Part 2)	C	£0	£0	£0
	R	£57,420	£57,240	£56,990
	S	0	0	0
Fees and Charges - Council Appendix 3 (Part 3)	C	£0	£0	£0
	R	£12,610	£12,610	£12,610
	S	0	0	0
GRAND TOTAL	C	£0	£0	£0
	R	£220,030	£219,850	£219,600
	S	0	0	0

Key - Changes in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTE's

Compounded Effect of Fees and Charges

For Summary

2024-25	2025-26	2026-27
£220,030.00	£219,850.00	£219,600.00
	£220,030.00	£219,850.00
		£220,030.00
£220,030.00	£439,880.00	£659,480.00

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-25

NOTING

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY			
			2024-25	2025-26	2026-27
R500	<u>CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL</u>				
	<u>Elections - Sale of Registers</u>	C	£0.00	£0.00	£0.00
	Charges in line with The Representation of the people (England and Wales) Regulations 2001.	R	£0.00	£0.00	£0.00
R637		S	0.00	0.00	0.00
	<u>Environmental Health - Pollution Control</u>	C	£0.00	£0.00	£0.00
	To maintain LAPPC charges at statutory level (revised annually).	R	£0.00	£0.00	£0.00
R638		S	0.00	0.00	0.00
	<u>Licensing Activities - Gambling Act 2005</u>	C	£0.00	£0.00	£0.00
	To charge permit fees and certain premises fees as determined by Government.	R	£0.00	£0.00	£0.00
R638		S	0.00	0.00	0.00
	<u>Licensing Activities - Licensing Act 2003</u>	C	£0.00	£0.00	£0.00
	To maintain Liquor Licensing fees at statutory levels.	R	£0.00	£0.00	£0.00
R638		S	0.00	0.00	0.00
	<u>Licensing Activities - Pavement Licence</u>	C	£0.00	£0.00	£0.00
	A pavement licence was introduced in 2020/21. To maintain the licence fee at statutory levels.	R	£0.00	£0.00	£0.00
R605		S	0.00	0.00	0.00
	<u>STRATEGIC GROWTH</u>	C	£0.00	£0.00	£0.00
	<u>Development Management</u>	R	£150,000.00	£150,000.00	£150,000.00
	Planning application fees are set by statute. Fees increased by 25% to 35% from December 2023.	S	0.00	0.00	0.00
		C	£0.00	£0.00	£0.00
	TOTALS	R	£150,000.00	£150,000.00	£150,000.00
		S	0.00	0.00	0.00



Service	Elections and Electoral Registration	Service Manager	Electoral Services Manager
Service Area	Chief Executive	Cabinet Member	Housing, Health, Well-being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Elections and Electoral Registration			
SALE OF EDITED AND FULL ELECTORAL REGISTERS			
Charges for Marked Registers only (per legislation)			
Edited and Full Register			
Data	£20.00 plus £1.50 per 1,000 entries	£20.00 plus £1.50 per 1,000 entries	No VAT currently charged
Printed	£10.00 plus £5.00 per 1,000 entries	£10.00 plus £5.00 per 1,000 entries	No VAT currently charged
Overseas Electors			
Data	£20.00 plus £1.50 per 1,000 entries	£20.00 plus £1.50 per 1,000 entries	No VAT currently charged
Printed	£10.00 plus £5.00 per 1,000 entries	£10.00 plus £5.00 per 1,000 entries	No VAT currently charged
Marked Registers			
Data	£10.00 plus £1.00 per 1,000 or part	£10.00 plus £1.00 per 1,000 or part	No VAT currently charged
Printed	£10.00 plus £2.00 per 1,000 or part	£10.00 plus £2.00 per 1,000 or part	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Pollution Control			
LAPPC CHARGES			
Application Fee			
Standard process (includes solvent emission activities)	£1,650.00	£1,650.00	No VAT currently charged
Additional fee for operating without a permit	£1,188.00	£1,188.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners	£155.00	£155.00	No VAT currently charged
PVR I and II combined	£257.00	£257.00	No VAT currently charged
VRs and other Reduced Fee Activities	£362.00	£362.00	No VAT currently charged
Reduced fee activities: Additional fee for operating without a permit	£99.00	£99.00	No VAT currently charged
Mobile plant	£1,650.00	£1,650.00	No VAT currently charged
for the third to seventh applications	£985.00	£985.00	No VAT currently charged
for the eighth and subsequent applications	£498.00	£498.00	No VAT currently charged
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			
Annual Subsistence Charge			
Standard process - Low	739.00 (+99.00)*	739.00 (+99.00)*	No VAT currently charged
Standard process - Medium	1,111.00 (+149.00)*	1,111.00 (+149.00)*	No VAT currently charged
Standard process - High	1,672.00 (+198.00)*	1,672.00 (+198.00)*	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Low	£79.00	£79.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Medium	£158.00	£158.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - High	£237.00	£237.00	No VAT currently charged
PVR I and II combined - Low	£113.00	£113.00	No VAT currently charged
PVR I and II combined - Medium	£226.00	£226.00	No VAT currently charged
PVR I and II combined - High	£341.00	£341.00	No VAT currently charged
VRs and other Reduced Fees - Low	£228.00	£228.00	No VAT currently charged
VRs and other Reduced Fees - Medium	£365.00	£365.00	No VAT currently charged
VRs and other Reduced Fees - High	£548.00	£548.00	No VAT currently charged
Mobile plant, for first and second permits - Low**	£646.00	£646.00	No VAT currently charged
Mobile plant, for first and second permits - Medium**	£1,034.00	£1,034.00	No VAT currently charged
Mobile plant, for first and second permits - High**	£1,506.00	£1,506.00	No VAT currently charged
for the third to seventh permits - Low	£385.00	£385.00	No VAT currently charged
for the third to seventh permits - Medium	£617.00	£617.00	No VAT currently charged
for the third to seventh permits - High	£924.00	£924.00	No VAT currently charged
eighth and subsequent permits - Low	£198.00	£198.00	No VAT currently charged
eighth and subsequent permits - Medium	£316.00	£316.00	No VAT currently charged
eighth and subsequent permits - High	£473.00	£473.00	No VAT currently charged
Late payment Fee	£52.00	£52.00	No VAT currently charged
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts			
Transfer and Surrender			
Standard process transfer	£169.00	£169.00	No VAT currently charged
Standard process partial transfer	£497.00	£497.00	No VAT currently charged
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78.00	£78.00	No VAT currently charged
Surrender: all Part B activities	£0.00	£0.00	No VAT currently charged
Reduced fee activities: transfer	£0.00	£0.00	No VAT currently charged
Reduced fee activities: partial transfer	£47.00	£47.00	No VAT currently charged
Temporary transfer for mobiles			
First transfer	£53.00	£53.00	No VAT currently charged
Repeat following enforcement or warning	£53.00	£53.00	No VAT currently charged
Substantial Change			
Standard process	£1,050.00	£1,050.00	No VAT currently charged
Standard process where the substantial change results in a new PPC activity	£1,650.00	£1,650.00	No VAT currently charged
Reduced fee activities	£102.00	£102.00	No VAT currently charged



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Pollution Control			
LAPPC Mobile Plant Charges (not using simplified permits)			
First and second permits - Application Fee	£1,650.00	£1,650.00	No VAT currently charged
First and Second permits - Subsistence Fee - Low	£646.00	£646.00	No VAT currently charged
First and second permits - Subsistence Fee - Medium	£1,034.00	£1,034.00	No VAT currently charged
First and second permits - Subsistence Fee - High	£1,506.00	£1,506.00	No VAT currently charged
For the third to seventh permits - Application Fee	£985.00	£985.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Low	£385.00	£385.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Medium	£617.00	£617.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - High	£924.00	£924.00	No VAT currently charged
Eighth and subsequent permits - Application Fee	£498.00	£498.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Low	£198.00	£198.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Medium	£316.00	£316.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - High	£473.00	£473.00	No VAT currently charged
LA-IPPC CHARGES			
Note: every subsistence charge below includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.			
Application	£3,363.00	£3,363.00	No VAT currently charged
Additional Fee for operating without a permit	£1,188.00	£1,188.00	No VAT currently charged
Annual Subsistence - Low	£1,446.00	£1,446.00	No VAT currently charged
Annual Subsistence - Medium	£1,610.00	£1,610.00	No VAT currently charged
Annual Subsistence - High	£2,333.00	£2,333.00	No VAT currently charged
Late Payment Fee	£52.00	£52.00	No VAT currently charged
Substantial Variation	£202.00	£202.00	No VAT currently charged
Transfer	£235.00	£235.00	No VAT currently charged
Partial Transfer	£698.00	£698.00	No VAT currently charged
Surrender	£698.00	£698.00	No VAT currently charged

NOTES:

* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation

** Not using simplified permits

LA-IPPC Charges

KEY

Subsistence charges can be paid in 4 equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £38.

Reduced fee activities are listed in the Schedule to the Part B scheme.

Newspaper Advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Gambling Permits - Statutory Fee Set By Central Government			
Club Gaming			
New Application	£200.00	£200.00	No VAT currently charged
Renewal Application	£200.00	£200.00	No VAT currently charged
Grant (Club Premises Cert Holder)	£100.00	£100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	£100.00	£100.00	No VAT currently charged
Annual Fee	£50.00	£50.00	No VAT currently charged
Change of Name	£100.00	£100.00	No VAT currently charged
Copy of Permit	£15.00	£15.00	No VAT currently charged
Existing Operator	£100.00	£100.00	No VAT currently charged
Club Gaming Machine			
New Application	£200.00	£200.00	No VAT currently charged
Renewal Application	£200.00	£200.00	No VAT currently charged
Grant (Club Premises Cert Holder)	£100.00	£100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	£100.00	£100.00	No VAT currently charged
Annual Fee	£50.00	£50.00	No VAT currently charged
Variation of Permit	£100.00	£100.00	No VAT currently charged
Change of Name	£25.00	£25.00	No VAT currently charged
Copy of Permit	£15.00	£15.00	No VAT currently charged
Existing Operator	£100.00	£100.00	No VAT currently charged
Transfer of Permit	£25.00	£25.00	No VAT currently charged
Prize Gaming			
New Application	£300.00	£300.00	No VAT currently charged
Renewal Application	£300.00	£300.00	No VAT currently charged
Transitional Application Fee	£100.00	£100.00	No VAT currently charged
Change of Name	£25.00	£25.00	No VAT currently charged
Copy of Permit	£15.00	£15.00	No VAT currently charged
Existing Operator	£100.00	£100.00	No VAT currently charged
Family Entertainment Gaming Machines			
New Application	£300.00	£300.00	No VAT currently charged
Renewal Application	£300.00	£300.00	No VAT currently charged
Change of Name	£25.00	£25.00	No VAT currently charged
Copy of Licence	£15.00	£15.00	No VAT currently charged
Existing Operator	£100.00	£100.00	No VAT currently charged
Licensed Premises less than 2 Gaming Machines			
New Application	£50.00	£50.00	No VAT currently charged
Licensed Premises more than 2 Gaming Machines			
New Application	£150.00	£150.00	No VAT currently charged
Annual Fee	£50.00	£50.00	No VAT currently charged
Change of Name	£25.00	£25.00	No VAT currently charged
Copy of Permit	£15.00	£15.00	No VAT currently charged
Existing Operator	£100.00	£100.00	No VAT currently charged
Transfer of Permit	£25.00	£25.00	No VAT currently charged
Variation of Permit	£100.00	£100.00	No VAT currently charged
Small Society Lottery			
Lottery Application (New)	£40.00	£40.00	No VAT currently charged
Lottery Application (Renewal)	£20.00	£20.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
Gambling Premises License Fees - Statutory Fee Set By Central Government	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Notification of Change			
Adult Gaming Centre	£50.00	£50.00	No VAT currently charged
Betting Premises (excluding Tracks)	£50.00	£50.00	No VAT currently charged
Betting Premises (Tracks)	£50.00	£50.00	No VAT currently charged
Bingo Club	£50.00	£50.00	No VAT currently charged
Family Entertainment Centre	£50.00	£50.00	No VAT currently charged
Copy of Licence			
Adult Gaming Centre	£25.00	£25.00	No VAT currently charged
Betting Premises (excluding tracks)	£25.00	£25.00	No VAT currently charged
Betting Premises (tracks)	£25.00	£25.00	No VAT currently charged
Bingo Premise	£25.00	£25.00	No VAT currently charged
Family Entertainment Centre	£25.00	£25.00	No VAT currently charged
Copy of Notice			
Temporary Use Notices	£25.00	£25.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Licensing Act 2003 - Statutory Fee Set By Central Government	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Club Premise Certificate (New & Variation)			
Band A - (rateable value £0 to £4,300)	£100.00	£100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	£190.00	£190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	£315.00	£315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	£450.00	£450.00	No VAT currently charged
Band E - (rateable value over £125,000)	£635.00	£635.00	No VAT currently charged
Club Premises Certificate Annual Fee			
Band A - (rateable value £0 to £4,300)	£70.00	£70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	£180.00	£180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	£295.00	£295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	£320.00	£320.00	No VAT currently charged
Band E - (rateable value over £125,000)	£350.00	£350.00	No VAT currently charged
Copy of Certificate	£10.50	£10.50	No VAT currently charged
Notification of change of name or alteration of club rules	£10.50	£10.50	No VAT currently charged
Change of relevant registered address of club	£10.50	£10.50	No VAT currently charged
Personal Licence			
Application	£37.00	£37.00	No VAT currently charged
Copy	£10.50	£10.50	No VAT currently charged
Premises Licence Application and Variation			
Band A - (rateable value £0 to £4,300)	£100.00	£100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	£190.00	£190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	£315.00	£315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	£450.00	£450.00	No VAT currently charged
Band E - (rateable value over £125,000)	£635.00	£635.00	No VAT currently charged
Dx2	£900.00	£900.00	No VAT currently charged
Ex3	£1,905.00	£1,905.00	No VAT currently charged
Application for making of a provisional statement	£315.00	£315.00	No VAT currently charged
	£10.50	£10.50	No VAT currently charged
Vary a Designated Premises Supervisor	£23.00	£23.00	No VAT currently charged
Transfer a Premises Licence	£23.00	£23.00	No VAT currently charged
Notification of Interest in a Premises	£21.00	£21.00	No VAT currently charged
Notification of Change of name or address (holder of premises licence)	£10.50	£10.50	No VAT currently charged
Interim authority notice following death etc of Licence Holder	£23.00	£23.00	No VAT currently charged
Right of freeholder etc to be notified of licensing matters	£21.00	£21.00	No VAT currently charged
Premises Licence Annual Fee			
Band A - (rateable value £0 to £4,300)	£70.00	£70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	£180.00	£180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	£295.00	£295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	£320.00	£320.00	No VAT currently charged
Band E - (rateable value over £125,000)	£350.00	£350.00	No VAT currently charged
Dx2	£640.00	£640.00	No VAT currently charged
Ex3	£1,050.00	£1,050.00	No VAT currently charged
Temporary Events Notice			
Temporary Events Notice	£21.00	£21.00	No VAT currently charged
Copy of Temporary Events Notice	£10.50	£10.50	No VAT currently charged
Premises Licence Annual Fee - Large Venues			
Number of Persons Present :-			
5,000 to 9,999	£500.00	£500.00	No VAT currently charged
10,000 to 14,999	£1,000.00	£1,000.00	No VAT currently charged
15,000 to 19,999	£2,000.00	£2,000.00	No VAT currently charged
20,000 to 29,999	£4,000.00	£4,000.00	No VAT currently charged
30,000 to 39,999	£8,000.00	£8,000.00	No VAT currently charged
40,000 to 49,999	£12,000.00	£12,000.00	No VAT currently charged
50,000 to 59,999	£16,000.00	£16,000.00	No VAT currently charged
60,000 to 69,999	£20,000.00	£20,000.00	No VAT currently charged
70,000 to 79,999	£24,000.00	£24,000.00	No VAT currently charged
80,000 to 89,999	£28,000.00	£28,000.00	No VAT currently charged
90,000 and over	£32,000.00	£32,000.00	No VAT currently charged
Premises Licence Additional Fee - Large Venues			



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Licensing Act 2003 - Statutory Fee Set By Central Government			
Number of Persons Present :-			
5,000 to 9,999	£1,000.00	£1,000.00	No VAT currently charged
10,000 to 14,999	£2,000.00	£2,000.00	No VAT currently charged
15,000 to 19,999	£4,000.00	£4,000.00	No VAT currently charged
20,000 to 29,999	£8,000.00	£8,000.00	No VAT currently charged
30,000 to 39,999	£16,000.00	£16,000.00	No VAT currently charged
40,000 to 49,999	£24,000.00	£24,000.00	No VAT currently charged
50,000 to 59,999	£32,000.00	£32,000.00	No VAT currently charged
60,000 to 69,999	£40,000.00	£40,000.00	No VAT currently charged
70,000 to 79,999	£48,000.00	£48,000.00	No VAT currently charged
80,000 to 89,999	£56,000.00	£56,000.00	No VAT currently charged
90,000 and over	£64,000.00	£64,000.00	No VAT currently charged
Minor Variation	£89.00	£89.00	No VAT currently charged
Pavement Licence			
Every 6 Months	£100.00	£100.00	No VAT currently charged

NOTES:

* A multiplier of twice the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.
 ** A multiplier of three times the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 05-12-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 06-12-2023 Charges before VAT	Proposed Charge FROM 06-12-2023 Charges inclusive of VAT (if applicable)
Planning Applications - Statutory Fees Set By Central Government			
OPERATIONS			
New Dwellings			
Outline planning permission			
Site less than 0.5 - rate per 0.1 hectare	n/a	£578.00	No VAT currently charged
Site does not exceed 2.5 hectare - rate per 0.1 hectare	£462.00	£624.00	No VAT currently charged
Site exceeds 2.5 hectares	£11,432.00	£15,433.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	£138.00	£186.00	No VAT currently charged
Maximum	£150,000.00	£202,500.00	No VAT currently charged
Permission in Principle - rate per 0.1 hectare	n/a	£503.00	No VAT currently charged
In other cases			
New Dwellings - dwellings less than 10 houses - rate per dwelling	n/a	£578.00	No VAT currently charged
New Dwellings - dwellings at least 10 no more than 50 houses	£462.00	£624.00	No VAT currently charged
New Dwellings - dwellings exceeds 50 houses	£22,859.00	£30,860.00	No VAT currently charged
Rate per additional dwelling over 50 houses	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged
Buildings other than dwellings, agricultural building, plant or glasshouses etc.)			
Outline planning permission			
Site less than 1 hectare - rate per 0.1 hectare	n/a	£578.00	No VAT currently charged
Site does not exceed 2.5 hectares - rate per 0.1 hectare	£462.00	£624.00	No VAT currently charged
Site exceeds 2.5 hectares	£11,432.00	£15,433.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	£138.00	£186.00	No VAT currently charged
Maximum	£150,000.00	£202,500.00	No VAT currently charged
Permission in Principle - rate per 0.1 hectare	n/a	£503.00	No VAT currently charged
In other cases			
No additional floor space	£234.00	£293.00	No VAT currently charged
Gross area less than 40 sq metres	£234.00	£293.00	No VAT currently charged
Gross floor area between 40 and 1000 sq metres (per 75 sq metres)	£462.00	£578.00	No VAT currently charged
Rate in excess of 1000 sq metres, but less than 3,750 (per 75 sq metres)	£462.00	£624.00	No VAT currently charged
Gross floor area in excess of 3,750 sq metres	£22,859.00	£30,680.00	No VAT currently charged
Rate per additional 75 sq metre in excess of 3,750 sq metres	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged
Agricultural buildings on agricultural land (other than glasshouses)			
Outline planning permission			
Site less than 1 hectare - rate per 0.1 hectare	n/a	£578.00	No VAT currently charged
Site does not exceed 2.5 hectares - rate per 0.1 hectare	£462.00	£624.00	No VAT currently charged
Site exceeds 2.5 hectares	£11,432.00	£15,433.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	£138.00	£186.00	No VAT currently charged
Maximum	£150,000.00	£202,500.00	No VAT currently charged
Permission in Principle - rate per 0.1 hectare	n/a	£503.00	No VAT currently charged
In other cases			
Gross area less than 465 sq metres	£96.00	£120.00	No VAT currently charged
Gross floor area between 465 and 540 sq metres	£462.00	£578.00	No VAT currently charged
Gross floor area between 540 and 1000 sq metres	£462.00	£578.00	No VAT currently charged
Rate per additional 1000 sq metres but less than 4215 sq metres (per 75 sq metres)	£462.00	£624.00	No VAT currently charged
Gross floor area in excess of 4,215 sq metres	£22,859.00	£30,860.00	No VAT currently charged
Rate per additional 75 sq metres in excess of 4,215 sq metres	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged
Glasshouses on agricultural land			
Gross area less than 465 sq metres	£96.00	£120.00	No VAT currently charged
Gross floor area in excess of 465 sq metres but less than 1000 sq metres	£2,580.00	£3,225.00	No VAT currently charged
Gross floor space 1000 sq metres or more	n/a	£3,483.00	No VAT currently charged
Erection, alteration or replacement of plant or machinery			
Gross area less than 1 hectares (per 0.1 hectare)	n/a	£578.00	No VAT currently charged
Gross area less than 5 hectares	£462.00	£624.00	No VAT currently charged
Gross area in excess of 5 hectares	£22,859.00	£30,860.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 5 hectares	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 05-12-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 06-12-2023 Charges before VAT	Proposed Charge FROM 06-12-2023 Charges inclusive of VAT (if applicable)
Planning Applications - Statutory Fees Set By Central Government			
Enlargement, improvement or alteration of dwellings for domestic purposes			
One dwelling	£206.00	£258.00	No VAT currently charged
2 or more dwellings	£407.00	£509.00	No VAT currently charged
Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)	£206.00	£258.00	No VAT currently charged
Car parks, roads and access to serve a single undertaking where associated with existing use	£234.00	£293.00	No VAT currently charged
Operations not within above categories			
Site does not exceeds 15 hectares - rate per 0.1 hectare	£234.00	£316.00	No VAT currently charged
Site exceeds 15 hectares	n/a	£47,161.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 15 hectares	n/a	£186.00	No VAT currently charged
Maximum	n/a	£105,300.00	No VAT currently charged
In any other case per 0.1 hectare	n/a	£293.00	No VAT currently charged
Maximum	£2,028.00	£2,535.00	No VAT currently charged
USES			
Change of use of a building to one or more dwellings			
From single dwelling to 10 or fewer dwellings	n/a	£578.00	No VAT currently charged
From 10 dwelling but no more than 50	£462.00	£624.00	No VAT currently charged
More than 50 dwellings	£22,859.00	£30,860.00	No VAT currently charged
Rate per additional dwelling in excess of 50 dwellings	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged
In Other Cases			
Other building fewer than 10	n/a	£578.00	No VAT currently charged
From other buildings 50 or fewer dwellings	£462.00	£624.00	No VAT currently charged
From other building to more than 50 dwellings	£22,859.00	£30,860.00	No VAT currently charged
Rate per additional dwelling in excess of 50 dwellings	£138.00	£186.00	No VAT currently charged
Maximum	£300,000.00	£405,000.00	No VAT currently charged
Material changes of use on land or building(s) other than above	£462.00	£578.00	No VAT currently charged
ADVERTISEMENTS			
Advertisements on business premises or other land within the business curtilage relating to nature of business, goods sold, services provides, or name of persons undertaking business	£132.00	£165.00	No VAT currently charged
Sign relating to business in the locality but not visible from that site	£132.00	£165.00	No VAT currently charged
All other advertisements	£462.00	£578.00	No VAT currently charged
OTHER APPLICATIONS			
Certificate of existing use or development	As for a planning application	As for a planning application	
Certificate of proposed use or development	50% of planning application	50% of planning application	
Prior approval application under the General Permitted Development Order			
Application made under parts 6, 7 or 31	£96.00	£120.00	No VAT currently charged
Application made under part 24	£462.00	n/a	No VAT currently charged
Renewal of permission			
Under the Town and Country Planning and Compulsory Purchase Act 2004 you can renew an application that was approved before 1st October 2009 and has not expired.			
Householder	£68.00	n/a	No VAT currently charged
Major Development	£690.00	n/a	No VAT currently charged
All other cases	£234.00	n/a	No VAT currently charged



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 05-12-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 06-12-2023 Charges before VAT	Proposed Charge FROM 06-12-2023 Charges inclusive of VAT (if applicable)
Planning Applications - Statutory Fees Set By Central Government			
Variation or removal of a condition	£234.00	£293.00	No VAT currently charged
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with			
Householder developments (per request)	£34.00	£43.00	No VAT currently charged
All other cases (per request)	£116.00	£145.00	No VAT currently charged
Application for Non-Material Amendments following a grant of planning permission			
Householder developments (per request)	£34.00	£43.00	No VAT currently charged
All other cases	£234.00	£293.00	No VAT currently charged
Applications for Certificates of Alternative Development	£234.00	£293.00	No VAT currently charged
Please note that the following applications are County Matters which should be submitted to Worcestershire County Council:			
a) Operations connected with exploratory drilling for oil or gas			
b) Mineral operations			
c) Use for disposal of refuse or waste material			

NOTES:

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

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

CABINET

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2024-25	2025-26	2026-27
R500	<u>CHIEF EXECUTIVE & SOLICITOR TO THE COUNCIL</u>	C	£0.00	£0.00	£0.00
	<u>Elections - Sale of Stationery</u>	R	£10.00	£10.00	£10.00
	Fees and charges reviewed and commercial judgement used.	S	0.00	0.00	0.00
R515	<u>Legal Services - Road Closure Orders</u>	C	£0.00	£0.00	£0.00
	Increase charges by 5% in line with Council Policy.	R	£70.00	£70.00	£70.00
		S	0.00	0.00	0.00
R515	<u>Legal Services - fees</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R002	<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>	C	£0.00	£0.00	£0.00
	<u>Domestic Waste - Extra Capacity Bins</u>	R	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	S	0.00	0.00	0.00
R003	<u>Trade Waste</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R005	<u>Garden Waste</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R040	<u>Cemeteries</u>	C	£0.00	£0.00	£0.00
	Increase charges by 5% in line with Council Policy.	R	£1,640.00	£1,390.00	£1,140.00
		S	0.00	0.00	0.00
R065	<u>Bewdley Museum</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R160	<u>Parks and Green Spaces</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R163	<u>Rangers Services</u>	C	£0.00	£0.00	£0.00
	Fees and charges reviewed and commercial judgement used.	R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R185	<u>Car Parks - Meter income, Season Tickets, Parking</u>	C	£0.00	£0.00	£0.00
	<u>Dispensations</u>	R	£50,000.00	£50,000.00	£50,000.00
	Fees and charges reviewed.	S	0.00	0.00	0.00

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

CABINET

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2024-25	2025-26	2026-27
R189	<u>Car Parks</u> Management Fee only	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R185 R193	<u>Civil and Environmental Enforcement</u> To maintain Fixed Penalty Notices and Penalty Charge Notices at statutory levels.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R200	<u>Bulky waste - Domestic and Trade</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R200	<u>Cleansing - Contract Work</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R229	<u>Garage</u> Class 4 MOT only. No Increase proposed	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R236	<u>Grounds Maintenance - Traffic Island Sponsorship</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R236	<u>Grounds Maintenance</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R252	<u>Grounds Maintenance - Arboricultural Services</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R253	<u>Driver Training</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R253	<u>Landscaping</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R251	<u>NORTH WORCESTERSHIRE ECONOMIC DEVELOPMENT & REGENERATION</u> <u>Wyre Forest House - Room Hire</u> Increase charges by 5% in line with Council Policy	C	£0.00	£0.00	£0.00
		R	£600.00	£600.00	£600.00
		S	0.00	0.00	0.00
R703	<u>Property Services</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R704	<u>Regeneration and Economic Development</u> Fees and charges reviewed and commercial judgement used.	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R510	<u>STRATEGIC GROWTH</u> <u>Land Charges</u> To propose an increase of 5% on the WFDC proportion of the fee. The Highways proportion of the fee is set by Worcestershire County Council and has been increased by 10%	C	£0.00	£0.00	£0.00
		R	£3,630.00	£3,700.00	£3,700.00
		S	0.00	0.00	0.00
R625	<u>Building Control</u> To Implement charges as set by North Worcestershire Building Control - No Increase in 2024/25	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R631	<u>Street Naming and Numbering</u> Increase charges by 5% in line with Council Policy	C	£0.00	£0.00	£0.00
		R	£1,300.00	£1,300.00	£1,300.00
		S	0.00	0.00	0.00

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

CABINET

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2024-25	2025-26	2026-27
R675	Private Sector Housing Licence fees and penalty charges for houses in multiple occupation. Increase some charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£160.00	£160.00	£160.00
		S	0.00	0.00	0.00
R679	Housing Strategy & Enabling Custom and self build register charges. Increase charges by 5% in line with Council Policy	C	£0.00	£0.00	£0.00
		R	£10.00	£10.00	£10.00
		S	0.00	0.00	0.00
	TOTALS	C	£0.00	£0.00	£0.00
		R	£57,420.00	£57,240.00	£56,990.00
		S	0.00	0.00	0.00



Service	Elections and Electoral Registration	Service Manager	Electoral Services Manager
Service Area	Chief Executive	Cabinet Member	Housing, Health Well-being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Elections			
ELECTIONS STATIONERY			
The Occupier Address Labels (per property)	£0.10	£0.10	No VAT currently charged
Political Party Address Labels (per 1000 or part thereof)	£22.00	£23.00	No VAT currently charged
Street Index (each)	£22.00	£23.00	No VAT currently charged
Printed copies of maps Election results (per sheet)	£0.10	£0.10	No VAT currently charged

NOTES:

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



Service	Road Closures	Service Manager	Principal Solicitor
Service Area	Chief Executive	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Road Closure Orders			
Charitable / community events (if the application received less than 6 weeks in advance of the event)	£170.00	£179.00	No VAT currently charged
Charitable / community events (if the application received more than 6 weeks in advance of the event)	£129.00	£135.00	No VAT currently charged
Remembrance Day Parades	Free	Free	No VAT currently charged
National Royal Celebrations	Free	Free	No VAT currently charged
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	£214.00	£225.00	No VAT currently charged
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	£170.00	£179.00	No VAT currently charged

NOTES:

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



Service	Legal Services	Service Manager	Principal Solicitor
Service Area	Chief Executive	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
Legal Services Administration	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Recoverable fees relating to legal services	Price on Application	Fee based on Court Guidelines	Standard rate of VAT charged

NOTES:

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



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
LGV Courses			
Practical driving test on a 1 to 1 basis (2 to 1 price on application) <i>Course includes: 1 hour assessment, 5 day course, drive time and classroom based. Use of vehicle for test included.</i>	Price on application	Commercial Judgement	No VAT currently charged
Practical driving: Module 4 only	Price on application	Commercial Judgement	No VAT currently charged
As above on a 2:1 basis (each)	Price on application	Commercial Judgement	No VAT currently charged
Theory / hazard perception course <i>1 day course includes loan of materials (books, DVD): 4 hour practice classroom based and the booking of an official test in Worcester.</i>	Price on application	Commercial Judgement	No VAT currently charged
2 day course CPC theory / CPC practical course <i>Course includes: loan of materials (books and DVD) and the use of a vehicle for the practical test if taken in conjunction with HGV test.</i>	Price on application	Commercial Judgement	No VAT currently charged
2 Day course (as above) not in conjunction with HGV test	Price on application	Commercial Judgement	No VAT currently charged
CPC Course per 7 hour module	Price on application	Commercial Judgement	No VAT currently charged

NOTES:

--



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Domestic Waste Collections			
Domestic Bulky Collections			
BULKY CHARGES – DOMESTIC			
1-2 items	£40.00	£44.00	No VAT currently charged
3-4 items	£60.00	£66.00	No VAT currently charged
5-6 items	Price on Application	£88.00	No VAT currently charged
7-8 items	Price on Application	£110.00	No VAT currently charged
9-10 items	Price on Application	£132.00	No VAT currently charged
11+ items	Price on Application	Commercial Judgement	No VAT currently charged
Charges for the Supply of a Replacement Wheelie Bin	£40.00	£44.00	No VAT currently charged
Developers / RSL's bin charge for delivery			
240 litre	Price on Application	Commercial Judgement	Commercial Judgement
1100 litre	Price on Application	Commercial Judgement	Commercial Judgement
Garden Waste Contracts*			
Annual collection contract - 240ltr bin	£60.00	£65.00	No VAT currently charged
Administration / set-up fee	£20.00	£25.00	No VAT currently charged

NOTES:

Additional capacity bins will only be provided in circumstances where:-
A family consists of 6 or more members or a family member produces medical waste.
There is an overriding proviso that all households actively participate in the Recycling Scheme

*No admin / set-up fee is payable on additional bins.

Replacement bins are only provided where proven damage has occurred, and only after the first instance. Subsequent bins are replaced at the rates stipulated above.



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Business Waste Collections - Refuse			
WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
140 litre (one lift per week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
240 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
360 litre (one lift per week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
140 litre (one lift per week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
240 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
360 litre (one lift per week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre Schools (40 weeks)	Price on Application	Commercial Judgement	No VAT currently charged
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
140 litre (one lift every other week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
240 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
360 litre (one lift every other week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
140 litre (one lift every other week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
240 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
360 litre (one lift every other week) - existing customers only	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
1100 litre Schools (40 weeks every other week)	Price on Application	Commercial Judgement	No VAT currently charged
PLASTIC SACKS			
Pack of 25	Price on Application	Commercial Judgement	No VAT currently charged
Pack of 50	Price on Application	Commercial Judgement	No VAT currently charged
Additional One-Off Collections - Single Lift Fee			
140 litre - 360 litre	Price on Application	Commercial Judgement	No VAT currently charged
600 litre - 1100 litre	Price on Application	Commercial Judgement	No VAT currently charged
Multiple Collections as above	Price on Application	Commercial Judgement	No VAT currently charged
Unscheduled waste collection fee	Price on Application	Commercial Judgement	No VAT currently charged

NOTES:

--



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Business Waste Collections -Recycling			
WEEKLY COLLECTIONS			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to Recycling gate Fee			
240 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
1280 litre (one lift per week)	Price on Application	Commercial Judgement	No VAT currently charged
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to Recycling gate Fee			
240 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
660 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
1280 litre (one lift every other week)	Price on Application	Commercial Judgement	No VAT currently charged
Additional One-Off Collections - Single Lift Fee			
240 litre - 360 litre	Price on Application	Commercial Judgement	No VAT currently charged
660 litre - 1280 litre	Price on Application	Commercial Judgement	No VAT currently charged
Multiple Collections as above	Price on Application	Commercial Judgement	No VAT currently charged

NOTES:

--



Service	Cultural Services	Service Manager	Museum Manager
Service Area	Community and Environment	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Museum			
MUSEUM			
Bewdley Museum			
Adults	Free	Free	N/A
Senior Citizen	Free	Free	N/A
Accompanied Children	Free	Free	N/A
Unaccompanied Children	Free	Free	N/A
Residents' Season Ticket	Free	Free	N/A
School Parties Admission Charge	Price on Application	Commercial Judgement	No VAT currently charged
General Enquiries (per hour)	Price on Application	Commercial Judgement	No VAT currently charged
Weddings and Special Occasions	Commercial Judgement	Commercial Judgement	No VAT currently charged
Hire of Education Room			
Minimum Charge	Free	Free	N/A
Maximum Charge (per half day)	Price on Application	Commercial Judgement	No VAT currently charged
Commercial Bookings	Commercial Judgement	Commercial Judgement	No VAT currently charged
Hire of Wyre Forest Gallery			
Charge for local organisations & emerging community artists (per week)	Free	Free	N/A
Commercial Bookings	Price on Application	Commercial Judgement	No VAT currently charged
Hire of Sawyard Gallery			
Charge for local organisations & emerging community artists (per week)	Free	Free	N/A
Commercial Bookings	Price on Application	Commercial Judgement	No VAT currently charged
Hire of Guild Hall			
Minimum Charge	Free	Free	N/A
Maximum Charge	Price on Application	Commercial Judgement	No VAT currently charged

NOTES:

--



Service	Parks and Open Spaces	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Cemetery Fees			
CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY			
INTERMENTS - RESIDENTS ONLY **			
Child under 18*	No Charge	No Charge	N/A
Persons over 18 years*	£665.00	£730.00	No VAT currently charged
Burial of cremated remains*	£270.00	£295.00	No VAT currently charged
INTERMENTS - NON-RESIDENTS OF WYRE FOREST			
Child under 18*	No Charge	No Charge	N/A
Persons over 18 years*	£1,335.00	£1,470.00	No VAT currently charged
Burial of cremated remains*	£485.00	£535.00	No VAT currently charged
PURCHASED GRAVES - RESIDENTS ONLY **			
Purchase of burial rights - Child under 18*	No Charge	No Charge	N/A
Purchase of burial rights - Persons over 18 years*	£760.00	£835.00	No VAT currently charged
Purchase of burial rights for cremated remains - Child under 18*	No Charge	No Charge	N/A
Purchase of burial rights for cremated remains - Persons over 18 years*	£395.00	£435.00	No VAT currently charged
PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST			
Purchase of burial rights	£1,505.00	£1,655.00	No VAT currently charged
Purchase of burial rights for cremated remains	£790.00	£870.00	No VAT currently charged
MISCELLANEOUS CHARGES			
Maintenance of grave. Planting with Spring and Summer bedding per annum (specified areas of the Cemetery only)	£173.00	£160.00	£192.00
CHARGES OF USE OF STAFF/FACILITIES			
For attendance of Registrar other than between 9:00am and 10:00am (weekdays other than Bank/Public Holidays)	£88.00	£80.00	£96.00
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%	10%	
Assessing suitability of grave for additional burials	£64.00	£60.00	£72.00
MONUMENTS / GRAVE STONES ETC			
The right to place or erect a memorial including first inscription	£336.00	£310.00	£372.00
The right to place or erect a commemorative plaque or kerb stone	£168.00	£155.00	£186.00
Each additional inscription	£64.00	£60.00	£72.00
Vase	£64.00	£60.00	£72.00
Certified copy of entry in Register of Burials / Burial Grant	£41.00	£40.00	£48.00
Transfer of exclusive Right of Burial	£105.00	£95.00	£114.00
Surrender of exclusive Right of Burial	£70.00	£65.00	£78.00

NOTES:

* Subject to attendance charge for Registrar

** These fees are also charged if the deceased lived in the District for the majority of their life and took up a place in full time care outside the District within 2 years of their death. The family is to provide the relevant information for demonstrating this to the burial authority.



Service	Parks and Open Spaces	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Parks Events			
GREEN SPACES - Parks and Green Spaces (not Nature Reserves)			
Venue Hire			
Small attendance (0-99)			
Commercial - half day	£144.00	£130.00	£156.00
Commercial - full day	£180.00	£162.50	£195.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Medium attendance (100-499)			
Commercial - half day	£288.00	£260.00	£312.00
Commercial - full day	£420.00	£380.00	£456.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Large attendance (500-1999)			
Commercial - half day	£420.00	£380.00	£456.00
Commercial - full day	£720.00	£650.00	£780.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Additional fees			
Electric usage at Brinton Park and Stourport Riverside bandstand	N/A	Meter charges	VAT charged at current rate
Deposits (refundable following inspection)	£500 - £1,000	£250 - £1,000	
Grounds maintenance - external contracts			
Based upon an hourly rate			
Arborists	Price on application	Commercial Judgement	VAT charged at current rate
Grounds Maintenance	Price on application	Commercial Judgement	VAT charged at current rate
Landscaping	Price on application	Commercial Judgement	VAT charged at current rate
Private Cleansing work	Price on application	Commercial Judgement	VAT charged at current rate
Advertising and Sponsorships			
Refuse vehicle banners	Price on application	Commercial Judgement	VAT charged at current rate
Traffic Island Sponsorship	Price on application	Commercial Judgement	VAT charged at current rate



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Rangers Services and Nature Reserves			
Nature Reserves			
Venue Hire			
Small attendance (0-99)			
Commercial - half day	£144.00	£130.00	£156.00
Commercial - full day	£180.00	£162.50	£195.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Medium attendance (100-499)			
Commercial - half day	£288.00	£260.00	£312.00
Commercial - full day	£420.00	£380.00	£456.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Large attendance (500-1999)			
Commercial - half day	£420.00	£380.00	£456.00
Commercial - full day	£720.00	£650.00	£780.00
Non-profit - half day - admin fee	N/A	£65.00	£78.00
Non-profit - full day - admin fee	N/A	£65.00	£78.00
Deposits (refundable following inspection)	£500 - £1,000	£250 - £1,000	

NOTES:

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



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Previous Charge TO 12-09-2023 Charges inclusive of VAT (if applicable)	Charge FROM 13-09-2023** Charges before VAT	Charge FROM 13-09-2023** Charges inclusive of VAT (if applicable)
Civil and Environmental Enforcement			
Fixed Penalty Notices			
Depositing Litter (Section 87/88 - Environmental Protection Act 1990)	£150.00*	£500.00*	No VAT currently charged
Fly-Posting or Graffiti (Section 43 - Anti-Social Behaviour Act 2003)	£150.00*	£500.00*	No VAT currently charged
Unauthorised distribution of free printed matter (Schedule 3A, paras. 1(1) and 7 - Environmental Protection Act 1990)	£150.00*	£150.00*	No VAT currently charged
Nuisance Parking (Section 6(1) - Clean Neighbourhood Act 2005)	£100.00	£100.00	No VAT currently charged
Abandoning a vehicle (Section 2A(1) - Refuse Disposal (Amenity) Act 1978)	£200.00	£200.00	No VAT currently charged
Failure to produce authority - Waste Carrier's Licence (Section 5/5B - Control of Pollution (Amendment) Act 1989)	£300.00*	£300.00*	No VAT currently charged
Failure to produce documentation - Waste Transfer Notes (Section 34(5) and regulations made under it/34/(6)/34A - Environmental Protection Act 1990)	£300.00*	£600.00*	No VAT currently charged
Industrial & Commercial Waste Receptacle Offences (Section 47 - Environmental Protection Act 1990)	£100.00*	£100.00*	No VAT currently charged
Failure to comply with a community protection notice (Section 48/52 Anti-Social Behaviour, Crime and Policing Act 2014)	£100.00	£100.00	No VAT currently charged
Depositing Controlled Waste (Fly Tipping) (Section 33(1)(a) and Section 33(Z)(a) - Environmental Protection Act 1990)	£400.00*	£400.00*	No VAT currently charged
Breach of Public Space Protection Order (Section 59 Anti-Social Behaviour, Crime and Policing Act 2014)	£100.00	£100.00	No VAT currently charged
Penalty Charge Notices			
Parking Offences (Fines will be reduced by 50% if paid within 14 days from date of issue)	Minimum £50.00 Maximum £70.00	Minimum £50.00 Maximum £70.00	No VAT currently charged No VAT currently charged

NOTES:

* Environment Enforcement Officers can reduce these fines using their discretion based on individual circumstances
 ** Agreed by Cabinet



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
Parking Dispensations and Event Support	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Parking Dispensations			
Charge per application - daily rate	Price on application	£15.00	No VAT currently charged
Charge per application - up to 7 days	Price on application	£100.00	No VAT currently charged
Charge per application - more than 7 days	Price on application	Commercial Judgement	No VAT currently charged

NOTES:

--



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Maximum Stay	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Car Parks Fees and Charges				
All short stay	30 minutes	£0.70	£0.58	£0.70
	1 hour	£1.10	£1.00	£1.20
	2 hours	£2.20	£1.92	£2.30
	Evening (6pm-8am)	£2.00	£1.67	£2.00
Kidderminster Long Stay	30 minutes	£0.70	£0.58	£0.70
	1 hour	£1.10	£1.00	£1.20
	2 hours	£2.20	£1.92	£2.30
	3 hours	£3.30	£2.92	£3.50
	24 hours	£5.50	£4.75	£5.70
	48 hours	£11.00	£9.58	£11.50
	Evening (6pm-8am)	£2.00	£1.67	£2.00
1st April 2024 - 30th September 2024				
Bewdley and Stourport Long Stay	30 minutes	£0.70	£0.58	£0.70
	1 hour	£1.10	£1.00	£1.20
	2 hours	£2.20	£1.92	£2.30
	3 hours	£4.40	£3.83	£4.60
	24 hours	£6.60	£5.67	£6.80
	48 hours	£11.00	£9.58	£11.50
	Evening (6pm-8am)	£2.00	£1.67	£2.00
1st October 2024 - 31st March 2025				
Bewdley and Stourport Long Stay	30 minutes	£0.70	£0.58	£0.70
	1 hour	£1.10	£1.00	£1.20
	2 hours	£2.20	£1.92	£2.30
	3 hours	£3.30	£2.92	£3.50
	24 hours	£5.50	£4.75	£5.70
	48 hours	£11.00	£9.58	£11.50
	Evening (6pm-8am)	£2.00	£1.67	£2.00
Batemans Yard (Kidderminster), Gardners Meadow (Bewdley), and Vale Road (Stourport)*	Up to 1 hour	Chargeable	Free	Free

NOTES:

*Applies Monday to Friday between 8am and 6pm. Evening charge applies from 6pm.
When using the car parking App - MiPermit, a convenience charge may be levied
Visit our parking webpage for more information on car parks and charging times: www.wyreforestdc.gov.uk/streets-and-parking/parking/car-parks-in-wyre-forest/



Wyre Forest District Council



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge	Proposed Charge	Proposed Charge
	Ticket Length	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
Car Parking Season Tickets		Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Wyre Forest Ticket	1 month	£65.00	£58.33	£70.00
All car parks	6 months	£350.00	£312.50	£375.00
	12 months:	£600.00	£520.83	£625.00
Senior Citizens' Season Ticket	12 months:	£200.00	£166.67	£200.00
All car parks				
Maximum 4 hours in one day (2 hours in short stay car parks)				
Bromsgrove St Ticket	1 month	£40.00	N/A	N/A
Bromsgrove Street Surface Vehicle Park	6 months	£190.00	N/A	N/A
Note - All season tickets are valid on this car park	12 months:	£350.00	N/A	N/A
	payable in 11 instalments*			

NOTES:

*First month paid in advance. Remainder payable as 10 monthly Direct Debit payments.



Service	Operational Services	Service Manager	Head of Community and Environment
Service Area	Community and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Fleet Management			
External contracts based upon	Price on Application	Commercial Judgement	VAT charged at current rate
Staff and Members Servicing			
Fixed service charges Std A	£126.00	£110.00	£132.00
Fixed service charges Full B	£201.60	£176.00	£211.20
All servicing excludes parts - which will be an additional charge			
Car Inspection	£60.00	£53.33	£64.00
Staff / Members Cars			
Labour charges per hour based upon	£61.20	£54.17	£65.00
PLUS additional material at cost*			
MOT			
Class 4	£54.85	£54.85	No VAT currently charged
Class 4 - staff and members Only	£40.00	£40.00	No VAT currently charged
Class 7	£58.60	£58.60	No VAT currently charged
Taxi Fees & Charges			
Taxi Inspection - Single Recovery Charges to WRS	£50.40	£53.83	No VAT currently charged
Taxi Reinspection - Direct Charge - Floor	£35.70	£38.13	No VAT currently charged
Taxi Reinspection - Direct Charge - Ramp	£43.05	£45.98	No VAT currently charged
Taxi Missed Inspection (Less than 24hrs) - Direct Charge	£43.05	£45.98	No VAT currently charged
Taxi MOT (as part of above scheduled inspection) - Direct Charge	£36.75	£39.25	No VAT currently charged
Taxi MOT Independently Booked - Direct Charge	£51.45	£54.95	No VAT currently charged

NOTES:

* Work undertaken is dependant upon workload capacity and the need to maintain the operational fleet



Service	Facility Hire	Service Manager	Asset Maintenance & Compliance Officer
Service Area	North Worcestershire Economic Development & Regeneration	Cabinet Member	Resources and Capital Portfolio

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
Hire of Facilities	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
WYRE FOREST HOUSE			
Partnership Rate			
Council Chamber	Price on Application	Commercial Judgement	Standard rate of VAT
Stourport on Severn & Bewdley rooms combined	Price on Application	Commercial Judgement	Standard rate of VAT
Stourport-on-Severn & Bewdley rooms separately	Price on Application	Commercial Judgement	Standard rate of VAT
Kidderminster & Rock rooms combined	Price on Application	Commercial Judgement	Standard rate of VAT
Kidderminster & Rock rooms separately	Price on Application	Commercial Judgement	Standard rate of VAT

NOTES:

Pricing decisions delegated to the Facilities and Asset Manager
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Property Services	Service Manager	Head of Economic Development & Regeneration - North Worcs
Service Area	North Worcestershire Economic Development & Regeneration	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Property Services			
Fees relating to surveys prior to lettings	Price on Application	Commercial Judgement	Commercial Judgement
NOTE			
Pricing decisions delegated to the Service Manager			

NOTES:

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



Service	Regeneration	Service Manager	Head of Economic Development and Regeneration for North Worcestershire
Service Area	North Worcestershire Economic Development & Regeneration	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024	Proposed Charge FROM 01-04-2024	Proposed Charge FROM 01-04-2024
Regeneration and Economic Development	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Town Centre Promotions			
National brand - Bus, van or marquee per day	£132.00	£139.00	No VAT currently charged
National brand - Bus, van or marquee per week	£662.00	£695.00	No VAT currently charged
Established local business - Bus, van or marquee per day	£132.00	£139.00	No VAT currently charged
Established local business - Bus, van or marquee per week	£662.00	£695.00	No VAT currently charged
New local business or start-up - first occasion	Free	Free	
New local business or start-up - second occasion	N/A	N/A	No VAT currently charged
New local business or start-up - thereafter - per day	£34.00	£36.00	No VAT currently charged
New local business or start-up - thereafter - per week	£166.00	£174.00	No VAT currently charged
Leafleting only (without stall or table) per day	£34.00	£36.00	No VAT currently charged
Registered charities (local) - first occasion	Free	Free	
Registered charities (local) - second occasion	N/A	N/A	No VAT currently charged
Registered charities (local) - thereafter - per day	£66.00	£69.00	No VAT currently charged
Registered charities (local) - thereafter - per week	£331.00	£348.00	No VAT currently charged
Registered charities (national) per day	£110.00	£116.00	No VAT currently charged
Registered charities (national) per week	£441.00	£463.00	No VAT currently charged

NOTES:

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



Service	Land Charges	Service Manager	Head of Strategic Growth
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge	Proposed Charge	Proposed Charge
Land Charges		TO 31-03-2024	FROM 01-04-2024	FROM 01-04-2024
		Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
LAND CHARGES - RESIDENTIAL & COMMERCIAL				
Basic Land Charges Search Fee	LLC1	28.00	29.00	No VAT currently charged
	Con 29 Part 1	108.50	94.95	113.94
Highway Information Payable to Worcs County Council	Con 29 Highway	50.24	46.06	55.27
	Total	186.74	170.01	198.21
Each additional residential/commercial property/parcel of land	LLC1	28.00	29.00	No VAT currently charged
	Con 29 Part 1	25.10	21.97	26.36
	Total	53.10	50.97	55.36
Each Optional Enquiry - Residential and Commercial				
Questions answered by WFDC		28.45	25.54	30.65
Question 4 WFDC		12.94	11.32	13.58
Question 4 payable to Worcs County Council Highways		15.51	14.22	17.07
	Total	28.45	25.54	30.65

NOTES:

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



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
DOMESTIC EXTENSIONS TO A SINGLE BUILDING			
Conversion of attached garage into habitable room:			
Application Charge	£375.00	£312.50	£375.00
Regularisation Charge	£450.00	£450.00	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
Extension where floor area is less than 10m ² :			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
All Other Extensions:			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
Loft Conversions:			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
Detached Garage over 30m ² :			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Additional Charge *	Price on application	Commercial Judgement	VAT Charged at Current Rate
Electrical Works by Non-Qualified Electrician:			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Renovation of Thermal Element:			
Application Charge	£231.00	£192.50	£231.00
Regularisation Charge	£275.00	£275.00	No VAT Currently Charged
Installing Steel Beams(s) within an Existing House:			
Application Charge	£225.00	£187.50	£225.00
Regularisation Charge	£270.00	£270.00	No VAT Currently Charged
Window Replacement:			
Application Charge	£225.00	£187.50	£225.00
Regularisation Charge	£270.00	£270.00	No VAT Currently Charged
Installing New Boiler or Wood Burner, etc:			
Application Charge	£440.00	£366.67	£440.00
Regularisation Charge	£530.00	£530.00	No VAT Currently Charged
ALL OTHER WORK - ALTERATIONS			
Application Charge	Price on application	Commercial Judgement	VAT Charged at Current Rate
Regularisation Charge	Price on application	Commercial Judgement	No VAT Currently Charged
Supplementary Charges			
Archived plans			
Re-open archived file and issue completion certificate	£55.44	£46.20	£55.44
Site Visit relating to archived case - per site visit	£72.34	£60.28	£72.34



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Service Area	Strategic Growth	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
Withdrawn Applications			
Process request - Admin Charge	£55.44	£46.20	£55.44
Building Notice - No inspection having taken place	refund fee less admin charge	refund fee less admin charge	refund fee less admin charge
Building Notice - Inspections having taken place	refund fee less admin charge less £66.90 per visit	refund fee less admin charge less £55.75 per visit	refund fee less admin charge less £66.90 per visit
Full Plans - not checked, no inspections	refund fee less admin charge	refund fee less admin charge	refund fee less admin charge
Full Plans - checked, no inspections	refund inspection fee less admin charge	refund inspection fee less admin charge	refund inspection fee less admin charge
Full Plans - checked, with site inspections	refund fee less admin charge less £66.90 per visit	refund fee less admin charge less £55.75 per visit	refund fee less admin charge less £66.90 per visit
Redirected Inspection fees/issue copy documents			
Re invoice to new address	£55.44	£46.20	£55.44
Optional Consultancy Services	Price on Application	Commercial Judgement	VAT Charged at Current Rate

NOTES:

For Quotations by Telephone Please Ring North Worcestershire Building Control on 01527 881402

* The additional charge is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P registered electrician

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or the duration of the building work from commencement to completion does not exceed 12 months.
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Street Naming and Numbering			
Existing Properties			
Renaming an existing street	£350.00	£368.00	No VAT currently charged
Additional charge per premise	£87.00	£91.00	No VAT currently charged
Renaming (where the premise is NOT also numbered) or renumbering a premise	£174.00	£183.00	No VAT currently charged
Additional charge per premise	£34.00	£36.00	No VAT currently charged
Adding a name to or renaming a premise (where the premise is also numbered)	£34.00	£36.00	No VAT currently charged
Additional charge where this includes naming of a building (e.g. a block of flats)	£87.00	£91.00	No VAT currently charged
New Developments			
Naming a New Street	£350.00	£368.00	No VAT currently charged
Naming and Numbering a new Premises	£174.00	£183.00	No VAT currently charged
Additional charge for each adjoining premise	£34.00	£36.00	No VAT currently charged
Additional Charge where this includes naming of a building (e.g. a block of flats)	£87.00	£91.00	No VAT currently charged
Confirmation of address to solicitors/conveyancers/occupiers or owners	£34.00	£36.00	No VAT currently charged

NOTES:

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



Service	Housing	Service Manager	Head of Strategic Growth
Service Area	Strategic Growth	Cabinet Member	Housing, Health, Well-Being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Private Sector Housing			
HMO Licence - 5 year licence	£800.00	£840.00	No VAT currently charged
HMO Licence additional charge for incomplete or late application	£250.00	£263.00	No VAT currently charged
Residential Caravan Site New Application	£800.00	£840.00	No VAT currently charged
Residential Caravan Site additional charge for incomplete or late application	£250.00	£263.00	No VAT currently charged
Residential Caravan Site Annual Inspection Fee	£220.00	£231.00	No VAT currently charged
Residential Caravan Site Fit and Proper Person 5 year Registration	£800.00	£840.00	No VAT currently charged
Smoke & CO Regulations Penalty Charges as per Published Statement of Principles*			
Penalty fee where no previous action has been taken	£695.00	£730.00	No VAT currently charged
Penalty fee for landlords who have had previous single action taken against them under Housing Act 2004 or other housing legislation	£2,101.00	£2,206.00	No VAT currently charged
Penalty fee for landlords who have had previous multiple actions taken against them under Housing Act 2004 or other housing legislation	£4,281.00	£4,495.00	No VAT currently charged
Officer time spent to enforce the regulations	Charged at Cost	Charged at Cost	No VAT currently charged
Purchase and Equip Property with Alarms	Charged at Cost	Charged at Cost	No VAT currently charged
Recovery Costs**	£695.00	£730.00	No VAT currently charged
Administration Costs	£353.00	£371.00	No VAT currently charged

NOTES:

* The amount of Penalty Charge shall be a maximum of £5,000.

** The penalty charge shall be reduced by the £500 cost recovery element if paid within 14 days of the issue of the penalty charge notice. Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Planning	Service Manager	Head of Strategic Growth
Service Area	Strategic Growth	Cabinet Member	Housing, Health, Well-Being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Housing Strategy and Enabling			
Custom and self build register charges	£42.00	£44.00	No VAT currently charged

NOTES:

This is a charge made to individuals or groups for registering on the Council's self-build register.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

COUNCIL

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2024-25	2025-26	2026-27
R637	<u>CHIEF EXECUTIVE & SOLICITOR TO THE COUNCIL</u> <u>Environmental Health - Water Sampling</u> Water sampling and analysis charges are set by Worcs Regulatory Services. No increase in 2023/24. WRS propose increase of 6.8% in 2024/25	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R637	<u>Environmental Health - Control of Dogs</u> The charges levied for the Control of stray dogs are set by Worcs Regulatory Services on a cost recovery basis. Charges are consistent across all authorities within the Shared Service. No increase in 2023/24. WRS propose increase of 6.8% in 2024/25	C	£0.00	£0.00	£0.00
		R	£0.00	£0.00	£0.00
		S	0.00	0.00	0.00
R638	<u>Licensing Activities - Hackney Carriages</u> Increase charges by 6.8% in 2024/25	C	£0.00	£0.00	£0.00
		R	£4,290.00	£4,290.00	£4,290.00
		S	0.00	0.00	0.00
R638	<u>Licensing Activities - Animal Activity Licensing</u> The Animal Activity licensing charges were introduced in October 2018, covering animal boarding, dog breeding, pet shops, riding establishments and performing animals. No increase in 2023/24. WRS propose increase of 8% in 2024/25	C	£0.00	£0.00	£0.00
		R	£960.00	£960.00	£960.00
		S	0.00	0.00	0.00
R638	<u>Licensing Activities - Other General Licensing</u> Increase charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£590.00	£590.00	£590.00
		S	0.00	0.00	0.00
R638	<u>Licensing Activities - Gambling Act 2005 (Premises)</u> Increase charges by 5% in line with Council Policy.	C	£0.00	£0.00	£0.00
		R	£4,720.00	£4,720.00	£4,720.00
		S	0.00	0.00	0.00

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2024-2025

COUNCIL

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2024-25	2025-26	2026-27
R638	<u>Licensing Activities - Scrap Metal Dealers Licence</u> Scrap metal dealers licence is a 3 year licence which was introduced in 2014. Level of charges are recommended by Worc's Regulatory Services. No increase in 2023/24. across all Districts.WRS propose increase of 5% in 2024/25	C R S	£0.00 £20.00 0.00	£0.00 £20.00 0.00	£0.00 £20.00 0.00
R638	<u>Licensing Activities - Street Trading</u> Increase charges by 5% in line with Council Policy.	C R S	£0.00 £490.00 0.00	£0.00 £490.00 0.00	£0.00 £490.00 0.00
R605	<u>STRATEGIC GROWTH</u> <u>Development Management - Planning Advice</u> Increase charges by 5% in line with Council Policy.	C R S	£0.00 £30.00 0.00	£0.00 £30.00 0.00	£0.00 £30.00 0.00
R605	<u>Development Management - High Hedges</u> Increase charges by 5% in line with Council Policy.	C R S	£0.00 £0.00 0.00	£0.00 £0.00 0.00	£0.00 £0.00 0.00
R605	<u>Development Management - Pre-application Advice</u> Fees and charges reviewed and commercial judgement used.	C R S	£0.00 £1,290.00 0.00	£0.00 £1,290.00 0.00	£0.00 £1,290.00 0.00
R605	<u>Development Management - Sale of Documents</u> Increase charges by 5% in line with Council Policy.	C R S	£0.00 £210.00 0.00	£0.00 £210.00 0.00	£0.00 £210.00 0.00
R625	<u>Building Control - Decision Notices</u> To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service.	C R S	£0.00 £10.00 0.00	£0.00 £10.00 0.00	£0.00 £10.00 0.00
R310	<u>RESOURCES</u> <u>Council Tax and NNDR</u> Summons Costs £50 Liability Order Costs £30 £80 Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.	C R S	£0.00 £0.00 0.00	£0.00 £0.00 0.00	£0.00 £0.00 0.00
	TOTALS	C R S	£0.00 £12,610.00 0.00	£0.00 £12,610.00 0.00	£0.00 £12,610.00 0.00



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Water Sampling and Analysis Charges - Fees Recommended By Worcestershire Regulatory Services			
POLLUTION CONTROL			
Water Sampling Charges			
The Regulations allow local authorities to charge a fee, to enable reasonable costs of services (lab fees etc) to be recovered			
Proposed Fees and Charges			
Risk Assessment per hour (minimum 1 hour)	59.00 per hour	63.00 per hour	No VAT currently charged
Sampling (each visit) per hour (minimum 1 hour)	59.00 per hour	63.00 per hour	No VAT currently charged
Investigation per hour (minimum 1 hour)	59.00 per hour	63.00 per hour	No VAT currently charged
Granting an Authorisation per hour (minimum 1 hour)	59.00 per hour	63.00 per hour	No VAT currently charged
Analysing a sample			
taken under regulation 10 (small supplies)	59.00 per hour + lab analysis cost	63.00 per hour + lab analysis cost	No VAT currently charged
(Plus extra lab costs for additional parameters where required)			
taken during monitoring for Group A parameters	59.00 per hour + lab analysis cost	63.00 per hour + lab analysis cost	No VAT currently charged
taken during audit monitoring	59.00 per hour + lab analysis cost	63.00 per hour + lab analysis cost	No VAT currently charged

NOTES:

Where the request is made by the Owner/Occupier and the Authority is not the only service provider - VAT will be added.
Where the authority instigates the testing under regulations i.e. Periodic tests, assessments - VAT is not applicable in this instance.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Control of Dogs - Fees Recommended By Worcestershire Regulatory Services			
Stray Dogs			
Statutory Fine per dog seized	£25.00	£25.00	No VAT currently charged
Kennelling charge per dog per day	£18.00	£20.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	£26.00	£28.00	No VAT currently charged
Administration Fee per stray dog seized	£17.00	£18.00	No VAT currently charged
Out of Hours Charge	£47.00	£50.00	No VAT currently charged
Repeat stray charge	£42.00	£45.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	£12.00	£13.00	VAT Charged at Current Rate
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	VAT Charged at Current Rate
Return charge (during office hours when resource available)	£42.00	£45.00	No VAT currently charged
Penalty charge for non-compliance of Microchipping regulations	£0.00	£15.00	No VAT currently charged
Commercial Animal Services			
Dog Training Facility Welfare Assessment Check (upon request)	Upon Request	Upon Request	VAT Charged at Current Rate
Dog Kennelling per dog per day (excluding any hospitalisation)	Upon Request	Upon Request	VAT Charged at Current Rate
Dog Kennelling of dangerous dogs per dog per day (excluding any hospitalisation)	Upon Request	Upon Request	VAT Charged at Current Rate
Boarding of non-canine animals charges quoted at time	Upon Request	Upon Request	VAT Charged at Current Rate
Administration Charge	included in kennelling charges	included in kennelling charges	n/a
Veterinary Fees including Hospitalisation	Charged at Cost	Charged at Cost	VAT Charged at Current Rate
Transportation charge to include Collection, transport to vets if required and return of Dog/Animal to include travel time per hour	Upon Request	Upon Request	VAT Charged at Current Rate
Transportation charge to include Collection, transport to vets if required and return of Dangerous Dog to include travel time per hour	Upon Request	Upon Request	VAT Charged at Current Rate
Rehoming of animal	Upon Request	Upon Request	VAT Charged at Current Rate

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Hackney Carriage/Private Hire Fees			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	£240.00	£256.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	£215.00	£230.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	£113.00	£121.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	£112.00	£120.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	£53.00	£57.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	£23.00	£25.00	No VAT currently charged
Vehicle Decals - Replacements	£21.00	£22.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	£32.00	£34.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	£32.00	£28.33	£34.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	£61.00	£54.17	£65.00
Hackney Carriage/Private Hire Drivers Licence (valid for 1 year)	£120.00	£128.00	No VAT currently charged
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	£330.00	£352.00	No VAT currently charged
Disclosure and Barring Service check	£64.00	£68.00	No VAT currently charged
Drivers Badge	£27.00	£29.00	No VAT currently charged
Drivers' Knowledge Test (re-test)	£56.00	£60.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	£120.00	£128.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	£490.00	£523.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Licensing and Registration - Animal Activity Licence			
Animal Activity Licence			
Animal Boarding, Dog Breeding, Pet Shops, Riding Establishments			
Application Fee	£329.00	£355.00	No VAT currently charged
1 Year Licence Fee	£184.00	£199.00	No VAT currently charged
2 Year Licence Fee	£364.00	£393.00	No VAT currently charged
3 Year Licence Fee	£546.00	£590.00	No VAT currently charged
Variation Fee	£240.00	£259.00	No VAT currently charged
Inspection Fee	£163.00	£176.00	No VAT currently charged
Vet Fees	Charged at Cost recovery	Charged at Cost recovery	
Animal Activity Licence			
Performing Animals (No Risk Assessment)			
Application Fee	£219.00	£237.00	No VAT currently charged
1 Year Licence Fee	N/A	N/A	No VAT currently charged
2 Year Licence Fee	N/A	N/A	No VAT currently charged
3 Year Licence Fee	£300.00	£324.00	No VAT currently charged
Variation Fee	£158.00	£171.00	No VAT currently charged
Inspection Fee	£163.00	£176.00	No VAT currently charged
Vet Fees	Charged at cost recovery	Charged at Cost recovery	

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Licensing and Registration			
Dangerous Wild Animals Initial	£432.00	£454.00	No VAT currently charged
Renewal	£285.00	£299.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)			
Zoo Licences Initial	£2,075.00	£2,179.00	No VAT currently charged
	(plus Inspector's expenses)	(plus Inspector's expenses)	
Renewal	£1,866.00	£1,959.00	No VAT currently charged
	(plus Inspector's expenses)	(plus Inspector's expenses)	
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -			
Certificate of Registration: (a) Person	£221.00	£232.00	No VAT currently charged
(b) Premise	£317.00	£333.00	No VAT currently charged
(c) Persons & Premises	No Longer Available	No Longer Available	
Hypnotism			
Application for authorisation	£50.00	£53.00	No VAT currently charged
Sex Establishments Initial	£5,487.00	£5,761.00	No VAT currently charged
Renewal	£2,107.00	£2,212.00	No VAT currently charged
Transfer	£421.00	£442.00	No VAT currently charged
Variation	price on application	price on application	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Gambling Premises Licence Fees			
Gambling Premises Licence - New Application			
Adult Gaming Centre	£1,853.00	£1,946.00	No VAT currently charged
Betting Premises (excluding Tracks)	£2,780.00	£2,919.00	No VAT currently charged
Betting Premises (Tracks)	£2,315.00	£2,431.00	No VAT currently charged
Bingo Club	£3,239.00	£3,401.00	No VAT currently charged
Family Entertainment Centre	£1,853.00	£1,946.00	No VAT currently charged
Temporary Use Notices	£471.00	£495.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	£927.00	£973.00	No VAT currently charged
Betting Premises (excluding Tracks)	£557.00	£585.00	No VAT currently charged
Betting Premises (Tracks)	£927.00	£973.00	No VAT currently charged
Bingo Club	£927.00	£973.00	No VAT currently charged
Family Entertainment Centre	£693.00	£728.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	£1,853.00	£1,946.00	No VAT currently charged
Betting Premises (excluding Tracks)	£2,780.00	£2,919.00	No VAT currently charged
Betting Premises (Tracks)	£2,315.00	£2,431.00	No VAT currently charged
Bingo Club	£3,239.00	£3,401.00	No VAT currently charged
Family Entertainment Centre	£1,853.00	£1,946.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	£879.00	£923.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,114.00	£1,170.00	No VAT currently charged
Betting Premises (Tracks)	£879.00	£923.00	No VAT currently charged
Bingo Club	£1,114.00	£1,170.00	No VAT currently charged
Family Entertainment Centre	£879.00	£923.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	£837.00	£879.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,061.00	£1,114.00	No VAT currently charged
Betting Premises (Tracks)	£837.00	£879.00	No VAT currently charged
Bingo Club	£1,061.00	£1,114.00	No VAT currently charged
Family Entertainment Centre	£837.00	£879.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	£883.00	£927.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,322.00	£1,388.00	No VAT currently charged
Betting Premises (Tracks)	£1,101.00	£1,156.00	No VAT currently charged
Bingo Club	£1,546.00	£1,623.00	No VAT currently charged
Family Entertainment Centre	£883.00	£927.00	No VAT currently charged
Reinstatement of Licence			
Adult Gaming Centre	£837.00	£879.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,061.00	£1,114.00	No VAT currently charged
Betting Premises (Tracks)	£837.00	£879.00	No VAT currently charged
Bingo Club	£1,061.00	£1,114.00	No VAT currently charged
Family Entertainment Centre	£837.00	£879.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services			
Site Licence - Initial (3 year licence)	£296.00	£311.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	£245.00	£257.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	£148.00	£155.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	£97.00	£102.00	No VAT currently charged
Variation of Licence	£67.00	£70.00	No VAT currently charged
Copy of licence (if lost or stolen)	£26.00	£27.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Safety

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Street Trading			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	£2,704.00	£2,839.00	No VAT currently charged
- Renewal	£2,573.00	£2,702.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	£2,252.00	£2,365.00	No VAT currently charged
- Renewal	£2,032.00	£2,134.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	£1,113.00	£1,169.00	No VAT currently charged
Mobile Traders - Initial	£1,061.00	£1,114.00	No VAT currently charged
Mobile Traders - Renewal	£1,061.00	£1,114.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	£405.00	£425.00	No VAT currently charged

NOTES:

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
High Hedge Applications			
High Hedge Applications			
Householder	£473.00	£497.00	No VAT currently charged
Other	£473.00	£497.00	No VAT currently charged
Concession (for those in receipt of housing or council tax benefits)	£210.00	£221.00	No VAT currently charged
NOTES:			

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Planning Advice			
Building Control Decision Notices (Pre 01-01-2012)			
Sale of Copy Documents			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	£32.00 per Question	£34.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	£91.00	£96.00	No VAT currently charged
Charges for Copy Documents			
See Note 2 below			
Monthly Decision List - Emailed	Free	Free	Free
Weekly Planning Application List - Emailed	Free	Free	Free
Decision Notices	£26.00	£22.50	£27.00
Decision Notices Additional Copies	£1.80	£1.58	£1.90
A4 - For each copy	£1.80	£1.58	£1.90
A3 - For each copy	£1.80	£1.58	£1.90
A2 - For each copy	£4.60	£4.00	£4.80
A1 - For each copy	£6.30	£5.50	£6.60
A0 - For each copy	£7.80	£6.83	£8.20

NOTES:

Note 1 - Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Head of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.
 Note 2 - Copies of all planning application plans and decision notices made from 2006 onwards are available online at zero cost at <http://www.wyreforestdc.gov.uk/planning-and-buildings.aspx>
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	£30.00	n/a	n/a
Other	£30.00	n/a	n/a
Pre-Application advice			
Householder	£42.00	£36.67	£44.00
Biodiversity/Protected Species/BNG related advice			
Small Scale Developments (including one site meeting)	n/a	£57.50	£69.00
Major Scale Developments (including one site meeting)	n/a	£115.00	£138.00
Residential Development including Conversions (see note 1)			
1 dwelling (Fee for the first three meetings)	£116.00	£101.67	£122.00
2-3 dwellings (Fee for the first three meetings)	£324.00	£283.33	£340.00
4-5 dwellings (Fee for the first three meetings)	£435.00	£380.83	£457.00
6-7 dwellings (Fee for the first three meetings)	£637.00	£557.50	£669.00
8-9 dwellings (Fee for the first three meetings)	£868.00	£759.17	£911.00
10-24 dwellings (Fee for the first three meetings)	£1,158.00	£1,013.33	£1,216.00
25-49 dwellings (Fee for the first three meetings)	£1,852.00	£1,620.83	£1,945.00
50 - 74 dwellings (Fee for the first three meetings)	£2,315.00	£2,025.83	£2,431.00
75 - 99 dwellings (Fee for the first three meetings)	£3,010.00	£2,634.17	£3,161.00
100 - 149 dwellings (Fee for the first three meetings)	£3,704.00	£3,240.83	£3,889.00
150 - 199 dwellings (Fee for the first three meetings)	£3,768.00	£3,296.67	£3,956.00
200 - 299 dwellings (Fee for the first three meetings)	£4,863.00	£4,255.00	£5,106.00
300 - 499 dwellings (Fee for the first three meetings)	£5,557.00	£4,862.50	£5,835.00
500+ dwellings (Fee for the first three meetings)	£6,020.00	£5,267.50	£6,321.00
Non Residential/Commercial Development (see note 1)			
Gross floor area up to 75m2	Free	Free	Free
Gross floor area 76m2 - 249m2	£174.00	£152.50	£183.00
Gross floor area up to 250m2 - 499m2	£348.00	£304.17	£365.00
Gross floor area 500m2 - 999m2	£753.00	£659.17	£791.00
Gross floor area 1,000m2 - 2,499m2	£1,852.00	£1,620.83	£1,945.00
Gross floor area 2,500m2 - 4,999m2	£2,894.00	£2,532.50	£3,039.00
Gross floor area 2,500m2 - 9,999m2	£3,936.00	£3,444.17	£4,133.00
Gross floor area +10,000m2	£5,557.00	£4,862.50	£5,835.00



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	£87.00	£75.83	£91.00
Change of Use	£174.00	£152.50	£183.00
Telecommunications	£260.00	£227.50	£273.00
Glasshouses/Poly Tunnels	£92.00	£80.83	£97.00
Others (see note 2)	£87.00	£75.83	£91.00
Installation of Solar Farm/Panels	n/a	£76.67	£92.00
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters - see note 3)	£69.00	£60.00	£72.00
Cost per additional matter to be considered	£18.00	£15.83	£19.00
Separate Tree related Advice - number of trees not exceeding 10	£69.00	£60.00	£72.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30 (see Note 4)	£139.00	£121.67	£146.00
Exemptions			
As set out in Guidance Note (e.g. Parish Councils, etc)			

NOTES:

Note 1 - If only principle to be discussed developer to provide indicative capacity
 Note 2 - Includes other development proposals such as variation or removal of conditions-proposed changes of use, car parks and certificates of lawfulness.
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Revenues	Service Manager	Revenues, Benefits and Customer Services Manager
Service Area	Resources	Cabinet Member	Finance and Capital Portfolio

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2024 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2024 Charges before VAT	Proposed Charge FROM 01-04-2024 Charges inclusive of VAT (if applicable)
Council Tax and NNDR			
Council Tax and NNDR			
Summons costs	£50.00	£50.00	No VAT currently charged
Liability Orders	£30.00	£30.00	No VAT currently charged

NOTES:

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

LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2024-25

- 1.1 The Provisional Settlement is expected to be published on 18th or 19th December 2023, the assumptions made are based on the autumn statement and the pre-settlement policy statement made on the 5th December 2023. Final updates will be included in the February reports (if appropriate). The key assumptions are set out in section 5 of the report.
- 1.2 The table below identifies the overall estimated position in relation to the Government Grant, Business Rates, New Homes Bonus and Council Tax income this report is based on latest assumptions. Negative RSG has been removed for 2024-25 and also for 2025-26 following confirmation that funding reform will again be delayed. All figures are subject to confirmation when the Final Settlement figures are issued.

Total Funding including RSG, New Homes Bonus, Business Rates and Council Tax

Year	Revenue Support Grant	Business Rates	New Homes Bonus	Council Tax	One-Off Grants*	Total
	£	£	£	£	£	£
2016-17	1,222,300	2,802,660	2,356,450	6,720,820		13,102,230
2017-18	553,290	2,920,240	1,910,300	6,783,860		12,167,690
2018-19	100,680	3,282,070	1,272,700	7,004,100		11,659,550
2019-20	0	3,997,920	906,100	7,234,190		12,138,210
2020-21	0	3,040,723	261,530	7,445,500		10,747,753
2021-22	0	3,266,763	242,510	7,578,210	121,190	11,208,673
2022-23	0	3,354,576	463,760	7,848,010	349,918	12,206,706
2023-24	150,380	4,392,250	240,030	8,205,460	540,360	13,528,480
2024-25	160,000	4,655,460	228,000	8,491,310	391,500	13,926,270
2025-26	160,000	4,841,680	0	8,871,030	508,500	14,381,210
2026-27	(356,000)	4,397,000	0	9,265,950	881,500	14,188,450

* Includes: Services Grant, Lower Tier Services Grant, Transitional Grant and Funding guarantee

New Homes Bonus UPDATE WITH LATEST POSITION

- 1.3 New Homes Bonus funding is not expected to continue in its current form. Current assumptions are that 2024-25 is the final year in any payments are paid with no further entitlement to grant in future years. This council's entitlement to New Homes Bonus has diminished significantly since 2019-20 as shown below.

Agenda Item No. 7.1, Appendix 4

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
NHB Forecast for new MTFS	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
	£	£	£	£	£	£
NHB YEAR 6 2016/17 PAID UNTIL 2019/22 (4 yrs)	673,410					
NHB YEAR 7 2017/18 PAID UNTIL 2020/21 (4 yrs 80%)	30,730	30,730				
NHB YEAR 8 2018/19 PAID UNTIL 2021/22 (4 yrs 50%)	138,570	138,570	138,570			
NHB YEAR 9 2019/20 PAID UNTIL 2021/22 (4 yrs 50%)	63,390	63,390	63,390	63,390		
NHB YEAR 10 2020/21 PAID ONE YEAR ONLY		28,840				
NHB YEAR 11 2021/22 PAID ONE YEAR ONLY			38,000			
NHB YEAR 12 2022/23 PAID ONE YEAR ONLY				400,370		
NHB YEAR 13 2023/24 PAID ONE YEAR ONLY					240,030	
NHB YEAR 14 2024/25 PAID ONE YEAR ONLY*						228,000
	906,100	261,530	239,960	463,760	240,030	228,000
* provisional allocation subject to confirmation						

- 1.4 The arrangements for reallocation of New Homes Bonus (NHB) funding pose a serious challenge to future financial sustainability for this and many other councils as the Council uses the allocation to fund its revenue activities, including important work on economic regeneration and development. This is significant given the continuing delays to the new fair funding model.

Since introduction of the scheme housing growth has had a positive impact on the council tax base within a range of 194 to 599. This has given rise to NHB as shown in Table below:

Year NHB Paid	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Additional Properties	192	227	227	186	206	403	397	394
Change in Long term Empties	2	21	21	14	- 2	60	- 64	- 67
Net New Properties for NHB	194	248	248	200	204	463	333	327
Change for 2017/18								
Number of Band D Equivalents	176	244	209	159	187	241	304	304
Deduct Baseline 0.40%	163	165	166	167	168	168	171	172
Net New Properties for NHB	13	79	43	- 8	19	73	133	132
Cumulative NHB Grant £000	1,910	1,273	906	262	240	464	240	228

Payments of NHB grant are based on additional properties in the prior 12 months so additional properties refer to performance in prior year

- 1.5 The amount of NHB (and also council tax) that the Council receives is sensitive to the timing of housing completions and a significant proportion of future income is therefore dependent on receipt of large scale residential applications and the pace at which developers build-out their sites. Housing completions in the district slowed down pending approval of the new local plan but has now picked up. The rate of growth is likely to be impacted by the state of the economy and the assumed growth reflects market conditions. At present, it has been assumed that NHB grant will be paid in 2024-25 but it is not expected that further payments will be received. A sum of £228k has been included.

Business Rates

- 1.6 Business Rate projections based on a 50% Herefordshire and Worcestershire pooling agreement being in existence in 2024-25 are shown in the table below. These take into account the Council's share of forecast growth from major redevelopments, appeals, reliefs, economic regeneration work, other Business Rates market intelligence and assume that the announced freeze in the small business rates multiplier is fully funded by extra S31 grant. These estimates may require updating following the final confirmation/decision regarding Pool membership and also completion of the statutory 2024-25 estimates for the DLUHC in January 2023. The table below shows the revised assumptions and growth assumed in this budget report.

Revised Value of Retained Business Rates

Year	Value of Retained Business Rates	Growth	Average Annual Growth
	£	£	%
2013-14	2,435,300		-
2014-15	2,300,280	(135,020)	-5.5%
2015-16	2,547,610	247,330	10.8%
2016-17	2,802,660	255,050	10.0%
2017-18	2,920,240	117,580	4.2%
2018-19	3,282,070	361,830	12.4%
2019-20	3,997,920	715,850	21.8%
2020-21	3,040,723	(957,197)	-23.9%
2021-22	3,266,763	226,040	7.4%
2022-23	3,354,576	87,813	2.7%
2023-24	4,392,250	1,037,674	30.9%
2024-25	4,655,460	263,210	6.0%
2025-26	4,841,680	186,220	4.0%
2026-27	4,397,000	(444,680)	-9.2%
Total	48,234,532	1,961,700	4.1%

The government has again deferred progression of the Fair Funding Review and business rates reform. The optimistic view in the table reflects the limited perceived upside over the period of the MTFS. The downside risk is limited by the membership of the Worcestershire Business Rates Pool.

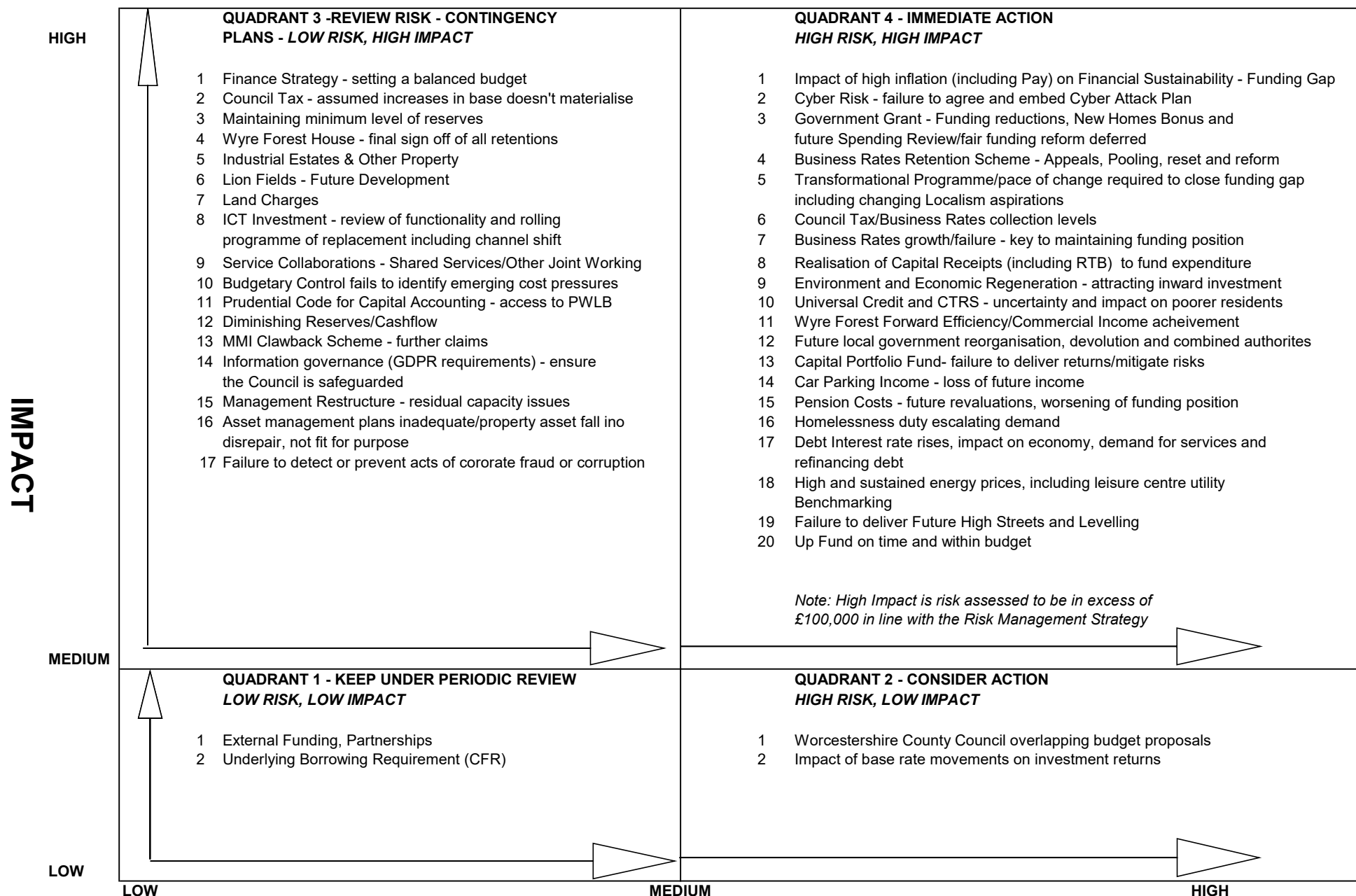
BUDGET SENSITIVITY ANALYSIS

Sensitivity Summary 2024-25					
Description	<i>Pessimistic</i>		<i>Assumed</i>	<i>Optimistic</i>	
	£'000	£'000	£'000	£'000	£'000
INCOME					
Council Tax	8,327	164	8,491	0	8,491
RSG	112	48	160	(48)	208
Business Rates	4,306	349	4,655	(116)	4,771
New Homes Bonus	0	228	228	0	228
EXPENDITURE					
Net Service Expenditure	14,614	356	14,258	(1,069)	13,189
Extreme Adverse Circumstances		1,145			
Extreme Positive Circumstances				(1,233)	

Sensitivity Summary 2025-26					
Description	<i>Pessimistic</i>		<i>Assumed</i>	<i>Optimistic</i>	
	£'000	£'000	£'000	£'000	£'000
INCOME					
Council Tax	8,530	341	8,871	0	8,871
RSG	112	48	160	(48)	208
Business Rates	4,479	363	4,842	(121)	4,963
New Homes Bonus	0	0	0	0	0
EXPENDITURE					
Net Service Expenditure	15,679	382	15,297	(1,147)	14,150
Extreme Adverse Circumstances		1,134			
Extreme Positive Circumstances				(1,316)	

Sensitivity Summary 2026-27					
Description	<i>Pessimistic</i>		<i>Assumed</i>	<i>Optimistic</i>	
	£'000	£'000	£'000	£'000	£'000
INCOME					
Council Tax	8,737	529	9,266	0	9,266
RSG	(463)	107	(356)	(107)	(249)
Business Rates	4,067	330	4,397	(110)	4,507
New Homes Bonus	0	0	0	0	0
EXPENDITURE					
Net Service Expenditure	16,082	392	15,690	(1,177)	14,513
Extreme Adverse Circumstances		1,358			
Extreme Positive Circumstances				(1,394)	

BUDGET RISK MATRIX 2024-27



WYRE FOREST DISTRICT COUNCIL

CABINET MEETING
20TH DECEMBER 2023

CAPITAL STRATEGY 2024-34 AND CAPITAL PROGRAMME UPDATE

OPEN	
CABINET MEMBERS:	Councillor David Ross
RESPONSIBLE OFFICERS:	Helen Ogram: Head of Resources and S151 Officer
CONTACT OFFICERS:	Helen Ogram Ext 2907 helen.ogram@wyreforestdc.gov.uk Lisa Hutchinson Ext 2120 lisa.hutchinson@wyreforestdc.gov.uk
APPENDIX 1A APPENDIX 1B APPENDIX 2 APPENDIX 3	Capital Programme 2023-24 onwards Vehicle, Equipment and Systems Renewal Schedule Quantitative Indicators for assessment of risk exposure Capital Strategy/Scheme of Delegation The Role of the Section 151 Officer

1. PURPOSE OF REPORT

- 1.1 To seek Council approval of a Capital Strategy for 2024-34.
- 1.2 To consider the Capital Programme 2023-24 onwards and set out the detail to support the recommendations within the separate Medium-Term Financial Strategy (MTFS) also on this agenda.
- 1.3 To seek approval of set limits for non-financial investments.
- 1.4 To fulfil the key requirements of the DLUHC Investment Guidance.

2. RECOMMENDATIONS

- 2.1 The CABINET is asked to **ENDORSE** and **RECOMMEND** to the Strategic Review Panel for scrutiny:

The Council's updated Capital Strategy:

- a) Approve the Capital Strategy 2024-34 including the associated Quantitative Indicators in Appendix 2;
- b) Approve variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 1, Appendices A and B;
- c) Approve the limits for gross debt of non-treasury investments compared to net service expenditure and for Capital Portfolio Fund as a percentage of net service expenditure as set out in Appendix 2.

2.2 The Cabinet is asked to APPROVE:

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

3. BACKGROUND

- 3.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a Capital Strategy to demonstrate how capital expenditure, capital financing and treasury management activity contribute to service objectives and the delivery of desired outcomes and take account of stewardship, value for money, prudence, sustainability and affordability. The Prudential Code was significantly updated to incorporate changes which restrict councils using borrowing to finance commercial property investment solely for generating yield. This Capital Strategy continues to reflect the latest requirements and compliance with them.
- 3.2 The Capital Strategy forms part of the framework for financial planning and is integral to both the Medium Term Financial Strategy (MTFS) and the Treasury Management Strategy (TMS). It sets out how capital investment will play its part in delivering the ambitious long term strategic objectives of the Council, how associated risk is managed and the implications for future financial sustainability. The Capital Strategy is one of the foundations of good financial management and reflects the requirements under the CIPFA Financial Management Code. Ownership of the Capital Strategy sits at the highest level - corporately with members and key officers. It is a primary document for all capital decision making, together with the Corporate Plan and other strategies.
- 3.3 All capital expenditure and capital investment decisions are covered by this strategy. It is refreshed annually in line with the MTFS and TMS to ensure it remains fit for purpose and enables the Council to make the investments necessary to deliver its strategic aims and objectives. This Capital Strategy includes all capital expenditure and capital investment decisions, not only as an individual local authority but also those entered into under group arrangements. It sets out the longer-term context in which decisions are made with reference to the life of the projects/assets.
- 3.4 **Capital Expenditure** - In contrast to revenue expenditure which is spending on the day to day running costs of services such as employee costs and supplies and services, capital expenditure seeks to provide long-term solutions to Council priorities and operational requirements. Capital expenditure is technically described as: expenditure on the acquisition, creation or enhancement of 'non-current assets' i.e.. items of land, property and plant which has a useful life of more than 1 year. Expenditure for capital purposes gives rise to new assets, increases the value or useful life of existing assets or generates economic and social value and an income stream or revenue savings to the Council.
- 3.5 The Purpose of the Capital Strategy is to take a long-term perspective on capital investment and to ensure this contributes to the achievement of key strategies such as the Corporate Plan and the Local Plan. The strategy will ensure investment is prudent, affordable, and sustainable over the medium term and adheres to the Prudential Code, Treasury Management Code and other regulatory conditions. In addition, the strategy sets out the arrangements and governance for investment decisions in order to make the most effective and appropriate use of the funds available and to instil consideration of a range of financing solutions where appropriate.

4. THE CAPITAL STRATEGY

4.1 **Key priorities, principles and objectives**

The Council will undertake **capital expenditure** in support of the priorities in the Corporate Plan for the following purposes:

- To discharge statutory duties (examples include homelessness, disabled facilities grants and environmental requirements, including the Environment Act 2021)
- To support discretionary functions including economic regeneration and development;
- To facilitate the operational delivery of the Council's duties and functions, including the buildings, vehicles and ICT infrastructure on which they rely.

Capital expenditure also includes contributions made by the Council towards capital expenditure by third parties.

The Council will **finance capital expenditure** by a mixture of grants provided by Government and third parties, capital receipts, borrowing and contributions from revenue.

The Council's **financial contributions to the Capital Strategy are expected to be delivered primarily by means of borrowing**, which can include internal borrowing, borrowing from the Public Works Loan Board and borrowing from other third parties.

The Council's borrowing will be undertaken in accordance with the Local Government Act 2003 and current statutory guidance.

In order to maintain access to borrowing from the PWLB, the Council does not intend to borrow in advance of need or in order to profit from the additional amount borrowed by purchasing investment assets primarily for yield.

The Council sets limits for borrowing at least annually in accordance with the 2003 Act. The Council plans to keep **its total borrowing in broad terms to no more than five times its net revenue expenditure**.

The **Capital Programme** is the delivery plan for the Corporate Strategy and sets out the proposed capital expenditure for a ten-year period. It is approved by Council annually. In year amendments are approved either by Council or (under delegated powers) by Cabinet.

The Capital Strategy and Programme are under-pinned by the borrowing strategy contained in the Treasury Management Strategy Statement, the Property Disposal Strategy and the Capital Portfolio Strategy.

The Council will comply with the **disclosure and reporting requirements required by the Statutory Guidance on Local Government Investments**.

Core Principles of the Capital Strategy

Principle 1 – Managing the impact of capital investment decisions on our revenue budgets
We will do this by:
<ul style="list-style-type: none"> Ensuring capital investment decisions do not place unnecessary additional pressure on Council Tax or our MTFS.
<ul style="list-style-type: none"> Only taking property-related acquisitions that generate an appropriate rate of return to cover costs of funding within an acceptable risk range as set out in the Capital Portfolio Strategy, whilst also meeting Corporate Priorities.
<ul style="list-style-type: none"> Purchase rather than leasing vehicles such as the refuse fleet with programmes for replacement that maximise efficiency and minimise revenue budget costs.
<ul style="list-style-type: none"> Promote capital investment which allows invest to save outcomes and which contribute to the Council's Corporate priorities and complement the Wyre Forest Forward Transformation programme.
<ul style="list-style-type: none"> Focus on resources and spending programmes the Council will use to maximise the use and financial return on assets within an acceptable risk appetite.
<ul style="list-style-type: none"> Having a defined framework for the management of risk for investments that applies the Security, Liquidity, Yield principles and considers longer term risks and opportunities.
<ul style="list-style-type: none"> Having appropriate exit strategies and contingency plans in place to protect the Council's long-term position including maintaining appropriate risk reserves.
Principle 2 – Optimise the availability of capital funding where that funding supports the priorities of WFDC
We will do this by:
<ul style="list-style-type: none"> Disposal of surplus assets and use receipts generated to reinvest via the Evergreen Investment Fund, using them to supplement prudential borrowing to expedite delivery of capital schemes in line with corporate priorities.
<ul style="list-style-type: none"> Effective working relationships with potential funders including the Worcestershire LEP.
<ul style="list-style-type: none"> Listening to and support effective partnering arrangements.
<ul style="list-style-type: none"> Generating capacity within the services' revenue budgets to deliver ongoing contributions towards necessary capital investment.
<ul style="list-style-type: none"> Have clear policies for the consumption of our reserves.

Principle 3 – Ensure we have effective pre and post project appraisal
We will do this by:
<ul style="list-style-type: none"> • Developing projects that fully support the council's Corporate Priorities and Wyre Forest Forward Programme.
<ul style="list-style-type: none"> • Ensuring a system of competition exists for project approval.
<ul style="list-style-type: none"> • Build into project appraisal recognition of environmental sustainability.
<ul style="list-style-type: none"> • Fully consider project risks.
<ul style="list-style-type: none"> • Carefully consider Value for Money and Efficiency of every project.
<ul style="list-style-type: none"> • Only adding schemes once an affordable business plan is in place.

Principle 4 – Performance manage our capital programme
<ul style="list-style-type: none"> • Integrating the capital programme into our performance management framework.
<ul style="list-style-type: none"> • Ensure our capital schemes use appropriate project management tools.
<ul style="list-style-type: none"> • Expect responsibility for the delivery of the capital programme to be clearly defined.
<ul style="list-style-type: none"> • Make sure our assets perform at an optimal level through effective ongoing asset management, consistent with levels of investment.
<ul style="list-style-type: none"> • Reporting regularly on the performance of our property and non-treasury portfolios including updates on risk and recommendations for appropriate mitigation measures.

Key Objectives for non-treasury capital portfolio property acquisitions

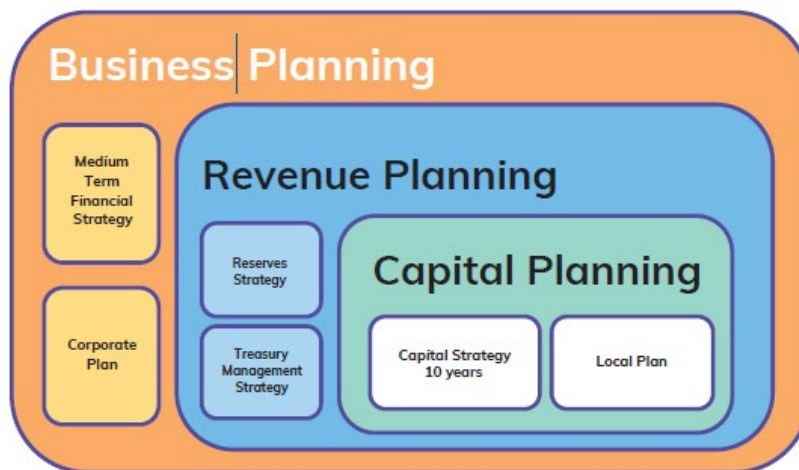
- Acquire properties or fund developments that drive delivery of the Council's corporate priorities
 - A safe, clean and green living environment
 - Supporting a successful local economy
 And are within the Council's functional economic geography,
- Maximise return whilst minimising risk through the management processes as outlined in this strategy,
- Prioritise properties that yield stable income whilst meeting corporate priorities,
- Protect capital invested in acquired properties,
- Work within the developed governance framework that enables the Council to move at a timely pace in line with the market,
- Build a balanced property portfolio that is proportionate to the overall financial position of the Council.

4.2 Factors Influencing the Capital Programme

4.2.1 The strategy provides a high-level summary of WFDC's approach to capital investment in the interests of the district. It guides the development of service capital plans and sets out the policies and practices that the authority uses to establish monitor and manage the Council's capital programme, in line with the Medium Term Financial Strategy. The Capital Strategy takes account of both local improvement priorities and national priorities that are established through effective consultation with residents and our partners; as well as recognising the contribution the Council makes within the Local Enterprise Partnership (LEP) geographies of which it is a member and its functional economic geography (FEG) which also covers the Black Country. These priorities inform resource allocation. Progress on achieving these objectives is closely monitored in accordance with the performance framework.

4.2.2 The Capital Portfolio Fund Strategy has formed a key part of the MTFS from 2017-18. The strategy was adopted to make a proportionate contribution to achieving ongoing financial sustainability in addition to supporting regeneration and other operational objectives. The operational outputs were achieved as well as the original modest income assumptions, initially contributing circa £250k pa (average over early years) to the Funding Gap. The impact of the COVID-19 pandemic and the downturn in economic conditions diminished this financial contribution in recent years, but financial performance is starting to improve now the occupancy levels have returned to pre Covid targets and arrears levels have reduced. Whilst there is undoubtedly risk attached to the progression of the strategy, opportunities continue to be explored. Risk analysis is set out and explored in detail as part of this report.

4.2.3 The diagram below shows how the Capital Strategy fits into the overall Strategic Planning Model for the Council.



4.3 Links with other strategies, policies and plans

As well as the council corporate plan and capital programme, the Capital Strategy links to several other key strategies, policies and plans, the most significant of which include the Local Plan, Medium Term Financial Strategy and Treasury Management Strategy Statement.

- The Strategic Asset Management Plan/Asset Management strategy
- Worcestershire LEP Strategic economic Plan
- ReWyre

- Kidderminster Vision 2040
- Community Partnership Strategy
- Safety and crime reduction strategies
- Worcestershire Homelessness & Rough Sleeper Strategy 2022-25
- Procurement Strategy
- Worcestershire Housing Strategy 2023-2040
- Joint Local Health & Wellbeing Strategy 2022-2032
- Cost of Living Action Plan 2024 (draft)
- Health Action Plan 2024 (draft)
- Climate Change and carbon reduction Plan (2024-27) (draft)

In addition, the capital strategy will be influenced by service transformation reviews. Where service reviews identify areas of service which are to be delivered under a new collaborative model this may give rise to assets which will be available for disposal which could generate a capital receipt which will be available for further capital investment. Alternatively, review may identify areas for investment, including invest to save projects, some of which might be capital investment.

4.4 Resources available to finance capital investment

Below are the main sources of funding which are available to us to finance our capital investment. Individual projects may be financed by a combination of resources:

Internal

- Capital receipts (Evergreen investment fund)
- Reserves
- Contribution from revenue (Direct Revenue Financing)

External

- Government grants
- Other grants e.g. Heritage Lottery Fund
- Contributions from partners (including developers)
- Prudential borrowing
- Donations

The majority of capital receipts held are already committed to finance the current approved capital programme. Any future capital receipts from asset disposals together with Right to Buy (RTB) receipts will be allocated to the Evergreen Investment Fund (EIF). The EIF initiative, approved by Council in September 2014, provides a sustainable source of capital funding for future projects. The fund helps to realise the regenerative benefits of some of the Council's vacant and underused assets as well as securing some longer term returns from working in partnership with developers, to help the district grow in housing, business or general economic terms.

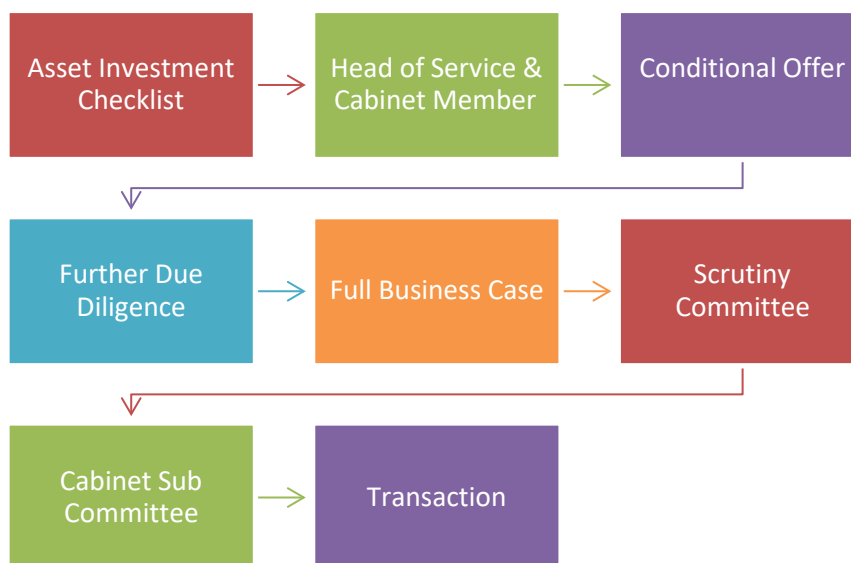
The use of capital receipts and reserves to finance new capital projects reduces investment returns and the resources available to balance revenue expenditure since receipts from the sale of assets are invested until they are required to meet expenditure, generating an investment return (interest).

The Council can borrow for capital projects, subject to demonstrating that spending plans are affordable, prudent and sustainable in accordance with the Prudential Code. Prudential Borrowing has been assumed for the Vehicle, Equipment and System Renewals Schedule, the Capital Portfolio Fund, and the generic Capital Projects Fund. Borrowing to finance capital investment results in a Capital Financing Requirement (CFR) and gives rise to the need to charge an annual minimum revenue provision against revenue generated from Council tax.

4.5 Governance and Reporting Requirements

- 4.5.1 The Council is required to receive and approve a Capital Strategy report at least once a year to meet the requirements of the DLUHC Guidance. The Capital Strategy is agreed annually, alongside the MTFS as part of the budget setting process. The Strategy will be presented to Cabinet in December and scrutinised by The Strategic Review Panel on 25th January. The final strategy will be recommended for approval to Council in February 2024. In year amendments, variations or additions are approved either by Council or under delegated powers by Cabinet. The Treasury Management Review Panel will continue to oversee treasury management investments.
- 4.5.2 Oversight and stewardship for delivery of the major grant funded programmes are overseen by programme specific boards. The ICT Strategy Board oversees delivery and management of the ICT Strategy. For service projects that do not have a specific board, delivery is managed through the Corporate Leadership Team (CLT). Regular quarterly performance monitoring reports for the whole programme are considered by Overview and Scrutiny Committee to ensure effective challenge and by Cabinet.
- 4.5.3 Business cases seeking cabinet approval will follow the standard decision pathway and as such can be subject to scrutiny as part of that process. The separate reporting and governance arrangements approved by Cabinet on 20th September 2017 will be followed for Capital Portfolio Fund proposals (updated for latest Management Structure) and for Generic Capital Projects Fund proposals. These are summarised in the diagram below:

Process Flow for Governance Process for Capital Portfolio Fund and Generic Capital Projects Fund



- 4.5.4 The management of capital schemes through their lifecycle is an important aspect of delivering a successful capital investment programme. The approach should balance cost/funding certainty, risk, robust governance and transparent decision making. All capital investment decisions will be underpinned by a robust business case that sets out any expected financial return alongside the broader outcomes/impacts, including economic, environmental and social benefits. Throughout the decision-making process the risks and rewards for each project are reviewed and revised and form part of the monitoring of the capital programme.

Agenda Item No. 7.2

- 4.5.5 There may be occasions when the nature of a particular proposal requires additional support in the production of the business case or for performing a value for money or due diligence review. In these circumstances the Council may seek external advice. The Chief Finance Officer should report explicitly on the affordability and risk associated with the capital strategy. Where appropriate the Chief Finance Officer will have access to specialised advice to enable them to reach their conclusions and ensure sufficiency of reserves should risk or liabilities be realised.
- 4.5.6 The Strategy sets out the core principles that underpin the current ten-year capital programme to provide a longer-term context particularly in relation to the capital expenditure funded from prudential borrowing for the Capital Portfolio Fund. It has regard to the requirements of the DLUHC Investment Guidance and requires that investments are primarily for operational need to support Council Plan priorities and may not be primarily for investment return. It also focuses on the key issues and risks that will impact on the delivery of the Capital Programme including the Capital Portfolio Fund and the governance framework required to ensure the overall Capital Strategy is delivered.
- 4.5.7 The Council continues to strengthen its capital governance and CLT leads on the development, maintenance and delivery of the Capital Strategy to ensure it is consistent with the relevant codes of practice and guidance, the Corporate Plan and core regulatory functions. CLT will have an oversight and stewardship role for delivery of the Council's capital expenditure within affordable limits; as well as providing strategic direction to the programme and projects where necessary.
- 4.5.8 **Disclosure and reporting requirements required by the Statutory Guidance on Local Government Investments** - The Council will continue to comply with relevant disclosure and reporting requirements of the Local Government Act 2003 and the current DLUHC Guidance on Local Authority Investments, listed below. Treasury Management Prudential Indicators (PIs) will continue to be reported within the Treasury Management Strategy Statement and monitoring of PI will be included in the regular quarterly performance reports considered by Overview and Scrutiny Committee and Cabinet.
- Limits for non-treasury investments;
 - Agreement of the types of property acquisitions to be made and self-assessed limit for total exposure to these purchases;
 - Definition of types of contribution non-financial investments can make for this Council;
 - Processes and procedures for how risk assessment will be managed including security, debt recovery, liquidity and performance monitoring;
 - How balance is achieved between Security, Liquidity and Yield based on risk appetite and contributions of investment activities;
 - Quantitative Indicators to help measure total risk exposure in terms of proportionality;
 - Liability Benchmark;
 - Capacity, skills and culture including policy on use of external service providers.

4.6 Capital Programme Update

- 4.6.1 The Cabinet recommends approval of the Base Capital Programme and the Vehicle, Equipment and Systems Renewal Schedule, as part of the budget setting process for the

Authority. The Capital Programme proposed in Appendix 1 provides high-level projections over a 10 year timeframe. This longer timeframe informs borrowing, other cashflow decisions and financial planning. Any final adjustments to the Capital Programme 2024-34 and associated Prudential Indicators arising from Cabinet Proposals will be updated in the February 2024 reports to Council.

- 4.6.2 The Council has an ambitious capital programme over the next ten years. The largest proportion of the programme is aligned to large infrastructure investments funded from government grant to support long term regeneration in Kidderminster that will improve the economic condition across the wider district. A further significant investment is aligned to invest to save schemes and projects that are self-financing, support Council priorities and make a revenue contribution in the medium term to support the Council's revenue position such as the generic Capital Projects fund and the Capital Portfolio fund. The remainder of the programme supports service delivery, undertaking mandatory duties, keeping the public safe and maintaining our assets, and includes the capital element of the Council's allocation of the UK Shared Prosperity Fund and an allocation from the government Housing Fund. The Council continues to be proactive in seeking further external funding to finance its programme in the future.
- 4.6.3 Like most public sector bodies the Council is experiencing delays in the physical progress of schemes against the original approved profile and cost over runs due to supply issues and price inflation as a result of geopolitical and national economic conditions and other factors outside the Council's control.
- 4.6.4 When capital schemes are approved their inclusion into the capital programme is based on best estimates and slippage is measured against the approved profile at the end of the financial year. Capacity to deliver and the size of the programme need to be addressed annually as part of the budget setting process.
- 4.6.5 Delivery of the programme is overseen by established governance boards as outlined in section 4.5. The Council operates a clear and transparent corporate approach to prioritisation of capital spending in accordance with the investment principles set out in section 4.1.
- 4.6.6 The Council's external borrowing has been maintained at a level of £34m over the last 12 months. Internal borrowing has been utilised as a more cost-effective funding option for the CFR. Most of the Council's external loans are with the PWLB, except for £2m with another Council. The Council will continue to enter into further borrowing arrangements in accordance with the Medium Term Financial Strategy (MTFS) as capital schemes progress. The further progression of the Capital Portfolio Fund and Capital Projects Fund strategies will increase the future borrowing requirement, subject to identification of suitable opportunities that achieve regeneration objectives and viability assessments that require as a minimum a neutral impact on the MTFS over the medium term. Progress in respect of these schemes is detailed in section 5.2.6. External borrowing is scheduled within the MTFS as the Council's cash reserves continue to reduce and there is limited scope to support further capital expenditure without external borrowing. However, the current adverse impact of high inflation on PWLB lending rates means that internal borrowing, where possible within cash flow, is more financially favourable. Internal borrowing may therefore continue to be utilised whilst the Council's cashflow balances can support it, hopefully until the economic recovery kicks in and borrowing rates start to fall.
- 4.6.7 The Council's share of right to buy (RTB) receipts, arising from the housing stock transfer agreement with The Community Housing Group (amended in accordance with the agreement from 2019-20 to 2024-25), are reported at circa £165k for the first half of 2023-24. RTB receipts are allocated to the Evergreen Investment Fund to support new regenerative development proposals including new residential development undertaken by

the Council.

- 4.6.8 The capital allocation passported from Worcestershire County Council from the Better Care Fund remained at circa £1.4m for 2023-24. This was allocated to support Disabled Facilities Grants (DFGs) without the need for top-up from Council funding. The assumed ongoing allocation for this activity is circa £1m per annum but this is subject to confirmation each year.
- 4.6.9 Good progress has been made on a number of corporate priorities allied to the Capital Strategy this year. The Future High Streets Fund and Levelling Up Fund for Kidderminster town centre programmes are now in the delivery stage. Section 5 below provides further details.

4.7 Climate Change and net Zero

- 4.7.1 The Council declared a climate emergency in May 2019, and has undertaken valuable work on examining the case for implementing specific measures.
- 4.7.2 The administration believes that the Council's leadership role in addressing climate change and the move to net zero should be backed with investment in the MTFS. Provision is made in the capital programme for the following:
- The fleet renewal schedule proposed includes the acquisition of electric vehicles. Operation of this small electric fleet will provide useful operational experience to inform the business case to move to a fleet that is not dependent on fossil fuels by 2030. The additional costs associated will be financed from the Innovation Fund - Capital.
 - The feasibility work is complete, capital funding agreed and procurement process underway for the installation of electric vehicle charging points in suitable council owned car parks. It is expected that the tender will be awarded at the end of 2023.
 - Initial feasibility work on the possibility of generating electricity on Council owned land is complete and funding has been secured to progress to a detailed business case subject to the council being able to secure a private wire as connection to the grid isn't possible. This work is due to conclude in spring 2024.
 - Options for the installation of solar panels on council owned buildings and car parks are being investigated.

4.8 Capital Portfolio Fund

- 4.8.1 Council approved the Capital Portfolio Fund at its meeting on the 22nd February 2017, with a funding limit of £26.5m approved in March 2020, to be funded in full from prudential borrowing. The detailed Strategy for the Capital Portfolio Fund has been regularly updated. The last update was approved by Council in February 2023. The DLUHC recommended limit for debt compared to net service expenditure for non-treasury investments and the Capital Portfolio Fund is presented in Appendix 2, together with debt compared to gross service expenditure. These ratios are based on the current (Revised) expenditure profiling for Capital Portfolio purchases included in the Capital Programme.
- 4.8.2 Currently the Council is not overly dependent on revenue generated from properties acquired under this strategy to achieve a balanced revenue budget. However, any shortfall in net income arising from property ownership is met by the taxpayer so a number of other quantitative indicators to provide additional transparency and a better

Agenda Item No. 7.2

indicator of the potential risk of this policy are also provided in Appendix 2. The limit for debt compared to net service Expenditure (NSE) comparing the total potential gross debt of £26.5m for the Capital Portfolio Fund to the net revenue budget whilst high, is considered to be acceptable as the financing costs in relation to such debt would be borne by the revenue budget rather than 100% of the debt at any one time, and debt will only be taken subject to affordability, with due regard to risk exposure in each business case proposal.

- 4.8.3 The Council does not acquire commercial properties under the policy primarily for investment return and so, in line with the CIPFA prudential code, may continue to access PWLB borrowing to support capital investment. When assessing the desirability of entering into these transactions the Council considers the alignment to its strategic objectives and the contribution that will be made to a range of outcomes. Each investment can have more than one type of contribution.

Types of contribution the Council will consider to support proposals under the Capital Portfolio Fund Strategy include:

- Regeneration including provision of housing
- Economic benefit/business rates growth
- Support for local business objectives (e.g. fulfilling demand for key target sectors); ReWyre led initiatives
- Enabling Enterprise and Business Growth in line with Wyre Forest strategic aims
- Creation or protection of social value in the local area
- Safeguarding or creation of local jobs
- Supporting neighbourhood strategy
- Responding to local market failure/gaps in market supply of e.g. certain types of funding
- Regeneration, economic growth across the area of the district.
- Income generation
- Mix of the above

- 4.8.4 **Ethical considerations for Property Acquisitions** - Business case proposals for the council to invest in property by direct acquisition will include the consideration of ethical issues and will exclude investment in the following types of activity:

- Violence
- The Sex Industry
- Gambling or betting except where adult gambling is incidental to the overall offer of the property
- Material that may be regarded as offensive or discriminatory
- Political Parties
- Organisations opposed to or campaigning against council policies
- Companies or organisations providing services in competition to WFDC except where, at the discretion of the council, these are partner organisations that are considered complementary to the WFDC services.

- 4.8.5 **Risk Assessment for Ongoing Management of Property Portfolio** - Processes and procedures for how risk assessment will be managed including security, debt recovery, liquidity and performance monitoring were set out in the Capital Portfolio Strategy 2018-2021 report and updated last year in the refresh of the Capital Portfolio Strategy 2023-26. Jones Valerio continue to work in close liaison with BNP Paribas Real Estate Advisory and Property Management Ltd to undertake the day-to-day operational property management of the multi tenanted Capital Portfolio properties. The on-going management of the property portfolio is currently being reviewed and a new tender for the services will

be advertised to ensure that there is appropriate, ongoing monitoring and management of the properties.

- 4.8.6 The balance between security, liquidity and yield based on risk appetite and contributions of investment activities has been achieved by use of the Risk Matrix in the current approved strategy. It allows the Council to have a robust means of comparing and prioritising multiple opportunities whilst taking into account balance between security, liquidity and yield.
- 4.8.7 Quantitative Indicators to help measure total risk exposure in terms of proportionality are as set out in full in Appendix 2. Section 5, Financial Implications, provides further explanation and detail.
- 4.8.8 **Proportionality** - The £26.5m total approval for the Capital Portfolio Fund is shown in Appendix 2 as a proportion of the total CFR, together with the proportion of total Balance Sheet Fixed Assets (i.e. Property Plant and Equipment). Whilst this shows that the Capital Portfolio Fund is a relatively high proportion of the total CFR and Fixed Assets, risk will be mitigated by the robust due diligence included as part of each individual business case as proposals are progressed. The objective is to hold a balanced portfolio to spread risk that is proportionate to the overall financial position of the Council. The MTFS makes no assumption for a net return on future acquisitions leaving scope for a proportion of actual net yield achieved to be set aside as a Risk Reserve if appropriate. For acquisitions already completed 20% of the net yield is being set aside in a Planned Property Maintenance reserve.

4.9 Skills and Knowledge

- 4.9.1 Appropriate training will be provided to all charged with investment responsibilities. This includes all those involved in making investment decisions such as members of Cabinet as well as those charged for scrutiny and governance such as Overview and Scrutiny sub-committee and Audit Committee. Training will be provided either as part of meetings or by separate ad hoc arrangements. For particularly complex proposals, external specialist advice may be taken and advisors may attend member meetings for additional assurance and explanation; and appropriate use will be made of the Council's Treasury Management advisers.

5 FINANCIAL IMPLICATIONS

- 5.1 The Revised Capital Programme of approved schemes, including details of actual expenditure, prior to 1st April 2023 and estimates of projected costs, is set out in Appendix 1A.
- 5.2 **Capital Schemes**
 - 5.2.1 The Council was successful in its bid for Heritage Lottery Funding for works to Brinton Park and was awarded £2.41m in July 2020. This is included in the Capital Programme together with £200k pump-priming funding. The procurement exercise for external contractors is expected to be completed in quarter 4.
 - 5.2.2 Following demolition of the former Wyre Forest Glades Leisure Centre (WFGLC) the first land parcel of Lion Fields was marketed and a preferred partner was appointed from bids received. The Development Agreement collapsed in April 2022 and was terminated in June 2022. Council are now exploring alternative development opportunities for the site that meet the needs of future residents and businesses, that are affordable and deliverable in prevailing market conditions. UK Shared Prosperity Funding has been allocated to support this process. Council expects to have proposals by the end of this financial year.
 - 5.2.3 The successful award of £20.51m Future High Streets Funding is the largest external

Agenda Item No. 7.2

funding award ever made to this Council. This bold and innovative scheme included in the Capital Programme is proceeding, with works on site well underway on the Creative Hub. Demolition of the Worcester Street Shops is also well progressed in preparation for the Public Realm construction project anticipated to commence in early 2024.

- 5.2.4 Planning consent for the development of temporary accommodation at Castle Road was received in September 2022 and RIBA stage four reached in the summer of 2023. The contractor has now been appointed subject to contract and the construction is anticipated to commence end of 2023/start of 2024.
- 5.2.5 The successful award of £17.9m from the first round of Levelling Up Fund awards has already been included in the Capital Programme. The Council is working to bring an historic building back into economic use. Funding for Kidderminster Town Hall will be passported to Kidderminster Town Council and the Canal Towpath scheme delivered by Worcestershire County Council is now complete. The projects are under way at the Town Hall.
- 5.2.6 The Capital Portfolio Fund supports both regeneration and economic growth. This is in accordance with the corporate plan priority “to support you to contribute to a successful local economy”, whilst also potentially generating modest future net income streams. The table below details the approved allocations.

Capital Portfolio Capital Fund	Expenditure		Committed
	Purchase Price/ Development Cost	SDLT, Fees and Capitalised Costs	
	£000	£000	£000
Acquisitions			
Worcester Street/High Street Retail Units, Kidderminster	1,034	51	
Stratford Court Offices, Solihull	6,110	424	10
Buntsford Gate Offices, Bromsgrove	1,487	87	
Forest House Start-up Units, Kidderminster	730	37	
Riverside Food and Beverage Units, Kidderminster	2,420	135	
Goldthorn Road Industrial Unit	4,100	240	
Development Sites			
Unity Park Industrial Units, Kidderminster	756		
Fund Commitments			
Homelessness Provision			2,838
	16,637	974	2,848
Total Capital Expenditure		17,309	20,459
Total Capital Approval			26,500
Balance of Funds remaining (Max)			6,041

Note: Balances include transactions and commitments to date.

The revenue impact of the Capital Portfolio Fund on the MTFS is shown in 5.4.3 below.

- 5.2.7 Capital Expenditure on Wyre Forest House remains at £9.586m so expenditure remains within the allocated project budget of £10m. The final account remains outstanding and the subject of ongoing consideration. The consolidation of buildings and staff generated significant revenue savings, this continues to be reflected in the base budget. The building has mixed occupancy with a large proportion of the office space in the building now being let to host shared services and external tenants.

5.2.8 Any future capital receipts from asset disposals together with RTB receipts will be allocated to the Evergreen Investment Fund (EIF). The approval of the EIF initiative by Council in September 2014 was to provide a sustainable source of capital funding for future projects. This fund will help the Council to realise the regenerative benefits of some of its vacant and underused assets as well as securing some longer term returns from working in partnership with developers. The aim is to help the district grow in housing, business or general economic terms. Total unallocated funding held in the EIF is currently £1.097m; this is included in the Capital programme ready for allocation to specific schemes once proposals are approved; of this currently £530k is provisionally allocated subject to approval of business cases. Officers continue to actively consider how to utilise this to maximise the benefit for the district. Each business case will be considered by Overview and Scrutiny Committee and Cabinet.

5.2.9 Future funding of the Capital Programme creates an estimated underlying Capital Financing Requirement (CFR). The estimated CFR at the end of the Finance Strategy (allowing full headroom for the Capital Portfolio Fund and Capital Projects Fund) is £60.091m (as at 31/03/2027) and £45.984m at the end of the 10-year 2024-34 Capital Strategy.

5.3 Statutory Framework - Prudential Borrowing

5.3.1 In accordance with the Prudential Code, the Council can borrow for capital projects, subject to demonstrating that spending plans are affordable, prudent and sustainable. Prudential Borrowing has been assumed for the Vehicle, Equipment and System Renewals Schedule, the Capital Portfolio Fund, the Generic Capital Projects Fund and the ICT Strategy. These assumptions result in a Capital Financing Requirement (CFR) and result in an annual requirement to make MRP repayments over the life of the assets acquired or developed, summarised in the Table in paragraph 5.3.4.

5.3.2 The Council had £34m external borrowing as at 31st October 2023, as detailed in paragraph 4.1. The Council will need to consider entering into further external borrowing in the near future, although this may not be taken from the PWLB given the increase in interest rates. A combination of internal borrowing and short term third party borrowing from cheaper sources than the PWLB is likely to be used. The assumptions included in the budget for the utilisation of external borrowing are shown in 5.3.4 below.

5.3.3 The introduction of the liability benchmark prudential indicator in the CIPFA Prudential Code places a strong emphasis on only borrowing for cashflow purposes. The liability benchmark is effectively the net borrowing requirement of a local authority plus a liquidity allowance. In its simplest form, it is calculated by deducting the amount of investable resources available on the balance sheet (reserves, cash flow balances) from the amount of outstanding external debt and then adding the minimum level of investments required to manage day-to-day cash flow. CIPFA recommends that the optimum position for external borrowing should be at the level of the liability benchmark (i.e., all balance sheet resources should be used to maximise internal borrowing).

5.3.4 If the outputs show future periods where external loans are less than the liability benchmark, then this indicates a borrowing requirement, thus identifying where the authority is exposed to interest rate, liquidity and refinancing risks. Conversely, where external loans exceed the liability benchmark then this will highlight an overborrowed position which will result in excess cash in the organisation requiring investment, thus exposing the authority to credit and reinvestment risks and a potential cost of carry.

5.3.5 The treasury strategy explains how the treasury risks identified by the liability benchmark are to be managed over the coming years.

5.4 Forecast Capital Financing Requirement (CFR)

- 5.4.1 The CFR is calculated from the Council's balance sheet and is the underlying need to borrow for capital purposes. It represents the cost of the Council's assets, less any capital receipts and allowable adjustments. Borrowing is undertaken for the CFR as a whole rather than being specific to individual capital programme items or individual property acquisitions.
- 5.4.2 The debt liability can be funded either from internal resources on a temporary basis (internal borrowing), or from the market (external borrowing). Internal borrowing is often an effective method of reducing funding costs whilst also avoiding counterparty risk. Whether to use internal or external borrowing is a judgement based on current market conditions and cash balances available and also consideration of the liability benchmark.
- 5.4.3 The timing and source of external borrowing is carefully considered in liaison with our Treasury Management advisors, The Link Group. In the short-term, it should be possible to manage our capital financing requirement this year by a combination of internal and short-term borrowing. The position will continue to be monitored and reported to members as appropriate. The current CFR and the elements attributable to the Capital Portfolio Fund and the generic Capital Projects Fund are shown in the table that follows:

Description	2022-23 (and prior to 01/04/2023) £'000	2023-24 £'000	2024-25 £'000	2025-26 £'000	2026-27 £'000
CFR - General Capital Programme	24,627	25,714	30,962	31,488	31,513
CFR - Capital Portfolio Fund	16,567	19,290	21,911	21,404	20,895
CFR - Capital Projects Fund	0	1,000	8,234	7,959	7,683
Current estimated Capital Financing Requirement as at 31st March	41,194	46,004	61,107	60,851	60,091

- 5.4.4 A more detailed analysis of the impact of planned capital expenditure, the CFR and Minimum Revenue Provision giving forward balance sheet projections can be found in the Treasury Management Strategy, that will be revised for February 2024 Council.
- 5.4.5 The financial implications for the Council arising from this report are included in the MTFS also being considered by December 2023 Cabinet. The final set of Prudential Indicators will be updated for the February 2024 report. A neutral impact on the revenue account is assumed for the generic Capital Projects Fund and for the balance of Capital Portfolio Fund yet to be spent to mitigate the risk of underachieving the forecasts within the MTFS. A summary of the latest forecasts for the Capital Portfolio Fund is shown in the following table:

5.4.6

	2023-24	2024-25	2025-26	2026-27
All Financed Property Acquisitions/Developments	£	£	£	£
Revenue Budget Net (Income)/Loss	218,040	98,470	(35,300)	(44,680)
NET (INCOME)/LOSS IN REVISED MTFS	218,040	98,470	(35,300)	(44,680)

5.5 Forecast Future Prudential Borrowing

- 5.5.1 Based upon current estimates of cashflow there is a potential requirement for the Council to externally borrow up to a further £26m within the period of the current Finance Strategy, based upon the latest estimate of the Capital Financing Requirement detailed above. This is mainly in respect of the Capital Portfolio Fund and the Generic Capital Projects Fund. However, it is probable that cash balances and reserves will be utilised to support internal borrowing before new external debt is taken as a consequence of the new liability benchmark. Adopting this approach will erode investment income and expose the council to greater interest rate risk.

5.6 Vehicle, Equipment and Systems Renewal Schedule

- 5.6.1 A revised Schedule has been prepared and set out as Appendix 1B. Under capital rules vehicles, equipment and systems may be funded by Loan (borrowing), Leasing, Capital Receipts or Revenue. The Head of Resources and s151 Officer currently recommends that the Council use Prudential Borrowing where Capital Receipts or Direct Revenue Funding is not available since total cost of financing is lower.

5.7 Looking Forward

- 5.7.1 In accordance with the Government's waste strategy, the Environment Act 2021 introduced a requirement for weekly food waste collections, the October 2021 Comprehensive Spending Review announced funding on the basis that all council in England would introduce such collections by 2025. Whilst the Government has promised to meet all the costs of change, it is impossible to rely on such a "guarantee" at this stage when detailed estimates of costs and the regime for funding them are not known. This area thus represents a potentially significant funding risk for the council in future.

5.8 Reserves and Balances

- 5.8.1 The Council held £5.118m in General Reserves at the 1st April 2023 including a £1.65m Working Balance. It also held £10.874m (excluding external funding reserves) in Earmarked Reserves as at 1st April 2023, including a General Risk Reserve. In recognition that there may be limited scope within the current levels of Reserves to mitigate the risk arising from the Capital Portfolio Fund, we therefore started to build up these reserves from 2018-19 as part of the business case for each Capital Portfolio Fund proposal, with 20% of the net yield being taken to a Planned Property Maintenance Reserve. This approach is considered to be commensurate with assessed future risk and, if necessary, will be supplemented by transfers from future final accounts savings.

5.9 IFRS 16 – Implications of change in accounting for leases

- 5.9.1 IFRS 16 (International Financial Reporting Standard) is a standard for lease accounting which has been deferred until April 2024. It will replace the existing **IAS 17** lease accounting standard. The exact impact of this new accounting is currently being assessed and will be reported as part of the Final Accounts process. The impact is currently not expected to be significant.

6 LEGAL AND POLICY IMPLICATIONS

- 6.1 The legislative regime for capital expenditure is set out primarily in the Local Government Act 2003 and statutory guidance issued under it. The Capital Strategy complies with the legislation and guidance. Individual capital schemes must comply with legislation such as the Equality Act, and also Council policies, Contract Procedure Rules and Financial Regulations.
- 6.2 The Council has adopted policies for the Capital Portfolio Fund including legal considerations which were originally set out in depth in the December 2016 Medium

Term Financial Strategy Cabinet Report. The Capital Portfolio fund policy was last refreshed and considered by Cabinet in December 2021.

- 6.3 The DLUHC Guidance on investments that should be read in conjunction with the Prudential Code includes the requirement for additional disclosures with increased emphasis on transparency, accountability, proportionality and the risk management framework. The Solicitor to the Council is satisfied that the underlying legal powers for these policies remain unchanged and can still be relied upon and that this new Capital Strategy has appropriate regard to the latest Code Guidance.
- 6.4 In accordance with approved policies and strategies, this Council's property acquisitions purchased under the Capital Portfolio Fund capital approval are not investments; all properties purchased under the policy are classified as operational assets, primarily purchased for delivery of service aims. However, the full suite of prudential indicators is included in this report for added transparency.

7 STRATEGIC RISK MANAGEMENT

- 7.1 To manage risk effectively, the risks associated with each capital project need to be systematically identified, analysed, influenced and monitored.
- 7.2 It is important to identify the risk associated with each scheme within the capital programme, especially when considering the purchase of property assets to be acquired for residential or commercial rent. The Capital Portfolio Fund assets acquired are not defined as non-treasury investments under the CIPFA Prudential Code but rather are held as operational assets as they contribute to the Council's corporate priorities. The key principle of control of risk and considering returns consistent with the level of risk still applies. The current economic conditions including higher PWLB borrowing rates have affected the viability of potential purchases.
- 7.3 The Head of Resources/S151 Officer will work in liaison with Service Managers to report explicitly on the affordability and risk associated with the Capital Strategy. Where appropriate they will have access to specialised advice to enable them to reach their conclusions.
- 7.4 An assessment of risk will therefore be built into every capital project and major risks recorded in a Risk Register.
- 7.5 **Credit Risk** -This is the risk that the organisation with which we have invested capital monies becomes insolvent and cannot pay us our investment returns or complete the agreed contract. Accordingly, the Council will ensure that robust due diligence procedures cover all external capital investment. Where possible contingency plans will be identified at the outset and enacted when appropriate.
- 7.6 **Liquidity Risk** - This is the risk that the timing of any cash inflows from a project will be delayed, for example if other organisations do not make their contributions when agreed. There is also the risk that the cash inflows will be less than expected, for example due to the effects of inflation or interest rates. Our exposure to this risk will be monitored via the revenue and capital budget monitoring processes.
- 7.7 **Capital Portfolio Fund** - Property acquisitions and developments are by their very nature illiquid but regular revaluations, structured property management and ongoing analysis of market conditions will enable risk to be continuously monitored. The weekly economic market analysis that Link Group provide as part of retained Treasury Management Services contract is useful as an overall indicator of market confidence, and this will be supplemented with specific property market intelligence gathered regularly by our appointed independent advisors. A longer-term view will be taken on property market risk with the intention to "ride-out" any downward spikes in the property market as a result of

dynamic property market conditions.

Subject to regular advice including updates on market conditions, we may adopt a “recycling” approach to the Capital Portfolio Fund assets. This could involve the disposal of assets once, for example, regeneration objectives have been met and the private sector is willing to take on the investments, to recycle resource by either the repayment of debt or use of capital receipts for further portfolio purchases. Decisions would be dependent on prevailing market conditions, consideration of each business case proposal and appropriate capital approvals.

8 STRATEGIC RISK MANAGEMENT- CAPITAL PORTFOLIO

- 8.1 The risks associated with the Capital Portfolio Fund and the Generic Capital Projects Fund and the steps to be adopted to mitigate them are kept under regular review. All risks are evaluated alongside the individual assessment of affordability. The DLUHC Investment Guidance sets out controls to ensure proportionality and to prevent commercial investments for income generation. Due regard is evidenced in this Capital Strategy to proportionality and a transparent approach adopted to ensure Members are fully aware of the potential impact of these plans.
- 8.2 CIPFA has issued Guidance on Prudential Property Investment including a detailed methodology on how authorities could calculate whether their property investments are proportional to the size of their revenue budgets. The calculation for the Council is considered within the reporting on the levels of adequate reserves to cover off risk as part of the S151 Officer's report in February 2024.
- 8.3 The CIPFA Prudential Code requires the chief financial officer to report explicitly on the risks associated with the capital strategy. The risks associated with the Capital Strategy are summarised in the Risk Matrix that follows:

RISK REGISTER FOR CAPITAL PORTFOLIO FUND (CPF)	Impact (H/M/L)	Likelihood (H/M/L)	Risk Rating (R/A/G)	Risk Mitigation
External challenge that proposals do not satisfy DLUHC Investment Guidance/other statutory requirements	H	L	G	<p>Identification of objectives – links to corporate priorities/income generation – this will include determination of whether or not proposals meet regeneration and economic objectives; each proposal will be considered on a case-by-case basis.</p> <p>Due Diligence – including check against statutory powers i.e. legal basis for proposal.</p> <p>To date external Final Accounts audits have not challenged the operational asset classification assigned to the property purchases based on the substantial evidence provided.</p>

RISK REGISTER FOR CAPITAL PORTFOLIO FUND (CPF)	Impact (H/M/L)	Likelihood (H/M/L)	Risk Rating (R/A/G)	Risk Mitigation
Market/economic conditions deteriorate from initial risk assessment and the Council is tied into long term borrowing costs that cannot be covered by future income.	M	M	A	Risks will be refreshed as part of regular reporting on Property Portfolio Fund and any “red flags” raised with mitigating actions proposed on a case by case basis. Risk assessments will be considered over the short, medium and longer term as part of due diligence. External borrowing will be profiled so there will be structural options for the future management of overall debt. The transparency of limits for this fund means the Council is fully cognisant of proportionality.
100% prudential borrowing due to lack of capital receipts available for funding reduces net yield and means the return is too low compared to the relative risk. This could lead to greater risks being taken to increase yields.	H	M	A	Due Diligence processes in place will ensure risk is fully assessed in each business case proposal. Funding by 100% prudential borrowing, particularly taking into account changes in PWLB rates may reduce the number of viable opportunities that provide sufficient income to cover borrowing costs and contribute to the risk reserve whilst also meeting corporate priorities of regeneration, increasing business rates or housing supply and council tax (and potentially new homes bonus whilst scheme still exists).
Lack of internal capacity, commercial knowledge and skills; both officers and members.	M	L	A	Successful procurement of external specialist advice. Member training has been provided. For CPF external advice has been taken and provided as appropriate.
Borrowing costs fluctuate and could increase; Council is unable to meet ongoing costs of refinancing debt.	M	L	A	Each business case proposal will consider forecasts for the costs of borrowing and build in headroom to allow for reasonable movement. External debt will be taken in different tranches taking advice from Link Group (to give a spread of maturity dates) to spread this risk and internal borrowing used where possible to reduce

RISK REGISTER FOR CAPITAL PORTFOLIO FUND (CPF)	Impact (H/M/L)	Likelihood (H/M/L)	Risk Rating (R/A/G)	Risk Mitigation
				costs. An appropriate level of reserves will be held and regularly reviewed to help mitigate this risk.
Bad debts as a result of tenant rental default. The assessed likelihood of this risk has increased following the pandemic and current high inflation.	M	L	A	A proactive approach will be taken to debt management with advice and assistance offered by the Council's retained external consultants as part of the Property Portfolio Management team and early legal action where necessary to realise security/collateral taken.
Management costs are excessive	M	L	A	For CPF the Council's retained professional property service teams and the internal team work together to manage portfolio with other options considered and evaluated as part of each business case, costs to be covered by income generated.
Minimum Revenue Provision Policy is not sufficiently flexible. Further changes to Prudential Code for MRP.	M	L	G	Policy change to introduce further flexibility approved as part of TMSS Council from February 2018. Changes to code guidance to be monitored and reported if relevant.
Capital values and rental values can fall as well as rise.	M	M	A	Regular asset valuations will be undertaken and reported with Fair Value adjustments reflected in annual accounts as per accounting requirements. Historically, property investments have performed well and generally values increased over time. Our adopted MRP policy ensures that debt is repaid over the asset life and our evaluation model does not assume capital appreciation when determining viability.
Vacancies (voids) in the property portfolio will reduce average yield. As well as lost rental income on vacant units, the Council could find itself	M	M	A	Proactive Property Portfolio management by our external specialists who work closely with BNP Paribas and

RISK REGISTER FOR CAPITAL PORTFOLIO FUND (CPF)	Impact (H/M/L)	Likelihood (H/M/L)	Risk Rating (R/A/G)	Risk Mitigation
liable for a share of on-going costs which a tenant would normally pay such as empty property rates.				maintenance of appropriate risk reserves will mitigate this.
Disputes with tenants. Common disputes include ongoing maintenance and repair costs of buildings and the ability to recover those costs from tenants	M	L	A	Proactive Property Portfolio Management and maintenance of appropriate risk reserves will mitigate this.
External factors. Property performance is subject to factors the Council cannot control, e.g. failure of tenants, poor building management, changes in perception of what is a good location, economic downturn etc.	H	L	A	External investment advisors will scan external horizon and report as part of regular monitoring reports.
Ease of market exit (sale).	H	M	R	To be assessed on a case-by-case basis as part of initial business case and ongoing property portfolio management reports.
Further changes in government policy or regulatory environment.	H	L	A	<p>Current DLUHC Investment Guidance is fully taken into account. The liability benchmark indicator or other factors which constrain external borrowing have been considered. No revisions necessary to the Capital Strategy.</p> <p>Current CIPFA Guidance already complied with. Detailed model for how authorities could calculate whether their property investments are proportional to the size of their revenue budgets has been included within the reporting on the levels of adequate reserves to cover off risk.</p> <p>Extension of geography could lead to increased challenge. Each business case will put forward a strong evidential case to demonstrate how acquisition</p>

RISK REGISTER FOR CAPITAL PORTFOLIO FUND (CPF)	Impact (H/M/L)	Likelihood (H/M/L)	Risk Rating (R/A/G)	Risk Mitigation
				or development impacts on corporate or service priorities

- 8.4 The Council is further protected since as more proposals are progressed the Detailed Business Case /Due Diligence reports will include a review of specific risks and also consider the cumulative risks of the Capital Portfolio Fund strategy with particular emphasis on proportionality.
- 8.5 A schedule setting out risk exposure will be maintained as proposals are progressed and presented to Members as part of the ongoing Property Portfolio reporting process.

9 SCHEME OF DELEGATION

- 9.1 The Council's Capital Strategy and Non-Treasury Investments Scheme of Delegation is detailed in Appendix 3.

10 ROLE OF SECTION 151 OFFICER

- 10.1 The Treasury Management Role of the Section 151 Officer is detailed in Appendix 4. The revision of the Treasury Management Code of Practice in 2017 significantly extended the specific role of this officer to include a series of new roles in respect of the capital strategy and also a specific role in respect of investment in non-financial assets. The 2021 updates to the Prudential and Treasury Management Codes did not amend the list of specific responsibilities but, implicit in the changes in both Codes, is a major extension of the functions of this role, especially in respect of non-financial investments, (which CIPFA has defined as being part of treasury management).

- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including

material investments in subsidiaries, joint ventures, loans and financial guarantees

- ensuring that members are adequately informed and understand the risk exposures taken on by the Authority
- ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed

11 IMPACT ASSESSMENTS

- 11.1 This is a financial report and there is no requirement to consider an Equality, Climate change or Health and Wellbeing Impact Assessment. Impact Assessments will be undertaken as appropriate as part of business case proposals.

12 CONCLUSION

- 12.1 This Capital Strategy sets out the Capital Plans for 2024-34 including the Capital Portfolio Fund and the Generic Capital Projects Fund and has due regard to the latest DLUHC Guidance on Investments. The Strategy also identifies and cross-references the various policies and strategies of the Council that are linked and together form the overall Corporate Governance Framework. It is useful to have this in a single document for transparency of assurance around what is recognised to be an area where risk needs to be carefully managed in the short, medium and longer term.

13 CONSULTEES

- 13.1 CLT
13.2 Cabinet

14 BACKGROUND PAPERS

- The annual Medium-Term Financial Strategy including the revenue implications of this Capital Strategy is to be considered by Cabinet on 20th December 2023 and 13th February 2024 and proposed to Full Council on 21st February 2024, together with this report
- The Treasury Management Strategy Statement (TMSS) 2023-24 approved by Council on 22nd February 2023.
- The Capital Strategy 2023-33 approved by Council on 22nd February 2023, updated by this report.
- The Strategy for the Capital Portfolio Fund approved by Cabinet on 14th June 2017 now updated as part of the previous Capital Strategy, approved by Council in February 2023.
- Corporate Plan 2023-27.

CAPITAL PROGRAMME 2024 TO 2034

**Agenda Item No. 7.2,
Appendix 1A**

Detail	2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	Prior to 01/04/2023	Total
	Original £	Revised £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	£	£
COMMITTED EXPENDITURE														
1. CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL														
Headquarters - Office Accommodation	413,610	-	413,610	-	-	-	-	-	-	-	-	-	9,586,390	10,000,000
SUB TOTAL	413,610	0	413,610	0	0	0	0	0	0	0	0	0	9,586,390	10,000,000
2. COMMUNITY AND ENVIRONMENTAL SERVICES														
Parking Facilities: Improvement to Car Parks	29,530	23,600	30,930	-	-	-	-	-	-	-	-	-	419,970	474,500
Stourport Riverside	-	52,200	-	-	-	-	-	-	-	-	-	-	97,800	150,000
Community Safety CCTV Upgrade (Grant Funded)	-	-	4,460	-	-	-	-	-	-	-	-	-	20,400	24,860
Brinton Park HLF Scheme (subject to successful HLF bid)	1,931,190	39,000	2,138,200	240,000	-	-	-	-	-	-	-	-	182,800	2,600,000
Innovation Fund - Capital*	185,000	100,000	190,390	-	-	-	-	-	-	-	-	-	54,610	345,000
* Subject to Business Cases & approval by the Cabinet/CLT														
SUB TOTAL	2,145,720	214,800	2,363,980	240,000	0	0	0	0	0	0	0	0	775,580	3,594,360
3. STRATEGIC GROWTH														
Housing Strategy:														
Better Care Fund (BCF) - Disabled Facilities Grants (subject to confirmation 24-25 onwards)	2,000,000	1,350,000	2,376,090	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	16,524,300	29,250,390
BCF - Dementia Dwellings Grants	-	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000
BCF - Minor Adaptations Grants	-	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
BCF - Discretionary Grants	-	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
BCF - Discretionary Top Up Grants	-	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
BCF- Hospital Discharge/Moving Home/Housing Advice Grants	-	80,000	-	-	-	-	-	-	-	-	-	-	-	80,000
BCF- Energy Efficiency	-	400,000	-	-	-	-	-	-	-	-	-	-	-	400,000
BCF- Disabled Adapted Units	-	240,000	-	-	-	-	-	-	-	-	-	-	-	240,000
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	290,230	150,000	211,210	-	-	-	-	-	-	-	-	-	1,995,910	2,357,120
Housing Fund	876,000	1,045,920	-	-	-	-	-	-	-	-	-	-	-	1,045,920
Castle Road Development	2,000,000	721,140	3,000,000	-	-	-	-	-	-	-	-	-	139,070	3,860,210
Flood Relief	28,410	28,410	-	-	-	-	-	-	-	-	-	-	170,590	199,000
Flood Recovery Support (BEIS Funded)	150,000	-	-	-	-	-	-	-	-	-	-	-	-	0
Local Authority Delivery Scheme Phase 3 (LADS3)	-	432,750	-	-	-	-	-	-	-	-	-	-	27,250	460,000
Home Upgrade Grant Phase 1 (HUGS1)	-	22,800	-	-	-	-	-	-	-	-	-	-	-	22,800
Home Upgrade Grant Phase 2 (HUGS2)	-	462,000	693,000	-	-	-	-	-	-	-	-	-	-	1,155,000
Future Investment Evergreen Fund*	890,470	1,096,830	-	-	-	-	-	-	-	-	-	-	47,100	1,143,930
Acquisition of Land at Horsefair, Kidderminster	49,590	49,590	-	-	-	-	-	-	-	-	-	-	410	50,000
Electric Vehicle Chargepoints	-	271,000	-	-	-	-	-	-	-	-	-	-	-	271,000
Innovation Fund Capital	-	105,000	-	-	-	-	-	-	-	-	-	-	-	105,000
Capital Projects Fund*	3,500,000	1,000,000	7,267,750	-	-	-	-	-	-	-	-	-	-	8,267,750
* Subject to Business Cases & Due Diligence														
SUB TOTAL	9,784,700	7,775,440	13,548,050	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	18,904,630	49,228,120
4. ECONOMIC DEVELOPMENT AND REGENERATION														
Levelling Up Fund**	5,517,050	4,358,510	12,750,920	-	-	-	-	-	-	-	-	-	790,570	17,900,000
Capital Portfolio Fund*	6,050,830	3,025,410	3,025,420	-	-	-	-	-	-	-	-	-	16,754,620	22,805,450
Future High Streets Fund**	9,751,920	13,564,890	8,248,180	-	-	-	-	-	-	-	-	-	5,685,260	27,498,330
UK Shared Prosperity Fund	178,890	287,360	275,210	-	-	-	-	-	-	-	-	-	50,030	612,600
* Subject to Business Cases & Due Diligence														
**Any Co-funding subject to full Business Case following the principles of the Capital Portfolio Fund														
SUB TOTAL	21,498,690	21,236,170	24,299,730	0	0	0	0	0	0	0	0	0	23,280,480	68,816,380
5. RESOURCES														
ICT Strategy	250,000	502,480	912,000	257,000	97,000	84,000	-	-	-	-	-	-	4,150,640	6,003,120
SUB TOTAL	250,000	502,480	912,000	257,000	97,000	84,000	0	0	0	0	0	0	4,150,640	6,003,120
6. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE														
Vehicles & Equipment & Systems Renewal Schedule	1,012,040	1,119,720	668,890	1,505,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	122,890	7,708,940	15,113,760
SUB TOTAL	1,012,040	1,119,720	668,890	1,505,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	122,890	7,708,940	15,113,760
TOTAL COMMITTED EXPENDITURE	35,104,760	30,848,610	42,206,260	3,002,290	2,526,690	1,450,490	1,467,690	1,933,690	1,544,690	1,122,890	1,122,890	1,122,890	64,406,660	152,755,740

CAPITAL PROGRAMME 2024 TO 2034

Detail	2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	Prior to 01/04/2023	Total
	Original £	Revised £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	£	£
FINANCING														
Capital Receipts: Funding Approved	1,985,680	2,190,390	626,680	-	-	-	-	-	-	-	-	-	-	2,817,070
Prudential Borrowing for Capital Projects Fund	3,500,000	1,000,000	7,267,750	-	-	-	-	-	-	-	-	-	-	8,267,750
Prudential Borrowing for Capital Portfolio Fund	6,050,830	3,025,410	3,025,420	-	-	-	-	-	-	-	-	-	-	6,050,830
Prudential Borrowing for Castle Road Development	2,000,000	-	2,838,360	-	-	-	-	-	-	-	-	-	-	2,838,360
Prudential Borrowing for Brinton Park HLF Scheme	176,380	-	-	176,380	-	-	-	-	-	-	-	-	-	176,380
Prudential Borrowing for ICT Strategy	250,000	502,480	912,000	257,000	97,000	84,000	-	-	-	-	-	-	-	1,852,480
Prudential Borrowing for Innovation Fund - Capital	185,000	205,000	190,390	-	-	-	-	-	-	-	-	-	-	395,390
Prudential Borrowing for Stourport Riverside	-	52,200	-	-	-	-	-	-	-	-	-	-	-	52,200
Prudential Borrowing for Electric Vehicle Chargepoints	-	271,000	-	-	-	-	-	-	-	-	-	-	-	271,000
Prudential Borrowing for Future High Street Fund	1,808,000	-	1,808,000	-	-	-	-	-	-	-	-	-	-	1,808,000
Better Care Fund Grant (from Worcestershire County Council - subject to confirmation 23-24 onwards)	2,000,000	2,186,630	2,376,090	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	13,562,720
Housing Fund Grant	536,080	706,000	-	-	-	-	-	-	-	-	-	-	-	706,000
HLF Partner External Funding	1,754,810	39,000	2,138,200	63,620	-	-	-	-	-	-	-	-	-	2,240,820
Future High Street Fund (DLUHC)	7,943,920	11,240,380	3,584,960	-	-	-	-	-	-	-	-	-	-	14,825,340
Future High Street Fund (GBSLEP)	-	-	1,500,000	-	-	-	-	-	-	-	-	-	-	1,500,000
Future High Street Fund (Brownfields Release)	-	725,000	-	-	-	-	-	-	-	-	-	-	-	725,000
Levelling Up Fund	5,517,050	4,358,510	12,750,920	-	-	-	-	-	-	-	-	-	-	17,109,430
DEFRA Flood Grant Funding	28,410	28,410	-	-	-	-	-	-	-	-	-	-	-	28,410
S.106 Funding (Parking - Contractual Agreement)	27,670	23,600	29,070	-	-	-	-	-	-	-	-	-	-	52,670
S.106 Funding (Castle Road Development)	-	185,250	-	-	-	-	-	-	-	-	-	-	-	185,250
Local Authority Delivery Scheme Phase 3 (LADS3) Grant Funding	-	432,750	-	-	-	-	-	-	-	-	-	-	-	432,750
Home Upgrade Grant Phase 1 (HUGS1) Grant Funding	-	22,800	-	-	-	-	-	-	-	-	-	-	-	22,800
Home Upgrade Grant Phase 2 (HUGS) Grant Funding	-	462,000	693,000	-	-	-	-	-	-	-	-	-	-	1,155,000
Flood Support Grant	150,000	-	-	-	-	-	-	-	-	-	-	-	-	0
CCTV Grant (PCC)	-	-	4,460	-	-	-	-	-	-	-	-	-	-	4,460
UK Shared Prosperity Fund Grant	178,890	287,360	275,210	-	-	-	-	-	-	-	-	-	-	562,570
Vehicles, Equipment & Systems (Prudential Borrowing)	1,012,040	1,119,720	668,890	1,505,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	122,890	-	7,404,820
Direct Revenue Funding	-	1,784,720	1,516,860	-	-	-	-	-	-	-	-	-	-	3,301,580
	35,104,760	30,848,610	42,206,260	3,002,290	2,526,690	1,450,490	1,467,690	1,933,690	1,544,690	1,122,890	1,122,890	1,122,890	-	88,349,080

Detail			Classification	2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
				Original Budget	Revised Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
				£	£	£	£	£	£	£	£	£	£	£	£
1. VEHICLES															
MOT Bay & Garage Equipment - Replacement (slippage from p	N/A	R229	GARAGE EQUIPMENT		17,680										
Refurbishment Fund	N/A	R002	REFURBISHMENT FUND		30,000										
Bin Stock Renewals	BINS	Various	BIN STOCK RENEWALS	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890	122,890
Tractor	AV070	R236	TRACTOR				48,000								
JCB Digger	AV183	R001	JCB DIGGER	72,000	72,000										
Midi Tractor	AV189	R236	MIDI TRACTOR			36,000									
Tractor (wx13 auv)	AV225	R236	TRACTOR			72,000									
Dennis Eagle Refuse Freighter	AV234	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV237	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV238	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV239	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV241	R002	REFUSE FREIGHTER 26000kg				132,000								
Dennis Eagle Refuse Freighter	AV268	R002	REFUSE FREIGHTER 26000kg				132,000								
Kia Rio	AV272	R193	CAR	18,000	18,000							18,000			
Kubota F3440	AV273	R160	RIDE ON MOWER AND FLAIL	33,600	33,600						21,000				
Kubota F3440	AV274	R160	RIDE ON MOWER AND FLAIL	33,600	33,600						21,000				
Forest TR8 Chipper	AV277	R252	CHIPPER	36,000	36,000									40,000	
Indespension Trailer (for chipper)	AV278	R252	TRAILER	4,800	4,800									5,000	
Vauxhall Astra 2.0 cdti	AV279	R160	CAR	14,400	14,400									12,000	
Viajet Roadsweeper	AV280	R200	ROAD SWEEPER 15000kg	156,000	156,000										
Small Van	AV281	R236	3500KG VAN	36,000	36,000									27,600	
Small Van	AV282	R236	LIGHT VAN	36,000	36,000									27,600	
Small van	AV283	R516	LIGHT VAN		30,000									27,600	
Iveco Cargo for Bulky	AV284	R200	TIPPER 7500kg			66,000									
Ford Connect	AV285	R193	LIGHT VAN	31,200	31,200									24,000	
Iveco Daily	AV286	R002	TIPPER 3500kg			42,000									
John Deere 1445	AV287	R236	RIDE ON MOWER	33,600	33,600						35,000				
Isuzu	AV288	R163	BOXED VAN 7500kg				36,000								
Mechanical Sweeper (Small JOHNSON C200)	AV289	R200	PAVEMENT SWEEPER	102,000	102,000						84,000				
Dennis Eagle Refuse Freighter	AV290	R002	REFUSE FREIGHTER 26000kg			132,000									
Dennis Eagle Refuse Freighter	AV291	R002	REFUSE FREIGHTER 26000kg			132,000									
Iveco Daily for Bulky	AV292	R160	TIPPER 3500kg			42,000									
Isuzu	AV294	R252	BOXED VAN 7500kg					57,600							
TR6 Chipper	AV295	R252	CHIPPER	36,000	36,000										
Mower	AV296	R160	RIDE ON MOWER				38,400								
Ride on Mower	AV297	R160	RIDE ON MOWER					30,000							
Tipper Vehicle	AV298	R254	TIPPER 3500kg				42,000								
Iveco Daily	AV299	R160	TIPPER 3500kg				42,000								
Small Van	AV300	R229	SMALL VAN					36,000							
Iveco Daily	AV301	R160	TIPPER 3500kg				42,000								
Iveco Daily	AV302	R160	TIPPER 3500kg				42,000								
Iveco Daily	AV303	R160	TIPPER 3500kg				42,000								
Iveco Daily	AV304	R160	TIPPER 3500kg				42,000								
Iveco Daily	AV305	R160	TIPPER 3500kg				42,000								
Iveco Daily	AV306	R160	TIPPER 3500kg				42,000								
Iveco Cargo small Refuse Freighter	AV307	R002	MEDIUM REFUSE FREIGHTER 12000kg RCV			132,000									
Dennis Eagle Refuse Freighter	AV308	R002	REFUSE FREIGHTER 26000kg					210,000							
Dennis Eagle Refuse Freighter	AV309	R005	REFUSE FREIGHTER 26000kg					210,000							
Dennis Eagle Refuse Freighter	AV310	R002	REFUSE FREIGHTER 26000kg					204,600							
Dennis Eagle Refuse Freighter	AV311	R002	REFUSE FREIGHTER 26000kg					204,600							
Iveco Daily	AV312	R200	TIPPER 3500kg					36,000							
Iveco Daily	AV313	R200	TIPPER 3500kg					36,000							
Iveco Daily	AV314	R200	TIPPER 3500kg					36,000							
Iveco Daily	AV315	R200	TIPPER 3500kg		30,000						36,000				
4x4 Offroad Vehicle	AV316	R163	4x4					36,000							
Isuzu	AV317	R252	BOXED VAN 7500kg						57,600						
Refuse Freighter	AV318	R002	REFUSE FREIGHTER 26000kg					210,000							
Mechanical Sweeper (Johnson CN201)	AV319	R200	PAVEMENT SWEEPER									120,000			
Iveco Daily	AV320	R200	TIPPER 3500kg						42,000						
Iveco Daily	AV321	R200	TIPPER 3500kg						42,000						
Ford Connect	AV322	R160	LIGHT VAN											40,000	
Ford Connect	AV323	R200	LIGHT VAN											40,000	
Ford Connect	AV324	R185	LIGHT VAN											40,000	
Iveco Daily Refuse Freigher	AV325	R002	SMALL REFUSE FREIGHTER 7500kg RCV					102,000							
Mechanical Sweeper (Johnson VT650)	AV326	R200	ROAD SWEEPER 15000kg							156,000					
Mechanical Sweeper	AV327	R200	PAVEMENT SWEEPER							80,400					
Mechanical Sweeper	AV328	R200	PAVEMENT SWEEPER							80,400					
Mercedes Refuse Freighter	AV329	R003	REFUSE FREIGHTER 26000kg								204,600				
Mercedes Refuse Freighter	AV330	R005	REFUSE FREIGHTER 26000kg								204,600				
Mercedes Refuse Freighter	AV331	R002	REFUSE FREIGHTER 18000kg								204,600				
Fork Lift Truck	FORKLIFT	R229	FORK LIFT												
2. OTHER															
Financial Management System Replacement	FMS001			45,950	45,950										
Flail Equipment replacement	R476	R236	FLAIL			24,000									
Wessex Proline	R600	R236	Pull Along Mower Attachment	200,000	200,000					28,000					
Lighting system upgrade (Wyre Forest House)															
				1,012,040	1,119,720	668,890	1,505,290	1,429,690	366,490	467,690	933,690	544,690	122,890	122,890	122,890

**QUANTITATIVE INDICATORS
FOR ASSESSMENT OF RISK EXPOSURE 2023-27**

**Agenda Item No. 7.2,
Appendix 2**

Capital Portfolio Fund as at December 2023		2023-24	2024-25	2025-26	2026-27
DEBT TO GROSS SERVICE EXPENDITURE RATIOS					
Non treasury property investments debt to gross service expenditure (GSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	43.20%	49.94%	51.78%	50.13%
DEBT TO NET SERVICE EXPENDITURE RATIOS					
Non treasury property investments debt to net service expenditure (NSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	150.59%	163.52%	154.89%	145.63%
LOAN TO VALUE RATIOS					
Loan to PPE value ratio (property)	<i>The amount of non treasury property debt compared to the total asset value (Long term assets - PPE).</i>	35.60%	39.48%	38.68%	37.86%
Loan to value ratio (property only)	<i>The amount of property debt compared to the total property asset value (property portfolio only).</i>	103.81%	115.13%	112.77%	110.41%
CFR RATIOS					
CFR - Property	<i>Property CFR as a proportion of the gross CFR</i>	41.93%	35.86%	35.17%	34.77%
FINANCING COSTS TO NET SERVICE EXPENDITURE RATIOS					
Property investments financing costs to net service expenditure (NSE) ratio	<i>Non treasury property acquisitions financing costs as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	5.84%	5.73%	5.55%	5.34%
INCOME/INVESTMENT COVER RATIOS					
Property investment cover ratio	<i>The total net income from property acquisitions, compared to the interest expense.</i>	-42.92%	-19.38%	6.95%	8.79%
Property target income returns (excluding financing costs)	<i>Net revenue income (excluding financing costs) compared to equity. This is a measure of achievement of the portfolio of properties.</i>	3.01%	3.57%	4.20%	4.25%
Property target income returns (including financing costs)	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>	-1.01%	-0.46%	0.16%	0.21%
Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>	4.00%	4.30%	4.90%	4.89%
TRENDS					
Gross income	<i>The income received from the property portfolio at a gross level over time.</i>	(£1,731,360)	(£1,755,550)	(£1,863,650)	(£1,885,610)
Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio expands.</i>	£1,083,830	£987,110	£960,060	£971,220
Financing costs	<i>The trend in financing costs of the non-financial property portfolio over time, as the portfolio expands.</i>	£865,570	£866,910	£868,290	£869,710
Net (income)/loss	<i>The income received from the property portfolio at a net level (less costs) over time.</i>	£218,040	£98,470	(£35,300)	(£44,680)

CAPITAL STRATEGY SCHEME OF DELEGATION

(i) Full Council

- receiving and reviewing reports on Capital Strategy policies, practices and activities
- approval of annual strategy and strategies for Capital Portfolio Fund and Capital Projects Fund.

(ii) Responsible body - Cabinet after receiving recommendation from Overview and Scrutiny Committee

- recommending approval of/amendments to the organisation's Capital Strategy
- receiving and reviewing regular monitoring reports and acting on recommendations

(iii) Body/person(s) with responsibility for scrutiny – Overview and Scrutiny Committee

- reviewing the Capital Strategy policy and procedures and making recommendations to the responsible body.

Note: Cabinet on the 20th September 2017 delegated to a sub-committee its decisions on individual Capital Portfolio acquisitions.

The Overview and Scrutiny Committee decided on the 5th October 2017 to establish a sub-committee with terms of reference to scrutinise, and make recommendations upon business cases in respect of the capital portfolio fund.

THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER (with revisions to include non-treasury investments)

The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers
- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term (20 year) timeframe
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by an authority
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following (*TM Code p54*): -
 - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
 - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*

Agenda Item No. 7.2, Appendix 3

- *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*
- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

WYRE FOREST DISTRICT COUNCIL**CABINET**
20 December 2023**Wyre Forest Health Action Plan Update**

OPEN	
CABINET MEMBER:	Councillor Ian Hardiman Deputy Leader and Cabinet Member for Housing, Health and Wellbeing
RESPONSIBLE OFFICER:	Kate Bailey Head of Strategic Growth
CONTACT OFFICER:	Jenny Moreton Principal Health and Sustainability Officer
APPENDICES:	Appendix 1: Wyre Forest Health Action Plan 2024-25

1. PURPOSE OF REPORT

This report provides Members with an update on action to improve health and wellbeing and tackle health inequalities in Wyre Forest. It includes the Wyre Forest Health Action Plan for 2024-25 for endorsement.

2. RECOMMENDATION

The Cabinet is invited to:

2.1 Approve the Wyre Forest Health Action Plan 2024-25.

3. BACKGROUND

- 3.1 The Worcestershire Health and Wellbeing Board oversees local health. commissioning and leads on the strategic planning and co-ordination of local health services. The Health and Wellbeing Board is required to develop a strategy for improving the health and wellbeing of people who live and work in Worcestershire. The 'Being Well in Worcestershire' Strategy covers the period 2022-2032. This outlines commitments to improving mental health and wellbeing, supporting people to live well in good health for as long as possible, particularly those who have poorer health outcomes. The Board champions collective action to ensure children have the best start in life, young people will have hope and aspiration for the future, and residents live longer, more independent lives in good health, with fewer people going on to need care and support, which is vital to supporting good mental health and wellbeing. The 'Being Well Strategic Group' subgroup has been delegated the responsibility to develop detailed action plans to deliver the strategy.

- 3.2 District Collaboratives have been set up in Worcestershire to bring together organisations to work together collaboratively to deliver the Being Well in Worcestershire Strategy, to tackle health and wellbeing issues and address need in the local area. The Wyre Forest Collaborative was established in September 2021 and aims to take a joined-up approach in identifying need, addressing the wider determinants of health and reducing health inequalities through targeted and proactive care and support. As well as Wyre Forest District Council, the Collaborative partners include organisations such as Worcestershire Public Health, the two Primary Care Networks (Wyre Forest Health Partnership and the Wyre Forest Network of Independent Practices), West Mercia Police, Onside Advocacy, Age UK and more.
- 3.3 Within the District Council, delivery of this work is primarily carried out by the Health and Sustainability team in Strategic Growth. The Wyre Forest Collaborative Project Officer, funded by Worcestershire Public Health, joined the team in 2023.
- 3.4 The plan will commence on 1 January 2024 until 31 December 2025.

4. **KEY ISSUES**

- 4.1 The Wyre Forest Collaborative has looked at population health data with help from Public Health. A huge amount of data and information is available at district, ward and local super-output area level on the [Worcestershire Health and Wellbeing Insights Website](#). In Wyre Forest there are various conditions with noticeably higher prevalence in patients compared to the national average, such as depression, hypertension, obesity, diabetes and asthma. These, along with common themes and pressures amongst the collaborative partner organisations, have informed the Collaborative's priorities which are outlined in the table below. The Wyre Forest District Council Health Action plan shows how the council will help to deliver on these topics in 2024.

Theme	Topics to include:
Population Health Management	<ul style="list-style-type: none"> • Mental health and wellbeing. • Obesity (including diabetes and pre-diabetes). • Frailty.
Vulnerable Adults	<ul style="list-style-type: none"> • Blue Light approach to tackling vulnerabilities. • Drug related deaths. • Homeless health. • Domestic Abuse.
Community Connectedness	<ul style="list-style-type: none"> • Asset Based Community Development. • Taking services out to communities. • Sharing resources and information.
Best Start in Life	<ul style="list-style-type: none"> • Healthy pregnancy. • Children's mental health.
Health Inequalities	<ul style="list-style-type: none"> • Learning Disabilities. • Gypsy, Roma and Traveller Community.

Health Protection	<ul style="list-style-type: none"> • Ongoing review and risk assessment.
-------------------	---

4.2 Examples of activity carried out to deliver this work in 2023 included:

4.2.1 Homelessness Health Project

The homelessness health project between Wyre Forest Health Partnership (WFHP) and Wyre Forest District Council has helped improve access to health and housing services for homeless residents. The project aimed to improve access to healthcare for patients who are homeless or at risk of homelessness. The Housing team have flagged up homeless service users with unmet health needs to GP practices and supported homeless clients in accessing health services. The WFHP has improved access through measures such as giving patients an option to register their address as their GP practice to receive letters relating to their health and social care and ensuring continuity of care with one named GP, with double appointments for complex needs. Working together on this issue means the GP practices are now aware of the Commitment to Refer (CTR) their service users who are at risk of homelessness to WFDC for support, and clinicians are now active on the WFDC Homelessness Forum.

4.2.2 Asset Based Community Development (ABCD)

The ABCD project has been funded initially through Contain Outbreak Management Funding and then by Public Health. In Wyre Forest, the ABCD project has focussed on four areas: Horsefair/Broadwaters and the Foley Park and Hoobrook ward in Kidderminster, the Walshes estate in Stourport and the Wyre Forest Rural ward, which includes Cookley, Wolverley and the nearby rural areas. These areas were selected based upon data on multiple deprivation/ unemployment/ health inequalities- with pre-existing issues exacerbated by the covid pandemic. WFDC's Community Builders are working in these areas using an ABCD approach- working with the people there to find out what is already in place and helping to make connections to support them in building the community up and working with 'what's strong, not what's wrong.' With support from the Community Builders, these communities have been empowered to carry out a wide range of activities such as putting on new fitness activities, community gardening projects, running Warm Spaces and setting up new social groups for different age groups to help tackle loneliness and isolation. The Community Builders have also worked with other service providers for them to run activities in these areas, for example youth activities in local parks over the school holidays.

4.2.3 Children and Young People's Mental Health Showcase events

Children and Young People's Mental Health Showcase events have been carried out in several high schools in Bewdley, Stourport and Kidderminster. A range of organisations providing services to support young people's mental health and wellbeing attend the events. These include local youth services, charities such as Reach Out, Barnardo's and Homestart, health support services, police and more. A typical Showcase event involves these organisations setting up stands in the main school hall and classes of children attending throughout the day. The children can talk to the service providers or take information away with them for future use.

4.2.4 Ageing Well project

WFDC is an active participant on the Ageing Well subgroup of the Wyre Forest Collaborative. The group focusses on several aspects to ageing well: feeling well,

active communities, enough money, safe at home (falls, hoarding, crime prevention) and quality health & care. In 2023, WFDC led the organisation of the Showcase of Services events for the 50+ age group which took place in October in Kidderminster and Stourport. The ever-popular Older People's Activities booklet has also been updated and widely distributed this year.

- 4.5** The report was considered by Overview and Scrutiny on 7 December 2023 and the committee voted to recommend approval subject to the further detailed performance measures being provided after 12 months to demonstrate the effectiveness of the Action Plan.

5. FINANCIAL IMPLICATIONS

- 5.1 No additional financial implications- actions are funded from existing resources.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The development and delivery of the action plan support the Council in relevant plans endorsed by the council, including the Wyre Forest Local Plan and the Worcestershire Housing Strategy.
- 6.2 The Council meets the wider public health policy and legislative objectives through undertaking activities that align with the Health and Wellbeing Strategy "Being Well in Worcestershire" 2022 – 2032.

7. IMPACT AND IMPACT ASSESSMENTS

7.1 Equality Impact Assessment

An equality impact screening assessment has been undertaken and no negative impacts identified. The plan includes actions aiming to help overcome barriers to people accessing support e.g., due to digital exclusion. The plan also includes schemes to support people most impacted by deprivation and health inequalities.

7.2 Climate Change Impact

Not applicable.

7.3 Health and Wellbeing Impact

This action plan supports the health and wellbeing of the community through a number of projects aimed at improving health, in partnership with the Wyre Forest Collaborative members.

8. RISK MANAGEMENT

- 8.1 Failure to implement measures to tackle health inequalities could have many negative implications for the council and Wyre Forest residents. This includes increased future cost/ demand on services, as well as reputational risk of failing to tackle the issue.

9. CONCLUSION

- 9.1 The Wyre Forest Health Action Plan (Appendix 1) outlines actions to be taken by WFDC to help improve health and wellbeing and tackle health inequalities in Wyre Forest.
- 9.2 This work is underpinned by the role of the Wyre Forest Collaborative and meets objectives in the Being Well in Worcestershire Strategy.

10. CONSULTEES

- 10.1 CLT

11. BACKGROUND PAPERS

- 11.1 [Worcestershire Joint Local Health and Wellbeing Strategy 2022-2032](#)

Wyre Forest Health Action Plan 2024 - 25

The current priority themes for the Wyre Forest Collaborative are:

Theme	Topics to include:
Population Health Management	<ul style="list-style-type: none"> • Mental health and wellbeing. • Obesity (including diabetes and pre-diabetes). • Frailty.
Vulnerable Adults	<ul style="list-style-type: none"> • Blue Light approach to tackling vulnerabilities. • Drug related deaths. • Homeless health. • Domestic Abuse.
Community Connectedness	<ul style="list-style-type: none"> • Asset Based Community Development. • Taking services out to communities. • Sharing resources and information.
Best Start in Life	<ul style="list-style-type: none"> • Healthy pregnancy. • Children's mental health.
Health Inequalities	<ul style="list-style-type: none"> • Learning Disabilities. • Gypsy, Roma and Traveller Community.
Health Protection	<ul style="list-style-type: none"> • Ongoing review and risk assessment.

Wyre Forest District Council will support these themes through the following actions, carried out in partnership with Wyre Forest Collaborative partners:

Action	Measures	Notes/Information	Collaborative themes supported
Promote uptake of the Healthy Start voucher scheme.	Percentage of eligible Wyre Forest residents taking up the scheme.	Healthy Start is a Government Scheme that provides weekly vouchers to eligible pregnant women and parents of children under four. These vouchers can be spent on milk, fruit and vegetables and also includes coupons for free vitamins. See https://www.healthystart.nhs.uk/	Best Start in Life Population Health
Promote Children's Mental Health Week	Activities/ communications during the Week.	Children's Mental Health Week (childrensmentalhealthweek.org.uk) takes place 5-11 February 2024	Best Start in Life Population Health

Co-ordinate Mental Health and Wellbeing Showcase events in local High Schools	Number of events held/ number of attendees. Feedback results.	Showcase events are held in local high schools, bringing together organisations providing mental health and wellbeing support for children and young people.	Best Start in Life Population Health
Promotion of local voluntary opportunities and the mental health benefits of volunteering.	Activities/ communications during Volunteering Week.	Volunteers Week takes place annually on 1-7 June. https://volunteersweek.org/	Population Health
Co-ordination of the Wyre Forest Suicide Prevention Group	Quarterly meetings held. Activities (e.g. events, training) delivered.	The Wyre Forest Suicide Prevention group supports local delivery of the Worcestershire Suicide Prevention Plan Suicide prevention and support Worcestershire County Council	Population Health Best Start in Life Health Inequalities
Promotion of mental health and wellbeing campaigns and local support available	Activities / communication of campaign messages and support.	Key campaigns include: World Suicide Prevention Day World Mental Health Day Mental Health Awareness Week Mental Health Foundation These will be promoted to WFDC staff through the Health and Wellbeing group and more widely through our external communication channels and networks.	Population Health Best Start in Life
Support for/ promotion of the Family Coach Pilot Project.	Numbers of families supported and outcomes achieved as per pilot project monitoring.	Partnership pilot project between Onside, NHS and WFDC. Provide support for families who have one or more children who are under/overweight, families who are not able to access existing weight management services in their area, and families who may experience other inequalities. Children & Families - Family Coach :: Onside Advocacy, Worcestershire (onside-advocacy.org.uk)	Population Health Health Inequalities
Support for/ promotion of postural stability pilot classes	Attendance at pilot classes and feedback received	Pilot project with classes held at to community venues.	Population health Health Inequalities

Support for/promotion of activities for children and young people	Attendance at/feedback from youth services commissioned by WFDC and at Holiday Activities and Food (HAF) activities.	Funding provided by Worcestershire County Council for commissioning of youth services and for HAF activities for children over the main school holidays: HAF Worcestershire (haf-it.co.uk)	Population Health Health Inequalities Best Start in Life
Winter Warmth promotions	Numbers of residents supported via the helpline/ at energy advice surgeries. Attendance at fuel poverty training.	In partnership with Act on Energy, promotion of energy advice and support Energy efficiency Wyre Forest District Council (wyreforestdc.gov.uk)	Population health Health Inequalities
Warmth on Prescription project	Numbers of people supported, and health outcomes achieved	Funded through the Household Support Fund. Collaborative partners identify and support vulnerable residents with health conditions exacerbated by the cold.	Population health Health Inequalities
Delivery of the Asset Based Community Development Project	Impact report to show outcomes achieved.	WFDC funded through Public Health to deliver asset based community development activity in 4 areas of the district.	Community Connectedness Population health Health Inequalities
Celebrating Community Stories Project	Five creative case studies produced	Public Health funded project to celebrate community stories and demonstrate the health and wellbeing outcomes achieved.	Community Connectedness
Homeless Health Charter implementation	Update meetings held with Wyre Forest Health partnership	Ongoing project to improve access to health and housing services to those who are homeless or at risk of homelessness	Population health Health inequalities
Showcase of Services for 50+ events	Number of events/ attendees Feedback received	Aim is to hold an event in each of the 3 main towns.	Population health
Support for active travel through the Wyre Forest Cycle Forum	Quarterly meetings held	Cycling in Wyre Forest Wyre Forest District Council (wyreforestdc.gov.uk)	Population health
Information and resources	Monthly health and wellbeing newsletter produced	Sign up link at Wyre Forest news Wyre Forest District Council (wyreforestdc.gov.uk)	Community Connectedness
Promotion of Dementia Wellbeing support	Numbers attending training	Age UK Herefordshire & Worcestershire Dementia Wellbeing Service	Population health

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Wednesday 20 December 2023**

**Recommendations from the Overview and Scrutiny Committee
Thursday 7 December 2023**

Wyre Forest Health Action Plan Update

The Committee considered a draft of a Cabinet report from the Head of Strategic Growth, which provided members with an update on action to improve health and wellbeing and tackle health inequalities in Wyre Forest. It included the Wyre Forest Health Action Plan for 2024-25 for endorsement.

The Principal Health and Sustainability Officer presented the report, the Committee discussed the details and the Principal Health and Sustainability Officer and the Head of Strategic Growth provided responses to queries raised by members.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

1.1 APPROVE the Wyre Forest Health Action Plan 2024-25, on the basis that further detailed performance measures are provided after 12 months to demonstrate the effectiveness of the Action Plan.

Background papers:

See the report on page 8 of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc59052_20231207_o_and_s_agenda.pdf

WYRE FOREST DISTRICT COUNCIL**CABINET****20 DECEMBER 2023****Cost of Living Action Plan Update**

OPEN	
CABINET MEMBER:	Cllr Ian Hardiman Deputy Leader and Cabinet Member for Housing, Health and Wellbeing
RESPONSIBLE OFFICER:	Kate Bailey Head of Strategic Growth
CONTACT OFFICER:	Jenny Moreton Principal Health and Sustainability Officer
APPENDICES:	Appendix 1: Cost of Living Action Plan Delivery 2022-23 Appendix 2: Cost of Living Action Plan 2024-25

1. PURPOSE OF REPORT

This report provides Members with an update on action to tackle the cost-of-living crisis. It includes the Wyre Forest Cost of Living action plan for 2024/25 for endorsement.

2. RECOMMENDATION

The Cabinet is invited to:

- 2.1 Note the update on delivery of the Cost-of-Living Action Plan 2022-23
- 2.2 Approve the Cost-of-Living Action Plan 2024-25

3. BACKGROUND

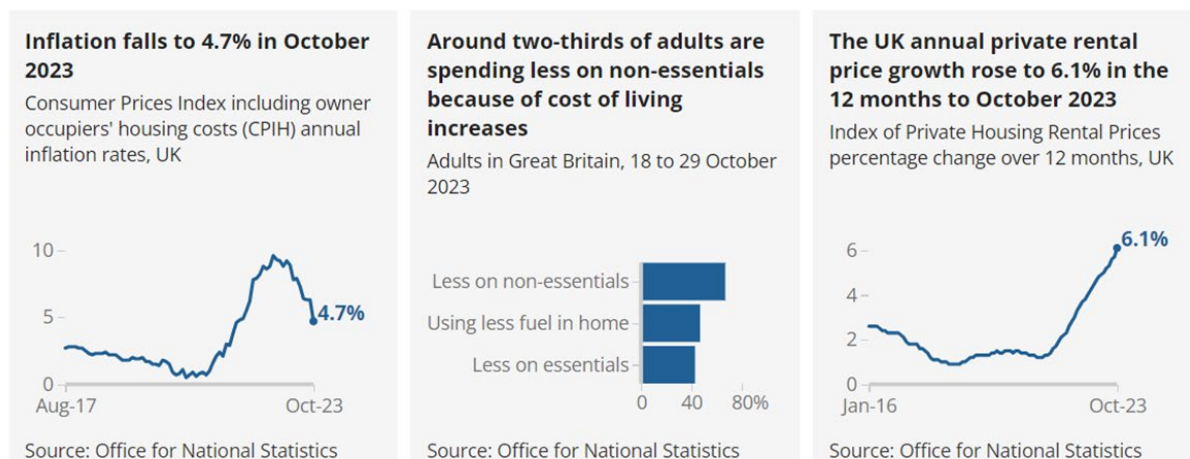
- 3.1** On 21st September 2022, Council decided an Emergency Summit should be held to explore how more local help can be provided for those struggling with the cost-of-living crisis. The summit was held on 13th October 2022 and the Cost-of-Living Action Plan 2022-23 was then developed and endorsed by Cabinet on 20 December 2022. Since then, a further two Cost of Living summits have been held at Wyre Forest House and attended by a wide range of organisations from across the district, such as local authorities, Community Housing, Police, Food Banks, Citizens Advice, Age UK, church and community groups, Barnardo's, health and social care organisations. These events provide the opportunity to share information on specific topics (e.g. Warm Spaces, Household Support Fund, Sustainable Warmth) as well as the chance for all organisations attending to update on the issues affecting them

and the services they provide. They also help with identifying ways of working together to tackle cost of living issues. A WFDC group with officers from Customer Services, Revenues and Benefits and Strategic Growth also meets regularly to discuss council specific action on delivering this work.

- 3.2** The new action plan will commence from 1 January 2024 until 31 December 2025.

4. KEY ISSUES

- 4.1** Data Insights from the Office for National Statistics (ONS) (see [Cost of living latest insights - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/cost-of-living/latest-insights)) show that the cost of living has been rising. Food and energy costs have risen markedly over the last year, particularly gas prices, partly in response to the conflict in Ukraine, with global recovery from the pandemic putting further pressure on prices. Whilst the prices of consumer goods and services increased by 9.6% in the year to October 2022 – the fastest rate in four decades, the annual inflation rate has now slowed. In the year to October 2023 the annual inflation rate was 4.7%, down from 6.3% in September. Overview graphs from the latest ONS Insights are shown below.



- 4.2** Nationally and locally, Citizens Advice are one of the organisations people struggling with cost of living issues may turn to. Citizens Advice data insights (see [CA cost-of-living data dashboard | Flourish](#)) show that increasing numbers of people who are employed (whether self-employed, part time or full time) are in a negative budget. Nationally, since 2019/20 they have seen a 12% increase in people working full time and in a negative budget seeking help. A further worrying trend locally is an increase in the proportion helped who have a long-term health or disability issue- up from 40% of clients in 2020-21 to 54% in 2023/24.
- 4.3** Food banks locally and nationally have seen increased demand. The Trussell Trust report that their UK network (which includes the Kidderminster Foodbank) distributed 1.5 million food parcels to people facing hardship between 1 April and 30 September 2023 – an increase of 16% compared to the same period in 2022. In addition, by May 2023, 25.4% of children in Wyre Forest, 3125 children from Reception to Year 11, were claiming free school meals.

4.4 The Cost-of-Living action plan seeks to help address these issues locally through:

4.4.1 Raising Awareness

One issue in the Cost-of-Living crisis is that many people are unaware of the help that exists. A key part of the Council's ongoing work is to raise awareness about the support available both from the district council and our partner organisations in the public, voluntary and community sectors. Over the last year resources (such as leaflets) have been developed to support this and officers have carried out much outreach work to engage with people in a wide range of community venues and this work will continue over the next year.

4.4.2 Partnership working through the Cost-of-Living Summit

The Cost-of-Living Summits have shown how keen organisations are to work together to signpost and spread awareness of organisations and their services that could be useful. The summits have helped identify ways of working together as well as promoting the different sources of support available.

4.4.3 Energy and Food

One of the major causes of the Cost-of-Living crisis is the increase of energy prices. Worcestershire has higher proportion of households living in fuel poverty than the national average, with particularly high proportions in Wyre Forest, Malvern Hills and Worcester. Recent increases in energy prices are very likely to exacerbate this for the most vulnerable families (60%+ in fuel poverty). District Council teams will continue to work with organisations such as Act on Energy and local food banks to help people with energy costs and food provision.

4.4.4 Warm Spaces

Warm Spaces were set up in winter 2022 -23 to provide spaces in the community where people could keep warm but also meet other people, take part in activities and access information and advice. Many attendees reported that the warm spaces had helped them with their mental wellbeing over the colder months. The Warm Welcome Spaces scheme is being re-run in 2023-4 and small grants are again being provided to support the voluntary and community organisations with the costs of running these.

4.4.5 Financial Assistance

The Council currently provides a range of financial assistance to households including Discretionary Housing Payments, Council Tax Reduction Scheme, Housing Benefit, Welfare Assistance to help with food, utilities and furniture and help with rent bonds/deposits. Through the Private Sector Housing team, Health and Sustainability Team and Act on Energy there are also grants and loans available to improve the energy efficiency / thermal comfort within people's homes. Further help has also been made available to households through the distribution of the Household Support Fund.

4.5 This report was considered at Overview and Scrutiny committee on the 7 December 2023 and they requested as a further recommendation to update Overview and Scrutiny on progress after the next Cost of Living Summit in 2024.

5. FINANCIAL IMPLICATIONS

- 5.1** The costs of delivering the plan mostly relate to staff time and external grant funding that is available to the council through external grants such as the Household Support Fund (£387k) and the Home Upgrade Grant (£1.115m), as well as the health-related ear marked reserves (approximately 10k). There is also funding for Discretionary Housing Payments of £110k for 2023/24.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1** The development and delivery of the action plan support the Council in its Corporate Plan priorities “Economic Growth and Regeneration” and “A clean, safe and green place to live, work and visit”.
- 6.2** The council can support residents through welfare schemes and in other ways under a variety of powers including under general powers in section one of the Localism Act 2011, section 13A of the Local Government Finance Act 1992 and the Homelessness Reduction Act 2017.

7. IMPACT AND IMPACT ASSESSMENTS

7.1 Equality Impact Assessment

An equality impact screening assessment has been undertaken and no negative impacts identified. The plan includes actions aiming to help overcome barriers to people accessing support e.g., due to a language barrier, transport poverty or digital exclusion. The plan also includes schemes to support people most impacted by deprivation and health inequalities, such as support schemes for food and energy/keeping warm.

7.2 Climate Change Impact

This action plan has a positive impact on climate change through actions within the action plan that support carbon reduction including grants to make properties more energy efficient and reducing food waste and other sustainability initiatives through the Green Alliance.

7.3 Health and Wellbeing Impact

This action plan has a positive impact on health and wellbeing through working with individuals to maximise income and reduce debt which has a positive impact on mental health and stress levels. Access to free warm spaces benefits all but particularly those suffering from loneliness and isolation or respiratory conditions. Access to free or affordable healthy food also improves health and wellbeing within the community.

8. RISK MANAGEMENT

- 8.1** Helping households to access financial assistance and maximise their income will support the council’s wider ambitions around economic growth and helping the health and wellbeing of the residents of Wyre Forest.

9. CONCLUSION

- 9.1** High inflation has affected all households in the District to varying degrees and the Council has responded by developing and delivering a Cost of Living action plan to support the those in the greatest need within the community, based on a series of summits attended by a wide range of partner organisations.

10. CONSULTEES

10.1 CLT

11. BACKGROUND PAPERS

11.1 Not applicable.

WFDC Cost of Living - 2022-23 Action Plan

Raising Awareness	Who?	Expected Outcomes/ Timescale	Update on delivery
Utilising services to raise awareness on the Cost of Living including using the WFDC website to post inviting and useful information. Website to have messages about financial support and employment support provided by WFDC.	Media team & H&S Wyre Forest.	Amend website by December 2022	Cost of Living pages have been set up on the website at www.wyreforestdc.gov.uk/costofliving and information shared through various WFDC communication channels (Wyred In, social media etc).
Introducing financial literacy through sessions and help with Financial Inclusion team Wyre Forest.	Financial Inclusion team	By the end of financial year	Financial literacy/debt prevention is integral to the Financial Inclusion Team's pro-active community work. The team have attended many community events and venues over the year, including the Showcase of Services for the 50+ events, Early Years events in primary schools, cost of living events at libraries, Warm Spaces in community venues such as churches and community centres, outreach activities in local parks. A promotional banner was produced for the team to use and supplies of the Cost-of-Living support leaflet provided.
Creating a leaflet for Cost-of-Living Crisis. including all services provided by WFDC and signposting other organisations.	Strategic Growth team	By December 2022	An A5 leaflet was produced and has been widely distributed at community events and via partner organisations. The leaflet summarises information and signposting about the support available through WFDC and partner organisations.
Making WFDC a presence at schools and colleges. Making contacts at schools to promote services WFDC provides and signposting to organisations. Using schools' newsletters to connect with parents.	Community Builders. H&S Team Financial Inclusion Officers	By March 2023	WFDC Community Builders have established good contacts with schools in their areas and have been able to promote support available. The Financial Inclusion Team have carried out after-school engagement sessions with parents/carers on-site, at schools including. Birchen Coppice Academy, St Oswald's Primary, Bewdley primary.

Agenda Item No. 8.2, Appendix 1

Liaising with Worcestershire Child First to work together on getting into schools. Meeting with Ready Steady Worcestershire to work on providing funding for children over school holidays.			Ongoing promotion to schools via Worcestershire Children First about support available through: Ready Steady Worcestershire - Holiday Activities and Food (HAF) Programme Worcestershire County Council Add in HAF numbers for summer from Sarah
Reaching out to communities where there are barriers. Finding out more information to help access these communities e.g., Bangladeshi community where there is a language barrier. Connecting with community leaders to engage with and build a strong connection with to promote WFDC services that could help.	Councillors, community leaders & H&S team	By March 2023	The Community Builders work with a range of community leaders and organisations and are able to promote support available e.g., by alerting organisations to funding opportunities or arranging for organisations to carry out outreach activities.
Make the Council more accessible for people to approach re cost-of-living issues through Cost of Living Roadshows and outreach into communities including in the town centre and at different events, markets etc.	H&S Team Financial Inclusion team	Attend a minimum of two events / venues per year.	The Financial Inclusion team have attended a wide range of events and activities throughout the year, along with other agencies, e.g., Act on Energy, Citizens Advice, Age UK.
Provide different ways for people to access services including options for those who are digitally deprived. Explore options around having specific telephone number for people to call.	H&S team CS team	By March 2023	Cost of Living flier widely distributed and includes specific telephone numbers for multiple organisations that can help people in current climate. Services have been promoted through various networks to help reach a wider range of people e.g., the Wyre Forest Collaborative, to make local GPs and others in the health sector aware of the support available and referral processes.
Hosting further Cost of Living forums for organisations to come together and network to encourage partnership working and as a useful way of keeping current on new themes and problems and how to tackle them with organisations.	H&S Team	Host a minimum of one event a year.	Cost of Living forum meetings are being held twice a year, in 2023 these were held in March and October at Wyre Forest House. The agenda includes presentation on specific topics (e.g., Warm Spaces, Household Support Fund, Sustainable Warmth) as well as the chance for all organisations attending to update on the issues affecting them and the services they provide. These have been attended by a wide range of organisations including WFDC, Community Housing, Police,

Agenda Item No. 8.2, Appendix 1

			Food Banks, Citizens Advice, Age UK, church and community groups, Barnardo's, health and social care organisations. These provide the opportunity for information sharing and identifying ways of working together to tackle cost of living issues. A WFDC officer group also meets regularly to discuss council specific action on delivering this work.
Energy saving	Who?	Timescale	Notes/ Further Info
Utilising the Household Support Fund. Helping people buy energy efficient kitchen appliances. Offering grants to organisations to help distribute this help to those in need.	Financial Inclusion team Housing Advice & Strategy and Enabling Teams Voluntary and Community Services	By March 2023	Household Support Fund (HSF) distributed through county and district schemes. A county wide scheme is run through Act on Energy, this provides funding for vulnerable & low-income households to help with energy costs/ debts and heating repairs. In the 12 months to 31 March 2023, £132k of HSF was provided to 291 Wyre Forest households through Act on Energy. District funding has included support through WFDC which has included provision of energy efficient kitchen appliances in some instances. In winter 2022/23, a Warmth on Prescription scheme was piloted in Wyre Forest using Household Support Funding. Working through the Wyre Forest Collaborative, people with health conditions exacerbated by cold and damp but struggling to pay heating bills were identified and provided with additional support for fuel costs, aiming to help reduce their need to call upon the NHS over this period.
Working on reducing carbon footprint and food wastage.	WFDC Wyre Forest Green Alliance.	By December 2023	Working with Wyre Forest Green Alliance (WFGA) to promote education on how to reduce carbon footprint and increasing energy saving in households. Activities have included promotion of the monthly repair cafes in Bewdley and Kidderminster, online talks on saving energy in the home and food growing at home, Greener Living fairs organised by the WFGA and participation in the annual SustFest Wyre Forest fortnight of events and activities throughout the district.
Signposting to Act on Energy and supporting their work on reducing energy inefficiency and fuel poverty	Act on Energy H&S	Ongoing.	Ongoing cost of living communications includes promotion of energy efficiency and fuel bill support through Act on Energy. In 2022/23, Act on Energy received 1300 calls to their helpline from Wyre Forest residents, more than double typical years. Their outreach advisors

Agenda Item No. 8.2, Appendix 1

			also carried out 23 home visits in Wyre Forest to provide more in-depth support to these residents. Support is provided through information and advice, referrals for grants for energy efficiency schemes and through the HSF.
Working together with organisations to push the agenda of sustainability e.g. Repair Cafes	H&S	Ongoing	Promotion of the WFGA activities as mentioned above through various communications channels.
Warm spaces	Who?	Timescale	Notes/ Further Info
Setting up Warm Spaces in the local area accessible to all individuals.	Strategic Growth team.	By December 2022.	20 Warm Spaces were set up in Wyre Forest District in winter 2022/23. 13 of these were supported with a small grant towards the running costs. Info about all local Warm Spaces was promoted online. www.wyreforestdc.gov.uk/warmspace and via fliers etc. As well as providing a space where people could keep warm, many who attended benefited from the social/wellbeing support.
Promoting the Warm Spaces grant provided by WFDC. This helps organisations with costs of Warm Spaces up to £1000.	Strategic Growth team.	In progress.	Warm spaces promoted through website, Facebook page and Cost of Living flier. Funding disseminated to various voluntary and community sector organisations.
Promoting these Warm Spaces using IT services on WFDC website and social media to help people identify and use them. Promoting Warm Spaces on the Warm Spaces HUB network which is Nationwide.	Strategic Growth and Media team.	In progress	As above
Training	Who?	Timescale	Notes/ Further Info
Training front facing officers across the council to give advice re cost of living and where to go for help	H&S	By March 2023	Act on Energy training held at Wyre Forest House on 22 Nov 2022, aimed at front line staff and volunteers, approx. 25 attended. Act on Energy also held online fuel poverty training and 'lunch and learn' short online sessions about specific schemes, which were promoted through various networks.

Agenda Item No. 8.2, Appendix 1

			The Financial Inclusion team also attended relevant team meetings to update on support available and how to access it, e.g., housing advice team, adult social care team.
Financial assistance	Who?	Timescale	Notes/ Further Info
Ensure take up of benefits and other forms or income and assistance (e.g. Council Tax Reduction Scheme) are maximised	Financial Inclusion Officers	Ongoing	This is ongoing through the work of the Financial Inclusion Team.
Refresh the procedure for supporting tenants with rent arrears to provide financial support (via the prevention panel)	Housing Advice Team	March 2023	The Housing Advice Team have revised the procedure and offer financial assistance to tenants with rent and former tenancy arrears.
Work with CHG to identify shared ownership cases in arrears and provide package of assistance	HAT / Strategy and Enabling team	March 2023	The Housing Advice Team and Strategy and Enabling teams offer support and financial assistance to homeowners on mortgage arrears.
Grants /loans for energy efficiency improvements (insulation, heating improvements, solar panels); subject to eligibility criteria.	Private Sector Housing Team/ Act on Energy	Ongoing	Grants and loans awarded through Private Sector Housing, including the Sustainable Warmth scheme, Disabled Facilities Grants and Home Assistance Loans.

Anonymised case study

The Financial Inclusion Team attended an Adult Social Care team meeting to update them on support available. Adult Social Care then referred one of their clients for support. The client was an owner occupier due to be evicted due to mortgage rent arrears. The client had suffered a double bereavement over the pandemic and had had no income for 18 months. The officers supported the client to get breathing space on the mortgage situation, debt support, a food bank referral, a bank account, a significant backdated benefits payment and to get on the housing register for rehoming.

Appendix 2: WFDC Cost of Living – 2024 - 25 Action Plan

Awareness and Training	Who?	Expected Outcomes/ Timescale	Resources required	Notes/ Further Info
Ongoing awareness raising about Cost of Living support available through various communication channels, including using the WFDC website, social media channels, newsletters, fliers etc.	Media team Health & Sustainability Partner organisations	Ongoing throughout 2024/25.	Officer time	Partner organisations encouraged to share this information through their own communications channels.
Outreach work to promote the support available by attendance at events and venues throughout the district (e.g. at community buildings, schools, libraries).	Financial Inclusion Team Health and Sustainability Partner organisations	Ongoing throughout 2024/25.	Officer time	Health and Sustainability to also arrange for partner organisations (e.g. Act on Energy, Citizens Advice) to also attend events as relevant.
Awareness raising for WFDC staff about cost of living support available as part of the employee health and wellbeing programme e.g. through the Financial Awareness Week.	Human Resources Health and Wellbeing staff group.	Ongoing throughout 2024/25. Financial Awareness Week is in Dec 2023.	Officer time.	
Training and updates for frontline staff on support available and how to make referrals.	Financial Inclusion team Act on Energy	By the end of financial year	Officer time As part of existing SLA with Act on Energy.	
Hosting Cost of Living forum summits for organisations to come together and network to encourage partnership working and as a useful way of keeping current on new themes and problems and how to tackle them with organisations.	Internal Cost of Living action group.	March and October 2024	Officer time Small refreshment budget	

Agenda Item No. 8.2, Appendix 2

Energy and food.	Who?	Timescale	Resources	Notes/ Further Info
Utilising the Household Support Fund- distribution of district allocation to help households with costs of energy, water, food and other essentials.	Health & Sustainability Financial Inclusion team Housing Advice Team Partner organisations from the Health, Voluntary and Community sectors.	By March 2024	Household Support Fund	
Local promotion of support available via county wide schemes e.g. through Household Support Fund and Holiday Activities and Food fund.	Health & Sustainability Media	Ongoing	Officer time	
Working on reducing carbon footprint and food wastage and promotion of community sustainability initiatives e.g. Repair Cafes.	WFDC Wyre Forest Green Alliance.	By December 2024	Officer time	Working with Wyre Forest Green Alliance to promote education on how to reduce carbon footprint and increasing energy saving in households.
Signposting to Act on Energy and supporting their work on reducing energy inefficiency and fuel poverty	Act on Energy H&S	Ongoing.	Officer time Existing SLA with Act on Energy	
Grants /loans for energy efficiency improvements (insulation, heating improvements, solar panels); subject to eligibility criteria.	Private Sector Housing Team/ Act on Energy	Ongoing	Better Care Fund Home Upgrade Grant ECO funding	
Support community partner organisations in increasing local food support, by helping them set up a community fridge.	Health and Sustainability	By December 2024	Grant funding from Public Health	

Agenda Item No. 8.2, Appendix 2

Warm Welcome Spaces	Who?	Timescale	Resources	Notes/ Further Info
Setting up Warm Spaces in the local area accessible to all individuals and promoting these through WFDC communication channels.	Health and Sustainability Media	By January 2024	Grant funding to support provision via health funding.	
Promoting the Warm Spaces grant provided by WFDC. This helps organisations with costs of Warm Spaces up to £1000.	Health and Sustainability	In progress.	Grant funding to support provision via health funding..	
Co-ordination of provision of cost of living / health and wellbeing support from WFDC and partner organisations at the Warm Welcome Spaces	Health and Sustainability	By March 2024	Officer time	
Financial assistance	Who?	Timescale	Resources	Notes/ Further Info
Ensure take up of benefits and other forms of income and assistance (e.g. Council Tax Reduction Scheme) are maximised	Financial Inclusion Officers	Ongoing	Officer time	
Promote support for homeowners facing mortgage arrears.	Strategy and enabling team	Ongoing	Officer time Homeless Prevention grant	https://www.wyreforestdc.gov.uk/mortgageadvice
Financial assistance for rent bonds, rent in advance, rent and former tenancy arrears where this is a barrier to accessing housing	Housing Advice Team	Ongoing	Officer time Homeless Prevention Grant	

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Wednesday 20 December 2023**

**Recommendations from the Overview and Scrutiny Committee
Thursday 7 December 2023**

Cost of Living Action Plan Update

The Committee considered a draft of a Cabinet report from the Head of Strategic Growth, which provided Members with an update on action to tackle the cost-of-living crisis. It included the Wyre Forest Cost of Living action plan for 2024/25 for endorsement.

The Committee scrutinised the report, which was presented by the Principal Health and Sustainability Officer and members asked questions to which the Head of Strategic Growth and Principal Health and Sustainability Officer gave verbal responses.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

2.1 NOTE the update on delivery of the Cost-of-Living Action Plan 2022-23.

2.2 APPROVE the Cost-of-Living Action Plan 2024-25.

2.3 update Overview and Scrutiny on progress after the next Cost of Living Summit.

Background papers:

See the report on page 61 of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc59052_20231207_o_and_s_agenda.pdf

WYRE FOREST DISTRICT COUNCIL

CABINET
20 December 2023

Climate Change Action Plan Update and Climate Change and Carbon Reduction Plan 2024 - 27

OPEN	
CABINET MEMBER:	Cabinet Member for Economic Regeneration, Planning and the Green Agenda
RESPONSIBLE OFFICER:	Kate Bailey
CONTACT OFFICER:	Jenny Moreton
APPENDICES:	Appendix One – Climate Change Action Plan 2022-23 Appendix Two – Climate Change Action Plan 2024 Appendix Three – Climate Change and Carbon Reduction Plan 2024-27

1. PURPOSE OF REPORT

This report provides Members with an update on action to tackle climate change and reduce carbon emissions. It includes the new Wyre Forest Climate Change and Carbon Reduction Plan for 2024 - 27 and year one action plan for endorsement.

2. RECOMMENDATION

The Cabinet is invited to:

- 2.1 Consider the update of the Climate Change Action Plan 2022-23
- 2.2 Approve the new Wyre Forest Climate Change and Carbon Reduction Plan and accompanying action plan for delivery of this
- 2.3 To delegate to the Head of Strategic Growth, in consultation with the Cabinet Member for Economic Regeneration, Planning and the Green Agenda to make minor amendments and updates to the Climate Change and Carbon Reduction Plan 2024 - 2027.

3. BACKGROUND

- 3.1 The Health and Sustainability Team in Strategic Growth lead the co-ordination and delivery of work to tackle climate change in Wyre Forest, working with internal and external colleagues and stakeholders on this vital issue.
- 3.2 A new Wyre Forest Climate Change Action and Carbon Reduction Plan 2024-27 has been developed to pull together activities the council and some of its partners are undertaking to tackle climate change, increase resilience and reduce carbon

emissions. It considers both existing actions and new projects to be delivered in 2024 onwards.

- 3.3 The Wyre Forest Climate Change action plan outlines the work that will be undertaken during 2024 and onwards to deliver this. It focuses on key areas where Wyre Forest District Council and partners can have the most impact in the district, within current resources. There are four key themes:

1. Warmer, healthier homes.
2. Building a low carbon economy.
3. Transport and infrastructure.
4. Healthy and resilient communities.
5. Cross cutting objectives
6. Reducing carbon emissions in council operations

4. KEY ISSUES

- 4.1 The United Nations Intergovernmental Panel on Climate Change (IPCC) releases an assessment report on the latest climate change science every five years. The latest report considered evidence from many independent scientific analyses and has been endorsed by all UN member States. Scientists are now all but certain that climate change is mostly caused by human action, and that it is already leading to changes in regional weather patterns, with extreme events such as flooding and heat waves on the increase. The IPCC has also concluded that we have until 2030 to avoid the worst impacts of climate change and for global warming to be kept to a maximum of 1.5C, beyond which even half a degree will significantly worsen the risks of drought, floods, extreme heat and poverty for hundreds of millions of people. The Paris Agreement came into force in 2016 and aims to limit the rise in global temperatures to well below 2°C, to pursue efforts to hold it to 1.5°C and to reach net zero emissions in the second half of the century. In November 2021, Glasgow hosted the COP (Conference of the Parties) 26 for world leaders. The arising Glasgow Climate Pact aims to keep alive the hope of limiting the rise in global temperature to 1.5C. Combined with increased ambition and action from countries, 1.5C remains in sight, but it will only be achieved if every country delivers on what they have pledged.
- 4.2 The UK is already experiencing widespread change in the climate. According to the recent Independent Assessment of UK Climate Risk report by the UK Climate Change Committee, average land temperature has risen by around 1.2°C from pre-industrial levels, UK sea levels have risen by 16cm since 1900 and episodes of extreme heat are becoming more frequent. The highest ever recorded temperatures in the UK exceeded 40C for the first time in July. In May 2019, UK Parliament approved a motion to declare an environment and climate emergency. The UK Climate Change Act 2008 was subsequently amended to set a target of achieving net zero emissions by 2050. The previous target was to reduce carbon emissions by 80% (compared to 1990 levels) by 2050. Wyre Forest District Council (WFDC) is one of more than 300 Local Authorities which have also declared a Climate Emergency to date.
- 4.3 Each year, central government releases per capita CO2 emissions figures for all local authorities. Between 2005 and 2021 (the latest data available) per capita emissions

in Wyre Forest fell by around 40%; more data and information on how this compares to other areas is included in the new plan. Councils have a pivotal role in tackling climate change and, through local governance, can ensure climate change policies and programmes protect and help the most vulnerable, including those suffering from fuel poverty. Local authorities are uniquely placed to assess the needs of their areas and local residents and to act as catalysts for change. The Home Energy Conservation Act 1995 (HECA) recognises local authorities' ability to use their position to improve the energy efficiency of all residential accommodation in their areas. HECA requires local authorities to produce a series of reports, setting out the energy conservation measures that considered practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. Fuel poverty is an issue for the district; latest government statistics show that in 2021 16.5% of Wyre Forest households (7,663 households) were classed as being fuel poor. Living in cold, damp homes can exacerbate health conditions, particularly cardiovascular and respiratory illnesses. Worcestershire has slightly higher than average excess winter deaths, the majority of which tend to be caused by diseases of the cardiovascular system (such as stroke and heart attack) and respiratory illness (e.g. influenza).

- 4.4 A progress report on delivery of the Climate Change action plan for 2022-23 is included at Appendix 1.
- 4.5 The climate action charity Climate Emergency UK assesses the climate credentials of all local authorities in the UK and publish their findings in a set of scores known as climate scorecards. In these scorecards, every local authority is assessed using a methodology that is tailored to the responsibilities of that council and is given an overall score for each methodology section. In 2021, the first assessment year, the assessment looked at the plans local authorities had in place to tackle climate change and Wyre Forest District Council was awarded a score of 18%. In 2023, the assessment was based on action in the following categories: Buildings and Heating; Transport; Planning and Land Use; Governance and Finance; Biodiversity; Collaboration and Engagement; and Waste Reduction and Food. Wyre Forest District Council received an overall score 28%. This was slightly below the national average district council score of 29%, and slightly above the average for Worcestershire districts of (27.5%).
- 4.6 A new Wyre Forest Climate Change and Carbon Reduction has been developed to provide further information about the current situation and future plans to address this issue which will be in place for three years with an action plan that is annually reviewed and updated. The associated Climate Change Action Plan (Year One) outlines work that will be delivered in this period and is in Appendix Two.
- 4.7 The Climate Change and Carbon Reduction Plan will be a live document and regularly reviewed to ensure the information remains up to date. Any projects requiring funding from the Council will be subject to business cases through the Commercial Board or appropriate route.
- 4.8 This report was considered at Overview and Scrutiny committee on the 7 December 2023 and they requested that there was a further recommendation to update Overview and Scrutiny on progress after 12 months.

5. FINANCIAL IMPLICATIONS

- 5.1 The resources implications of adopting the climate change plan are shown within the action plan. These are either:
- 5.1.1 Minimal and mainly relate to staff time. These will be met by existing budgets.
 - 5.1.2 Already agreed through the capital programme or funded using external grant funding.
 - 5.1.3 Subject to an individual business case being developed by the relevant service area and taken through the appropriate decision-making process, including the medium term financial strategy and capital programme as appropriate.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The UK Climate Change Act 2008 (2050 Target Amendment) Order 2019 sets a target for the UK to achieve net zero emissions by 2050.
- 6.2 'A clean, safe and green place to live, work and visit' is a priority in WFDC's Corporate Plan 2023 to 2027. Relevant key strategic actions are to:
- Produce and implement a carbon reduction plan for the district and for the council
 - Help people make their homes more energy efficient and
 - Install electric charging points in car parks in all three towns.
- 6.3 The Home Energy Conservation Act 1995 (HECA) recognises local authorities' ability to use their position to improve the energy efficiency of all residential accommodation in their areas. HECA requires local authorities to produce a series of reports, setting out the energy conservation measures that considered practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.

7. IMPACTS AND IMPACT ASSESSMENTS

7.1 Equality Impact Assessment

An Equality Impact Assessment Screening has been undertaken in relation to the Climate Change and Carbon Reduction Plan no impact identified.

7.2 Climate Change Impact

This plan and actions seek to tackle climate change and reduce the council's own carbon emissions through a number of actions including raising awareness and undertaking projects that reduce emissions including to council buildings and fleet.

7.3 Health and Wellbeing Impact

This plan has an indirect impact on health and wellbeing by seeking to reduce carbon emissions that contribute to global warming that in turn can lead to extreme weather conditions including extreme heat and cold, which particularly affect those with underlying health conditions.

8. RISK MANAGEMENT

- 8.1 Failure to implement measures to tackle climate change could have many negative implications for the council and Wyre Forest residents, as well as failure to meet the requirements of the relevant legislation / policies and reputational risk of failing to tackle the issue.

9. CONCLUSION

- 9.1 The Council has declared a climate emergency and is keen to support residents and business to reduce carbon emissions. It is important that it considers how it can reduce it's own carbon emissions through it's operations.
- 9.2 The Action Plan 2022-23 (Appendix 1) sets out progress against the current action plan and Appendix two includes the proposed actions to tackle climate change in 2024. The Climate Change and Carbon Reduction Plan 2024-2027 is in Appendix Three.

10. CONSULTEES

- 10.1 Corporate Leadership Team

11. BACKGROUND PAPER

N/A

Appendix 1: WFDC A Climate Change-Action Plan 2022-23

Warmer, Healthier Homes	Update
Ongoing promotion and delivery of schemes to install domestic energy efficiency and renewable energy measures.	Various schemes are in place locally and nationally; these are outlined on the website: WFDC Energy Efficiency page The schemes are promoted in various ways. WFDC has a Service Level Agreement with independent charity Act on Energy, who act as a one-stop shop for residents to obtain impartial advice and information about the support available to them, which is dependent upon their circumstances.
Develop, co-ordinate and deliver energy efficiency schemes, utilising external funding where possible e.g. Energy Company Obligation (ECO) and Sustainable Warmth funding for measures including low carbon heating, insulation, domestic renewable energy.	A Sustainable Warmth Project Officer was recruited into the Private Sector Housing Team this year, utilising Sustainable Warmth funding. The main Sustainable Warmth scheme delivered during this period was the Local Authority Delivery Scheme 3 (LAD3). This was deemed a huge success, helping families on a low income with this funding. All homes supported were owner occupiers with a combined household income of less than 31K. The scheme Installed 71 measures across 45 properties to a value of £420,000. Measures included loft insulation, cavity wall insulation, double glazing and solar PV.
Participate in collective scheme for domestic solar panel installation	Wyre Forest participated in the county wide Solar Together scheme, carried out and resourced through the Warmer Worcestershire Network. Solar Together Worcestershire is a group buying scheme for solar photovoltaic (PV) panels and battery storage. Householders who registered their interest before the February 2023 deadline were sent an offer price for the PV installation, which they could accept or decline. The installation programme for those who accepted is currently ongoing.
Deliver a Winter Warmth awareness campaign in Wyre Forest	Promotion of the various energy schemes carried out through newsletters, social media, partnership work.
Deliver a programme of energy advice/information/training sessions- online, by phone or face-to-face.	Act on Energy helpline 0800 988 2881 had over 1300 calls from Wyre Forest residents in 2022/23. Act on Energy also carried out training for frontline staff on fuel poverty- face to face at Wyre Forest House (25 attendees) and through online sessions.
Deliver project to improve energy efficiency and thermal comfort within the private rented sector.	Ongoing implementation of the Minimum Energy Efficiency Standards carried out by the Private Sector Housing team throughout the year. This included landlord enforcement, promotion of available support, communications & training.
Household support fund support for energy bills/ fuel debt/heating repairs.	Household Support Fund (HSF) distributed through county and district schemes. A county wide scheme is run through Act on Energy, this provides funding for vulnerable & low income households to help with energy costs/ debts and heating repairs. In the 12 months to 31 March 2023, £132k of HSF was provided to 291 Wyre

	Forest households through Act on Energy. District funding has included support through WFDC which has included provision of energy support. WORCESTERSHIRE HOUSEHOLD SUPPORT FUND - Act On Energy
Affordable Warmth and Health- increase collaborative working on improving affordable warmth for those most vulnerable due to health conditions.	In winter 2022/23, a Warmth on Prescription scheme was piloted in Wyre Forest using Household Support Funding. Working through the Wyre Forest Collaborative, 22 people with health conditions exacerbated by cold and damp but struggling to pay heating bills were identified and provided with additional support for fuel costs, aiming to help reduce their need to call upon the NHS over this period.
Completion and publication of mandatory Home Energy Conservation Act report	Delayed by government- awaiting updated guidance.
Building a low carbon economy	Notes/ Further Info
Publicise available resource efficiency / low carbon support to local businesses and encourage uptake.	Ongoing promotion of the low carbon support in place by the NWEDR and H&S teams. These included the Worcestershire Business Energy Efficiency Programme, Public Sector Energy Efficiency Programme, Low Carbon Opportunities Programme and Carbon Ready Worcestershire. Details of current schemes on Achieving Net Zero are at Business support and grants Worcestershire County Council
Participate in county wide work on the low carbon economy sector	Community Renewal Funding projects in Worcestershire/ Wyre Forest developed including the Cleantech Bootcamp and Zero Carbon Ready Worcestershire
Investigate opportunities for renewable energy generation/ storage on council owned land.	<p>The council is developing plans for a solar farm on council owned land. Currently, there is no grid capacity in the proposed area. Therefore, the council is pursuing a connection by private wire. It is anticipated that if this is successful a business case will be brought forward in 2024.</p> <p>The council is also exploring opportunities to generate electricity from solar panels on council owned buildings (including Green Street Depot/Hub) and car park canopies subject to a business case and grid capacity. This feasibility work is due to conclude in 2024</p>
Transport and Infrastructure	Notes/ Further Info
Ongoing support to the Wyre Forest Cycle Forum to strive for cycling infrastructure improvements and promote cycling opportunities.	The Forum are currently supporting the development of the Local Cycling and Walking Infrastructure Plan for the Wyre Forest Towns, which is led by Worcestershire County Council and Sustrans. This will help Worcestershire make the case for future investment in active travel through funding bids and by informing discussions with developers. www.wyreforestdc.gov.uk/cycling

Work with Cycle Forum to promote and develop short local cycle routes.	The members of the Wyre Forest Cycle Forum have produced a range of leaflets (funded by Wyre Forest District Council utilising previously agreed health funding) featuring short leisure cycle rides available in the local area. There are four routes available, as leaflets and online at Wyre Forest Cycling Forum - Home
Implement planning policy as part of the Local Plan work- low carbon and renewable energy; sustainable transport, electric vehicle infrastructure.	The National Planning Policy Framework sets the foundation for considerations around climate change and sustainability. The new Local Plan builds on these principles providing policies that require or encourage developments to think responsibly about their impact and avoid or mitigate to achieve sustainable development across the District. Sustainability or climate change are found in a number of policies and visible outcomes can be achieved through their implementation in planning decisions. More detail on these policies are included in the new Wyre Forest Climate Plan.
Installation of electric vehicle charge points in WFDC owned car parks.	The council is currently in the process of procuring Electric Vehicle charging points for car parks in the district via the Dynamic Purchasing System (DPS) for Vehicle Charging Infrastructure Solutions (VCIS). The tender for this went out in October 2023 and is currently receiving bids. A chosen supplier is expected to be named in the new year.
Investigate opportunities for EV Taxi charging/ changing licensing policy to move away from fossil fuel vehicles.	Consultation carried out in 2023 on changing the licensing policy to move away from fossil fuel vehicles.
Reduce carbon emissions from vehicle fleet and staff travel.	The first electric fleet vehicle is now in operation and the Cycle to Work salary sacrifice scheme for staff was set up in 2023.
Healthy and resilient communities	Notes/ Further Info
Assist voluntary groups in promoting environmental initiatives e.g. Wyre Forest Repair Café, SustFest.	Ongoing assistance with promotion of initiatives such as Repair Cafes and SustFest Wyre Forest
Support and work with the Wyre Forest Green Alliance, including identification of new/ shared projects on climate change.	Wyre Forest District Council is an active member of the WFGA, a union of approximately 50 different member organisations, all of which are sustainability-oriented and are situated in the district. WFGA run a number of sustainability themed events throughout the year, most notably during “SustFest”, a two-week annual festival with a huge range of sustainability-themed activities and events occurring in springtime every year, which in 2023 included a launch event at Stourport Riverside Park.
Wyre Forest Wild project- develop activity on/ links between work on climate change and biodiversity/ tree planting	Wyre Forest District Council owns over 1000 acres of land, much of which is constituted by the 15 nature reserves and 8 parks under the council’s ownership. Wyre Forest Wild seeks to position the council as biocustodians of this land for generations by securing a green future for it. This shall be achieved through the establishment of three key revenue streams: Increasing visitor numbers and ecotourism (e.g. by improving active travel corridors between the reserves), the sale of biodiversity units to developers to help them achieve minimum 10% mandatory BNG (which comes into force in January 2024 for large developments), and the sale

	of carbon credits to companies hoping to offset some or all of their emissions. It is important to note that any carbon credits/biodiversity units that all sold shall be removed from the council's sequestration inventory so as to avoid the risk of 'double counting' sequestration capacity.
Cross-cutting actions	Notes/ Further Info
Deliver Carbon Literacy training (in house)	Carried forward to 2023/24
Ongoing communications and engagement through the Greener Wyre Forest campaign	Ongoing promotion through www.wyreforestdc.gov.uk/greenerwyreforest

Appendix two: WFDC Climate Change Action Plan 2024

Warmer, Healthier Homes	Who?	Expected Outcomes/ Timescale	Resources	Measures	Notes/ Further Info
Ongoing promotion and delivery of schemes to install domestic energy efficiency and renewable energy measures.	Health & Sustainability Private Sector Housing Act on Energy	Ongoing promotion and delivery throughout the year. 150 measures to be installed through the various schemes.	Act on Energy SLA in place. Internal funding used for fuel poverty assistance where external funding not available.		WFDC Energy Efficiency page
Develop, co-ordinate and deliver energy efficiency schemes, utilising external funding where possible e.g. Energy Company Obligation (ECO) , Private Sector Housing and Sustainable Warmth funding for measures including low carbon heating, insulation, domestic renewable energy.	Health & Sustainability Private Sector Housing team Act on Energy Warmer Worcestershire Network for joint activity on energy efficiency/fuel poverty schemes.	Ongoing throughout the year.	HUGS2 funding (1.1m) Renewable Energy grants (£400k) Landlord grants (up to £100k)		WFDC Energy Efficiency page The Worcs. Statement of Intent enables us to channel in ECO funds according to locally set criteria.
Deliver a Winter Warmth awareness campaign in Wyre Forest	Health & Sustainability	Autumn/ Winter 2023/24	Promoted using existing resources.		Promotion of the various energy schemes through newsletters, social media, partnership work.
Deliver a programme of energy advice/information/training sessions- online, by phone or face-to-face.	Act on Energy Health & Sustainability	1000 enquiries to be processed.	Act on Energy SLA in place		Act on Energy helpline 0800 988 2881

Household support fund support for energy bills/ fuel debt/heating repairs.	Act on Energy Health and Sustainability	Ongoing throughout the year.	Household Support Funding allocation.		WORCESTERSHIRE HOUSEHOLD SUPPORT FUND - Act On Energy
Affordable Warmth and Health-increase collaborative working on improving affordable warmth for those most vulnerable due to health conditions.	Health and Sustainability. Wyre Forest Collaborative	Ongoing throughout the year.	Within existing resources.		
Completion and publication of mandatory Home Energy Conservation Act report	Health and Sustainability Act on Energy	31 March 2023			
Building a low carbon economy	Who?	Timescale	Resources		Notes/ Further Info
Publicise available resource efficiency / low carbon support to local businesses and encourage uptake.	Lead by Worcestershire County Council	Ongoing promotion throughout the year.	Externally funded		Support for Businesses Worcestershire County Council
Participate in county wide work on the low carbon economy sector	Health & Sustainability NWEDR	Ongoing	Staff time		
Transport and Infrastructure	Who?	Timescale	Resources		Notes/ Further Info
Ongoing support to the Wyre Forest Cycle Forum to strive for cycling infrastructure improvements and promote cycling opportunities.	Health & Sustainability Wyre Forest Cycle Forum	Ongoing throughout the year	Staff time		
Implement planning policy as part of the Local Plan work- low carbon and renewable energy;	Health & Sustainability Planning Policy	Ongoing	Staff time		

sustainable transport , electric vehicle infrastructure.					
Installation of electric vehicle charge points in WFDC owned car parks.	Health and Sustainability. Community & Environment Services. Procurement.	2024	Funding agreed.		
Investigate opportunities for EV Taxi charging/ changing licensing policy to move away from fossil fuel vehicles.	WRS Health & Sustainability	Ongoing	External funding would be sought.		
Healthy and resilient communities	Who?	Timescale	Resources		Notes/ Further Info
Assist voluntary groups in promoting environmental initiatives e.g. Wyre Forest Repair Café, SustFest.	Health & Sustainability	Ongoing	Existing resources.		
Support and work with the Wyre Forest Green Alliance, including identification of new/ shared projects on climate change.	Health & Sustainability WFGA	Ongoing	Staff time		
Wyre Forest Wild project-develop activity on/ links between work on climate change and biodiversity/ tree planting	Community & Environment	Ongoing	Staff time		
Cross-cutting actions	Who?	Timescale	Resources		Notes/ Further Info
Deliver Carbon Literacy training (in house)	Health & Sustainability	Winter 2023/24	Existing resources/staff time		

Agenda Item No. 9.1, Appendix 2

Ongoing communications and engagement through the Greener Wyre Forest campaign	Health & Sustainability Communications.	Ongoing	Staff time.		www.wyreforestdc.gov.uk/greenerwyreforest
Actions through the Local Plan policies to increase renewable energy and chargepoints in new builds, improve access to open spaces / blue and green infrastructure, encourage water efficiency and reduce the risk of flooding	Planning team	Ongoing	Staff time		
Carbon reduction actions	Who?	Timescale	Resources		Notes/ Further Info
Investigate opportunities for renewable energy generation/ storage on council owned land.	WFDC	Winter 2023/24	Funding in place for feasibility work		
Reduce carbon emissions from vehicle fleet and staff travel.	Head of Operational service. HR	Ongoing	Business case		
To support sustainable procurement through incorporating corporate social responsibility	Head of Resources and s151 Officer	Ongoing	Staff time		
Swimming Pool Support Fund – apply for funding to undertake capital works to reduce costs	Head of Operational Services	2024	Staff time		

Wyre Forest District Council Climate Action and Carbon Reduction Plan 2024 - 2027



Wyre Forest District Council Climate Action and Carbon Reduction Plan 2024 - 2027

Contents

Introduction	1	Biodiversity Net Gain (BNG).....	16
Climate change	1	Shared transport schemes: Dial-A-Ride	17
Greenhouse gases	1	Active travel: Cycle Forum	17
Carbon Neutrality vs Net Zero	2	New developments	17
International, Regional and Local Context.....	3	Sustainable procurement	19
United Nations Sustainable Development Goals	3	Midlands Net Zero Hub (regional collaboration)	20
The international context: The Paris Agreement.....	4	Waste reduction and the circular economy.....	20
The national context: UK commitment	4	What we are doing.....	21
How Wyre Forest district compares regionally and nationally	5	Renewable energy and energy efficiency.....	21
2023 Climate scorecard scores	6	Wyre Forest Wild	23
The local context: Wyre Forest district.....	7	Wyre Forest Green Alliance	23
The hyper-local context: mapping the emissions of Wyre Forest District Council	9	Appendix One: emissions arising from leased out buildings	25
Conversion factors.....	9	Appendix Two: Local Government Pension Scheme Investments	27
Scope 1 and 2 emissions.....	9		
Scope 3 emissions	10		
Sequestration	12		
Energy efficiency schemes	14		
Access to green space	15		
Roadside verges	16		
Trees	16		

Introduction

Climate change is fast becoming the defining challenge of the 21st century and constitutes the largest existential threat to humankind (and indeed of most life on earth) in the current age. In response to this, Wyre Forest District Council has worked on tackling climate change and reducing carbon emissions through its own activities for number of years. The council, along with many other local authorities, declared a Climate Emergency on 22 May 2019. This Climate Change Action and Carbon Reduction Plan pulls together activities across the council and some of its partners to tackle climate change, increase resilience and reduce carbon emissions. It considers both existing actions and new projects that could be delivered over the next few years until 2027.

Climate change

Climate change is primarily caused by the anthropogenic release of carbon dioxide (CO₂) into the atmosphere, which traps the heat of the sun (insolation) into the atmosphere via a process called the enhanced greenhouse effect. Records show that earth's temperatures have risen since the Industrial Revolution in Britain. The UK is already affected by rising temperatures. The most recent decade (2008-2017) has been on average 0.8 °C warmer than the 1961-1990 average.

The environmental and economic costs of climate change are increasing. Along with warming at the earth's surface, many other changes in the climate are occurring such as warming oceans, melting polar ice and glaciers, rising sea levels, and more extreme weather events.

Across the world we are already seeing devastating consequences from more frequent and intense droughts, storms, heat waves, rising sea levels, and melting glaciers upon people's lives and livelihoods as well as whole communities and ecosystems. As climate change worsens, dangerous weather events are becoming more frequent or severe.

Greenhouse gases

Since the beginning of the Industrial Revolution in Britain (c.1750), the anthropogenic (human-induced) release of greenhouse gases has caused the level of CO₂ in the atmosphere to rise by approximately 50%. Global average atmospheric carbon dioxide levels have risen from 315.98 ppm (parts per million) in 1959 to 418.56ppm for the year 2022. The primary causes of this rise in CO₂ levels are the direct combustion of fossil fuels (for the likes of transport and manufacturing), land use change (especially deforestation), agriculture, and overconsumption.

Carbon dioxide is not the only greenhouse gas (GHG), nor is it the only contributor to the enhanced greenhouse effect. Methane (CH₄) is approximately 56 times more potent than CO₂ in terms of its global warming potential after 20 years in the atmosphere, but typically stays in the atmosphere for a much shorter period than CO₂ (12 years compared with 300 – 1,000 years). A major cause of methane emissions is industrialised animal agriculture, especially that involving ruminant livestock such as cattle and sheep. Other greenhouse gases contributing to the enhanced greenhouse effect include nitrous oxide (N₂O) and the fluorinated gases.

This climate strategy shall be primarily (but by no means exclusively) concerned with the reduction of the CO₂ emissions for which the council responsible, as well increasing the council's potential for the removal of carbon from the atmosphere (sequestration) through strategies such as ecosystem regeneration.

Where possible, emissions figures are expressed in metric tonnes (1,000kg) of carbon dioxide equivalent (TCO₂e) throughout this report, as this is the internationally standardised way of measuring and comparing emissions. However, this is not always possible and/or convenient, therefore emissions figures will also be expressed in kilotons of carbon dioxide equivalent (ktCO₂e) occasionally, with a kiloton being equal to 1,000 metric tonnes.

Carbon Neutrality vs Net Zero

Although often used interchangeably, carbon neutrality and net zero do not have the same meaning. Both terms refer to balancing out of any existing emissions through sequestration (removing carbon from the atmosphere via the photosynthesis of plants) and offsetting projects. However, with carbon neutrality, the emphasis is placed on offsetting emissions using strategies such as tree planting or the installation of a solar farm. With regards to net zero, the emphasis is placed on reducing emissions as much as possible, and only using sequestration as a last resort in order to offset any remaining emissions.

International, Regional and Local Context

United Nations Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) are a set of 17 goals for the entire world. They were written to cover the period 2015 - 2030. This climate action and carbon reduction plan is directly related to goals 7, 11, 12, and 13, and indirectly related to goals 6, 8, 9, 14, and 15. The United Nations' Sustainable Development Goals (SDG) are:

1. No poverty
2. Zero hunger
3. Good health and well-being
4. Quality education
5. Gender equality
6. Clean water and sanitation
7. Affordable and clean energy
8. Decent work and economic growth
9. Industry, innovation, and infrastructure
10. Reduced inequalities
11. Sustainable cities and communities
12. Responsible consumption and production
13. Climate action
14. Life below water
15. Life on land
16. Peace, justice, and strong institutions.
17. Partnerships for the goal



For more information on each of the SDGs, visit the United Nations' website <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

The international context: The Paris Agreement

Prior to the 2015 Paris Climate Accords, 186 out of 195 countries submitted Intended Nationally Determined Contributions (INDCs). These were a set of pledges that stated how each individual country would reduce its carbon emissions. In December 2015, the UK and 195 other countries agreed to aim to limit anthropogenic mean global temperature rise to 1.5C above preindustrial levels. This is known as the Paris Agreement as it occurred as part of Conference of the Parties 21 (COP21) in Paris. To achieve this, global emissions must be cut in half in the period 2015 – 2030. Upon approval of the Paris agreement, the INDCs dropped the ‘intended’ part to become Nationally Determined Contributions (NDCs). These NDCs have been updated every five years, with the most recent round of updates occurring in 2022.

The Paris Agreement is significant not least because of its inclusion of representatives of non-state entities, with everything from businesses to regional governments included. As of October 2023, only three countries (Iran, Libya, and Yemen) have not yet ratified the agreement. However, according to climate watchdog Climate Action Tracker, not a single G20 country is on track to meet its commitments established at COP21.

The national context: UK commitment

The UK is responsible for just over 1% of global greenhouse gas emissions, but accounts for just 0.84% of global population. Therefore, the UK is overrepresented with regards to its share of global greenhouse gas contributions. Furthermore, if we look at cumulative carbon emissions in the period 1750 (the approximate beginning of the Industrial Revolution) to 2021, the UK ranks 5th in the world with 78,500,000,000 tCO₂e (78.5 billion metric tonnes of carbon dioxide) behind only the USA, China, Russia, and Germany. It also ranks well ahead of India (whose cumulative figure is 57.1 billion tCO₂e), despite India having a much higher population both historically and in the present day (1.4 billion people compared to the UK’s 67 million). Therefore, as the UK has historically contributed so much to the global greenhouse gas budget, it follows that the UK should bear some responsibility in reducing its emissions. The UK has set its own target of becoming net zero by 2050. This was made legally binding by the Climate Change Act 2008 (2050 Target Amendment) Order 2019. This act stipulates the need for an emissions reduction of 100% relative to 1990 levels. If the UK fails to achieve net zero by 2050, it shall remain a carbon positive country, as its total greenhouse gas emissions will outstrip the amount of carbon the country is sequestering. Therefore, this excess of emissions will have to be offset by other countries— a situation that should be avoided at all costs.

How Wyre Forest district compares regionally and nationally

Figure 1 demonstrates how the per capita emissions of the Wyre Forest district compare regionally and nationally. As shown in the graph, the per capita emissions of Wyre Forest district were 7.1 tCO₂e in 2005, which was 2.2 tCO₂e lower than the Worcestershire average of 9.3 tCO₂e, and 2.9tCO₂e lower than the England average of 10 tCO₂e per capita for the year 2005. In the period 2005-2021, per capita emissions fell to 4.3 tCO₂e per capita for Wyre Forest district, which is still 1.7 tCO₂e below the Worcestershire average (for 2021) of 6tCO₂e per capita, and 1.2tCO₂e below the England average of 5.5 tCO₂e per capita.

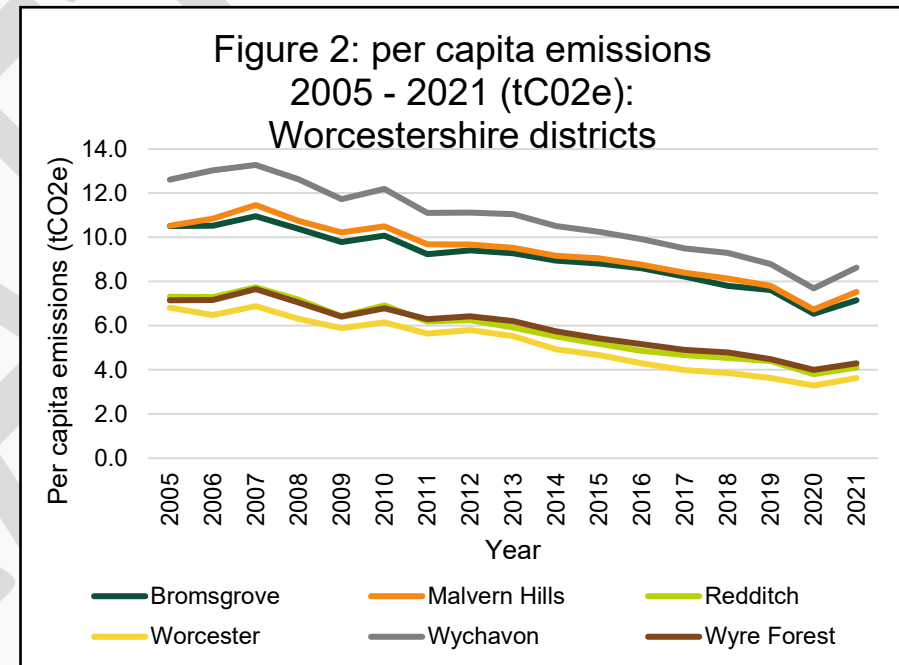
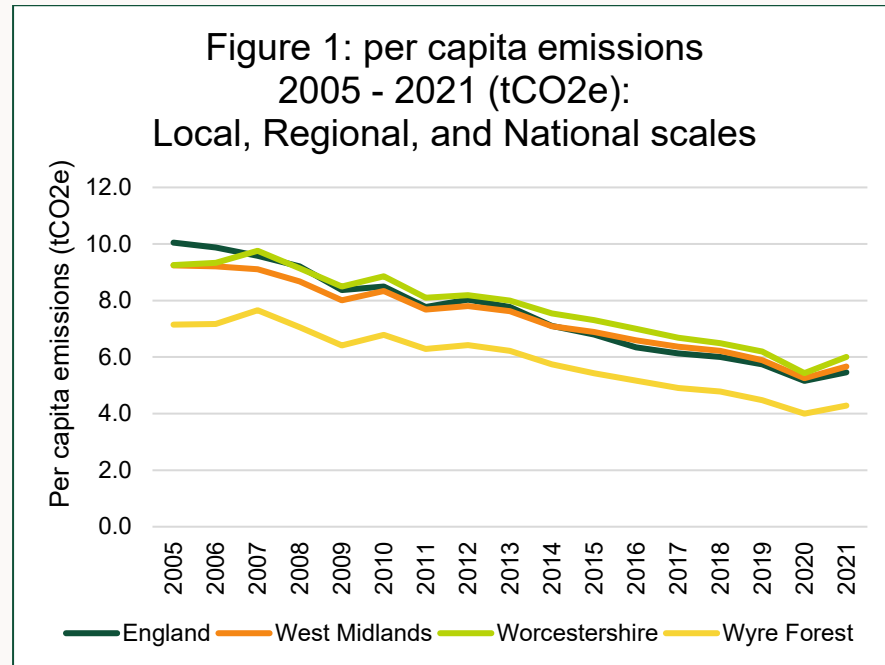


Figure 1 Local, Regional and National scales of per capita emissions 2005 - 2021

Figure 2 Worcestershire districts per capita emissions 2005 - 2021

Figure 2 illustrates per capita emissions for all six districts of the county of Worcestershire in tCO₂e. As shown in the graph, the per capita emissions of the Wyre Forest district have consistently been around 3 tCO₂e lower than the per capita emissions for Wychavon, Malvern Hills and Bromsgrove in the period 2005-2021. In the same time frame, Wyre Forest has performed only slightly worse than Worcester and Redditch in terms of per capita emissions, with the per capita figure for Wyre Forest always remaining less than 1 tCO₂e higher than the corresponding

figures from Redditch and Worcester City. The graph also demonstrates that the general trend in per capita emissions is that of a fall, with a slight rise since 2020 due to the COVID-19 pandemic, a trend that is reflected both regionally and nationally.

Source: GOV.UK 2021

2023 Climate scorecard scores

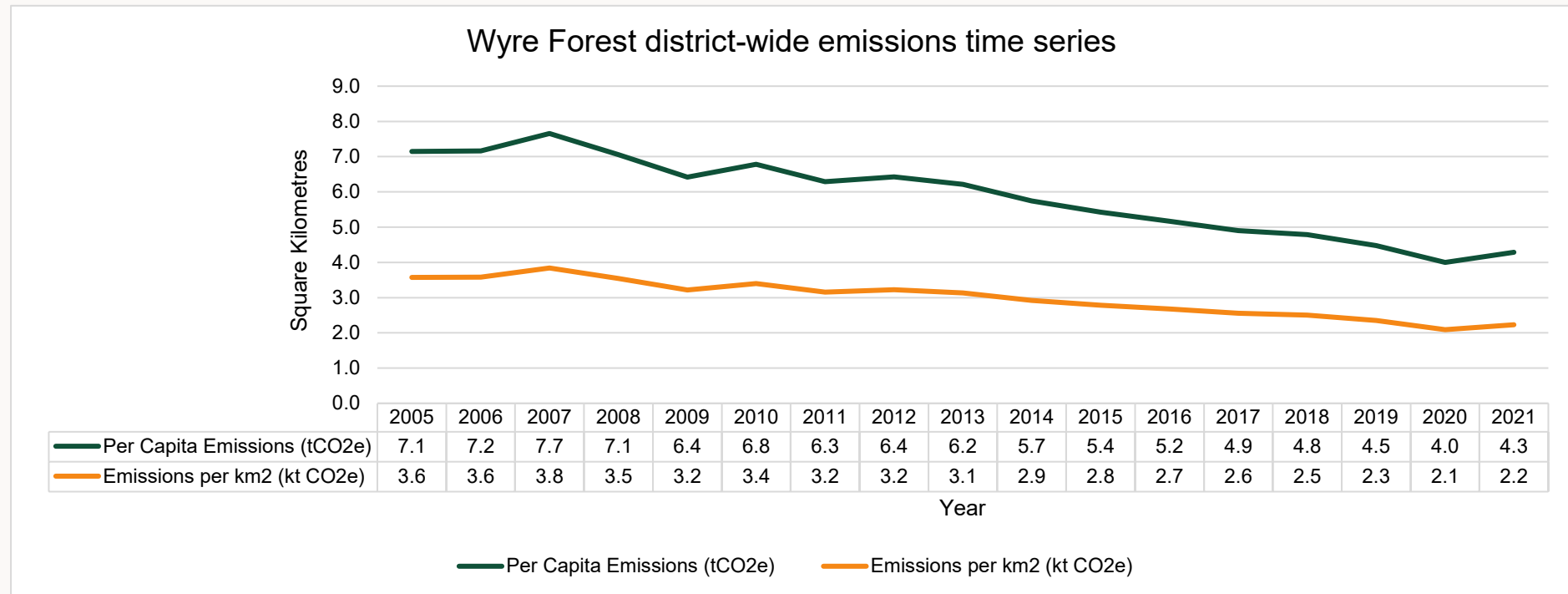
Every year the climate action charity Climate Emergency UK assess the climate credentials of all local authorities in the UK and publish their findings in a set of scores known as climate scorecards. In these scorecards, every local authority is assessed using a methodology that is tailored to the responsibilities of that council and is given an overall score for each methodology section. The methodology sections on which councils are assessed are as follows: Buildings and Heating; Transport; Planning and Land Use; Governance and Finance; Biodiversity; Collaboration and Engagement; and Waste Reduction and Food. You can find out more information on the Council Climate Action Scorecard website <https://councilclimatescorecards.uk/sections/>.

The most recent round of scorecards was released on 18 October 2023. Wyre Forest District Council received an overall score 28%. This was slightly below the national average district council score of 29%, and slightly above the average for Worcestershire districts of (27.5%). Please note that different sections receive different weightings within the methodology. Therefore, averaging out a council's scores for the different sections will not equate to the overall score for that council. You can see how we compare to the other districts in Worcestershire by visiting the Council Climate Action Scorecard website <https://councilclimatescorecards.uk/scoring/district/>

	Total average score	Buildings and Heating	Transport	Planning and Land Use	Governance and Finance	Biodiversity	Collaboration and Engagement	Waste Reduction and Food
Our score	28%	58%	-4%	10%	18%	10%	45%	15%
National district average score	29%	42%	9%	23%	24%	22%	42%	23%

Figure 3 Council Climate Action Scorecard results for Wyre Forest District Council, 18 October 2023.

The local context: Wyre Forest district

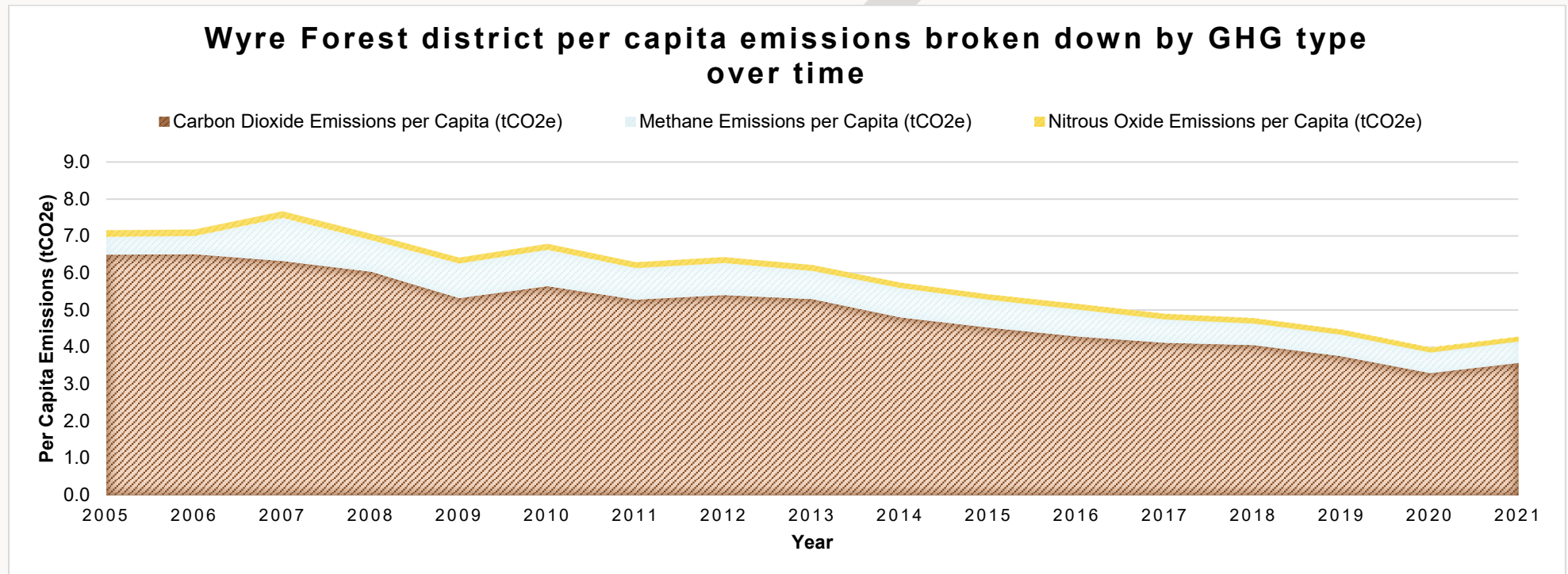


Data Source: GOV.UK, 2021

The above line graph depicts the per capita and per square kilometre emissions for the entire Wyre Forest district in the period 2005 – 2021. To ensure that both variables can be plotted on the same chart, per capita emissions are depicted in tonnes of carbon dioxide equivalent per head of population (tCO₂e per capita), whilst per square kilometre emissions are depicted in kilotons of carbon dioxide equivalent per square kilometre of the district's area (kt CO₂e km²). As shown in the graph, there is a relatively consistent fall in the emissions figures for both variables. Per capita emissions fell from just over 7 tCO₂e in 2005 to just over 4 tCO₂e in 2021. In the same period, per square kilometre emissions for the district fell from a shade under 4 kt CO₂e km² in 2005 to just over 2 ktCO₂e km² in 2021.

Combating climate change is about more than just reducing carbon dioxide emissions. As stated earlier, methane is far more potent than carbon dioxide in terms of its ability to enhance the greenhouse effect and trigger global heating. Therefore, the stacked line graph below breaks down the Wyre Forest District's per capita emissions by Greenhouse Gas (GHG) type. Most of the reduction in the district's per capita

GHG emissions is accounted for by the fall in per capita carbon dioxide emissions, with per capita methane emissions and per capita nitrous oxide (N₂O) emissions remaining relatively stable in the period 2005 - 2021, especially N₂O emissions. The most recent per capita emissions figure for the Wyre Forest district (for the year 2021) was 4.3 tCO₂e per resident. Extrapolated out (multiplied by the population of the district), this equates to a gross emissions figure of 436,500 tCO₂e.



Source: GOV.UK, 2021

The hyper-local context: mapping the emissions of Wyre Forest District Council

Conversion factors

A conversion factor is a figure that is multiplied by another variable (such as fuel consumption) to give an estimated carbon dioxide equivalent figure. Where possible, the Greenhouse Gas Accounting tool produced by Local Partnerships and the Local Government Association (LGA) has been used for emissions conversion factors as this is the standard conversion tool for UK local authorities. Where a variable is not covered by the Greenhouse Gas Accounting Tool, the Department for Environment Food and Rural Affairs' (DEFRA) 2023 Emissions Factors have been used instead.

Scope 1 and 2 emissions

Scope 1 emissions are those that arise from the direct combustion of fossil fuels, and thus encompasses the burning of natural gas across all council buildings fitted with gas boilers, and the combustion of fossil fuels in council fleet vehicles with internal combustion engines. Scope 2 emissions are those that arise indirectly from the production of electricity that is purchased from the grid by a Local Authority. Scope 3 emissions are those that arise indirectly from procurement and the supply chain of goods and services purchased by the council.

Energy tariffs

The council is on a 100% green energy tariff, supplied by npower. There is a contract in place for this financial year 2023-24 for Renewable Energy Guarantees of Origin (REGO) at a premium of 1.25p/kWh across all council-occupied premises (admin buildings, museum, car parks, public conveniences etc.). This is 100% renewable energy. The council's Gas is supplied by Corona Energy. The council purchased its estimated gas usage for the 13-month period (01/03/2023 – 31/03/2024) at a premium of 2.6p/kWh. Please note that renewable energy is not necessarily emissions free, as biofuels qualify as renewable and carbon neutral (since they can be regrown relatively quickly), but also have emissions since they must be combusted in order to heat a building or generate electricity.

Emissions from council-occupied buildings

The following table is for all council-owned properties that are currently occupied (whole or in part) by Wyre Forest District Council. Each council-owned building has an Energy Performance Certificate (EPC) or a Display Energy Certificate (DEC), depending on building type. These are calculated using the Standard Assessment Procedure (SAP). All properties get a rating ranging from A (0-25) to G (over 150). The higher the score, the less energy efficient and the more environmentally damaging the property is. Note that EPCs are valid for 10 years after the date of issue, whilst DEC's are only valid for a year from the date of issue, and thus should be renewed annually.

Building Name	Address	DEC Rating	Annual Carbon Emissions (tCO ₂ e per year)
Bewdley Guildhall and Museum	13 Load Street, Bewdley DY12 2AE	C - 65	66.34
Wyre Forest House	Finepoint Way, Kidderminster DY11 7WF	E - 119	396.73
Green Street Depot and Hub	Green Street, Kidderminster DY10 1HA	D - 96	92.08
2 - 3 New Street	Stourport, DY13 8UN	F - 133	5.9

Total annual CO₂ emissions from council-occupied buildings: 561.05 tCO₂e

Fleet emissions

The total fuel consumption for the entire council fleet was **260,495.21 litres** of 100% mineral diesel for 2022 (the most recent year for which a full dataset was available), a fall of over 10,000 litres relative to 2021 figures.

The fuel consumption figure was multiplied by the conversion factor for 100% mineral diesel. This resulted in the total fleet emissions for the calendar year 2022 being **703.02 tCO₂e**.

Scope 3 emissions

Scope 3 emissions are those that arise indirectly from supply chains, procurement, staff travel, and investments/securities. According to the Local Government Association, scope 3 emissions typically account for around 70-80% of the total emissions of a given Local Authority. Therefore, it is vitally important that they are recorded as accurately as possible. By working out which areas of our supply chains and procurement networks are the greatest emitters, it is possible to identify the emissions hotspots of the council. Knowing this then allows a council to prioritise which aspects of its operations should be decarbonised first.

Emissions from leased out buildings are included in appendix one. The total annual emissions from leased out buildings is 1787.37 TCO₂e.

Business travel: grey fleet mileage claims

According to 2021 Office for National Statistics (ONS) Census data, 59.9% of people in our district travel to work by car or van. This is far above the England average of 44.5%.

A total of 15,250 miles were claimed for the financial year 2022-23. The council does not require staff to record vehicle type or fuel type on a mileage claim so the conversion factor for “average medium car (unknown fuel)” was used, as this is the default conversion factor to use when the two aforementioned variables are not known. This resulted in a grey fleet mileage claims emissions figure of **4.19 tCO₂e**

Business travel: rail

Whilst rail travel is recorded via rail expense claims, the origin and destination stations are not a requirement. Therefore, we have estimated the carbon emissions associated with rail travel claims using a spend-based factor. Please note that, for the purposes of display, the following calculations have been rounded to two decimal places.

The distance from Kidderminster to Birmingham New Street by rail is 19 miles (30.58km). When multiplied by the conversion factor for UK National Rail (0.04), this gives a figure of 1.08 kgCO₂e.

The average cost of a rail ticket from Kidderminster to Birmingham New Street (without a Railcard) using The TrainLine app is £8.20.

Therefore, using these figures, we can calculate an approximate spend-based factor by dividing the emissions figure by the ticket cost, to give a conversion factor of 0.00013224022 tCO₂e for every pound spent on UK National Rail

The total amount of money claimed via rail expenses for all employees of Wyre Forest District Council for the financial year 2022-23 was £2,638.76. Using the spend-based factor, this equates to **0.35 tCO₂e** total annual emissions for rail travel.

Rather than using a spend-based factor in the future, the council explore the option of asking staff to record the carbon emissions of their journey (in TCO₂e) as recorded by train ticket apps such as TrainLine or TrainPal.

Business travel: air

No business travel by air has occurred in the previous or current financial year, and there are no plans for it to occur at any point in the future.

Pension funds

Wyre Forest District Council contributes to the Worcestershire Pension Fund, itself a part of the Local Government Pension Scheme (LGPS) Central Pool. The LGPS is one of the largest pension schemes in the UK with over 6 million members. In the period March 2020 – May 2022, Worcestershire Pension Fund reduced the carbon footprint of its total equities by 13.63%. However, financed emissions have increased by 5.51% from the baseline in this period. This trend was also reflected in the total value of fossil fuel investments in this period, which rose from £122 million to £149 million in the period 2022-23. Wyre Forest District Council has limited ability to influence investment choices by the pension fund, the most recent consultation exercise was undertaken in August 2023 inviting staff to complete an online survey relating to the investment choices. For a more in-depth explanation of Worcestershire Pension Fund's investments, please see Appendix Two.

Hotel usage

The council regularly pays for Wyre Forest residents to go into hotels or bed and breakfasts as a form of emergency temporary accommodation. The total spent on this for financial year 2022-23 was £174,083. Using the average price of a single room in Kidderminster, this equates to 4,353 nights. Using DEFRA's GHG conversion factor for UK hotels (10.4 kg CO₂e per night), this totals 45.26 tCO₂e hotel/guest house emissions.

Sequestration

Wyre Forest District Council commissioned a consultancy firm to conduct an evaluation of the sequestration capacity of all council owned land. The firm divided council owned land into six zones. Three of the six zones have been evaluated so far. The results are as follows:

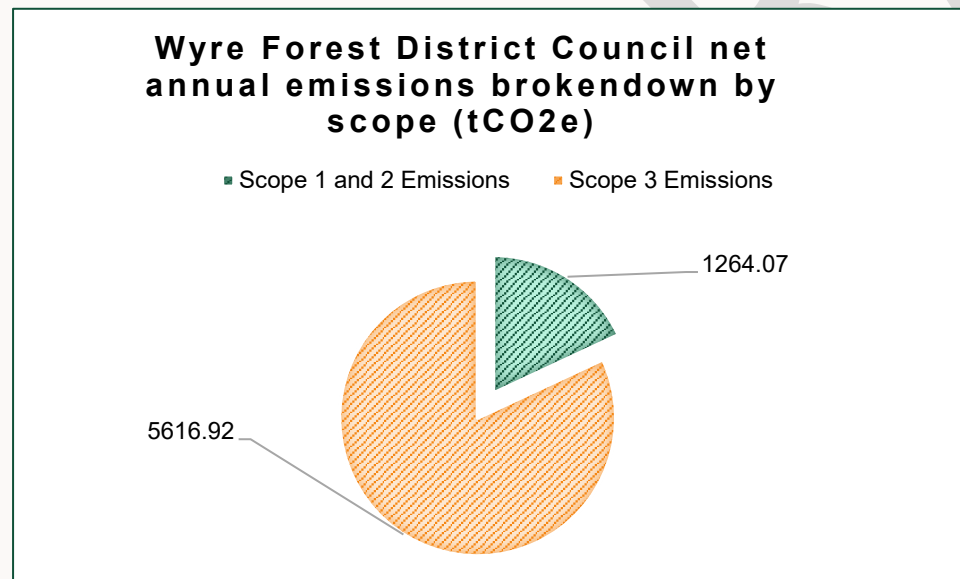
- Zones 1-3 account for 46.7% of the council's total green space.
- Carbon storage in soil and vegetation across the 3 zones is 30,986 tonnes, equating to 147.1 tonnes per hectare. This is slightly lower when compared to the initial district wide analysis which predicted 165.87 tonnes of carbon storage per hectare. It is estimated that the total rate of carbon storage for all of the council's green space will be around 66,351 tonnes.
- Carbon storage in vegetation only is 17,416 tonnes across the 3 zones, equating to 82.69 tonnes per hectare. A slightly lower figure when compared to the initial district wide analysis of 94.25 tonnes per hectare. It is estimated that the total rate of carbon storage for all council green space will be around 37,293 tonnes.
- Carbon capture across the 3 zones is 531 tonnes, equating to 2.52 per hectare. Rates for carbon capture are largely similar when compared to the initial district wide analysis which estimated 2.36 tonnes of CO₂ captured per hectare per year.

- Across the 3 zones, 35.5% of the habitats are classified as poor, if these were enhanced to a moderate condition there is an uplift of 167.5 biodiversity units (61.2%). This equates to an average of 2.24 units per hectare, a higher rate compared to initial district wide analysis which estimated 1.67 biodiversity units per hectare.
- Across the 3 zones, 47.9% of the habitats are classified as moderate, if these were enhanced to a good condition there is an uplift of 222.7 biodiversity units (16.7%). This equates to an average of 2.21 units per hectare, a higher rate compared to initial district wide analysis which estimated 1.63 biodiversity units per hectare. Across the 3 zones, 16.6% of the habitats are classified as good, generating 569.5 biodiversity units.

Our study projects the total rate of annual sequestration for all our green space to be approximately 1,137 TCO₂e per annum.

Net annual emissions of Wyre Forest District Council

- Total Scope 1 and 2 Emissions: 1264.07 tCO₂e
- Total Scope 3 Emissions: 5616.92 tCO₂e
- Total Projected Annual Sequestration: 1137 tCO₂e
- Net Annual Emissions: 5743.99 tCO₂



Energy efficiency schemes

Refurbishment of Green Street Depot and the Hub

The Council repurposed a former pumping station and sewerage treatment works to act as the base for frontline council operations. The entire buildings were retrofitted to improve their energy efficiency schemes. This was achieved courtesy of a number of strategies, namely: the upgrading of all lighting to Light Emitting Diodes (LED) with motion sensors; the replacement of inefficient heating systems; and the upgrading of insulation.

Improvement of Wyre Forest House

The Council installed a ground source heat pump to assist with the heating of its headquarters at Wyre Forest House on Finepoint Way, Kidderminster.

Act on Energy

Act on Energy is a charity that provides impartial energy advice to residents and small businesses across Warwickshire, Worcestershire, Coventry, Solihull, and Birmingham. Wyre Forest District Council works on various initiatives with Act on Energy to tackle fuel poverty and promote energy efficiency. Examples of initiatives include the Home Upgrade Grant Scheme (HUGS) and the Worcestershire Household Support Fund. The council also works with Act on Energy to raise awareness about energy efficiency support, including grants and fuel bill advice through their free helpline and energy advice surgeries at community events. Act on Energy also carry out training on energy issues for front line workers and volunteers, on behalf of the council.

Home Upgrade Grant Scheme phase 2

The Home Upgrade Grant Scheme (HUGS) Phase 2 is a grant scheme specifically designed for off-grid gas homes. This encompasses homes that use Liquefied Petroleum Gas (LPG), coal, and other solid fuels (such as wood) for the purpose of heating their home. Eligible properties include those with an Energy Performance Certificate (EPC) of D, E, F, or G, and a pre-tax combined income of less than £31,000 per annum. The government has outlined postcodes in which all properties are automatically eligible for HUGS phase 2. The Council has been awarded £1.155 million from the Department for Energy Security and Net Zero's (DESNZ) for the Home Upgrade Grant Scheme to deliver works to 65 homes. In addition, we have a renewable energy grant which can provide additional measures to support HUGS2, such as providing battery storage for electricity generated through solar panels.

Minimum Energy Efficiency Standards

The Minimum Energy Efficiency Standards (MEES) scheme came into force for England and Wales in April 2018. It stipulates that all private rented and non-domestic properties must be upgraded such that they achieve an EPC of at least Band E. Therefore, properties with an EPC Band of F or G must be upgraded. Where possible, the government wants to upgrade as many of these properties as possible to EPC Band C. Wyre Forest District Council works with landlords to provide MEES advice. For the financial year 2022-23, the council issued a total of 48 Notices: 18 of which were Penalty Notices (in relation to 15 properties), and 30 of which were Compliance Notices. The council expects to issue over 50 notices by financial year 2024-25, and in subsequent financial years also.

Renewable Energy Grants

The Council provides grants to landlords to improve energy efficiency and thermal comfort in the private rented sector and renewable energy grants to support homeowners switch to renewable energy generation primarily in off grid properties.

Raising awareness of climate change

The Council plays an important role in raising awareness of climate change and promoting activities everyone can get involved in including through the Greener Wyre Forest brand. This includes promoting awareness of Act on Energy, available energy efficiency schemes and seasonal specific campaigns like staying warm in winter. Work is undertaken with businesses through advice given by the North Worcestershire Economic Development and Regeneration team who also promote energy efficiency measures and grants.

Carbon Literacy training

Carbon Literacy training provides an awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community, and organisational basis. Wyre Forest District Council will be carrying out Carbon Literacy training for our staff and councillors to increase knowledge and understanding and to engage all in taking account of climate change impacts within job roles.

Access to green space

Policy DM.8 of the Wyre Forest District Council's Local Plan (2016 - 2036) states that for major developments the provision of on-site open space should have regard to the following accessibility standards:

Playing pitches should be situated “within 1.2km of dwellings or within a 20-minute drive in the rural areas of the district”. The situation of green space near to where people live can reduce car usage and increases the possibility of people using that green space for recreation, exercise/sport, and mindfulness.

Roadside verges

The council has a Service-Level Agreement (SLA) with Worcestershire County Council to maintain the highway verges in the district. In support of the Worcestershire Pollinator Strategy 2020-2025, the Council are now mowing their sites less and creating a new wildflower meadow on a former golf course site.

Trees

Part 10.32 of the District Council’s Local Plan views ancient woodland and veteran trees as an irreplaceable and intrinsic feature of Wyre Forest’s ecological network. The National Planning Policy Framework advises that development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused, unless there are wholly exceptional reasons, and a suitable compensation strategy exists (paragraph 180c). In addition, landscape schemes must demonstrate that they will provide adequate room for the growth of existing trees, hedgerows, and plants.

Policy SP.28 of the Local Plan states that the existing Green Infrastructure network will be safeguarded from inappropriate development, and that all greenfield sites exceeding 1 hectare (gross) must consist of at least 40% Green Infrastructure. This figure is 20% for greenfield sites smaller than 1 hectare but larger than 0.2 hectares.

Biodiversity Net Gain (BNG)

In the Council’s adopted Local Plan (2016 - 2036), Policy SP.23 (Protecting and Enhancing Biodiversity) sets out the expectation for proposed developments to deliver measurable net gains in biodiversity through the promotion and re-creation of priority habitats, ecological networks and the protection and recovery of legally protected and priority species populations. This is in accordance with the most recent National Planning Policy Framework which sets out that, where possible, BNG should be maximised for all new developments. It does not set out a numerical BNG threshold that must be met. However, this is subject to change. A minimum of 10% BNG will become a legal requirement for all new major developments as of January 2024 (April 2024 for small developments which fall within a set threshold).

Shared transport schemes: Dial-A-Ride

Wyre Forest Dial-A-Ride is an initiative that focuses on providing shared transport for residents with reduced mobility across the district. The Council provides a portacabin for the use of Dial-A-Ride at its Green Street Depot. The Council also supports Dial-A-Ride via regular grants.

Active travel: Cycle Forum

The Wyre Forest Cycle Forum aims to promote cycling within the area. The Forum acts as a facilitator and consultee for all matters relating to cycling. Members work to raise awareness about cycling and to ensure that new infrastructure for cyclists is convenient and safe to use. Members of the Forum include local cyclists, cycling organisations and the local authorities; new members are always welcome. Recent activities have included development of cycling route maps, promotion of cycling at events and running an Adult Cycle Training Scheme. The Forum is currently supporting the development of the Local Cycling and Walking Infrastructure Plan for Wyre Forest towns.

New developments

Table 2.0.1 of Wyre Forest District Council's current Local Plan (<https://www.wyreforestdc.gov.uk/localplan>) establishes planning for the impact(s) of climate change as a key issue facing Wyre Forest district in the context of the consideration of new developments.

Flood risk and mitigation

Much of the Wyre Forest district is classed as being vulnerable to flooding (much of which is enhanced and intensified by climate change), in particular the town of Bewdley (which lies on the River Severn), but also the towns of Stourport-on-Severn (which lies at the confluence of the Rivers Severn and Stour) and Kidderminster (which lies on the River Stour). Policy SP.31 of the Local Plan states that planning permission for development will only be granted where:

1. "The development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce overall flood risk in the area and beyond. This will entail evidence showing consideration of wider benefits and opportunities, including from cumulative impact assessment, to help ensure development will be safe and reduce flood risk in the catchment where possible."
2. "The natural watercourse and flood plain profiles are not adversely affected. Where practicable, any culverted (piped) watercourses will be opened up to improve drainage and flood flows. Proposals involving the creation of new culverts will not be permitted unless essential to the provision of access."

In addition, “A minimum 8m access strip is provided adjacent to watercourses for maintenance purposes. It should be appropriately landscaped for biodiversity benefits. The width of the strip may be reduced for smaller ordinary watercourses, where agreed by the Local Planning Authority.”

Water efficiency

Policy SP.29 (Water Conservation and Efficiency) of Wyre Forest District Council’s Local Plan (2016-2036) states that: “the Council will require developments to demonstrate: The incorporation of design features that will reduce water consumption. Proposals for residential development will be expected to demonstrate that a water efficiency standard of 110 litres per person per day can be achieved. New developments will also be expected to demonstrate design features that will support recycling / re-use of water through measures such as rainwater harvesting and grey water recycling, especially where a large demand for water is predicted such as industrial processes or irrigation.”

On-site Renewable Energy Generation (including micro-generation)

Policy SP.37 (Renewable and Low Carbon Energy) of the council’s Local Plan (2016-2036) states that “All new developments, and where possible redevelopment of existing buildings, should consider location, design, siting, and orientation to maximise the use of natural heat and light and the potential for renewable energy micro-generation. Where possible, in appropriate locations, solar panels should be fitted. All new residential, employment or commercial developments should include electric vehicle charging points.”

Sustainable development case studies

Lea Castle Village

The proposed Lea Castle Village development, situated to the northeast of Kidderminster, is a good example of sustainable planning in action. It is a planned development of 1400 new dwellings. In addition to easing housing and accommodation pressures in the district, the development aims to work in relative harmony with nature, by retaining existing woodland and hedgerows. This will be accompanied by the planting of native trees and shrubs to ensure the provision of a substantial green buffer and green infrastructure in and around the proposed site. An area of acid grassland shall be created. Acid grassland is an increasingly rare and ecologically important habitat that was once abundant in the area of the Wyre Forest district. Much of the Wyre Forest district falls within National Character Area (NCA) 66 – Mid Severn Sandstone Plateau. In the profile of this NCA, the area now comprising the Wyre Forest district is described as being once abundant in heathland and acid grassland, therefore this is a key native habitat for this area that should be regenerated where possible. This will also have ramifications for the district’s net zero ambitions as acid grassland is particularly effective at sequestering carbon and can be an important carbon sink. Furthermore,

allotments and a community orchard, both of which improve local sourcing of food and reduce food miles, shall be provided. With regards to active travel and sustainable transportation, pedestrian and cycle links shall be created connecting the development to the neighbouring village of Cookley as well as Broadwaters, an area at the north-eastern edge of Kidderminster.

For these plans, the Wyre Forest District Council staff working on this project with Homes England were accredited with a Building with Nature Design Award on 11 June 2021.

Comberton Road Development (Woven Oaks)

This is a proposed development of around 1400 new dwellings that has just completed its consultation phase. The plans also involve the construction of a community hub, primary school, retail outlets, sports pitches, and potentially a GP surgery. The site will be connected with existing developments via the establishment of pedestrian and cycle paths. Local bus routes shall be diverted through the proposed development to ensure public transport provision for those without a private automobile. Furthermore, allotments or a community orchard shall be added, whilst the natural features of the site (and its hedgerows) shall be retained where possible to retain in accordance with Kidderminster East Green Infrastructure Concept Statement. Finally, a linear wetland nature reserve shall be created along the tributary (of the Hoo Brook) that runs along the Western edge of the site. In addition, reducing flood risk and improving the buffer zone between the development and the water courses, this proposed wetland shall provide another area for recreational use, and potentially also for natural play via the provision of trim trails on site.

For these plans, the proposed development was accredited with a Building With Nature Design Award on 22 July 2022.

Sustainable procurement

Wyre Forest District Council's most recent Procurement Strategy <https://www.wyreforestdc.gov.uk/procurement-strategy> has a Corporate Social Responsibility (CSR) section that cites "prioritising lower cost over greener alternatives" as a potential risk to the sustainability of a contract. The procurement strategy also goes on to cite the inclusion of environmental considerations to reduce the carbon footprint as a key action to take in procurement exercises. The environmental and social value element of a tender evaluation will typically constitute upwards of 10% of the total score but is becoming more prominent as time goes by. This is aided by the division of larger tenders into separate lots.

Midlands Net Zero Hub (regional collaboration)

Both Wyre Forest District Council and the Worcestershire Local Enterprise Partnership are partner to the Midlands Net Zero Hub. This is an organisation run by Nottingham City Council and funded by the Department for Energy Security and Net Zero that seeks to encourage decarbonisation projects across the East Midlands and West Midlands regions. The council regularly meets with a representative from the Midlands Net Zero Hub to discuss the progress of the council's decarbonisation, and to discuss the potential for new renewable energy projects in the region.

Waste reduction and the circular economy

Whilst Wyre Forest's recycling rate rose marginally from 33.6 to 33.7% from 2021 to 2022, the figure has since fallen back to 33.07%. Annual household waste for the district was 545kg per household in 2022.

Food waste collection

The council is currently collaborating with the other Worcestershire districts to establish a kerbside food waste collection service in 2025.

Single use plastics elimination

Both Kidderminster and Bewdley have been officially awarded the status of Plastic Free Communities in progress. Single use plastics are carbon intensive in terms of their manufacture and are also notoriously hard to dispose of once finished with. They can take anything from 20 to 500 years to break down. Furthermore, plastic never truly biodegrades – it only photodegrades, meaning it remains in the ecosystem in the form of microplastics. This becomes increasingly problematic for organisms higher up on the food chain (including humans). This is due to a process called biomagnification whereby increasingly larger quantities of microplastics are concentrated in the organisms at each successively higher level of the food chain. Therefore, Wyre Forest District Council unanimously agreed to the passing of a motion banning the use of single use plastics across all council occupied properties at the Full Council meeting held July 2019.

Refill

The Refill scheme, an initiative that aims to reduce plastic waste by increasing the availability of water stations where people can refill reusable bottles. Wyre Forest District Council has worked closely with Refill to help establish water stations at a large number of commercial and non-commercial locations across the district.

What we are doing

The following section details actions the council is currently taking to help reduce the carbon footprint of the Wyre Forest district and mitigate against climate change. Where investment is required, these projects will be subject to a business case.

Renewable energy and energy efficiency

Swimming Pool Support Fund

Wyre Forest District Council has submitted a formal bid of £60,000 under Phase 2 of the Swimming Pool Support Fund for the 25m pool at Wyre Forest Leisure Centre in Kidderminster. Under this, the council has applied for two capital items:

- The first item the council has applied for is a pool water waste recovery system to reduce the amount of energy required to heat replacement cold water following backwashing.
- The second item the council has applied for is a cover for the main pool (25m x 13m) to reduce heat loss and evaporation of water overnight. The cover will also allow pool water heating to be reduced overnight and speed pumps to be reduced to the optimum levels.

District Heat Networks

Part 16.28 of the Local Plan (2016-2036) stipulates that “The Worcestershire LEP (Local Enterprise Partnership) obtained HNDU (Heat Network Delivery Unit) funding and commissioned a heat demand mapping and energy master-planning study.

In addition, the Local Plan also goes on to state that “New large scale development should install a decentralised energy and heating network if it is feasible and viable to do so as part of the development. If a district heat network already exists new development should connect to this network unless satisfactory evidence is provided to demonstrate that this is not viable or feasible.”

Electric vehicles (EVs)

According to Zap Map, there are just 37 public EV charging points across the district on privately owned land, such as retail businesses, which equates to one publicly available charger for every 2,757 residents. This is why policy SP.37 (Renewable and Low Carbon Energy) of the Local Plan states that: “All new residential, employment or commercial developments should include electric vehicle charging points.” To evidence this, the council is currently in the process of procuring electric vehicle charging points for up to 22 car parks in the district via the Dynamic Purchasing System (DPS) for Vehicle Charging Infrastructure Solutions (VCIS). The tender for this went out in October 2023 and is currently

receiving bids. A chosen supplier is expected to be named in the new year. As for on-street vehicle charging, this is beyond the scope of Wyre Forest District Council as in a two-tier authority structure highways are managed by the upper-tier authority, in this case Worcestershire County Council.

Taxi and private hire fleet

The Council's Licensing and Environmental Committee is in the process of reviewing a consultation that would prevent additional fossil fuel powered vehicles from joining the taxi and private hire fleet of Wyre Forest district.

Retrofitting of existing fleet using Hydrotreated Vegetable Oil

Hydrotreated Vegetable Oil (HVO) is a form of low-carbon biofuel that is derived solely from vegetable oils. It can be produced from common crops such as rapeseed and soybean, and thus qualifies as a both a renewable and carbon neutral fuel source. The hydrotreatment aspect ensures higher levels of purity. Although by no means emission free, HVO has the potential to drastically reduce the carbon emissions associated with Wyre Forest District Council's fleet. HVO is not emissions free, but it is carbon neutral. The council is currently looking into retrofitting its existing fleet for the consumption of HVO as its primary fuel type, with a view to becoming 100% HVO. It is important to stress that HVO is very much a steppingstone interim measure that will be in effect whilst Wyre Forest District council is in the process of electrifying its fleet (the council has already purchased an Electric Vehicle).

Photovoltaic (PV) solar panels

The council is exploring opportunities to generate electricity from solar panels on council owned buildings (including the depot and the hub located at Green Street, and car park canopies) subject to a business case and grid capacity. This feasibility work is due to conclude in 2024.

Solar farms

The Council is developing plans for a solar farm on council owned land. Currently, there is no grid capacity in the proposed area. Therefore, the council is pursuing a connection by private wire. It is anticipated that if this is successful a business case will be brought forward in 2024.

Water source heat pumps

The council is currently collaborating with Transition Bewdley in the development of a Community Energy Fund (CEF) bid for a water source heat pump on the River Severn at Bewdley. The council will also seek to provide practical support (such as the provision of office/meeting space) for the bid.

Wyre Forest Wild

Wyre Forest District Council owns over 1000 acres of land, much of which is constituted by the 15 nature reserves and 8 parks under the council's ownership. Wyre Forest Wild seeks to position the council as bio-custodians of this land for generations by securing a green future for it. This shall be achieved through the establishment of three key revenue streams: Increasing visitor numbers and ecotourism (for example, by improving active travel corridors between the reserves), the sale of biodiversity units to developers to help them achieve minimum 10% mandatory BNG (which comes into force in January 2024 for large developments), and the sale of carbon credits/ biodiversity units to companies hoping to offset some or all of their emissions. It is important to note that any carbon credits/biodiversity units that are sold shall be removed from the council's sequestration inventory to avoid the risk of 'double counting' sequestration capacity.

Wyre Forest Green Alliance

Wyre Forest District Council is an active member of the Wyre Forest Green Alliance (WFGA), a union of approximately 50 different member organisations, all of which are sustainability-oriented and are situated in the district. A full list of the member organisations can be found on the Alliance's website, available at <http://www.wfgall.org.uk/members.html>. WFGA run a number of sustainability themed events throughout the year, most notably during "SustFest", a two-week annual festival with a huge range of sustainability-themed activities and events occurring in springtime every year. Furthermore, the WFGA also run an annual "Greener Christmas Fair" every November. This is a great opportunity to showcase innovative and sustainable ways of negotiating the festive season – a time of year typically associated with high levels of non-recyclable waste and the consumption of large amounts of carbon-intensive animal products.

The Transition Town Movement repair cafés

The council assists in the publicisation of Transition Bewdley and Repair Café events. The transition town movement is an international movement that manifests itself on a truly local scale. A core aim of the movement is to encourage circular economy principles within a particular town or urban agglomeration. This is achieved in a number of different ways, one of which is by improving the provision of locally sourced food (such as through allotments, community orchards and even guerrilla planting). Another method through which the drive to circularity is achieved

is through waste reduction schemes that encourage the repair and reuse, and upcycling of objects that would otherwise be discarded and likely sent to landfill. An example of this in action is through repair cafés. These are regular meetings whereby any member of the public can bring in broken objects and get them repaired for free, thereby increasing the lifespan of the object and reducing the frequency with which new replacements are bought (thus reducing the embedded whole life cycle carbon emissions associated with the manufacture, transportation and eventual disposal of a given product). There are two monthly repair cafés operating in the Wyre Forest district: one in Bewdley and one in Kidderminster. They are run by Transition Bewdley and Transition Kidderminster respectively. For more information, please refer to the waste reduction section of the council website, available at: <https://www.wyreforestdc.gov.uk/community-and-environment/sustainability/climate-change/waste-reduction/>

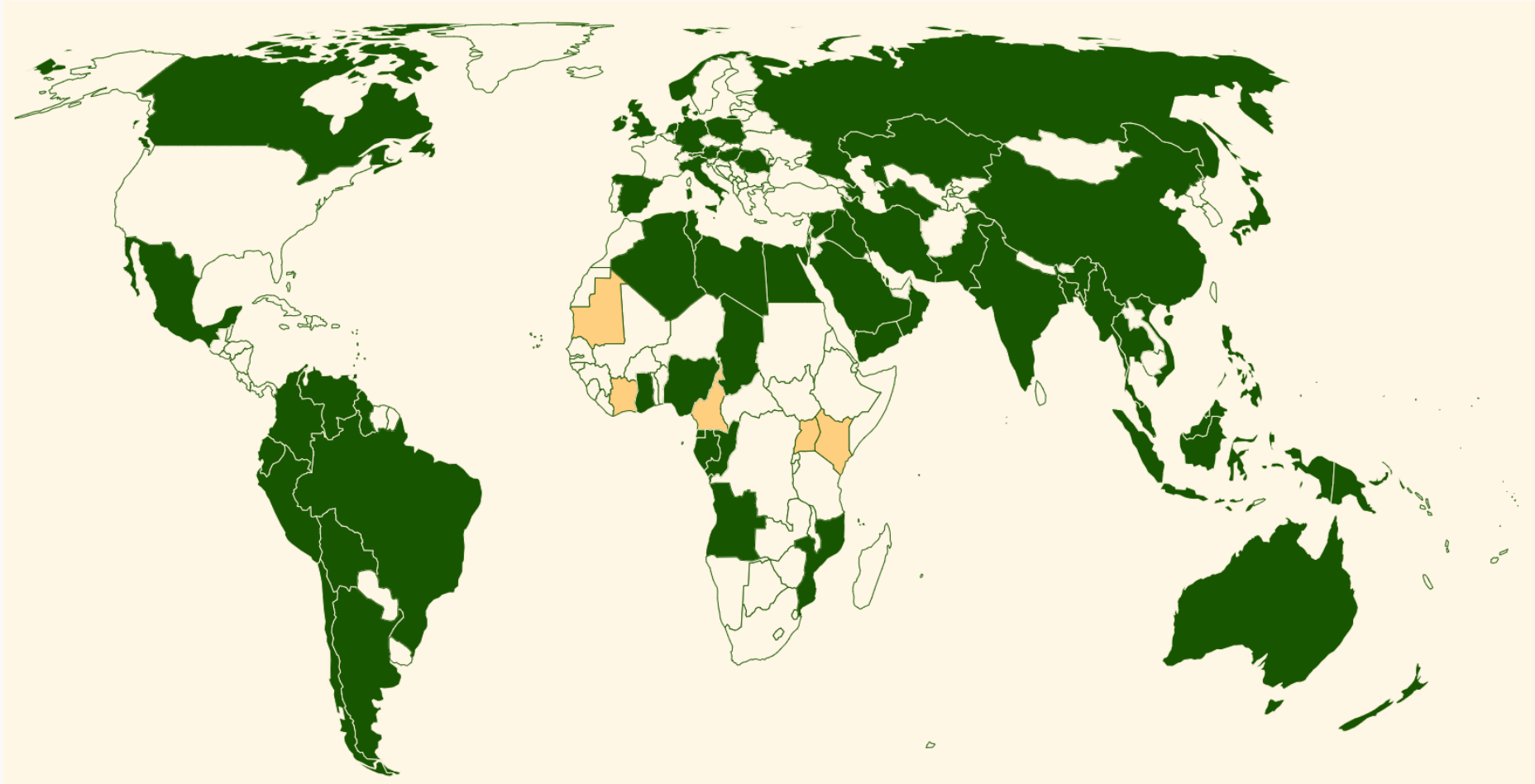
Appendix One: emissions arising from leased out buildings

Building name and address	Unit number (if applicable)	EPC Rating	Annual Carbon Emissions (tCO ₂ e per year)
Wyre Forest Leisure Centre Silverwoods Way, Kidderminster DY11 7DT	Not applicable	B - 44	425
Wyre Forest Crematorium Minster Road, Stourport DY13 8DE	Not applicable	G - 187	68
Hoobrook Enterprise Centre Worcester Road, Kidderminster DY10 1HB	Units 1 to 7, 10 and 11	D - 96	1.43
	Unit 8-9	E - 101	2.57
	Unit 12	C - 66	4.82
	Unit 13-14	C - 73	13.74
	Unit 15	E - 125	5.65
	Unit 17	E - 114	6.97
	Unit 18	E - 116	2.51
	Unit 20	E - 102	4.51
	Unit 21	E - 105	13.36
	Unit 22	E - 116	3.29
	Unit 23	E - 125	8.82
	Unit 24	E - 106	6.92
	Unit 25	E - 107	10.04
	Unit 26	D - 78	8.25
Comberton Place Kidderminster DY10 1QR	Unit 1	E - 114	14.98
	Units 2-10	D - 97	29.05
	Unit 11	E - 103	4.07

Building name and address	Unit number (if applicable)	EPC Rating	Annual Carbon Emissions (tCO2e per year)
	Unit 12	D - 94	7.49
	Unit 13	E - 113	16.07
	Unit 14	E - 110	16.32
Forest House Edwin Avenue, Kidderminster, DY11 7SZ	Not applicable	D - 77	64.48
Goldthorn Road Kidderminster, DY11 7JD	Unit 1C	D - 81	580.18
79-84 Worcester Street Kidderminster, DY10 1EH	Unit 1	69 - C	No data
	Unit 2	60 - C	10.66
	Unit 5	88 - D	41.34
Stratford Court Cranmore Boulevard, Solihull B904QT	Unit 1	79 - D	No data
	Unit 1B	45 - B	10.94
	Unit 2	50 - B	57.02
1 The Courtyard Buntsford Drive, Bromsgrove B60 3DJ	Not applicable	49 - B	30.94
Unity Park Road Number One, Silverwoods Way, Kidderminster DY10 1HY	Units 1 to 9	72 - C	2.17
Forest Industrial Park Crosbie Grove, Kidderminster DY11 7FX	Unit 1	49 - B	8.44
	Unit 2	51 - C	5.64
	Unit 3	47 - B	10.79
	Unit 4	50 - B	6.43
	Unit 5	51 - C	6.36
	Unit 6	50 - B	6.48

Total annual emissions from leased out buildings: 1533.09 tCO2e

Appendix Two: Local Government Pension Scheme Investments



Worcestershire Pension Fund is worth more than £3.5 billion, at least £146.9 million of which is invested directly into fossil fuel companies. The vast majority of this amount is invested in oil, with the rest invested in coal. This investment constitutes 5.4% of the entire Worcestershire Pension Fund. This is the third highest proportion of total funds invested in fossil fuels of all 97 LGPS pension funds in the UK, behind only Great Manchester and East Riding pension funds. The total financed emissions of the Worcestershire Pension Fund, as reported by the fund themselves, was 169,673 tCO₂e for the year 2022. However, Wyre Forest District Council is not the sole contributor to this fund. In total, there are 190 contributors, including Herefordshire Council, Worcestershire County Council and the five other district councils of Worcestershire. The

contributions of Wyre Forest District Council constituted 2.38% of all contributions received in the three financial years April 2020 – March 2023. Therefore, proportionally speaking, Wyre Forest District Council can be said to account for 4,038.22 tCO₂e of the fund's total emissions.

At least £110 million worth of the Worcestershire Pension Fund's investments in fossil fuels are managed by Legal and General, with a further £32.2 million managed by LGPS Central, and another £4.7 million managed by Nomura Asset Management. This £146.9 million of fossil fuel investments also includes investments in unconventional fossil fuel sources including fracking, extra heavy oil, coalbed methane, ultra-deep water, Arctic oil, and tar sands.

The above map shows the countries in which Worcestershire Pension Fund is funding fossil fuel related projects. Countries highlighted in green are the ones in which Worcestershire Pension Fund is funding current fossil fuel extraction projects. For a list of these countries, please refer to Countries highlighted in yellow are where Worcestershire Pension Fund is funding projects looking into possible fossil fuel expansion/extraction. As shown by the map, it is clear the investment activities of the Worcestershire Pension Fund are truly global.

This data was collected by UK Divest through the sending of Freedom of Information (FOI) requests to all UK LGPS pools and schemes.

List of countries in which Worcestershire Pension Fund is funding current fossil fuel extraction projects (highlighted in green): Canada, Mexico, Colombia, Ecuador, Peru, Bolivia, Chile, Argentina, Brazil, Venezuela, Guyana, Mozambique, Angola, Gabon, Republic of the Congo, Gabon, Equatorial Guinea, Nigeria, Ghana, Algeria, Libya, Tunisia, Egypt, Spain, Ireland, the UK, Netherlands, Norway, Italy, Germany, Denmark, Poland, Austria, Hungary, Romania, Russia, Kazakhstan, China, India, Pakistan, Oman, Yemen, Saudi Arabia, Syria, Israel, Iraq, Iran, Turkmenistan, Bangladesh, Myanmar, Thailand, Vietnam, Japan, Indonesia, Malaysia, Brunei, Australia, New Zealand, Qatar, Philippines, Trinidad and Tobago, and Papua New Guinea.

List of countries where Worcestershire Pension Fund is funding projects looking into possible fossil fuel expansion/extraction (highlighted in yellow): Mauritania, Côte d'Ivoire, Cameroon, Uganda, and Kenya.

Source: UK Divest, 2023

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Wednesday 20 December 2023**

**Recommendations from the Overview and Scrutiny Committee
Thursday 7 December 2023**

Climate Change Action Plan Update and Climate Change and Carbon Reduction Plan 2024 - 27

The Committee received a draft of a Cabinet report from the Head of Strategic Growth to update them on action to tackle climate change and reduce carbon emissions. It included the new Wyre Forest Climate Change and Carbon Reduction Plan for 2024 - 27 and year one action plan for endorsement.

The Principal Health and Sustainability Officer presented the report, the Committee thoroughly scrutinised it and were given the opportunity to ask questions to which the Head of Strategic Growth and Principal Health and Sustainability Officer were able to provide verbal responses.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

- 2.1 CONSIDER the update of the Climate Change Action Plan 2022-23.**
- 2.2 APPROVE the new Wyre Forest Climate Change and Carbon Reduction Plan and accompanying action plan for delivery of this.**
- 2.3 To delegate to the Head of Strategic Growth, in consultation with the Cabinet Member for Economic Regeneration, Planning and the Green Agenda, to make minor amendments and updates to the Climate Change and Carbon Reduction Plan 2024 – 2027,**
- 2.4 The Plan to be presented to and reviewed by the Overview and Scrutiny Committee in 12 months time.**

Background papers:

See the report on page 17 of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc59052_20231207_o_and_s_agenda.pdf

WYRE FOREST DISTRICT COUNCIL

CABINET

20TH DECEMBER 2023

Termination of shared service arrangement: North Worcestershire Economic Development and Regeneration

OPEN WITH EXEMPT APPENDIX	
CABINET MEMBER:	Councillor Dan Morehead, Cabinet Member for Economic regeneration, Planning and the Green Agenda
RESPONSIBLE OFFICER:	Ian Miller, Chief Executive
CONTACT OFFICER:	Ian Miller, Ext 2700
APPENDICES:	Appendix 1 (EXEMPT): detailed background and issues relating to the proposed termination including legal, financial and personnel aspects

1. PURPOSE OF REPORT

To agree the mutual termination, with effect from 30 June 2024, of the agreement that established North Worcestershire Economic Development and Regeneration.

2. RECOMMENDATIONS

The Cabinet is **RECOMMENDED** to:

- (a) Agree that the Collaboration Agreement relating to the Provision of Economic Development and Regeneration Services should be terminated mutually under clause 15.1 with effect from 30 June 2024;
- (b) Delegate to the Chief Executive in consultation with the Cabinet Member for Economic Regeneration, Planning and the Green Agenda, Head of Resources and Solicitor to the Council authority to approve the exit agreement and to take any other steps that arise from the termination process.

3. BACKGROUND

- 3.1 North Worcestershire Economic Development and Regeneration (NWedR) is a shared service serving Redditch, Bromsgrove and Wyre Forest councils. It has successfully operated for over a decade and in recent years has attracted a very welcome total of £70m in Government grants for the three districts to

support major regeneration programmes. All three councils place high priority on economic regeneration. Implementing the programmes and projects associated with the Government grants has inevitably involved considerable additional work and has affected NWedR's capacity in the last couple of years. That has been exacerbated by recruitment difficulties in filling posts and keeping them filled and the consequences of the management review in WFDC, which saw among other things the deletion of the post of Corporate Director: Economic Prosperity and Place.

- 3.2 Discussions have been ongoing between the leadership of the three councils about future options for over a year. The three leaders have accepted advice from officers that mutually agreed termination should be achievable and should happen on 30 June 2024.
- 3.3 Clause 15.1 of the agreement provides that all parties to the agreement may agree that it should be determined (brought to an end). Clause 15 also makes provision for transfer of assets and intellectual property etc. and that, in the case of mutual termination, any costs arising are shared in the same percentages as apply to sharing of operating costs of NWedR. Clause 8.9 provides that, in the event of termination, the councils' intention is that the Transfer of Undertakings (Protection of Employment) Regulations will apply to the staff but that is subject to the Regulations and relevant law and any subsequent agreement of the three councils.
- 3.4 Until the agreement is terminated, NWedR will provide the full range of support that it currently provides for the three councils under the agreement, including work on the agreed business plan – although that is inevitably subject to the same constraints about capacity which have been experienced for some time.

4. KEY ISSUES

- 4.1 Mutual termination of the current agreement requires a formal decision by each of the three councils. Equivalent reports to this are expected to be taken to the cabinet/executive in Bromsgrove and Redditch in February. In respect of WFDC, moving to stand-alone arrangements forms one of the steps that the administration is taking in order to align capacity with the priorities in the corporate plan for 2023-27.
- 4.2 Some aspects of NWedR's work are performed only for one council and the relevant staff at the point of termination will either stay with WFDC or be transferred to Redditch and Bromsgrove as the case may be.
- 4.3 Disentangling the long-established shared arrangements has many other detailed aspects that need to be addressed. A working group of officers of the three councils, chaired by the Chief Executive, has commenced work and positive progress is being made. There is an agreed requirement for an exit agreement to give effect to the mutual termination and to set out an agreed position about various matters including appropriate indemnities: the current agreement includes many similar provisions on establishing the shared service and it is inevitable that they would be mirrored in exiting that agreement. The report seeks a delegation to the Chief Executive to finalise the exit agreement.

5. FINANCIAL IMPLICATIONS

- 5.1 WFDC's budget for 2023-24 allocated an additional £75k/year on the assumption that the potential move to a company model would involve additional governance costs and an upwards shift in salaries where necessary, moving employment outside the confines of local government arrangements – there is intense competition with the private sector for many of the roles in NWedR.
- 5.2 WFDC's current budget contribution for NWedR is £518k and the future structure outlined for WFDC in the appendix is estimated to have an additional financial implication of circa £75k/year, in line with the additional funding provided in the 2023-26 MTFS.
- 5.3 While there are no ongoing additional financial implications expected as a result of the decision sought in this report, there are expected to be some minor one-off costs associated with the termination although, as set out in the exempt appendix, it is difficult to quantify them accurately at this stage. Funding for such one off costs could come from the general risk reserve (subject to confirmation of the total level of such costs).

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Council relies on general powers such as section 111 of the Local Government Act 1972 and section 1 of the Localism Act 2011 to undertake work on economic development and regeneration. Specific powers exist in respect of acquisition and disposal of land in the 1972 Act which are central to the property function, including provision of industrial units etc. The existing collaborative agreement was entered under section 101 of the 1972 Act (arrangements for discharge of functions by other authorities) – the delegation of functions by Redditch and Bromsgrove to WFDC will cease when the agreement is terminated.
- 6.2 The changes proposed aim to provide the appropriate level of resource to ensure delivery of the priorities in the Corporate Plan 2023-2027.

7. IMPACT ASSESSMENTS

- 7.1 No direct impacts in respect of equality, health or climate change are expected to arise. All relevant employment law will be complied with. Accordingly no equality impact assessment is required.

8. RISK MANAGEMENT

- 8.1 There are a number of risks associated with the termination process which are set out in detail in the exempt appendix, together with mitigation measures.

9. CONCLUSION

9.1 The Cabinet is invited to agree the recommendations in this report.

10. CONSULTEES

10.1 CLT

11. BACKGROUND PAPERS

11.1 Collaboration Agreement relating to the Provision of Economic Development and Regeneration Services, 27 May 2011