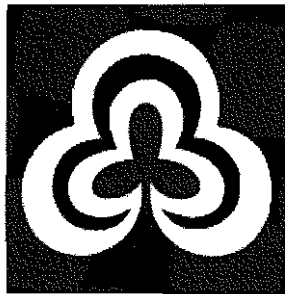


Wyre Forest District Council



Wyre Forest
District Council

**FINANCIAL
STRATEGY
2009/2012**

(Please retain for future reference)

I N D E X

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Foreword from Cllr John Campion Leader of the Council

January 2009

The Finance Strategy – Decisive action to meet the challenges the Council is facing head on

At a time when the Country is sliding into a recession that some are predicting will rival any economic depression that we have seen before, the Council will now set its medium term financial strategy that will secure the important services it delivers to our residents well into the next decade. The Council will continue to show strong leadership and economic prudence; it will continue to support our communities as they face unprecedented challenges.

The Council has taken prudent steps over previous finance strategies to use its assets to maximum affect to lessen the burden on the Council Tax payer. The recent collapse in interest rates has reduced the Council's interest income considerably (in excess of £1m), whilst at the same time seeing a dramatic drop in its income.

The current economic climate will not allow the Council to receive such returns from its assets and as such the Council must now act decisively to adjust its strategy accordingly.

The Council has achieved a lot in terms of efficiency, and contained in the base budget is in excess of £¾ m worth of efficiencies; working smarter, working more efficiently whilst maintaining our quality services.

The raft of measures that are contained within the proposed finance strategy will form the basis of the conversation the Council must have over the coming month to secure its economic future. Some of the measures are radical and far reaching; some of the measures will be controversial and will affect the people this Council serves and employs. Now is the time to make difficult decisions, now is the time to continue to show our strong leadership and the proposals contained within this strategy will do this.

Continued

7/8 New Street
Stourport on Severn
Worcs
DY13 8UJ

The Administration is not proposing to change the current strategy of increasing its Council Tax precept by 2.5% per year, well below the rate of inflation. At a time when the residents of Wyre Forest are facing the same economic pressures as the Council, we do not believe that it is in the best interests of householders to increase their financial burden by increasing the Council Tax levy.

Contained within this strategy is the outcome of the recent survey work undertaken on behalf of the Council that shows the high regard local residents hold the Council in. We now must prioritise those essential services as we discuss how we are going to reshape the Council under the challenging financial circumstances we find ourselves in.

The Council has agreed four priorities for improvement in its Corporate Plan which helps us to focus our activity and allocation of resources. The vision of *"We want Wyre Forest to be a district with healthy, safe and flourishing communities that are supported by a strong and diverse economy. The local environment will be clean, inspiring and valued, where people are proud to live and work and are attracted to visit and invest."* This vision must be in the forefront of our thinking as we reshape the Council in our current economic situation.

The Administration will continue to engage with Scrutiny and residents to ensure that the budget issues are thrashed out before the final budget strategy is agreed by Full Council on 25th February.

I would like to take this opportunity to recognise the hard work and dedication of the Chief Executive, Treasurer, Chief Officer Team and their staff in the preparation of the budget strategy in what can only be described as difficult circumstances. The dedication and hard work of our officers is what makes the Council the quality organisation it is.

The decisions members will take together over the coming month, as we agree the Council's budget strategy, will ensure the Council moves forward, stronger, to deliver a better Wyre Forest for the people that we serve.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Paul Campion', with a stylized flourish at the end.

Councillor John-Paul Campion
Leader of the Council

WYRE FOREST DISTRICT COUNCIL

CABINET

22 January 2009

THREE YEAR BUDGET & POLICY FRAMEWORK 2009/2012

AN OPEN ITEM	
COMMUNITY STRATEGY THEME:	-
CORPORATE THEME:	Improving Corporacy & Performance
KEY PRIORITY:	Financial & Asset Management
STRATEGY:	Budget & Policy Framework
CABINET MEMBER:	Councillor John Campion
RESPONSIBLE OFFICER:	Head of Financial Services
CONTACT OFFICER:	D.Buckland Ext. 2100 david.buckland@wyreforestdc.gov.uk
Appendix 1	Base Budget Projection 2009/2012
Appendix 2	Prioritisation Model
Appendix 3	Cabinet Proposals
Appendix 4	Working Balances, Reserves and Provisions
Appendix 5	Finance Strategy
Appendix 6	Consultation Strategy
Appendix 7	Priority Themes & Strategic Outcomes

1. PURPOSE

- 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 2009/2012.

2. RECOMMENDATIONS

The Cabinet is asked to ENDORSE and RECOMMEND for scrutiny:-

- 2.1 The Council's updated Medium Term Finance Strategy (Appendix 5);
- 2.2 Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2009/2012 (Appendix 3);
- 2.3 The level of net expenditure and resultant Council Tax for 2009/2012 as per paragraph 3.8;
- / 2.4 Income Service Options, including appropriate revision of fees and charges and the impact on the Council's Revenue Budget for 2009/2012, as shown in separate report within this Financial Strategy.

- 2.5 The Council's policy relating to Working Balances, Reserves and Provisions as detailed in Appendix 4 and note the availability of Resources and Provisions outlined in paragraph 7 and Appendix 4.
- 2.6 A consultation exercise for the budget process in accordance with the Council's Budget Consultation Strategy. (Appendix 6).
- 2.7 The public and stakeholders will be invited to the February meeting of Cabinet on 19 February to share opinions on the budget proposals.
- 2.8 The efficiency targets as detailed in a separate report to this meeting of the Cabinet (paragraph 17 refers).
- 2.9 Priorities for 2009/2012 as detailed in Appendix 7.

3. KEY ISSUES

The Council will have to take into account the following factors in setting the 2009/2012 Budget and future years Budget Projections :-

- 3.1 This years budget has been the most challenging for many years given the economic position that the Country finds itself in. Major issues are highlighted within the variance analysis report, which threaten the sustainability of the Council's Medium Term Financial Plan, however, these can be summarised as follows:
 - Reduction in investment interest - £1.1m in 2009/10. There are two main reasons for the reduction in investment income, both related to the credit crunch:
 - Reduction in Base Rates, the Council has previously assumed a 5% return on investments to support the Council's budget. The current level of Base Rate (1.5%) means that there is around a £920k reduction in the interest that the Council receives
 - Collapse of Icelandic Banks, the Council is still pursuing vigorously the return of the Council's investments with Landsbanki (£3m), Kaupthing, Singer & Friedlander (£5m), and the Heritable (£1m). However, at this stage although there are positive messages from the Administrators in relation to the return of the Council's investments these are not available in the short term to generate a return for the Council. The loss of these investments means lost interest of around £180k pa, although these have been assumed to be returned within the Medium Term Financial Strategy (see paragraph 4.6);
 - Reduced fee income – The Council's income from fees and charges has reduced significantly due to the slow down in the Housing and Retail sectors, affecting Land Charges and parking receipts;
 - Costs of fuel and significant increases in energy;
 - Increase in the value of the Pay Award for 2008/09.
- 3.2 This picture is affecting local authorities across the whole of England and is mostly affecting those such as Wyre Forest who have funds to invest following becoming debt free after Large Scale Voluntary Transfers of Housing stock in 2000.

- 3.3 In addressing these additional costs, efficiency measures and proposals for additional income have been identified by all divisions to mitigate as far as possible the impact of these pressures. Attached within the variance report is the full detail of the position for costs for 2009/10 Original Base Budget compared with the position for 2008/09 Revised budget.
- 3.4 Income Service Options which propose increases to fees and charges are the subject of a separate report to this meeting of the Cabinet.
- 3.5 Taking these measures into account the projected Base Budget net expenditure for 2009/10 is estimated to be £16,726,600 (Appendix 1). This is £1,981,540 more than currently estimated to be raised from Council Tax, Business Rate Grant and Revenue Support Grant. This compares to the original forecast contribution from reserves (approved by Council on 25 February 2008) of £742,230, which was £1,239,310 lower than this forecast. These calculations are based on base budget estimates, and an assumed 2.5% Council Tax increase in accordance with the Council's Finance Strategy.
- 3.6 The Provisional Local Government Finance Settlement for 2009/2010 was announced on 26th November 2008. Wyre Forest will receive Formula Grant of £7,980,700, an increase of 1% on 2008/09, which is in line with the indicative settlement announced in December 2007.
- 3.7 The Cabinet have been working closely with the Corporate Management Team (CMT) to develop proposals to identify reductions in Division's budgets which help in delivering a balanced budget, whilst limiting the impact on front line services. In identifying areas for efficiency and realignment of service delivery the Council has also been utilising the support offered by the Department for Communities and Local Government through Impact Change solutions. This has involved the introduction of a method for identifying priorities based upon:
- Statutory Requirements
 - Corporate Plan objectives
 - Public Opinion (through the Budget Consultation Questionnaire)

A full explanation of the Prioritisation model can be found at Appendix 2.

The Cabinet Proposals in relation to budget reductions are attached in Appendix 3.

- 3.8 The following table demonstrates the forecast position for the Council if all of the Cabinet Proposals are incorporated into the Base Budget:

	Revised 2008/09 £	2009/10 £	2010/11 £	2011/12 £
Net Expenditure on Services (per Appendix 1)	15,871,160	16,726,600	17,123,030	17,742,090
<u>Less</u> Cabinet Proposals identified in Appendix 3	-	(978,130)	(1,840,420)	(1,811,830)
Net Expenditure	15,871,160	15,748,470	15,282,610	15,930,260
Contribution from Reserves	(1,422,540)	(1,003,410)	(285,150)	(760,790)
Net Budget Requirement	14,448,620	14,745,060	14,997,460	15,169,470
<u>Less</u> Business Rate Grant, Government Grant and Collection Fund Surplus	7,930,390	8,032,540	8,117,120	8,117,120
Council Tax Levy	6,518,230	6,712,520	6,880,340	7,052,350
Wyre Forest District Council Tax Level assuming 2.5% increase 2009/10 onwards	£188.10	£192.80	£197.62	£202.56

3.9 A major factor in addressing the budget position relates to the Divisional Management restructuring. The requirement for this was identified in the report to Cabinet on 20th November 2008 and endorsed by Council on 26th November 2008. A separate report surrounding this review will be tabled to this meeting. The capital and revenue costs of implementing the Divisional Management Restructure are still being identified, however, these will have to be met from the Council's Capital, General or Earmarked Reserves, and this will be reported to the February meeting of the Cabinet. The Council has made a request for authorisation from Government to capitalise costs incurred during 2008/09 of implementing the new structure and at this stage unallocated Housing Capital receipts or Prudential borrowing have been recommended as the preferred funding options.

3.10 The Council has identified General Reserves of £2.074 million to meet the projected Budget deficit in 2009/2012. There are also a number of Cabinet Proposals detailed in Appendix 3 which will ensure the ongoing sustainability of the Council's financial position. See Appendix 4 for Allocation of Reserves.

3.11 The Government have in place Reserve Capping Powers to limit excessive increases in Council Tax. The Local Government Minister has stated that he will continue to cap councils in a targeted way who levy unreasonably large council tax rises. The Government are expecting Local Authorities to levy below 5% increases.

3.12 In light of the unprecedented economic conditions the Council's reliance on the use of General Reserves to bridge the gap between Expenditure and Income is no longer sustainable.

3.13 The Council in determining a new three year Budget Strategy needs to ensure that the Base Budget expenditure is sustainable with the aim of ensuring equilibrium between expenditure and income in the medium to longer term when the Council's Reserves are diminished.

3.14 All Local Authorities are required to submit a new national Performance Indicator which demonstrates the level of efficiency gains which have been achieved during 2008/09. The expected rate of efficiency improvement is 3% per annum, and unlike the previous regime these are all expected to be cashable gains.

4. THE BASE BUDGET 2008-2012

4.1 Overall the Council's Summary Budget and individual Divisional summaries are enclosed as Appendix 1.

4.2 The format of the 2008/2012 Base Budget reflects the current Divisional structure, however this is subject to a separate exempt report.

4.3 A copy of the detailed Budget 2008/2012 can be forwarded to Members electronically on request.

4.4 Inflation has been included in the Base Budget for 2009/2012 onwards as follows :-

	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>
	%	%	%
Payroll	2.00	2.00	2.00
Council's Business Rates and Other Contractual Commitments	3.00	3.00	3.00
Other (Efficiency Saving)	Nil	Nil	Nil

4.5 The Base Budget takes account of the current position in relation to the forecast level of interest that the Council can expect to receive. Given the current uncertainty in relation to investments it has been extremely difficult to forecast at this stage expected returns for the next three years, the current assumptions that have been used however are as follows:

- Returns in 2009/10 based on UK Base Rate of 1.5% with assumed investment returns of 2% for the year;
- Expected returns in 2010/11 based on investment returns of 3%;
- Expected returns in 2011/12 based on investment returns of 4%.

4.6 In addition to the position on investment returns the Base Budget position also assumes the return of the £9m of investments currently in the process of administration as detailed in paragraph 3.1.

4.7 In addition to the assumptions on investment return for the period 2009/10 to 2011/12, the Council has received a draft regulation from Government on the Accounting arrangements for 2008/09 in relation to the Icelandic Investments.

- 4.8 The Government publically announced that it wanted to protect authorities and therefore Council Tax payers from any impact in the short term, and defer any potential financial impact until 2010/11, i.e when the position would be far clearer on the resolution of this matter. However, the detail of the draft regulation does not go far enough at this stage to match this aspiration, and would require the authority to effectively make full bad debt provision for the interest associated with these investments in 2008/09, which total around £400k. As yet no such provision has been made within the Revised Budget for 2008/09; however, this position will need to be carefully considered at year end. The consultation deadline for this consultation is 23 January and this authority will be making a submission.

5. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2009/2010

- 5.1 On 6th December 2007 the Minister of State for Local Government, John Healey announced a 3-year Local Government Finance settlement. This followed the publication of the Comprehensive Spending Review in October 2007 which identified the Government's spending plans for 2008/09 to 2010/11. On 26th November 2008, the value of the provisional settlement for 2009/10 was released which was directly in line with the previous years announcement.
- 5.2 The main issues for Wyre Forest were discussed within the Financial Strategy 2008/2011, however, the settlement identified the level of support for each of the next three financial years as follows:
- 2008/09 - £7.879 million
 - 2009/10 - £7.981 million
 - 2010/11 - £8.067 million
- 5.3 The Finance Settlement is provisional at this stage however, the indicative settlement for 2009/10 is directly in line with that announced last year, and it is expected that this will be the final settlement for 2009/10. The increase for 2010/11 is in line with the indicative settlement and represents a 1% increase over 2009/10.
- 5.4 For 2011/12 no increase in government support has been allowed, it is widely reported that government spending is severely stretched and at this stage the prudent approach would be to allow for a zero increase. If this position improves this will assist the Medium Term Forecast. The Cabinet at its meeting on 19th February 2009 will need to consider this matter further if there are any significant changes to the provisional proposals.

6. COUNCIL TAX BASE

- 6.1 The calculation of the Council Tax Base for tax setting was the subject of a separate report to Cabinet on 18 December 2008. It is made by means of equating the bands of all properties shown in the valuation list for the Billing Authority Area into Band 'D' equivalents. An allowance must then be made for changes in the Valuation List, successful appeals against banding levels, new properties, further exemptions, further single person discounts, further disablement relief, variation in numbers of void properties and provision for bad debts.
- 6.2 The Tax Base for Wyre Forest District Council for 2009/2010 after allowing for the above items is 34,816 (34,653 in 2008/09). The Tax Base includes the reduced discount for Second Homes and Empty Property as agreed by Council on 3rd December, 2008.

7. WORKING BALANCES, RESERVES AND PROVISIONS

- 7.1 The Council has adopted the general principles of the CIPFA guidance on Local Authority Reserves and Balances.
- 7.2 The following Reserves are available to assist the Council in meeting General Fund Expenditure 2008/2012 as part of the Three Year Financial Strategy:

Reserves Statement	2008/09 £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
Reserves as at 1 April	3,497	2,074	1,071	786
Contribution from Reserves	(1,423)	(1,003)	(285)	(761)
Reserves as at 31 March	2,074	1,071	786	25

Note:

In addition the Council holds a working balance of £700k and currently holds earmarked reserves of £853k (as at 31 December 2008). However, it should be noted that the Council has commitments against such earmarked reserves.

8. COLLECTION FUND SURPLUS

- 8.1 A Collection Fund Surplus of £51,840 (£51,630 in 2008/2009) equivalent to an average reduction in Council Tax of £1.49 Band D equivalent (£1.49 in 2008/09) will reduce the Council's net levy from the Collection Fund in 2009/2010.
- 8.2 The surplus is mainly due to the efficient collection of Council Tax Arrears outstanding at 31st March 2008, and collected during 2008/09.

9. CABINET/INCOME SERVICE OPTIONS

- 9.1 Cabinet Proposals – Details are contained in Appendix 3. These proposals have been identified with the view of creating a balanced budget across the duration of the Medium Term. In previous years these proposals have been mainly surrounding growth however, given the additional costs and reduced income that are affecting the Council these are concentrating on reductions in costs/efficiencies and in some cases future service realignment.
- 9.2 Income Service Options – Details are also contained in a separate report to the Cabinet, these represent proposals to increase fees and charges in line with inflation or slightly above (3½% is the Council's target figure for inflation for 2009/10). Where services are subsidised, charges need to be reviewed with a view to reducing or maintaining subsidy at existing levels. There have been some significant increases proposed in areas such as Trade Waste, Garage Services, and Grounds Maintenance. These are areas where the Council's costs have increased owing to issues such as fuel and tipping charges. The proposed increases will ensure that the Council remains competitive in these areas with alternative suppliers.

10. CAPITALISATION OF REVENUE EXPENDITURE

- 10.1 The Head of Financial Services will apply any unallocated non-Housing Capital Receipts to fund suitable expenditure at year end in consultation with the Chief Executive in accordance with delegated authority.

10.2 As identified in paragraph 3.9 the Council has made a request for capitalisation to assist with the implementation of the Divisional Management restructure. The final decision on this request will not be known until 31 January 2009, and will be reported to the meeting of the Cabinet in February.

10.3 It is recommended that a further request be made for capitalisation in 2009/10 to meet the cost of implementation of the Divisional Management restructure. If made however, the Council will not be notified of Governments' decision on capitalisation until 31 January 2010. If the request was refused this would then impact significantly upon the sustainability of the budget position.

11. FINANCE STRATEGY

11.1 The Council, have approved a Medium Term Finance Strategy aimed at maintaining a sound financial structure for the future.

11.2 The Key Objectives are proposed as follows:

- To reduce expenditure to a sustainable level;
- A balanced budget within resources available identified into the medium term;
- To manage the Council's assets in order to achieve maximum efficiency;
- To manage the Council's investments efficiently and effectively to maximise interest generation, whilst protecting principal;
- To make realistic provisions for inflation, pensions, committed growth, legislative requirements whilst securing the Council's financial position;
- To set aside any available balances initially to be used primarily for "one-offs" (eg investment, service or corporate growth) and/or depending on the amount of balances, used in a phased manner beyond one year to avoid fluctuations in the level of the Council Tax;
- To achieve, wherever possible, continuous improvement from Policy Reviews;
- To ensure the early recognition of emerging issues, associated assessment of risk and appropriate management of the budget process in relation to the assessment of the degree of risk;
- To direct available financial resources in line with approved service priorities and reallocate from low/nil priority areas in line with Council Policy to maximise achievement of approved Key Commitments.
- The Council should aim to keep its Council Tax to a maximum increase of 2½%.

11.3 An updated Finance Strategy is enclosed as Appendix 5.

12. BUDGET CONSULTATION STRATEGY

- 12.1 During the last year an extensive Budget Consultation exercise was undertaken, the full report is available at Appendix 6 which identifies the results.
- 12.2 This is the first time that Wyre Forest has undertaken such an extensive consultation exercise and the results will help set the Council's aims and priorities in relation to both financial and policy decisions.

13. RESERVE CAPPING POWERS TO LIMIT EXCESSIVE INCREASE IN COUNCIL TAX

- 13.1 Local Government Minister, John Healey, has reiterated that given the investment in Local Government, they expect Local Authority's to respond positively as far as Council Tax is concerned. The Government expects authorities to deliver an average Council Tax increase of less than 5% in 2009/2010, and that it is prepared to take action if that proves necessary. The Government will not allow excessive Council Tax increases. The Government demonstrated this with action against a number of Police Authorities in 2008/09 who set which were deemed to be excessive increases in Council Tax.
- 13.2 The Reserve Capping Powers are complex and flexible comprising:
- a) In-year Designation i.e. the Government will fix level of Council Tax and re-billing could be required.
 - b) Following year Designation i.e. next years budget fixed by Government.
 - c) Nomination – this is a warning that if a council does not rein in its spending, it will be capped in a future year.
- 13.3 The Council will have to consider carefully the level of Council Tax Increase for Wyre Forest in the light of the above advice and any subsequent information.

14. BUDGET RISK MANAGEMENT

- 14.1 The Accounts and Audit Regulations 2003 and Comprehensive Area Assessment - Use of Resources, require Local Authorities to fully consider and manage Risk as part of the Budget process. A separate report is presented to this meeting of the Cabinet.

15. LOCAL GOVERNMENT ACT 2003

- 15.1 The Local Government Act 2003 (Sections 25-29) places duties on Local Authorities on how they set and monitor budgets.
- 15.2 Sections 25-27 require the Head of Financial Services to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This will be reported to Council on 25th February 2009.
- 15.3 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 a deterioration in the Authority's financial position, the authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis and this practice will continue.

16. ANNUAL PRIORITIES 2009/10

16.1 At Council in February 2008 the revised Corporate Plan 2008-2011 was approved. The stated priorities for the next three years are;

- More affordable housing;
- Reducing waste to landfill & increasing recycling;
- District wide regeneration;
- Improving efficiency and Value for Money.

16.2 Details are contained in Appendix 7. Progress has been monitored on a monthly basis and a final report for 2008/09 will be presented to Members early in the new year 2009/10.

17. EFFICIENCY TARGETS

17.1 The new target for Local Government under CSR07 for the years 2008/2009 to 2010/2011 is to achieve cashable savings of 3% per year. Although there is no mandatory efficiency target for each individual council, this represents a target of approximately £634,000 per year for Wyre Forest District Council i.e. a total compounded target of around £2m over the three year period covered by CSR07, compared with a target of £1,000,800 for the three year period under CSR04.

17.2 Councils will be required to report annually to central government on the level of efficiency gains through a Value for Money Indicator. If this shows that little progress is being made, further investigation would take place by the local Government Office in order to understand the reasons.

17.3 The guidance in CSR07 indicates that whilst only gains that impact on a council's expenditure for the first time after 31st March 2008 can be counted against the new target, councils may also include the value of any ongoing cash releasing CSR04 gains achieved in excess of their target. The estimated on- going cashable gains achieved by this Council in the three year period covered by CSR04 are £2,059,350, which is £1,058,550 in excess of the target of £1,000,800 and this amount can therefore be carried forward against the total estimated target of £2m under CSR07. The level of efficiency gains claimed will continue to be subject to scrutiny by central government. The final figures for 2008/09 will be reported as part of the closure of the Council's accounts.

17.4 The government are anticipating that efficiency savings will come from the following areas :-

- Procurement
- Asset management
- Business process improvements and collaboration initiatives

17.5 See separate report entitled Comprehensive Spending Review 2007 Efficiency Gains – Cashable and Non Cashable 2008/09, CSR07 Gains Cashable 2009/2012 for detailed information.

18. CONSULTEES

18.1 CMT/Leader of the Council.

19. BACKGROUND PAPERS

19.1 Local Government Finance Settlement 26th November 2008.

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2008/09		2009/10			2010/11			2011/12		
	Original Estimate £	Revised Estimate £	At Nov. 08 Prices £	Inflation £	TOTAL £	At Nov. 08 Prices £	Inflation £	TOTAL £	At Nov. 08 Prices £	Inflation £	TOTAL £
PROPERTY AND OPERATIONAL SERVICES	4,844,190	5,112,290	4,919,690	201,720	5,121,410	4,844,710	370,810	5,215,520	4,847,410	549,110	5,396,520
COMMUNITY AND PARTNERSHIP SERVICES	2,816,380	2,865,500	2,741,550	58,880	2,800,430	2,750,640	110,370	2,861,010	2,729,900	164,090	2,893,990
FINANCIAL SERVICES	2,119,950	1,991,510	2,025,550	73,990	2,099,540	2,053,620	144,490	2,198,110	2,086,480	214,490	2,300,970
HUMAN RESOURCES	2,824,030	2,709,410	2,752,340	7,000	2,759,340	2,754,720	10,680	2,765,400	2,739,480	9,660	2,749,140
LEGAL AND DEMOCRATIC SERVICES	799,870	845,720	757,300	22,150	779,450	861,750	41,040	902,790	851,030	60,350	911,380
PLANNING, HEALTH AND ENVIRONMENT	3,275,940	3,290,330	3,300,530	99,960	3,400,490	3,220,690	192,190	3,412,880	3,223,100	283,690	3,506,790
CHIEF EXECUTIVES OFFICE	1,542,590	1,568,920	1,405,580	35,770	1,441,350	1,410,510	68,640	1,479,150	1,410,620	102,040	1,512,660
LESS: Capital Account/Interest Received	18,222,950	18,383,680	17,902,540	499,470	18,402,010	17,896,640	938,220	18,834,860	17,888,020	1,383,430	19,271,450
Interest Received	(777,240)	(1,120,020)	(1,121,150)	830	(1,120,320)	(905,690)	1,660	(904,030)	(651,250)	2,510	(648,740)
Income Service Options	(1,567,380)	(1,392,500)	(300,000)	0	(300,000)	(470,000)	0	(470,000)	(460,000)	0	(460,000)
TOTAL NET EXPENDITURE ON SERVICE	15,878,330	15,871,160	16,226,300	500,300	16,726,600	16,183,150	939,880	17,123,030	16,356,150	1,385,940	17,742,090
LESS: Contribution from Reserves	(1,429,710)	(1,422,540)			(1,981,540)			(2,125,570)			(2,572,620)
NET BUDGET REQUIREMENT	14,448,620	14,448,620			14,745,060			14,997,460			15,169,470
LESS: Revenue Support Grant	(962,760)	(962,760)			(7,980,700)			(8,067,120)			(8,067,120)
Business Rates	(6,916,000)	(6,916,000)			(51,840)			(50,000)			(50,000)
Collection Fund Surplus	(51,630)	(51,630)									
GENERAL EXPENSES - DISTRICT COUNCIL PURPOSES	6,518,230	6,518,230			6,712,520			6,880,340			7,052,350
COUNCIL TAX LEVY		188.10			192.80			197.62			202.56
COUNCIL TAX BASE		34,653			34,816			34,816			34,816

Note:- For the years 2009/2010 and 2010/2011 the split between the Revenue Support Grant and Business Rates is not known at this stage

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P001 WASTE COLLECTION					
A001 COLLECTION OF DOMESTIC WASTE	717,520	766,540	805,490	840,890	859,110
A005 KERBSIDE RECYCLING (RECYCLED	1,225,430	1,299,520	1,411,860	1,442,770	1,580,540
A010 RECYCLING ACTIVITIES	(13,400)	(39,900)	(39,700)	(39,700)	(39,700)
	1,929,550	2,026,160	2,177,650	2,243,960	2,399,950
P005 MARKETS					
A015 RETAIL MARKET	8,240	8,810	9,210	9,170	0
A020 STREET MARKET	(2,000)	(1,680)	(470)	50	430
	6,240	7,130	8,740	9,220	430
P010 PUBLIC CONVENIENCES					
A025 PUBLIC CONVENIENCES	284,860	305,960	323,590	334,050	342,140
P015 CEMETERIES					
A030 CEMETERY	128,090	148,570	138,580	159,500	161,810
P020 CLEANSING SEWERS & DRAINS					
A035 CLEANING PRIVATE SEWERS & DRAINS	1,000	1,000	0	0	0
P035 SPORTS AND PHYSICAL RECREATION					
A080 STOURPORT SPORTS CLUB	10,680	10,680	10,950	11,220	11,500
A085 OTHER SPORTS FACILITIES	267,290	284,460	300,960	309,670	317,720
	277,970	295,140	311,910	320,890	329,220
P040 ALLOTMENTS					
A120 ALLOTMENTS	13,470	18,300	15,260	15,720	16,090
P045 PARKS AND OPEN SPACES					
A125 PARKS & OPEN SPACES	892,450	925,830	966,270	998,500	999,570
P050 COMMON POS SERVICES					
A130 POS CENTRAL ADMIN ACCOUNT	0	(13,500)	(105,790)	(117,320)	(119,320)
P053 CORPORATE COSTS					
A137 CORPORATE COSTS	122,000	119,290	122,060	29,980	30,080
P055 PARKING FACILITIES					
A145 PARKING FACILITIES	(355,870)	(395,080)	(407,710)	(372,040)	(358,090)
A146 ON STREET PARKING	51,080	159,750	72,080	42,780	29,330
	(304,790)	(235,330)	(335,630)	(329,260)	(328,760)
P060 HIGHWAYS					
A150 STREET FURNITURE & NAMING ETC.	87,600	101,860	102,970	105,160	106,780
A155 HIGHWAYS GENERAL CLEANSING	779,140	790,070	773,260	801,480	816,170
A160 HIGHWAYS MAINTENANCE OF VERGES	91,500	102,950	106,270	109,240	112,430
	958,240	994,880	982,500	1,015,880	1,035,380

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P065 PROPERTY - ADMINISTRATIVE BUILDINGS					
A170 TOWN HALL, KIDDERMINSTER	279,700	251,900	285,890	294,190	299,050
A175 VICAR STREET, KIDDERMINSTER	0	0	0	0	0
A185 NEW STREET, STOURPORT	0	0	0	0	0
A190 CIVIC CENTRE, STOURPORT	184,530	173,700	183,360	187,950	191,670
A195 LOAD STREET, BEWDLEY	0	0	0	0	0
A200 TOWN HALL, BEWDLEY	20,970	22,860	24,360	25,100	25,550
A205 COVENTRY STREET, KIDDERMINSTER	0	0	0	0	0
A210 GREEN STREET DEPOT, KIDDERMINSTER	(670)	0	0	0	0
A215 DUKE HOUSE, KIDDERMINSTER	0	0	0	0	0
A216 CENTRALISED OFFICE ACCOMMODATION	100,000	100,000	0	0	0
	584,530	548,460	493,610	507,240	516,270
P070 COMMERCIAL SERVICES-OPERATIONAL AREAS					
A220 COMMERCIAL SERVICES-OPERATIONAL AREAS	32,870	0	0	0	0
P075 CONTROL OF PESTS AND DOGS					
A225 CONTROL OF RATS & OTHER PESTS	59,360	76,820	79,940	83,440	85,680
A230 CONTROL OF DOGS	61,170	70,280	70,200	70,510	71,790
	120,530	147,100	150,140	153,950	157,470
P080 ABANDONED VEHICLES					
A235 ABANDONED VEHICLES	34,230	44,290	67,850	70,310	71,660
P085 INDUSTRIAL ESTATES & OTHER					
A245 OTHER INDUSTRIAL ESTATES	(108,980)	(144,340)	(128,390)	(126,330)	(125,580)
A250 HOOBROOK ENTERPRISE CENTRE	(33,570)	(32,450)	(22,270)	(18,250)	(16,700)
A255 OTHER PROPERTY	(94,500)	(88,920)	(67,440)	(58,350)	(79,030)
A256 FLOOD RELIEF	0	44,720	22,770	5,830	5,840
	(237,050)	(220,990)	(195,330)	(197,100)	(215,470)
Total S1 Property & Operational Services	4,844,190	5,112,290	5,121,410	5,215,520	5,396,520

COMMUNITY AND PARTNERSHIP SERVICES - SUMMARY APPENDIX 1

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P021 LEISURE DEVELOPMENT					
A036 LEISURE DEVELOPMENT	78,220	110,610	116,210	117,800	120,050
A110 STOURPORT COMMUNITY CENTRE	26,920	26,790	27,940	28,700	29,540
	105,140	137,400	144,150	146,500	149,590
P025 PLAY DEVELOPMENT					
A040 PLAY DEVELOPMENT	187,550	204,400	237,900	243,760	247,660
P030 MUSEUM					
A050 MUSEUM STORE	62,160	62,580	64,340	65,970	66,990
A055 BEWDLEY MUSEUM	214,750	265,210	275,510	283,010	289,780
	276,910	327,790	339,850	348,980	356,770
P032 ARTS DEVELOPMENT					
A065 ARTS DEVELOPMENT	104,390	104,970	106,170	109,140	111,210
P034 SPORTS AND PHYSICAL RECREATION					
A070 WYRE FOREST GLADES LEISURE CENTRE	914,580	837,310	902,720	916,060	929,510
A075 STOURPORT SPORTS CENTRE	348,180	351,080	336,740	342,970	347,990
A076 BEWDLEY LEISURE CENTRE	59,690	79,850	59,870	60,800	61,790
	1,322,450	1,268,240	1,299,330	1,319,830	1,339,290
P037 SPORTS DEVELOPMENT					
A095 JOINT DELIVERY PLAN	97,080	63,920	68,470	71,090	73,940
A096 PHYSICAL ACTIVITY	340	0	0	0	0
A100 EXTERNAL FUNDING	0	0	0	0	0
A101 MOBILE SKATEPARK	0	0	0	0	0
A102 BEST FOOT FORWARDS	0	0	0	0	0
A103 COMMUNITY DEVELOPMENT	400	20,360	20,870	21,170	21,640
A104 BIG LOTTERY FUNDING	0	0	0	0	0
	97,820	84,280	89,340	92,260	95,580
P039 COUNTRYSIDE AND CONSERVATION SERVICE					
A118 COUNTRYSIDE AND CONSERVATION SERVICE	338,160	334,460	345,500	354,410	362,040
P090 COMMUNITY AND PARTNERSHIP SERVICES ADMINISTRATION					
A257 COMMUNITY AND PARTNERSHIP SERVICES ADMINISTRATION	12,950	(2,700)	(35,190)	(33,670)	(33,670)
P215 CRIME AND DISORDER ACT 1998					
A495 COMMUNITY SAFETY	163,710	190,430	171,390	159,870	167,000
A496 EXTERNAL FUNDING	390	0	0	0	0
	164,100	190,430	171,390	159,870	167,000

COMMUNITY AND PARTNERSHIP SERVICES - SUMMARY **APPENDIX 1**

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P220 COMMUNITY STRATEGY					
A500 COMMUNITY STRATEGY	92,450	92,450	450	450	450
A501 EXTERNAL FUNDING	340	0	0	0	0
A502 AREA BASED GRANTS	0	0	0	0	0
	92,790	92,450	450	450	450
P225 CORPORATE COSTS					
A375 CORPORATE DESIGN/PRINT UNIT	(3,100)	6,560	7,820	8,760	9,350
A380 CORPORATE COMMUNICATIONS	53,260	53,260	29,760	46,760	29,760
A382 CORPORATE COSTS	63,960	63,960	63,960	63,960	58,960
	114,120	123,780	101,540	119,480	98,070
Total S11 Community & Partnership Services	2,816,380	2,865,500	2,800,430	2,861,010	2,893,990

FINANCIAL SERVICES - SUMMARY

APPENDIX 1

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P095 FINANCIAL SERVICES ADMINISTRATION					
A265 FINANCIAL SERVICES ADMINISTRATION	(10,050)	(69,340)	(73,640)	(73,640)	(73,610)
P100 REVENUES					
A270 COUNCIL TAX & NATIONAL NON-DOMESTIC RATES	458,680	495,260	516,270	541,130	557,720
P105 HOUSING BENEFITS/WELFARE					
A280 BENEFIT PAYMENTS	(100,000)	(175,000)	(175,000)	(175,000)	(175,000)
A285 BENEFITS ADMINISTRATION	707,440	641,680	730,010	776,300	828,940
A290 CONCESSIONARY TRAVEL	715,110	712,300	747,860	768,150	794,740
	1,322,550	1,178,980	1,302,870	1,369,450	1,448,680
P110 CORPORATE COSTS					
A294 CORPORATE COSTS	348,770	386,610	354,040	361,170	368,180
	348,770	386,610	354,040	361,170	368,180
Total S2 Financial Services	2,119,950	1,991,510	2,099,540	2,198,110	2,300,970

HUMAN RESOURCES - SUMMARY

APPENDIX 1

Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P115 MEMBER ACTIVITIES					
A305 CHAIRMANS & VICE CHAIRMANS ALLOWANCES	12,950	12,680	12,850	13,030	13,220
A310 OTHER MEMBERS ALLOWANCES	329,760	338,550	348,180	356,410	364,850
A315 MEMBER SERVICES	231,100	220,610	234,230	243,510	250,120
	573,810	571,840	595,260	612,950	628,190
P120 HUMAN RESOURCES ADMINISTRATION					
A320 HUMAN RESOURCES ADMINISTRATION	0	-9,500	-7,000	-7,000	-7,000
P125 CORPORATE COSTS					
A325 CORPORATE COSTS	1,565,910	1,455,180	1,465,330	1,423,840	1,373,050
P130 TRAINING OF EMPLOYEES					
A330 TRAINING OF EMPLOYEES	0	0	-25,000	-25,000	-25,000
P131 WORCESTERSHIRE HUB					
A260 WORCESTERSHIRE HUB	627,130	607,190	647,750	687,610	706,900
P135 COMMON SERVICES					
A335 COMPUTER SERVICES	57,180	84,700	83,000	73,000	73,000
A340 COMMUNICATIONS	0	0	0	0	0
A341 PRINT MANAGEMENT	0	0	0	0	0
	57,180	84,700	83,000	73,000	73,000
Total S3 Human Resources	2,824,030	2,709,410	2,759,340	2,765,400	2,749,140

LEGAL & DEMOCRATIC SERVICES - SUMMARY

APPENDIX 1

Detail	2008/09		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £
	Original £	Revised £			
P136 ELECTIONS & ELECTORAL REGISTRATION					
A345 ELECTIONS & ELECTORAL REGISTRATION	299,850	255,590	193,740	286,540	284,570
P137 COMMITTEE ADMINISTRATION					
A350 COMMITTEE ADMINISTRATION	564,950	590,700	590,980	610,330	626,560
P138 LAND CHARGES					
A355 LAND CHARGES	(65,430)	23,550	31,320	43,770	39,440
P140 LEGAL & DEMOCRATIC SERVICES ADMIN					
A360 LEGAL & DEMOCRATIC SERVICES ADMIN	0	(25,050)	(37,520)	(38,780)	(40,120)
P142 CORPORATE COSTS					
A370 LICENCE FEES	500	930	930	930	930
Total S4 Legal and Democratic Services	799,870	845,720	779,450	902,790	911,380

Detail	2008/09		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £
	Original £	Revised £			
P145 PLANNING POLICY FORMULATION					
A385 PLANNING POLICY FORMULATION	376,970	344,370	404,880	435,620	440,160
A386 EXTERNAL FUNDING	0	0	0	0	0
	376,970	344,370	404,880	435,620	440,160
P150 IMPLEMENTATION OF PLANNING POLICY					
A390 DEVELOPMENT CONTROL	255,250	274,800	246,540	254,100	291,180
A395 ENFORCEMENT	155,420	161,900	166,030	167,630	168,480
A400 ENVIRONMENTAL IMPROVEMENT & PROTECTION	52,800	52,940	56,830	57,090	58,760
A405 CONS. OF THE HISTORIC ENVIRONMENT	77,640	73,000	79,130	79,760	79,200
	541,110	562,640	548,530	558,580	597,620
P155 BUILDING CONTROL					
A410 BUILDING CONTROL	157,090	151,440	175,830	142,900	135,120
P160 PLANNING, HEALTH & ENVIRONMENT ADMIN					
ADMIN	(9,520)	(29,330)	(7,710)	(7,830)	(7,940)
P161 HIGHWAYS					
A165 HIGHWAYS RESIDUAL FUNCTION	6,990	7,800	7,560	7,700	7,860
A416 ADMINISTRATION OF STREET NAMING & NUMBERING	17,490	18,180	18,760	18,960	19,400
	24,480	25,980	26,320	26,660	27,260
P165 CORPORATE COSTS					
A420 MAPPING SERVICE AGREEMENT	12,810	11,900	14,000	14,000	14,000
A421 STATUTORY RESPONSIBILITY - WATERCOURSES AND LAND DRAINAGE	1,000	1,000	1,000	1,000	1,000
	13,810	12,900	15,000	15,000	15,000
P170 FOOD AND HEALTH AND SAFETY					
A425 FOOD AND HEALTH AND SAFETY RESOURCE EFFICIENCY	351,980 0	378,940 0	387,020 0	387,220 0	395,940 0
	351,980	378,940	387,020	387,220	395,940
P175 POLLUTION CONTROL					
A430 POLLUTION CONTROL	245,260	250,820	267,100	271,770	279,380
P185 LICENSING ACTIVITIES					
A440 HACKNEY CARRIAGES	10,580	12,360	11,500	14,450	16,520
A445 GENERAL LICENSING & REGISTRATION	44,540	42,500	42,580	43,050	44,740
A450 LICENSING ACT 2003	52,420	37,820	42,280	43,040	45,750
	107,540	92,680	96,360	100,540	107,010

Detail	2008/09		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £
	Original £	Revised £			
P190 PRIVATE SECTOR HOUSING					
A455 HOUSING GRANTS & ASSISTANCE	159,440	159,180	178,660	177,390	179,210
A460 HOUSING, ENFORCEMENT & LICENSING	101,050	114,000	120,540	110,090	108,630
	260,490	273,180	299,200	287,480	287,840
P195 HOUSING ENABLING FUNCTION					
A465 HOUSING, HEALTH & SUSTAINABILITY - STRATEGY & ENABLING	235,140	232,770	248,170	253,480	260,760
A470 HOMELESSNESS, HOUSING ADVICE & ACCESS TO HOUSING	503,340	534,520	556,840	578,120	597,750
A471 EXTERNAL FUNDING - HOUSING ENABLING FUNCTION	0	0	0	0	0
	738,480	767,290	805,010	831,600	858,510
P210 REGENERATION AND ECONOMIC DEVELOPMENT ACTIVITIES					
A485 REGENERATION & ECONOMIC DEV. ACTIVITIES	298,810	291,690	211,040	189,520	193,330
A490 TOURISM	169,440	167,730	171,910	173,820	177,560
	468,250	459,420	382,950	363,340	370,890
Total S5 Planning, Health and Environment	3,275,940	3,290,330	3,400,490	3,412,880	3,506,790

CHIEF EXECUTIVES OFFICE - SUMMARY

APPENDIX 1

Detail	2008/09		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £
	Original £	Revised £			
P205 CHIEF EXECUTIVES OFFICE					
A480 CHIEF EXECUTIVES OFFICE	(650)	(4,490)	(6,050)	(6,050)	(6,050)
P233 CORPORATE COSTS					
A505 CORPORATE MANAGEMENT EXPENSES	1,511,090	1,511,330	1,412,150	1,449,700	1,482,960
A510 CORPORATE COSTS	30,000	30,000	30,250	30,500	30,750
	1,541,090	1,541,330	1,442,400	1,480,200	1,513,710
P235 EQUALITY & DIVERSITY					
A525 EQUALITY & DIVERSITY	2,150	32,080	5,000	5,000	5,000
Total S6 Chief Executives Office	1,542,590	1,568,920	1,441,350	1,479,150	1,512,660

CAPITAL ACCOUNT / INTEREST RECEIVED - SUMMARY**APPENDIX 1**

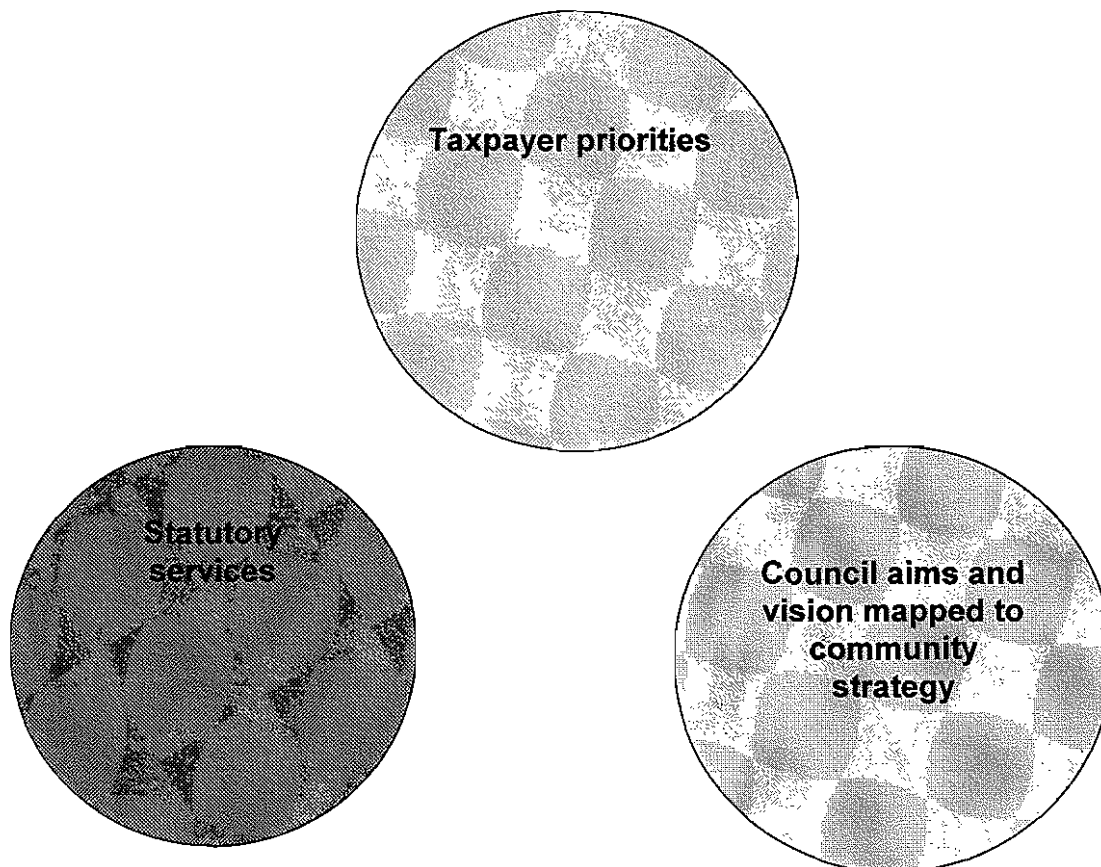
Detail	2008/09		2009/10	2010/11	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P230 CAPITAL ACCOUNT/INTEREST RECEIVED					
A515 CAPITAL ACCOUNT	(777,240)	(1,120,020)	(1,120,320)	(904,030)	(648,740)
A520 INTEREST RECEIVED	(1,567,380)	(1,392,500)	(300,000)	(470,000)	(460,000)
Total S7 Capital Account/Interest Received	(2,344,620)	(2,512,520)	(1,420,320)	(1,374,030)	(1,108,740)

Prioritisation Model

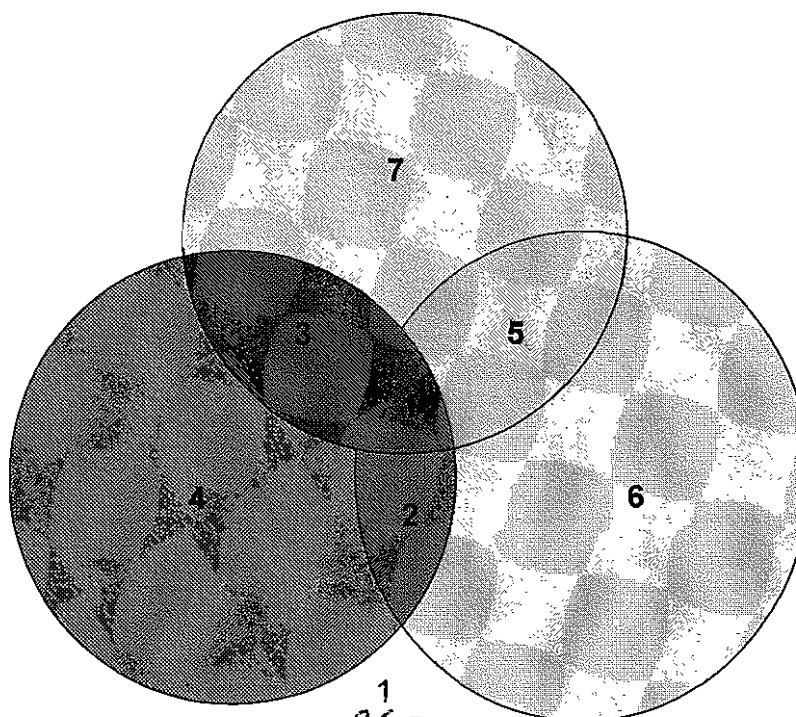
Prioritising resources in the medium term requires an effective mechanism for evaluation. The following is a simple model of how variables can be ranked in terms of importance.

The variables feeding into model are:

- The council's aims and vision contained within the corporate plan lies at the centre of the model Current service provision, split between statutory and discretionary.
- Tax payer priorities - areas identified in consultation as being top priority to the community



The overlapping areas indicate relative priority scores:



Appendix 2

The scores indicate priority weightings for the Council: 1 is the highest ranking, 7 is the lowest.

Rank	Description	Priority
Statutory Services		
1	Statutory, fulfils our vision, valued by customers	Top
2	Statutory, fulfils our vision	High
3	Statutory, does not fulfill our vision, valued by customers	High
4	Statutory	Minimum to meet requirements
Discretionary Services		
5	Fulfils our vision, valued by customers	High
6	Fulfils our vision	Medium
7	Valued by customers	Low

**WYRE FOREST DISTRICT COUNCIL
CABINET PROPOSALS 2009/10 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/2012 £
	<u>PROPERTY & OPERATIONAL SERVICES</u>					
R010 /002	<u>Waste/Recycling</u> Review of Waste/Recycling Service in line with the County Waste Management Strategy. The Capital requirements are to be confirmed.	C R M	TBC - -	TBC 300,000 CR -	TBC 300,000 CR -	TBC 300,000 CR -
R030	<u>Street Market</u> Retender and continue Market Contract without a free cleansing service	C R M	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -
R155	<u>Allotments</u> To increase the allotment rents incrementally to realistic levels such that the whole service becomes self funding.	C R M	- - -	- 4,000 CR -	- 8,000 CR -	- 16,000 CR -
R160	<u>Parks and Open Spaces</u> Redesign the planting beds within the Parks & Open Spaces	C R M	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -
R160	<u>Parks and Open Spaces</u> Dispense need for heating and repairing Nursery buildings. Also to allow Nursery staff to redeploy to park work.	C R M	- - -	- 18,000 CR 1 CR	- 18,000 CR 1 CR	- 18,000 CR 1 CR
R200	<u>Highways General Cleansing</u> Reorganise the Streetscene function	C R M	- 50,000 CR 2 CR	- 50,000 CR 2 CR	- 50,000 CR 2 CR	- 50,000 CR 2 CR
R205	<u>Highways - Maintenance of Verges</u> To halve the subsidy to the County Council in relation to the verge maintenance.	C R M	- 23,000 CR -	- 23,000 CR -	- 23,000 CR -	- 23,000 CR -
R225	<u>Green Street Depot</u> To restructure the reception and to limit weighbridge cover.	C R M	- 32,000 CR 1.5 CR	- 32,000 CR 1.5 CR	- 32,000 CR 1.5 CR	- 32,000 CR 1.5 CR
R229	<u>Garage</u> Reduce Garage mechanic establishment by one, to reflect efficiencies in the operation of the garage.	C R M	- 25,640 CR 1 CR	- 25,640 CR 1 CR	- 25,640 CR 1 CR	- 25,640 CR 1 CR
R236	<u>Grounds Maintenance</u> Restructure grounds maintenance operations with the view of achieving efficiency gains.	C R M	- 48,000 CR 2 CR	- 48,000 CR 2 CR	- 48,000 CR 2 CR	- 48,000 CR 2 CR
R250	<u>Control of Rats and Other Pests</u> To charge the general public for this service, excluding those in receipt of benefits	C R M	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -	- 10,000 CR -
R255	<u>Control of Dogs</u> To market test the stray dog service to the private sector within normal working hours.	C R M	- 7,500 CR 1 CR	- 10,000 CR 1 CR	- 10,000 CR 1 CR	- 10,000 CR 1 CR
R250	<u>Control of Rats and Other Pests</u> To market test the Pest Control service to the private sector.	C R M	- 5,620 CR -	- 7,500 CR -	- 7,500 CR -	- 7,500 CR -
	<u>COMMUNITY & PARTNERSHIP SERVICES</u>					
R050	<u>Play Development</u> To reorganise the play development section establishment and reduce the associated budget including the Fun Box	C R M	- 15,220 CR 0.75 CR	- 15,220 CR 0.75 CR	- 15,220 CR 0.75 CR	- 15,220 CR 0.75 CR
R735	<u>Corporate Communications</u> Suspend the production of the Council's newspaper 'Newsywyre'.	C R M	- 19,260 CR -	- 19,260 CR -	- 19,260 CR -	- 19,260 CR -
R740	<u>Grants to Voluntary Bodies</u> To increase revenue grant to Citizens Advice Bureau and adjust the Capital Programme contingency.	C R M	15,000 CR 520 -	- 1,050 -	- 6,590 -	- 6,590 -

**WYRE FOREST DISTRICT COUNCIL
CABINET PROPOSALS 2009/10 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/2012 £
R310	<u>FINANCIAL SERVICES</u>					
	<u>Revenues</u> To recover increases in respect of Council Tax and NNDR Court Costs.	C R M	- 12,000 CR -	- 12,000 CR -	- 12,000 CR -	- 12,000 CR -
R310	<u>Revenues</u> Efficiency review within Revenues Service.	C R M	- 25,000 CR 1 CR	- 25,000 CR 1 CR	- 25,000 CR 1 CR	- 25,000 CR 1 CR
R330	<u>Concessionary Travel</u> To phase out the Travel Token Scheme due to the success of the Concessionary Travel scheme	C R M	- - -	- 29,000 CR -	- 30,000 CR -	- 30,000 CR -
R330	<u>Concessionary Travel</u> To phase out subsidy for Dial-a-Ride service - to move towards a sustainable business model subject to consultation.	C R M	- - -	- 17,000 CR -	- 17,500 CR -	- 35,000 CR -
R330	<u>Concessionary Travel</u> To operate Concessionary Travel in accordance with Government Policy , whilst continuing with free travel for disabled companions (also not funded)	C R M	- 40,000 CR -	- 40,000 CR -	- 40,000 CR -	- 40,000 CR -
R338	<u>Review aid to Parish Councils</u> To phase out aid to Parish Councils, although providing 12 months notice, subject to consultation.	C R M	- - -	- 57,010 CR -	- 59,860 CR -	- 59,860 CR -
R500	<u>LEGAL & DEMOCRATIC SERVICES</u>					
	<u>Electorat Administration Act</u> To continue mandatory costs in relation to the Electoral Administration Act for 2009/10.	C R M	- 27,500 -	- - -	- - -	- - -
R605 & R630	<u>PLANNING HEALTH & ENVIRONMENT</u>					
	<u>Remove Technical Support Post</u> Restructure support service within the division in relation to admin and technical support	C R M	- 30,220 CR 2.4 CR	- 25,140 CR 1.4 CR	- 25,380 CR 1.4 CR	- 25,380 CR 1.4 CR
R620	<u>Conservation Service</u> Review of the Conservation Service following the 15% reduction in planning applications	C R M	- 27,600 CR 1 CR	- 36,800 CR 1 CR	- 36,800 CR 1 CR	- 36,800 CR 1 CR
R630	<u>Development Control</u> Review of the Development Control function following the 15% reduction in planning applications	C R M	- 11,230 CR 0.5 CR	- 11,520 CR 0.5 CR	- 11,820 CR 0.5 CR	- 11,820 CR 0.5 CR
R630 & R711	<u>Tourist Information Centres</u> Restructure the Tourism function with a view of merging with Bewdley Museum or others.	C R M	- 61,450 CR 2.2 CR	- 61,450 CR 2.2 CR	- 61,450 CR 2.2 CR	- 61,450 CR 2.2 CR
R640	<u>Environmental Health</u> Review of resources in relation to the discretionary Food Hygiene Training function.	C R M	- 13,840 CR 0.5 CR	- 14,690 CR 0.5 CR	- 15,070 CR 0.5 CR	- 15,070 CR 0.5 CR
R680	<u>Housing Service</u> Reorganise the Housing functions policy and research function	C R M	- 26,070 CR 1 CR	- 26,740 CR 1 CR	- 27,420 CR 1 CR	- 27,420 CR 1 CR

WYRE FOREST DISTRICT COUNCIL
CABINET PROPOSALS 2009/10 ONWARDS

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/2012 £
R731	CHIEF EXECUTIVES OFFICE					
	Corporate Costs					
	Retain national subscription to LGA but remove regional subscription to WMLGA.	C R M	- 14,500 CR -	- 14,500 CR -	- 14,500 CR -	- 14,500 CR -
R750	Equality & Diversity					
	To retain the Equality & Diversity post for a further two years and allocate out of the Cohesion Grant	C R M	- 8,000 CR 1	- 33,000 CR 1	- - -	- - -
	CORPORATE					
	Re-schedule Capital Programme by £4m, already assumed within the Capital Programme report.	C R M	- 80,000 CR -	- 80,000 CR -	- 80,000 CR -	- 80,000 CR -
	Reduction in Overtime allowance	C	-	-	-	-
	Further reduction above £100,000 target set in 2008/09	R M	25,000 CR -	25,000 CR -	25,000 CR -	25,000 CR -
	Divisional Restructuring	C	-	-	-	-
	See separate report in exempt section.	R M	375,000 CR TBC	750,000 CR TBC	750,000 CR TBC	750,000 CR TBC
	TOTALS	C R M	15,000 CR 978,130 CR 15.85 CR	- 1,840,420 CR 15.85 CR	- 1,811,830 CR 16.85 CR	- 1,837,330 CR 16.85 CR

KEY - Changes in Resources

C - Capital

R - Revenue

M - Man Power - TO BE CONFIRMED

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Improving efficiency and value for money
CORPORATE PLAN THEME:	A Sustainable Environment
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Review the Waste Service to put in line with County Waste Strategy**

Re-evaluation of collection options to optimise service levels whilst minimising costs.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council have agreed to implement the county wide strategy to collect recyclables in a co-mingled wheeled bin kerbside collect method from January 2010.

The Council has instructed the Head of Property & Operational Services to undertake an evaluation of the collection methods available including a review of the frequencies of both the collection of recyclables and residual waste.

This work is being undertaken with the assistance of consultants and will be the subject of a scrutiny review in March/April 2009. However, early indications have indicated that there will be a collection saving of at least £300,000 per annum, however, there are also likely to be capital implications which will be confirmed within future reports.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost	TBC	TBC	TBC	TBC
Net Revenue Cost		(300,000)	(300,000)	(300,000)
Manpower Implications (FTE)				

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	Yes	High	1

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Improving efficiency and value for money
CORPORATE PLAN THEME:	A Sustainable Environment
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Street Market re-tendering exercise**

Re-tender and continue Market Contract without a free cleansing subsidy.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Kidderminster Street Market is due to be re-tendered in June 2009. The current contract allows for the Council carrying out the final cleanse of the day and disposal of any arisings. This currently costs £10,000 per annum and it is intended that when the contract is re-let this responsibility is passed to the market operator, whilst maintaining its operation.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(10,000)	(10,000)	(10,000)	(10,000)
Manpower Implications (FTE)				

5. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Marcus Hart
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Increase in Allotments rent**

To increase the allotment rents incrementally to realistic levels such that the whole service becomes self financing.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Currently the allotment service is subsidised by £16,000 per annum. Rents currently vary depending on the size of the plot and the location between £20 and £45 per annum. In order to reduce the subsidy it is intended to increase the charges by approximately 100% per annum, with a view of removing the subsidy per plot.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost		(4,000)	(8,000)	(16,000)
Manpower Implications (FTE)				

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Parks and Open Spaces**

Redesign the planting beds within the Parks and Open Spaces.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

In order to reduce the demand for summer and winter bedding it is intended to redesign the planting beds within Parks and Open Spaces. Also, where beds are not of a high visual impact in the winter months, they will be left fallow.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(10,000)	(10,000)	(10,000)	(10,000)
Manpower Implications (FTE)				

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	High	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Greater Learning and Participation
CORPORATE PLAN THEME:	Enhancing Cultural Life
CORPORATE PLAN KEY PRORITY:	Quality Parks and Green Spaces
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Close Nursery and buy in plants ready for planting**

Dispense need for heating and repairing Nursery buildings. Also to allow Nursery staff to redeploy to Park work, obviating the need for temporary employees.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Currently, the Council has controlled the high quality of bedding plants by purchasing them as seedlings (plugs) and growing them on in their own greenhouses and poly tunnels in the nursery at Brinton Park.

This has ensured that the winter and summer bedding displays are of high quality and do not suffer from some of the spread of pests which can occur when growing fully grown plants from commercial nurseries.

However, it is possible to close the nursery, reduce staffing levels and heating and lighting costs and buy plants in ready grown at an estimated saving of £18,000 per annum. However this is not achievable in year 1 as the plants for 2009 have already been purchased.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost		(18,000)	(18,000)	(18,000)
Manpower Implications (FTE)		1 CR	1 CR	1 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	A Better Environment
CORPORATE PLAN THEME:	Managing the Local Environment
CORPORATE PLAN KEY PRORITY:	Waste Management
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Reorganise Streetscene section and introduce new methods of working in order to deliver efficiency gains within the Cleansing function.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Reprioritise working arrangements within the Streetscene Service with a view of maintaining statutory service delivery.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(50,000)	(50,000)	(50,000)	(50,000)
Manpower Implications (FTE)	2.0CR	2.0CR	2.0CR	2.0CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	High	3

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Highways Verge**

To halve the number of cuts that the District Council subsidise the County Council.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To halve the subsidy provided to the County Council, this will reduce the number of cuts made per annum.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(23,000)	(23,000)	(23,000)	(23,000)
Manpower Implications (FTE)				

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	High	3

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Trevor Jones
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Green Street Depot Costs.**

To reorganise the reception and to limit weighbridge cover. Also to review allocation of duties amongst Admin Officers

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Currently, the reception at Green Street Depot is open and manned between 9 am to 5 pm Monday to Friday. The weighbridge is also operated from 9 am until 3 pm Monday to Friday, both require trained staff to be available throughout these times. In common with Duke House where there is no direct public access required, reception will be replaced by a phone point and visitors will be collected by a member of back office staff when they attend for pre-arranged appointments.

The weighbridge will be closed for public use and restricted to an internal and statutory (Police) service only.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(32,000)	(32,000)	(32,000)	(32,000)
Manpower Implications (FTE)	1.5 CR	1.5 CR	1.5 CR	1.5 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Garage**

Reduce the staffing level by one from the establishment

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To reflect efficiencies in operation of the garage the current mechanics establishment can be reduced by one, however, this will result in a reduction in the capacity to carry out external servicing of vehicles.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(25,640)	(25,640)	(25,640)	(25,640)
Manpower Implications (FTE)	1.0 CR	1.0 CR	1.0 CR	1.0 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Grounds Maintenance**

Restructure grounds maintenance operations with the view of achieving efficiency gains

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To review the current method of operation and consider outsourcing of the service where appropriate, subject to further reports to the Cabinet.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(48,000)	(48,000)	(48,000)	(48,000)
Manpower Implications (FTE)	2.0 CR	2.0 CR	2.0 CR	2.0 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	High	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Control of Rats and Other Pests**

To charge the general public for this service (excluding those in receipt of benefits)

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Currently, the Council treats infestations of rats and mice free of charge. This is not a statutory service and has been withdrawn by a number of authorities across the country. Alternative services are available in the private sector, however, in order to maintain environmental standards in households with no disposable income it is proposed to withdraw the universal free service and replace it with the free service to those on housing or council tax benefit and on a full recharge basis to all other occupiers.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(10,000)	(10,000)	(10,000)	(10,000)
Manpower Implications (FTE)				

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	High	3

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Control of Dogs**

To market test the stray Dog Service to the private sector provided within normal working hours.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Currently, the evening and weekend dog warden and kennelling service is provided by outside contractors. It is proposed to extend the current contract for a period of 18 months to provide the service throughout normal office hours.

Currently, an average of 2 dogs per week are collected within office hours and it is not economic to maintain a specialist vehicle to undertake this service.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(7,500)	(10,000)	(10,000)	(10,000)
Manpower Implications (FTE)	1.0 CR	1.0 CR	1.0 CR	1.0 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	High	3

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Tracey Onslow
HEAD OF SERVICE:	Andrew Dickens, Property & Operational Services
CONTACT OFFICER:	Keith Burgess
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL**Control of Rats and Other Pests**

To market test the provision of Pest Control Services to the private sector

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

In order to better manage the fluctuation in demand for this service it is proposed to market test the service. If outsourced it would be proposed to TUPE transfer the staff who currently provide the service to the new provider. Where the Council instructs the new provider to carry out services for those on benefits this will be paid directly by the Council. All other occupiers will be required to pay the contractor direct for any services received.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(5,620)	(7,500)	(7,500)	(7,500)
Manpower Implications (FTE)	1.0 CR	1.0 CR	1.0 CR	1.0 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	High	3

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Children and Young People
CORPORATE PLAN THEME:	Better Quality of Life
CORPORATE PLAN KEY PRORITY:	
CABINET MEMBER:	Cllr Marcus Hart
HEAD OF SERVICE:	Linda Collis, Community & Partnership Services
CONTACT OFFICER:	Kay Higman x2902
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

To reorganise the play development section establishment and reduce the associated budget, including the Fun Box.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The after school play development function has changed considerably over the last few years with this after school provision increasingly being provided by schools and child care providers. Therefore it is proposed to remove this after school club service (currently no provision due to maternity leave and other issues) but to leave an amount of £3,060 as a working budget to provide under 5's activities for which there is a proven demand eg Early Ears. It is not expected that there would be any public or partner opposition to this proposal. The summer and other holiday activities would remain unaffected by this proposal.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(15,220)	(15,220)	(15,220)	(15,220)
Manpower Implications (FTE)	Reduction of 2 part time staff 0.75 FTE	Reduction of 2 part time staff 0.75 FTE	Reduction of 2 part time staff 0.75 FTE	Reduction of 2 part time staff 0.75 FTE

6. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	Medium	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	N/A
CORPORATE PLAN THEME:	A Well Run and Responsive Council
CORPORATE PLAN KEY PRORITY:	Improving Efficiency and value for money
CABINET MEMBER:	Cllr Nathan Desmond
HEAD OF SERVICE:	Linda Collis, Community & Partnership Services
CONTACT OFFICER:	Alison Braithwaite
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

The Newswyre Editorial Panel at its meeting on Monday 12th January 2009 proposed to suspend the production of future editions of the Council's newspaper 'Newswyre'.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council produces a newspaper, 'Newswyre' which is distributed to the District's 44,573 households, three times a year (Spring, Summer and Winter Editions). The Council's Newswyre Editorial Panel agrees the story and copy content which is produced by the Council's Media and Marketing Officer.

The publication is designed by OneStop Media and is then circulated by Newsquest to residents through the following:

- 31,282 delivered via the Kidderminster Shuttle (*this figure reflects the recent cut in circulation by 1,718 copies across a number of communities in the District*)
- 7,631 delivered via Royal Mail
- 3189 delivered by Newsquest Teams

OneStop Media are also responsible for selling advertising space within the publication, which for the three editions generates income of approximately £8,700.00

Both the Police and Fire Service buy a page within the publication and have Policewyre and Firewyre respectively.

It is proposed that the Council looks at other delivery tools for proactively communicating with its residents should Newswyre be suspended.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(19,260)	(19,260)	(19,260)	(19,260)
Manpower Implications (FTE)				

7. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	Yes	n/a	5

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Well run and responsive Council
CORPORATE PLAN KEY PRORITY:	Improving Efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Linda Collis, Community & Partnership Services
CONTACT OFFICER:	Linda Collis
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

To consolidate the grant funding to the Citizens Advice Bureau (CAB)

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

As part of the 2008/09 budget, the sum of £5,000 was approved for the three years (2008/09 – 2010/11) for additional surgeries in Stourport and Bewdley. To provide stability to the CAB, it is now proposed to consolidate the £5,000 into the general grant of £21,000 so that the £5,000 does not fall out at the end of 2010/11.

It is further proposed to make sure that the grant maintains its value by adding inflation to both elements from 1st April 2009.

Several years ago, a capital grant of £25,000 was approved to enable the CAB to extend the offices at 21-23 New Road, Kidderminster. The funding was dependent on the CAB receiving Lottery funding. This has remained uncommitted in the Capital Programme ever since. It is now proposed instead to grant one-off capital funding of up to £10,000 for capital purposes only including IT equipment.

The sum of £10,000 is not dependent on the CAB receiving other external funding.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost	(15,000)	-	-	-
Net Revenue Cost	520	1,050	6,590	6,590
Manpower Implications (FTE)	-	-	-	-

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	Yes	High	5

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

To recover increases in the fees levied in relation to Court costs incurred by the Council.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

In line with previous Financial Strategies this proposal seeks to increase the level of costs that are levied, following and increase in the costs that are charged by the Court.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(12,000)	(12,000)	(12,000)	(12,000)
Manpower Implications (FTE)				

5. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory	No	n/a	4

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Efficiency review within the Revenues section whilst not impacting on Statutory Service.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

This will be implemented through a reduction in the number of hours within areas including the Revenues service. This will impact on some areas of recovery within the service. There will also be a further review of all areas within the Division in order to deliver savings totalling £25,000 per annum.

These savings are in addition to efficiencies which have been made within the Management of the Division during 2008/09 and are also in addition to the contribution from Financial Services towards the Divisional Management Restructure.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(25,000)	(25,000)	(25,000)	(25,000)
Manpower Implications (FTE)	1 CR	1 CR	1 CR	1 CR

6. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Currently the Council operates a Travel Token scheme in addition to the support for the Dial-a-ride service and the Concessionary Travel scheme. This proposal seeks to phase out the Travel Token scheme, although provide 12 months notice of Council's intent.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council currently has issued 451 travel token during 2008/09, this represents a decline on previous years:

- 2004/05 – 818
- 2005/06 – 748
- 2006/07 – 644
- 2007/08 – 612

The number of applications have reduced significantly with the introduction of free fare concessionary travel. The scheme is currently open to those aged over 80 or are in receipt of Higher Rate Disability Allowance. The value of the tokens is currently £35 per annum, the number of journeys that this supports is therefore limited. The value of the concessionary travel scheme is not limited to this value.

It is therefore proposed to remove this scheme from 1 July 2010.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	0	(29,000)	(30,000)	(30,000)
Manpower Implications (FTE)				

7. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	Medium/Low	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Currently the Council provides a subsidy to Dial-a-Ride to help provide a service for whom bus travel is not an option. This proposal seeks to reduce the subsidy that the Council pays by half, allowing 12 months for the implementation, subject to consultation.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council along with the County Council provides subsidies to the Dial-a-ride service to provide an alternative to bus travel. The Council also reimburses those journeys made through the Concessionary Travel scheme.

The Council is currently seeking a business plan from the operators of the Dial-a-Ride service to determine the long term viability of the service; however, when faced with significant increases in the authorities own costs a reduction in grant is required.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(0)	(17,000)	(17,500)	(35,000)
Manpower Implications (FTE)				

8. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	Medium/Low	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Currently the Council provides a concessionary travel scheme in excess of the scheme for which the Council receives funding from Government. The proposal seeks to reduce the time that the Concessionary Travel scheme operates to those journeys made after 9:30am, subject to consultation.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

As from 1 April 2008 the National Free Fare Concessionary Travel scheme was implemented. The Government have provided funding for the scheme on the basis that it is for off-peak travel, which is defined as those journeys made after 9:30am. The Council also provides for companions for disabled travellers, which again is not funded by the National Scheme.

The proposal seeks to restrict travel to those journeys made after 9:30am, the same proposal is being implemented at Worcester City Council from 2009/10, but the new scheme would still allow for companions for disabled travellers.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(40,000)	(40,000)	(40,000)	(40,000)
Manpower Implications (FTE)				

9. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	Medium/Low	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

The Council currently provides aid to Parish Council's at a rate of 15% of the value of the Parish/Town Council's, the proposal is to stop providing such funding, though providing 12 months notice, subject to consultation.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The introduced aid to Parish Council's in 2001 and has been successful with a number of initiatives within the Parishes.

This proposal provides 12 months notice for the cessation of the grant and will allow Parish Council's to take this into account when setting their 2010/11 precepts.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(0)	(57,010)	(59,860)	(59,860)
Manpower Implications (FTE)				

10. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Well run and responsive Council
CORPORATE PLAN KEY PRORITY:	Improving Efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Caroline Newlands, Legal & Democratic Services
CONTACT OFFICER:	Penny Williams, Democratic Services Manager
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

To continue funding mandatory costs in relation to the Electoral Administration Act

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To continue the implementation of the Electoral Administration Act by incorporating the sum of £27,500 into the 2009/10 budget to fund such items as additional election staff, canvasser and count costs, polling station and count centre hire and payments to ERS for electronic registration. Increase in postal voter numbers, therefore increased costs. Also introduction by the Government of personal identifiers on postal and proxy votes.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	27,500			
Manpower Implications (FTE)				

8. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory	Yes		

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN AIM:	A Well Run & Responsive Council
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Stephen Clee
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Restructure and reorganise Support Service with the view of achieving further efficiencies.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Support Services team provide technical support specialising in the particular professional teams supported as well as general secretarial and general admin support.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(24,930)	(25,570)	(26,240)	(26,770)
Manpower Implications (FTE)	1.2 CR	1.2 CR	1.2 CR	1.2 CR

11. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	A Better Env for Today & Tomorrow
CORPORATE PLAN AIM:	A Sustainable Env
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Stephen Clee
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Restructure and reorganise the Conservation Service, with a view of achieving efficiency gains.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To reduce the conservation service would mean that much of the proactive work that has been undertaken such as Conservation Character Appraisals, Local Lists, Buildings at Risk etc would either not be carried out or would be re-programmed over a longer timescale.

The conservation service would revert to service of the development control function for the most part with advice to applicants and owners of historic properties. The Partnership Scheme in Conservation Areas (PSiCA) with English Heritage in Stourport will also need to be reviewed.

4. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(27,600)	(36,800)	(36,800)	(36,800)
Manpower Implications (FTE)	1 CR	1 CR	1 CR	1 CR

12. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	Low	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	A Better Environment for Today and Tomorrow
CORPORATE PLAN AIM:	A Sustainable Environment
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Stephen Clee
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Restructuring and reorganise the Development Control Service with a view of delivering efficiency gains.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

There has been a 15% reduction in the number of planning applications received in 2008 compared to 2007 but it was still in excess of 1000 applications.

3. FINANCIAL IMPLICATIONS

	2009/2010 £	2010/2011 £	2011/2012 £	After 31/03/12 £
Capital Cost				
Net Revenue Cost	(11,230)	(11,520)	(11,820)	(11,820)
Manpower Implications (FTE)	0.5 CR	0.5 CR	0.5 CR	0.5 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	Low	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Economic Success Shared By All
CORPORATE PLAN AIM:	A Vibrant Local Economy
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Stephen Clee
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Restructure and reorganise the Tourist Information Service with a view of merging with Bewdley Museum service or others, subject to consultation.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The TIC review could include a number of options from reduced hours to partnering with another to provide the service e.g Destination Worcestershire, Bewdley Development Trust or working in conjunction with Bewdley Museum.

Whilst it is recognised that any potential realignment of resources could impact upon service delivery it is anticipated that strategic partnering will lead to smarter ways of working would continue to ensure a high level of service delivery.

5. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(61,450)	(61,450)	(61,450)	(61,450)
Manpower Implications (FTE)	2.2 CR	2.2 CR	2.2 CR	2.2 CR

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	Low	7

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Improving Health & Wellbeing
CORPORATE PLAN AIM:	A Better Quality of Life
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Review of resources in relation to the discretionary Food Hygiene Training service.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council carries this out as a discretionary service which does generate a small amount of income.

Not being proactive in this way may mean that good practice is less prevalent within the establishments that are subsequently inspected and will place greater pressure on the enforcement part of the process.

6. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(13,840)	(14,690)	(15,070)	(15,070)
Manpower Implications (FTE)	0.5 CR	0.5 CR	0.5 CR	0.5 CR

5. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	Medium/High	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	Stronger Communities
CORPORATE PLAN AIM:	A Better Quality of Life
CORPORATE PLAN PRIORITY:	
CABINET MEMBER:	Cllr Anne Hingley
HEAD OF SERVICE:	Mike Parker, Planning, Health & Environment
CONTACT OFFICER:	
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Reorganise the Housing Services policy and research function.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

This work is carried out in support of the Council's strategic housing function and homelessness.

Reducing this part of the service may delay completion in statutory returns.

7. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(26,070)	(26,740)	(27,420)	(27,420)
Manpower Implications (FTE)	1 CR	1 CR	1 CR	1 CR

6. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	Yes	Medium	2

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Walter Delin, Chief Executive
CONTACT OFFICER:	Walter Delin Ext 2700 Walter.Delin@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

The Council currently contributes to the West Midlands Local Government Association, the proposal is to delete the subscription.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The West Midlands is the only area with a regional branch of the Local Government Association, the Council has carefully examined all budgets and the proposal relates to the deletion of the subscription to the organisation.

It should be noted that the Council currently receives support at reduced rates from the WMLGA and there may also be a reduction in the level of Management Information that the Council receives.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(14,500)	(14,500)	(14,500)	(14,500)
Manpower Implications (FTE)				

7. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	No	n/a	7

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Peter Jones, Head of Chief Executive's Office
CONTACT OFFICER:	Peter Jones Ext 2723 Peter Jones@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

The Council currently receives a grant from government fixed for a three year period for Equality purposes, this proposal utilises this grant for two years to retain the Equality & Diversity Officer from this funding.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council currently receives a grant from government fixed for a three year period for Equality purposes, this proposal utilises this grant for two years to fund the Equality & Diversity Officer from this funding.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(8,000)	(33,000)		
Manpower Implications (FTE)	1	1		

8. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	David Buckland, Head of Financial Services
CONTACT OFFICER:	David Buckland Ext 2100 David.buckland@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

The proposed Capital Programme is contained within the Capital Programme, this proposal builds upon experience of previous years where there have been slippages to such programmes which are outside of the control of the Council. This proposal allows for such slippage of £4m of the proposed programme of £10m.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The proposed Capital Programme is contained within the Capital Programme, this proposal builds upon experience of previous years where there have been slippages to such programmes which are outside of the control of the Council. This proposal allows for such slippage of £4m of the proposed programme of £10m.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(80,000)	(80,000)	(80,000)	(80,000)
Manpower Implications (FTE)				

9. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	Yes	n/a	6

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Walter Delin, Chief Executive
CONTACT OFFICER:	Walter Delin Ext 2700 Walter.Delin@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

Included within the Base Budget is a reduction in overtime allowance of £100,000 per annum, in line with the Cabinet report in November 2008. This proposal further reduces this budget by £25,000 per annum.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Included within the Base Budget is a reduction in overtime allowance of £100,000 per annum, in line with the Cabinet report in November 2008. This proposal further reduces this budget by £25,000 per annum.

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(25,000)	(25,000)	(25,000)	(25,000)
Manpower Implications (FTE)				

10. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory/Discretionary mix (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

WYRE FOREST DISTRICT COUNCIL**CABINET PROPOSAL FOR BUDGET YEAR 2009/2010**

COMMUNITY STRATEGY THEME:	
CORPORATE PLAN THEME:	A Better Quality of Life
CORPORATE PLAN KEY PRORITY:	Improving efficiency and Value for Money
CABINET MEMBER:	Cllr John Campion
HEAD OF SERVICE:	Walter Delin, Chief Executive
CONTACT OFFICER:	Walter Delin Ext 2700 Walter.Delin@wyreforestdc.gov.uk
AN OPEN ITEM	

1. PURPOSE OF RECOMMENDATION/PROPOSAL

As detailed within a separate report to the Cabinet the most significant cost saving proposal is to undertake a Divisional Management Restructuring. This was discussed in the recommendations approved by Council in December 2008.

2. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The proposal seeks to achieve savings totalling £750k from restructuring Management within the Council. This will be achieved by reviewing Corporate and Divisional Management Structures.

It is acknowledged that such as restructure will take time to implement and therefore the proposal allows of only 50% within the first year. Regular monitoring reports will be provided on both the cost and implementation of this proposal

3. FINANCIAL IMPLICATIONS

	2009/2010	2010/2011	2011/2012	After 31/03/12
	£	£	£	£
Capital Cost				
Net Revenue Cost	(375,000)	(750,000)	(750,000)	(750,000)
Manpower Implications (FTE)	27CR	27CR	27CR	27CR

11. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory/Discretionary mix (*)	No	n/a	4

(*) – The proposed reduced will still ensure that the Council delivers the Statutory Service

Working Balances, Reserves and Provisions

1. Policy

- 1.1 Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances.
- 1.2 The Head of Financial Services shall advise the Council about the level of working balances, reserves and provisions and administer in accordance with the Council's Finance Strategy.
- 1.3 The Working Balance shall be set at a minimum of 5% of net expenditure and be used to cushion the impact of uneven cash flows, and as a contingency for unexpected events or emergencies.
- 1.4 General Reserves arising from either savings on budgeted expenditure or over achievement of targeted income are to be reviewed annually by the Council as part of the budget process and are to be used to assist with the balancing of the budget over the medium term financial plan.
- 1.5 Earmarked Reserves are set up by the Council to assist with known or predicted liabilities. The level of each Reserve is assessed by the Head of Financial Services based upon strategic, operational and financial risks facing the Council and agreed by the Council annually as part of the Budget process.
- 1.6 The Head of Financial Services will establish provisions for defined liabilities in accordance with Accounting Guidelines.
- 1.7 Included within the Cabinet Proposals are Divisional Management Restructuring savings totalling £750k pa in a full year. As yet the cost of implementation has yet to be fully assessed, however, it is possible that these may be able to be capitalised. However, there is a possibility that these costs will fall upon the Council's General or Earmarked Reserves, and as yet this has not been taken into account.

2. Working Balances

- 2.1 The Council have a Working Balance set at a minimum of 5% of net expenditure. The current Working Balance is £700,000 and this amount is felt to be an appropriate level for 2009/10. The Working Balance is used by the Council to cushion the impact of uneven cash flows, and as a contingency for unexpected events or emergencies.

3. General Reserves

- 3.1 General Reserves arise from either saving on budgeted expenditure or over achievement of targeted income. These reserves are reviewed annually by Council as part of the budget process and are used to assist with the balancing of the budget over the medium term financial plan.

- 3.2 Reserves available to meet General Fund Expenditure from 1st April 2009 are currently calculated to be £2.074m. The table shown below identifies the position in relation to reserves over the three year period of the Financial Strategy:

Reserves Statement	2008/09 £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
Reserves as at 1 April	3,497	2,074	1,071	786
Contribution from Reserves	(1,423)	(1,003)	(285)	(761)
Reserves as at 31 March	2,074	1,071	786	25

4. Earmarked Reserves

- 4.1 Earmarked Reserves are set up by the Council to assist with known or predicted liabilities. The Council have currently the following main Reserves other than deposit accounts and reserves associated with the overrun of specific projects :-

- a) Local Authority Business Growth Incentive (LABGI). The Council have a Reserve of £150,000 available to supplement the General Fund Expenditure Reserve.
- b) Single Site. This Reserve totals £400,000 and was set up by Council last March to meet one-off costs of the project.

The current total of earmarked reserves is £853k (as at 31 December 2008). However, it should be noted that the Council has commitments against such earmarked reserves.

5. Provisions

- 5.1 Provisions are required for defined liabilities and as such have to be distinguished from Reserves. Provisions are established by the Head of Financial Services in accordance with the Accounting Code of Practice. The Council's main Provision is in respect of Bad Debts (relating to Sundry and Property Debtors), which amounts to £420,000 which is calculated in accordance with CIPFA guidance.

WYRE FOREST DISTRICT COUNCIL

FINANCE STRATEGY

1. Overall Considerations

Economic Climate

- 1.1 As has been widely reported over the last year the National and Global Economy has been going through unprecedented uncertainty. The Credit Crunch has impacted upon the Council through of increases in costs and reductions in income. The most significant issue to affect the Council however are the reductions in interest rates to levels never seen in the 315 year history of the Bank of England.
- 1.2 The Council has seen significant increases in costs in areas such as pay where the 2008/09 pay award is higher than budgeted. Fuel/energy has seen global oil price increases during the summer of 2008 which continues to affect the Council. At the same time the Council is also seen a surge in the number of benefit claimants following the impact on the recession upon a number of local employers.
- 1.3 Finally, the impact to the Council on income areas such as Land Charges has resulted in an increase in the Net Budget requirement. These events individually would be difficult for the Council to accommodate, however, when combined have left the authority in the position where significant reductions in costs are required in order to prepare a balanced budget within the Financial Strategy.

Changing public expectations

- 1.4 The Council expects the budget to support their initiatives, fulfil their promises, and realise their priorities. Making this happen is no easy matter. Changing public expectations means tough choices. With limited resources, priorities are crucial. It will be necessary to concentrate on essential rather than desirable items.

National Policies and Legislation

- 1.5 The pace of change continues with the government's modernisation agenda. It is inevitable that the Council will have to respond to a stream of legislation introducing new services and changing the way we deliver services. Already we are responding to Comprehensive Area Assessment and the new Use of Resources, Community Strategy, Community Safety, E-government, Climate Change, Environmental Issues, CSR07 Efficiencies and the Local Government Act 2003 with the associated CIPFA Prudential Code of Practice on Capital Accounting.

Revenue Support Grant and Business Rate Grant

- 1.6 Each year, the Department of Communities and Local Government (DCLG) allocates Revenue Support Grant and National Non Domestic Rate Grant to the Council. The Formula Grant system has been overhauled by adoption of the four block system for Formula Grant and the new system of Formula Grant is composed of four blocks;
- Relative Needs Amount;
 - Relative Resource Amount;
 - Central Allocation Amount;
 - Floor Damping.
- 1.7 Within the Comprehensive Spending Review 2007 the Government announced indicative settlements for a three year period, with the aim of assisting local authorities in financial planning. 2009/10 is year 2 of these settlements, and the Provisional Local Government Settlement for 2009/10 is directly in-line with the indicative settlement announced last year.

2. Main Issues

- 2.1 Within the budget setting process, Wyre Forest residents are most likely to be concerned about:
- Council Tax levels (and any increases);
 - Services provided and quality of service.
- 2.2 Under the Local Government Act 1999, local authorities are no longer subject to a universal regime of pre-announced budget capping, although the Government has retained reserve powers under the Act within this area. The Government has stated that it will not hesitate to use these powers to curb unacceptable high increases in the level of Council Tax (above 5%).
- 2.3 The Comprehensive Performance Assessment of the Council in 2005 and the future Comprehensive Area Assessment, including Use of Resources and Value for Money will focus on specific Key Lines of Enquiry, which will by their nature look at the level of service provision. This level of service provision also applies in terms of the way in which the Council is seen to provide value for money within its Council Tax levels and the rate of increases in these levels in each year.
- 2.4. Local Authorities are being encouraged to work in partnership and to explore other methods of delivering local services. There may be financial advantages to the Council investigating delivery of services through Shared Services with other Councils and through financial “vehicles” such as Trusts. Council approved in July 2008 the Shared Services Strategy which will help direct the Council's activities in this area.

3. Key Objectives

3.1 The Key Objectives of the Finance Strategy are:-

- To reduce expenditure to a sustainable level;
- To seek efficiencies and value for money in all activities;
- A balanced budget within resources available identified into the medium term;
- To manage the Council's assets in order to achieve maximum efficiency;
- To manage the Council's investments efficiently and effectively to maximise interest generation, whilst protecting principal sums;
- To make realistic provisions for inflation, pensions, committed growth, legislative requirements whilst securing the Council's financial position;
- To set aside any available reserves initially to be used primarily for "one offs" (eg investment, service or corporate growth) and/or depending on the amount of balances, used in a phased manner beyond one year to avoid fluctuations in the level of the Council Tax;
- To achieve, wherever possible, continuous improvement from Policy Reviews;
- To ensure the early recognition of emerging issues, associated assessment of risk and appropriate management of the budget process in relation to the assessment of the degree of risk;
- To direct available financial resources in line with approved service priorities and reallocate from low/nil priority areas in line with Council Policy to maximise achievement of approved Service Objectives.

3.2 The finance strategy is based on the following elements:-

- Consultation;
- Council Tax Levels/Increases;
- Changes in the level and type of services provided;
- Income and charging policy;
- Use of Capitalisation ;
- Use of Reserves;
- Contingencies, Virements and Supplementary Estimates;
- Major projects and Partnership Funding.

4. Consultation

4.1 The revenue and capital budget processes manage and maximise financial resources. Capital planning and revenue budgeting need to continue to be responsive to changes in funding regimes, potential reductions in resources and the likely emphasis on partnership initiatives

- 4.2 The Council has taken many steps to become more open and transparent in its internal communications, both in terms of finance and more generally. During the last year the Council has commissioned a specific Budget Consultation exercise to help inform the Budget Process.
- 4.3 The norm is that information is made generally available as early as sensibly feasible, in a format which is easy to access and assimilate, to enable all employees to participate meaningfully in the development of policy and initiatives. It is anticipated that employees will receive information in the spirit in which it is offered, and engage in constructive discussions to address the key challenges faced by the Council.

5. Council Tax Levels/Increases

- 5.1 The acceptable changes in Council Tax levels should be focussed on as the main parameter for guidance in setting the finance strategy for the medium term, rather than the potential increases in budget levels.
- 5.2 The Council should aim to keep its Council Tax to a maximum increase of 2½%. The Council Tax position is very sensitive to changes in the Local Government Finance Settlement.

6. Changes in the Level and Type of Services Provided

- 6.1 Every aspect of the Council's activity will be undertaken to the highest standards possible within the resources available. The Council is developing benchmarks to provide a framework for evaluating performance, and to ensure that there are sufficient monitoring and evaluation procedures in place to inform changes in services without becoming over burdensome and bureaucratic. The aim will nevertheless be to identify and deal with any low standards. Staff development and performance management will be key components for developing high quality provision.
- 6.2 There is a continuing need to set expenditure at a sustainable level. This means an ongoing review of services and budgets across all Divisions of the Council in accordance with Value for Money principles and affordability.
- 6.3 The Authority needs to ensure it seeks value for money in all its activities and whenever any review takes place for changing the level and/or type of service provided, value for money consideration needs to take place, in accordance with the Value for Money Policy of the Authority.
- 6.4 The Authority seeks to ensure service delivery is achieved in the most efficient and practicable means wherever possible.

7. Income and Charging Policy

- 7.1 The Council will ensure through a sound financial strategy that it remains financially viable while allowing scope for further development. There will therefore be a continuing imperative to reduce costs and increase income.

- 7.2 Fees and charges should be set at the level of inflation or above, with the Council maximising the potential for income. Heads of Service need to take market forces into account when reviewing fees and charges. Subsidised services should be reviewed with a view to reducing subsidy or phasing out the service where appropriate.

8. Use of Capitalisation

- 8.1 Whilst Capitalisation of appropriate revenue expenditure is a useful mechanism for defraying expenditure over the useful life of assets, Capitalisation should be considered as part of the Council's Capital Strategy and not dealt with in isolation.
- 8.2 The use of Capital resources should aim to have a beneficial or minimal impact on the Revenue Account.

9. Use of Reserves

- 9.1 Savings on budgeted expenditure should wherever possible be used to build up reserves.
- 9.2 The use of Reserves should be clearly identified as part of the Budget process and should be used as part of this Medium Term Financial Strategy.
- 9.3 Any new Cabinet or Scrutiny Committee Recommendations ideally need to be met out of identified resources or out of savings over and above the agreed level of fees and charges or from the reduction of expenditure arising from service reviews, and need to be funded into the medium term.

10. Contingency items, Virements and Supplementary Estimates

- 10.1 It is recognised that each activity should generate or have directly sufficient income to cover its costs, including a proportion of support service costs and its income and expenditure is transparent to ensure that members and employees fully understand the overall financial position.
- 10.2 Where for strategic reasons it is considered appropriate to provide for contingencies, to vire or seek a supplementary estimate, the rationale will be clear and the relevant budget head identified.
- 10.3 The need for contingencies will be clearly linked to emerging issues and resultant risk management strategies.

11. Major Projects and Partnership Funding

- 11.1 There are very few areas in which the Council can sensibly operate completely independently. Economic and service vitality depends on multiple perspectives, collaborative partnerships, exchange of good practice and intellectual ideas. Shared use of facilities makes the best use of resources available. Major projects in health and within regional economic development require partnerships with other organisations.

- 11.2 We will continue to develop the Council's role and involvement in major projects and initiatives such as KTC3 and other regeneration initiatives, the provision of single site, bids for lottery funding and "opportunity" projects as they arise.
- 11.3 Prior to commencement of externally funded schemes full consideration will be given to the possibility of discontinued grant, including appropriate exit strategies and the need to address any subsequent sustainability issues.

12. Budgeting Assumptions

- 12.1 The factors and assumptions which affect the outcome of the budget process and the ongoing development of the Finance Strategy are:-
- Estimates of Expenditure and Income should be based on existing policy base, including approved service priorities/recognised pressures on services and provide for a minimum period of three future years. This will enable resource allocation to be linked to policy/strategy outcomes;
 - The budget should include realistic estimates of expenditure, income generation (charging levels for services), cost inflation, council tax levels and Government grant;
 - Efficiency target savings should be clearly identified and monitored.
 - Ongoing budget processes should be able to recognise emerging issues and their associated risks in sufficient time to ensure that appropriate financial provision has been made and the risks adequately managed;
 - Expenditure should be contained within the resources available; the use of supplementary estimates and virements should be kept to a minimum and should be in line with approved prioritisation of services;
 - Any additional areas of expenditure should be offset by savings in other areas in accordance with prioritisation of services;
 - Expenditure should include a commitment to long-term building maintenance of Council assets at a reasonable level;
 - Internal charging and cost allocations need to be transparent and in accordance with the Accounting Codes of Practice actively involving all Divisions;
 - The revenue impact of the use of capital expenditure should be assessed and reported to show the full cost of proposed capital schemes and where there is an identifiable benefit the use of capitalisation of revenue expenditure needs to be considered;
 - The use of alternative means of funding should be considered where there is an identifiable benefit including consideration of an Exit Strategy should the funding cease at the offset of external funding projects to avoid future sustainability problems.

13. Monitoring

13.1 The following items will be subject to ongoing monitoring as follows :-

- Actual income and expenditure levels compared to budget/revised budget - Quarterly Report to Cabinet;
- A net working balance in accordance with the Financial Procedure Rules and CIPFA accounting guidelines - Annual Review;
- Asset management plans - Annual Review;
- Capital programme expenditure - Quarterly Report to Cabinet;
- The level of reserves, provisions and contingencies - Annual Review.
- Efficiency Targets – Annual Report to Cabinet.

14. Conclusion

14.1 To maintain a sound financial future for the Council this Finance Strategy balances the elements of:

- increases in the cost of providing services to achieve approved Council Strategic Priorities and Service Objectives;
- requirements for new statutory services;
- the need to provide for emerging issues and their associated risks;
- sustainability of services should external funding be withdrawn.

with:

- restraints on any increase in Council Tax levels demonstrated by restraint on the increase in the overall budget level;
- maximisation of any available external funding;
- reductions in service costs and/or reallocation of funding from low/no priority service areas;
- and Targeted Efficiency Gains.

14.2 In particular, this Finance Strategy has to provide sufficient flexibility to allow for the sustainability of the Council's budgetary position to be continued. The unprecedented impact of the Credit Crunch on the authority should not be underestimated; it will be a significant challenge for the Council to deliver the range of services that are required from our residents with the limited resources available to the Council.

WYRE FOREST DISTRICT COUNCIL

THE BUDGET CONSULTATION STRATEGY

1. The Consultation Strategy

- 1.1 This year sees a significant change in the approach to consultation in relation to the Council's budget. The Council has undertaken a consultation exercise specifically in relation to issues such as:
- Acceptable level of Council Tax;
 - Range and cost of Services provided;
 - Perceptions from the Public in relation to Value for Money
 - Views in relation to consultation with the public on financial matters
- 1.2 Almost 2,000 questionnaires were sent out and over 400 were returned, the information within the responses are summarised on the attached Annex. Such information will be useful to the Council in making decisions in relation to Council Tax and the allocation of resources to service areas, and has helped inform the Cabinet Proposals identified in Appendix 3.

2. Overall considerations

2.1 Outcomes

- a. To successfully set the Council's Budget.
- b. To involve key partners, employees and the residents of Wyre Forest in developing its spending plans.
- c. To provide sufficient information to enable the public to understand the issues and make informed comments.
- d. To develop a framework for future budget consultation.
- e. To promote a positive approach to public engagement.

2.2 Key Audiences

- Wyre Forest residents including 'hard to reach' groups
- District Council Employees
- District Businesses
- Elected Members
- MPs and MEPs
- Local News Media
- Voluntary Agencies
- Partner Organisations

3. STAGES IN BUDGET CONSULTATION

Stage 1 : October	Consultation on Budget Proposals
Stage 2 : Jan/Feb	Publication of draft budget and assessment of feedback Key decisions and recommendations based on results.

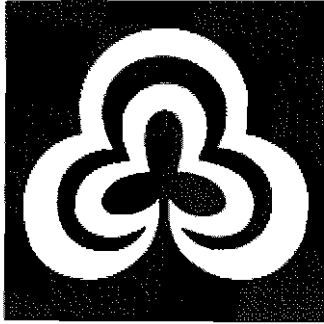
The public and stakeholders will be invited to the February meeting of Cabinet on 19 February to view opinions on the budget proposals.

4. METHODS OF CONSULTATION

- 4.1 Suggestions for engaging and informing key audiences are attached in the Annex to this report. The suggestions given are not exhaustive. The Cabinet/Scrutiny Committee will carry out consultations as it considers appropriate. These will be in accordance with the prevailing legislative requirements, together with key issues, having considered the costs and benefits associated with each type of method of consultation.

5. RESOURCE IMPLICATIONS

- 5.1 Wherever possible, consultations will use existing avenues of communication.
- 5.2 Consideration will be given to the costs of proposed consultations, including such items as leaflet and notice production and printing and postage. Costs depend on the approach taken and each approach will require a financial appraisal to establish whether costs can be met from the existing Consultation Budget.



Wyre Forest District Council

BUDGET CONSULTATION SURVEY RESULTS

AUTUMN 2008

Prepared by:
Consultation Unit
Stratford-on-Avon District Council
December 2008

Contents

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APPENDIX A: Please suggest methods by which Wyre Forest District Council could improve the way we communicate the Council's spending to you and also any other comments you may have on the Council's budget.

APPENDIX B: Information Sheet

APPENDIX C: Questionnaire

WYRE FOREST BUDGET CONSULTATION SURVEY AUTUMN 2008

1. Introduction

The purpose of the consultation was to obtain the views of residents on subjects surrounding council tax and the allocation of financial resources in 2009/10 for the Wyre Forest Budget Review Panel.

2. Methodology

Residents were provided with a two page information sheet on how council tax was broken down in terms of the other organisations, how much each service costs, how Wyre Forest was funded, and the reasons for consulting with the public.

The addresses for the survey came from the Wyre Forest DC edited electoral role.

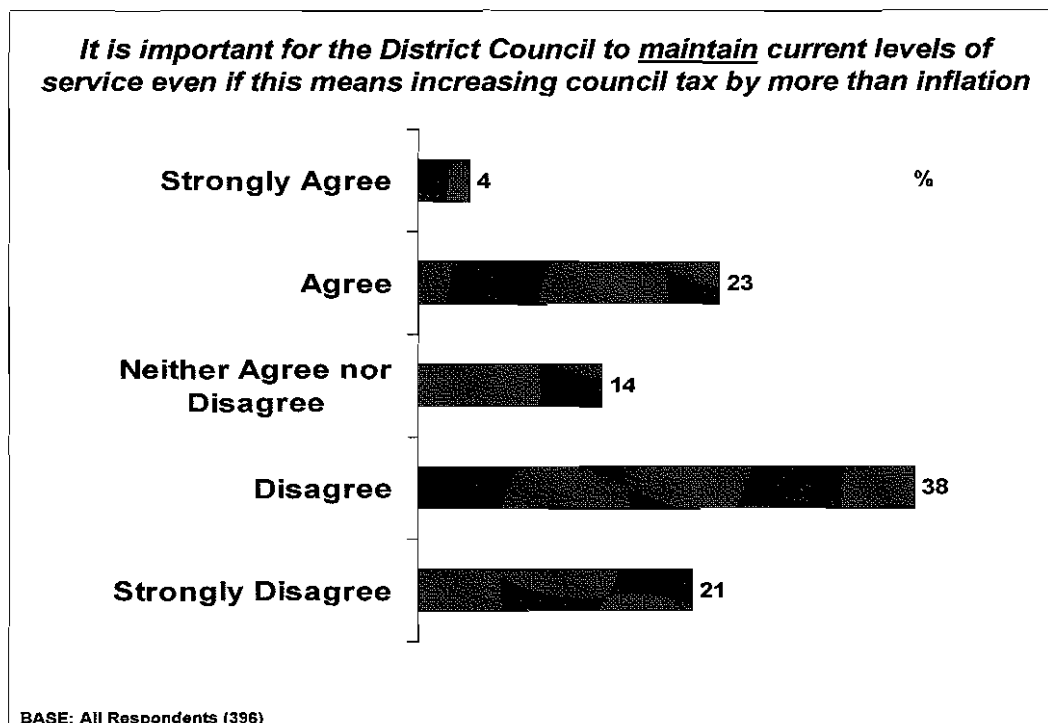
1967 residents were posted a four page questionnaire in October 2008 and given three weeks to complete it. 417 questionnaires were returned in the timeframe allowed, with a further 38 questionnaires returned to sender, e.g. not known at address. A response rate of 21.6% was achieved.

3. Results

3.1 Budget Consultation

Just over a quarter of respondents (27%) feel "it is important for the District Council to maintain current levels of service even if this means increasing council tax by more than inflation" and 59% of those surveyed disagreed with the statement.

Chart 1:



Exactly six out of ten respondents agreed that “it is important for the District Council not to increase council tax by more than inflation, even if this means a reduction in the levels of some lower priority services”. Disagreement levels were exactly 25%.

Chart 2:

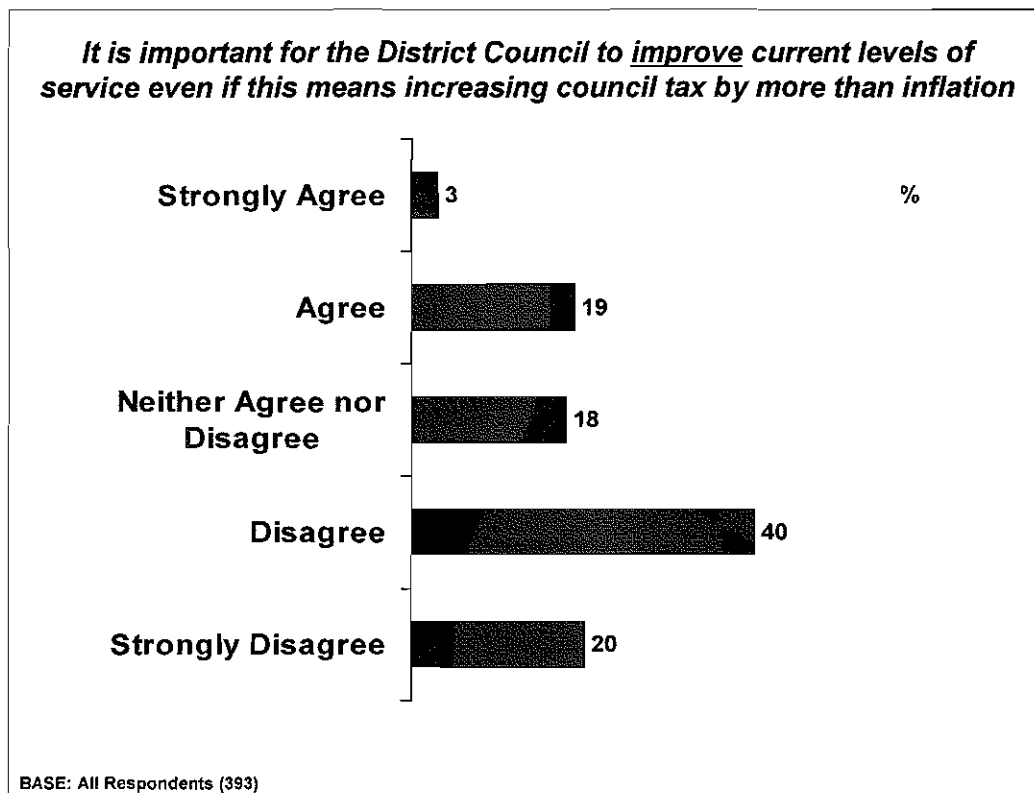
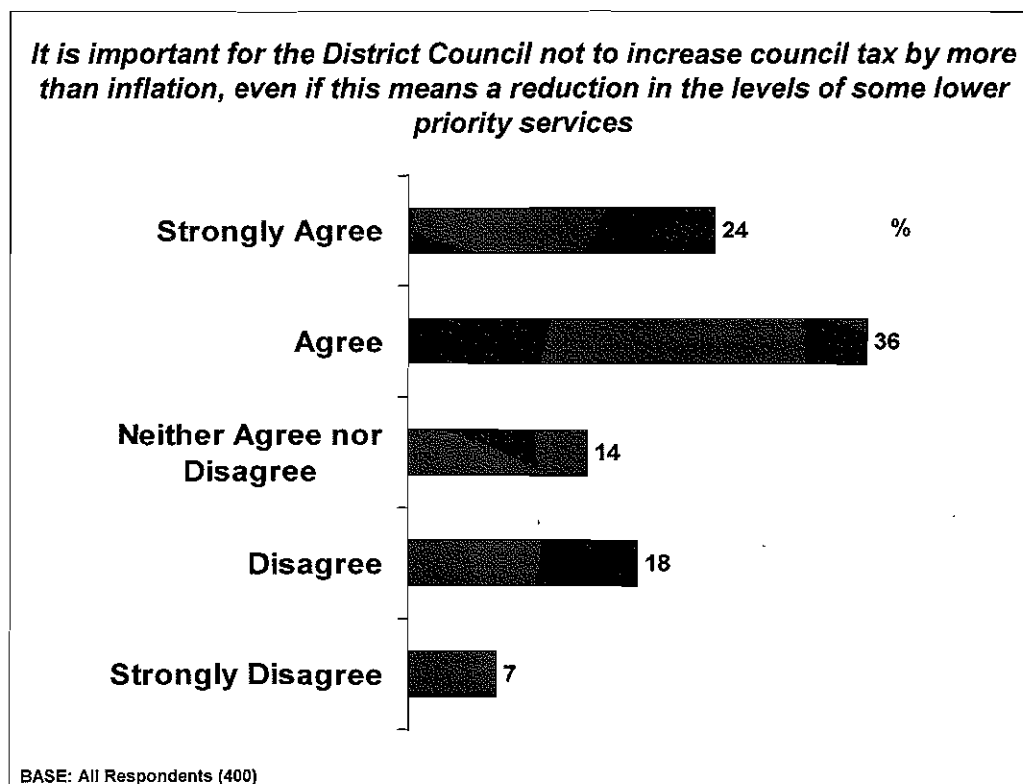


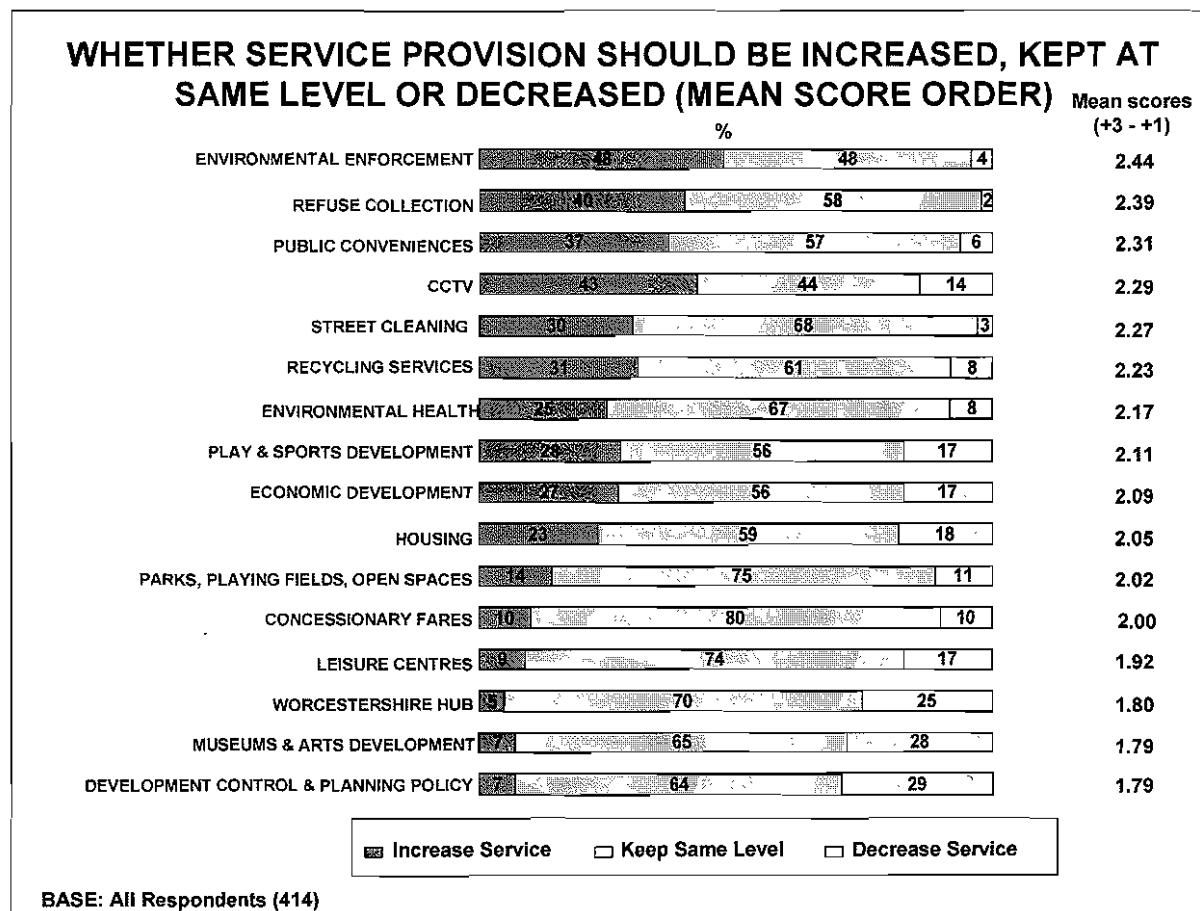
Chart 3:



3.2 Service Provision

Using the mean score as a guide, environmental enforcement, refuse collection, public conveniences, CCTV, street cleaning, recycling services, and environmental health were services residents clearly wished to see an increase in service provision. Development control and planning policy, museums & arts development and the Worcestershire Hub were services residents were more likely to want a decrease in service provision

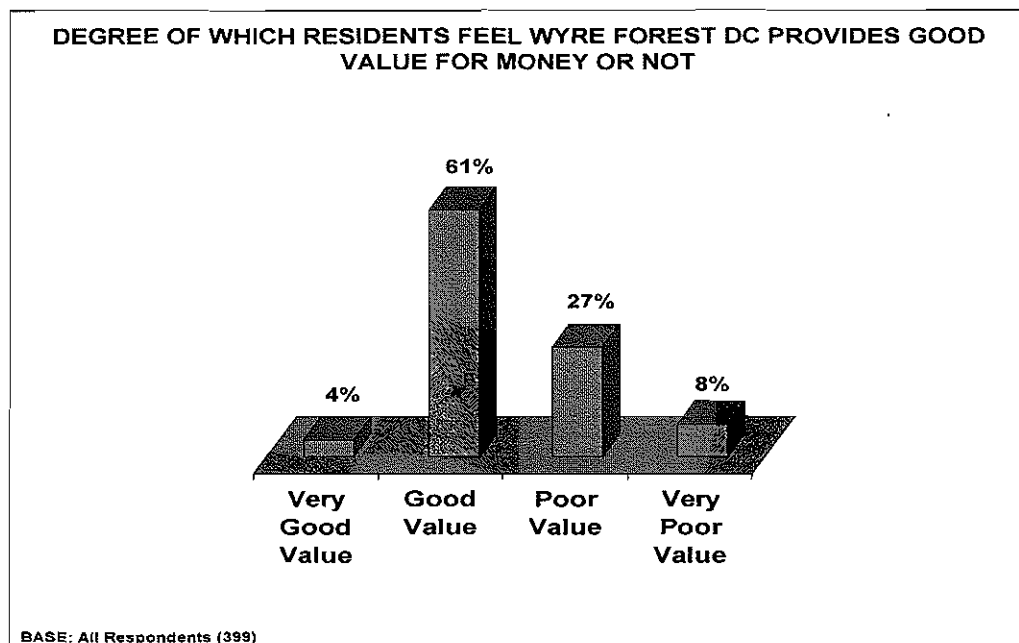
Chart 4:



3.3 General

Almost two-thirds of residents (65%) felt Wyre Forest District Council provides good value for money in terms of the council tax it charges.

Chart 5:



60% of those surveyed felt the quality of Council services was generally good, with another 17% disagreeing with the statement.

Chart 6:

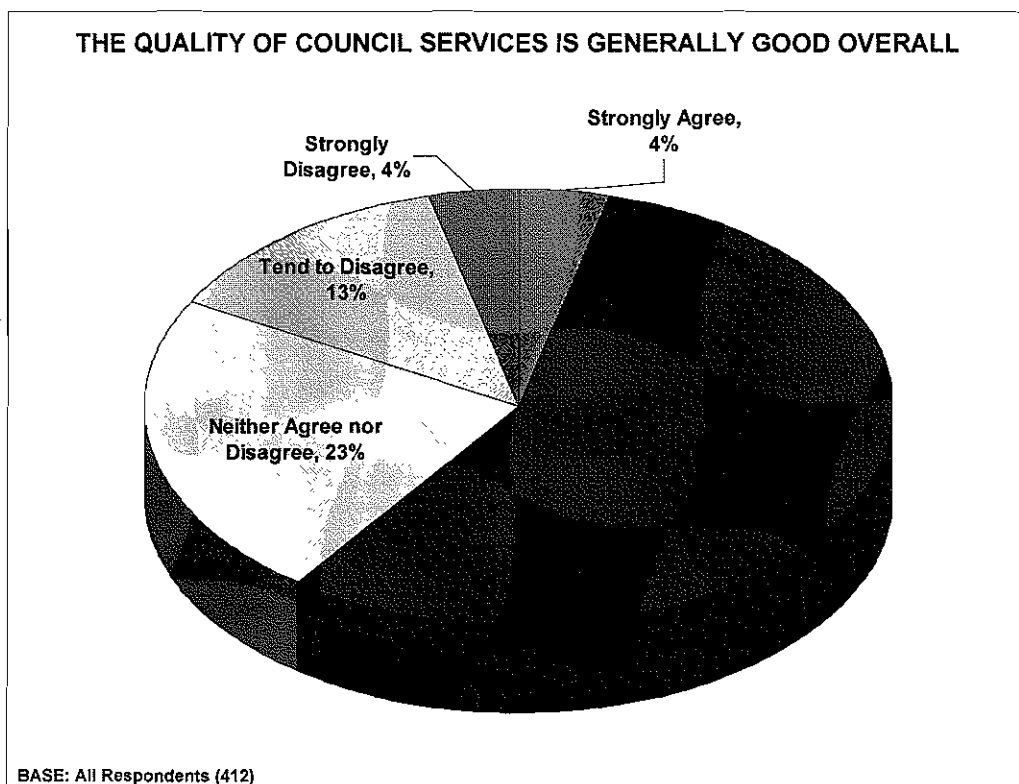


Chart 7:

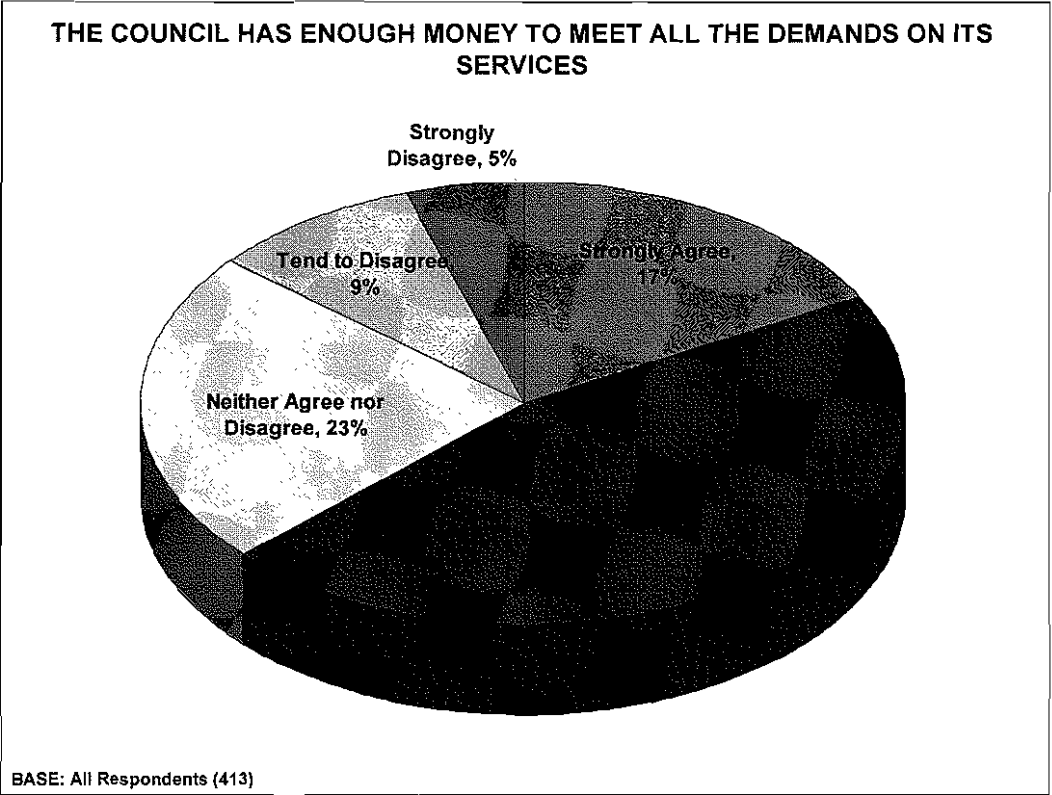


Chart 8:

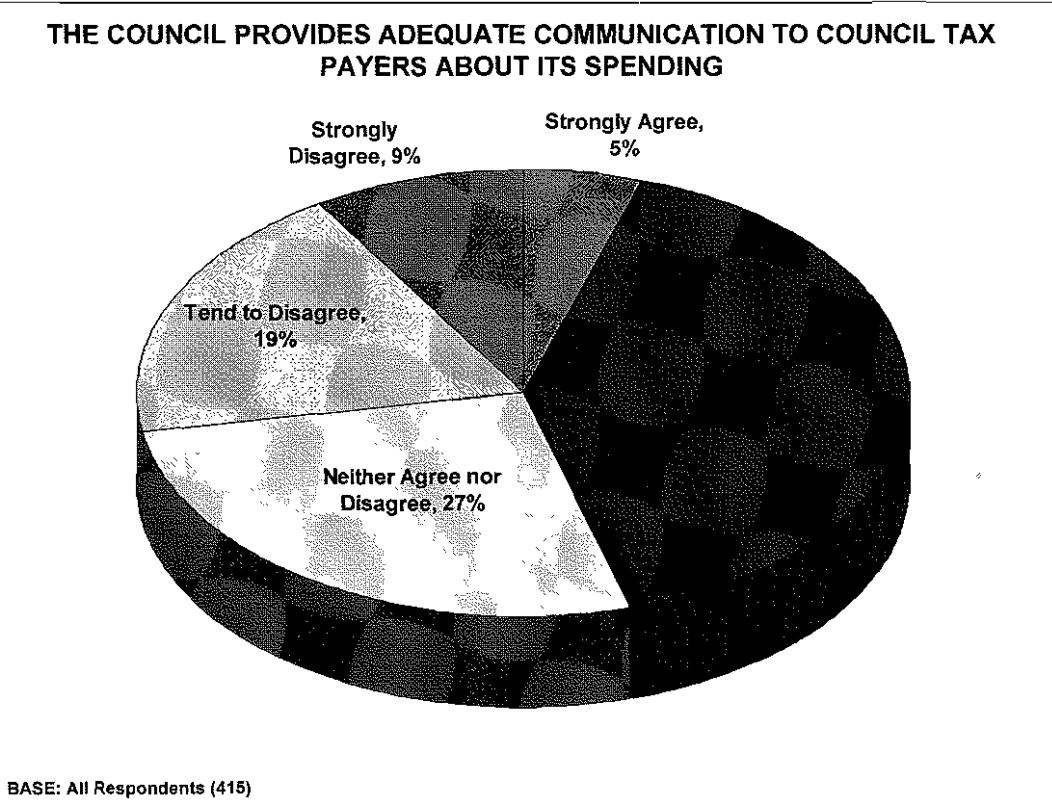
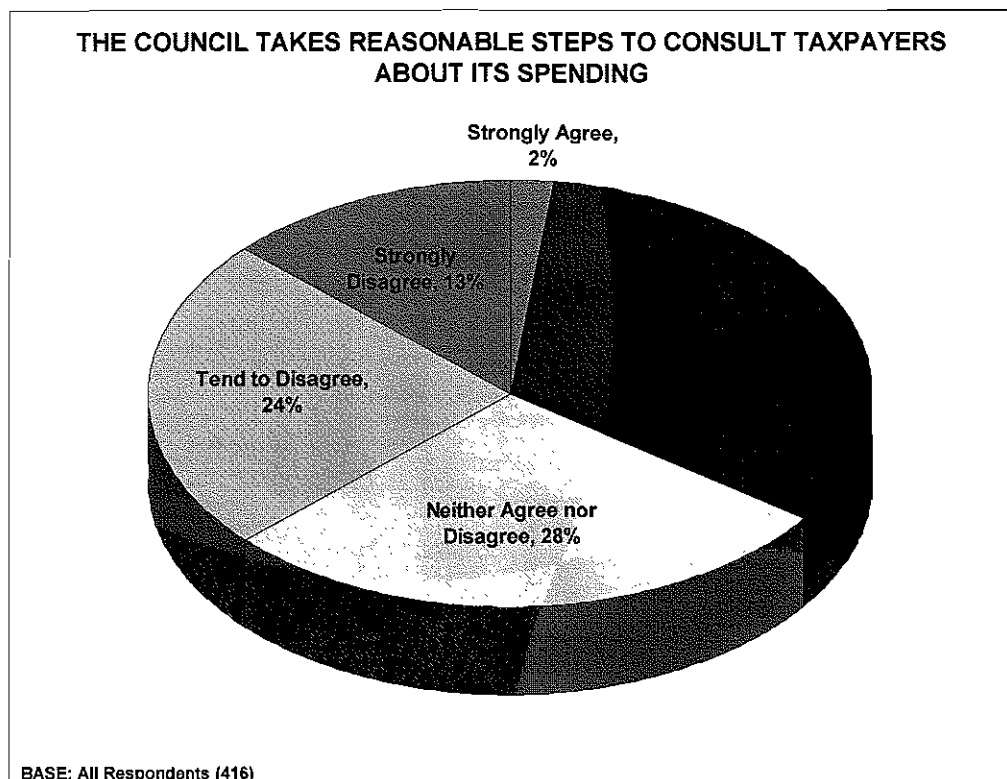


Chart 9:



3.4 Profile of Respondent

Gender	%
Male	49
Female	51
Base:	(406)

Age	%
Up to 29	9
30-44	22
45-64	40
65 or over	34
Base:	(403)

How long lived in Wyre Forest	%
Less than 1 year	3
1-2 years	4
3-5 years	8
6-10 years	6
11-20 years	11
21 years or more	67
Base:	(408)

Ethnic Origin	%
White	99.0
Mixed	0.5
Chinese / other ethnic background	0.2
Asian or Asian British	0.2
Black	0.0
Base:	(401)

**Corporate Plan
Priorities 2008 - 09**

The Council has agreed four Priorities for improvement to help focus our activity and allocation of resources. These have been identified as important by the Council and the local community. Each Priority is supported by a set of targets which will be used to measure progress.

VISION	We want Wyre Forest to be a District with healthy, safe and flourishing communities that are supported by a strong and diverse economy. The local environment will be clean, inspiring and valued, where people are proud to live and work and are attracted to visit and invest			
AIM	A Better Quality of Life	A Sustainable Environment	A Vibrant Local Economy	A Well Run & Responsive Council
PRIORITY	More affordable housing	Reducing waste to landfill & increasing recycling	District-wide regeneration	Improving efficiency & value for money
TARGET AREAS	<ul style="list-style-type: none"> Units of affordable housing 	<ul style="list-style-type: none"> Domestic waste recycling Business waste recycling On-street recycling 	<ul style="list-style-type: none"> Regeneration of Kidderminster Public realm improvements in Stourport Supporting the redevelopment of important sites Rural Regeneration Strategy 	<ul style="list-style-type: none"> Value for Money Strategy Efficiency savings Customer Satisfaction ICT strategy Sickness absence

WYRE FOREST DISTRICT COUNCIL

CABINET

22nd JANUARY 2009

CAPITAL PROGRAMME 2009/2010 ONWARDS

SUSTAINABLE COMMUNITY STRATEGY THEME:	-
CORPORATE PLAN AIM:	Improving Corporacy & Performance
	Financial & Asset Management
	Budget & Policy Framework
CABINET MEMBER:	Councillor John Campion
RESPONSIBLE OFFICER:	Head of Financial Services
CONTACT OFFICERS:	David Buckland Ext. 2100/ Tracey Southall Ext 2125 david.buckland@wyreforestdc.gov.uk tracey.southall@wyreforestdc.gov.uk
APPENDIX 1	Capital Strategy 2008/2012
APPENDIX 2	Capital Programme 2008/2012
APPENDIX 3	Vehicle, Equipment and Systems Renewal Schedule 2008/2012
APPENDIX 4	Details of Rescheduling of Capital Projects
AN OPEN ITEM	

1. PURPOSE OF REPORT

- 1.1 To consider and make recommendations on the Capital Programme 2008/2009 onwards.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND :-

- 2.1 The Cabinet approves the Capital Strategy, Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendices 1, 2, 3 and 4.
- 2.2 The Cabinet determine variations to the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule in accordance with the Council's Budget Process, taking into account identified delays in those schemes for which there are no existing contractual commitments and do not adversely affect front line services.
- 2.3 The Head of Financial Services fund the Vehicle, Equipment and System Renewal Schedule by means of Prudential Borrowing (repayments based on anticipated life of Vehicle, Equipment or Systems).

- 2.4 To note that the Council has agreed to dispose of surplus assets in order to generate new usable capital receipts for the Single Site Project where this is proven to be economically viable in accordance with the Asset Management Plan. Should the Council's disposal strategy differ from the adopted Asset Management Plan, the Head of Property & Operational Services will present a new Plan to Council for adoption prior to consideration by the Government Office for the West Midlands.
- 2.5 That funding for the application to Government Office for a Capitalisation Direction of £2 million to relieve pressure on the revenue budget, be approved from unallocated Housing Capital Receipts or Prudential Borrowing.
- 2.6 Any unallocated non Housing Capital receipts be applied at year end by the Head of Financial Services in consultation with the Chief Executive, in accordance with the delegated authority approved at Council 27th February 2008.

3. **BACKGROUND**

- 3.1 The Council's revised Capital Strategy (attached as Appendix 1) assists in achieving its vision and corporate strategic objectives by providing a corporate strategy for identifying funding, selecting capital priorities and managing existing capital investments. From the wider perspective it takes into account issues to be considered by the Council on the communities needs, stakeholders needs, Government policy/advice and the availability of financial resources. From a Council policy perspective it links with other strategies of the Council and outlines the principles, framework and arrangements for capital investment in the Wyre Forest District.
- 3.2 The strategy focuses on :
- The principles to underpin the capital investment framework.
 - Measures and processes to be used in managing capital investment.
 - Resources and spending programmes the Council will use to maximise the use and financial return on assets.
 - The involvement of partners and the community in delivering the Strategy.
 - How the Council intends to implement the Strategy by providing a framework for an Action Plan.
- 3.3 The Strategy has previously been classified as 'Good' by the West Midlands Government Office.
- 3.4 The Capital Programme is prepared in accordance with the Capital Strategy taking into account all the relevant factors, such as the Council's Priorities for 2009/2010, as detailed within the Corporate Plan

3.5 Cabinet on the 23rd of October, 2008 approved that the Chief Executive and Corporate Management Team in consultation with the Leader be requested to implement the following actions in relation to the Capital Programme, in response to the position in relation to Icelandic deposits. This action was endorsed by Cabinet on the 20th November, 2008 in the Budget Outlook Report based on the mid year budget review and the considerable global economic pressures facing the Council:

- Delay all capital schemes possible, excluding those to which the Council has contractual commitments :-

Whilst ensuring that there is no impact on the front line services which are provided to the public, or health and safety

This approval has resulted in a reassessment of schemes to determine those which cannot be delayed due to contractual commitments or front line services and a rescheduled programme taking this into account is presented in Appendix 2, backed up by specific details of rescheduling in Appendix 4. The Revenue implications of this re-phasing are included in the Cabinet Proposal Appendix of the Finance Strategy Report

4. KEY ISSUES

- 4.1 The Cabinet needs to recommend approval of the Capital Strategy, Base Capital Programme and the Vehicle, Equipment and Systems Renewal Schedule, as part of the budget setting process for the Authority.
- 4.2 Due to the uncertainty currently surrounding the Icelandic deposits and considerable global economic pressures affecting this Finance Strategy, a request to Government Office for approval of a Capitalisation Direction has been made for £2 million to fund the implementation of the Divisional Management Restructuring. This would relieve pressure on the revenue budget but requires approval of funding from unallocated Housing Capital Receipts or Prudential Borrowing.
- 4.3 It is likely that this Council will be entering into External Prudential Borrowing as part of this Strategy. The potential requirement for this is explained and tabulated in Section 5.11.

5. FINANCIAL IMPLICATIONS

Base Capital Programme

- 5.1 A Revised Capital Programme of approved schemes, including details of actual expenditure, prior to 1st April 2008 and technical officers' estimates of projected costs, is set out in Appendix 2. This includes £2.54 million for the delivery of the ICT Strategy over the period 2008/09 – 2012/13 approved by Council on the 16th July 2008. Funding for this is determined under delegated authority by the Head of Financial Services, in consultation with the Leader. Initially this is by the allocation of unused capital receipts, followed by prudential borrowing when required.

- 5.2 The Council has a de minimis amount of unallocated General Fund Capital Receipts within the Finance Strategy. It is proposed that the Head of Financial Services be given delegation to apply these at year end in consultation with the Chief Executive.
- 5.3 Delays in capital schemes excluding those to which the Council has contractual commitments or adversely affect front-line services have been agreed by CMT in accordance with paragraph 3.5. Details of these deferments are shown in the Rescheduled Project list in Appendix 4.

Single Site and Waste Management Strategy

- 5.4 Cabinet will receive separate specific reports providing updated information on the proposals and funding for Single Site and the Waste Management strategy in due course. Existing approvals for Single Site have been rescheduled to reflect a more achievable timescale for the purposes of this report, and an additional sum will be reflected in the Vehicle Equipment and System Replacement Schedule for the Waste Management Strategy when this is confirmed.
- 5.5 In accordance with Council Minute CM67 25th October 2006, out of a target virement of £2 million, £1,814,000 has been identified from the existing Capital Programme to be earmarked for the Single Site project leaving a further £186,000 outstanding.
- 5.6 The Council has agreed to dispose of surplus assets in order to generate new usable capital receipts for the Single Site Project where this is proven to be economically viable in accordance with the Asset Management Plan. However, given the current economic downturn, it is unlikely many sales will be economically viable in the short-term and this will be a factor in future funding proposals.

Usable Housing Capital Receipts.

- 5.7 The majority of usable Housing Capital Receipts have been allocated to the Housing Strategy in accordance with Council Policy. The exception to this relates to £2 million which will be earmarked upon approval of recommendation 2.5 of this report, to fund the pending application to Government Office for a Capitalisation Direction (see paragraph 4.2). The proposed housing allocations have been made by the Head of Planning, Health & Environment in consultation with the Cabinet Member for Planning, Health and Environment. Full details of the allocations are contained within Appendix 2.
- 5.8 It should be noted that at this stage, £6.3 million is available to be used in 2011/12 and beyond. This includes £2.325 million funded by external prudential borrowing to replace the initial use of temporarily available Housing Receipts, approved by Council on the 27th February 2008, for the replacement Cemetery and the £2 million now recommended be earmarked for the Capitalisation Direction funding.
- 5.9 It should also be noted, that this future funding also includes an estimated underlying Capital Financing Requirement of £1.843 million (as at 31/03/2012 – the end of the Finance Strategy) as a result of the Vehicle Equipment and System Renewals Schedule being funded from internal borrowing. This is repaid over the useful life of the assets by the Minimum Revenue Provision in the revenue budget. In addition to this, the ICT Strategy is also now shown as a System Replacement at a total Capital cost of £2.54 million.

- 5.10 The Council has received total grants of £925,380 from the Government Office West Midlands/West Midlands Regional Assembly (GOWM/WMRA) in respect of Decent Homes Initiative for the years 2006/2007 to 2008/2009. The GOWM/WMRA have provisionally confirmed allocations of £269,000 for 2009/2010 and £269,000 for 2010/2011.

These grants and any future grants have been allocated within the Capital Programme for Projects meeting the requisite criteria agreed by the Head of Planning, Health and Environment, in consultation with the Cabinet Member for Planning, Health and Environment. In addition, the GOWM/WMRA have approved allocations for the "Kick Start Scheme" of £52,000 for 2008/2009, £110,000 for 2009/2010 and £122,000 for 2010/2011. This funding will be for use in Wyre Forest but the funds will be held on behalf of all districts by Birmingham City Council. The "Kick Start Scheme" has not been included in the current Capital Programme.

Prudential Borrowing

- 5.11 In accordance with the Prudential Borrowing Code, the Council are now able to 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, subject to paragraph 5.12 below and also to replace the Housing Capital Receipts approved for the replacement Cemetery funding.

Prudential Borrowing will also be necessary to fund the Capital Financing Requirement as outlined in paragraph 5.8, if the Housing Capital Receipts used for this internal borrowing are required before the Minimum Revenue Provision repayments are made to recover this cost from the revenue budget.

Table of Potential Future Prudential Borrowing (excluding Single Site Construction Costs)

Scheme Description	2009/10	2010/11	2011/12 & beyond	Total
	£	£	£	£
Capital Financing Requirement**			1,843,000	1,843,000
Waste Management Strategy*	TBC	TBC		0
ICT Strategy excluding Single Site	804,000	400,000	546,000	1,750,000
ICT Strategy for Single Site	592,000	198,000		790,000
Cemetery			2,325,000	2,325,000
TOTALS	£	1,396,000	598,000	4,714,000
*To be confirmed				
** Excluding funding of Capitalisation Direction				

5.12 Vehicle, Equipment and Systems Renewal Schedule

A revised Schedule has been prepared and set out as Appendix 3. This now includes the ICT Strategy approval of £2.54 million over 2008/09 to 2012/13. Under Capital rules vehicles, equipment and systems may be purchased out of Loan, Leasing, Capital Receipts or Revenue. The Head of Financial Services recommends that the Council use Prudential Borrowing where Capital Receipts or Direct Revenue Funding are not available.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Local Government Act 2003 introduced a legislative framework under which Local Authorities prepare and manage capital expenditure known as the Prudential System of Capital Finance.
- 6.2 The Prudential System has been fully incorporated by the Authority in the preparation of the Capital Strategy, the Vehicle, Equipment and System Renewal Schedule and the Base Capital Programme.
- 6.3 A recent draft Government Regulation in relation to Icelandic deposits exceptionally allows affected Councils to postpone the impact of the principal impairments required by accounting practice, from 2008/2009 to 2010/2011. This has been taken into account in this report and it has been assumed the £9 million principal will be repaid in full before it is required for Capital funding. Any delay in recovery of these deposits will bring forward the Council's requirement to borrow. It should also be noted however, that the detail of the draft regulation does not go far enough at this stage to match the Government Minister's stated aspirations for associated revenue interest. This is covered in paragraph 4.7 of the Finance Strategy but as yet no bad debt provision has been made in the Revised Revenue Budget for interest due on these investments.

7. RISK MANAGEMENT

- 7.1 The risks associated with the Capital Programme 2009/2010 onwards are covered in a separate report.

8. CONCLUSION

- 8.1 The Single Site Project will be progressed by separate specific reports on updated development proposals for design and funding. The Waste Management Strategy will be also be considered separately in due course.
- 8.2 This report identifies that the Council currently has a de minimis sum of unallocated General Fund Capital Receipts within the Finance Strategy. It is recommended the Head of Financial Services be given delegation to allocate these at year end in, consultation with the Chief Executive. In addition, the Council will still need to identify

a further £186,000 virements from the non-Housing Capital projects for the Single Site.

- 8.3 At this stage the Housing Capital Receipts have been allocated in the Capital Programme by the Head of Planning, Health & Environment, in consultation with the Cabinet Member for Planning, Health & Environment.

£6.3 million in unallocated Housing Capital Receipts have been identified for use outside the period of this Finance Strategy, ie. 2012/13 onwards. It is now recommended that £2 million of this be earmarked to fund the pending Capitalisation Direction if Prudential Borrowing is not the preferred funding method. Funding for the new Cemetery borrows £2.325 million unallocated Housing Capital Receipts to be replaced by Prudential Borrowing when required, and this together with the ICT Strategy of £2.54 million, an as yet unspecified amount in relation to the Waste Management Strategy and the projected Capital Financing Requirement of £1.843 million (for vehicles and other minor systems replacements) as at 31/03/2012 will also generate a total need for external Prudential Borrowing of £6.708 million when the Housing Receipts are required. A table of Potential Future Prudential Borrowing is given in paragraph 5.11.

- 8.4 If the Council wish to approve additional Capital Schemes these would need to be financed from either Prudential Borrowing, virement from Housing Capital Receipts or Direct Revenue Funding.

9. CONSULTEES

- 9.1 CMT/Leader of the Council.

10. BACKGROUND PAPERS

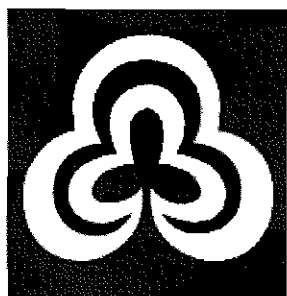
- 10.1 Local Government Act 2003
- 10.2 CIPFA Prudential Code
- 10.3 Council Minute C107 1st March 2006
- 10.4 Council Minute C67 25th October 2006
- 10.5 Cabinet Minute CAB. 82 (1 (iii)) 23rd October 2008
- 10.6 Cabinet Minute CAB.106 (II) 20th November 2008
- 10.7 Draft Capital Regulation re Icelandic Deposits

Capital Strategy

2008/2012

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Section 1	-	Background Information
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Wyre Forest

District Council

WYRE FOREST DISTRICT COUNCIL - CAPITAL STRATEGY

1. BACKGROUND INFORMATION ON THIS CAPITAL STRATEGY

- 1.1 This Capital Strategy aims to assist the Council in achieving its mission and corporate strategic objectives. From the wider perspective it takes into account issues to be considered by the Council on the communities needs, stakeholders needs, Government policy/advice and the availability of financial resources. From a Council policy perspective it links with other strategies of the Council and outlines the principles, framework and arrangements for capital investment in the Wyre Forest District. It provides a corporate strategy for identifying funding, selecting capital priorities and managing existing capital investments.
- 1.2 This strategy focuses on:
- The principles to underpin our capital investment framework.
 - Measures and processes to be used in managing capital investment.
 - Resources and spending programmes the Council will use to maximise the use and financial return on assets.
 - The involvement of partners and the community in delivering the Strategy.
 - How the Council intends to implement the Strategy by providing a framework for an Action Plan to deliver the Strategy.
- 1.3 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.
- 1.4 The Council currently has £9 million invested in 3 Icelandic banks. The maturity date in all cases was the 30/10/2008. The return of these investments is fundamental to this Strategy and every effort is being made to secure this as soon as practically possible. Current prospects are optimistic and for the purposes of this report it is assumed these funds will be returned. Prudential Borrowing will be used to bridge finance essential schemes in any interim periods. To alleviate the need for this and reduce the effect on the revenue budget in terms of lost interest, Council has approved a temporary freeze on all non essential Capital expenditure, where there are no existing contractual commitments and which do not impact on front-line services.
- 1.5 In the light of global economic factors, an application to Government Office for a Capitalisation Direction of £2 million is pending to relieve revenue budget pressures. Funding for this will be from unallocated Housing Capital Receipts or Prudential Borrowing

2. CAPITAL INVESTMENT FRAMEWORK

2.1 Key Objectives and Priorities for Capital Investment

- 2.1.1 The Capital Strategy aims to assist the Council with its vision and corporate strategic objectives. These are contained in the Corporate Plan 2008 - 2011 that was approved by Council on 14th May, 2008. The Corporate Plan is scheduled to be fully revised again in 2011.
- 2.1.2 The Council's vision is :-
- *"We want Wyre Forest to be a District with healthy, safe and flourishing communities that are supported by a strong and diverse economy. The local environment will be clean, inspiring and valued, where people are proud to live and work and are attracted to visit and invest."*
- 2.1.3 The Council's Strategic Aims and Priorities, as detailed in Appendix A, set a clear direction for the Council and cascade down into all other strategic, operational and service specific strategies.
- 2.1.4 The Capital Strategy directly interacts with many key strategies, including:-
- | | |
|--------------------------------|-------------------------------|
| Sustainable Community Strategy | Economic Development Strategy |
| Corporate Plan | 'E' Government Strategy |
| Divisional Service Plans | Finance Strategy |
| Housing Strategy | Asset Management Plan |
| Procurement Strategy | |

Further information on these strategies is available from the Council's Chief Executive's Office.

Appendix B illustrates how the Capital Strategy is informed and links to these other key strategies and Service reviews.

- 2.1.5 In particular the Council's Housing Strategy significantly influences the Capital Strategy and the Capital Programme, even though the Council is no longer a direct provider of Housing. This Strategy informs on how the Council intends to meet the Community's requirements on housing issues over a five year period. It also helps inform housing providers such as Registered Social Landlords and other organisations and individuals about housing provision in the Wyre Forest District.

2.2 Approach to Capital Investment

- 2.2.1 Capital investment will help to achieve the strategic aims and priorities by :-

- Maintaining existing assets.
- Improving and acquiring assets to meet service and customer needs.
- Enabling others, such as Registered Social Landlords, to acquire assets.
- Providing appropriate means of funding including the implementation of the Disposal Strategy.

- 2.2.2 The Council's approach to capital investment will be based on an assessment of :-

- Identifying alternative ways of achieving the same objectives.
- Consultation with stakeholders and partners.
- The relative cost and benefits in relation to the Council's corporate strategic objectives.
- The cost and funding availability.
- Affordability to the revenue account and sustainability (particularly for external funding).
- The ability for the Council and any partners to deliver the project.

- 2.2.3 The Council's Annual Priorities 2008/2009 (Appendix C) will continue to provide a policy steer to assist the Council in determining the allocation of future capital resources.

- 2.2.4 All Capital projects are considered and prioritised as part of the Council's overall Budget process with affordability a key issue in relation to the Finance Strategy. Incremental effects of future capital financing decisions (Band D equivalent) are provided within the Prudential Indicators, updated as necessary. Revenue implications and funding of any approved capital project are included in the Council's three year Revenue Budget to identify the resultant effect on future Council Tax Levels.

2.3 Control and Funding

- 2.3.1 Capital investment will be controlled and funding identified through the Council's Capital Programme or through exercising enabling powers. Traditionally the Council's capital investment has been planned on the basis of a three year rolling Capital Programme, which is updated each year as part of the annual budget process. Sources of investment funding to be considered will include the following:-

• Capital receipts (Disposal Strategy)	• National lottery funds
• EEC Grants	• Private sector sources
• Partnership & Joint Venture initiatives	• PFI – Private Finance Initiatives
• Government grants	• External Grants
• Leasing and contract hire	• Revenue Contributions/Direct Revenue Funding
• Prudential Borrowing	

- 2.3.2 Careful consideration will be given to all the funding options available for new capital investment proposals to achieve the objective of best value for Council Taxpayers and achievement of the Council's Key Strategic Aims and Priorities. The relevance of external funding to the Council's approved priorities will be assessed by key members and officers using the planning framework in Appendix B. It will sometimes be necessary to either :-

- a) Divert resources from schemes not matching priorities;
- b) Gain approval for a new/changed priority to take advantage of opportune external funding.

- 2.3.3 April 2004 saw the introduction of the new Capital System that is administered by CIPFA's Prudential Code. The Council will continue to consider carefully the impact of these freedoms as part of the next review of the Capital Programme to be considered as part of the 2009/2010 Budget. It is highly likely that the Council will be entering into Prudential Borrowing over the term of the Strategy to fund approved schemes.

2.4 Review of Capital Strategy

- 2.4.1 The Capital Strategy is reviewed and approved annually by Council as part of the budget process. The review takes into account changes necessitated by reviews to the Corporate Plan and other plans and strategies.

- 2.4.2 The Capital Programme is reviewed on a quarterly basis with a major review as part of the Budget process with reports to the Corporate Management Team and the Cabinet.

3. MANAGEMENT OF CAPITAL INVESTMENT

- 3.1 The Council has adopted a proactive approach to capital investment in the Wyre Forest District. In recognition of the dynamic complexities of Capital Finance, the Head of Financial Services engages specialist Consultants to review funding and offer innovative solutions to maximise funding opportunities. Corporate internal processes to exercise enabling powers are in place. These include the following elements :-

3.2 Project Identification

- 3.2.1 Each bid will be prepared by a Head of Service and, subjected to prior consultation with portfolio holders, Members, stakeholders, partners, etc., as appropriate. Bids will include details of the project, its impact on the Council's strategic aims and priority action areas, the benefits, impact on other Council strategies and the involvement of other organisations in each bid. The bidding process will be overseen by the Cabinet and the Corporate Management Team whose aim will be to minimise abortive work by ensuring that bids comply with corporate aims and objectives.

3.3 Bidding for External Capital Resources

- 3.3.1 Bids for external capital resources for schemes in regional, national and European programmes, together with resources from partners and charitable organisations will be influenced by the Council's priorities as reflected in the Corporate Plan, Asset Management Plan, Operational Business Plans and the Best Value Performance Plan. This work is co-ordinated by a Multi-disciplinary Officer Working Group under the Chairmanship of the Council's Economic Regeneration and Funding Officer in the Planning, Health and Environment Division.

3.4 Assessing Priority of Capital Investment Options

- 3.4.1 The assessment of priority of capital investment options will follow the established procedure in the Council's financial planning process as part of the budget review which is as follows :-

- **Impact on strategic objectives and priority action areas**, Service Strategies, Targets and Service Plans.
- **Capital and Revenue Resource implications** – cost, phasing and sustainability, income generation/cost saving, capital receipt generation, availability of external funding, grants and partner funding.
- **Impact on other assets** – land, buildings and employees.

- 3.4.2 Bids will be considered by the Cabinet and be subject to the Council's consultation process prior to approval by full Council.

3.5 Capital Programme

- 3.5.1 The Council's major Capital Schemes approved following careful consideration of priorities and having a significant influence on other stakeholders are as follows :-

- **Single Site** – To build a centralised office in Kidderminster (Civic Centre), to relocate the Depot including land acquisition and to replace the Civic facilities in Stourport-on-Severn £13,350,000. Proposed funding is £5,600,000 Capital Receipts from the sale of Rushock Trading Estate and Coventry Street offices. A further £2,000,000 capital virements from non housing capital projects of which £1,814,000 has already been identified. In addition, a review of surplus assets has been undertaken to identify a schedule of potential assets for disposal to fund the balance of the scheme.
- **ICT Strategy** – A £2.54 million project was agreed over the period 2008/2009 – 2012/2013. This includes £0.800 million to support the Single Site initiative.
- **Recycling** – Following the successful introduction of recycling across the district with weekly recycling collections and fortnightly refuse collections now in place, a Waste Management Strategy has now been approved in principle by Council for an additional sum of Capital Investment, which is to be confirmed, generating annual revenue savings.

- **Resources Housing Strategy** – Current Council Policy is to allocate the residual Capital Receipts from the LSVT of the Housing stock together with accumulated Right to Buy receipts towards Housing Strategy. There is however a recommendation in the latest Capital Programme Budget report to earmark £2 million from unallocated Housing Capital Receipts to fund a Capitalisation Direction to alleviate revenue budget pressures in the light of global economic factors. The total for this Strategy across all years shown in the current Capital Programme is £10,337,000. Current examples of major schemes are the Decent Homes Initiative and the Stourport Basin improvements
- **Disabled Facilities Grants/Private Sector Renewal Grants** - Mandatory Grants and Discretionary Grants whose need was established in a Housing Needs Survey £6,912,980.
- **New Municipal Cemetery** – Approval was given at Council on 27/02/2008 to provide resources to progress the development of the new cemetery site (Land purchase and preliminary expenditure £350,000 prior to 2008/2009) in partnership with a private developer. This approval is for £2,325,000.
- **Bewdley Museum** – Provision for match funding of £96,000 towards a Heritage Lottery Bid of approximately £500,000 has been made for major improvement works to the Museum. These works are scheduled for completion in early 2009.

3.6 Procurement Policy

- 3.6.1 All Capital Projects are subject to the Council's procurement policy, at present contained within the Council's Financial Regulations and Standing Orders Relating to Contracts. The Council's Financial Regulations and Standing Orders Relating to contracts have recently been updated and revised.

3.7 Performance Measurement, Monitoring, Review and Risk Management

- 3.7.1 Monitoring and review will be carried out by quarterly reports to the Cabinet when an assessment can be made of such factors as :-
- Financial out-turn against budget
 - The success of each project
 - Project management performance/post implementation review
 - The benefits achieved towards the Council's corporate strategic objectives
- 3.7.2 Heads of Service and their technical officers are responsible for implementation and supervision of each project. Financial information will be provided in the financial information system for budgetary control purposes and they will monitor cash flow against the Capital Programme projection.
- 3.7.3 Actual and projected performance on capital projects is reported in the Best Value Performance Plan and Property Performance Indicators are being developed for the Asset Management Plan.
- 3.7.4 Performance Measurement and Benchmarking are intrinsically linked to the Capital Strategy via Best Value and other relevant Service Reviews. This encompasses National and Local PI's. Examples include Recycling and Implementing Electronic Government (IEG). The Covalent Performance Management System is used for Corporate Performance Management.
- 3.7.5 Risk Management was formally introduced to the authority during 2007/2008 with consultancy from Zurich Municipal. Specific risks are managed on the Covalent Performance Management System and link into the existing Budget Risk Matrix for Capital Projects. These are reported to Cabinet quarterly.
- 3.7.6 The Council's Housing Strategy is reviewed by means of an annual appraisal with Partner Registered Social Landlords to review strategy, performance and the Council's assistance. This is in addition to routine meetings that take place at least twice a year.

4. MAXIMISING THE USE AND FINANCIAL RETURN ON ASSETS

4.1 Asset Management Plan

- 4.1.1 The Council's Asset Management Plan has been developed to contain the following in relation to the Council's own assets :-
- Provide a rolling review of all the Council's asset holdings.
 - Continuously review asset suitability for service and customer needs.
 - Inform on future capital investment requirements to maintain the Council's asset holdings at standards as determined.
 - Establish property performance targets, some of which are included in the Best Value Performance Plan.

- Contain internal and external benchmarks for performance measurement.
- Inform on assets that are surplus to requirements in the short, medium and long term.
- Inform on assets not achieving financial or service delivery targets.
- Identify disposal programme

4.1.2 Monitoring and review of the Asset Management Plan will prompt corporate consideration of the Council's property holdings. In particular where assets are declared surplus to requirements and not achieving required financial or service delivery performance targets, they can be considered for disposal to provide usable capital receipts towards funding the Single Site Initiative.

4.1.3 The Council's Annual Priorities (Appendix C) identifies priorities for the review of the Council's Assets. This includes consideration of the future of certain assets, better use of office accommodation and to maintain the momentum of local regeneration initiatives and town centre improvements/redevelopments.

5. **WORKING WITH PARTNERS AND THE COMMUNITY**

5.1 The Council will continue to work closely through the Local Strategic Partnership and others in delivering capital investment to the District. Partnerships have enabled significant additional projects/services for the benefit of the District and will continue to do so. Partners and Consultees include the following :-

• Central Government	• Lottery
• Worcestershire County Council/Local Area Agreement	• Parish Councils
• Neighbouring District Councils	• Private Sector Companies
• Housing Associations	• Voluntary Organisations
• Housing Companies	• Charitable Concerns
• Worcestershire Health Authority	• Town Centre Forums
• Private Sector Landlords	• Housing Corporation
• West Mercia Police	• Advantage West Midlands
	• Leisure Services Providers

Examples of Current Partnerships include :-

- **Redevelopment of Worcester Street (KTC3)** – A further stage to develop the 'Gateway to Kidderminster' has now been approved. This will include provision for housing and retail projects.
- **Externalisation of the Districts 3 Leisure Centres to a Private Sector Company** with the Council retaining responsibility for the external maintenance of the buildings. Annual Revenue Savings in excess of £500,000.
- **Provision of New Social Housing** in Partnership with Registered Social Landlords. Capital Programme allocation £10m over 5 year period (subject to earmarking of £2 million for Capitalisation direction). This includes the comprehensive redevelopment of the Horsefair in Kidderminster.
- **Stourport Development (STC4)** – The Council has a partnership arrangement for the regeneration of the Stourport Town Centre for which it will initially contribute £500,000 from housing capital receipts. To be replenished from associated sale proceeds.
- **Recycling** – Kerbside Recycling was successfully introduced in conjunction with Worcestershire County Council and DEFRA in September 2003. Further phases are to be considered in partnership with the County Council.
- **Market Town Initiatives** in Bewdley and Stourport-on-Severn, to deliver economic growth.
- **Worcestershire Hub** – The Town Hall in Kidderminster is now operational in delivering One-Stop Customer Services and Telephony throughout the County.
- **Bewdley Museum** – A successful Lottery bid for approximately £500,000 has been successful and together with the £96,000 from this Council will be used for major works to the museum.

5.2 The Council continues to investigate options to increase the involvement of stakeholders and new and existing partners. These include :-

- **Consulting with and involving the Community in new ways** – full district wide consultation meetings were carried out as part of the Budget process. Public response to this Consultation directly influenced priority and service provision.

- **Joint Ventures with partner organisations** – There are numerous examples of new and ongoing Partnerships, examples include :-

Redevelopment of Kidderminster Town Centre)	
Externalised Management of Three Leisure Centres)	See 5.1
Market Towns Initiative in Stourport-on-Severn and Bewdley)	
Stourport Canal Basin)	

- 5.3 The Council is committed to increasing the consultation and involvement of stakeholders. The Community Strategy is central to this. The Strategy identifies cross cutting and sustainability issues and will become a source document for support bids for external funding in satisfying community needs.

6. **ACTION PLAN**

- 6.1 A synopsis of the more detailed Action Plan in Appendix D (which contains details of "What, When and Who") is given below :-

6.1.1 Immediate Action

- Resolve residual Key Priorities 2008/2009. (Appendix C)
- Identify funding for 2009/2010 Priorities.

6.1.2 Action to be taken over the next 12 months

- To further develop the Procurement Strategy.
- Incorporation of final approval of the Single Site scheme subject to site selection, preparation of business case (including ICT requirements) and Council approval. To include disposal strategy and identification of the balance of virements from non housing capital.
- Continue to develop and utilise the Prudential Code for Capital Finance, entering into borrowing for Single Site, the new Cemetery, the ICT Strategy and the Vehicle Equipment and Renewals Schedule dependant on Capital cash flows and expenditure streams.
- To make all efforts to secure the return of the £9 million principal invested with Icelandic Banks.
- Review of current Council policy on debt free status.
- Review of the Housing Strategy.
- Additional technical requirements in relation to Capital Accounting Statement of Recommended Accounting Practice (SORP) and Specific Capital Regulation in response to Icelandic deposits.
- Consultation with Stakeholders.
- Focus on funding and optimising external and partnership resources matching approved corporate priorities.
- Continue to develop relevant relationships with partner organisations.

6.1.3 Ongoing Action

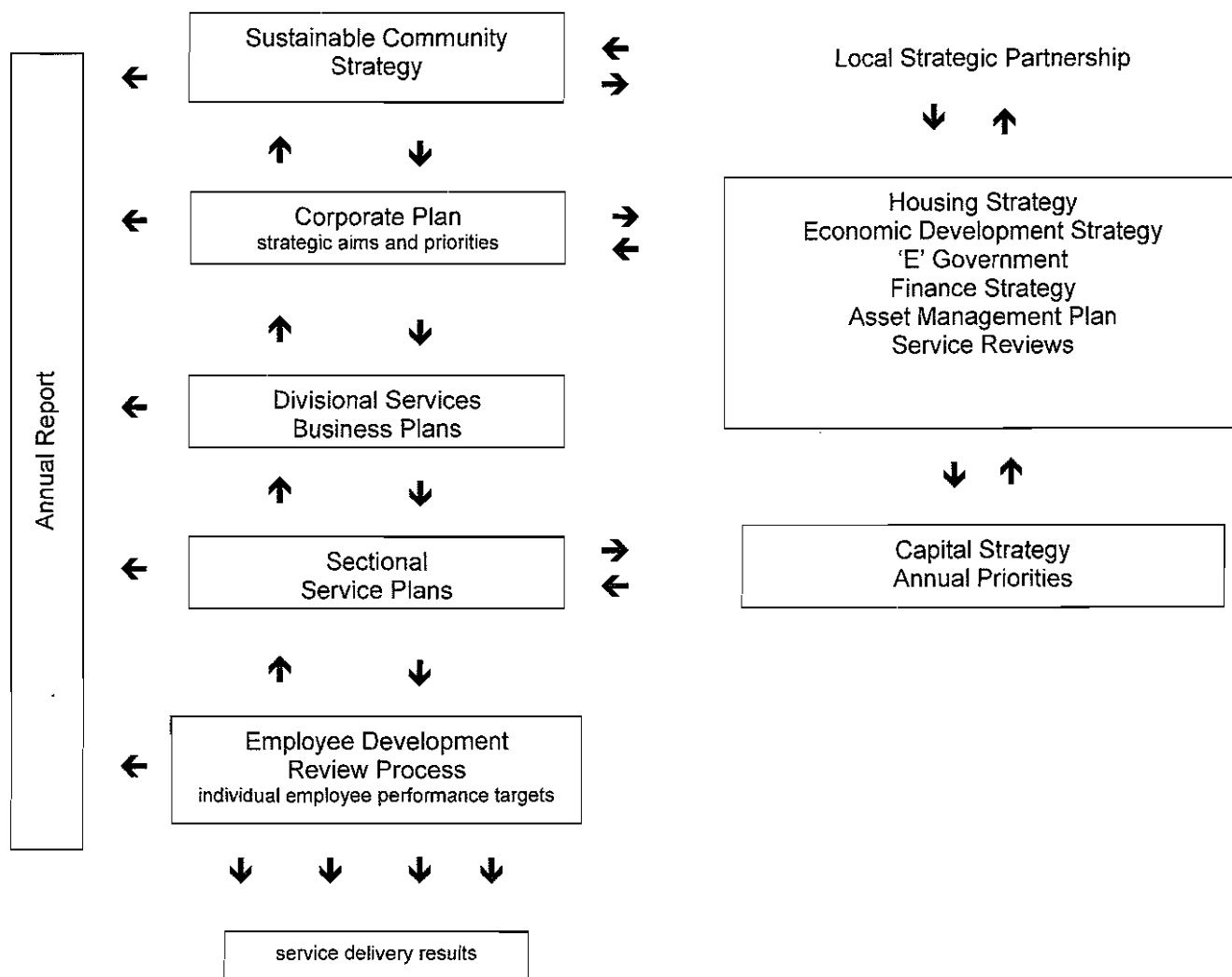
- Consultation with Stakeholders.
- Focus on funding and optimising external and partnership resources matching approved corporate priorities.
- Continue to develop relevant relationships with partner organisations.



CORPORATE PLAN AIMS

We have **four Corporate Aims**, which represent what we want to achieve for the social, economic and environmental wellbeing of the District. Each Aim is delivered through a range of specific services, both statutory and non-statutory, and these are listed below under the Aim which they support.

A Better Quality of Life	A Sustainable Environment	A Vibrant Local Economy	A Well Run & Responsive Council
<ul style="list-style-type: none"> ● Children and young people ● Community Safety Partnership ● Environmental health (food safety, pollution control, public protection) ● Housing services ● Local Strategic Partnership ● Street scene (street furniture and Public toilets) ● Cultural services (leisure services, play, sport & arts) 	<ul style="list-style-type: none"> ● Environmental health (contaminated land) ● Planning and Building Control Services ● Refuse collection and recycling ● Street scene (street cleansing, pest control) ● Countryside and conservation (Rangers) ● Parks and green spaces ● Sustainability and Climate Change ● Urban design 	<ul style="list-style-type: none"> ● Licensing ● Planning services ● Economic development and regeneration ● Street scene (car parks) ● Tourism 	<ul style="list-style-type: none"> ● Corporate governance ● Democratic services ● Elections ● Emergency planning ● Equality and Diversity ● Human Resources ● Legal services ● Management of financial and other assets ● Revenues and benefits administration ● Corporate and service planning ● Communications and marketing ● Community leadership, engagement and consultation ● Customer Services (Worcestershire Hub) ● Information and Communications Technology (ICT)
<ul style="list-style-type: none"> ● Statutory services 	<ul style="list-style-type: none"> ● Non-statutory services 		

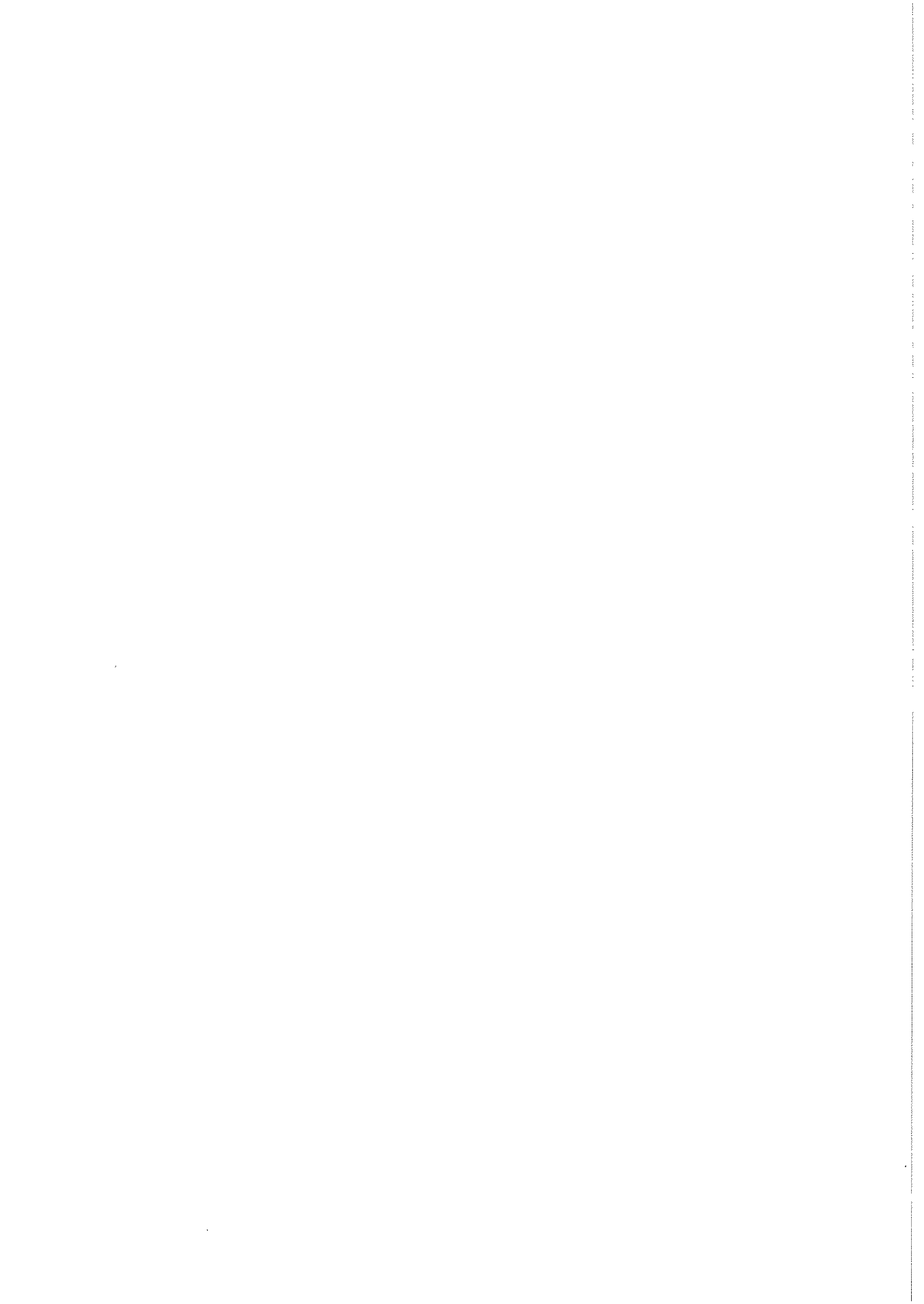
CORPORATE PLANNING FRAMEWORK

Corporate Plan Priorities 2008 - 09

The Council has agreed four Priorities for improvement to help focus our activity and allocation of resources. These have been identified as important by the Council and the local community. Each Priority is supported by a set of targets which will be used to measure progress.

VISION	We want Wyre Forest to be a District with healthy, safe and flourishing communities that are supported by a strong and diverse economy. The local environment will be clean, inspiring and valued, where people are proud to live and work and are attracted to visit and invest			
AIM	A Better Quality of Life	A Sustainable Environment	A Vibrant Local Economy	A Well Run & Responsive Council
PRIORITY	More affordable housing	Reducing waste to landfill & increasing recycling	District-wide regeneration	Improving efficiency & value for money
TARGET AREAS	<ul style="list-style-type: none"> Units of affordable housing 	<ul style="list-style-type: none"> Domestic waste recycling Business waste recycling On-street recycling 	<ul style="list-style-type: none"> Regeneration of Kidderminster Public realm improvements in Stourport Supporting the redevelopment of important sites Rural Regeneration Strategy 	<ul style="list-style-type: none"> Value for Money Strategy Efficiency savings Customer Satisfaction ICT strategy Sickness absence

WYRE FOREST DISTRICT COUNCIL CAPITAL STRATEGY ACTION PLAN 2008/2012			WHEN	WHO
	WHAT			
1	Resolve residual Key Priorities 2008/2009		Council 25th February 2009	Cabinet/CMT/Council
2	Identify funding for 2009/2010 Key Priorities		Council 25th February 2009	Cabinet/CMT/Council
3	Secure the return of the £9m Icelandic deposits as soon as possible		Ongoing	Led by Head of Financial Services/CMT
3	Identify Capital Schemes which can be delayed, excluding those to which the Council has contractual commitments and adversely affect front-line services.		Cabinet 22 nd January 2009	Cabinet
4	Procurement Strategy/Risk Management Strategy		Ongoing	Led by Head of Financial Services/CMT
5	Incorporation of final approval of Single Site scheme subject to site selection, preparation of business case (including ICT requirements) and Council approval. To include disposal strategy and identification of the balance of virements from non housing capital projects		Council 25 th February 2009 or later if necessary, and resultant actions next 6 – 12 months	Council informed by Head of Property and Operational services, Head of Financial Services and other Service Heads as appropriate
6	Continue to develop the Prudential Code for Capital Finance, including approval of an action plan for External Prudential Borrowing		Ongoing	Led by the Head of Financial Services/Leader of the Council
7	Review of current Council policy on debt free status		Ongoing	Led by Head of Financial Services
8	Review of Housing Strategy		Major review in 2007	Head of Planning, Health & Environment/Cabinet Member for Housing, Health & Rural Affairs
9	Additional technical requirements in relation to Capital Accounting SORP changes and application of specific Capital Regulation in relation to Icelandic deposits		April – June 2009	Accountancy and Head of Property and Operational Services
10	Consultation with Stakeholders		January 2009	Cabinet
11	Focus on funding and optimising external and partnership resources matching approved corporate priorities		Ongoing	Officer Working Group led by Community & Partnership Services in liaison with Local Strategic Partnership.
12	Continue to develop relevant relationships with partner organisations		Ongoing	Via Local Strategic Partnership and others.
13	Consideration of funding of Capitalisation Direction application.		Council 25 th February 2009	Head of Financial Services/CMT/Cabinet/Council



**DRAFT CAPITAL PROGRAMME 2008-09 TO 2011-12
(AFTER DEFERRAL OF SCHEMES)**

APPENDIX 2

Detail	2008/2009		2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	Prior to 01/04/2008 £	Total £
	Original £	Revised £					
1. COMMITTED EXPENDITURE							
1. SINGLE SITE							
Single Site - Accommodation	* 5,300,000	100,000	* 4,120,000	* 8,048,010	-	81,990	12,350,000
Replacement of Civic facilities in Stourport-on-Severn	* 300,000	-	* 1,000,000	-	-	-	1,000,000
ICT Investment: ICT Consultants	25,000	25,000	-	-	-	-	25,000
<i>* Project Briefs to be within the parameters of the Council Approval</i>							
2. PROPERTY AND OPERATIONAL SERVICES							
Recycling: Waste Performance & Efficiency Expenditure	-	8,310	-	-	-	76,140	84,450
Public Conveniences - Infrastructure and Servicing	-	2,460	-	-	-	86,670	89,130
Rowland Hill Public Conveniences Refurbishment	-	27,000	-	-	-	-	27,000
Market Street Public Conveniences	170,000	165,820	-	-	-	9,180	175,000
Municipal Cemetery	-	38,700	-	-	-	311,300	350,000
Municipal Cemetery (Partnership Contribution)	2,325,000	1,000,000	1,325,000	-	-	-	2,325,000
St Mary's Churchyard Boundary Wall	-	24,150	-	-	-	15,650	39,800
Stourport Footpath (subject to S.106 agreement)	15,300	-	15,300	-	-	-	15,300
Liveability Scheme: Brinton Park	-	13,090	-	-	-	374,910	388,000
Liveability Scheme: QEII Gardens	-	14,960	-	-	-	86,040	101,000
Grant to Stourport Sports Club - Indoor Netball Facilities	-	1,860	-	-	-	33,140	35,000
Grant Aid to Stourport Sports Club towards Rebuild Costs	-	36,000	-	-	-	-	36,000
Stourvale - Stackpool	43,000	53,120	-	-	-	6,880	60,000
Parking Facilities: Payment under Contractual Agreement	159,280	159,280	-	-	-	33,220	192,500
Parking Facilities: Improvement to Car Parks	100,000	116,320	96,350	-	-	87,330	300,000
Decriminalisation of Parking Enforcement	56,740	60	60,110	-	-	116,830	177,000
Administrative Buildings: Imp. Works for Disabled	-	18,580	-	-	-	98,620	117,200
Worcestershire Hub: Town Hall Conversion	-	51,570	-	-	-	1,322,430	1,374,000
Worcestershire Hub: Bewdley Hub including Works for Disabled	-	50,380	-	-	-	109,420	159,800
KTC 3 Disposal (Costs to be met by Developer)	-	-	-	-	-	103,210	103,210
Flood Relief	149,000	129,560	-	-	-	69,440	199,000
SUB TOTAL	8,643,320	2,036,220	6,616,760	8,048,010	0	3,022,400	19,723,390

**DRAFT CAPITAL PROGRAMME 2008-09 TO 2011-12
(AFTER DEFERRAL OF SCHEMES)**

APPENDIX 2

Detail	2008/2009		2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	Prior to 01/04/2008 £	Total £
	Original £	Revised £					
1. COMMITTED EXPENDITURE (continued)							
3. COMMUNITY AND PARTNERSHIP SERVICES							
Bewdley Museum Improvement Works	517,860	396,500	121,230	-	-	130	517,860
Bewdley Museum Asbestos Removal from Roof	-	15,000	-	-	-	-	15,000
Haberley Playing Fields Changing Rooms	250,000	229,000	-	-	-	-	229,000
Improvements to Paddling Pools	90,000	-	90,000	-	-	-	90,000
Stourport Sports Centre Changing Rooms Refurbishment	50,000	-	-	-	-	-	0
Brownwesthead Park Changing Rooms Refurbishment	20,000	15,000	-	-	-	-	15,000
Wyre Forest Glades: Plant Replacement	-	-	-	-	-	485,990	485,990
Wyre Forest Glades: Capital Grant towards Refurbishment	-	-	-	-	-	341,670	341,670
Glades 'Contingency': Floor Replacement, DDA and Alarms	35,130	-	-	-	-	47,350	47,350
Jerusalem Walk Play Area	50,000	50,000	-	-	-	-	50,000
Multi Activity Play Area: Areley Kings	45,000	41,330	-	-	-	3,670	45,000
Multi Activity Play Area: White Wickets	45,000	41,330	-	-	-	3,670	45,000
Multi Activity Play Area: Bewdley	45,000	41,330	-	-	-	3,670	45,000
St Georges Park Multi Activity Play Area	-	25,370	-	-	-	34,630	60,000
Multi Activity Play Areas: Spennells	-	42,840	-	-	-	2,160	45,000
Play Equipment: Replacement/Repairs Programme	-	7,860	20,640	-	-	664,500	693,000
Local Public Service Agreement Scheme: Sport & Recreation	-	11,030	-	-	-	75,740	86,770
Spennells Playing Field: Youth Shelter	-	3,420	-	-	-	6,580	10,000
Community Safety	20,000	-	20,000	-	-	-	20,000
Worcs LAA: Wyre Forest Community Safety Partnership	19,180	19,180	-	-	-	-	19,180
Grants to Voluntary Bodies: CAB	25,000	-	25,000	-	-	-	25,000
CCTV - Stourport-on-Severn & Bewdley (Contingency)	-	130,620	-	-	-	59,380	190,000
SUB TOTAL	1,212,170	1,069,810	276,870	0	0	1,729,140	3,075,820

**DRAFT CAPITAL PROGRAMME 2008-09 TO 2011-12
(AFTER DEFERRAL OF SCHEMES)**

APPENDIX 2

Detail	2008/2009		2009/2010 Estimate	2010/2011 Estimate	2011/2012 and beyond	Prior to 01/04/2008	Total
	Original	Revised					
	£	£	£	£	£	£	£
4. PLANNING, HEALTH AND ENVIRONMENT							
Housing Strategy:							
Disabled Facilities Grants	800,000	800,000	800,000	800,000	800,000	3,712,980	6,912,980
Affordable Housing Grants to Registered Social Landlords	1,000,000	500,000	500,000	500,000	6,346,800	2,490,740	10,337,540
Housing Assistance	400,000	275,060	408,050	369,000	369,000	635,950	2,057,060
Community Alarm Equipment Grant	70,000	113,020	70,000	70,000	70,000	166,980	490,000
Stourport Development - STC4 (CPO 8 & 8a Bridge Street)	480,000	20,700	479,300	-	-	-	500,000
Planning Delivery Grant Capital Projects	-	41,550	-	-	-	202,020	243,570
ICT Investment: Planning Workflow/DIP	-	9,600	-	-	-	57,000	66,600
Partnership Scheme in Conservation Areas (Stourport on Severn)	43,000	8,000	116,000	-	-	-	124,000
Bridge Street Public Realm Improvements (Stourport on Severn)	74,630	104,630	-	-	-	25,370	130,000
SUB TOTAL	2,867,630	1,872,560	2,373,350	1,739,000	7,585,800	7,291,040	20,861,750
5. HUMAN RESOURCES							
ICT Investment: Electoral Registration	11,400	7,500	3,900	-	-	19,500	30,900
ICT Investment: Backups and Storage	50,000	46,120	-	-	-	3,880	50,000
Software & Network Licenses	20,400	20,400	-	-	-	106,850	127,250
Software - Sports & Leisure Facilities	10,570	10,570	-	-	-	-	10,570
SUB TOTAL	92,370	84,590	3,900	0	0	130,230	218,720
8. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE							
Vehicles & Equipment	640,920	346,920	299,500	1,198,500	633,000	2,677,040	5,154,960
Financial Management System Replacement	215,900	-	215,900	-	-	-	215,900
ICT Strategy	-	101,000	1,295,000	598,000	546,000	-	2,540,000
SUB TOTAL	856,820	447,920	1,810,400	1,796,500	1,179,000	2,677,040	7,910,860
TOTAL COMMITTED EXPENDITURE	13,672,310	5,511,100	11,081,280	11,583,510	8,764,800	14,849,850	51,790,540

**DRAFT CAPITAL PROGRAMME 2008-09 TO 2011-12
(AFTER DEFERRAL OF SCHEMES)**

APPENDIX 2

Detail	2008/2009		2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	Prior to 01/04/2008 £	Total £
	Original £	Revised £					
<u>2. FINANCING</u>							
Capital Receipts: General		974,080	285,700	-	-		1,259,780
Single Site Proposed Funding	278,590	100,000	4,562,440	8,048,010	-		12,710,450
Capital Receipts: Housing	5,600,000	1,100,240	1,540,300	941,000	4,462,800		8,044,340
Cemetery Funded initially from Housing Capital Receipts	4,225,520	1,000,000	1,325,000	-	-		2,325,000
Prudential Borrowing for Housing Schemes to replace Cemetery application	-	-	-	-	2,325,000		2,325,000
Disabled Facilities Grant	429,000	429,000	429,000	429,000	429,000		1,716,000
Decent Homes Grant	420,480	179,540	288,050	369,000	369,000		1,205,590
Use of sale proceeds of Rushock Trading Estate	45,000	123,990	-	-	-		123,990
KTC 3 Anticipated Capital Receipt	-	-	103,210	-	-		103,210
Liveability/Heritage Lottery Grant Funding	-	28,050	-	-	-		28,050
Local Public Service Agreement Scheme Grant: WCC	-	1,350	-	-	-		1,350
Waste Performance & Efficiency Grant	-	8,310	-	-	-		8,310
Planning Delivery Grant	-	41,550	-	-	-		41,550
S.106 Funding (Parking)	159,280	159,280	-	-	-		159,280
S.106 Funding (Cattle Market)	-	19,040	-	-	-		19,040
S.106 Funding (Football Foundation)	-	6,330	-	-	-		6,330
S.106 Funding (Stourvale - Stackpool)	43,000	43,120	-	-	-		43,120
WCC Funding (Stourvale - Stackpool)	-	10,000	-	-	-		10,000
S.106 Funding (Jerusalem Walk)	50,000	50,000	-	-	-		50,000
Bridge Street Public Realm Improvements (Stourport on Severn) Grant	-	-	30,000	-	-		30,000

**DRAFT CAPITAL PROGRAMME 2008-09 TO 2011-12
(AFTER DEFERRAL OF SCHEMES)**

APPENDIX 2

Detail	2008/2009		2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	Prior to 01/04/2008 £	Total £
	Original £	Revised £					
2. FINANCING (continued)							
WCC LAA Funding (Community Safety)	19,180	19,180	-	-	-	-	19,180
Flood Relief Grant: DCLG	105,000	105,060	-	-	-	-	105,060
Flood Relief Grant: Advantage West Midlands	44,000	24,500	-	-	-	-	24,500
Heritage Lottery Fund Grant (Bewdley Museum)	421,860	396,500	25,230	-	-	-	421,730
Vehicles & Equipment (Prudential Borrowing)	640,920	346,920	299,500	1,198,500	633,000	-	2,477,920
Financial Management System Replacement (Prudential Borrowing)	215,900	-	215,900	-	-	-	215,900
ICT Strategy (Prudential Borrowing)	-	101,000	1,295,000	598,000	546,000	-	2,540,000
Direct Revenue Funding:							
Decriminalisation of Car Parking	1,020	60	4,390	-	-	-	4,450
Bewdley Museum Improvement Works	96,000	-	96,000	-	-	-	96,000
Habberley Playing Fields Changing Rooms	250,000	229,000	-	-	-	-	229,000
Stourport Sports Centre Changing Rooms Refurbishment	50,000	-	-	-	-	-	0
Brownweshhead Park Changing Rooms Refurbishment	20,000	15,000	-	-	-	-	15,000
Partnership Scheme in Conservation Areas (Stourport on Severn)	-	-	24,000	-	-	-	24,000
Direct Revenue Funding (Earmarked Reserve for future Capital Expenditure):							
Single Site	557,560	-	557,560	-	-	-	557,560
	13,672,310	5,511,100	11,081,280	11,583,510	8,764,800	-	36,940,690
3. MEMORANDUM							
Single Site Proposed Funding							
Rushock & Coventry Street Sales							5,042,440
Direct Revenue Funding (Earmarked Reserve for future Capital Expenditure)							557,560
Sale of existing admin offices							2,000,000
Review of current capital programme (£1,814,000 already identified)							2,000,000
Disposal of surplus assets							3,469,990
Disposal of surplus assets received							280,010
							13,350,000



**VEHICLE, EQUIPMENT AND SYSTEMS RENEWAL SCHEDULE 2008/2011
(AFTER DEFERRALS)**

Detail	2008/2009		2009/2010	2010/2011	2011/12
	Original £	Revised £	Estimate £	Estimate £	Estimate £
1. VEHICLES					
<u>Property and Operational Services</u>					
Blitz Vehicle	26,000	26,000	-	-	-
Blitz Vehicle	26,000	26,000	-	-	-
Blitz Vehicle	-	-	-	-	34,000
Blitz Vehicle	-	-	-	-	34,000
Blitz Vehicle	-	-	-	-	34,000
Blitz Vehicle	-	-	-	-	34,000
Wood Chipper	23,000	23,000	-	-	-
Garage Equipment - Replacement	25,920	25,920	-	-	-
JCB	52,000	52,000	-	-	-
Mechanical Sweeper (Large)	92,000	92,000	-	-	-
Mechanical Sweeper (Medium)	-	-	57,000	-	-
Mechanical Sweeper (Medium)	-	-	57,000	-	-
Mechanical Sweeper (Medium)	-	-	57,000	-	-
Refuse Freighter	-	-	-	-	125,000
Refuse Freighter	-	-	-	-	125,000
Small Refuse Freighter	52,000	-	63,500	-	-
Small Refuse Freighter	-	-	-	63,500	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Recycling Freighter	-	-	-	110,000	-
Small Recycling Freighter	-	-	-	35,000	-
Tractor	-	-	-	-	51,000
Tractor	35,000	-	-	-	-
Tractor Mower (Small)	-	16,000	-	-	-
Tractor Mower (Small)	-	-	16,000	-	-
Mowing Machine	-	-	-	-	33,000
Transit Van	26,000	26,000	-	-	-
Transit Van *	26,000	-	-	-	-
Transit Van *	26,000	-	-	-	-
Transit Van *	26,000	-	-	-	-
Transit Tipper *	30,000	-	-	-	-
Transit Tipper	30,000	30,000	-	-	-
Transit Tipper	30,000	-	-	-	30,000
Transit Tipper	30,000	30,000	-	-	-
Transit Tipper	30,000	-	30,000	-	-
Small Van	18,000	-	-	-	18,000
Small Van	18,000	-	-	-	18,000
Small Van	-	-	-	-	18,000
Small Van	-	-	-	-	18,000
Small Van	-	-	-	-	18,000
Small Van	-	-	-	-	18,000
Small Van	-	-	-	-	18,000
Small Van	-	-	-	-	25,000
Mowing Equipment	9,500	-	9,500	-	-
Mowing Equipment	9,500	-	9,500	-	-
2. OTHER					
<u>Financial Services</u>					
Financial Management System replacement	215,900	-	215,900	-	-
<u>Human Resources</u>					
ICT Strategy	-	101,000	1,295,000	598,000	340,000
ICT Strategy (2012/13 and beyond)	-	-	-	-	206,000
	856,820	447,920	1,810,400	1,796,500	1,179,000

DETAILS OF RESCHEDULED CAPITAL PROGRAMME 2008-09 TO 2011-12

APPENDIX 4

Detail	Programmed Expenditure Before Deferrals / Revisions				Notes Re Deferrals / Revisions
	2008/2009 Revised £	2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	
1. COMMITTED EXPENDITURE					
1. SINGLE SITE					
Single Site - Accommodation	100,000	* 4,120,000	* 8,048,010	-	Subject to separate reports
Replacement of Civic facilities in Stourport-on-Severn	-	* 1,000,000	-	-	Subject to separate reports
ICT Investment: ICT Consultants	25,000	-	-	-	Subject to separate reports
<i>* Project Briefs to be within the parameters of the Council Approval</i>					
2. PROPERTY AND OPERATIONAL SERVICES					
Recycling: Waste Performance & Efficiency Expenditure	8,310	-	-	-	No Deferral
Public Conveniences - Infrastructure and Servicing	2,460	-	-	-	No Deferral
Rowland Hill Public Conveniences Refurbishment	27,000	-	-	-	No Deferral
Market Street Public Conveniences	165,820	-	-	-	No Deferral
Municipal Cemetery	38,700	-	-	-	No Deferral
Municipal Cemetery (Partnership Contribution)	1,000,000	1,325,000	-	-	No Deferral
St Mary's Churchyard Boundary Wall	24,150	-	-	-	No Deferral
Stourport Footpath (subject to S.106 agreement)	-	15,300	-	-	No Deferral
Liveability Scheme: Brinton Park	13,090	-	-	-	No Deferral
Liveability Scheme: QEII Gardens	14,960	-	-	-	No Deferral
Grant to Stourport Sports Club - Indoor Netball Facilities	1,860	-	-	-	No Deferral
Grant Aid to Stourport Sports Club towards Rebuild Costs	36,000	-	-	-	No Deferral
Stourvale - Stackpool	53,120	-	-	-	No Deferral
Parking Facilities: Payment under Contractual Agreement	159,280	-	-	-	No Deferral
Parking Facilities: Improvement to Car Parks	116,320	96,350	-	-	No Deferral
Decriminalisation of Parking Enforcement	60	60,110	-	-	No Deferral
Administrative Buildings: Imp. Works for Disabled	18,580	-	-	-	No Deferral
Worcestershire Hub: Town Hall Conversion	51,570	-	-	-	No Deferral
Worcestershire Hub: Bewdley Hub including Works for Disabled	50,380	-	-	-	No Deferral
KTC 3 Disposal (Costs to be met by Developer)	-	-	-	-	No Deferral
Flood Relief	129,560	-	-	-	No Deferral

DETAILS OF RESCHEDULED CAPITAL PROGRAMME 2008-09 TO 2011-12

APPENDIX 4

Detail	Programmed Expenditure Before Deferrals / Revisions				Notes Re Deferrals / Revisions
	2008/2009 Revised £	2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	
3. COMMUNITY AND PARTNERSHIP SERVICES					
Bewdley Museum Improvement Works	396,500	121,230	-	-	No Deferral
Bewdley Museum Asbestos Removal from Roof	15,000	-	-	-	No Deferral
Haberley Playing Fields Changing Rooms	250,000	-	-	-	To reduce budget in 2008/09 from £250,000 to £229,000
Improvements to Padding Pools	90,000	-	-	-	To slip scheme to 2009/10
Stourport Sports Centre Changing Rooms Refurbishment	50,000	-	-	-	To remove £50,000 from 2008/09
Brownwesthead Park Changing Rooms Refurbishment	20,000	-	-	-	To reduce budget in 2008/09 from £20,000 to £15,000
Wyre Forest Glades: Plant Replacement	7,580	-	-	-	To remove residual £7,580 from 2008/09
Wyre Forest Glades: Capital Grant towards Refurbishment	8,330	-	-	-	To remove residual £8,330 from 2008/09
Glades 'Contingency': Floor Replacement, DDA and Alarms	32,650	-	-	-	To remove contingent £32,650 from 2008/09
Jerusalem Walk Play Area	50,000	-	-	-	No Deferral
Multi Activity Play Area: Areley Kings	41,330	-	-	-	No Deferral
Multi Activity Play Area: White Wickets	41,330	-	-	-	No Deferral
Multi Activity Play Area: Bewdley	41,330	-	-	-	No Deferral
St Georges Park Multi Activity Play Area	25,370	-	-	-	No Deferral
Multi Activity Play Areas: Spennells	42,840	-	-	-	No Deferral
Play Equipment: Replacement/Repairs Programme	28,500	-	-	-	No Deferral
Local Public Service Agreement Scheme: Sport & Recreation	11,030	-	-	-	£7,860 in 2008/09, to slip balance of £20,640 to 2009/10
Spennells Playing Field: Youth Shelter	3,420	-	-	-	No Deferral
Community Safety	-	20,000	-	-	No Deferral
Worcs LAA: Wyre Forest Community Safety Partnership	19,180	-	-	-	No Deferral
Grants to Voluntary Bodies: CAB	25,000	-	-	-	No Deferral
CCTV - Stourport-on-Severn & Bewdley (Contingency)	130,620	-	-	-	No Deferral

DETAILS OF RESCHEDULING CAPITAL PROGRAMME 2008-09 TO 2011-12

APPENDIX 4

Detail	Programmed Expenditure Before Deferrals / Revisions				Notes Re Deferrals / Revisions
	2008/2009 Revised £	2009/2010 Estimate £	2010/2011 Estimate £	2011/2012 and beyond £	
4. PLANNING, HEALTH AND ENVIRONMENT					
Housing Strategy:					
Disabled Facilities Grants	800,000	800,000	800,000	800,000	No Deferral
Affordable Housing Grants to Registered Social Landlords	500,000	500,000	500,000	6,322,320	No Deferral
Private Sector Housing Conditions: Improvements Initiative	120,000	120,000	-	-	No Deferral
Affordable Warmth Initiatives (funded by Grant)	78,870	104,500	-	-	No Deferral
Decent Homes Initiatives (funded by Grant)	76,190	114,550	-	-	No Deferral
Community Alarm Equipment Grant	113,020	70,000	70,000	70,000	No Deferral
Stourport Development - STC4 (CPO 8 & 8a Bridge Street)	20,700	479,300	-	-	No Deferral
Planning Delivery Grant Capital Projects	41,550	-	-	-	No Deferral
ICT Investment: Planning Workflow/DIP	9,600	-	-	-	No Deferral
Partnership Scheme in Conservation Areas (Stourport on Severn)	8,000	116,000	-	-	No Deferral
Bridge Street Public Realm Improvements (Stourport on Severn)	104,630	-	-	-	No Deferral
5. HUMAN RESOURCES					
ICT Investment: Electoral Registration	7,500	3,900	-	-	No Deferral
ICT Investment: Backups and Storage	46,120	-	-	-	No Deferral
Software & Network Licenses	20,400	-	-	-	No Deferral
Software - Sports & Leisure Facilities	10,570	-	-	-	No Deferral
8. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE					
Vehicles & Equipment	381,920	300,500	1,198,500	597,000	To slip equipment - mowers (£35,000) from 2008/09 into 2009/10. To slip 2 vehicles (£36,000) from 2009/10 into 2011/12.
Financial Management System Replacement	30,000	185,900	-	-	Slip the 2008/09 budget of £30,000 into 2009/10
ICT Strategy	101,000	1,295,000	598,000	546,000	No Deferral
TOTAL COMMITTED EXPENDITURE	5,836,300	10,847,640	11,214,510	8,335,320	

DETAILS OF RESCHEDULING VEHICLE, EQUIPMENT AND SYSTEMS RENEWAL SCHEDULE 2008/2011

Detail	Programmed Expenditure Before Deferrals / Revisions				Notes Re Deferrals / Revisions
	2008/2009 Revised £	2009/2010 Estimate £	2010/2011 Estimate £	2011/12 Estimate £	
1. VEHICLES					
<u>Property and Operational Services</u>					
Blitz Vehicle	26,000	-	-	-	
Blitz Vehicle	26,000	-	-	-	
Blitz Vehicle	-	-	-	34,000	
Blitz Vehicle	-	-	-	34,000	
Blitz Vehicle	-	-	-	34,000	
Blitz Vehicle	-	-	-	34,000	
Wood Chipper	23,000	-	-	-	
Garage Equipment - Replacement	25,920	-	-	-	
JCB	52,000	-	-	-	
Mechanical Sweeper (Large)	92,000	-	-	-	
Mechanical Sweeper (Medium)	-	57,000	-	-	
Mechanical Sweeper (Medium)	-	57,000	-	-	
Mechanical Sweeper (Medium)	-	57,000	-	-	
Refuse Freighter	-	-	-	125,000	
Refuse Freighter	-	-	-	125,000	
Small Refuse Freighter	-	63,500	-	-	
Small Refuse Freighter	-	-	63,500	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Recycling Freighter	-	-	110,000	-	
Small Recycling Freighter	-	-	35,000	-	
Tractor	-	-	-	51,000	
Tractor	-	-	-	-	
Tractor Mower (Small)	16,000	-	-	-	
Tractor Mower (Small)	16,000	-	-	-	To slip into 2009/10
Mowing Machine	-	-	-	33,000	
Transit Van	26,000	-	-	-	
Transit Van *	-	-	-	-	
Transit Van *	-	-	-	-	
Transit Van *	-	-	-	-	
Transit Tipper *	-	-	-	-	
Transit Tipper	30,000	-	-	-	
Transit Tipper	-	-	-	30,000	
Transit Tipper	30,000	-	-	-	
Transit Tipper	-	30,000	-	-	
Small Van	-	18,000	-	-	To slip into 2011/12
Small Van	-	18,000	-	-	To slip into 2011/12
Small Van	-	-	-	18,000	
Small Van	-	-	-	18,000	
Small Van	-	-	-	18,000	
Small Van	-	-	-	18,000	
Small Van	-	-	-	25,000	
Mowing Equipment	9,500	-	-	-	To slip into 2009/10
Mowing Equipment	9,500	-	-	-	To slip into 2009/10
2. OTHER					
<u>Financial Services</u>					
Financial Management System replacement	30,000	185,900	-	-	To slip 2008/09 to 2009/10
<u>Human Resources</u>					
ICT Strategy	101,000	1,295,000	598,000	340,000	
ICT Strategy (2012/13 and beyond)	-	-	-	206,000	
	512,920	1,781,400	1,796,500	1,143,000	

WYRE FOREST DISTRICT COUNCIL

CABINET

22ND JANUARY 2009

BASE BUDGET VARIATIONS

AN OPEN ITEM	
COMMUNITY STRATEGY THEME:	-
CORPORATE THEME:	Improving Corporacy & Performance
KEY PRIORITY:	Financial & Asset Management
STRATEGY:	Budget & Policy Framework
CABINET MEMBER:	Councillor John Campion
RESPONSIBLE OFFICER:	Head of Financial Services
CONTACT OFFICER:	David Buckland Ext. 2100 david.buckland@wyreforestdc.gov.uk
APPENDIX 1	Budget Variations - Original to Revised 2008/2009
APPENDIX 2	Budget Variations - Revised Budget 2008/2009 to Base 2009/2010

1. PURPOSE OF REPORT

- 1.1 To monitor the Budget Variations between Original and Revised Budgets 2008/2009 and between the Revised Budget 2008/2009 and the Base Budget for 2009/2010.

2. RECOMMENDATIONS

The Cabinet is asked to DECIDE :-

- 2.1 The Cabinet consider the Budget Variations in arriving at their Budget Strategy 2009/2012.
- 2.2 Heads of Service continue to monitor closely the Budget and the Head of Financial Services continues to report to the Cabinet on a quarterly basis.

3. BACKGROUND

- 3.1 Council on 27th February 2008 agreed the Revenue Budget and Capital Programme for the period 2008/2011.
- 3.2 The Cabinet is responsible for overall Revenue Budget and Capital Programme performance and monitoring.
- 3.3 The Head of Financial Services provides each Head of Service monthly financial statements to assist with budget monitoring.

- 3.4 Each Head of Service is responsible for the administration and monitoring of resources allocated to their Division.
- 3.5 The Cabinet are required under the Local Government Act 2003 (S.28) to consider on a regular basis relevant financial information relating to Budget monitoring and take appropriate action where necessary.

4. KEY ISSUES

- 4.1 Appendix 1 shows a reduced net expenditure of £7,170 when Original Budget 2008/2009 is compared with Revised Budget 2008/2009. Appendix 2 shows an increased net expenditure of £355,140 for 2009/2010 Base Budget when compared with Revised Budget 2008/2009. The cumulative Base Budget expenditure increase of £347,970 over the two financial years 2008/2009 and 2009/2010 will be taken into account when Cabinet formulate their budget strategy.
- 4.2 Contained within the overall budget variations is allowance for £175,000 in 2008/2009, and a further £1.093 million in 2009/2010, as a result of reduced interest rates and the collapse of the Icelandic Banks. This is fully discussed within the Financial Strategy.

5. BUDGET VARIATIONS

- 5.1 A Schedule of Budget Variations between the Original Budget 2008/2009 and Revised Budget 2008/2009 is enclosed as Appendix 1 for Members Information.
- 5.2 A Schedule of the Budget Variations between the Revised Budget 2008/2009 and the 2009/2010 Base Budget is enclosed as Appendix 2 to explain the increase in next years new Base Budget.

6. FINANCIAL IMPLICATIONS

- 6.1 The Cabinet will consider the Budget Variations in arriving at their Budget Strategy 2009/2012.

7. LEGAL AND POLICY IMPLICATIONS

- 7.1 The Local Government Act 2003 imposed duties on Local Authorities designed to ensure they make prudent allowance for risk and uncertainties in their budget and that they regularly monitor their finances during the course of the year.
- 7.2 Section 25 of the Act deals with budget calculations and requires the statutory Finance Officer to report on the robustness of estimates and reserves.

8. RISK MANAGEMENT

- 8.1 The Cabinet needs to ensure all known budget variations are taken into account in arriving at their Budget Strategy 2009/2012.
- 8.2 The Accounts and Audit Regulations 2003 require Local Authorities to fully consider and manage risk as part of the budget process. A separate report is presented to this meeting of the Cabinet.

9. CONCLUSION

- 9.1 The information contained within Appendices 1 and 2 provides Members with key information to assist with their deliberations in formulating the new Budget Strategy 2009/2012.

10. CONSULTEES

- 10.1 CMT/Leader of the Council.

11. BACKGROUND PAPERS

- 11.1 Council 27th February 2008 Minute C.82.
- 11.2 Reports to Cabinet 20th November 2008 and 21st August 2008 on Budget Monitoring.

OVERALL BUDGET VARIATIONS
ORIGINAL COMPARED TO REVISED 2008/2009

TOTAL REVISED BUDGET 2008//2009	£ 15,871,160
LESS: TOTAL ORIGINAL BUDGET 2008/2009	15,878,330
REDUCED NET EXPENDITURE ON YEAR	<u>(7,170)</u>

DESCRIPTION OF MAJOR VARIATIONS	Extra Costs / Reduced Income £	Savings / Extra Income £
<u>Property and Operational Services</u>		
1 Waste - fuel price increases outside the Council's control, the overall effect of which is offset by consortium purchasing	40,000	
2 Waste - increased Landfill costs imposed by the County council	40,000	
3 Reduction in Cemetery Income	18,000	
4 Parks and Open Spaces- increased operating costs including fuel	15,000	
5 Parks and Open Spaces- reduction in income due to decreased sales of plants and the inability to undertake work for third parties	45,000	
6 Other Sports Facilities - increased maintenance costs due to extremely wet weather	10,000	
7 Civil Enforcement - Reduced Income due to retraining for new legislation and vacancies/sickness	92,000	
8 Car Parking and Civil Enforcement - combined decrease in pay and pay related costs		(44,000)
9 Car Parking and Civil Enforcement - increased income - mostly due to more Season Ticket sales		(39,000)
10 Highways General Cleansing - increased costs due to long term sickness cover of an employee who has now left the Council employ	13,500	
11 Industrial Estates - increased income		(35,000)
12 Increased Building operating costs including electricity, gas and water services	94,000	
13 Release of Earmarked Reserve		(20,000)
14 Flood Relief - Additional Emergency approval funded from reserves	10,000	
<u>Community and Partnership Services</u>		
1. Play Development - reduced income	10,000	
2. Glades - Contingency		(71,000)
3. Leisure Centres use of earmarked reserve		(23,000)
- plant replacement programme		(10,000)
- deficit guarantee	20,000	
<u>Financial Services</u>		
1. Use of Earmarked Reserves		(92,000)
2. Benefit Payments - additional recovery of benefit overpayments		(75,000)
3. Audit Fees-Increased external audit fee including unexpected one-off transitional cost in respect of change of external auditors.	30,000	
4. Revenues - increase in Council Tax / NNDR net recovery fees.	12,000	
<u>Human Resources</u>		
1. Worcestershire Hub - Additional Subsidy from WCC		(21,000)
2. ICT Strategy	37,000	
<u>Legal and Democratic Services</u>		
1. Land Charges - Income reduction due to depressed market / increased competition	90,000	
2. Court and Legal Costs received		(32,000)
<u>Planning Health and Environment</u>		
1. Local Development Framework		(40,000)
2. Development Control - planning enquiry fees / specialist fees		(14,000)
3. Building Control - Transfer from Holding Account		(11,000)
4. Increased bed and breakfast costs / inflation	29,000	
5. Administrative Savings		(62,000)
<u>Chief Executive's Office</u>		
1. No major variations		
<u>Capital Account</u>		
1. Reduced External Interest	175,000	
2. Minimum Revenue Provision / Direct Revenue Funding		(162,000)
<u>Corporate Variations</u>		
1. Payroll and Corporate Pension Costs (including £100k Overtime Reduction)		(117,000)
2. Other minor variations	80,330	
	860,830	(868,000)
REDUCED NET EXPENDITURE ON YEAR		(£7,170)

OVERALL BUDGET VARIATIONS
REVISED 2008/2009 COMPARED TO BASE BUDGET 2009/2010

	£
TOTAL BASE BUDGET 2009/2010	16,728,600
LESS: TOTAL REVISED BUDGET 2008/2009	15,871,160
LESS: INFLATION	500,300
INCREASED NET EXPENDITURE ON YEAR	<u>355,140</u>

DESCRIPTION OF MAJOR VARIATIONS	Extra Costs / Reduced Income £	Savings / Extra Income £
<u>Property and Operational Services</u>		
1. Remove vacant post (admin)		(27,000)
2. Let underused car park - Cabinet report 18/12/2008		(14,000)
3. Cemetery - Forward selling plots		(17,690)
4. Car Parks - VAT reduction effect		(17,000)
5. Restated income for Civil Enforcement		(100,000)
6. Withdraw Shift Payments all 5 out of 7 contracts		(62,300)
7. Other efficiency savings		(33,400)
8. Highways General Cleansing - Cabinet Proposal 2008/09 only		(35,000)
9. Waste - Reduced Balance Sheet DEFRA Grant	42,230	
10. Bus Shelter Cabinet Proposal 2008/09 only		(8,000)
11. Hanging Baskets - Reduction re Cabinet Proposal		(14,000)
12. Abandoned Vehicles - reduced County Council Income	21,000	
13. Administrative Buildings - Single Site (contingency in 2008/09)		(100,000)
14 Use of earmarked reserve	20,000	
<u>Community and Partnership Services</u>		
1. Wyre Forest Glades - Plant Replacement Programme	5,000	
- Deficit Guarantee		(20,000)
- Use of Earmarked Reserve	23,000	
2. Community Leadership Fund		(42,000)
3. Partnership Fund		(50,000)
4. Corporate Consultation		(24,000)
5. Community Safety / Administrative savings		(42,000)
<u>Financial Services</u>		
1. Use of Earmarked Reserves	92,000	
2. Benefits Administration - reduced Government Subsidy	21,000	
3. Reduced External Audit Fees		(35,000)
4. Staffing / Administrative Savings		(86,000)
<u>Human Resources</u>		
1. Worcestershire Hub - reduced subsidy from WCC	21,000	
2. ICT Strategy	23,000	
3. Central Computer Costs - service option in 2008/2009		(50,000)
4. PC Replacement Programme	11,000	
5. Training/ Administrative savings		(25,000)
<u>Legal and Democratic Services</u>		
1. Elections and Electoral Registration		(64,000)
2. Administrative Savings		(11,000)
<u>Planning Health and Environment</u>		
1. Development Control - Access Officer		(25,000)
2. Building Control - Transfer from Holding Account	21,000	
3. Improvement Grants - reduced Government Subsidy	14,000	
4. Regeneration and Economic Development		(87,000)
5. Climate Change Grant		(23,000)
<u>Chief Executive's Office</u>		
1. No major variations		
<u>Capital Account</u>		
1. Reduced External Interest	1,093,000	
2. Minimum Revenue Provision / Direct Revenue Funding		(61,000)
<u>Corporate Variations</u>		
1. Payroll and Corporate Pension Costs	73,000	
2. Other minor variations		(51,700)
	1,480,230	(1,125,090)
INCREASED NET EXPENDITURE ON YEAR		£355,140

WYRE FOREST DISTRICT COUNCIL**CABINET MEETING**
22 JANUARY 2009**COMPREHENSIVE SPENDING REVIEW 2007 –**
EFFICIENCY GAINS 2008/2009 – 2011/2012

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME	Stronger communities
CORPORATE PLAN AIM	A Well-Run and Responsive Council
CABINET MEMBER	Councillor John Champion
HEAD OF SERVICE	Head of Financial Services Ext. 2100 david.buckland@wyreforestdc.gov.uk
CONTACT OFFICER	Head of Financial Services Ext. 2100
APPENDIX 1	Efficiency Gains – CSR07 Budget Forecast 2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform members of the identified estimated total net value of ongoing cash-releasing value for money gains for 2008/09 and further efficiency gains required under the Comprehensive Spending Review 2007 (CSR07).

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND-:

- 2.1 The endorsement of the 2008/2009 estimated total net value of ongoing cash-releasing value for money gains.
- 2.2 Preparation of a new strategy in order to achieve the future efficiency targets required under CSR07.

3. BACKGROUND

- 3.1 Councils have a long track record of enhancing value for money in public services, with excellent progress made in the Gershon 2004 Spending Review (SR04) period. During 2004-05 to 2007-08, the council reported efficiency gains of £2.114 million.
- 3.2 Gershon SR04 has now been replaced with the 2007 Comprehensive Spending Review (CRS07) covering the period 2008-09 to 2010-11.

4. KEY ISSUES

- 4.1 CSR07 has set a target for all public services of achieving at least 3% net cash releasing value for money gains per annum over 2008-09 to 2010-11 when compared to the 2007-08 baseline expenditure for English Local Authorities. Individual councils will no longer have an individual efficiency target, although achievement will be monitored by a single measure in the National Indicator Set.
- 4.2 Based on the 2007-08 baseline expenditure for the Council, a voluntary internal target has been set of £634,000 per year, a total compounded target of £1.965 million over the three year period covered by CSR07.
- 4.3 Councils will be required to submit a figure for the value for money indicator twice in each calendar year. Councils will forecast their position in October and will report the actual position as at the end of the financial year in July.
- 4.4 To recognise the success of councils in making gains to date, the value of any cash-releasing efficiencies reported by councils in the SR04 period that are over and above the 7.5% target set, will be eligible to be counted towards the CSR07 target in so far as they remain on-going.
- 4.5 Efficiency gains estimated at £626,000 were submitted in the forecast statement against a target of £634,000. These gains have been revised as part of the budget process and the details are set out in Appendix 1.
- 4.6 This is a position statement reflecting the current proposed base budget, but will require further updating following consideration of Cabinet Proposals. A final report will be included as part of the Financial Strategy prepared for Council on 25 February 2009.

5. FINANCIAL IMPLICATIONS

- 5.1 Efficiency gains are intended to be available for improvement to front-line services. They will also help to deliver low council tax rises. The cash releasing value for money gains have been included in the Budget 2009/2012.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Although there is no statutory requirement to achieve these efficiencies there are implications for underperformance. In cases where underperformance is not addressed quickly and effectively at a local level, Government Office will work closely with government departments, inspectorate and other bodies to agree appropriate action. This may include further capacity building support, or tougher intervention action, ranging from improvement notices to directive action or removal of functions from an authority in very exceptional circumstances.

7. RISK MANAGEMENT

- 7.1 The potential impact of not meeting Government requirements for efficiency and improvement already feature in our Corporate Risk Register for key risks. If the Council were unable to fulfil the annual cash releasing value for money gains, this would have a negative impact on the Council's reputation amongst its residents and other key stakeholders.

8. CONCLUSION

- 8.1 The Council is on target to achieve its internal target based on CSR07.

9. CONSULTEES

- 9.1 Leader of the Council/CMT

10. BACKGROUND PAPERS

- 10.1 None

**EFFICIENCY GAINS - COMPREHENSIVE SPENDING REVIEW 2007 CSR07
BUDGET 2008/2009**

	Annual Efficiency Forecast Statement 2008/2009	Revised 2008/09
Efficiency Gains	£	£
REVENUE BUDGET		
Spending Review 2004 b/fwd to CSR07	256,800	1,058,545
Budget Review		
Planning Health & Environment	72,500	53,700
Financial Services	75,000	28,000
Community & Partnership Services	87,704	27,710
Human Resources	117,835	97,580
Legal and Democratic Services	16,100	135,100
Chief Executive Office	0	0
Property & Operational Services	0	0
Non-Policy Savings		
Planning Health and Environment Administration		18,810
Financial Services		48,000
Community and Partnership Services		1,500
Human Resources		6,610
Legal and Democratic Services		0
Chief Executive Office		3,030
Property and Operational Services		4,000
Total Revenue Gains	625,939	1,482,585
CAPITAL PROGRAMME		
Total Capital Gains	0	0
Total Efficiency Gains	625,939	1,482,585
Target Figures for 2008/09	634,000	634,000
Target Figure (Not Exceeded)/Exceeded	(8,061)	848,585

WYRE FOREST DISTRICT COUNCIL

CABINET

22 January 2009

RISK MANAGEMENT AND THE BUDGET PROCESS

COMMUNITY STRATEGY THEME:	-
CORPORATE THEME:	Improving Corporacy & Performance
KEY PRIORITY:	Financial & Asset Management
STRATEGY:	Budget & Policy Framework
CABINET MEMBER:	Councillor John Campion
RESPONSIBLE OFFICER:	Head of Financial Services
CONTACT OFFICER:	D. Buckland Ext. 2100
APPENDIX 1	Risk Matrix
APPENDIX 2	Budgetary Response
AN OPEN ITEM	

1. PURPOSE OF REPORT

- 1.1 To provide members with information on risk management and the budget process.

2. RECOMMENDATION

The Cabinet is asked to **RECOMMEND** :-

- 2.1 That the Cabinet endorse the Budget Risk Management process and consider the contents of this report in arriving at the Budget Strategy for 2009/2011.

3. BACKGROUND – LOCAL AUTHORITIES AND RISK

- 3.1 The assessment of significant risks and the recommendation of appropriate financial provision to cover them has always been an integral part of the budget process. This last year has seen the Council reacting to the situation with the Icelandic Banks, which although previously identified as Low Risk have affected the Council significantly.
- 3.2 This Council faces the following types of risks, these play an intrinsic part in the budgetary process and examples of cross reference points in other sections of the suite of budgetary reports are given in a format suggested by the Chartered Institute of Public Finance and Accountancy (CIPFA).

a) Governance/ Regulatory Framework Changes

Examples include : Changes in Grant Settlement e.g. CSR07, Housing Benefit
Subsidy changes
: Central Government's push for E Government
: Central Government's increased recycling targets
: New/changed legislation e.g. change in Concessionary
Travel responsibilities

b) Operational

Examples Include : Any changes in the delivery of service i.e.
: Recycling
: New Municipal Cemetery
: Single Site
: New Civic Hall

c) Financial

Examples include : Reserves, balances and contingencies
: Budgetary Control
: Return of investments both principal and interest
: On-going sustainability of budgets

d) External

Examples include : External Funding, Partnerships, Worcestershire Hub, Shared Services
: Demographic/economic changes e.g. inflation, pay/price increases, pension contributions, bank base rates and other energy pressures
: Increased and changing demand for services, including Benefits.

4. KEY ISSUES

4.1 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of :-

a) The Accounts and Audit Regulations 2003:-

Regulation 4- "The relevant body shall be responsible for adequate and effective financial management and a sound system of internal control which includes risk management arrangements.

Regulation 5- "The Chief Financial Officer to be responsible for accounting records and control systems including measures to ensure risk is appropriately managed.

b) New Use of Resources

The Audit Commission is in the process of introducing a new annual assessment on how well the Council manages and uses its financial resources. The assessment focuses on the importance of having sound and strategic financial management to ensure resources are available to support the Council's priorities and to improve services. It covers :-

- Managing Finances
- Governing the Business
- Managing Resources

The overall Use of Resources score judgement will be based on combining the auditors' scores for each of the three areas covered. The judgement for each area consists of a number of key lines of enquiry (KLOE) and areas of audit focus and evidence.

Risk management comes under the area of Governing the Business. The KLOE in respect of risk management assesses how effectively the Council manages its significant business risks, including risk management of the budget process.

c) *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.

d) *CIPFA Guidance on Reserves and Balances:-*

Highlights the need to consider risks facing the authority.

4.2 The objective of risk management within the budget process is to agree acceptable levels of exposure to risk so the probability of these factors preventing the Council from achieving our corporate objectives is minimised whilst being clearly identified and managed.

4.3 The risk management issues relating to the budget process in this report are included in the Council's Corporate Risk Management Strategy.

5. FINANCIAL IMPLICATIONS - MANAGING (MINIMISING THE RISK TO ACCEPTABLE LEVELS)

5.1 Once identified, risk within the budgetary process can be managed in a number of ways as follows:-

- a) Transferring
- b) Avoiding
- c) Management/mitigation
- d) Accepting

Evidence to show the Authority manages the budgetary process is as follows :-

5.2 The Role of the Council's Finance Strategy.

This plays a key role in managing the risk of exposure for the Council. This Strategy and guidance gives:-

- A clear timetable with individual responsibilities ;
- Monitoring of progress – Details of how this will be achieved;
- Consultation details;
- Level of resources available;
- Savings required (when applicable);
- Service priorities and pressures; and
- Budget Monitoring – Regular quarterly reports to the Cabinet with presentations of financial forecast.

5.3 The budget process adopted within Wyre Forest is such that it is an open and inclusive approach involving Service Managers who have a great degree of ownership, the Council:-

- Uses the Corporate Management team to “lead” the budget process;
- Consults Service Managers when developing new guidance;
- Communicates clearly with involved parties;
- Ensures Service Divisions are given the opportunity to present their budgets to the Budget Review Panel, and
- Devolves budget responsibility.

The integration of service and financial processes via the Corporate Plan, Finance, Community and other various Strategies has resulted in increased member awareness, this Council continues to ensure :-

- Members are involved at an early stage;
- Officers work with members in developing the budget strategy, and
- Decision making in Policy and Scrutiny Panels is informed by joint consideration of service plans and available resources.

The Authority is progressing with embedding risk management and corporate/divisional risk registers have been finalised. These risk registers detail risk and how they are being managed. These registers have been reviewed to ensure that all items have been reflected as appropriate in the Appendices.

- 5.4 Performance Management during the financial year is such that the quarterly Budget Monitoring Report is informed by the Risk Management process. Its development will continue and it will be further enhanced to report in the context of overall aims and objectives and ensure the information is accessible and provided in a “user friendly” form.

The system on the monitoring of Prudential Indicators promotes “early warning” of problem areas as they will be recalculated based on budget proposals and reported to members.

The new Financial Management System implemented in July 2005 will continue to be developed to enhance financial and performance information provided to managers, in order to enable better monitoring and to lead to improved financial performance for the Authority.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Sound corporate governance requires budgets be regularly and rigorously monitored. This best practice in place at Wyre Forest gained statutory footing on 1st April 2004 under Sections 25 to 29 of Part 2 of the Local Government Act 2003. This Act imposes duties on local authorities designed to ensure they make prudent allowance for risk, and uncertainties in their budgets and they regularly monitor their finances during the year.

7. RISK MANAGEMENT ASSESSMENT – THE BUDGET RISK MATRIX

- 7.1 Appendix 1 shows this Council's Budget Risk Matrix highlighting the issues which have been dealt with in the budgetary process. Appendix 2 details the budgetary response to each issue which is largely dependant on its assigned "Risk Quadrant" which is explained below:-

Note: High impact is risk assessed to be in excess of £100,000 in line with the Risk Management Implementation Strategy.

7.2 Risk Quadrant 1

Issues which have Low Risk and Low Impact – most of these do not represent an immediate problem and are kept under periodic review.

7.3. Risk Quadrant 2

Issues which have High Risk but Low Impact for which we should consider action.

7.4 Risk Quadrant 3

Issues which have Low Risk but High Impact for which we should review the risk and consider making contingency plans.

7.5 Risk Quadrant 4

Issues which have High Risk and High Impact – for which immediate action is needed.

8. CONCLUSION

- 8.1 Risk Management has a high profile within the budgetary process and this report aims to focus on the key issues for members and senior officers.
- 8.2 The adoption of the Risk Matrix facilitates the identification, assessment enabling appropriate management of risks.

9. CONSULTEES

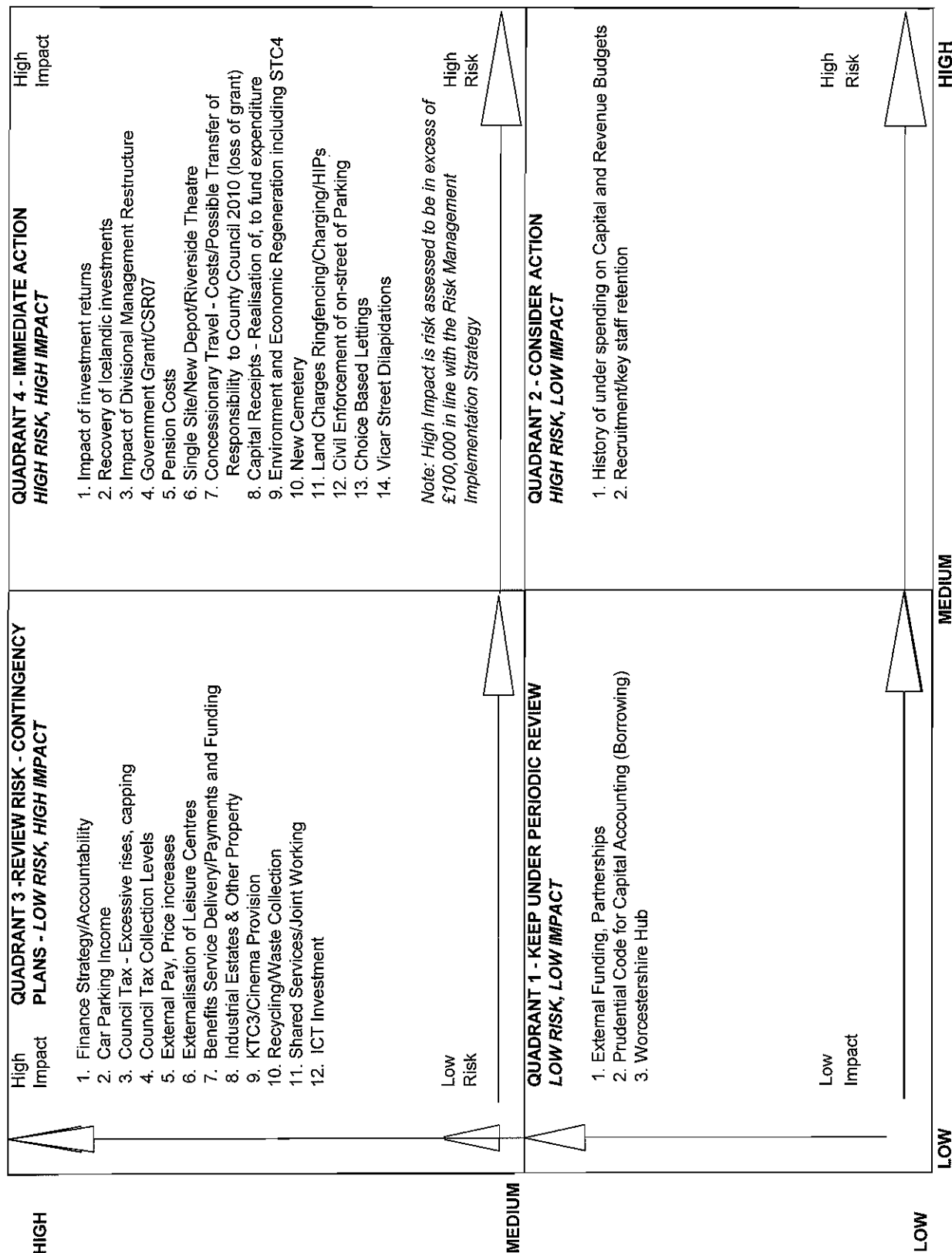
- 9.1 CMT/Leader of the Council.

10. BACKGROUND PAPERS

- 10.1 Local Government Act 2003 and 2006 Amendments
- 10.2 Local Authorities (Capital Finance and Accounting Regulations) 2003
- 10.3 CIPFA Prudential Code for Capital Finance in Local Authorities
- 10.4 Risk Management Policy – Cabinet 20th December 2007
- 10.5 Risk Management Implementation Strategy – Cabinet 20th December 2007
- 10.6 Audit Commission Use of Resources Guidance for Councils October 2008

BUDGET RISK MATRIX

IMPACT



RISK

RISK/IMPACT

RISK/IMPACT

Budget Risk Matrix

BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT	
ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact 1. External Funding, Partnerships 2. Prudential Code for Capital Accounting (Borrowing) 3. Worcestershire Hub	Keep under periodic review Continue to evaluate sustainability of each scheme as part of project appraisal. Keep under review, proposals in the last year include incurring borrowing to help improve/invest in services. Council carries out full option appraisals and has fully adopted the Prudential Code. Works at Bewdley completed, whole service progress being closely monitored
Quadrant 2 - High Risk, Low Impact 1. History of Underspending on Final Accounts 2. Recruitment/key staff retention	Consider Action Appropriate action has been taken to reduce the level of underspend in accordance with Use of Resources. This was demonstrated on the 2007/08 Final Accounts which showed an underspend of £300k. Use of agency/temporary staff from existing budgets to facilitate management of vacancies. However, such appointments require the authorisation of Corporate Management Team.
Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Car Parking 3. Council Tax - Excessive rises, capping 4. Council Tax Collection Levels 5. External Pay, Price Increases 6. Externalisation of Leisure Centres 7. Benefits Service Delivery/Payments and Funding 8. Industrial Estates and Other Property 9. KTC3/Cinema Provision 10. Recycling/Waste Collection 11. Shared Service Joint Working 12. ICT Strategy	Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Usages/Income Level closely monitored, have not been adversely affected during current economic downturn. Low risk due to political prudence/Key Commitments. Low risk - closely monitored through P.I. Pay increase for 2008/09 higher than budgeted allowance, significant increases in fuel and energy, situation to be monitored and best contracts secured. Contract closely monitored, contingency now removed from budget, any claims would need to be considered by Cabinet. Closely monitored through P.I.s., however, significant increase in caseload during 2008/09 in line with slow down in economy. Managed through Asset Management Plan. Approved Scheme in progress to be closely monitored. Currently achieving targets. Council approved Shared Services Strategy in July 2008 which identifies Council's approach to Shared Services ICT Strategy and funding approved in July 2008, implementation and costing to be monitored by ICE and Cabinet.
Quadrant 4 - High Risk, High Impact 1. Impact of Investment Returns 2. Return of Icelandic Investments 3. Restructuring/Organisational Review 4. Government Grant/CRS07 5. Pension Costs 6. Single Site /New Depot/Riverside Theatre 7. Concessionary Travel – Costs/Possible Transfer of Responsibility to County Council 2010 (loss of grant) 8. Capital Receipts - realisation of to fund expenditure 9. Environment and Economic Regeneration including STC4 10. New Cemetery 11. Land Charges Ring fencing /Charging/HIPs 12. Civil enforcement of On-street Parking 13. Choice Based Lettings 14. Vicar Street Dilapidations	Immediate Action The Council has had reduced returns from investments with the reduction in UK Base Rate, the budgets have been reduced by over £1m. The Council is still confident that investments will be returned, however, at present these are not available to invest. The Council is going through a major review, at present funding has not been allowed for the cost of implementing the new Divisional Structures. To be assessed as part of the overall Budget Strategy Additional pension costs included in last years Financial Strategy, however, still needs to be reviewed. Future on project approved by Council in July 2008 which identified preferred options. Risk log required for major project individually. Costs of new scheme will be closely monitored through budget monitoring reports. Capital Programme funding does not anticipate any future receipts, other than Centralised Office Accommodation. Closely monitored. Approach approved as part of Financial Strategy 2008/2011, work due to commence in near future. Reduced income allowed within Base Budget reduces the scale of any challenge. Resources made available in budget, reduction in income assumptions allowed within the 2009/10 Base Budget Provision made in base budget Part of centralised office initiative; to be negotiated prior to lease surrender

WYRE FOREST DISTRICT COUNCIL

CABINET

22nd JANUARY 2009

INCOME SERVICE OPTIONS 2009/2010

OPEN	
COMMUNITY STRATEGY THEME:	-
CORPORATE THEME:	Improving Corporacy & Performance
KEY PRIORITY:	Financial & Asset Management
STRATEGY:	Budget & Policy Framework
CABINET MEMBER:	Councillor John Campion
RESPONSIBLE OFFICER:	Head of Financial Services
CONTACT OFFICER:	D. Buckland Ext. 2100 T. Southall Ext. 2125 S. Edmonds Ext. 2123
APPENDIX 1	Income Service Options Summary 2009/2010
APPENDIX A	Property & Operational Services
APPENDIX B	Community & Partnership Services
APPENDIX C	Financial Services
APPENDIX D	Legal & Democratic Services
APPENDIX E	Planning, Health & Environment

1. PURPOSE OF REPORT

- 1.1 To present Income Service Options for consideration.

2. RECOMMENDATION

The Cabinet is asked to RECOMMENDED :-

- 2.1 To consider and recommend approval of increases in fees and charges and consequential income outlined in the attached Income Service Options.

3. BACKGROUND

- 3.1 The Council's current financial strategy in respect of Fees and Charges is to increase in line with inflation or slightly above, with Heads of Service expected to maximise the potential for income generation. The target increase proposed for 2009/2010 is 3.5%.

Certain Income Options reflect increases above the target figure in order to recover costs charged to the Council by outside organisations, or where charges are not reviewed on an annual basis, for example, Revenues Court Costs.

Attached is a list of Heads of Service proposals, the majority of which are for a one year increase. However, certain Income Options cover a period of in excess of one year in accordance with Council Policy on charging in respect of that particular service.

4. KEY ISSUES

- 4.1 The Authority needs to generate additional income in accordance with Council Policy to meet requirements of the Financial Strategy.

5. FINANCIAL IMPLICATIONS

- 5.1 The proposed increases for 2009/2010 will generate target additional income of £255,090 for the Authority for 2009/2010, and over the three year Budget 2009/2010 - 2011/2012 total target additional income of £1,013,510.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The proposed target increase is in accordance with the Council's current Financial Strategy.

7. RISK MANAGEMENT

- 7.1 The Council needs to generate additional income and to maximise the potential for income generation in line with the Financial Strategy, in order to ensure the Authority makes best use of all opportunities to generate additional income.

8. CONCLUSION

- 8.1 By acceptance and recommendation of the Income Service Options 2009/2010, the Council will generate total target additional income of £1,013,510 over the three year Budget 2009/2010 - 2011/2012, in line with Council Policy.

9. CONSULTEES

- 9.1 Leader of the Council / Corporate Management Team

10. BACKGROUND PAPERS

- 10.1 None.

WYRE FOREST DISTRICT COUNCIL**INCOME SERVICE OPTIONS 2009/2010****DIVISIONAL SUMMARY**

DIVISION	KEY	CHANGES IN RESOURCES		
		2009/2010 £	2010/2011 £	2011/2012 £
PROPERTY AND OPERATIONAL SERVICES See Appendix A	C R M	- 245,360 CR -	- 73,320 CR -	- 73,320 CR -
COMMUNITY AND PARTNERSHIP SERVICES See Appendix B	C R M	- 690 CR -	- 690 CR -	- 800 CR -
FINANCIAL SERVICES See Appendix C	C R M	- - -	- - -	- - -
LEGAL & DEMOCRATIC SERVICES See Appendix D	C R M	- 4,760 CR -	- 4,760 CR -	- 4,760 CR -
PLANNING, HEALTH & ENVIRONMENT See Appendix E	C R M	- 4,280 CR -	- 3,940 CR -	- 3,940 CR -
GRAND TOTAL	C R M	- 255,090 CR -	- 82,710 CR -	- 82,820 CR -

KEY - Changes in Resources

C - Capital

R - Revenue

M - Man Power



WYRE FOREST DISTRICT COUNCIL

APPENDIX A

INCOME SERVICE OPTIONS 2009/2010

PROPERTY AND OPERATIONAL SERVICES

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2009/10 £	2010/11 £	2011/12 £
R234	<u>Trade Waste</u>	C	-	-	-
	Increase charges by an average of 37% in line with commercial rates (to accommodate landfill fees)	R	171,780 CR	16,030 CR	16,030 CR
		M	-	-	-
R229	<u>Garage</u>	C	-	-	-
	Increase charges by an average of 15% in line with commercial rates	R	11,320 CR	2,590 CR	2,590 CR
		M	-	-	-
R236	<u>Grounds Maintenance</u>	C	-	-	-
	Increase charges by an average of 13% as per Chief Officer Recommendation	R	17,020 CR	4,690 CR	4,690 CR
		M	-	-	-
R040	<u>Cemeteries</u>	C	-	All future income will arise from the new Stourport Road Facility. This facility will be managed by Tribute Limited who will assume responsibility for all revenue and associated costs.	
	Increase charges by an average of 7% as per Chief Officer Recommendation	R	4,550 CR		
		M	-		
R095	<u>Other Sports Facilities</u>	C	-	-	-
	Increase charges by an average of 13% as per Chief Officer Recommendation	R	3,970 CR	1,090 CR	1,090 CR
		M	-	-	-
R160	<u>Parks and Open spaces</u>	C	-	-	-
	Increase charges by an average of 11% as per Chief Officer Recommendation	R	2,650 CR	820 CR	820 CR
		M	-	-	-
R155	<u>Allotments</u>	C	-	-	-
	Increase charges by 9.60% as per Chief Officer Recommendation	R	450 CR	160 CR	160 CR
		M	-	-	-
R221	<u>Civic Halls</u>	C	-	-	-
	Increase charges by an average of 13% as per Chief Officer Recommendation	R	8,300 CR	2,180 CR	2,180 CR
		M	-	-	-
R225	<u>Weighbridge</u>	C	-	-	-
	Increase charges by 13% as per Chief Officer Recommendation	R	490 CR	130 CR	130 CR
		M	-	-	-
R250	<u>Control of Rats and other Pests</u>	C	-	-	-
	Increase charges by 9.6% as per Chief Officer Recommendation	R	1,890 CR	690 CR	690 CR
		M	-	-	-
R255	<u>Control of Dogs</u>	C	-	-	-
	Increase charges by 5.3% as per Chief Officer Recommendation	R	110 CR	70 CR	70 CR
		M	-	-	-
R185	<u>Car Parks</u>	C	-	-	-
	Increase charges by 3.5% in line with Council Policy (increase starts 1/10/09)	R	22,830 CR	44,870 CR	44,870 CR
		M	-	-	-
	TOTALS	C	-	-	-
		R	245,360 CR	73,320 CR	73,320 CR
		M	-	-	-

**WYRE FOREST DISTRICT COUNCIL
PROPERTY AND OPERATIONAL SERVICES
Income Service Options 2009/10
CEMETERY FEES**

Note: these increases will only affect 2009/10 as the new facility, on the Stourport Road, will be managed by the Private Sector.

		Current Charge 2008/09 £ excl VAT	Proposed Charge 2009/10 £ excl VAT	Note
Interments - Residents only				
1	Child aged one month to 16 years	94.50	110.00	A
2	Person any age over 16 years	266.50	300.00	A
3	Burial of Cremated remains	106.50	125.00	A

Purchased Graves - Residents only

4	Purchase of burial rights	284.50	300.00	
5	Purchase of burial rights for cremated remains	114.00	120.00	

Note to Interments and Purchased Graves

The exclusive right of burial and interment fees are doubled:-

- i. When deceased is not a resident or Council Tax Payer of Wyre Forest District Council.
- ii. When the burial rights are pre-purchased by anyone who is not a resident or Council Tax Payer of Wyre Forest District Council.

Exception

When deceased lived in the District for the majority of their life and took up a place in full time care outside the District within two years of their death. The family is to provide the relevant information for claiming this exception to this burial authority.

Miscellaneous Charges

6	Maintenance of grave, planting with Spring and Summer Bedding per annum	53.50	56.00	
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Charges of use of Staff/Facilities

7	For attendance of Registrar other than between the hours of 9.00am and 10.00am (weekdays other than Bank/Public Holidays). For each and every attendance.	35.50	37.00	
8	Use of Cemetery Chapel per hour (or part of)	44.00	46.00	
9	Premium to be applied to cost of burials taking place wholly or partially outside normal working hours.	10%	10%	
10	Assessing suitability of grave for additional burials	19.00	20.00	

Monuments/Grave Stones etc.

11	The right to place or erect a memorial including first inscription	140.00	146.00	
12	The right to place or erect a commemorative plaque or kerb stones	69.00	75.00	
13	Each additional inscription	24.00	25.00	
14	Vase	24.00	25.00	

A Subject to attendance charge for registrar

**WYRE FOREST DISTRICT COUNCIL
PROPERTY AND OPERATIONAL SERVICES
Income Service Options 2009/10
COMMERCIAL WASTE COLLECTION**

	Current Charge 2008/09 £ Excluding VAT	Proposed Charge 2009/10 £ Excluding VAT
PALIDIN CONTAINERS		
First Bin	351.00	500.00
Subsequent Bin	303.00	380.00
Schools (40 weeks)	270.00	380.00
PRIVATE WHEELIE BINS		
240 litre	154.50	210.00
660 litre	293.00	410.00
1100 litre	315.50	450.00
COUNCIL OWNED WHEELIE BINS		
120 litre (one lift per week)	105.50	150.00
240 litre (one lift per week)	181.00	250.00
360 litre (one lift per week)	new for 2009/10 350.50	360.00
660 litre (one lift per week)	371.00	470.00
1100 litre (one lift per week)	new for 2009/10 425.00	550.00
1100 litre Schools (40 weeks)		
PLASTIC SACKS		
	1.90	2.25
REMOTE COLLECTION POINTS		
Properties in excess of 5 miles from the Kidderminster Depot may attract a surcharge per lift at discretion of the Head Of Property and Operational Services - per lift		
	1.00	1.10
DOMESTIC DISCOUNT - where domestic waste is collected within trade bins - for example Public Houses and shops - discount per annum (this has changed from a percentage charge to a monetary one)		
	15%	£20.00
DISCOUNT FOR LANDFILL TAX CHARGE - only for eligible organisations - based upon declared rates provided by Worcestershire County Council		
120 litre (one lift per week)	new for 2009/10	23.92
240 litre (one lift per week)	new for 2009/10	47.32
360 litre (one lift per week)	new for 2009/10	71.24
660 litre (one lift per week)	new for 2009/10	130.52
1100 litre (one lift per week)	new for 2009/10	217.36
1100 litre Schools (40 weeks)	new for 2009/10	160.00
BULKY CHARGES – TRADE		
First 3 items	13.00	15.50
additional items	3.00	3.50
Special jobs on quotation based upon		
Hourly rate per crew:		
15 minutes	17.00	21.00
30 minutes	34.00	40.00
60 minutes	57.00	68.00

NOTES:

In the instance of multiple collections a discount not exceeding 20% may be awarded at the discretion of the Head of Property and Operational Services.

Free 240 litre bin collections are provided to institutions that have 100% NNDR relief (e.g. Village Halls), a second bin will attract an annual charge based upon the Commercial Trade Price list.

The above charges exclude VAT.

WYRE FOREST DISTRICT COUNCIL
PROPERTY AND OPERATIONAL SERVICES
Income Service Options 2009/10
DOMESTIC WASTE COLLECTION

Charges for the Supply of a Replacement Wheelie Bin

	Current Charge 2008/09 £ Inc VAT	Proposed Charge 2009/10 £ Inc VAT
BULKY CHARGES – DOMESTIC		
First 3 items	13.00	13.60
additional items	3.00	3.20
Replacement bins - delivered	25.00	34.60
Replacement bins - collected	25.00	26.00
Replacement recycling boxes - collection only	6.25	6.50
recycling box lids - collection only	1.35	1.50
<u>Side Waste collections</u>		
Per Black Bin bag	2.50	2.75

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 over riding proviso that all households actively participate in the Recycling Scheme

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.

Bulky collections charges are waived for housing benefits recipients (max 2 collections per year, 4 items first visit, 2 items second visit)

APPENDIX A

WYRE FOREST DISTRICT COUNCIL PROPERTY AND OPERATIONAL SERVICES Income Service Options 2009/10 Proposed Recreational Fees & Charges as from 1st April 2009

	Current Charges 2008/09 £	Proposed Charges 2009/10 £	Status
<u>OTHER SPORTS FACILITIES</u>			
Bowls Green - Pre-purchased Passes			
Per match	13.25	14.00	Inc VAT
Cricket			
First Saturday in May to last Saturday in August			
Per match	51.50	60.00	Inc VAT
Soccer			
Price increases to apply from the start of the 2009 season			
<u>Grade A Pitch</u>			
Adults - Wyre Forest Resident Team	48.50	55.00	Inc VAT
Adults - Non Resident Team	57.00	65.00	Inc VAT
Junior - Wyre Forest Resident Team	23.75	27.50	Inc VAT
Junior - Non Resident Team	26.75	30.00	Inc VAT
<u>Grade B Pitch</u>			
Adults - Wyre Forest Resident Team	35.50	40.00	Inc VAT
Adults - Non Resident Team	41.00	46.00	Inc VAT
Junior - Wyre Forest Resident Team	23.75	27.00	Inc VAT
Junior - Non Resident Team	26.75	30.00	Inc VAT
Fines			
For littering pitches or changing rooms	new for 2009/10	50.00	Inc VAT
Vandalism - plus cost of repairs	new for 2009/10	50.00	Inc VAT
Per occasion, per team			
Silent Flight per booking	149.50	156.50	Inc VAT
<u>OPEN SPACES</u>			
Administration charge for use of Public Open Space			
Small charitable events (less than 10 fund raising stalls)	See below	See below	
Large charitable events (more than 10 fund raising stalls)	See below	See below	
Small non-charitable events (less than 10 stalls)	See below	See below	
Large non-charitable events (more than 10 stalls)	See below	See below	
Commercial events	See below	See below	
Fund Raising Events (per day)	35.50	39.00	Inc VAT
Non Fund Raising Events and Charity Events (per day)	17.75	20.00	Inc VAT
Commercial Events	Commercial Judgement	Commercial Judgement	
Allotments Wyre Forest District Resident	Per Sq mtr p.a 0.0912	Per Sq mtr p.a 0.10000	Inc VAT
Note. As from September 2003 allotment rental charges for non-residents are double the standard rate.			

All now with Water

APPENDIX A

**WYRE FOREST DISTRICT COUNCIL
PROPERTY AND OPERATIONAL SERVICES
Income Service Options 2009/10
Proposed Recreational Fees & Charges as from 1st April 2009**

	Current Charges 2008/09 £	Proposed Charges 2009/10 £	Status
<u>CIVIC HALLS</u>			
Kidderminster Town Hall			
<u>Non Commercial Organisations</u>			
Music Room - Minimum (per hour)	23.00	25.00	Inc VAT
Music Room - Maximum (per hour)	73.25	100.00	Inc VAT
Corn Exchange - Minimum (per hour)	18.25	20.00	Inc VAT
Corn Exchange - Maximum (per hour)	61.00	75.00	Inc VAT
Both Facilities - Minimum (per hour)	35.50	38.00	Inc VAT
Both Facilities - Maximum (per hour)	116.00	125.00	Inc VAT
Both Facilities - hourly rate will double for Bank Holidays			
Both Facilities - hourly rate will double after midnight			
Use of raking (seats)	new for 2009/10	175.00	Inc VAT
Use of Kitchen Facilities Civic and KTH	new for 2009/10	120.00	Inc VAT
Use of Kitchen Facilities King Charles Room	new for 2009/10	18.00	Inc VAT
Use of Bar facilities - per hour	new for 2009/10	12.00	Inc VAT
King Charles Room/Council Chamber/Court Room			
Minimum (per hour)	31.50	34.00	Inc VAT
Stourport Civic Hall			
Minimum (per hour)	31.50	33.00	Inc VAT
Maximum (per hour)	73.50	77.00	Inc VAT
Civic Hall - hourly rate will double for Bank Holidays			
Civic Hall - hourly rate will double after midnight			
For All Venues			
<u>Commercial Organisations and bookings for any Bank Holidays</u>			
Per hour	Commercial Judgement	Commercial Judgement	
<u>Miscellaneous</u>			
Control of Rats and Other Pests			
Labour rate per hour	36.50	40.00	Inc VAT
Plus use of poisons - Recharged at cost plus 50%			
Annual contracts (requiring more than one visit)	Commercial Judgement	Commercial Judgement	
Wasp Nests	43.00	45.00	Inc VAT
Subsequent visits			
Control of Dogs - Dog recovery fee	38.00	40.00	Inc VAT
Plus Vets fees at cost plus 10%	at cost plus 10%	at cost plus 10%	

APPENDIX A

WYRE FOREST DISTRICT COUNCIL PROPERTY AND OPERATIONAL SERVICES Income Service Options 2009/10 Proposed Recreational Fees & Charges as from 1st April 2009

				Current Charges 2008/09 £	Proposed Charges 2009/10 £	Status
Abandoned Vehicles						
	Release fee			113.00	TBA - contract out	Inc VAT
	Storage per day			13.25	to tender process	Inc VAT
Weighbridge Charges				5.75	6.50	Inc VAT
Car Parking						
	Annually reviewed - effective from 1/10/08			4.5%	See separate schedule to generate an average 3.5% increase	Inc VAT
Property & Operational Services Administration Account						
	Fees relating to surveys prior to lettings			Commercial Judgement	Commercial Judgement	
Grounds maintenance - external contracts				Commercial Judgement	Commercial Judgement	
	based upon an hourly rate			21.50	25.00	Excl VAT
	Arborists			27.50	30.00	Excl VAT
	Plus vehicle and Materials at cost			at cost	at cost	
Fleet Management						
	External contracts based upon			Commercial Judgement	Commercial Judgement	
	Fixed service charges - up to 1.4cc	Std	A	59.00	70.00	Excl VAT
	(note: includes materials up to £30 in value)	Full	B	71.00	85.00	Excl VAT
	Fixed service charges - 1.4 to 1.7cc	Std	A	65.50	80.00	Excl VAT
	(note: includes materials up to £30 in value)	Full	B	83.50	95.00	Excl VAT
	Fixed service charges - over 1.7cc	Std	A	71.00	90.00	Excl VAT
	(note: includes materials up to £30 in value)	Full	B	102.50	115.00	Excl VAT
	Materials above the £30 limit will be charged at cost					
Car Inspection				22.00	25.00	Excl VAT
Staff / Members Cars						
	Labour charges per hour based upon			22.50	25.00	Excl VAT
	PLUS additional material at cost					
	Work undertaken is dependant upon workload capacity and the need to maintain the operational fleet					

NOTE:

Commercial judgement is delegated to the Head Of Service



Car Parking - Daily rates and Season Tickets

	Charges From Oct 2007 Rounded	Current Charges From Oct 2008 Rounded	Proposed Charges From Oct 2009
Comberton Place Surface Vehicle Park, Kidderminster	For details of all previous years charges, please see separate schedule #	free 360 p	Up to 30 minutes All day
Horsefair - Kidderminster		free 360 p	Up to 30 mins All day
Market Street Surface Vehicle Park, Kidderminster		70 p	Up to 1 hour
Aldi Store Surface Vehicle Park, Kidderminster	}	100 p	Up to 2 hours
New Road and Batemans Yard Kidderminster		180 p	Up to 3 hours
Pike Mills Surface Vehicle Park, Kidderminster		360 p	Over 3 hours
Part Bromsgrove Street Surface Vehicle Park, Kidderminster	}	70 p	Up to 1 hour
Youth Centre Surface Vehicle Park, Kidderminster		100 p	Up to 2 hours
		180 p	Up to 3 hours
		360 p	Over 3 hours
Castle Road Surface Vehicle Park, Kidderminster		100 p	Up to 2 hours
		180 p	Up to 3 hours
		360 p	Over 3 hours
St. Mary's Church Surface Vehicle Park, Kidderminster		100 p	Up to 2 hours
		180 p	Up to 3 hours
		360 p	Over 3 hours
Youth Centre Surface Vehicle Park, Kidderminster		100 p	Up to 2 hours
		180 p	Up to 3 hours
		360 p	Over 3 hours
Load Street Surface Vehicle Park, Bewdley		50 p	Up to 30 minutes
		70 p	Up to 1 hour
		500 p	Over 1 hour
Dog Lane Surface Vehicle Park, Bewdley		70 p	Up to 1 hour
		100 p	Up to 2 hours
		180 p	Up to 3 hours
		500 p	Over 3 hours
Gardners Meadow Surface Vehicle Park, Bewdley		100 p	Up to 2 hours
		200 p	Over 2 hours
Raven Street Surface Vehicle Park, Stourport-on-Severn		70 p	Up to 2 hours
		500 p	Over 2 hours
Seven Meadows No. 1 Surface Vehicle Park, Stourport-on-Severn		100 p	Up to 2 hours
		180 p	Up to 3 hours
		400 p	All Day
Stourport Sports Centre No. 1 Surface Vehicle Park, Stourport-on-Severn		100 p	Up to 2 hours
		180 p	Up to 3 hours
		400 p	All Day
Stourport Sports Centre No. 2 Surface Vehicle Park, Stourport-on-Severn		100 p	Up to 2 hours
		180 p	Up to 3 hours
		400 p	All Day
Stourport Sports Centre No. 3 Surface Vehicle Park, Stourport-on-Severn		100 p	Up to 2 hours
		180 p	Up to 3 hours
		400 p	All Day
Vale Road Stourport		Free	* Up to 30 mins
* All future charges subject to the completion of the Vale road pedestrian crossing		Free	* Up to 2 hours
		Free	* Up to 3 hours
		Free	* Over 3 hours
Stadium Close Surface Vehicle Park, Kidderminster		150 p	All day
Seven Meadows No. 1 Surface Vehicle Park, Stourport-on-Severn		200 p	Up to 3 hours
		400 p	All day
Severn Meadows No. 2 Surface Vehicle Park, Stourport-on-Severn		200 p	Up to 3 hours
		400 p	All day
Severn Meadows No. 3 Surface Vehicle Park, Stourport-on-Severn		200 p	Up to 3 hours
		400 p	All day
Riverside Meadows Surface Vehicle Park, Stourport-on-Severn		200 p	Up to 3 hours
		400 p	All day

NON-PAYING CAR PARKS

Broadwaters Surface Vehicle Park, Kidderminster
The Avenue Surface Vehicle Park, Blakedown
Hoobrook Surface Vehicle Park, Kidderminster
Westbourne Street Surface Vehicle Park, Bewdley
Lax Lane Surface Vehicle Park, Bewdley

APPENDIX A

Charges	Current Charges	Proposed Charges
From Oct 2007	From Oct 2008	From Oct 2009
Rounded	Rounded	

FULL SEASON TICKET

Pike Mills Surface Vehicle Park, Kidderminster	£44.00	£45.00	no longer available	1 month
Pike Mills Surface Vehicle Park, Kidderminster	£250.00	£260.00	no longer available	6 months
Aldi Store Surface Vehicle Park, Kidderminster	£455.00	£475.00	£500.00	12 months:
Bateman Yard Surface Vehicle Park, Kidderminster				Payable as 10
Market Street Surface Vehicle Park, Kidderminster				monthly DD
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Youth Centre Surface Vehicle Park, Kidderminster				
St. Mary's Church Surface Vehicle Park, Kidderminster				
Raven Street Surface Vehicle Park, Stourport-on-Severn				
Severn Meadows Nos. 1, 2 & 3 Surface Vehicle Parks, Stourport-on-Severn				
Riverside Meadow Surface Vehicle Park, Kidderminster				
Stourport Sports Centre Nos. 1 & 2 Surface Vehicle Parks, Stourport-on-Severn				
Load Street Surface Vehicle Park, Bewdley				
Gardners Meadow Surface Vehicle Park, Bewdley				

* Short Stay Vehicle Parks only if used for a maximum 1 hour continuous stay with no return within 2 hours

** Medium Stay Vehicle Parks only if used for a maximum 3 hours (Horsefair SVP 2½ hours only) continuous stay with no return within 2 hours

RESTRICTED SEASON TICKET

Stourport Sports Centre SVP, Stourport-on-Severn	£23.00	£24.00	no longer available	1 month
Castle Road	£113.00	£120.00	no longer available	6 months
Comberton Hill	£205.00	£210.00	£250.00	12 months:
Horsefair				Payable as 10
Stadium Close				monthly DD

RESIDENT SEASON TICKET

Dog Lane SVP, Bewdley	£51.50	£54.00	no longer available	6 months
Gardners Meadow SVP, Bewdley	£97.00	£100.00	£125.00	12 months:
Vale Road SVP, Stourport-on-Severn				Payable as 10
				monthly DD

SENIOR CITIZEN SEASON TICKET

All vehicle parks	£20.00	£21.00	no longer available	6 months
	£34.00	£35.00	£65.00	12 months:
				Payable as 10
				monthly DD

OTHER

Any other type of Season Ticket that the Council so decide to issue which is considered reasonably appropriate to issue, including being available to any specified categories of persons that the Council so decide, with such conditions that the Council shall decide to apply in respect of Parking Places as the Council shall decide

See following schedule for prior years charges

Car Parking - Daily rates and Season Tickets
Prior years charges

	Charges From Oct 2006 Rounded	Current Charges From Oct 2007 Rounded	Proposed Charges From Oct 2008 Rounded	
SECTION 1 - SHORT STAY				
Comberton Place Surface Vehicle Park, Kidderminster	60 p 90 p	free 90 p	free 90 p	Up to 30 minutes Up to 2 hours
Part Bromsgrove Street Surface Vehicle Park, Kidderminster	80 p 450 p	60 p 470 p	70 p 490 p	Up to 1 hour Over 1 hour
Market Street Surface Vehicle Park, Kidderminster	60 p	60 p	70 p	Up to 1 hour
Raven Street Surface Vehicle Park, Stourport-on-Severn	60 p 450 p	60 p 470 p	70 p 490 p	Up to 2 hours Over 2 hours
Vale Road Surface Vehicle Park, Stourport-on-Severn	60 p	60 p	70 p	Up to 1 hour
Load Street Surface Vehicle Park, Bewdley	40 p 60 p 450 p	40 p 60 p 470 p	40 p 70 p 490 p	Up to ½ hour Up to 1 hour Over 1 hour

SECTION 2 - MEDIUM STAY

Aldi Store Surface Vehicle Park, Kidderminster	80 p 160 p	80 p 160 p	90 p 170 p	Up to 2 hours Up to 3 hours Maximum
Part Bromsgrove Street Surface Vehicle Park, Kidderminster	80 p 160 p	80 p 160 p	90 p 170 p	Up to 2 hours Up to 3 hours Maximum
Castle Road Surface Vehicle Park, Kidderminster	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Pike Mills Surface Vehicle Park, Kidderminster	80 p 160 p	80 p 160 p	90 p 170 p	Up to 2 hours Up to 3 hours Maximum
St. Mary's Church Surface Vehicle Park, Kidderminster	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Horsefair - to be adopted when Community Housing building work is complete		Free 80 p 160 p 340 p 340 p	Free 90 p 170 p 350 p 350 p	Up to 30 mins Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Youth Centre Surface Vehicle Park, Kidderminster	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Seven Meadows No. 1 Surface Vehicle Park, Stourport-on-Severn	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Stourport Sports Centre No. 1 Surface Vehicle Park, Stourport-on-Severn	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Stourport Sports Centre No. 2 Surface Vehicle Park, Stourport-on-Severn	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Stourport Sports Centre No. 3 Surface Vehicle Park, Stourport-on-Severn	80 p 160 p 330 p 330 p	80 p 160 p 340 p 340 p	90 p 170 p 350 p 350 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Dog Lane Surface Vehicle Park, Bewdley	80 p 160 p 450 p	80 p 160 p 450 p	90 p 170 p 490 p	Up to 2 hours Up to 3 hours Over 3 hours

SECTION 3 - LONG STAY

Bateman Yard Surface Vehicle Park, Kidderminster	80 p 160 p 330 p	90 p 180 p 330 p	90 p 180 p 340 p	Up to 2 hours Up to 3 hours Over 3 hours
Part Bromsgrove Street Surface Vehicle Park, Kidderminster	80 p 160 p 330 p 330 p	90 p 180 p 330 p 330 p	90 p 180 p 340 p 340 p	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours
Vale Road Stourport	Free	Free	Free	* Up to 30 mins
* All future charges subject to the completion of the Vale road pedestrian crossing	Free	Free	90 p	* Up to 2 hours
	Free	Free	180 p	* Up to 3 hours
	Free	Free	340 p	* Up to 4 hours
	Free	Free	340 p	* Over 4 hours
Castle Road Surface Vehicle Park, Kidderminster	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Comberton Place Surface Vehicle Park	160 p 330 p	180 p 330 p	180 p 340 p	Up to 3 hours All day
Pike Mills Surface Vehicle Park, Kidderminster	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
St. Mary's Church Surface Vehicle Park, Kidderminster	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Stadium Close Surface Vehicle Park, Kidderminster	120 p	120 p	130 p	All day
Youth Centre Surface Vehicle Park, Kidderminster	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Seven Meadows No. 1 Surface Vehicle Park, Stourport-on-Severn	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Severn Meadows No. 2 Surface Vehicle Park, Stourport-on-Severn	165 p 330 p	180 p 330 p	180 p 340 p	Up to 3 hours Over 3 hours
Severn Meadows No. 3 Surface Vehicle Park, Stourport-on-Severn	165 p 330 p	180 p 330 p	180 p 340 p	Up to 3 hours Over 3 hours
Riverside Meadows Surface Vehicle Park, Stourport-on-Severn	165 p 330 p	180 p 330 p	180 p 340 p	Up to 3 hours Over 3 hours
Stourport Sports Centre No. 1 Surface Vehicle Park, Stourport-on-Severn	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Stourport Sports Centre No. 2 Surface Vehicle Park, Stourport-on-Severn	330 p 330 p	330 p 330 p	340 p 340 p	Up to 4 hours Over 4 hours
Gardners Meadow Surface Vehicle Park, Bewdley	80 p 160 p	90 p 180 p	90 p 180 p	Up to 2 hours Over 2 hours

SECTION 4 - NON-PAYING CAR PARKS

Broadwaters Surface Vehicle Park, Kidderminster
The Avenue Surface Vehicle Park, Blakedown
Westbourne Street Surface Vehicle Park, Bewdley
Lax Lane Surface Vehicle Park, Bewdley
Hoobrook Surface Vehicle Park, Kidderminster

FULL SEASON TICKET

Pike Mills Surface Vehicle Park, Kidderminster	£42.50	£44.00	45.00	1 month:
Pike Mills Surface Vehicle Park, Kidderminster	£242.00	£250.00	260.00	6 months:
Aldi Store Surface Vehicle Park, Kidderminster	£440.00	£455.00	475.00	12 months:
Bateman Yard Surface Vehicle Park, Kidderminster				
Market Street Surface Vehicle Park, Kidderminster				
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Bromsgrove Street Surface Vehicle Park, Kidderminster				
Youth Centre Surface Vehicle Park, Kidderminster				
St. Mary's Church Surface Vehicle Park, Kidderminster				
Horsefair Surface Vehicle Park, Kidderminster				
Castle Road Surface Vehicle Park, Kidderminster				
Comberton Place Surface Vehicle Park, Kidderminster				
Stadium Close Surface Vehicle Park, Kidderminster				
Raven Street Surface Vehicle Park, Stourport-on-Severn				
Vale Road Surface Vehicle Park, Stourport-on-Severn				
Severn Meadows Nos. 1, 2 & 3 Surface Vehicle Parks, Stourport-on-Severn				
Riverside Meadow Surface Vehicle Park, Kidderminster				
Stourport Sports Centre Nos. 1 & 2 Surface Vehicle Parks, Stourport-on-Severn				
Load Street Surface Vehicle Park, Bewdley				
Gardners Meadow Surface Vehicle Park, Bewdley				
* Short Stay Vehicle Parks only if used for a maximum 1 hour continuous stay with no return within 2 hours				
** Medium Stay Vehicle Parks only if used for a maximum 3 hours (Horsefair SVP 2½ hours only) continuous stay with no return within 2 hours				

RESTRICTED SEASON TICKET

Stourport Sports Centre SVP, Stourport-on-Severn	£22.00	£23.00	£24.00	1 month:
	£110.00	£113.00	£120.00	6 months:
	£199.00	£205.00	£210.00	12 months:

RESIDENT SEASON TICKET

Dog Lane SVP, Bewdley	£50.00	£51.50	£54.00	6 months:
Gardners Meadow SVP, Bewdley	£94.00	£97.00	£100.00	12 months:
Vale Road SVP, Stourport-on-Severn				

SENIOR CITIZEN SEASON TICKET

All vehicle parks	£19.50	£20.00	£21.00	6 months:
	£33.00	£34.00	£35.00	12 months:

OTHER

Any other type of Season Ticket that the Council so decide to issue which is considered reasonably appropriate to issue, including being available to any specified categories of persons that the Council so decide, with such conditions that the Council shall decide to apply in respect of Parking Places as the Council shall decide

CAR PARKING FINES

On Street Car Parking Fines	£30.00	£30.00	} Not set by Council - Statutory
Off Street Car Parking Fines	£30.00	£30.00	
Fines unpaid after 14 days will increase to	£60.00	£60.00	

WYRE FOREST DISTRICT COUNCIL**APPENDIX B****INCOME SERVICE OPTIONS 2009/2010****COMMUNITY AND PARTNERSHIP SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2009/10 £	2010/11 £	2011/12 £
R050	<u>Play Development</u>	C			
R055	Increase charges by 3.5% in accordance with Council policy	R M	310 CR	310 CR	420 CR
R145	<u>Stourport Community Centre</u>	C			
	Increase charges by 3.5% in accordance with Council policy	R M	280 CR	280 CR	280 CR
R163	<u>Rangers Services</u>	C			
	Increase charges by 3.5% in accordance with Council policy	R M	100 CR	100 CR	100 CR
	TOTALS	C R M	- 690 CR -	- 690 CR -	- 800 CR -

**WYRE FOREST DISTRICT COUNCIL
COMMUNITY AND PARTNERSHIP SERVICES
Income Service Options 2009/10
Proposed Recreational Fees & Charges as from 1st April 2009**

APPENDIX B

	Current Charges 2008/09 £	Proposed Charges 2009/10 £	VAT Status
<u>COMMUNITY DEVELOPMENT</u>			
RANGER SERVICES			
Minimum Charge	Free	Free	Inc VAT
Maximum Charge	6.25	6.45	Inc VAT
Young Rangers (per term)	15.00	15.50	Inc VAT
PLAY SCHEMES			
Per session Minimum Charge	Free	Free	Inc VAT
Per session Maximum Charge	14.25	14.75	Inc VAT
SPORTS AND ARTS DEVELOPMENT ACTIVITIES			
Per session Minimum Charge	Free	Free	
Per session Maximum Charge	6.00	6.20	Inc VAT
<u>MUSEUMS</u>			
Bewdley Museum			
Adults	Free	Free	
Senior Citizen	Free	Free	
Accompanied Children	Free	Free	
Unaccompanied Children	Free	Free	
Residents' Season Ticket	Free	Free	
School Parties Admission Charge	Donation	Donation	
General Enquiries (per hour)	7.00	7.25	Inc VAT
<u>HALLS & RECREATION CENTRES</u>			
Stourport-on-Severn Community Centre			
<u>Main Hall</u>			
Bookings ending before 6.00pm (per hour)	7.75	8.00	Inc VAT
Bookings ending after 6.00pm (per hour)	8.75	9.00	Inc VAT
Community Groups - Less 25% of the above rates			
Commercial Bookings Minimum Charge (per hour)	23.00	23.80	Inc VAT
<u>Meeting Room</u>			
All times	5.50	5.70	Inc VAT

**WYRE FOREST DISTRICT COUNCIL
COMMUNITY AND PARTNERSHIP SERVICES
Income Service Options 2009/10
Proposed Recreational Fees & Charges as from 1st April 2009**

APPENDIX B

		Current Charges 2008/09 £	Proposed Charges 2009/10 £	VAT Status
<u>OPEN SPACES</u>				
Administration charge for use of Public Open Space				
Small charitable events (less than 10 fund raising stalls)		See below	*N/A	
Large charitable events (more than 10 fund raising stalls)		See below	*N/A	
Small non-charitable events (less than 10 stalls)		See below	*N/A	
Large non-charitable events (more than 10 stalls)		See below	*N/A	
Commercial events		See below	*N/A	
Fund Raising Events (per day)		35.50	*N/A	Inc VAT
Non Fund Raising Events and Charity Events (per day)		17.75	*N/A	Inc VAT
Commercial Events		Commercial Judgement	*N/A	
Small charitable or community events (less than 20 people)	up to 3hrs	*N/A	5.00	Inc VAT
	over 3 hrs	*N/A	10.00	Inc VAT
Medium charitable or community events (more than 20 people less than 100)	up to 3hrs	*N/A	15.00	Inc VAT
	over 3 hrs	*N/A	30.00	Inc VAT
Large charitable or community events (more than 100 people) **	up to 3hrs	*N/A	35.00	Inc VAT
	over 3 hrs	*N/A	45.00	Inc VAT
Commercial and fund raising events **		*N/A	Commercial Judgement	Inc VAT

* The above reflects a change in the charging mechanism from daily rates.

** A returnable deposit to cover damages to land or site infrastructure may be required.

WYRE FOREST DISTRICT COUNCIL**INCOME SERVICE OPTIONS 2009/2010****FINANCIAL SERVICES**

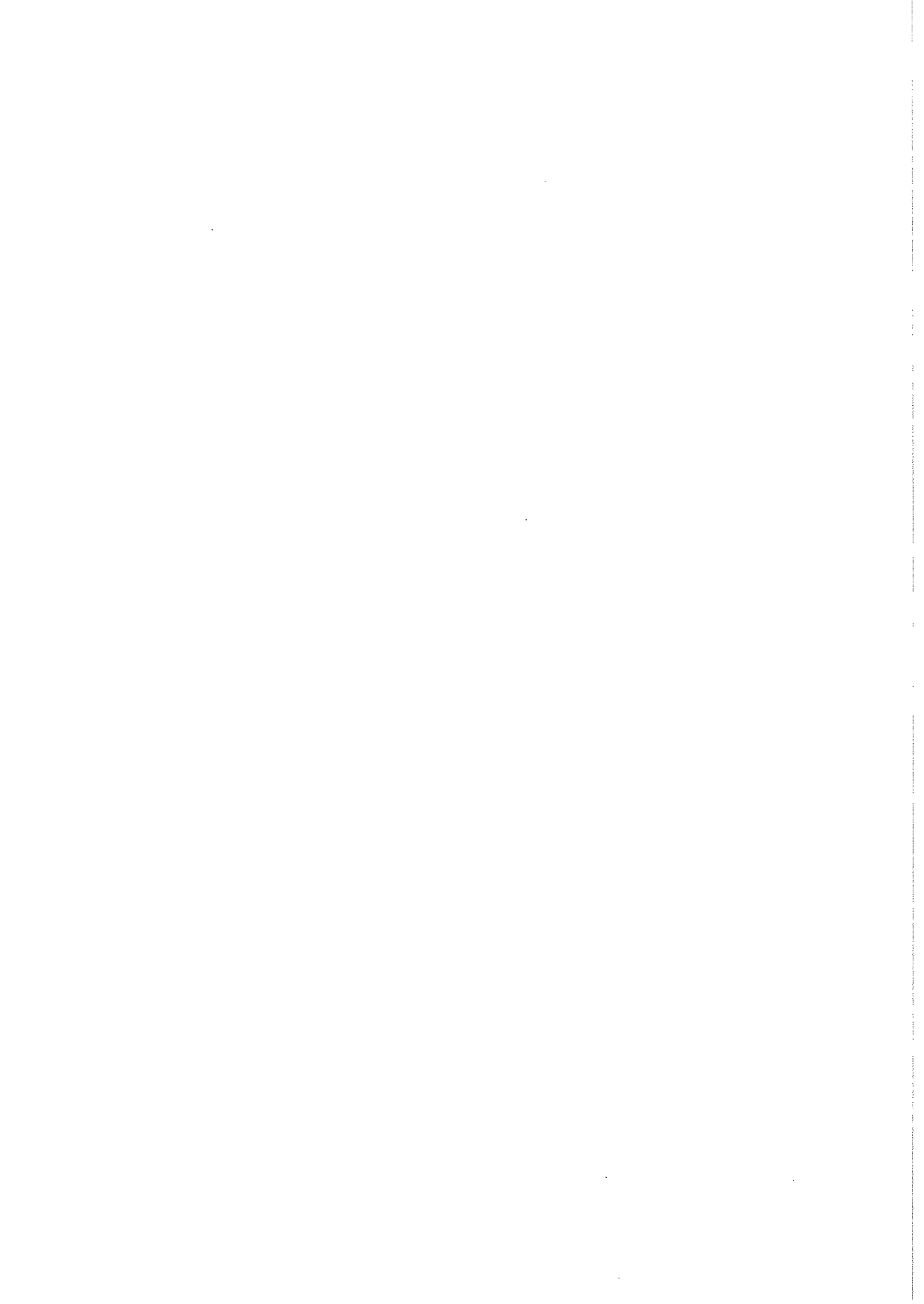
Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2009/2010 £	2010/2011 £	2011/2012 £
R310	<u>Council Tax & NNDR</u>				
	Summons Costs £35				
	Liability Order Costs <u>£20</u>	C	-	-	-
	<u>£55</u>	R	-	-	-
		M	-	-	-
	Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs				
	Next review due for 2010/2011 budget.				
	.				
R330	<u>Concessionary Travel - WFDC Scheme</u>				
	To have no increase in the cost of a replacement card of £5. However a charge of £10 was introduced in 2008/2009 for any subsequent replacement cards in any one financial year in order to fully recover costs.	C	-	-	-
		R	-	-	-
		M	-	-	-
R335	<u>Corporate Costs - Bank Charges</u>				
	Maintain existing policy of full cost recovery of bank charges in respect of credit card transactions for those services where there is no provision to include in charge levied (1.75%)	C	-	-	-
		R	-	-	-
		M	-	-	-
	TOTALS	C	-	-	-
		R	-	-	-
		M	-	-	-

WYRE FOREST DISTRICT COUNCIL**INCOME SERVICE OPTIONS 2009/2010****LEGAL & DEMOCRATIC SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2009/2010 £	2010/11 £	2011/2012 £
R500	<u>Elections and Electoral Registration</u>	C	-	-	-
	Reduction to charges for Marked Registers made according to Statute	R	500	500	500
		M	-	-	-
R510	<u>Land Charges</u>	C	-	-	-
	To raise charges for all Land Charges by 3.5% in line with Council Policy	R	5,250 CR	5,250 CR	5,250 CR
		M	-	-	-
R515	<u>Legal & Democratic Services Administration</u>	C	-	-	-
	To raise charges for the supply of minutes and agendas by 3.5% in line with Council Policy	R	10 CR	10 CR	10 CR
		M	-	-	-
	TOTALS	C	-	-	-
		R	4,760 CR	4,760 CR	4,760 CR
		M	-	-	-

WYRE FOREST DISTRICT COUNCILINCOME SERVICE OPTIONS 2009/10SCHEDULE OF RECOMMENDED CHARGES

	Present Charges 2008/09 £	Proposed Charges 2009/10 £
ACTIVITY A1 SALE OF EDITED & FULL ELECTORAL REGISTERS Decrease charges for Marked Registers only (per legislation)		
1. Edited & Full Register		
- Data	20.00 plus 1.50 per 1000 entries	No change
- Printed	10.00 plus 5.00 per 1000 entries	No change
2. Overseas Electors - Data or Printed	as above	No change
3. Marked Registers		
- Data	as above	10.00 + 1.00 per 1000 or part
- Printed	as above	10.00 + 2.00 per 1000 or part
ACTIVITY A3 - LAND CHARGES To increase charges in line with inflation: -		
1. a. increase to the basic Land Charges Search Fee (over the counter)	106.00	110.00
b. increase to the basic Land Charges Search Fee (through NLIS Hub)	83.00	86.00
2. a. increase to optional enquiries	15.50	16.00
b. increase to each additional property/parcel of land		
i) Postal	41.50	43.00
ii) NLIS	35.50	37.00
3. increase to the basic Land Charges Search Fee in respect of Highway Information supplied by WCC	12.00	16.00
ACTIVITY A4 SUPPLY OF MINUTES/AGENDAS TO OUTSIDE BODIES/COMPANIES To increase charges in line with inflation:-		
Cabinet and Full Council Agendas (per annum)	73.00	75.50
Scrutiny Committees Agendas (per annum)	68.00	70.00
Development Control Agendas (per annum)	84.00	87.00
Other Committee Agendas (individual) (per annum)	14.50	15.00



INCOME SERVICE OPTIONS 2009/2010

PLANNING, HEALTH & ENVIRONMENT

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2009/2010 £	2010/2011 £	2011/2012 £
R605	<u>Development Control</u> To maintain Planning Application fees at statutory levels (last increased 2008/09).	C R M	To be determined by Government		
R605	<u>Development Control</u> To increase the charge for Planning Enquiries by 3.5% in line with Council Policy.	C R M	- 10 CR -	- 10 CR -	- 10 CR -
R625	<u>Building Control</u> To increase the charge for Building Control Enquiries by 3.5% in line with Council Policy.	C R M	- 10 CR -	- 10 CR -	- 10 CR -
R625	<u>Building Control</u> To propose no increase to Building Control Application charges.	C R M	- - -	- - -	- - -
R625	<u>Building Control</u> To increase to the charge for the sale of documents by 3.5% in line with Council Policy.	C R M	- 30 CR -	- 30 CR -	- 30 CR -
R630	<u>Planning, Health & Environment Administration</u> To increase the charge for the sale of documents by 3.5% in line with Council Policy.	C R M	- 80 CR -	- 80 CR -	- 80 CR -
R640	<u>Food & Health & Safety</u> To increase charges by 3.5% in line with Council Policy	C R M	- - -	- - -	- - -
R645	<u>Pollution Control</u> To maintain LAPPC charges at statutory level (revised annually - approval not yet given for 2009/10)	C R M	To be determined by Government		
R645	<u>Pollution Control</u> To maintain water sampling fees at statutory levels (last increased 2004/05). To increase other charges by 3.5% in line Council Policy.	C R M	- 10 CR -	- 10 CR -	- 10 CR -
R655	<u>Hackney Carriage/Private Hire</u> To increase fees by 3.5% in line with Council Policy to ensure the activity remains self financing.	C R M	- 3,010 CR -	- 2,670 CR -	- 2,670 CR -
R660	<u>General Licensing & Registration</u> To increase charges by 3.5% in line with Council Policy	C R M	- 600 CR -	- 600 CR -	- 600 CR -
R660	<u>Gambling Act 2005</u> To increase premises licence fees by 3.5% in line with Council Policy	C R M	- 530 CR -	- 530 CR -	- 530 CR -
R660	<u>Gambling Act 2005</u> To charge permit fees as determined by Government.	C R M	- - -	- - -	- - -
R665	<u>Licensing Act 2003</u> To maintain Liquor Licensing fees at statutory levels	C R M	To be determined by Government		
	TOTALS	C R M	- 4,280 CR -	- 3,940 CR -	- 3,940 CR -





Wyre Forest District Council

PLANNING, HEALTH & ENVIRONMENT

Duke House, Clensmore Street, Kidderminster, Worcs. DY10 2JX Tel. 01562 732928 Fax. 01562 732556

SUMMARY OF PLANNING APPLICATION FEES FROM 6TH APRIL 2008

CATEGORY OF DEVELOPMENT		FEE PAYABLE	MAXIMUM FEE
Operations			
New dwellings	(a) Where the application is for outline planning permission and (i) the site area does not exceed 2.5 hectares (ii) the site area exceeds 2.5 hectares (b) In other cases (i) where the number of dwellinghouses to be created by the development is 50 or fewer, (ii) where the number of dwellinghouses to be created by the development exceeds 50	£335 for each 0.1 hectare (or part thereof) £8,285 and an additional £100 for each 0.1 hectare in excess of 2.5 hectares £335 for each dwelling £16,565 and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses	£125,000 £250,000
Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.)	(a) Where the application is for outline planning permission and (i) the site area does not exceed 2.5 hectares (ii) the site area exceeds 2.5 hectares (b) In other cases (i) where no floor space is to be created by the development (ii) where the area of gross floor space to be created by the development does not exceed 40 square metres (iii) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres (iv) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres (v) where the area of gross floor space to be created by the development exceeds 3750 square metres	£335 for each 0.1 hectare (or part thereof) £8,285 and an additional £100 for each 0.1 hectare in excess of 2.5 hectares £170 £170 £335 £335 for each 75 sq. m. £16,565 and an additional £100 for each 75 square metres in excess of 3750 square metres	£125,000 £250,000
Agricultural buildings on agricultural land (other than glasshouses)	(a) Where the application is for outline planning permission and (i) the site area does not exceed 2.5 hectares (ii) the site area exceeds 2.5 hectares (b) In other cases (i) where the area of gross floor space to be created by the development does not exceed 465 square metres (ii) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres (iii) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres (iv) where the area of gross floor space to be created by the development exceeds 4215 square metres	£335 for each 0.1 hectare (or part thereof) £8,285 and an additional £100 for each additional 0.1 hectare in excess of 2.5 hectares £70 £335 £335 for the first 540 square metres, and an additional £335 for each 75 square metres in excess of 540 square metres £16,565 and an additional £100 for each 75 square metres in excess of 4215 square metres	£125,000 £250,000

Glasshouses on agricultural land	(a) Where the gross floor space to be created by the development does not exceed 465 square metres	£70	
	(b) Where the gross floor space to be created by the development exceeds 465 square metres	£1,870	£1,870
Erection, alteration or replacement of plant or machinery	(a) Where the site area does not exceed 5 hectares	£335 for each 0.1 hectare (or part thereof)	
	(b) Where the site area exceeds 5 hectares	£16,565 and an additional £100 for each 0.1 hectare in excess of 5 hectares	£250,000
Enlargement, improvement or alteration of dwellings for domestic purposes			
(a) in respect of one dwelling		£150	
(b) 2 or more dwellings		£295	
(a) Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)		£150	
(b) Car parks, roads and access to serve a single undertaking where associated with existing use		£170	
Operations not within above categories		£170 for each 0.1 hectare (or part thereof)	£250,000
Uses			
Change of use of a building to one or more dwellings			
(a) From single dwelling to two or more dwellings	(i) 50 or fewer dwellings	£335 for each additional dwelling	
	(ii) more than 50 dwellings	£16,565 and an additional £100 for each dwelling in excess of 50 dwellings	£250,000
(b) From other building to one or more dwellings	(i) 50 or fewer dwellings	£335 for each dwelling	
	(ii) more than 50 dwellings	£16,565 and an additional £100 for each dwelling in excess of 50	£250,000
Material change of use on land or building(s) other than above		£335	
Advertisements			
Advertisements on business premises or other land within the business curtilage relating to nature of business, goods sold, services provided, or name of persons undertaking business		£95	
Sign relating to business in the locality but not visible from that site		£95	
All other advertisements		£335	
Other applications			
Certificate of existing use or development		As for a planning application	
Certificate of proposed use or development		50% of planning application	
Prior approval application (including demolition of dwelling houses)		£70	
Renewal of permission - unless the original permission was not implemented and has expired		£170	
Variation or removal of a condition		£170	

Fee for confirmation of compliance with condition attached to planning permission: England

(1) Where a request is made to a local planning authority for written confirmation of compliance with a condition or conditions attached to a grant of planning permission, a fee shall be paid to that authority as follows -

- (a) where the request relates to a permission for development which falls within category 6 or 7(a) of Part 2 to Schedule 1, £25 for each request;
- (b) where the request relates to a permission for development which falls within any other category of that Schedule, £85 for each request.

(2) Any fee paid under this regulation shall be refunded if the local planning authority fails to give the written confirmation requested within a period of twelve weeks from the date on which the authority received the request.

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 materials

SUMMARY OF EXEMPTIONS Fees are not payable in the following circumstances:-

(a) Facilities for Disabled Persons

Where the development relates to alterations or extensions to a dwelling house or operations within the curtilage of a dwelling house and the development is for the purpose of providing access or facilities for greater safety, health or comfort of a resident or intended resident who is disabled (i.e. within any of the descriptions to which Section 29 of the National Assistance Act 1948 applies or a child who is disabled for the purposes of the Children Act 1989). This exemption extends to works to improve a disabled access to a public building.

(b) Development otherwise Permitted Development

Applications required by a restrictive condition on a previous planning permission, or because of the effect of an Article 4 Direction, for development which is otherwise permitted by a General Development Order, or for a change of use within the same class specified in the Use Classes Order.

(c) Resubmissions

Resubmission of applications following refusals of permission or withdrawn applications, and the submission of amended proposals following the grant of permission or approval of reserved matters, subject to the following conditions:-

- (i) The application is made within twelve months of the date of the decision or, in the case of a withdrawn application, within twelve months of the date the previous application was submitted
- (ii) The site is the same as, or part of the original site and no other land is included
- (iii) The development is of the same character
- (iv) The applicant is the same
- (v) That the earlier application is one to which no exemption was granted and the relevant fee was paid
- (vi) If the original application was in outline the resubmission is in outline

(d) Listed Buildings and Conservation Areas

Applications for Listed Building Consent or Conservation Area consent

(e) Other Consents and Consultations

- (i) Notifications of proposed development by Government Departments and other Crown bodies
- (ii) Notifications of overhead electric lines
- (iii) Applications for felling licences or to fell trees under a Tree Preservation Order or in a Conservation Area or to remove hedgerows
- (iv) Applications to stop up or divert footpaths
- (v) Commenting on applications or other development which the Authority is not determining
- (vi) Applications for certificates of alternative development

SUMMARY OF REDUCED FEES

1. Use of land for sports fields or other ancillary operations (other than buildings) by non-profit making club or society - fee payable £335.
2. Applications for approval of one or more reserved matters require fees in accordance with the schedule, except where such applications have been previously made and the sum is not less than would be payable in respect of all reserved matters authorised by the outline permission. On subsequent applications for approval of reserved matters by the same applicant the fee payable is £335.
3. Applications by Parish Councils - fee payable is one half the normal rate.
4. Alternative proposals on the same site. Submitted by the same applicant. Highest category at full fee, remainder at half fee (normal fees are required for duplicate applications).
5. Applications straddling district or county boundaries are subject to special rules. Generally one fee is paid to the Authority having the larger site but calculated by the whole scheme, and subject to special ceiling. Applicants in these cases and any other cases of doubt are advised to consult the Local Planning Authority.

Charges for Planning and Building Control Advice

Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee of £104.00 will be charged)	£17.50 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	£46.00

<p align="center">Proposed Charges for Planning and Building Control Advice From 1/4/2009</p>
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Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee of £104.00 will be charged)	£18.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	£47.50



PLANNING, HEALTH & ENVIRONMENT DIVISION BUILDING CONTROL SECTION

Duke House, Clensmore Street, Kidderminster, Worcs. DY10 2JX

Telephone 01562 732928 Fax 01562 732556

E-mail: john.moss@wyreforestdc.gov.uk or ian.martin@wyreforestdc.gov.uk

BUILDING CONTROL CHARGES

Applicable From 1st January 2007

GUIDANCE NOTES:

The Building Regulation charges are divided into Plan and Inspection charges, Building Notice charges and Regularisation charges. They are different for each type of work.

The following tables are for guidance only and are not a substitute for the Statutory Instrument 1998 No. 3129 which contains a full statement of the law.

All charges are subject to V.A.T. at the appropriate rate, except the Regularisation Charge.
Please make Cheques payable to Wyre Forest District Council.

- 1 **FULL PLANS:-**The Plan Charge must be paid on the deposit of the plans with the Council.
- 2 **BUILDING NOTICES:-** The Charge must be paid when the notice is submitted to the Council.
- 3 **INSPECTION CHARGES:-** These will be payable after the first inspection has been undertaken.
- 4 **REGULARISATION CHARGE:-** This is 120% of the Building Notice Charge and is not subject to VAT.
- 5 **EXEMPTIONS:-** (i) Where work is to provide access and facilities in an existing dwelling, or is an extension to store or provide medical treatment for a disabled person, no charge is applicable.
(ii) When putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer, no charge is applicable.
(iii) When putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project, no charge is applicable.
- 6 **TOTAL ESTIMATED COST -** This means a reasonable estimate that would be charged by a professional builder, but excluding professional fees and V.A.T.
- 7 **MULTIPLE WORKS -** Where plans show more than one type of work (i.e.. Two separate extensions) the charge payable is aggregated accordingly.
- 8 **MINOR WORK -** Where the work is estimated as costing under £5,000 the total charge is payable on deposit of the plans.
- 9 **MINIMUM CHARGES -** Apply to domestic Loft Conversions and Extensions exceeding 60m2.
- 10 **INSTALMENTS -** In certain cases the charges may be paid in instalments, contact the Building Control Office for information.
- 11 **HELP -** If you have any difficulty, contact the local Building Control Office.
- 12 **POINTS OF CONTACT -** For quotations or to submit your application please contact the office that is relevant to your proposal.

WYRE FOREST DISTRICT COUNCIL: Building Control Manager, Duke House, Clensmore Street, Kidderminster DY10 2JX. Tel: 01562 732528
BROMSGROVE DISTRICT COUNCIL: The Building Control Manager, The Council House, Burcot Lane, Bromsgrove B60 1AA. Tel: 01527 881348
HEREFORD COUNCIL: Principal Building Control Surveyor, Planning Services, P.O.Box 230, Hereford HR1 2ZB. Tel: 01432 260000
MALVERN HILLS DISTRICT COUNCIL: The Building Control Manager, Brunel House, Portland Road, Malvern WR14 2TB. Tel: 01684 862328
REDDITCH BOROUGH COUNCIL: Building Control Manager, Town Hall, Alcester Street, Redditch B98 8AH. Tel: 01527 64252
WORCESTER CITY COUNCIL: Chief Building Control Officer, Orchard House, Farrier Street, Worcester WR1 3BB. Tel: 01905 722537
WYCHAVON DISTRICT COUNCIL: Building Consultancy Manager, Civic Centre, Queen Elizabeth Drive, Pershore, Worcester WR10 2LT. Tel: 01386 565382

Schedule 1: Charges for new dwellings

Number of Dwellings	Plan			Inspection			Building Notice			Regularisation
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total	Charge (NO VAT)
1	150.00	26.25	176.25	325.00	56.88	381.88	475.00	83.13	558.13	570.00
2	205.00	35.88	240.88	449.00	78.58	527.58	654.00	114.46	768.46	784.80
3	270.00	47.25	317.25	570.00	99.75	669.75	840.00	147.00	987.00	1008.00
4	335.00	58.63	393.63	655.00	114.63	769.63	990.00	173.26	1,163.26	1,188.00
5	405.00	70.88	475.88	723.00	126.53	849.53	1,128.00	197.41	1,325.41	1,353.60

When you will be using similar house types we can reduce our charges, for details of this reduction or for a competitive quotation for more than 5 dwellings please telephone 01562 732526 or 01562 732528

Schedule 2: Charges for small buildings, extensions and alterations to dwellings

Type of Work	Plan			Inspection			Building Notice			Regularisation
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total	Charge (NO VAT)
Detached/Attached Garages/Car Ports under 40m2	93.62	16.38	110.00	21.88	3.83	25.71	115.50	20.21	135.71	138.60
Detached/Attached Garages/Car Ports over 40m2 but under 60m2	93.62	16.38	110.00	137.38	24.04	161.42	231.00	40.42	271.42	277.20
Domestic Extensions under 10m2	93.62	16.38	110.00	137.38	24.04	161.42	231.00	40.42	271.42	277.20
Domestic Extensions over 10m2 but under 40m2	93.62	16.38	110.00	252.90	44.24	297.14	346.50	60.64	407.14	415.80
Domestic Extensions over 40m2 but under 60m2	93.62	16.38	110.00	368.40	64.45	432.85	462.00	80.85	542.85	554.40
Loft Conversions costing up to £22,000	93.62	16.38	110.00	252.90	44.24	297.14	346.50	60.64	407.14	415.80
*Replacement Windows Doors, Rooflights or Boilers	93.62	16.38	110.00	0.00	0.00	0.00	93.62	16.38	110.00	112.34

If your extension is over 60 sq metres or your loft conversion costs more than £22,000, the charge should be calculated by using the estimated cost of the work and schedule 3, but the charge cannot be less than the amount shown in schedule 2 for extensions up to 60 sq metres or for loft conversions costing up to £22,000.

Schedule 3: Charges for all other works

Total Cost of Work	Plan			Inspection			Building Notice			Regularisation
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total	Charge (NO VAT)
0-2,000	100.00	17.50	117.50	0.00	0.00	0.00	100.00	17.50	117.50	120.00
2,001-5,000	165.00	28.88	193.88	0.00	0.00	0.00	165.00	28.88	193.88	198.00
5,001-6,000	43.50	7.61	51.11	130.50	22.84	153.34	174.00	30.45	204.45	208.80
6,001-7,000	45.75	8.01	53.76	137.25	24.02	161.27	183.00	32.03	215.03	219.60
7,001-8,000	48.00	8.40	56.40	144.00	25.20	169.20	192.00	33.60	225.60	230.40
8,001-9,000	50.25	8.79	59.04	150.75	26.38	177.13	201.00	35.18	236.18	241.20
9,001-10,000	52.50	9.19	61.69	157.50	27.56	185.06	210.00	36.75	246.75	252.00
10,001-11,000	54.75	9.58	64.33	164.25	28.74	192.99	219.00	38.33	257.33	262.80
11,001-12,000	57.00	9.98	66.98	171.00	29.93	200.93	228.00	39.90	267.90	273.60
12,001-13,000	59.25	10.37	69.62	177.75	31.11	208.86	237.00	41.48	278.48	284.40
13,001-14,000	61.50	10.76	72.26	184.50	32.29	216.79	246.00	43.05	289.05	295.20
14,001-15,000	63.75	11.16	74.91	191.25	33.47	224.72	255.00	44.63	299.63	306.00
15,001-16,000	66.00	11.55	77.55	198.00	34.65	232.65	264.00	46.20	310.20	316.80
16,001-17,000	68.25	11.94	80.19	204.75	35.83	240.58	273.00	47.78	320.78	327.60
17,001-18,000	70.50	12.34	82.84	211.50	37.01	248.51	282.00	49.35	331.35	338.40
18,001-19,000	72.75	12.73	85.48	218.25	38.19	256.44	291.00	50.93	341.93	349.20
19,001-20,000	75.00	13.13	88.13	225.00	39.38	264.38	300.00	52.50	352.50	360.00
20,001-21,000	77.00	13.48	90.48	231.00	40.43	271.43	308.00	53.90	361.90	369.60
21,001-22,000	79.00	13.83	92.83	237.00	41.48	278.48	316.00	55.30	371.30	379.20
22,001-23,000	81.00	14.18	95.18	243.00	42.53	285.53	324.00	56.70	380.70	388.80
23,001-24,000	83.00	14.53	97.53	249.00	43.58	292.58	332.00	58.10	390.10	398.40
24,001-25,000	85.00	14.88	99.88	255.00	44.63	299.63	340.00	59.50	399.50	408.00

If the estimated cost exceeds £25,000. Please phone 01562 732528 or 01562 732526 for a competitive quote

CURRENT CHARGES FOR COPY DOCUMENTS AT APRIL 2008

	£
Monthly Decision List	75
Weekly Planning Application List	125
Decision Notices	13.50
Decision Notices Additional Copies	0.60
A4 – For each copy	0.60
A3 – Each Copy	0.80
A2 – Each Copy	2.20
A1 – Each Copy	2.70
A0 – Each Copy	3.80

Note

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.

PROPOSED CHARGES FOR COPY DOCUMENTS AT APRIL 2009
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	£
Monthly Decision List	77.50
Weekly Planning Application List	129.50
Decision Notices	14.00
Decision Notices Additional Copies	0.65
A4 – For each copy	0.65
A3 – Each Copy	0.85
A2 – Each Copy	2.30
A1 – Each Copy	2.80
A0 – Each Copy	3.90

Note

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.

LAPPC Charges 2008-2009 (Revised 13/03/08)

Type of charge	Type of process	2008/09 £
Application Fee	Standard process	1,514
	Additional fee for operating without a permit	1090
	Reduced fee activities (other than vehicle refinishers)	142
	PVR I & II	236
	Vehicle refinishers	332
	Reduced fee activities: Additional fee for operating without a permit	65
	Mobile screening and crushing plant	1514
	for the third to seventh applications	904
	for the eighth and subsequent applications	458
	Where an application for any of the above is for a combined Part B and waste application, add an extra £285 to the above amounts	
Annual Subsistence Charge	Standard process Low	766 (+ 95)*
	Standard process Medium	1120 (+ 143)*
	Standard process High	1641 (+ 190)*
	Reduced fee activities (other than vehicle refinishers)	161
	PVR I & II	224
	Vehicle refinishers	351
	Odourising of natural gas	369
	Mobile screening and crushing plant	965
	for the third to seventh authorisations	581
	for the eighth and subsequent authorisations	306
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation	
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £95 to the above amounts	
Transfer and Surrender	Standard process transfer	155
	Standard process partial transfer	457
	Surrender: all Part B activities	0
	Reduced fee activities: transfer	0
	Reduced fee activities: partial transfer	43
Substantial change s10 and s11	Standard process	964
	Standard process where the substantial change results in a new PPC activity	1,514
	Reduced fee activities	94

Key

Subsistence charges can be paid in four 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 £35.

Reduced fee activities are:- Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

LAPPC mobile plant charges for 2008/09

Number of authorisations	Application fee 2008/09 £	Subsistence fee 2008/09 £
1	1,514	965
2	1,514	965
3	904	581
4	904	581
5	904	581
6	904	581
7	904	581
8 and over	458	306

WYRE FOREST DISTRICT COUNCIL
INCOME SERVICE OPTIONS 2009/2010

LICENSING AND REGISTRATION		PRESENT CHARGES 2008/2009	PROPOSED CHARGES 2009/2010
Acupuncture, Tattooing, Electrolysis, Ear Piercing , Skin Piercing & Semi-Permanent Skin Colouring – Certificate of Registration: (a) Person		£124.00	£128.00
(b) Premise		£179.00	£185.00
(b) Persons & Premises		£302.00	£313.00
Animal Boarding Establishments*	Initial	£254.00	£263.00
	Renewal	£169.00	£175.00
Dangerous Wild Animals*	Initial	£254.00	£263.00
	Renewal	£169.00	£175.00
Dog Breeding Establishments*	Initial	£254.00	£263.00
	Renewal	£169.00	£175.00
Registration of Motor Salvage Operators		£84.00	£87.00
Copy of Register Entry, Motor Salvage Operators Register		£4.00 + VAT	£4.00 + VAT
Pet Animals Act*	Initial	£254.00	£263.00
	Renewal	£169.00	£175.00
Riding Establishments*	Initial	£254.00	£263.00
	Renewal	£169.00	£175.00
Sex Establishments	Initial	£3,765.00	£3,897.00
	Renewal	£1,446.00	£1,497.00
	Transfer	£261.00	£270.00
Zoo Licences*	Initial	£1,230.00 (+ Inspector's expenses)	£1,273.00 (+ Inspector's Expenses)
	Renewal	£1,105.00 (+ Inspector's expenses)	£1,144.00 (+ Inspector's Expenses)
* Plus Vet fees where applicable			

WYRE FOREST DISTRICT COUNCIL
INCOME SERVICE OPTIONS 2009/2010

HACKNEY CARRIAGE/PRIVATE HIRE FEES	Present Charges 2008/2009	Proposed Charges 2009/2010
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	£246.00	£255.00
Drivers' Knowledge Test	£45.00	£47.00
Drivers Badge	£20.00	£21.00
Hackney Carriage Vehicle	£347.00	£359.00
Private Hire Vehicle	£347.00	£359.00
Private Hire Operators	£386.00	£400.00
Vehicle Decals - Replacements	£16.00	£17.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	£25.00 + VAT	£26.00 + VAT
Vehicle Retest Fee (if re-tested after 48 hours of failure)	£49.00 + VAT	£51.00 + VAT
Change of Business (Sell Car and Transfer Plate)	£309.00	£309.00
Internal Car Plate	£18.00	£19.00
External Car Plate	£42.00	£43.00
CRB check	£52.00	£54.00

WYRE FOREST DISTRICT COUNCIL
INCOME SERVICE OPTIONS 2009/2010

	Present Charges 2008/2009	Proposed Charges 2009/2010
FOOD, HEALTH AND SAFETY		
Issue of Food Surrender Certificates	£50.00 + VAT	£52.00 + VAT
Release of Officers Statements	£231.00 + VAT	£239.00 + VAT
Release of Documents	£82.00* + VAT	£85.00* + VAT
* Plus actual cost of reproducing photographs and photocopy charges		
POLLUTION CONTROL		
Sampling of Private Water Supplies #	£50 + Analysts Fees + VAT	£50 + Analysts Fees + VAT
Release of Environmental Information (basic)	£25.00 + VAT	£26.00 + VAT
Release of Environmental Information (detailed)	£52.00 + VAT	£54.00 + VAT
Any information required above the advanced search, will be charged at the advanced search rate plus an hourly officer fee. Details of the approximate amount to be charged will be provided to the applicant prior to any work being undertaken following assessment of the information required.		
# Statutory Charge		

WYRE FOREST DISTRICT COUNCIL
INCOME SERVICE OPTIONS 2009/2010

LICENSING AND REGISTRATION	Present Charges 2008/2009	Proposed Charges 2009/2010
STREET TRADING		
Single Unit up to 12 x 12 Food - Initial	£1,526.00	£1,579.00
(max 5m length) - Renewal	£1,400.00	£1,499.00
Single Unit up to 12 x 12 Non-Food - Initial	£1,273.00	£1,318.00
(max 5m length) - Renewal	£1,145.00	£1,185.00
For every additional 12 x12 or part thereof or length more than 5m	£627.00	£649.00
Mobile Traders	£597.00	£618.00

WYRE FOREST DISTRICT COUNCIL**GAMBLING ACT 2005****Premises Licence Fees 2009/2010**

Premises Type	New Application	Annual Fee
	£	£
Existing Casinos	n/a	n/a
New Small Casino	n/a	n/a
New Large Casino	n/a	n/a
Regional Casino	n/a	n/a
Premises Type	New Application	Annual Fee
	£	£
Bingo Club	1893	541
Betting Premises (excluding Tracks)	1624	325
Tracks	1353	541
Family Entertainment Centres	1082	406
Adult Gaming Centre	1082	541
Temporary Use Notices	275	N/A

	Application to Vary	Application to Transfer	Application for Re- instatement	Application for Provisional Statement	Licence Application (Provisional Statement holders	Copy Licence	Notification of Change
	£	£	£	£	£	£	£
Existing Casinos	n/a	n/a	n/a	n/a	n/a	n/a	n/a
New Small Casino	n/a	n/a	n/a	n/a	n/a	n/a	n/a
New Large Casino	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Regional Casino	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bingo Club	947	649	649	1893	649	27	55
Betting Premises (excluding Tracks)	811	649	649	1624	649	27	55
Tracks	676	514	514	1353	514	27	55
Family Entertainment Centres	541	514	514	1082	514	27	55
Adult Gaming Centre	541	649	649	1082	649	27	55

Permits

Local authorities already issue a number of permits or registrations for activities under existing gambling legislation. Under the Gambling Act 2005, Wyre Forest District Council will be responsible for dealing with the following permits and registrations:

- Unlicensed Family Entertainment Centre Gaming Machine Permits
- Registration of Small Lottery Licences
- Club Gaming Permits
- Club Gaming Machine Permits
- Licensed Premises Gaming Machine Permits
- Prize Gaming Permits

Unlike premises licence fees, permit fees are prescribed by the Government and therefore licensing authorities have no discretion in this matter.

Fee Type Permit Type	Grant	Renewal	Existing Operator Grant	Annual Fee
FEC Gaming Machine	300	300	100	N/A
Prize Gaming	300	300	100	N/A
Licensed Premises Gaming Machine Permit	150	N/A	100	50
Club Gaming Permit	100*	100*	100	50
Club Machine Permits	100*	100*	100	50
Small Lottery Registration	40	20	N/A	N/A

* fee will be £200 if premises doesn't sell alcohol.

Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £	Notification £
FEC Permits	25	15	N/A	N/A	N/A
Prize Gaming Permits	25	15	N/A	N/A	N/A
Licensed Premises Gaming Machine Permit	25	15	100	25	N/A
Licensed Premises Automatic Notification Process	N/A	N/A	N/A	N/A	50
Club Gaming Permit	100	15	100	N/A	N/A
Club Machine Permits	100	15	100	N/A	N/A

WYRE FOREST DISTRICT COUNCIL
INCOME SERVICE OPTIONS 2009/2010

LICENSING ACT 2003

Band	A	B	C	D	E
Rateable Value	£0-£4300	£4301-£33,000	£33,001-£87,000	£87,001-£125,000	OVER £125,000
Annual	£70	£180	£295	£320*	£350**
New Licence	£100	£190	£315	£450*	£635**
Future variation	£100	£190	£315	£450*	£635**

* 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.

(Premises with no NDRV = Band A; Premises under construction = Band C)

Number of persons present	Additional fee	Annual fee
5,000 - 9,999	£1,000	£500
10,000 - 14,999	£2,000	£1,000
15,000 - 19,999	£4,000	£2,000
20,000 - 29,999	£8,000	£4,000
30,000 - 39,999	£16,000	£8,000
40,000 - 49,999	£24,000	£12,000
50,000 - 59,999	£32,000	£16,000
60,000 - 69,999	£40,000	£20,000
70,000 - 79,999	£48,000	£24,000
80,000 - 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

OTHER FEES

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify DPS	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss etc of certificate or summary	£10.50
Notification of change or name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00

