

Open

# Council

# Agenda

6.00pm  
Wednesday, 27th February 2013  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Council

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**COUNCIL MEETING**

**TO ALL MEMBERS OF THE COUNCIL, HONORARY ALDERMEN,**

**PRESS AND PUBLIC**

Dear Member

**YOU ARE INVITED** to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. Wednesday 27<sup>th</sup> February 2013**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely,

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

Ian Miller  
Chief Executive

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

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

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

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

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

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

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

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

### **(A) TERMS OF REFERENCE OF THE COUNCIL**

The Council

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

### **(B) MATTERS RESERVED TO THE COUNCIL**

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

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

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

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

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

Wyre Forest District Council

Council

Wednesday, 27th February 2013

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Prayers</b>  To be read by Monsignor Canon J Moran from St Mary's Church, Harvington.	
2.	<b>Apologies for Absence</b>	
3.	<b>Declarations of Interests by Members</b> In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.  Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	<b>Minutes</b> To confirm as a correct record the Minutes of the meeting held on 21 <sup>st</sup> November 2012.	<b>10</b>
5.	<b>Public Participation</b> In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on 18 <sup>th</sup> February 2013.  <i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Director of Community Assets and Localism will rule on whether or not the matter is urgent and that ruling will be final.</i>	

6.	<p><b>Questions</b> To receive questions submitted in accordance with Standing Order A5 by Members of the Council, details of which have been received by 12 noon on 18<sup>th</sup> February 2013 and the replies of the Leader of the Council or other appropriate Cabinet Member.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have been reasonably known at that time, it must be delivered in writing to the Director of Community Assets and Localism no later than 9am on the day of Council.</i></p>	21
7.	<p><b>Chairman's Communications</b> To note the engagements of the Chairman of the Council since the Council's last meeting. <i>(This will be tabled at the meeting.)</i></p>	
8.	<p><b>Leader of the Council Announcements</b> To receive announcements from the Leader of the Council.</p>	
9.	<p><b>Motions Submitted under Standing Orders</b> To consider motions in the order they have been received in accordance with Standing Orders (Section 7, 4.1).</p> <p><i>From Councillor J Shaw, Leader of the Labour Group.</i></p> <p><i>"Council resolves to support in principle the appointment of a Wyre Forest District councillor as Armed Forces Champion, the primary function of the office to be improving access to services and support for serving and ex-service men and women.</i></p> <p><i>In order to appreciate fully the scope of this role, Council delegates to Scrutiny the task of setting up a working party in a timescale which would enable an appointment to be made for the new municipal year."</i></p>	
10.	<p><b>Urgent Motions submitted under Standing Orders</b> To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	
11.	<p><b>Community Governance Review</b> To receive a report from the Director of Community Assets and Localism regarding a Community Governance Review for Kidderminster.</p>	22
12.	<p><b>Elections and Elections Fees</b> To receive a report from the Returning Officer revising the fees charged for local elections, referendums and polls. And to note the review of elections in May and November 2012. <i>Appendix 2 of this report has been circulated electronically.</i></p>	33

13.	<p><b>Report of the Independent Remuneration Panel for 2013-14</b>  To consider a report from the Chief Executive and Director of Community Assets and Localism that outlines the recommendations of the Independent Remuneration Panel and asks the Council to decide the scheme of allowances to be paid to Members for the financial year 2013/2014.</p>	45
14.	<p><b>Policy and Budget Framework</b></p> <p>Matters which require a Decision by Council.</p> <p><b>Recommendations from the Cabinet Meeting 19<sup>th</sup> February 2013</b></p> <ul style="list-style-type: none"> <li>• Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014</li> <li>• Wyre Forest District Revised Statement of Community Involvement Adoption</li> </ul> <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public inspection copies are available on request. Please refer to the front cover for contact details. This report is to follow.</p>	
15.	<p><b>Budget Proposals 2013/2016</b></p> <p>To approve the Council's budget for 2013/2016 having considered the proposed decision and budget reports recommended to Council by Cabinet on 19th February 2013:</p> <ul style="list-style-type: none"> <li>• Capital Programme 2012/13 Onwards</li> <li>• Fees and Charges</li> <li>• Three Year Budget and Policy Framework 2013/16</li> <li>• Council Tax 2013/16</li> <li>• Report of Director of Resources in respect of Sections 25 – 28 Local Government Act 2003</li> </ul> <p><i>Members are asked to bring to the meeting their Financial Strategy 2013/16 (Grey Budget Book) and also the Budget Update Budget approved by Cabinet on the 22<sup>nd</sup> January 2013. Public copies will be available on request. If submitted, copies of Alternative Budgets will be available electronically on our website. This report will be to follow.</i></p>	
16.	<p><b>Council Tax 2013/2014</b></p> <p>To consider and approve the formal resolution for setting the Council Tax for 2013/2014. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 19<sup>th</sup> February 2012 which includes the precepts by Worcestershire County Council, The office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Authority. It is therefore necessary for this item to follow.</p>	
17.	<p><b>To consider any other business, details of which have been</b></p>	



	<b>communicated to the Director of Community Assets and Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
<b>18.</b>	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

**Part 2**

**Not open to the Press and Public**

<b>19.</b>	<b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
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**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER**

**21ST NOVEMBER 2012 (6.00PM)**

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**Present:**

Councillors: J Aston, G W Ballinger, R Bishop, C Brewer, J-P Campion, S J M Clee, L Davies, N J Desmond, H E Dyke, P Dyke, N Gale, B T Glass, D R Godwin, J G reener, I Hardiman, P B Harrison, J A Hart, M J Hart, P V Hayward, V Higgs, A T Hingley, T Ingham, M B Kelly, N Knowles, D C H McCann, B McFarland, C D Nicholls, F M Oborski, T L Onslow, J W Parish, J Phillips, M Price, M Rayner, C Rogers, M A Salter, A M Sewell, J A Shaw, D R Sheppard, N J Thomas, S J Williams, and G C Yarranton.

**C.47**

**Prayers**

Prayers were said by Pastor Rob Palmer from Franche Evangelical Church, Kidderminster. In his prayers he remembered the late Councillor Peter Carter.

**C.48**

**Apologies for Absence**

Apologies for absence were received from Councillor H Martin and it was noted that Councillor T Ingham would be arriving later.

**C.49**

**Declarations of Interests by Members**

Councillor N Gale declared a Disclosable Pecuniary Interest in Agenda Item 9, Motion 3.

**C.50**

**Minutes**

**Decision: The minutes of the meeting held on 26th September 2012 be confirmed as a correct record and signed by the Chairman.**

**C.51**

**Public Participation**

No members of the public addressed the meeting.

**C.52**

**Questions**

The Council received a report setting out a range of questions from Councillors G Ballinger, M Rayner, N Thomas, M Price and H Dyke directed at the Leader of the Council and Cabinet Members

**Question 1 from Councillor G Ballinger to the Leader of the Council, Councillor J-P Campion.**

I refer to the discussion under Agenda Item No. 12 – Corporate Governance and Constitution at the last full Council meeting on 26<sup>th</sup>

September in relation to the 3<sup>rd</sup> recommendation which delegated decision making under the Hackney Carriage and Private Hire age criteria Policy of 1997 to officers and the current Wyre Forest District Scheme of delegation to be amended as set out in paragraph 4.9 of the report to Council; and that the 1997 licensing policy be updated as set out in paragraph 4.7 of the report to Council.

A number of Member voting opportunities arose on this and followed extensive Member debate.

What is the recorded outcome of these individual votes?

**Response from Councillor J-P Campion**

I refer you to page 12 of the agenda and what was recorded in relation to those votes.

**Supplementary Question from Councillor G Ballinger**

Thank you, and what I have read that and what did concern me was that on that occasion there was a great debate and it was a fairly balanced Council and your role as Chairman was to respect the honesty and integrity of the Council and ensure that everyone has the chance to have their vote taken at the meeting, and for it not to go through on the Chairman's casting vote. In the past the Chief Executive, the Monitoring Officer and the Vice Chair would check the voting and this doesn't always happen.

**Response from Councillor S Clew**

The Vice Chairman and Committee Clerk record the votes and these are then sent across the top table and on that occasion we all agreed on the voting in that instance.

**Question 2 from Councillor M Rayner to Cabinet Member for Place-Shaping, Councillor A Hingley**

What and how are Section 106 monies distributed to groups and who identifies which groups will benefit?

**Response from Councillor A Hingley**

This question unfortunately demonstrates a fundamental misunderstanding about the purpose of monies obtained under s106 of the Town & Country Planning Act 1990 which is to enable development of land to take effect, not for redistribution amongst local groups. They are legally binding obligations that are attached to a piece of land and are registered as local land charges against that piece of land. Planning obligations enable a council to secure contributions to services, infrastructure and amenities in order to support and facilitate a proposed development. The Council adopted a Planning Obligations Supplementary Planning Document in 2007 which sets out what infrastructure or other facilities it expects to see delivered by developments and this is available on the Council's website.

**Supplementary Question from Councillor M Rayner**

Thank you, I am aware that Section 106 monies are distributed for the benefit of the whole community, but why has one community group just

heard that they are to receive £2K when it had been there some time for their benefit.

**Response from Councillor A Hingley**

I am not aware of that issue and I will take it up with the officers and respond at a later time.

**Question 3 from Councillor N Thomas to the Cabinet member for Community Well-Being, Councillor I Hardiman**

What are the current proposals for the Stourport Leisure Centre?

**Response from Councillor I Hardiman**

There are ongoing discussions on the future of the Sports Centre to see if a partner can run the facilities without cost to the Council, when the Council moves to a single leisure provision.

**Supplementary Question from Councillor N Thomas**

Is it true that that we are giving away the building free of charge and if so who authorised it?

**Response from Councillor I Hardiman**

I cannot respond specifically to that question and will provide a written answer at a later time.

**Question 4 from Councillor M Rayner to the Leader of the council, Councillor J Campion**

What is the country of origin of the carpeting in Wyre Forest House?

**Response from Councillor J-P Campion**

All of the carpet tiles in the building were supplied by two UK companies one in the West Midlands and the other in the North East.

**Supplementary Question from Councillor M Rayner**

I did receive this information in a Freedom of Information request. The carpet comes from Ege Carpets which is based at Lichfield which is its headquarters. However, it is a Danish Company of origin, and therefore I would like to ask that as the Council is supporting Kidderminster businesses, why was the carpet not made here in Kidderminster or was any Kidderminster firms given the opportunity to match the prices being quoted and if not why not?

**Response from Councillor J-P Campion**

I stand to be corrected, but there are no manufacturers of carpet tiles in Wyre Forest, and there was only one left in the country. The vast majority of carpet tiles come from Denmark. Carpet tiles allow for flexibility, and if the building was carpeted it would stop the building being flexible, electronic floor boxes are in the building and if we had carpet we would have to cut the carpet to fit around them, where as with carpet tiles it allows us to move the boxes easily without damaging the carpet. We needed to allow for flexibility and there was not a local manufacturer.

**Question 5 from Councillor M Price to the Cabinet Member for Environmental Services, Councillor M Hart**

I am sure that the whole Council will agree with me in welcoming the "Free Car Parking" initiative over the Christmas and New Year period. However, would the Cabinet Member agree with me that the problems being experienced in the Retail Sector across the District are not restricted to the festive season. Would the Cabinet Member therefore agree that, early in the New Year it would be appropriate for Wyre Forest DC to consider emulating the decision of Worcester City Council and reduce Car Parking Charges across the District in order to support our retail sector?

**Response from Councillor M Hart**

Car parking is always a topical and emotive issue and of course I agree with Councillor Price and endorse and welcome the initiative during the festive period. The switch on of the Christmas lights was well patronised in Kidderminster. In answer to your specific question we should do all we can for the business sector and it is appropriate that this matter is part of the budget setting process. We approved the fees and charges structure as part of the budget setting process for 2012 in respect of car parking. When looking at other authorities you need to consider the detail, Worcester City are reducing car parking in the evening whilst we don't charge, Worcester City charge between £3.60 and £6 for 24 hour parking whilst we charge £3.60. If you look at car parking charges across colleagues in the Worcestershire family I do believe our car parking charges represent a fair cost to residents and visitors.

**Supplementary Question from Councillor M Price:**

There was no supplementary question.

**Question 6 from Councillor M Price to the Leader of the Council:**

Could you please tell us what is happening with the bar and catering contract for the Town Hall?

**Response from Councillor J-P Campion**

There is no catering contract; the contract is only for the bar. The current contract is out of time and it is being rolled forward on a monthly basis. We are revisiting those arrangements and looking at an internal option. We recently asked Members for suggestions and I would welcome your feedback. The current arrangements are flawed and are not ideal and I would like guidance from you and I hope that in the not too distant future it is sorted out.

**Supplementary Question from Councillor M Price**

Can you assure us that a proper contract will be in place hopefully in time for the Mayor's ball and that we receive proper service? What message does it give to visiting dignitaries when there is no wine list and the only options are red or white wine.

**Response from Councillor J-P Campion**

Thank you, I am happy to take your comments on board whilst we retender.

**Question 7 from Councillor H Dyke to the Leader of the Council, Councillor J Campion**

Can the Cabinet Member responsible please tell me if the Cabinet and Administration still supports the "No Surprises Protocol" and if so would he agree with me that the protocol and its interpretation requires a full refresh across the authority?

**Response from Councillor J-P Campion:**

Of course I agree with the principle in the first part, I can only assume that this has fallen down and I will be ambushed with that in the supplementary question. Every effort is made to keep Members informed, the recent incident at Roxel and local information programme was successful, on other dates we may have to hold our hands up and I'm happy to discuss this at Group Leaders and I remain committed to the No Surprises protocol.

**Supplementary Question from Councillor H Dyke**

I won't discuss individual issues and the Roxel matter was dealt with well. Based on the fact that we haven't got enough people in this authority, would you agree that formally using Councillors to relay information would take stress off officers?

**Response from Councillor J-P Campion:**

I concur that Members act in a democratic way both in the Chamber and out in the community, and in the vast majority of cases continue to do so. There is a commitment from us in the Chamber about getting it right and on time and it shall be put on the next Group Leaders agenda. If it is not working then we need to get it right.

**Question 8 from Councillor H Dyke to the Cabinet Member for Environmental Services, Councillor M Hart:**

After much publicity surrounding the widely promoted "Dog Poo Fairy" initiative earlier in the Summer could he please advise me if he has any evidence that the initiative was or is being successful e.g. has there been a noticeable reduction in dog fouling issues being reported to the Hub.

**Response from Councillor M Hart:**

It is very interesting as to how you measure success in terms of reduction of reporting to the Hub, does that mean it's successful. If I turn that question on its head, then the significant increase in reporting shows that the campaign is a success in urging people to report issues to the Hub and we have had more reported issues during the period of this campaign as compared to 2011.

**Supplementary Question from Councillor H Dyke:**

I take on board what you've said and agree that the question can be taken both ways, but I would ask what other initiatives are in place to combat the ever increasing ward problems from residents, what residents would like is ongoing work rather than gimmicks.

### **Response from Councillor M Hart:**

I don't support gimmicks and the Dog Poo fairy is not a gimmick. I am sure that all residents will recognise the problems associated with dog fouling. There will be other initiatives and I would urge people with problems to keep reporting them to the Hub so we can pinpoint those dog owners that are causing the problems. Our officers are working exceptionally hard to combat this issue for residents in the District.

### **C.53 Chairman's Communications**

The Council received a list of functions attended by the Chairman or Vice-Chairman since the Council's last meeting. During his address to the Chamber the Chairman warmly remembered the late Councillor Peter Carter and explained that he had represented the Council at his funeral. In addition the Chairman announced that he was continuing to support the food bank at Franche church and he thanked Members for their contributions explaining there was a further two weeks to bring in donations. Members were reminded to return their members surveys as only five had been received to date. He concluded by thanking Members for supporting the campaign against domestic violence.

### **C.54 Leader's Announcements and Report**

A copy of the Leader's announcements were circulated to all Members. Members were further reminded that it was the official opening of Wyre Forest House the following day.

### **C.55 Motions Submitted Under Standing Orders**

A notice of motion was received in accordance with Standing Orders regarding the regionalised or localised public sector pay. Members debate this item and there was support for the motion from all Members

#### **Decision:**

- 1. The Council writes to the Chancellor of the Exchequer and Chief Secretary to the Treasury stating the Council's opposition for regional or localised public sector pay.**
- 2. The Council writes to Mark Garnier MP, outlining their concerns about the impact the policy would have on the local community.**
- 3. The Council signs up to the Fair Pay campaign.**

A notice of motion was received in accordance with Standing Orders regarding the 'Living Wage'. Members were advised that the living wage was different to the minimum legal wage. An amendment to the final paragraph of the substantive motion was tabled by the Conservative Group.

Council resolves to ask Scrutiny to consider the implications of the living wage for the organisation and to make recommendations into the budget decision-making process for 2013-14 to identify resources which will enable it to pay all employees at least a 'Living Wage'.

Members debated the amendment to the substantive motion and the amendment to the substantive motion was carried.

**Decision: Council resolves to ask The Overview and Scrutiny Committee to consider the implications of the living wage for the organisation and to make recommendations into the budget decision-making process for 2013-14 to identify resources which will enable it to pay all employees at least a 'Living Wage'.**

A notice of motion was received in accordance with Standing Orders regarding a 'Charter for a Future that Works'. An amendment to the substantive motion was tabled by the Conservative Group as detailed below;

### ***Charter for a Future that Works***

*Wyre Forest District Council formally endorses the following principles:*

- ***A Job or Training Guarantee:*** *The Government should guarantee paid work or training to every young person who has been out of work for six months or more.*
- ***Action on Apprenticeships:*** *All public bodies should commit to recruiting a set number of apprentices each year and public sector contracts should encourage private contractors to have a quality apprenticeship scheme.*
- ***Quality Work Experience:*** *Young people should have access to good quality, work experience that should lead to a job interview at the end of every placement.*
- ***Welfare Reform:*** *In the short-term, the Government should reform the rules on Job Seekers Allowance, to allow young people to return to full-time education without any effect on their benefits. In the longer term, a Youth Credit, or other financial support, should be introduced to help all young people boost both their learning and employment prospects.*
- ***Practical Support:*** *Also, there needs to be extra measures to help young people stay in education and assist with transport costs.*

*It is vital that urgent action is taken by all public bodies and employers to address the unemployment crisis facing young people today. At a local level, Wyre Forest District Council will write to Mark Garnier MP and business trade bodies requesting that they agree with these principles and take practical steps to support its aims.*

*Wyre Forest District Council will support local young people by*

- *Offering apprenticeships*
- *Offering quality work experience programmes*
- *As part of the tendering process, urge all private contractors to have a quality apprenticeship scheme.*



Members discussed the need to provide practical work experience and an interview for young people in the District, and Members spoke for and against the need for the work to be remunerated whilst enabling young people to receive meaningful and constructive work experience of quality and being able to afford to travel to their place of work.

At the conclusion of the debate and upon a vote the substantive motion was lost and upon a vote the amendment to the substantive motion was carried.

**Decision:**

- 1. Wyre Forest District Council will write to Mark Garnier MP and business trade bodies requesting that they agree with the principles contained within the motion and take practical steps to support its aims.**
- 2. Wyre Forest District Council will support local young people by**
  - **Offering apprenticeships**
  - **Offering quality work experience programmes**
  - **As part of the tendering process, urge all private contractors to have a quality apprenticeship scheme.**

**C.56 Urgent Motions Submitted Under Standing Orders**

There were no urgent motions submitted under standing orders.

**C.57 Chief Executive's Half Yearly Report**

Council received a half yearly report from the Chief Executive. At the request of the Chairman the Chief Executive answered questions on each page of his report. In response to the questions asked Members were advised of the following;

- The original budget for Wyre Forest House was set at £10.5m, this has already been reduced and we expect to come in under that figure, including all of the fixtures and fittings.
- Signage was being sorted out and maps of the building were being displayed.
- The snagging list referred to defects that needed to be rectified post construction.
- There were issues with the heating, however these were being rectified.
- Representations had been made to central government regarding funding.
- WF20 managers were the most senior Council managers and included CMT; these details could be shared Members.
- The decision on leisure centre provision had been agreed at Council February 2012. The new leisure centre would reduce costs.
- There was the same level of public seating (20 seats) in the new chamber as was available in the public gallery at the Civic Centre Stourport. Additional seating was available in the Stouport/Bewdley

rooms if required.

- The Olympic Torch procession had been a success.
- Work was underway through the Town Centre Scene, and the contract had recently been given for work on the public realm in Kidderminster. Work would be going ahead to change the traffic flow in Worcester Street with the aim of improving usage in those areas.
- Road signage for the crematorium was the responsibility of Worcestershire County Council, however an update would be provided.
- Coventry Street offices were due to be auctioned, and a sensible reserve had been placed. However should it not sell the Council would soon start incurring business rates.
- Systems Thinking was an integral part of the budget strategy.

**Decision: The report be noted.**

**C.58**

**Parliamentary Boundary review – Response to Latest Consultation**

Council received a report from the Chief Executive regarding the Parliamentary Boundary Review Consultation. In response to a question regarding the number of electors on the register, Members were advised that there were always fluctuations in the register and every step had been taken to ensure the accuracy of the register. In addition Members felt that it was important that the Parliamentary boundary remained coterminous with that of the District.

**Decision: Council reaffirmed its support for the Wyre Forest Parliamentary constituency to be based on the same boundaries as Wyre Forest District Council.**

**C.59**

**Policy and Budget Framework**

Members were advised that the recommendations regarding the Annual Report on Treasury Management Service had been included in error as they had been dealt with at a previous meeting of Council.

**Recommendations from Cabinet Meeting 12<sup>th</sup> November 2012**

**Council Tax Benefit Reform**

The Cabinet Member for Resources outlined the content of the report that there would be £100m available for one year to support local authorities to develop their own council tax support schemes and to maintain positive incentives to work. Further details were furnished to Members on the effects and shortfall as explained in the report. In addition Members were advised that there was to be a hardship fund which would be available for most vulnerable in the community. The cabinet Member concluded by stating that it was a carefully balanced and considered approach that delivered a fair and sustainable policy. The recommendations were seconded by the Leader of the Council, who spoke in favour of the proposals.

The Labour Group tabled a motion; however the Monitoring Officer

explained the reasons that the motion wasn't valid and why it could not be discussed during the debate.

A lengthy and vigorous debate then followed with Members speaking both in support of the proposals and against. The debate included comments on the appropriateness of the name for the fund to support those facing genuine hardship and the Cabinet Member agreed that it would be changed to something like 'Support Fund'. During the debate concerns were raised regarding the impact of the proposals and the potential for hardship for more vulnerable members of society and for those claiming benefits and unable to find work. In contrast Members spoke of the need for the Council to deliver a policy that was affordable for the Council whilst protecting those that were most at need.

The Cabinet Member for Resources concluded the debate by explaining that the proposals had been considered by the Overview and Scrutiny Committee and that a three month consultation period had been undertaken. Further, that the scheme needed to be in place by 31<sup>st</sup> January 2013. Members were advised that the scheme would make a difference of £2.20 per week for those on the lowest Council Tax band.

**Decision:**

- 1. The scheme as outlined in paragraphs 4.2 to 4.5 and paragraph 5.2 of the report to Council, which includes a cap on the reduction in support that an individual might face in 2013-14 of 8.5%, be approved.**
- 2. The amount of money available for the Support Fund be reviewed on an annual basis. During the first year, a review be undertaken after the first six months;**
- 3. From 2014-15 onwards support towards Council Tax liability for working age people be limited to 90%; and**
- 4. The approval of the supporting documentation and any minor amendments to the scheme be delegated to the Cabinet Member for Resources and Transformation in consultation with the Director of Resources.**

**Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Review Report 2012/13**

**Decision:**

The Cabinet Member for Resources outlined the content of the report and advised Members of the process that had been undertaken including that it had been considered by the Treasury Management Review Panel and Overview and Scrutiny Committee.

- 1. The Treasury Management mid-year review be approved.**
- 2. The updated Prudential Indicators in section 6 of the report to Cabinet be approved.**

## **Recommendations from Licensing & Environmental Committee meeting 8<sup>th</sup> October 2012**

### **Review of the Gambling Act 2005 Statement of Principles**

The Chairman of the Licensing and Environmental Committee outlined the content of the report and explained that this had been discussed and agreed at the Licensing and Environmental Committee.

**Decision: The updated Gambling Statement of Principles for the Wyre Forest District be approved.**

## **C.60**

### **Corporate Governance**

Council considered a report from the Director of Community Assets and Localism on updates to Corporate Governance. Members were advised that following the resignation of Councillor Ballinger as Chairman of the Ethics and Standards Committee a new Chairman needed to be appointed. Moreover, that the special urgency item had not been included on the forward plan, hence it needed to be reported to Council that the decision had been taken.

Members were reminded that the land issue referred to an exempt Cabinet item and it was wholly inappropriate to disclose where those land issues were.

### **Decision:**

- 1. Councillor Douglas Godwin be appointed as Chairman of the Ethics and Standards Committee.**
- 2. Councillor Helen Dyke be appointed as the Vice Chairman of the Ethics and Standards Committee.**
- 3. The quarterly report to Council on an item considered under the special urgency rules be noted.**

There being no further business the meeting ended at 20.39

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL MEETING**  
**27th FEBRUARY 2013**  
**QUESTIONS TO COUNCIL**

- 1. Question from Councillor N Knowles to the Cabinet Member for Environmental Services Councillor M Hart**  
Given that many municipal contracts for waste collection and deposit are advertised internationally – for instance, the municipality of Cinquecitta, Italy invited tenders for door to door collection of domestic waste tenders by 5<sup>th</sup> February 2013 (Daily Telegraph) – contract value 5,970,352 Euros plus VAT – what safeguards can be taken to ensure that Wyre Forest District Council keeps its contract “in-house” and we continue to employ our own local workforce to collect domestic waste in Wyre Forest?
- 2. Question from Councillor N Knowles to the Cabinet Member for Place Shaping, Councillor A Hingley**  
Would Council support naming the street between the town hall in Kidderminster and Husum Bridge, Richard Baxter Walk, and that we ask the landowners for permission to name it as such.
- 3. Question from Councillor M Rayner to the Leader of the Council, Councillor J Champion.**  
How do outside contractors get monitored in the delivery of their building project like Wyre Forest House by the District Council?
- 4. Question from Councillor M Rayner to the Leader of the Council, Councillor J Champion.**  
What was the carbon footprint for the Ege carpets to be put into Wyre Forest House?
- 5. Question from Councillor M Rayner to the Leader of the Council, Councillor J Champion.**  
What materials make up the carpet that has been put into Wyre Forest House?
- 6. Question from Councillor M Rayner to the Leader of the Council, Councillor J Champion.**  
Can you tell us what is happening to the heating system in Wyre Forest House?

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL MEETING**

**27<sup>TH</sup> FEBRUARY 2013**

**Community Governance Review**

<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	–
<b>CORPORATE PLAN PRIORITY:</b>	Improving Community Well Being
<b>CABINET MEMBER:</b>	Councillor I Hardiman
<b>DIRECTOR:</b>	Director of Community Assets and Localism
<b>CONTACT OFFICER:</b>	Penny Williams Ext 2728 Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A – Terms of Reference Appendix B – Petition from Kidderminster Charter Trustees Appendix C – Map of Kidderminster

**1. PURPOSE OF REPORT**

- 1.1 To agree the Terms of Reference for a Community Governance Review (CGR) for Kidderminster.

**2. RECOMMENDATION**

**The Council is asked to DECIDE that:**

- 2.1 **The Terms of Reference for the Community Governance Review be agreed as set out in Appendix 1 of the report.**
- 2.2 **The Director of Community Assets and Localism be given delegated authority to make any minor modifications to the Terms of Reference as necessary during the course of the review.**

**3. BACKGROUND**

- 3.1 On 20<sup>th</sup> December 2012 Kidderminster Charter Trustees presented a petition to the District Council requesting that the unparished area of Kidderminster be parished and requesting that name of the new parish be 'Kidderminster Town' and that the new parish should have a town council.
- 3.2 The area to be parished would comprise of the electoral wards of Broadwaters, Greenhill, Offmore and Comberton, Aggborough and Spennells, Oldington and Foley Park, Sutton Park, Habberley and Blakebrook and Franche. A map detailing the electoral wards covered by the petition is attached at Appendix C of the report to Council.

- 3.3 The Council is under a duty to carry out a CGR following receipt of a valid community governance petition and a CGR provides the opportunity for principal councils to review and make changes to community governance in an area.
- 3.4 Before commencing any CGR, the Council is required to prepare and publish terms of reference under which the review is to be undertaken and the area under review.
- 3.5 This report presents proposed terms of reference for the CGR review to be undertaken following receipt of the valid community governance petition for Council's approval. A copy of the petition letter is attached at Appendix B.

**4. KEY ISSUES**

- 4.1 The petition is signed by the requisite number of local government electors for the area, as required by Section 80(3) of the Local Government and Public Involvement in Health Act 2007 and is deemed to be a valid petition. The Council must now undertake a CGR in accordance with Section 83(2) of the Local Government and Public Involvement in Health Act 2007.
- 4.2 The Council must prepare and publish terms of reference under which the review is to be undertaken and the area under review and undertake a CGR in accordance with section 83(2) of the Local Government and Public Involvement in Health Act 2007.
- 4.3 Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act devolves the power to take decisions about such matters as creation of parishes or the alteration of boundaries and their electoral arrangements arising from a CGR from the Secretary of State and the Electoral Commission to Local Government. Final recommendations following the review will be submitted to full Council for approval and for them to make any necessary Reorganisation Order.
- 4.4 A timetable for the review is detailed below; this timetable assumes that the initial submissions support the parishing of Kidderminster and the creation of a town Council.

<b>Action</b>	<b>Timetable</b>	<b>Dates</b>
Report to Council to approve the Terms of Reference.		27 February 2013
Publication of Terms of Reference.		1 <sup>st</sup> March 2013
Introductory Stage – Invite initial submissions.	3 months	1 <sup>st</sup> March 2013 – 31 <sup>st</sup> May 2013
Preparation of draft proposals.	2 months	June – July 2013
Publication of draft proposals. (Following approval by Council)		July 2013
Consultation on draft proposals.	3 months	August – October 2013
Preparation of Reorganisation Order and approval by Council.		November 2013
Publication of Reorganisation Order.		December 2013
Effective date of Order.		January 2014
Parish Council Elections		May 2014

**5. FINANCIAL IMPLICATIONS**

- 5.1 Conducting a CGR will involve a financial cost to the Council including Officer resources to undertake the review. However it is estimated that the total cost of the review will be approximately £20K which will be met from a budget specifically allocated for this activity.
- 5.2 If the result of the CGR is for Kidderminster to be parished, a precept would be levied on Kidderminster residents. This would replace the current precept levied by the Kidderminster Charter Trustees.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The Local Government and Public Involvement in Health Act 2007 sets out the powers associated with Community Governance Reviews and provides the power for the Council to take decisions regarding matters arising from the review, as proposed in the terms of reference. The Council is required by Section 100(4) to have regard to the guidance issued by the Secretary of State relating to Community Governance Reviews.
- 6.2 In addition to the 2007 Act, legislation relating to parishes will have to be considered during the review as set out in the Local Government Act 1972 and the Local Government Act 1992.
- 6.3 Section 94(2) of the 2007 Act states 'If the Parish has 1000 or more local government electors, the review must recommend that the Parish should have a Council.'

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 In carrying out this review, the Council is required to, and will consider the requirement to engage with local communities to address their needs and the impact of community cohesion.

**8. RISK MANAGEMENT**

- 8.1 Risks will be mitigated by ensuring that the CRG accords with the legislation and guidance given the Electoral Commission. This will include ensuring that the review is carried out within the statutory timescales and that the Terms of Reference are appropriate for the petition.

**9. CONCLUSION**

- 9.1 The Council is under a duty to undertake this Community Governance Review.

**10. CONSULTEES**

- 10.1 The electorate of Kidderminster, Elected Members and other interested parties.



**11. BACKGROUND PAPERS**

11.1 The Local Government and Public Involvement in Health Act 2007

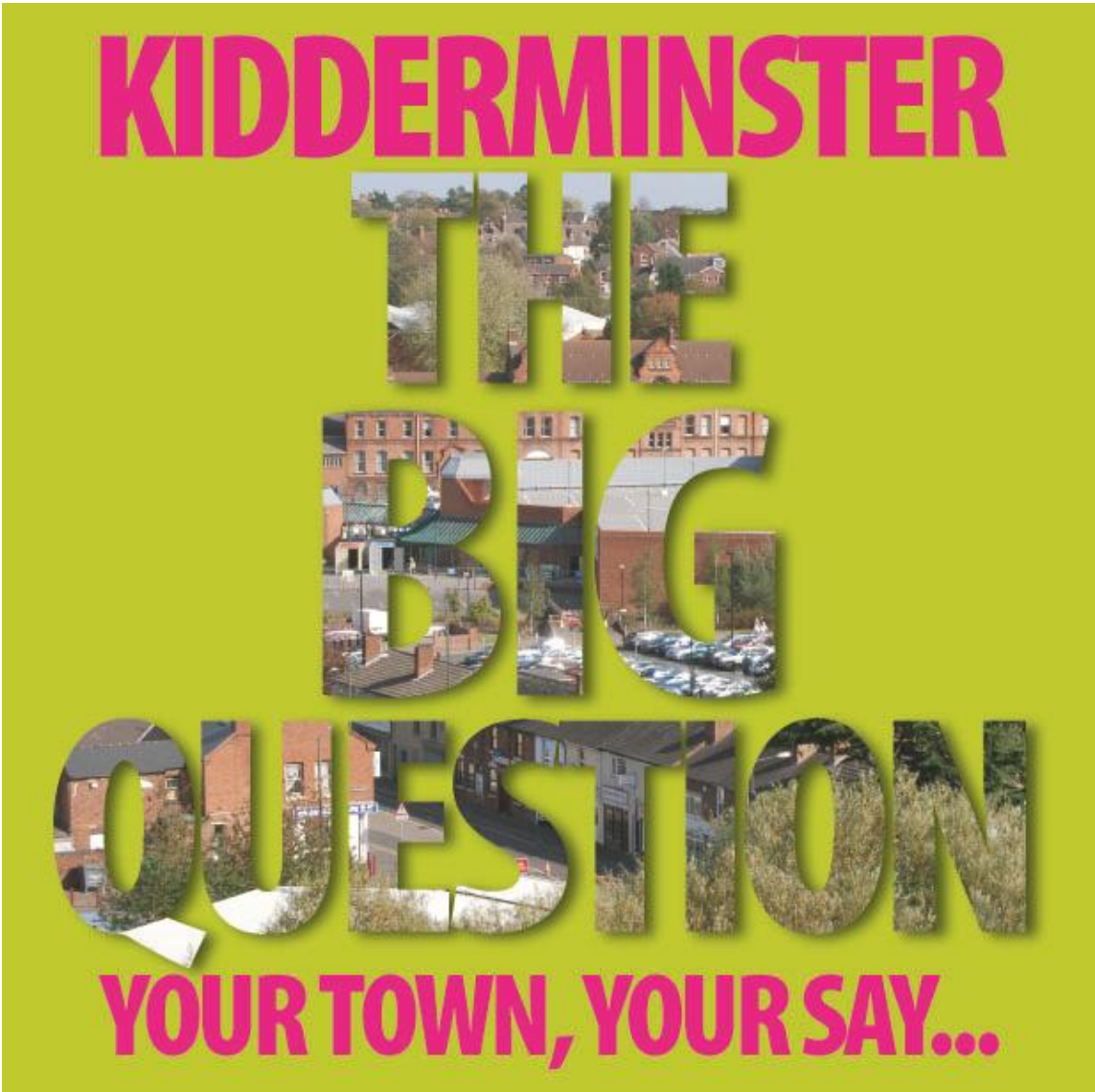
11.2 The Electoral Commission – Guidance on Community Governance Reviews.

11.3 Community Governance Petition.

**COMMUNITY GOVERNANCE REVIEW  
KIDDERMINSTER**

**LOCAL GOVERNMENT AND PUBLIC  
INVOLVEMENT IN HEALTH ACT 2007**

**TERMS OF REFERENCE**



February 2013

## INTRODUCTION

### Why undertake a community governance review?

1. The Local Government and Public Involvement in Health Act 2007 (LGPIH) devolved the power to take decisions relating to the creation or abolition of parishes, the boundaries of parishes and the electoral arrangements of parish councils from the Secretary of State and the Electoral Commission to principal councils. From 2008, district councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to the recommendations made in those reviews. In making that decision, Councillors need to take into account the views of local people and to have regard to guidance issued by the Secretary of State and the Electoral Commission.
2. Following a request from **Kidderminster Charter Trustees**, Wyre Forest District Council has resolved to undertake a Community Governance Review (CGR) pursuant to Part 4, Chapter 3 LGPIH, to find out if a Parish Council for Kidderminster should be established.
3. A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area.
4. A CGR is a review of the whole or part of the district to consider one or more of the following:
  - Creating, merging, altering or abolishing parishes
  - The naming of parishes and the style of new parishes
  - The electoral arrangements for parishes ( the ordinary year of election: council size, the number of councillors to be elected to council, and parish warding) and
  - Grouping parishes under a common parish council or de-grouping parishes.
5. The government has emphasised that ultimately, recommendations made in CGR ought to improve community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.
6. Parish councils are a democratically elected tier of local government with their own Councillors, which provide a range of local services for a locally defined area. In many respects they mirror the structure and decision making processes of the Local Authority but on a smaller scale. Councillors would be elected by local residents.

### Scope of the review

7. The District Council has resolved to undertake a CGR to consider whether governance arrangements within the above stated parish are:

- a) Reflective of the identities and interests of the community in that area:
- b) Effective and convenient to the community in that area

In doing so, the review is required to take into account:

- a) The impact of community governance arrangements on community cohesion,  
and
- b) The size, population and boundaries of the local community or parish

### **Who will undertake the community governance review?**

As the principal authority, the District Council are responsible for undertaking any CGR within its electoral area.

Draft recommendations will be made to Full Council for consideration and creation of a Community Governance Order.

### **CONSULTATION**

Before making any recommendations or publishing final proposals, in line with legislative requirements, the District Council will take full account of the views of local people. The District Council will comply with legislative requirements by:

- Consulting local government electors for the area under review.
- Consulting any other person or body (including a local authority) which appears to the principal council to have an interest in the review.
- Consulting the County Council.
- Taking into account any representations received in connection with the review.

When taking account of written representations, the District Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient

In order to ensure that this review is conducted transparently, as soon as practicable, the District Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

The District Council will also notify each consultee and any other persons or bodies who have made written representations, of the outcome of the review.

## Timetable for the review

A CGR must, by statute, be concluded within a twelve month period from the day on which the review commences. A CGR commences when the Council publishes its Terms of Reference and it concludes when the District Council publishes the recommendations made in the review.

### Timetable – Subject to Decision

This timetable assumes that the initial submissions support the parishing of Kidderminster and the creation of a town council.

Action	Timetable	Dates
Report to Council to approve the Terms of Reference.		27 February 2013
Publication of Terms of Reference.		1 <sup>st</sup> March 2013
Introductory Stage – Invite initial submissions.	3 months	1 <sup>st</sup> March 2013 – 31 <sup>st</sup> May 2013
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Consultation on draft proposals.	3 months	August – October 2013
Preparation of Reorganisation Order and approval by Council.		November 2013
Publication of Reorganisation Order.		December 2013
Effective date of Order.		January 2014
Parish Council Elections		May 2014

## PRINCIPLES GUIDING THE REVIEW

### Relevant legislation

In undertaking a CGR, the District Council will apply the guiding principles as appropriate from the following legislation and guidance:

- The Local Government and Public Involvement in Health Act 2007
- The Local Government Act 1972
- Guidance on Community Governance Reviews (DCLG/EC)
- Local Government (Parishes and Parish Councils)(England) Regulations 2008 (SI2008/625)

### Electorate

In considering the electoral arrangements of the parish stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors.

The District Council has used the Register of Electors 2012 published 16 November 2012 to provide existing local government electorate figures.

### Parish Governance

The District Council believes that parish council (a parish council can also be known as a town council and would usually have a mayor) play an important role in terms of community empowerment at the local level and wants to ensure that parish governance in the district continues to be robust, representative and enabled to meet the challenges that lie before it. Furthermore, it wants to ensure that there is clarity and transparency to the areas that the parish councils represent and that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable, and readily understood by their electorate.

## **QUESTIONS**

**Question One:** *Do you support the setting up of a single parish council for Kidderminster?*

**Question Two:** *Do you support the name of new parish being called Kidderminster?*

Changes to electoral arrangements would come into force at the next ordinary Parish Council elections held in May 2014.

### **Consultation – How to contact us**

If you would like to say how you view potential future arrangements under these Terms of Reference please submit your written comments no later than 31<sup>st</sup> May 2012 to:

**C S Newlands**  
**Director of Community Assets and Localism**  
**Wyre Forest District Council, Wyre Forest House**  
**Finepoint Way, Kidderminster, DY11 7WF**

Alternatively, your submission may be emailed to  
[communitygovernancereview@wyreforestdc.gov.uk](mailto:communitygovernancereview@wyreforestdc.gov.uk)

Should you require any further information or need clarification on the review process please contact:

**Penny Williams**  
**Democratic Services Manager**  
**Telephone: 01562 732728, Email: [penelope.williams@wyreforestdc.gov.uk](mailto:penelope.williams@wyreforestdc.gov.uk)**

### **Publication of Terms of Reference**

These Terms of Reference will be published on the District Council web site: [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk) and will be available for public inspection at the Council Contact Centres at:

The Guildhall, 6 Load Street, Bewdley DY12 2AF

The Hub, Vicar Street, Kidderminster DY10 1DB

The Old Post Office, 38 High Street, Stourport on Severn, DY13 8BA



## TO WYRE FOREST DISTRICT COUNCIL

### A PETITION

FROM

THE ELECTORS OF THE WARDS OF KIDDERMINSTER WHOSE NAMES, ADDRESSES AND  
SIGNATURES ARE APPENDED HERETO

PURSUANT TO THE PROVISIONS OF THE LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT  
IN HEALTH ACT 2007 FOR A COMMUNITY GOVERNANCE REVIEW FOR THE FOLLOWING  
PURPOSES;

THAT:

- 1 A NEW PARISH SHALL BE CONSTITUTED COMPRISING THE UNPARISHED AREA SET  
OUT IN CLAUSE 4 BELOW.
- 2 THE NAME OF THE NEW PARISH SHALL BE:

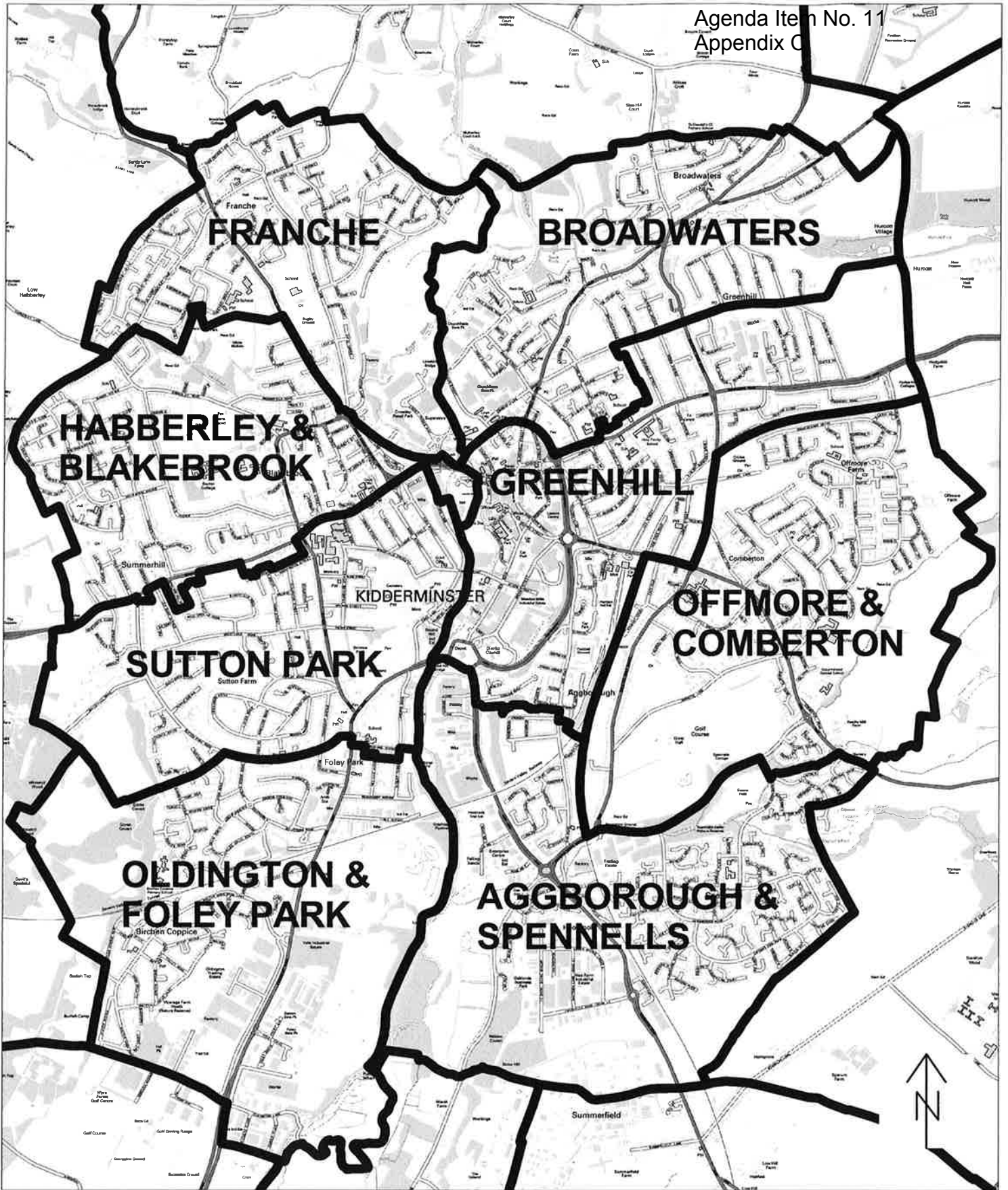
KIDDERMINSTER TOWN

- 3 THE NEW PARISH SHALL HAVE A TOWN COUNCIL
- 4 THE AREA TO BE PARISHED SHALL COMPRISE THE ELECTORAL WARDS OF  
BROADWATERS, GREENHILL, OFFMORE AND COMBERTON, AGGBOROUGH AND  
SPENNELS, OLDINGTON AND FOLEY PARK, SUTTON PARK, HABBERLEY AND  
BLAKEBROOK AND FRANCHE SHOWN ON THE MAP ANNEXED HERETO.

FOR AND ON BEHALF OF THE MAYOR, CHARTER TRUSTEES AND ELECTORS OF  
KIDDERMINSTER

CHARLES ELLIS TALBOT, MA

TOWN CLERK OF KIDDERMINSTER



Wyre Forest House  
Finepoint Way  
Kidderminster  
DY11 7WF





**WYRE FOREST DISTRICT COUNCIL****COUNCIL  
27<sup>th</sup> FEBRUARY 2013****Elections and Election Fees**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	
<b>CORPORATE PLAN PRIORITY:</b>	Delivering together, with Less
<b>CABINET MEMBER:</b>	Councillor N Desmond
<b>DIRECTOR:</b>	The Returning Officer & Chief Executive Ian Miller
<b>CONTACT OFFICER:</b>	Penny Williams Ext 2728 Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 – Elections turnout comparison, 2010 to 2012 Appendix 2 – PCC election costs and turnout comparison ( <i>Circulated electronically</i> ) Appendix 3 – Scale of fees for elections, referendums and polls

**1. PURPOSE OF REPORT**

- 1.1 To note the Returning Officer's report on the elections held in May and November 2012.
- 1.2 To receive a report from the Returning Officer on proposed revised fees to be charged for local elections, referendums and polls.

**2. RECOMMENDATION**

The Council is asked to:

- 2.1 **NOTE** the Returning Officer's report on the elections held in May and November 2012
- 2.2 **APPROVE** the revised scheme of fees and charges for local elections and referendums set out in Appendix 3 with effect from 1 March 2013.

**3. BACKGROUND**

- 3.1 The staffing costs of conducting Parliamentary and European Parliamentary elections are regulated by Returning Officers' Fees and Charges Orders made by Government. The fees for local elections (district and parish council elections etc) are set by Council and were last agreed in 2006, with subsequent revisions to allow for pay national pay awards.

3.2 The Returning Officer is responsible for;

- the nomination process for candidates and political parties
- provision and notification of Polling Stations
- appointment of Presiding Officers and Polling Clerks
- appropriate administration and security of Polling Stations
- preparation of ballot papers
- the count and declaration of results
- issue, receipt and counting of postal ballot papers
- candidates' election expenses returns
- presentation of final accounts

These duties are the personal responsibility of the Returning Officer but in practice many of them – to a greater or lesser extent - are carried out by the Deputy Returning Officer(s) and other electoral staff he appoints.

3.3 The Council currently does not have a schedule of fees for local referendums, such as the referendums that will be held on neighbourhood plans in Chaddesley Corbett and Blakedown.

3.4 The Returning Officer's fees payable in respect of parish council elections and by-elections are significantly out of kilter with those payable for district council elections. Indeed, the fees are significantly lower than the fee paid for a poll clerk or presiding officer. The work, responsibilities and risks faced by the returning officer and his staff are similar in any election.

4. **KEY ISSUES**

**RETURNING OFFICER'S REPORT ON THE ELECTIONS HELD IN MAY AND NOVEMBER 2012**

4.1 In agreeing the changes to polling places following the 2011 review, Council asked for a report back on the turnout in Lickhill and Mitton. Turnout figures for comparable elections for all wards are shown in this table.

Turnout %	2006	2007	2008	2011	2012
<b>Aggborough and Spennells</b>	36	38	35	43	31
<b>Areley Kings</b>	37	41	41	43	33
<b>Bewdley and Arley</b>	42	39	41	47	34
<b>Blakedown and Chaddesley</b>	47	0	0	49	0
<b>Broadwaters</b>	32	38	30	35	27
<b>Cookley</b>	0	48	0	47	0
<b>Franch</b>	41	40	38	43	31
<b>Greenhill</b>	32	31	30	35	25
<b>Habberley and Blakebrook</b>	42	40	40	45	34
<b>Lickhill</b>	36	36	34	39	29
<b>Mitton</b>	35	35	34	38	28
<b>Offmore and Comberton</b>	43	38	37	42	32
<b>Oldington and Foley Park</b>	31	0	28	0	22
<b>Rock</b>	0	0	48	0	34
<b>Sutton Park</b>	34	35	34	36	26

<b>Wolverley</b>	0	52	0	50	0
<b>Wribbenhall</b>	38	0	39	0	31

It can be seen that the turnout in all areas was between 8% and 13% down on 2011. The fall in participation in Lickhill and Mitton was 10%, in line with the average. Thus there is no evidence that turnout was adversely affected as a result of changes to the pattern of polling places.

- 4.2 The pattern in participation is not unique to Wyre Forest. Steps need to be taken to reverse this trend. Apart from seeking to ensure even higher levels of response to the annual canvass, the Electoral Registration Officer will continue to conduct campaigns to drive up the number of people who register for a postal vote.
- 4.3 For the elections in May 2012, 9470 postal votes were issued and 6565 were returned, a participation rate of 69% which is in line with experience in previous elections. The equivalent figure for the Police and Crime Commissioner elections was a disappointing 45%, although this was still a long way ahead of participation rates by voters in polling stations. In May 2012, the turnout among other voters in polling stations ranged from 9% to 28% with an average of about 20%. This represents clear evidence that the convenience of being able to complete a vote at home, on a day and time that suits the voter, results in higher participation rates. There is an opportunity, if sufficient electors register for a postal vote in some of the smaller polling districts where the cost of running a polling station is relatively high to reduce still further the number of polling stations that are provided. No proposals are made at this time, as it is necessary first to achieve a critical mass in the number of people voting by post.
- 4.4 Figures for turnout in May elections from 2010 to 2012 are presented in appendix 1. There is a clear downward trend in participation in local government elections, and the Returning Officer will take steps to reflect this by reducing staffing levels at polling stations where possible (particularly where there are two polling stations in one location). The turnout for the Police and Crime Commissioner elections held in November was a record low, and details of the costs and turnout per ward are attached in Appendix 2. However these figures should be viewed in context as nationally the turnout for the PCC elections was 14.9% as compared to 12.5% in Wyre Forest, and for District elections 32% nationally as compared to 30% locally.
- 4.5 In terms of performance, I am pleased to report that Wyre Forest was the first area in West Mercia to declare results for the Police and Crime Commissioner election, in counting both first and second preference votes. The results from the May 2012 elections were also declared more speedily than in the past. This flows from implementing improved procedures at the count.

**FEES FOR LOCAL ELECTIONS AND REFERENDUMS**

- 4.6 It is proposed that for local referenda and polls consequent upon parish meetings the same fees and charges for presiding officers, counting assistants etc. should apply as are used for local elections. The work is virtually identical and should be remunerated accordingly. The costs of electoral staff are the largest element of the cost of any local electoral process.

- 4.7 In respect of the fees for the returning officer, which represent only a relatively small proportion of the overall costs, the approach would be to treat parish council elections in broadly the same way as district ward elections. This could work well in most parts of the district, including towns that consist of two or more district wards. However it would not be sustainable to argue that the work in organising and running elections in some of our small rural parishes, such as Rushock, is the same as a whole ward. Blakedown and Chaddesley ward consists of 5 parishes.
- 4.8 Thus a simplified, tiered approach is proposed for returning officer fees which is set out in appendix 3. These proposals have no financial implications for the district council as the costs associated with parish elections and local referendums generally fall on parish councils.
- 4.9 The proposals provide for referendums called by the District Council itself to be treated as if they were district council elections i.e. they would not give rise to additional payments to the returning officer and deputy returning officers. As part of the package of changes to terms and conditions proposed for October 2013, changes are proposed to how we pay deputy returning officers for district council elections. This would see their fees consolidated in their base pay, similar to the arrangements agreed by Council in 2010 for the returning officer.
- 4.10 Consultation has been undertaken with the Parish Councils. Responses were received from a number of councils including Chaddesley Corbett, Bewdley and Broome. Some of these sought clarification about the proposals, which has been provided. Otherwise the main points raised were:
- the scale of fees would result in them paying higher costs, and the costs for small parishes of a contested election would be much higher than now;
  - the simplification is welcomed but there are concerns about the higher costs and the justification for some of them;
  - there should be a discussion about staffing levels for counts or a cap on the total amount charged for this element.
- 4.11 Many of these comments are not surprising but the reality is that some of the charges and fees for parish council elections have been set at an artificially low level in the past. An important point to bear in mind is that most parish council elections are uncontested, and the costs will remain low compared to those associated with contested elections. By introducing a more consistent approach, inevitably there are some increases. Further discussion will take place with all parish councils so that they understand the impact of the new scheme and to address the point about staffing levels at counts. As noted above, action is already being taken to reduce staffing levels in polling stations for local government elections where possible.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 Costs for elections are met within existing budgets and where appropriate fees are claimed back from the relevant body.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The payment of electoral fees is governed the Representation of the Peoples Act 1983.
- 6.2 The measures introduced under the Electoral Administration Act 2006 have become embedded with the other procedures required for elections. The most challenging of these additional duties in terms of resources are the requirement to check postal voters' signatures and dates of birth on their returned statements against the information held with their applications, and the much later deadlines to register to vote, to correct clerical errors on the register and to re-issue postal votes.
- 6.3 This will be the fourth year of the Electoral Commission's performance standards for returning officers. The preparation of plans on various aspects of the election processes forms a large part of the requirements of the performance standards. A revised set of performance standards came into effect for 2012. As in 2012, the Electoral Commission has directed that returning officers submit monitoring returns to deadlines throughout the election process.
- 6.4 The coalition government's political reform plan included a commitment to speed up introduction of individual electoral registration (IER). The timetable for implementation is now in place, with all new registrations and all postal votes to be IER compliant in 2014. The new system would be fully in operation following the planned 2015 general election. This significant change will provide new challenges in maintaining registration levels, and is set against a background of increasing concerns about the numbers 'missing' from electoral registers.
- 6.5 Other measures in the Government's political reform plan are fixed-term parliaments of five years, and referendums under the Localism Act 2011 on council tax increases. Plans to change the House of Lords to a mainly or wholly elected upper chamber using proportional representation are not being progressed, and reducing the number of MPs to create more equally-sized constituencies has been delayed to 2018.
- 6.6 Wyre Forest District Council will be commencing a Community Governance Review for Kidderminster and, dependent on the outcome of the review, elections would be required for the new town council. In addition there are expected to be referendums on the neighbourhood plans for Chaddesley Corbett and Blakedown.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 There are no equalities implications arising from this report.

**8. RISK MANAGEMENT**

- 8.1 There are no significant risk management issues identified with this report.

**9. CONCLUSION**

- 9.1 The Council has undertaken consultation with key stakeholders. The review of the election fees provides a single, coherent approach to fees and charges for local elections, and should allow the Council to effectively recover costs for carrying out election duties.

**10. CONSULTEES**

On the proposals set out in the consultation paper, January 2013

- 10.1 All Parish Councils in Wyre Forest.
- 10.2 Group Leaders

On this report

- 10.3 Corporate Management Team

**11. BACKGROUND PAPERS**

- 11.1 Current fees for parish council and district council elections.
- 11.2 Consultation paper on proposals for revised fees for parish and district council elections and local referendums, January 2013
- 11.3 Response to the consultation paper

Copies of these papers are available on request from the Democratic Services team.

## Appendix 1 – turnout in May elections, 2010 to 2012

<b>Thursday 6th May 2010 District Councillor Election (held on same day as General election)</b>			
<b>Ward</b>	<b>Electorate over 18</b>	<b>Voted</b>	<b>Turnout %</b>
Aggborough & Spennells	5248	3569	68.01%
Areley Kings	4624	3057	66.11%
Bewdley & Arley	5407	3943	72.92%
Blakedown & Chaddesley	3296	2520	76.46%
Broadwaters	6020	3550	58.97%
Franche	5484	3772	68.78%
Greenhill	6147	3798	61.79%
Habberley & Blakebrook	5209	3479	66.79%
Lickhill	5504	3641	66.15%
Mitton	5882	3963	67.38%
Offmore & Comberton	5401	3687	68.27%
Oldington & Foley Park	3715	1763	47.46%
Sutton Park	5664	3372	59.53%
Wribbenhall	3990	2842	71.23%
<b>TOTAL</b>	<b>71591</b>	<b>46956</b>	<b>65.59%</b>

<b>Thursday 5th May 2011 District Councillor Election</b>			
<b>Ward</b>	<b>Electorate over 18</b>	<b>Voted</b>	<b>Turnout %</b>
Aggborough & Spennells	5222	2232	42.74%
Areley Kings	4714	1992	42.26%
Bewdley & Arley	5425	2528	46.60%
Blakedown & Chaddesley	3286	1608	48.93%
Broadwaters	5996	2114	35.26%
Cookley	2035	964	47.37%
Franche	5514	2352	42.66%
Greenhill	6120	2144	35.03%
Habberley & Blakebrook	5239	2374	45.31%
Lickhill	5443	2122	38.99%
Mitton	5878	2254	38.35%
Offmore & Comberton	5430	2257	41.57%
Sutton Park	5671	2055	36.24%
Wolverley	1739	876	50.37%
<b>TOTAL</b>	<b>67712</b>	<b>27872</b>	<b>41.16%</b>

<b>Thursday 3rd May 2012 District Councillor Election</b>			
<b>Ward</b>	<b>Electorate over 18</b>	<b>Voted</b>	<b>Turnout %</b>
Aggborough & Spennells	5272	1655	31.39%
Areley Kings	4731	1593	33.67%
Bewdley & Arley	5399	1883	34.88%
Broadwaters	5978	1642	27.47%
Franche	5531	1729	31.26%
Greenhill	6229	1587	25.48%
Habberley & Blakebrook	5215	1806	34.63%
Lickhill	5492	1596	29.06%
Mitton	5954	1672	28.08%
Offmore & Comberton	5432	1762	32.44%
Oldington & Foley Park	3819	864	22.62%
Rock	2024	692	34.19%
Sutton Park	5720	1528	26.71%
Wribbenhall	4046	1290	31.88%
<b>TOTAL</b>	<b>70842</b>	<b>21299</b>	<b>30.07%</b>



Polling Place	District(s)	Elector Count	Number of votes at polling station	Express as %	Polling Station costs	Delivery of Equipment	Staff costs	Poll Card Costs inc Print and Delivery	Cost per elector	Cost per vote @ polling station
Kidderminster Harriers Social Club, Stadium Close, Hoo Road	AG-A, GRE	2336	137	6%	£100.00	£105.17	£829.05	£493.74	£0.65	£11.15
Spennells Youth Centre, Warbler Place, Off Heronswood Road	AG-B	3716	246	7%	£191.93	£105.17	£981.00	£848.02	£0.57	£8.64
Areley Kings Village Hall, Areley Kings	AK-A, AK-C	2710	215	8%	£195.00	£105.17	£553.55	£422.76	£0.47	£5.94
Walshes Community Centre, Linden Avenue	AK-B	2026	108	5%	£50.10	£105.17	£553.55	£316.06	£0.51	£9.49
Riverside Elim Church, Dog Lane	BE-A, BE-C	2564	219	9%	£200.00	£105.17	£553.55	£399.98	£0.49	£5.75
St Annes CE Primary School, Wyre Hill, Bewdley	BE-B	2165	157	7%	£100.00	£105.17	£553.55	£337.74	£0.51	£6.98
Shatterford Village Hall, Arley Lane, Shatterford	BE-D, BE-F	389	27	7%	£50.00	£105.17	£401.60	£60.68	£1.59	£22.87
Pound Green & Button Oak, Community Hall, Pound Green	BE-E	207	13	6%	£130.00	£105.17	£401.60	£32.29	£3.23	£51.47
Blakedown Parish Room, Belbroughton Road, Blakedown	BL-A, BL-B, BL-C	1519	139	9%	£250.00	£105.17	£553.55	£236.96	£0.75	£8.24
Chaddesley Corbett Village Hall, Bromsgrove Road	BL-D, BL-E, BL-F, BL-G, BL-H	1748	132	8%	£500.00	£105.17	£553.55	£272.69	£0.82	£10.84
Salvation Army, Jerusalem Walk	BR-A	1324	43	3%	£160.00	£105.17	£401.60	£206.54	£0.66	£20.31
St Oswalds School (Surestart Centre), Sion Avenue	BR-B	1548	54	3%	£106.00	£105.17	£401.60	£241.49	£0.55	£15.82
St. Oswald's Church Centre, Broadwaters Drive, Kidderminster	BR-C	1806	119	7%	£215.00	£105.17	£553.55	£281.74	£0.64	£9.71
St Georges Social Club, Radford Avenue	BR-D	1305	105	8%	£240.00	£105.17	£401.60	£203.58	£0.73	£9.05
Cookley Village Hall, Lea Lane	CO-A	2016	161	8%	£200.00	£105.17	£553.55	£314.50	£0.58	£7.29
Franche Community Church, Chestnut Grove	FR-A	1803	102	6%	£250.00	£105.17	£553.55	£281.27	£0.66	£11.67
St Barnabas Community Hall, Wolverley Road, Kidderminster	FR-B	1316	68	5%	£150.00	£105.17	£401.60	£205.30	£0.66	£12.68
Kidderminster Carolians Rugby Football Club, 275 Marlpool Lane	FR-C	2451	128	5%	£150.00	£105.17	£553.55	£382.36	£0.49	£9.31
St John Ambulance, 197 Birmingham Road	GR-A1, GR-A2	2425	138	6%	£240.00	£105.17	£553.55	£378.30	£0.53	£9.25
Fred Bennett Community Centre, George Street	GR-C1, GR-C2, GR-B	1768	109	6%	£880.00	£105.17	£553.55	£275.81	£1.03	£16.65
Milton Hall Baptist Church, Lorne Street, Kidderminster	GR-D1, GR-D2	1155	70	6%	£250.00	£105.17	£401.60	£180.18	£0.81	£13.39
Kidderminster County Buildings, Bewdley Road, Kidderminster	HA-A1, HA-A2, HA-C	3437	251	7%	£120.00	£105.17	£829.05	£841.78	£0.55	£7.55
Haberley Church Hall, Canterbury Road, Haberley	HA-B1, HA-B2	1759	87	5%	£182.00	£105.17	£553.55	£274.40	£0.63	£12.82
Scout Headquarters, Lickhill Road North, Opp Garland Road	LI-A	1787	127	7%	£215.00	£105.17	£401.60	£278.77	£0.56	£7.88
Stourport Community Centre, Lickhill Pre-School Nursery, Lickhill Road	LI-B	717	50	7%	£151.60	£105.17	£401.60	£111.85	£1.07	£15.40
Stourport Youth Centre, Windermere Way, Stourport-on-Severn	LI-D, LI-C	2941	168	6%	£212.78	£105.17	£829.05	£632.74	£0.61	£10.59
Old Rose and Crown, Worcester Road, Stourport-on-Severn	MI-B	1729	99	6%	£1,000.00	£105.17	£401.60	£269.72	£1.03	£17.94
Wilden Village Hall, Wilden Lane, Stourport-on-Severn	MI-C	610	43	7%	£250.00	£105.17	£401.60	£95.16	£1.40	£19.81
Half Crownwood Childrens Centre, Stourport Primary School, Park Avenue	MI-D, MI-A	3644	215	6%	£160.00	£105.17	£829.05	£730.24	£0.50	£8.49
St Chads Church Hall, Comberton, Kidderminster	OF-A, OF-C	3223	267	8%	£170.00	£105.17	£829.05	£726.96	£0.57	£6.86
Offmore Community Centre, Grays Close	OF-B	2195	132	6%	£85.13	£105.17	£553.55	£342.42	£0.49	£8.23
The Y Centre, (Rifle Range Com Centre), Dowles Road	OL-A1	1296	37	3%	£375.00	£105.17	£401.60	£202.18	£0.84	£29.30
Holy Innocents Community Hall, Sutton Park Road	OL-A2, SP-C1, SP-C2	2836	157	6%	£372.00	£105.17	£829.05	£748.64	£0.72	£13.09
St. Peter's Church Hall, Birchen Coppice, Kidderminster	OL-B	1614	42	3%	£200.00	£105.17	£401.60	£251.78	£0.59	£22.82
Far Forest Village Hall, Cleobury Road, Far Forest	RO-B	1113	81	7%	£176.00	£105.17	£401.60	£173.63	£0.77	£10.57
Rock Village Hall, Porchbrook Road, Rock	RO-C, RO-A	912	88	10%	£190.00	£105.17	£401.60	£142.27	£0.92	£9.53
Evangelical Church, Greatfield Road	SP-A1, SP-A2, SP-B1, SP-B2	3708	154	4%	£250.00	£105.17	£829.05	£937.09	£0.57	£13.77
Wolverley Memorial Hall, Wolverley	WO-A	1784	142	8%	£121.00	£105.17	£553.55	£278.30	£0.59	£7.45
Wribbenhall Parish Rooms, Kidderminster Road, Bewdley	WR-B, WR-A, WR-C, WR-D	4109	251	6%	£100.00	£105.17	£1,107.10	£905.42	£0.54	£8.84
<b>POSTAL VOTES</b>		<b>10897</b>	<b>4851</b>	<b>45%</b>	<b>£0.00</b>	<b>£3,300.00</b>	<b>£1,905.42</b>	<b>£1,699.93</b>	<b>£0.63</b>	<b>£1.42</b>
<b>TOTAL</b>		<b>77711</b>	<b>9732</b>	<b>12.52%</b>	<b>£8,938.54</b>	<b>£7,401.63</b>	<b>£24,124.12</b>	<b>£12,122.92</b>	<b>£0.68</b>	<b>£5.40</b>

Cost per Elector going to Polling Station (PV not included)	Average Cost	£0.77	£13.01
	Median Cost	£0.63	£10.57

**WYRE FOREST DISTRICT COUNCIL  
FEES FOR LOCAL ELECTIONS, REFERENDUMS AND POLLS  
March 2013**

These fees apply for:

- Elections to the district council
- Elections to parish and town councils
- Local referendums
- Polls consequent on a parish meeting

The fees are for the financial year 2012-13 and will be updated each year in line with the NJC pay award (if any).

Item	2009 fees	2012-13 fees
<b>Contested elections</b>		
<b>Costs are split equally where a combined poll takes place</b>		
A1 Presiding Officer (The fee includes travelling expenses)	Combined election: £220.67 Stand-alone election: £186.10	Combined election: £234 Stand-alone election: £200
A2 Poll Clerk (The fee includes travelling expenses)	Combined election: £135.59 Stand-alone election: £111.95	Combined election: £143 Stand-alone election: £120
A3 Polling Station Inspector	£79.75 plus mileage	Combined election: £234 plus mileage Stand-alone election: £200 plus mileage
A4 Count Supervisor - Thursday night (a person supervising at the count who is not a DRO and inclusive of travelling expenses)  Security Officer Parcels Supervisor	£69.12 for the first three hours and thereafter £12.77 per hours after the first three hours or part thereof.  As above	£69.12 for the first three hours and thereafter £12.77 per hours after the first three hours or part thereof.  As above
A5 Count Supervisor - Friday (a person supervising at the count who is not a DRO and inclusive of travelling expenses)  A6 Security Officer A7 Parcels Supervisor	Same as fees for Thursday night	£60 for the first three hours and £10 per hour after the first three hours or part thereof.  As above
A8 Count assistant Thursday night  Parcels Assistant	£53.18 for the first 3 hours, thereafter £10.64 per hour or part thereof  As above	£53.18 for the first 3 hours, thereafter £10.64 per hour or part thereof  As above
A9 Count assistant Friday	Same as fees for Thursday night	£40 for the first 3 hours, thereafter £9 per hour or part thereof

**Agenda Item No. 12**

A10 Parcels Assistant		As above
A11 Training items	£31.90 for PO's £21.27 for CS's	£40 for all
Clerical items A12 Staff employed to issue postal votes	Parish - £18.29 per person for the first two hours and then £8.86 per hour or part thereof  District - £53.18 per person for the first two hours and then £8.86 per hour or part thereof	£1.20 per postal voter
Clerical items A13 Staff employed to receive postal votes	Parish - £18.29 per person for the first two hours and then £8.86 per hour or part thereof  District - £53.18 per person for the first two hours and then £8.86 per hour or part thereof	£1.20 per postal voter
Clerical items A14 Staff employed to deliver poll cards	13.29 pence per card	13.29 pence per card
A15 Allowance for the payment of all other clerical duties	£15.43 per parish or parish ward  £135.75 per district ward	£15.43 per parish or parish ward  £135.75 per district ward
(For information only – this fee is not paid in practice as the returning officer's responsibilities for district council elections have been incorporated in the chief executive's base pay with effect from 1 April 2010. It is included here for comparison, to show how the other proposals have been formulated.)  Fee to the returning officer for all services in connection with the election, per ward	£338.07 plus £14.96 for each 50 postal voters in addition to the first 100	£350
Fee to the returning officer for all services in connection with a contested parish council election; referendum called by a parish council or poll consequent		

<p>upon a parish meeting</p> <p>2009 scheme</p> <p>Parish polls</p> <p>2013 scheme</p> <ul style="list-style-type: none"> <li>- Where the election, referendum or poll relates to the whole parish/town and the parish/town consists of two or more whole district wards</li> <li>- Where the election, referendum or poll relates to a single town council ward</li> <li>- Where the registered number of electors in the parish exceeds 4,000</li> <li>- Where the registered number of electors in the parish is between 2,000 and 4,000</li> <li>- Where the registered number of electors in the parish is between 1,000 and 2,000</li> <li>- Where the registered number of electors in the parish is less than 1,000</li> </ul> <p>Fees to be reduced by half where the parish election, referendum called by a parish council or poll consequent upon a parish meeting is held on the same day as a district council or other election covering the parish's area.</p>	<p>£29.19 per parish £5.70 per ward £5.70 per station</p> <p>£31.39 per poll £15.43 per station</p>	<p>£350 multiplied by the number of district wards</p> <p>The relevant fee from the column below, calculated by reference to the electorate of the ward</p> <p>£600</p> <p>£400</p> <p>£300</p> <p>£200</p>
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<p>Referendum (other than a referendum called by a parish council or poll consequent upon a parish meeting)</p> <p>This fee does not apply to a referendum on a neighbourhood development plan when it is combined with another election in the area covered by the plan; or to any referendum called by Wyre Forest District Council.</p>	<p>No provision in 2009 scheme</p>	<p>£350</p> <p>Where the referendum relates to two or more district wards, £350 multiplied by the number of district wards</p>
<p><b>Uncontested elections</b></p>		
<p>B1 Uncontested elections 2009 scheme</p> <p>2013 scheme</p>	<p>District: £125.31 per ward Parish: £14.95 per parish £3.00 per ward</p>	<p>One sixth of the relevant fee for a stand-alone contested election</p>
<p><b>Other matters</b></p>		
<p>C1 Mileage where payable</p>	<p>40p/mile</p>	<p>40p/mile</p>
<p>C2 All other expenditure</p>	<p>Actual and necessary cost.</p>	<p>Actual and necessary cost.</p>

**WYRE FOREST DISTRICT COUNCIL****COUNCIL**  
**27<sup>TH</sup> FEBRUARY 2013****Report of the Independent Remuneration Panel for 2013-14**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	-
<b>CORPORATE PLAN AIM:</b>	A Well Run and Responsive Council
<b>CABINET MEMBER:</b>	Leader of the Council
<b>DIRECTOR:</b>	Chief Executive Director of Community Assets and Localism
<b>CONTACT OFFICER:</b>	Penelope Williams Ext 2728 Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A Current scheme of allowances Appendix B Recommendations of the Independent Remuneration Panel 2013/2014

**1. PURPOSE OF REPORT**

- 1.1 To receive the report of the Independent Remuneration Panel (IRP) and to decide the scheme of allowances to be paid to Members for the financial year 2013/2014.

**2. RECOMMENDATION**

**The Council is asked to:**

- 2.1. **HAVE REGARD TO** the conclusions and recommendations of the IRP in making any amendments to the Members' Allowances Scheme for 2013/14;
- 2.2 **DECIDE** to maintain the scheme of allowances set out in appendix A for the financial year 2013-14, with the addition of an allowance for the chairman of the Ethics and Standards Committee;
- 2.3 **AUTHORISE** the Director of Community Assets and Localism to amend the Constitution as appropriate to give effect to the Council's decisions.

**3. BACKGROUND**

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 No 1021 require local authorities to establish an Independent Remuneration Panel to review and provide advice on Members' allowances.
- 3.2 On 24<sup>th</sup> February 2010 the Council agreed to join a multi-authority IRP comprising Malvern Hills, Worcester City, Wychavon, Bromsgrove, Wyre Forest and Malvern Hills Councils.
- 3.3 The IRP undertook its work during 2012, which included a meeting with leaders of local authorities, and its final report for Wyre Forest was received in February 2013.

- 3.4 The IRP is required to produce a report in relation to the authority or authorities in respect of which it was establishing making the following recommendations:
- (i) special responsibility allowances
  - (ii) travelling and subsistence allowance
  - (iii) co-optee's allowance
  - (iv) basic allowance
  - (v) dependant carer's allowances
  - (vi) travelling and subsistence allowance
- 3.5 Regulation 10(1) of the 2003 Regulations requires that, before the beginning of each financial year, an authority shall determine the scheme for the payment of allowances for that year.
- 3.6 Regulations 10(3) and (6) allow a Council to amend its scheme at any time during a year and a Council may backdate any changes to the start of the financial year concerned.

#### **4. KEY ISSUES**

- 4.1 Regulation 19 of the 2003 Regulations provides that, in making or amending the scheme of allowances, the authority is required to "have regard to the recommendations made in relation to it by an Independent Remuneration Panel".
- 4.2 The options facing the Council are broadly:
- to accept the IRP's recommendations. This would save £48k a year in basic and special responsibility allowances but there would be an increase in mileage allowances;
  - to accept the IRP's recommendations in part. The level of saving or cost would depend on which recommendations were accepted;
  - not to accept the IRP's recommendations. This would not produce any savings.
- 4.3 The Panel's recommendations for 2013-14 are similar to its recommendations for 2012-13, in particular that the basic allowance should be set at £4,200. This would represent a reduction of over 14% and again the Panel does not propose that there should be any transitional phasing. Because special responsibility allowances are multipliers of the basic allowance, the Panel's proposals mean that in most cases the SRAs would also fall by a significant amount (the Panel's recommendations also involve deletion of some SRAs, such as vice chairs of committees). As in 2011 and 2012, the Panel's recommendation is not perceived as being reasonable in this respect. Inflation currently runs at 2.7% (CPI, January 2013), making the real terms effect of the Panel's proposal even greater.
- 4.4 The Panel has carried out comparison with neighbouring authorities and has used data from the Office of National Statistics, and benchmarked the allowances against comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) Nearest Neighbour Councils for each authority, allowances for comparable

roles paid by other District and Borough council in two tier areas in the West Midlands, and a survey of allowances in the South East of England undertaken by the South East Employers for 40 Councils.

- 4.5 The recommendation in this report is therefore that the Council should maintain the scheme of allowances in appendix A for 2013-14. This would mean a basic allowance of £4,900 which, in real terms, represents a reduction of approximately 16% since the allowance was set at £4,992 in April 2008.
- 4.6 The Panel also recommends an increase in the allowance paid to the Leader of the Council following interviews with Council Leaders to obtain a greater understanding of their role. The Panel also recognised the role of the Deputy Leader. However the multiplier that they propose, whilst only slightly lower than the current multiplier (1.75 as compared to the current rate of 1.875) would result in a significant reduction in allowance if the Panel's proposal for the basic allowance was taken into account.
- 4.7 In terms of special responsibility allowances, the Panel has again recommended reducing the multipliers used for Cabinet members and chairs of committees (although there would be a modest increase in the multiplier for the chair of the Overview and Scrutiny Committee).
- 4.8 The Panel again recommends deleting allowances for vice chairs of committees because it has "no evidence of substantial additional responsibility for these roles". With respect, it is felt that the IRP has not given sufficient consideration to the preparation that vice chairs have to undertake in advance of meetings, including attendance at briefing and agenda setting meetings with officers – they do not know when they might be called upon to chair a meeting. In the case of the vice chair of the overview and scrutiny committee, this can include chairing a proportion of any review panels established by the scrutiny committee, such as the budget review panel. The recommendation of this report is therefore to maintain allowances in line with the current scheme.
- 4.9 The Panel also recommends:
- Changes to the special responsibility allowances paid to Group Leaders. This would reduce them across the board but the Panel also recommends that the Leader of the Council should receive the allowance as well. This report does not recommend any change to the approach in Wyre Forest, which is that a councillor can receive only one special responsibility allowance. ;
  - Introducing special responsibility allowances for councillors who chair scrutiny review panels. The Panel has not recommended any criteria and therefore it would seem that chairing a review panel that had only one meeting could qualify for an allowance of £1,050. This would seem excessive. Even if criteria were created (for example that a review panel should meet a certain number of times for the chairman to receive an allowance), they would risk creating perverse incentives to hold additional meetings. Moreover some of the review panels are chaired by councillors who receive SRAs and therefore the proposal in these cases would seem unnecessary. The conclusion of this report is that SRAs should not be introduced for councillors who chair scrutiny review panels.



- Increasing the mileage allowance from 40p/mile to 45p/mile (+12.5%). While not all members choose to claim mileage allowance, this report recommends no change as the proposed increase is very significant and would result in a scheme for councillors that was out of kilter with the allowances paid to staff. This report therefore recommends no change to mileage allowance;
- The dependent carer's allowance remains unchanged. This report recommends accordingly.

4.10 The Panel has addressed the changes to the Ethics and Standards Committee as required by the Localism Act 2011. The Panel recommends that a special responsibility allowance be paid for the chairman. This report allows for the introduction of such an allowance with effect from 1 April 2013. The Panel recommends a multiplier of 0.25 but, if the Council decides to retain allowances for Vice-chairmen of Committees, the Panel's approach would "value" the role of the Chairman of the Ethics and Standards Committee at the same level. This report suggests that the allowance should be pitched at a slightly higher multiple of 0.375, and is reflected in Appendix A.

## **5. FINANCIAL IMPLICATIONS**

5.1 The Council's budget contains funding for the present scheme of allowances. The additional cost of an SRA for the Chairman of the Ethics and Standards Committee of £1.8k can be accommodated.

## **6. LEGAL AND POLICY IMPLICATIONS**

6.1 The relevant provisions of the 2003 Regulations have been mentioned above.

## **7. EQUALITY IMPACT NEEDS ASSESSMENT**

7.1 This report has been screened for its equality impact on the areas of race, disability, gender, gender identity, religion and belief, sexual orientation and age. It was not considered to have a disproportionate impact on any target area and therefore no full equality impact assessment is required.

## **8. RISK MANAGEMENT**

8.1 Regulation 19 requires the Council to have regard to the recommendations of the Independent Review Panel. Whilst the Council does not have to follow the recommendations, as with any decision of Council, it is subject to the risk of challenge by the way of judicial review and therefore reasons for decisions must be made clear.

## **9. CONSULTEES**

9.1 The Leader of the Council.

## **10. BACKGROUND PAPERS**

10.1 The Local Authorities (Members' Allowances) (England) Regulations 2003.

## Members' Allowances Scheme (with effect from 23rd May 2012)

	£ per annum
<b>Basic Allowance</b> <b>All Councillors</b>	4,900

**Special Responsibility Allowance**

<b>Band 1</b> Leader	12,250
<b>Band 2</b> Deputy Leader	9,188
<b>Band 3</b> Cabinet Members	7,963
<b>Band 4</b> Leader of Main Opposition Group Chair of Overview and Scrutiny Committee	6,125 6,125
<b>Band 5</b> Chair of Planning Committee Chair of Licensing & Environmental Committee	5,513 5,513
<b>Band 6</b> Leaders of other Opposition groups (subject to a minimum 5 members) Chair of Audit Committee	2,450
<b>Band 7</b> Chair of Ethics and Standards Committee (with effect from 1 April 2013)	0
<b>Band 8</b> Vice Chair Overview and Scrutiny Committee Vice Chair Planning Committee Vice Chair Licensing & Environmental Committee	1,225 1,225 1,225
<b>Band 9</b> Vice Chair Audit Committee	613

**Independent Remuneration Panel for Worcestershire  
District Councils**

**Annual Report and Recommendations for 2013-14**

**Wyre Forest District Council**

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**January 2013**

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## Recommendations

**The Independent Remuneration Panel recommends to Wyre Forest District Council the following:**

- (i) The Basic Allowance for 2013-14 is £4,200**
- (ii) The Special Responsibility Allowance for the Leader of the Council is increased to a multiplier of 3 times the Basic Allowance, as set out at Appendix 1.**
- (iii) The Special Responsibility Allowance for the Deputy Leader of the Council is set to a multiplier of 1.75 times the Basic Allowance, as set out in Appendix 1.**
- (iv) The Chairmen of Overview and Scrutiny Review Panels receive a Special Responsibility Allowance of a multiplier of 0.25 the Basic Allowance.**
- (v) The Special Responsibility Allowance for the Chairman of the Planning Committee is a multiplier of 1 times the Basic Allowance.**
- (vi) That the Special Responsibility Allowance for the Chairman of Licensing Committee is a multiplier of 0.75 times the Basic Allowance.**
- (vii) The Special Responsibility Allowance for the Chairman of the newly- constituted Standards Committee is a multiplier of 0.25 times the Basic Allowance.**
- (viii) There should be no payment for Vice-Chairmen on the basis that the Panel have no evidence of substantial additional responsibility for these roles.**
- (ix) That all other Special Responsibility Allowances remain unchanged as set out in Appendix 1.**
- (x) The travel allowances for 2013/14 should be paid in accordance with the HMRC mileage allowance.**
- (xi) That subsistence allowances for 2013/14 remain unchanged.**
- (xii) That the Dependent Carer's Allowance remains unchanged.**
- (xiii) That for a Parish Council in Wyre Forest, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by the District Council and in accordance with the relevant Regulations.**

## **Background Evidence and Research Undertaken**

The Panel has conducted its work in accordance with the legislation governing the role of the Panel and statutory guidance produced in 2006. There is a rich and varied choice of market indicators on pay which can be used for comparison purposes. These include:

- National survey data on a national, regional or local level;
- Focussed surveys on a particular public sector;
- Regular or specific surveys
- Use of specific indices to indicate movement in rewards or cost of living.

Initially the Panel tended to focus on the Office for National Statistics Annual Survey of Hours and Earnings (ASHE) survey data on average hourly earnings, together with public sector comparisons including the Local Government Annual Survey and the South East Employers surveys.

As background for the decisions taken by the Panel this year we have:

- Analysed and considered the ASHE statistics for 2012<sup>1</sup>;
- Benchmarked the Worcestershire Districts' Basic Allowance against the following indicators:
  - Allowances for comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" Councils for each authority<sup>2</sup>;
  - Allowances for comparable roles paid by other District and Borough Councils in two-tier areas in the West Midlands;
  - Survey of allowances in the South East of England undertaken by the South East Employers for 40 Councils;

This research shows that the mean average for the Basic Allowance is between £4123 (ASHE survey) and £4532 (South East Employers). So the figure being recommended by the Panel of £4,200 does appear reasonable when compared to other Local Authorities.

The Panel also considered the level of multipliers indicated by other comparator surveys, in particular the 2012 South East Employer survey and the last Local Government Association survey, where considered valid.

Arising from our research we have included information overleaf showing the percentage of the members allowances budget for the areas we cover (Basic, Special Responsibility, Travel and Subsistence and Dependant Carers' allowances) as a percentage of the net revenue budget for each Council. We also show the average payment per member of each authority of the Basic and Special Responsibility Allowances, to give context to our recommendations.

**Table showing average allowance per member of each authority (Basic and Special Responsibility allowances, 2011 – 12 figures)**

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<sup>1</sup> <http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-280149>

<sup>2</sup> <http://www.cipfastats.net/resources/nearestneighbours/profile.asp?view=select&dataset=england>

<b>Authority</b>	<b>Amount £</b>
Bromsgrove District	5,134
Malvern Hills District	5,643
Redditch Borough	4,645
Worcester City	5,669
Wychavon District	5,609
Wyre Forest District	7,411

**Total spend on Members Allowances as a Percentage of Net Revenue Expenditure 2011-12 figures – Special Responsibility Allowances shown**

<b>Authority</b>	<b>Total spend members allowances 2011-12 £: Basic SRAs Travel and subsistence Dependant carers etc</b>	<b>Total spend on Special Responsibility Allowances £:</b>	<b>Spend on allowances as a percentage of net Revenue Expenditure £:</b>
Bromsgrove District	209,196	57,669	2.02%
Malvern Hills	240,391	54,845	2.7%
Redditch Borough	145,397	41,800	1.25%
Worcester City	196,610	60,170	1.91%
Wychavon District	271,184	63,886	2.37%
Wyre Forest District	299,079	82,696	2.09%

This year we have offered to discuss current issues with the Leaders of each of the authorities to whom we make recommendations. We have found this very helpful in increasing our understanding of Councillors' roles and the expectations placed on leading Councillors and would like to place on record our thanks to them for taking the time to meet us.

At this point we would like to stress that our recommendations are based on thorough research and benchmarking. We understand that if the Council adopts them, some of our recommendations would lead to a decrease in the allowances being paid to Councillors. In the current challenging financial climate this is a decision for the Council. We have presented the Council with what we consider to be an appropriate set of allowances to reflect the roles carried out by the Councillors. Ultimately it is for the Council to decide how or whether to adopt them.

## **Basic Allowance 2013/14**

### **Calculation of Basic Allowance**

The Basic Allowance is based on:

- The roles and responsibilities of Members; and
- Their time commitments – including the total average number of hours worked per week on Council business.

In reviewing the Basic Allowance the Panel has noted that participation in Overview and Scrutiny activities is generally regarded as part of the role for all non-Executive Councillors, except where they chair Task and Finish Groups, for a role for which a Special Responsibility Allowance is recommended.

### **Special Responsibility Allowances (SRA) 2013/14**

#### **General Calculation of SRAs**

The basis for the calculation of SRAs is a multiplier of the Basic Allowance as advocated in the published Guidance.

The Panel has reviewed the responsibilities of each post, the multipliers and allowances paid by similar authorities. The Panel has benchmarked the allowances against those paid by authorities listed as “nearest neighbours” by CIPFA and by other District and Borough Councils across the West Midlands.

Appendix 1 to this report sets out the allowances recommended for 2013/14.

#### **Leader of the Council**

Last year we undertook to review the role of the Leader of the Council. This was as a result of the Panel’s understanding that there appeared to be an increasing expectation of the role. However, as a Panel we wished to evaluate the implementation of aspects of the Localism Act 2011 and the Police and Crime Panel before we took a view on this.

The research we have undertaken includes benchmarking the allowances paid against the CIPFA Nearest Neighbours and other Borough/District Councils in two-tier areas in the West Midlands. We also discussed their role with a number of Council Leaders to hear what the time commitments and specific additional responsibility is involved with the Leader role.

Resulting from our research we are recommending that the Special Responsibility Allowance for the Leader of the Council is increased from 2.5 to 3 times the Basic Allowance. During our research we were clear that for the Councils we make recommendations to, the Leader of the Council chairs the Executive/Cabinet meetings and we consider this is an intrinsic part of the role as we have evaluated it.

In our discussions with the Leaders, they indicated the increasing expectations on their role. We were impressed by their commitment and the time they put into public service. Most (but not all) of them are now on the Police and Crime Panel which holds the new Police and Crime Commissioner to account and has some important powers in terms of ensuring value for money for residents.



They are all actively involved in working with the Local Enterprise Partnerships and there is an expectation that they will play a leading part in this work to support economic growth.

### **Deputy Leader**

Having considered the SRA for the role of the Leader we also reviewed the level of Special Responsibility for the Deputy Leader. We are recommending that the multiplier for the Deputy Leader role should be 1.75. We have benchmarked this against examples from elsewhere in the West Midlands region and consider this multiplier reflects the level of responsibility involved.

In the Panel's view, having heard about the role, the Deputy Leader does involve responsibility additional to that of a Portfolio Holder. This does not imply always acting in tandem with the Leader, however.

In reviewing this role it would have been helpful if there had been clearer definitions of the responsibilities of the Deputy Leader for all Councils.

### **Portfolio on Executive/Cabinet**

In reviewing the Special Responsibility Allowance for the Leader and Deputy Leader roles, we also reviewed those for the Portfolio holders and in some councils' non-Portfolio holder members of the Executive.

The Panel is not recommending any change to its previous recommendations that portfolio holders should be paid a multiplier of 1.5 times the Basic Allowance.

### **Overview and Scrutiny Committee**

The Guidance on Members Allowances for Local Authorities in England states that Special Responsibility Allowances may be paid to those members of the Council who have "significant additional responsibilities", over and above the generally accepted duties of a Councillor. It also suggests that if the majority of members of a Council receive a Special Responsibility Allowance, the justification for this may be questioned.

We have stated elsewhere in our report that we consider the Basic Allowance to include Councillors' roles in Overview and Scrutiny, as a non-Executive member of the Council is able to contribute to this aspect of the Council's work.

We do recommend that a Councillor who leads a Review Panel is paid an allowance of 0.25 of the Basic Allowance to reflect their responsibilities in ensuring investigations and reports are completed and presented as required.

### **Chairman of Planning**

We were asked by one authority this year to review the SRA for the Chairman of the Planning Committee. In doing so we compared the workload of each Planning Committee in the Worcestershire Districts against each other. The level of allowance was benchmarked against nearest neighbour data.

### **Chairman of Licensing**

We reviewed the current level of workload for the Licensing Committee chairmen in terms of both the full Committee and Licensing Sub-Committees. We also checked the level of allowance against the Nearest Neighbour data.

In general terms we consider that the current multiplier of 0.75 for this role is appropriate. However, there are exceptions to this in Worcestershire, primarily in the urban areas, where the volume of work is markedly above that of the other Districts. The allowances recommended to each authority reflect this difference.

### **Leaders of Political Groups**

In the legislation, a Political Group on a Local Authority consists of 2 or more Councillors. We were asked this year by one authority to review the allowance for the Opposition Group Leader and in doing so considered the role of the Political Group Leaders more generally.

In most cases the Leader of the Council also leads the main political group on the authority. In the past the IRP for South Worcestershire had recommended payments to political group leaders on a per head basis, based on the number of Councillors in each group. Whilst this reflected changes in group sizes and allowed for flexibility following changes in political balance, we were persuaded last year to change this approach for one Council and to recommend a lump sum allowance for the leader of the Opposition group. We received a similar request from another Council this year.

We have recommended an increase in the SRA for Council Leaders this year based on their responsibilities in that role, excluding any responsibilities for leading political groups. In some cases the Allowances Scheme for their authority did not enable a Leader to receive any support for the Group Leader role.

We considered carefully evidence from the data we collected and checked the Statutory Guidance about the potential to be paid more than one SRA. We are content that Councillors can be in receipt of more than one. Therefore, we are recommending that Leaders of all political groups are entitled to an allowance of 0.25 of the Basic Allowance, recognising that they all have an important role to play in the governance of the Council.

### **Standards Committee**

In 2011 we were aware that there were proposals in the Localism Act to change the standards regime<sup>3</sup>. The changes were introduced in July 2012 and no longer require an Independent Chairman for the Standards Committee. Instead, Councils are required to appoint an Independent Person whose role is to deal with complaints against Councillors and act as a mediator to try and encourage early and local resolution of complaints.

We understand that any payments to the Independent Person are outside our remit so we do not offer a recommendation for this role.

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<sup>3</sup> <http://www.parliament.uk/briefing-papers/SN05707>

The Council will now be aware that the Localism Act 2011 sets out the new arrangements for standards regimes. These replaced those stated in the Local Government Act 2000. Where Local Authorities have re-constituted their Standards Committee to reflect these new arrangements, the Panel recommends a multiplier of 0.25 for the Chairman's Special Responsibility Allowance.

However, our recommendation is on the understanding that the Committee has clear and transparent terms of reference complying with the new operating arrangements and a named Independent Person is appointed. Where no allowance has been paid the Council could choose to backdate it to July 2012, providing the new arrangements complying with the Localism Act were in place on that date.

As the arrangements are very recent, we will review this role in 2013 when the new Committee has been operating for nearly one year and will seek evidence of workload and responsibilities to assist us in this.

#### **Mileage and Expenses 2013/14**

The Panel recommends that travel allowances for 2013/14 should be paid in accordance with the HMRC mileage allowance.

The Panel is satisfied that the current levels of subsistence allowances are set at an appropriate level and recommends that these continue.

The Panel notes that the Council's Scheme of Members' Allowances provides that Dependant Carer Allowances are payable to cover reasonable and legitimate costs incurred in attending approved duties and recommends that this provision continues.

#### **Allowances to Parish Councils**

The Independent Remuneration Panel for Worcestershire District Councils acts as the Remuneration Panel for the Parish Councils in each District.

This year the Panel has not been asked to make recommendations on any matters by any Parish. In the past the Panel which covered the three South Worcestershire Districts has considered travel and subsistence, and we consider it appropriate to apply this consideration to each of the Districts. We have reviewed the Parish Council travel and subsistence allowances and recommend for 2013 - 14 that no changes are made. This means that in Wyre Forest District Council we recommend that these payments should be made in accordance with the rates paid by the Council and in accordance with the relevant Regulations.

The Panel also confirm that we will be happy to consider any formal requests from Parish Councils on allowances and each will be considered on its own merits.

The Panel would wish to reiterate that it is the decision of the Council whether, or not, it implements these proposals in whole or part. In doing so, we recognise that the Council is dealing with very challenging economic circumstances.

### **The Independent Remuneration Panel**

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent Remuneration Panel is set up on a joint basis with the other 5 District Councils in Worcestershire, the decision having been taken during 2010 to follow the principle previously established by having a joint Panel in the South of the County. Separate Annual Reports have been prepared for each Council.

The members of the Panel have been:

- Rob Key, the Chair of the Panel – Rob has 42 years' experience of working in District Councils in a variety of operational and management roles, including senior positions at Worcester City, Wychavon District and Wyre Forest District. He was an Independent Chair for the Strategic Health Authority for Continuing Care and sits on County Council Appeals Panels for School Preference Appeals and Service Complaints.
- Elaine Bell, JP, DipCrim – Elaine is Deputy Chair of the South Worcestershire Magistrates Bench – she has been a Magistrate for 16 years, Day Chair of Adult and Family Courts; Past Chair of the Bench Training and Development Committee; past member of the Magistrates Advisory Panel (interviewing and selecting for appointment to the Bench). She is also a Trustee of the Lloyds Educational Foundation; Past Member of the Sytchampton School Appeals Panel; Hon Treasurer of Ombersley and Doverdale Tennis Club and a Past Governor of Ombersley Primary School.
- Bill Simpson MBE JP – Bill spent 30 years in Further Education culminating in 11 years as Principal of Pershore College. He then entered the private sector as Director of two national Horticultural Societies, one being the Royal Horticultural Society. He served as a magistrate for 9 years until retirement. He is a Trustee of several charities including chairing Thrive between 1993 and 2008. Currently he is Vice Chair of Governors of Red Hill CE Primary School Worcester and a Chair/Member of the County Council and Diocesan Appeals Panels for Schools Preferences.
- Terry Cotton - Terry spent 34 years working in central and local Government, mostly managing regeneration programmes across the West Midlands. Until May 2011 he worked at The Government Office for The West Midlands where he was a Relationship Manager between central and local Government and a lead negotiator for local performance targets. Following voluntary early retirement in May 2011, he worked part-time in Birmingham's Jewellery Quarter, setting up a new, business-led community development trust and currently works part-time for Worcestershire County Council on sustainable transport initiatives. He is also a trustee of a small charitable trust providing grants to grass roots community initiatives in deprived communities.

- Don Barber – After several Human Resources and Productivity Improvement Management roles in Industry, Don became Chief Executive of a change management facilitating consultancy. Over the last 20 years he has been an independent consultant and advisor on a number of United Nations, European Commission, and World Bank transition projects, in particular in Europe, Africa, Asia, and Australasia. He also operates in an advisory role to other consultancy groups seeking EU contracts. This experience has included the development of national civil service/public sector reform programmes including aspects of the effect of legislative change for central and local government and, in the U.K., working for the Office of Manpower Economics (advisors to the Prime Minister) on Public Sector Pay, in particular relating to: Civil Service Pay Reform, UK Armed Forces and the Medical Professions.

Mr Mel Nock retired from the Panel during the early part of the year as his term of office had ended. Mel had contributed a tremendous amount of time and careful consideration to the Panel both before and after its expansion to cover all the District Councils in the County. We would like to thank him for his help and support during his term of office.

The Panel has been advised and assisted by:

- Claire Chaplin from Worcester City Council;
- Sheena Jones from Wychavon District Council and latterly Bromsgrove and Redditch Councils;
- Mel Harris from Wychavon District Council;
- Joanne Lowman from Malvern Hills District Council;
- Karen Firth from Bromsgrove District Council until her departure from Local Government in the early summer;
- Penelope Williams from Wyre Forest District Council;
- Ivor Westmore from Redditch Borough Council.

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

**Rob Key**

**Chairman of Independent Remuneration Panel**

**Appendix 1**

**Independent Remuneration Panel for District Councils in Worcestershire  
Recommendations for 2013-14**

**Wyre Forest District Council**

Role	Recommended Multiplier	Current Multiplier	Recommended Allowance £	Current Allowance (paid) £
Basic Allowance – all Councillors	1	1	4,200 <sup>4</sup>	4,900
<b>Special Responsibility Allowances:</b>				
Leader	3	2.5	12,600	12,250
Deputy Leader	1.75	1.875	7,350	9,188
Portfolio Holders	1.5	1.625	6,300	7,963
Chairman of Overview and Scrutiny Committee	1.5	1.25	6,300	6,125
Chairman of Overview and Scrutiny Review Panels	0.25	0	1,050	-
Chairman of Audit Committee	0.25	0.5	1,050	2,450
Chairman of Planning Committee	1	1.125	4,200	5,513
Chairman of Licensing Committee	0.75	1.125	3,150	5,513
Chairman of new Standards Committee	0 (0.25 if applied)	0	0 (1,050 if applied)	0
Political Group Leaders	0.25	1.25  0.5	1,050 X 2	6,125 (Chairman of main political group) 2,450 (subject to a minimum 5 members)
Vice-Chairman of Overview and Scrutiny Committee	0	(0.25)	0	1,225
Vice-Chairman of Planning Committee	0	(0.25)	0	1,225
Vice-Chair of Licensing and Environmental Committee	0	(0.25)	0	1,225
Vice-Chair of Audit Committee	0	(0.125)	0	613

<sup>4</sup> This figure takes into account a public service discount of 40%

## WYRE FOREST DISTRICT COUNCIL

**COUNCIL**  
**27<sup>TH</sup> FEBRUARY 2013****POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL****RECOMMENDATIONS FROM THE CABINET –19<sup>TH</sup> FEBRUARY 2013****Purpose of Report**

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

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Cabinet agenda. Copies have been included in the electronic circulation of the Council agenda and a public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website.

<b>RECOMMENDATIONS TO COUNCIL</b>	<b>CABINET MEMBER</b>
<b>Treasury Management Strategy 2013/14</b>  <b>Recommended to Council:</b>  1. The restated Prudential Indicators and Limits for the financial years 2013/14 to 2015/16 included in Appendix 3 of the report to Cabinet be approved and the change in the External Debt Indicator explained in paragraph 16.4 of the report to Cabinet be noted.  2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1 <sup>st</sup> April 2013 to 31 <sup>st</sup> March 2014 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5 of the report to Cabinet) be approved.  3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to Cabinet be approved.  4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to Cabinet be approved.	<b>Councillor Nathan Desmond</b>

<b>RECOMMENDATIONS TO COUNCIL</b>	<b>CABINET MEMBER</b>
<p data-bbox="201 250 1034 322"><b>Wyre Forest District Revised Statement of Community Involvement Adoption</b></p> <p data-bbox="201 362 574 394"><b>Recommend to Council:</b></p> <p data-bbox="201 434 1177 577"><b>The Revised Statement of Community Involvement as set out at Appendix 2 to the report to Cabinet be adopted and that the responses to the representations made, as set out at Appendix 1 to the report to Cabinet be endorsed.</b></p>	<p data-bbox="1206 250 1372 358"><b>Councillor Anne Hingley</b></p>



**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL 27<sup>th</sup> FEBRUARY, 2013**

**FINANCIAL STRATEGY 2013/16**

The Cabinet, having re-considered the Financial Strategy 2013/16 as recommended on 22<sup>nd</sup> January 2013, the results of the consultation exercise and recommendations of the Overview and Scrutiny Committee, **RECOMMENDS TO COUNCIL :-**

1. **CAPITAL PROGRAMME 2012/13 ONWARDS** (pages 91-101)
  - 1.1 **APPROVAL** of the updated Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as presented to the Cabinet on 18<sup>th</sup> December 2012 and further amended to incorporate the Cabinet Proposals identified in Appendix 2 along with the updated Prudential Indicators presented in the separate report on this agenda.
2. **FEES AND CHARGES** (pages 47-86 as updated)
  - 2.1 **APPROVES** fees and charges, noting the recommendations from the Licensing and Environmental Committee, as attached in Appendix 1.
3. **THREE YEAR BUDGET AND POLICY FRAMEWORK 2013/16** (pages 1-45 as updated)
  - 3.1 The contents of the Reports of the Director of Resources on the Three Year Budget and Policy Framework 2013-2016 (pages 1-45 incorporating the Base Budget Variations (pages 27-28) supplemented by the updated report approved by Cabinet on 22<sup>nd</sup> January 2013, be **ENDORSED** and in doing so **APPROVE** the Revised Revenue and Capital Budgets for 2012/13.
  - 3.2 **APPROVES** that any Final Account savings arising from 2012/16 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated to the Working Balance.

3.3 The following General Fund Revenue Budget be **APPROVED** including **CABINET PROPOSALS (Appendix 2)** and **FEES AND CHARGES** as proposed by Cabinet on 22<sup>nd</sup> January 2013 and related amendments (**Appendix 1**):

	Revised 2012/13 £	2013/14 £	2014/15 £	2015/16 £
Net Expenditure on Services (per Appendix 3 (New Appendix 3 updating the position as at 22 <sup>nd</sup> January and now taking into account Social Fund Grant ) <u>Add/(Less)</u> Cabinet Proposals - (Appendix 2)	13,076,950 -	12,691,410 117,810	12,410,560 (187,780)	12,055,100 (263,570)
Net Expenditure	13,076,950	12,809,220	12,222,780	11,791,530
Contribution from Reserves	(344,150)	(524,300)	(636,070)	(665,860)
Net Budget Requirement	12,732,800	12,284,920	11,586,710	11,125,670
<u>Less</u> Business Rates, Revenue Support Grant and Collection Fund Surplus	5,615,730	6,179,120	5,390,570	4,933,200
Council Tax Transitional Grant	-	28,630	-	-
Community Right to Bid/Challenge	-	16,400	16,400	-
Homelessness Funding	109,270	108,650	108,650	-
Council Tax Income	<u>£7,007,800</u>	<u>£5,952,120</u>	<u>£6,071,090</u>	<u>£6,192,470</u>
Wyre Forest District Council Tax Level assuming no change in 2013/14 then a 2% increase 2014/15 onwards.	<u>£197.62</u>	<u>£197.62</u>	<u>£201.57</u>	<u>£205.60</u>

### Final Government Grant Analysis

<u>Year</u>	Value of Government Support £	Decrease	
		£	%
2012/13	5,391,294		
2013/14	4,884,507	506,787	9.40
2014/15	4,095,955	788,552	16.14
2015/16	3,882,440	213,515	5.21

Note to Government Grant Analysis table: These figures relate to business rates and revenue support grant; they exclude Grants for Homelessness and Council Tax Support, and also Transitional and Freeze Grants (source LG Futures as updated for the final Grant Settlement). The new funding regime for Business Rates greatly increases the significance of the collection

of Business Rates, with more emphasis on the actual sums collected rather than collection rates. This change of emphasis may require the Director of Resources to consider deployment of additional staffing resource to ensure maintenance of the Business Rates baseline, including even closer liaison with the Valuation Office. It is hoped this can be achieved within existing resources.

3.4 Reserves available as part of the Three Year Financial Strategy:

<b>Reserves Statement</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
Reserves as at 1 April	2,511	2,167	1,643	1,007
Contribution to/(from) Reserves	(344)	(524)	(636)	(666)
Reserves as at 31 March	2,167	1,643	1,007	341

3.5 **AGREES** that the decisions on use of the Social Fund Grant including any revision of the provisional distribution reflected in the base budget, should lie outside the normal Financial Regulation requirements for Supplementary Estimates and Virements.

3.6 **Notes** the following updates to the Risk Matrix as published on the 18<sup>th</sup> December 2012:

- Since the Financial Strategy was presented to Cabinet in December 2012, the position regarding the Contractors Claim for the construction of the New Headquarters has developed further. The financial impact of finalising the account is unknown at this stage and could vary from zero to a potentially significant sum. This will continue to be managed by the Chief Executive and Director of Community Assets and Localism in close liaison with our specialist project managers.
- The continued depressed economy and resultant poor property market continues to represent significant risk to the financial strategy in terms of assumed funding from asset disposals and asset transfers. It is hoped that the position will improve, but assumptions made within the budget will continue to be carefully monitored against results achieved and any significant variances included in future reports to Members.

**4 COUNCIL TAX**

4.1 **SETS** a Council Tax for Wyre Forest District Council on a Band D Property of £197.62 for 2013/14 (£197.62 2011/12) which represents no increase on Council Tax from 2012/13.

4.2 **ADOPTS A PLANNING ASSUMPTION OF** a provisional Council Tax on a Band D Property in 2014/15 of £201.57 and £205.60 in 2015/16 an increase of 2 % per annum over 2013/14.

4.3 **NOTES** that the new Council Tax Discount Scheme approved by Council in November 2012 (subject to minor revision due to a removal of the Class L, repossessed properties, Council Tax exemption) will be effective from 1<sup>st</sup> April 2013, and that there is a risk from the scheme that there will be a greater financial burden on the Council.

4.4 **NOTES** the decision taken to join the Worcestershire Business Rates Pool to protect the Council from any business rate reductions and help maximise the benefit by retaining more of the business rates delivered from economic growth within Worcestershire.

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2013/2014****DIRECTORATE SUMMARY**

DIRECTORATE	KEY	CHANGES IN RESOURCES			
		2013/14 £	2014/15 £	2015/16 £	2016/17 £
<b>Community Assets and Localism</b> See Appendix 1 (Part 2)	C	-	-	-	-
	R	2,810 CR	2,810 CR	2,810 CR	2,810 CR
	S	-	-	-	-
<b>Community Well-Being and Environment</b> See Appendix 1 (Part 3)	C	-	-	-	-
	R	48,360 CR	102,230 CR	131,320 CR	131,320 CR
	S	-	-	-	-
<b>Economic Prosperity and Place</b> See Appendix 1 (Part 4)	C	-	-	-	-
	R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
	S	-	-	-	-
<b>GRAND TOTAL</b>	C	-	-	-	-
	R	<b>58,370 CR</b>	<b>112,240 CR</b>	<b>141,820 CR</b>	<b>141,330 CR</b>
	S	-	-	-	-

**KEY - Change in Resources**

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2013/2014****COMMUNITY ASSETS AND LOCALISM**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R216	<b><u>Kidderminster Town Hall</u></b> Increase charges by an average of 5% as per service director recommendation.	C	-	-	-	-
		R	2,800 CR	2,800 CR	2,800 CR	2,800 CR
		S	-	-	-	-
R500	<b><u>Elections and Electoral Registration</u></b> No change to the charges for marked registers made according to statute.	C	-	-	-	-
		R	-	-	-	-
		S	-	-	-	-
R505	<b><u>Committee Administration</u></b> Increase charges by an average of 5% as per service director recommendation.	C	-	-	-	-
		R	10 CR	10 CR	10 CR	10 CR
		S	-	-	-	-
R510	<b><u>Land Charges and Road Closure Orders</u></b> No increases recommended - income is subject to very strong competitive market forces.	C	-	-	-	-
		R	-	-	-	-
		S	-	-	-	-
	<b>TOTALS</b>	C	-	-	-	-
		R	2,810 CR	2,810 CR	2,810 CR	2,810 CR
		S	-	-	-	-



Service	Facility Hire	Service Managers	Facilities Manager
Directorate	Community Assets and Localism	Cabinet Member	Resources and Transformation

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
<b>Facilities Fees and Charges</b>			
<b>CIVIC HALLS</b>			
<b>KIDDERMINSTER TOWN HALL</b>			
<b>NON COMMERCIAL ORGANISATIONS</b>			
Music Room - Minimum (per hour)	27.50		29.00
Music Room - Maximum (per hour)	110.25		116.00
Corn Exchange - Minimum (per hour)	22.00		23.00
Corn Exchange - Maximum (per hour)	83.00		87.00
Both Facilities - Minimum (per hour)	42.00		44.00
Both Facilities - Maximum (per hour)	137.50		144.00
Both Facilities - Hourly rates will double for Bank Holidays			
Both Facilities - Hourly rates will double after midnight			
Use of raking seating	194.25		204.00
Use of kitchen facilities Kidderminster Town Hall	132.50		139.00
Use of kitchen facilities King Charles Room	20.00		21.00
Use of bar facilities - per hour	13.75		14.00
<b>King Charles Room/Council Chamber/Court Room</b>			
Minimum (per hour)	38.00		40.00
<b>Wyre Forest House</b>			
<b>Partnership rate</b>			
Council Chamber - half hourly	15.00	15.00	
Council Chamber - Max room charge	150.00	150.00	
SoS & Bewdley rooms combined - half hourly	10.00	10.00	
SoS & Bewdley rooms combined - Max room charge	100.00	100.00	
SoS & Bewdley rooms separately - half hourly	7.50	7.50	
SoS & Bewdley rooms separately - Max room charge	75.00	75.00	
Cookley, Kidderminster, Rock - half hourly	6.00	6.00	
Cookley, Kidderminster, Rock - half hourly	60.00	60.00	
Wolverley, Chadd, Blakedown - half hourly	5.00	5.00	
Wolverley, Chadd, Blakedown - Max room charge	50.00	50.00	
<b>Commercial Rate</b>			
Council Chamber - half hourly	22.50	22.50	
Council Chamber - Max room charge	225.00	225.00	
SoS & Bewdley rooms combined - half hourly	15.00	15.00	
SoS & Bewdley rooms combined - Max room charge	150.00	150.00	
Bewdley room separately - half hourly	15.00	15.00	
Bewdley room separately - Max room charge	100.00	100.00	
Wolverley room - half hourly	11.25	11.25	
Wolverley room - Max room charge	112.50	112.50	
SoS room separately - half hourly	10.00	10.00	
SoS room separately - Max room charge	100.00	100.00	
Cookley, Kidderminster, Rock - half hourly	9.00	9.00	
Cookley, Kidderminster, Rock - half hourly	90.00	90.00	
Chadd, Blakedown - half hourly	7.50	7.50	
Chadd, Blakedown - Max room charge	75.00	75.00	
<b>For All Venues</b>			
<b>Commercial Organisations and bookings for any Bank Holidays</b>			
Per hour	Commercial Judgement		Commercial Judgement
<b>Legal and Corporate Services Administration Account</b>			
Fees relating to surveys prior to lettings	Commercial Judgement		Commercial Judgement
<b>NOTE</b>			
Commercial judgement is delegated to the Director of Service			

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate

\*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



Service	Legal print charges	Service Managers	Land Charges Officer Democratic Services
Directorate	Community Assets and Localism	Cabinet Member	Resources and Transformation

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ *	FROM 1/04/2013 £ **
<b>Legal &amp; Corporate Charges</b>			
<b>ACTIVITY A1</b>			
<b>SALE OF EDITED AND FULL ELECTORAL REGISTERS</b>			
Charges for Market Registers only (per legislation)			
Edited and Full Register			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Overseas Electors			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Marked Registers			
Data	10.00 plus 1.00 per 1,000 or part	10.00 plus 1.00 per 1,000 or part	
Printed	10.00 plus 2.00 per 1,000 or part	10.00 plus 2.00 per 1,000 or part	
<b>ACTIVITY A3</b>			
<b>LAND CHARGES</b>			
Due to competition - no increases recommended			
1) a. Increase the basic Land Charges Search Fee	96.50	96.50	
2) a. Increase to optional enquiries	18.00	18.00	
b. Increase to each additional property/parcel of land	41.00	41.00	
3) a. Increase to the basic Land Charges Search Fee in respect of Highway information supplied by Worcester County Council	17.00	17.00	
4) a. Increase the basic Commercial properties search fee (previously charged at basic search fee - as per 1a)	125.00	125.00	
b. Increase to each additional property/parcel of land (previously charged at basic additional fee - as per 2b)	47.00	47.00	
<b>ACTIVITY A4</b>			
<b>SUPPLY OF MINUTES / AGENDAS TO OUTSIDE BODIES / COMPANIES</b>			
To increase charges in line with inflation			
Cabinet and Full Council Agendas (per annum)	83.00	83.00	
Scrutiny Committees Agendas (per annum)	78.00	78.00	
Development Control Agendas (per annum)	95.50	95.50	
Other Committee Agendas - individual (per annum)	16.25	16.25	

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate
- \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



Service	Legal Services	Service Managers	Land Charges Officer
Directorate	Community Assets and Localism	Cabinet Member	Resources and Transformation

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
<b>Road Closure Orders</b>			
Charitable / community events (if the application received less than 6 weeks in advance of the event)	105.00		110.00
Charitable / community events (if the application received more than 6 weeks in advance of the event)	78.75		83.00
Remembrance Day Parades	0.00		0.00
National Royal Celebrations	0.00		0.00
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	131.25		138.00
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	105.00		110.00

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate  
 \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2013/2014****COMMUNITY WELL-BEING AND ENVIRONMENT**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R002	<b>Trade Waste</b>	C	-	-	-	-
	Increase charges by an average of 3.5% in line with Council Policy	R	15,280 CR	27,780 CR	28,780 CR	28,780 CR
		S	-	-	-	-
R005	<b>Garden Waste</b>	C	-	-	-	-
	Increase charges by an average of 5% in line with Council Policy and increase the number of participants within the scheme	R	10,430 CR	19,730 CR	19,730 CR	19,730 CR
		S	-	-	-	-
R229	<b>Garage</b>	C	-	-	-	-
	Increase charges by an average of 5% in line with commercial rates and increase the scope of potential customers	R	7,540 CR	7,540 CR	7,540 CR	7,540 CR
		S	-	-	-	-
R235	<b>Bulky waste</b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	900 CR	900 CR	900 CR	900 CR
		S	-	-	-	-
R040	<b>Cemeteries</b>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,050 CR	1,050 CR	1,050 CR	1,050 CR
		S	-	-	-	-
R055	<b>Play Leadership</b>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	320 CR	320 CR	320 CR	320 CR
		S	-	-	-	-
R095	<b>Other Sports Facilities</b>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,130 CR	1,130 CR	1,130 CR	1,130 CR
		S	-	-	-	-
R160	<b>Parks and Green Spaces</b>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,250 CR	1,250 CR	1,250 CR	1,250 CR
		S	-	-	-	-
R163	<b>Rangers Services</b>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	90 CR	90 CR	90 CR	90 CR
		S	-	-	-	-
R236	<b>Grounds Maintenance</b>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation and actively pursue additional contracts	R	10,010 CR	14,010 CR	14,010 CR	14,010 CR
		S	-	-	-	-
R185	<b>Car Parks</b>	C	-	-	-	-
	Freeze car parking charges for 2013/14	R	-	28,070 CR	56,160 CR	56,160 CR
		S	-	-	-	-
R185	<b>Parking Restriction Charges</b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	350 CR	350 CR	350 CR	350 CR
		S	-	-	-	-
R200	<b>Event Support - Cleansing</b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	10 CR	10 CR	10 CR	10 CR
		S	-	-	-	-
	<b>TOTALS</b>	C	-	-	-	-
		R	48,360 CR	102,230 CR	131,320 CR	131,320 CR
		S	-	-	-	-



Service	Environmental Maintenance	Service Manager	Environmental Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ *	FROM 1/04/2013 £ **
<b>Trade Waste and Commercial Waste Collections</b>			
<b>WEEKLY COLLECTION</b>			
<b>COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax</b>			
120 litre (one lift per week)	194.50	201.50	
240 litre (one lift per week)	236.00	244.50	
360 litre (one lift per week)	291.00	301.00	
660 litre (one lift per week)	451.00	467.00	
1100 litre (one lift per week)	632.50	654.50	
<b>COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax</b>			
120 litre (one lift per week)	164.00	170.00	
240 litre (one lift per week)	176.00	182.00	
360 litre (one lift per week)	200.00	207.00	
660 litre (one lift per week)	287.00	297.00	
1100 litre (one lift per week)	357.00	369.50	
1100 litre Schools (40 weeks)	302.00	312.50	
<b>ALTERNATE WEEKLY COLLECTION</b>			
<b>COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax</b>			
120 litre (one lift every other week)	106.00	110.00	
240 litre (one lift every other week)	128.50	133.00	
360 litre (one lift every other week)	162.50	168.00	
660 litre (one lift every other week)	272.00	281.50	
1100 litre (one lift every other week)	378.00	391.00	
<b>COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax</b>			
120 litre (one lift every other week)	91.00	94.00	
240 litre (one lift every other week)	98.50	102.00	
360 litre (one lift every other week)	117.00	121.00	
660 litre (one lift every other week)	190.00	196.50	
1100 litre (one lift every other week)	240.00	248.50	
1100 litre Schools (40 weeks every other week)	213.00	220.50	
<b>PLASTIC SACKS</b>	2.50	2.60	
<b>REMOTE COLLECTION POINTS</b>			
Properties in excess of 5 miles from the Kidderminster Depot may attract a surcharge per lift at discretion of the Director of Service - charge per lift	1.30	1.35	
<b>DOMESTIC DISCOUNT</b>			
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)	21.00	21.50	
<b>OWN BIN DISCOUNT</b>			
120 litre (one lift per week)	15.50	16.00	
240 litre (one lift per week)	17.50	18.00	
360 litre (one lift per week)	31.00	32.00	
660 litre (one lift per week)	90.00	93.00	
1100 litre (one lift per week)	121.00	125.00	
1100 litre Schools (40 weeks)	121.00	125.00	



Service	Environmental Maintenance	Service Manager	Environmental Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ *	FROM 1/04/2013 £ **
<b>Trade Waste and Commercial Waste Collections</b>			
<b>BULKY CHARGES – TRADE</b>			
First 3 items	17.75	18.75	
additional items	4.20	4.50	
<b>Special jobs on quotation</b>	Commercial Judgement	Commercial Judgement	
<b>based upon Hourly rate per crew:</b>			
15 minutes	23.00	24.50	
30 minutes	44.00	46.25	
60 minutes	75.00	78.75	

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate

\*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

In the instance of multiple collections a discount not exceeding 20% may be awarded at the discretion of the Director of Service

Prompt payment of annual contracts in full (before the 30th April 2013) will attract a discount of 3.5%.

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

Charges are expressed in the new format to allow customers to better understand the charges, and to draw comparison with the commercial sector.



Service	Environmental Maintenance	Service Manager	Environmental Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
<b>Domestic Waste Collections</b>			
<b>BULKY CHARGES – DOMESTIC</b>			
First 3 items	15.25		16.00
additional items	3.75		4.00
<b>Special jobs on quotation based upon</b>	Commercial Judgement		Commercial Judgement
<b>Hourly rate per crew:</b>			
15 minutes	19.50		20.50
30 minutes	34.50		36.50
60 minutes	65.00		68.50
<b>Charges for the Supply of a Replacement Wheelie Bin</b>			
Replacement bins - delivered	39.00		41.00
Replacement bins - collected	29.50		31.00
Garden Waste Bins - Contribution to cost of bin	20.50		21.50
Garden Waste Collection Service - Annual Fee	32.50		34.50
<b>Side Waste Collections</b>			
Per Black Bin bag	3.15		3.30

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate
- \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

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)



Service	Environmental Maintenance	Service Manager	Environmental Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
<b>Fleet Management</b>			
<b>External contracts based upon</b>	Commercial Judgement	Commercial Judgement	
<b>Internal Servicing</b>			
Fixed service charges - up to 1.7cc (note: includes materials up to £30 in value)	Std A 99.00 Full B 107.00	104.00 112.50	
Fixed service charges - over 1.7cc (note: includes materials up to £30 in value)	Std A 98.00 Full B 132.00	103.00 138.50	
Materials above the £30 limit will be charged at cost			
<b>Car Inspection</b>	28.00	29.50	
<b>Staff / Members Cars</b>			
Labour charges per hour based upon PLUS additional material at cost Work undertaken is dependant upon workload capacity and the need to maintain the operational fleet	32.50	34.25	
<b>MOT</b>			
Class 4	36.00		36.00
Class 5	53.50		53.50
Class 7	53.50		53.50
WFDC Taxi	10.00		10.00
<b>Internal Charges to PRS</b>			
Taxi inspection - internal charge	28.00		29.50
Booking Charge per taxi including MOT/inspection booking	10.00		10.00

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate  
 \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate  
 Commercial judgement is delegated to the Director of Service



Service	Cemetery	Service Manager	Parks Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Community Well-Being

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
<b>Cemetery Fees</b>			
<b>CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY</b>			
<b>INTERMENTS - RESIDENTS ONLY</b>			
Child aged 1 month to 16 years ***	122.00	128.00	
Persons over 16 years ***	389.00	408.00	
Burial of cremated remains ***	142.00	149.00	
<b>INTERMENTS - NON-RESIDENTS OF WYRE FOREST</b>			
Child aged 1 month to 16 years ***	245.00	257.00	
Persons over 16 years ***	777.00	816.00	
Burial of cremated remains ***	284.00	298.00	
<b>PURCHASED GRAVES - RESIDENTS ONLY</b>			
Purchase of burial rights	441.00	463.00	
Purchase of burial rights for cremated remains	231.00	243.00	
<b>PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST</b>			
Purchase of burial rights	882.00	926.00	
Purchase of burial rights for cremated remains	462.00	485.00	
<b>EXCEPTION:</b>			
If the deceased lived in the District for the majority of their life and took up a place in full time care outside the District within 2 years of their death. The family is to provide the relevant information for claiming this exception to this burial authority.			
<b>MISCELLANEOUS CHARGES</b>			
Maintenance of grave. Planting with Spring and Summer bedding per annum (specified areas of the Cemetery only)	84.00	88.00	
<b>CHARGES OF USE OF STAFF/FACILITIES</b>			
For attendance of Registrar other than between 9:00am and 10:00am (weekdays other than Bank/Public Holidays)	42.00	44.00	
Use of Cemetery Chapel per hour (or part of)	78.75	83.00	
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%	10%	
Assessing suitability of grave for additional burials	23.00	24.00	
<b>MONUMENTS / GRAVE STONES ETC</b>			
The right to place or erect a memorial including first inscription	163.00	171.00	
The right to place or erect a commemorative plaque or kerb stone	83.00	87.00	
Each additional inscription	28.00	29.00	
Vase	28.00	29.00	

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate
- \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate
- \*\*\* Subject to attendance charge for Registrar



Service	Parks Events	Service Manager	Cultural Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Community Well-Being

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ *	FROM 1/04/2013 £ **
<b>Community Development and Museums</b>			
<b>COMMUNITY DEVELOPMENT</b>			
<b>RANGER SERVICES</b>			
Minimum Charge	Free		Free
Maximum Charge	43.00		45.00
Young Rangers (per term)	17.00		18.00
<b>PLAY SCHEMES</b>			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	22.00		23.00
<b>SPORTS, ARTS AND PLAY DEVELOPMENT ACTIVITIES</b>			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	9.00		9.50
<b>NATURE RESERVES</b>			
Small charitable or community events (less than 20 people) up to 3 hrs	6.50		7.00
over 3 hrs	12.00		12.50
Medium charitable or community events (more than 20 people less than 100) up to 3 hrs	17.25		18.00
over 3 hrs	33.50		35.00
Large charitable or community events (more than 100 people) up to 3 hrs	40.50		42.50
over 3 hrs	52.00		54.50
Commercial and fund raising events	Commercial Judgement		Commercial Judgement
<b>MUSEUMS</b>			
<b>Bewdley Museum</b>			
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)	10.50		11.00
<b>Hire of Education Room</b>			
Minimum Charge	Free		Free
Maximum Charge (per half day)	32.50		34.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
<b>Hire of Severn Gallery</b>			
Minimum Charge for local organisations & emerging community artists (per week)	10.50		11.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
<b>Hire of Wyre Forest Gallery</b>			
Minimum charge for local organisations & emerging community artists (per week)	42.00		44.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
<b>Hire of Guild Hall</b>			
Minimum Charge	Free		Free
Maximum Charge	Commercial Judgement		Commercial Judgement

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate
- \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate
- \*\*\* Minimum donation £1 per child, maximum dependent on programme



Service	Parks Events	Service Manager	Parks Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Community Well-Being

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ *	FROM 1/04/2013 £ **
<b>Parks Events</b>			
<b>OTHER SPORTS FACILITIES</b>			
<b>Bowls Green - Pre-purchased Passes</b>			
Per game	Free		Free
Bowls Club per match	31.50		33.00
<b>Cricket</b>			
First Saturday in May to last Saturday in August			
Per match	66.00		69.00
<b>Soccer</b>			
Price increases to apply from the start of the 2013 season			
<b>Grade A Pitch</b>			
Adults - Wyre Forest Resident Team	61.00		64.00
Adults - Non Resident Team	71.50		85.00
Junior - Wyre Forest Resident Team	31.50		33.00
Junior - Non Resident Team	36.75		45.00
<b>Grade B Pitch</b>			
Adults - Wyre Forest Resident Team	44.00		46.00
Adults - Non Resident Team	52.50		60.00
Junior - Wyre Forest Resident Team	29.50		31.00
Junior - Non Resident Team	33.50		40.00
<b>Fines</b>			
For littering pitches or changing rooms	63.00		66.00
Vandalism - plus cost of repairs	63.00		66.00
Per occasion, per team			
Silent Flight per season	173.25		182.00
<b>GREEN SPACES - Parks and Green Spaces (not Nature Reserves)</b>			
Administration charge for use of Public Open Space			
Fund Raising and Charity Events (per day) - Minimum Charge	Free		Free
Fund Raising and Charity Events (per day) - Maximum Charge (refundable deposit applies)	157.50		165.50
Commercial Events (refundable deposit applies)	Commercial Judgement		Commercial Judgement
<b>Grounds maintenance - external contracts</b>			
based upon an hourly rate	Commercial Judgement		Commercial Judgement
Arborists	Commercial Judgement		Commercial Judgement
Plus Vehicle and Materials at cost	Commercial Judgement		Commercial Judgement

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate
- \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate





Service	Car Parks	Service Manager	Environmental Maintenance Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Parking restrictions and event support</b>			
<b>Parking Restrictions</b>			
Charge per application - for up to 7 days	36.75	39.00	
<b>Events support</b>			
<b>Provision of additional temporary toilet facilities</b>			
Single WC unit (minimum of 3) - charge per unit	42.00	44.00	
Single wheelchair access WC	105.00	110.00	
Trailer cabin unit - charge per unit	367.50	386.00	
Includes all cost of delivery, set up and collection			
The provision of above, but on a more permanent basis	commercial judgement based upon full actual cost	commercial judgement based upon full actual cost	
Facilitating access or removing bollards - charge per hour	30.25	32.00	
Car Boot events	39.00	41.00	
Private Cleansing work based on	Commercial Judgement	Commercial Judgement	

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 Commercial Judgement is delegated to the Director of Service



Service	Car Parks	Service Manager	Environmental Maintenance Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £	Proposed Charge FROM 1/10/2013 £ Charges before VAT	Proposed Charge FROM 1/10/2013 £ Charges inclusive of VAT
<b>Car Parks fees and Charges</b>				
<b>CENTRAL RATE</b>	Up to 30 minutes	60 p		60 p
<b>Kidderminster</b>	Up to 1 hour	110 p		110 p
Market Street Surface Vehicle Park				
<b>Bewdley</b>				
Load Street Surface Vehicle Park				
<b>Stourport-on-Severn</b>				
Raven Street Surface Vehicle Park				
<b>INNER RATE</b>	Up to 1 hour	90 p		90 p
<b>Kidderminster</b>	Up to 2 hours	130 p		130 p
Aldi Store Surface Vehicle Park	Up to 3 hours	230 p		230 p
Batemans Yard	3 to 24 hours	460 p		460 p
Bromsgrove Street Surface Vehicle Park	24 to 48 hours	920 p		920 p
Pike Mills Surface Vehicle Park				
Youth Centre Surface Vehicle Park				
<b>Bewdley</b>				
Dog Lane Surface Vehicle Park				
<b>Stourport-on-Severn</b>				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
<b>OUTER RATE</b>	Up to 1 hour (Mon to Sat)	Free		Free
<b>Kidderminster</b>	Up to 1.5 hours (Sun)	Free		Free
Castle Road Surface Vehicle Park	Up to 2 hours	130 p		130 p
Comberton Place Surface Vehicle Park	Up to 3 hours	210 p		210 p
Horsefair	3 to 24 hours	360 p		360 p
Stadium Close Surface Vehicle Park	24 to 48 hours	720 p		720 p
St. Mary's Church Surface Vehicle Park				
<b>Bewdley</b>				
Gardners Meadow Surface Vehicle Park				
<b>Stourport-on-Severn</b>				
Stourport Sports Centre No. 1 Surface Vehicle Park				
Stourport Sports Centre No. 2 Surface Vehicle Park				
Vale Road Surface Car Park				
<b>RURAL RATE</b>	Up to 1 hour	Free		Free
<b>Blakedown</b>	Up to 2 hours	60 p		60 p
The Avenue Surface Car Park	2 to 24 hours	270 p		270 p
	24 to 48 hours	540 p		540 p
<b>CONTRACT</b>	Up to 1 hour	100 p		tbc
<b>Kidderminster</b>	Up to 2 hours	130 P		tbc
Weavers Wharf *	Up to 3 hours	230 p		tbc
	Up to 4 hours	460 p		tbc
	Over 4 hours	1000 p		tbc

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* Private Contract - owners determine charges



Service	Car Parks	Service Manager	Environmental Maintenance Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £	Proposed Charge FROM 1/10/2013 £ Charges before VAT	Proposed Charge FROM 1/10/2013 £ Charges inclusive of VAT
<b>Car Parking Season Tickets</b>				
<b>FULL SEASON TICKET</b>	1 month	63.00		63.00
<b>Kidderminster</b>	6 months	316.50		316.50
Aldi Store Surface Vehicle Park	12 months:	575.40		575.40
Batemans Yard Surface Vehicle Park	Payable as 10			
Bromsgrove Street Surface Vehicle Park	monthly DD			
Market Street Surface Vehicle Park				
Pike Mills Surface Vehicle Park				
Riverside Meadow Surface Vehicle Park				
Youth Centre Surface Vehicle Park				
<b>Bewdley</b>				
Load Street Surface Vehicle Park				
<b>Stourport-on-Severn</b>				
Raven Street Surface Vehicle Park				
Severn Meadows Nos. 1, 2 & 3 Surface Vehicle Parks				
<b>RESTRICTED SEASON TICKET</b>	1 month	33.00		33.00
<b>Kidderminster</b>	6 months	158.50		158.50
Castle Road Surface Vehicle Park	12 months:	287.70		287.70
Comberton Place Surface Vehicle Park	Payable as 10			
Horsefair	monthly DD			
Stadium Close Surface Vehicle Park				
St. Mary's Church Surface Vehicle Park				
<b>Bewdley</b>				
Dog Lane Surface Vehicle Park				
Gardners Meadow Surface Vehicle Park				
<b>Stourport-on-Severn</b>				
Stourport Sports Centre Nos. 1 & 2 Surface Vehicle Parks				
Stourport Sports Centre Surface Vehicle Park				
Vale Road Surface Car Park				
<b>Blakedown</b>				
The Avenue Surface Car Park				
<b>RESIDENT SEASON TICKET</b>	6 months	NA		NA
<b>Bewdley</b>	12 months:	NA		NA
Dog Lane Surface Vehicle Park	Payable as 10			
Gardners Meadow Surface Vehicle Park	monthly DD			
<b>Stourport-on-Severn</b>				
Vale Road Surface Vehicle Park				
<b>SENIOR CITIZEN SEASON TICKET</b>	6 months	40.00		40.00
All vehicle parks	12 months:	72.00		72.00
	Payable as 10			
	monthly DD			

**NOTES:**

VAT will be included at the prevailing rate if applicable

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2013/2014****ECONOMIC PROSPERITY & PLACE**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R631	<b><u>Street Naming and Numbering</u></b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	500 CR	500 CR	500 CR	500 CR
		S	-	-	-	-
R605	<b><u>Development Control</u></b>	C	-	-	-	-
	Planning application fees are set by statute and have been increased with effect from 22/11/2012. This increase has already been included in the revenue budget	R	-	-	-	-
		S	-	-	-	-
R605	<b><u>Development Control - Planning Advice</u></b>	C	-	-	-	-
	To increase the charge for Planning Enquiries by 5%	R	20 CR	20 CR	20 CR	20 CR
		S	-	-	-	-
R605	<b><u>Development Control - Permitted Developments</u></b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	730 CR	730 CR	730 CR	730 CR
		S	-	-	-	-
R605	<b><u>Development Control - Pre-application advice</u></b>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	210 CR	210 CR	210 CR	210 CR
		S	-	-	-	-
R625	<b><u>Building Control</u></b>	C	-	-	-	-
	To Implement charges as set by Worcestershire Regulatory Services	R	tba	tba	tba	tba
		S	-	-	-	-
R625	<b><u>Building Control - Enquiries</u></b>	C	-	-	-	-
	To Implement charges as set by North Worcestershire Building Control Shared Service	R	tba	tba	tba	tba
		S	-	-	-	-
R625	<b><u>Building Control - Sale of Documents</u></b>	C	-	-	-	-
	To Implement charges as set by North Worcestershire Building Control Shared Service	R	tba	tba	tba	tba
		S	-	-	-	-
R630	<b><u>Planning, Health &amp; Environment Administration</u></b>	C	-	-	-	-
	To increase the charge for the sale of documents by 5% in line with Council Policy.	R	100 CR	100 CR	100 CR	100 CR
		S	-	-	-	-
R637	<b><u>Environmental Health - Pollution Control</u></b>	C	-	-	-	-
	To maintain LAPPC charges at statutory level (revised annually).	R	tba	tba	tba	tba
		S	-	-	-	-
R637	<b><u>Environmental Health - Pollution Control</u></b>	C	-	-	-	-
	To maintain water sampling fees at statutory levels. To increase other charges by 5% in line with Council Policy.	R	20 CR	20 CR	20 CR	20 CR
		S	-	-	-	-
R638	<b><u>Licensing Activities - Hackney Carriages</u></b>	C	-	-	-	-
	To increase fees by 5% in line with Council Policy.	R	4,260 CR	4,260 CR	4,750 CR	4,260 CR
		S	-	-	-	-
R638	<b><u>Licensing Activities - General Licensing</u></b>	C	-	-	-	-
	To increase charges by 5% in line with Council Policy.	R	1,110 CR	1,110 CR	1,110 CR	1,110 CR
		S	-	-	-	-
R638	<b><u>Licensing Activities - Gambling Act 2005</u></b>	C	-	-	-	-
	To increase premises licence fees by 5% in line with Council Policy.	R	250 CR	250 CR	250 CR	250 CR
		S	-	-	-	-

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2013/2014****ECONOMIC PROSPERITY & PLACE**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R638	<b><u>Licensing Activities - Gambling Act 2005</u></b> To charge permit fees as determined by Government.	C	-	-	-	-
		R	tba	tba	tba	tba
		S	-	-	-	-
R638	<b><u>Licensing Activities - Licensing Act 2003</u></b> To maintain Liquor Licensing fees at statutory levels	C	-	-	-	-
		R	tba	tba	tba	tba
		S	-	-	-	-
TOTALS		C	-	-	-	-
		R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
		S	-	-	-	-



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2013 £</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT</b>
<b>Hackney Carriage/Private Hire Fees</b>			
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	281.00		295.00
Drivers' Knowledge Test	51.50		54.00
Drivers Badge	24.00		25.00
Hackney Carriage Vehicle	396.00		416.00
Private Hire Vehicle	396.00		416.00
Private Hire Operators	441.00		463.00
Vehicle Decals - Replacements	18.00		19.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	29.50	31.00	
Vehicle Retest Fee (if re-tested after 48 hours of failure)	56.50	59.00	
Change of Business (Sell Car and Transfer Plate)	100.00		105.00
Exemption Notice (Executive Vehicles)	27.50		29.00
Internal (Executive Vehicles) Car Plate	20.00		21.00
External Car Plate	47.00		49.00
CRB check	59.00		62.00

**NOTES:**

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing and Registration</b>			
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin			
Colouring -			
Certificate of Registration: (a) Person	142.00		149.00
(b) Premise	205.00		215.00
(c) Persons & Premises	345.00		362.00
Animal Boarding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Dangerous Wild Animals* Initial	291.00		306.00
Renewal	192.00		202.00
Dog Breeding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Registration of Motor Salvage Operators	95.50		100.00
Copy of Register Entry, Motor Salvage Operators Register	4.00	4.00	
Pet Animals Act* Initial	291.00		306.00
Renewal	192.00		202.00
Public Realm and Streetscene (Control of Street Furniture)	275.00		289.00
Riding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Sex Establishments Initial	4,299.00		4,514.00
Renewal	1,650.00		1,733.00
Transfer	298.00		313.00
Zoo Licences* Initial	1,405.00		1,475.00
	(plus Inspector's expenses)		(plus Inspector's expenses)
Renewal	1,262.00		1,325.00
	(plus Inspector's expenses)		(plus Inspector's expenses)

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* Plus Vet fees where applicable



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Food, Health &amp; Safety and Pollution Control</b>			
<b>FOOD, HEALTH AND SAFETY</b>			
Issue of Food Surrender Certificates	57.00	60.00	
Release of Officers Statements	264.00	277.00	
Release of Documents	93.50	98.00	
<b>POLLUTION CONTROL</b>			
<b>WATER SAMPLING CHARGES</b>			
The Regulations allow local authorities to charge a fee, subject to prescribed maximum levels to enable reasonable costs of services (lab fees etc) to be recovered.			
<b>Proposed Fees and Charges</b>			
Risk Assessment	40.00 per hour (up to £500 Max)	40.00 per hour (up to £500 Max)	
Investigation (each investigation)	40.00 per hour (up to £100 Max)	40.00 per hour (up to £100 Max)	
Granting an Authorisation	100.00 Max	100.00 Max	
Sampling (each visit)	100.00 Max	100.00 Max	
Analysing a sample			
- taken under regulation 10 (small supplies)	25.00 Max	25.00 Max	
- taken during check monitoring	100.00 Max	100.00 Max	
- taken during audit monitoring	500.00 Max	500.00 Max	

**NOTES:**

VAT will be included at the prevailing rate if applicable





<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Environmental Information Regulation Requests</b>			
<b>Control of Rats and Other Pests</b>			
<b>Control of Dogs and Wasps Nests</b>			
<b>Environmental Information Regulation Requests</b>			
Release of Environmental Information (basic)	29.50	31.00	
Release of Environmental Information (detailed)	59.00	62.00	
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.			
<b>Control of Rats and Other Pests</b> (work now undertaken externally on behalf of Worcestershire Regulatory Services)			
<b>Misc</b>			
Labour Rate per hour	44.00		N/A
Plus use of poisons - recharged at cost plus 50%			
Annual contracts (requiring more than one visit)	Commercial Judgement		
<b>Mice infestation (2 visits)</b>	75.50		N/A
<b>Rat infestation (3 visits)</b>	113.50		N/A
<b>Wasps Nests</b>	50.00		N/A
<b>Control of Dogs</b>	44.00		N/A
Dog Recovery Fee			
Plus Vets fees at cost plus 10%			

**NOTES:**

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Street Trading</b>			
<b>STREET TRADING</b>			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,740.00		1,827.00
- Renewal	1,654.00		1,737.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,455.00		1,528.00
- Renewal	1,308.00		1,373.00
For every additional 12 x 12 or part thereof or length more than 5m	716.00		752.00
Mobile Traders	682.00		716.00

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2013 £</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT</b>
<b>Premises License Fees</b>			
Existing Casinos - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Small Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Large Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Regional Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Bingo Club - New Application	2,088.00	2,192.00	
Annual Fee	598.00	628.00	
Application to vary	1,045.00	1,097.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	2,088.00	2,192.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Premises License Fees</b>			
Betting Premises - New Application	1,792.00	1,882.00	
(excluding Tracks) Annual Fee	358.00	376.00	
Application to vary	895.00	940.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	1,792.00	1,882.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Tracks - New Application	1,493.00	1,568.00	
Annual Fee	598.00	628.00	
Application to vary	746.00	783.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,493.00	1,568.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Family Entertainment Centres - New Application	1,194.00	1,254.00	
Annual Fee	447.00	469.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Adult Gaming Centres - New Application	1,194.00	1,254.00	
Annual Fee	598.00	628.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Temporary Use Notices - New Application	304.00	319.00	
Annual Fee	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2013</b>	<b>FROM 1/04/2013</b>	<b>FROM 1/04/2013</b>
<b>Permits - Statutory Fee Set By Central Government</b>	<b>£</b>	<b>£</b>	<b>£</b>
		<b>Charges before VAT</b>	<b>Charges inclusive of VAT</b>
<b>Fee Type</b>			
FEC Gaming Machine - Grant	300.00	300.00	
FEC Gaming Machine - Renewal	300.00	300.00	
FEC Gaming Machine - Existing Operator Grant	100.00	100.00	
FEC Gaming Machine - Annual Fee	N/A	N/A	
Prize Gaming - Grant	300.00	300.00	
Prize Gaming - Renewal	300.00	300.00	
Prize Gaming - Existing Operator Grant	100.00	100.00	
Prize Gaming - Annual Fee	N/A	N/A	
Licensed Premises Gaming Machine Permit - Grant	150.00	150.00	
Licensed Premises Gaming Machine Permit - Renewal	N/A	N/A	
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00	100.00	
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	
Club Gaming Permit - Grant *	100.00	100.00	
Club Gaming Permit - Renewal *	100.00	100.00	
Club Gaming Permit - Existing Operator Grant	100.00	100.00	
Club Gaming Permit - Annual Fee	50.00	50.00	
Club Machine Permits - Grant *	100.00	100.00	
Club Machine Permits - Renewal *	100.00	100.00	
Club Machine Permits - Existing Operator Grant	100.00	100.00	
Club Machine Permits - Annual Fee	50.00	50.00	
Small Lottery Registration - Grant	40.00	40.00	
Small Lottery Registration - Renewal	20.00	20.00	
Small Lottery Registration - Existing Operator Grant	N/A	N/A	
Small Lottery Registration - Annual fee	N/A	N/A	
<b>Miscellaneous Fees</b>			
FEC Permits - Change of name	25.00	25.00	
FEC Permits - Copy of permit	15.00	15.00	
FEC Permits - Variation	N/A	N/A	
FEC Permits - Transfer	N/A	N/A	
FEC Permits - Notification	N/A	N/A	
Prize Gaming Permits - Change of name	25.00	25.00	
Prize Gaming Permits - Copy of permit	15.00	15.00	
Prize Gaming Permits - Variation	N/A	N/A	
Prize Gaming Permits - Transfer	N/A	N/A	
Prize Gaming Permits - Notification	N/A	N/A	
Licensed premises Gaming machine Permits - Change of name	25.00	25.00	
Licensed premises Gaming machine Permits - Copy of permit	15.00	15.00	
Licensed premises Gaming machine Permits - Variation	100.00	100.00	
Licensed premises Gaming machine Permits - Transfer	25.00	25.00	
Licensed premises Gaming machine Permits - Notification	N/A	N/A	



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Permits - Statutory Fee Set By Central Government</b>			
Licensed Premises Automatic Notification Process - Change of name	N/A	N/A	
Licensed Premises Automatic Notification Process - Copy of permit	N/A	N/A	
Licensed Premises Automatic Notification Process - Variation	N/A	N/A	
Licensed Premises Automatic Notification Process - Transfer	N/A	N/A	
Licensed Premises Automatic Notification Process - Notification	50.00	50.00	
Gaming Club Permits - Change of name	100.00	100.00	
Gaming Club Permits - Copy of permit	15.00	15.00	
Gaming Club Permits - Variation	100.00	100.00	
Gaming Club Permits - Transfer	N/A	N/A	
Gaming Club Permits - Notification	N/A	N/A	
Gaming Machine Permits - Change of name	100.00	100.00	
Gaming Machine Permits - Copy of permit	15.00	15.00	
Gaming Machine Permits - Variation	100.00	100.00	
Gaming Machine Permits - Transfer	N/A	N/A	
Gaming Machine Permits - Notification	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* Fee will be £200 if premises does not sell alcohol



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Band A - (rateable value £0 to £4,300)</b>			
Annual	70.00	70.00	
New Licence	100.00	100.00	
Future Variation	100.00	100.00	
<b>Band B - (rateable value £4,301 to £33,000)</b>			
Annual	180.00	180.00	
New Licence	190.00	190.00	
Future Variation	190.00	190.00	
<b>Band C - (rateable value £33,001 to £87,000)</b>			
Annual	295.00	295.00	
New Licence	315.00	315.00	
Future Variation	315.00	315.00	
<b>Band D - (rateable value £87,001 to £125,000)</b>			
Annual *	320.00	320.00	
New Licence *	450.00	450.00	
Future Variation *	450.00	450.00	
<b>Band E - (rateable value over £125,000)</b>			
Annual **	350.00	350.00	
New Licence **	635.00	635.00	
Future Variation **	635.00	635.00	
Premises with no NDRV = Band A			
Premises under construction = Band C			
Number of person present			
5,000 to 9,999 - Additional Fee	1,000.00	1,000.00	
5,000 to 9,999 - Annual Fee	500.00	500.00	
10,000 to 14,999 - Additional Fee	2,000.00	2,000.00	
10,000 to 14,999 - Annual Fee	1,000.00	1,000.00	
15,000 to 19,999 - Additional Fee	4,000.00	4,000.00	
15,000 to 19,999 - Annual Fee	2,000.00	2,000.00	
20,000 to 29,999 - Additional Fee	8,000.00	8,000.00	
20,000 to 29,999 - Annual Fee	4,000.00	4,000.00	
30,000 to 39,999 - Additional Fee	16,000.00	16,000.00	
30,000 to 39,999 - Annual Fee	8,000.00	8,000.00	
40,000 to 49,999 - Additional Fee	24,000.00	24,000.00	
40,000 to 49,999 - Annual Fee	12,000.00	12,000.00	
50,000 to 59,999 - Additional Fee	32,000.00	32,000.00	
50,000 to 59,999 - Annual Fee	16,000.00	16,000.00	
60,000 to 69,999 - Additional Fee	40,000.00	40,000.00	
60,000 to 69,999 - Annual Fee	20,000.00	20,000.00	
70,000 to 79,999 - Additional Fee	48,000.00	48,000.00	
70,000 to 79,999 - Annual Fee	24,000.00	24,000.00	
80,000 to 89,999 - Additional Fee	56,000.00	56,000.00	
80,000 to 89,999 - Annual Fee	28,000.00	28,000.00	
90,000 and over - Additional Fee	64,000.00	64,000.00	
90,000 and over - Annual Fee	32,000.00	32,000.00	



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Other Fees</b>			
Application for a grant or renewal of personal licence	37.00	37.00	
Temporary event notice	21.00	21.00	
Theft, loss etc. of premises licence or summary	10.50	10.50	
Application for a provisional statement	315.00	315.00	
Notification of change of name or address	10.50	10.50	
Application to vary licence to specify DPS	23.00	23.00	
Application for transfer of premises licence	23.00	23.00	
Interim authority notice following death etc. of licence holder	23.00	23.00	
Theft, loss etc. of certificate or summary	10.50	10.50	
Notification of change of name or alternation of rules of club	10.50	10.50	
Change of relevant registered address of club	10.50	10.50	
Theft, loss etc. of temporary event licence	10.50	10.50	
Theft, loss etc. of personal licence	10.50	10.50	
Duty to notify change of name or address	10.50	10.50	
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* 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.





Service	Planning & Building Control	Service Manager	Development Control Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Planning Advice</b>			
<b>Building Control Advice (Pre 01/01/2012)</b>			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	20.00 per Question		21.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	53.00		56.00
<b>Charges for Copy Documents</b>			
Monthly Decision List	86.00		90.00
Weekly Planning Application List	143.00		150.00
Decision Notices	15.00		16.00
Decision Notices Additional Copies	0.80		0.85
A4 - For each copy	0.80		0.85
A3 - For each copy	1.00		1.05
A2 - For each copy	2.50		2.60
A1 - For each copy	3.10		3.30
A0 - For each copy	4.20		4.40
Note			
Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.			

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Planning</b>	<b>Service Manager</b>	<b>Development Control Manager</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Place-shaping</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Permitted Developments and Pre-application Advice</b>			
<b>Permitted Development enquiries</b>			
<b>Proposed development type</b>			
Householder	27.00		28.00
Other	54.00		57.00
<b>Pre-Application advice</b>			
<b>Householder</b>	43.00		45.00
Cost of each additional meeting	21.00		22.00
1 - 4 dwellings	268.00		281.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
<b>Residential Development (see note 1)</b>			
5 - 9 dwellings (site <1ha) (gross floor area <1,000m2)	537.00		564.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2)	1,072.00		1,126.00
Cost of each additional meeting	536.00		563.00
Cost of Highway Advice	375.00		394.00
Cost of each additional meeting with Highway Authority	188.00		197.00
50 -199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2)	2,145.00		2,252.00
Cost of each additional meeting	793.00		833.00
Cost of Highway Advice	751.00		789.00
Cost of each additional meeting with Highway Authority	278.00		292.00
200+ dwellings (site 2+ha) (gross floor area +10,000m2)	3,217.00		3,378.00
Cost of each additional meeting	1,072.00		1,126.00
Cost of Highway Advice	1,126.00		1,182.00
Cost of each additional meeting with Highway Authority	375.00		394.00
<b>Non Residential/Commercial Development (see note 1)</b>			
Gross floor area up to 500m2 (site up to 0.5ha)	268.00		281.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
Gross floor area 501m2 - 999m2 (site 0.5 -1ha)	536.00		563.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
Gross floor area 1,000 - 2,499m2 (site 1.-1.25ha)	1,072.00		1,126.00
Cost of each additional meeting	536.00		563.00
Cost of Highway Advice	375.00		394.00
Cost of each additional meeting with Highway Authority	188.00		197.00
Gross floor area 2,500 - 9,999m2 (site 1.26-2ha)	2,145.00		2,252.00
Cost of each additional meeting	793.00		833.00
Cost of Highway Advice	751.00		789.00
Cost of each additional meeting with Highway Authority	278.00		292.00
Gross floor area +10,000m2 (site +2ha)	3,217.00		3,378.00
Cost of each additional meeting	1,072.00		1,126.00
Cost of Highway Advice	1,126.00		1,182.00
Cost of each additional meeting with Highway Authority	375.00		394.00



Service	Planning	Service Manager	Development Control Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Permitted Developments and Pre-application Advice</b>			
<b>Other Categories</b>			
Advertisements	54.00		57.00
Cost of each additional meeting	27.00		28.00
Change of Use	161.00		169.00
Cost of each additional meeting	81.00		85.00
Telecommunications	161.00		169.00
Cost of each additional meeting	81.00		85.00
Glasshouses/Poly Tunnels	214.00		225.00
Cost of each additional meeting	107.00		112.00
Others (see note 2)	107.00		112.00
Cost of each additional meeting	54.00		57.00
<b>Historic Environmental and Tree related enquiries</b>			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters)	33.00		35.00
(More than 3 Separate Matters)	66.00		69.00
Cost of each additional meeting	16.00		17.00
Separate Tree related Advice - number of trees not exceeding 10	33.00		35.00
Cost of each additional meeting	16.00		17.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	66.00		69.00
Cost of each additional meeting	16.00		17.00
<b>Exemptions</b>			
As set out in Guidance Note (e.g. Parish Councils, etc)			

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate  
 \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

Note 1 - If only principle to be discussed

Note 2 - Includes other development proposals such as variation or removal of conditions-proposed changes of use, car parks and certificates of lawfulness.



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Building Control - Fees Set By North Worcestershire</b>			
<b>Building Control Shared Service</b>			
<b>STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</b>			
1 Property - Application Charge	620.00		620.00
Regularisation Charge	780.00		780.00
Additional Charge *	110.00		110.00
2 Properties - Application Charge	855.00		855.00
Regularisation Charge	1,070.00		1,070.00
Additional Charge *	215.00		215.00
3 Properties - Application Charge	1,085.00		1,085.00
Regularisation Charge	1,355.00		1,355.00
Additional Charge *	320.00		320.00
4 Properties - Application Charge	1,310.00		1,310.00
Regularisation Charge	1,860.00		1,860.00
Additional Charge *	425.00		425.00
5 Properties - Application Charge	1,505.00		1,505.00
Regularisation Charge	1,885.00		1,885.00
Additional Charge *	530.00		530.00
Charges for more than 5 dwellings, please telephone 01562 732526 or 01562 732525			
<b>DOMESTIC EXTENSIONS TO A SINGLE BUILDING</b>			
Extension where floor area is less than 10m <sup>2</sup> or conversion of attached garage into habitable room:			
Application Charge	340.00		340.00
Regularisation Charge	425.00		425.00
Additional Charge *	110.00		110.00
Extension where floor area is between 10m <sup>2</sup> and 40m <sup>2</sup> :			
Application Charge	495.00		495.00
Regularisation Charge	620.00		620.00
Additional Charge *	110.00		110.00
Extension where floor area is between 40m <sup>2</sup> and 60m <sup>2</sup> :			
Application Charge	660.00		660.00
Regularisation Charge	825.00		825.00
Additional Charge *	110.00		110.00
Extension where floor area is between 60m <sup>2</sup> and 200m <sup>2</sup> :			
Application Charge	835.00		835.00
Regularisation Charge	1,040.00		1,040.00
Additional Charge *	110.00		110.00
Loft Conversions - Application Charge			
Application Charge	470.00		470.00
Regularisation Charge	590.00		590.00
Additional Charge *	110.00		110.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m <sup>2</sup>			
Application Charge	340.00		340.00
Regularisation Charge	425.00		425.00
Additional Charge *	110.00		110.00



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Building Control - Fees Set By North Worcestershire Building Control Shared Service</b>			
Window Replacement - Application Charge	180.00		180.00
Regularisation Charge	225.00		225.00
Additional Charge *	N/A		N/A
Electrical Work - Application Charge	235.00		235.00
Regularisation Charge	290.00		290.00
Additional Charge *	N/A		N/A
Other domestic alterations costing less than £3,000 which are separate from but are <b>to be undertaken at the same time</b> as the main project			
Application Charge	60.00		60.00
Regularisation Charge	85.00		85.00
Additional Charge *	55.00		55.00
<b>ALL OTHER WORK - ALTERATIONS</b>			
Estimated cost of work £0.00 to £5,000			
Application Charge	240.00		240.00
Regularisation Charge	300.00		300.00
Estimated cost of work £5,001 to £15,000			
Application Charge	340.00		340.00
Regularisation Charge	465.00		465.00
Estimated cost of work £15,001 to £25,000			
Application Charge	455.00		455.00
Regularisation Charge	570.00		570.00
Estimated cost of work £25,001 to £35,000			
Application Charge	560.00		560.00
Regularisation Charge	700.00		700.00
Estimated cost of work £35,001 to £50,000			
Application Charge	720.00		720.00
Regularisation Charge	895.00		895.00
For office or shop fit outs, installation or a mezzanine floor and all other work where the estimated cost exceeds £50,000, the customer should contact the North Worcestershire Building Control office for a competitive quote			
<b>Supplementary Charges</b>			
Archived plans			
Re-open archived file and issue completion certificate	65.00		65.00
Site Visit relating to archived case - per site visit	65.00		65.00
<b>Withdrawn Applications</b>			
Process request - Admin Charge	40.00		40.00
Building Notice - No inspection having taken place	refund fee less admin charge		refund fee less admin charge
Building Notice - Inspections having taken place	refund fee less admin charge less £65 per visit		refund fee less admin charge less £65 per visit
Full Plans - not checked, no inspections	refund fee less admin charge		refund fee less admin charge
Full Plans - checked, no inspections	refund inspection fee less admin charge		refund inspection fee less admin charge
Full Plans - checked, with site inspections	refund inspection fee less admin charge, less £65 per site inspection		refund inspection fee less admin charge, less £65 per site inspection



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Building Control - Fees Set By North Worcestershire Building Control Shared Service</b>			
<b>Redirected Inspection fees/issue copy documents</b>			
Re invoice to new address	40.00		40.00
Re issue previously issued completion certificate or approval/acceptance document	£11.00 plus £0.11 per sheet		£11.00 plus £0.11 per sheet
Optional Consultancy Services	£80.00 per hour		£80.00 per hour

**NOTES:**

VAT will be included at the prevailing rate if applicable

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

These charges have been set of the following basis:

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



<b>Service</b>	<b>Planning Applications</b>	<b>Service Manager</b>	<b>Development Control Manager</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Place-shaping</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 21/11/2012 £</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT</b>
<b>Planning Applications - Statutory Fees Set By Central Government</b>			
<b>OPERATIONS</b>			
<b>New Dwellings</b>			
<b>Outline planning permission</b>			
Site does not exceed 2.5 hectare - rate per 0.1 hectare	335		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
<b>In other cases</b>			
New Dwellings - dwellings less than 50 houses - rate per dwelling	335		385
New Dwellings - dwellings exceeds 50 houses	16,565		19,409
rate per additional dwelling over 50 houses	100		115
Maximum	250,000		250,000
<b>Buildings other than dwellings, agricultural building, plant or glasshouses etc.)</b>			
<b>Outline planning permission</b>			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	335		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
<b>In other cases</b>			
No additional floor space	170		195
Gross area less than 40 sq metres	170		195
Gross floor area between 40 and 75 sq metres	335		385
Rate in excess of 75 sq metres, but less than 3,750 (per 75 sq metres)	335		385
Gross floor area in excess of 3,750 sq metres	16,565		19,049
Rate per additional 75 sq meter in excess of 3,750 sq meters	100		115
Maximum	250,000		250,000
<b>Agricultural buildings on agricultural land (other than glasshouses)</b>			
<b>Outline planning permission</b>			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	335		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
<b>In other cases</b>			
Gross area less than 465 sq metres	70		80
Gross floor area between 465 and 540 sq metres	335		385
Gross floor area between 540 and 4,215 sq meters	335		385
Rate per additional 75 sq metres in excess of 540 sq meters	335		385
Gross floor area in excess of 4,215 sq metres	16,565		19,049
Rate per additional 75 sq metres in excess of 4,215 sq meters	100		115
Maximum	250,000		250,000
<b>Glasshouses on agricultural land</b>			
Gross area less than 465 sq meters	70		80
Gross floor area in excess of 465 sq meters	1,870		2,150
<b>Erection, alteration or replacement of plant or machinery</b>			
Gross area less than 5 hectares	335		385
Gross area in excess of 5 hectares	16,565		19,049
Rate per additional 0.1 hectare in excess of 5 hectares	100		115
Maximum	250,000		250,000



<b>Service</b>	<b>Planning Applications</b>	<b>Service Manager</b>	<b>Development Control Manager</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Place-shaping</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 21/11/2012 £</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT</b>
<b>Planning Applications - Statutory Fees Set By Central Government</b>			
<b>Enlargement, improvement or alteration of dwellings for domestic purposes</b>			
One dwelling	150		172
2 or more dwellings	295		339
<b>Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)</b>			
Car parks, roads and access to serve a single undertaking where associated with existing use	150		172
	170		195
<b>Operations not within above categories - rate per 0.1 hectare</b>			
Maximum	170		195
	1,690		1,690
<b>USES</b>			
Change of use of a building to one or more dwellings			
From single dwelling to 50 or fewer dwellings	335		385
From single dwelling to more than 50 dwellings	16,565		19,049
Rate per additional dwelling in excess of 50 dwellings	100		115
Maximum	250,000		250,000
From other building to 50 or fewer dwellings	335		385
From other building to more than 50 dwellings	16,565		19,049
Rate per additional dwelling in excess of 50 dwellings	100		115
Maximum	250,000		250,000
Material changes of use on land or building(s) other than above	335		385
<b>ADVERTISEMENTS</b>			
Advertisements on business premises or other land within the business curtilage relating to nature of business, goods sold, services provides, or name of persons undertaking business			
	95		110
Sign relating to business in the locality but not visible from that site	95		110
All other advertisements	335		385
<b>OTHER APPLICATIONS</b>			
Certificate of existing use or development	As for a planning application		As for a planning application
Certificate of proposed use or development	50% of planning application		50% of planning application
<b>Prior approval application under the General Permitted Development Order</b>			
Application made under parts 6, 7 or 31	70		80
Application made under part 24	335		385
<b>Renewal of permission Under the Town and Country Planning and Compulsory Purchase Act 2004 you can renew an application that was approved before 1st October 2009 and has not expired.</b>			
Householder	50		57
Major Development	500		575
All other cases	170		195





<b>Service</b>	<b>Planning Applications</b>	<b>Service Manager</b>	<b>Development Control Manager</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Place-shaping</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 21/11/2012 £</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT</b>
<b>Planning Applications - Statutory Fees Set By Central Government</b>			
Variation or removal of a condition	170		195
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with			
Householder developments (per request)	25		28
All other cases (per request)	85		97
Application for Non-Material Amendments following a grant of planning permission			
Householder developments (per request)	25		28
All other cases	170		195
Applications for Certificates of Alternative Development	0		195
Please note that the following applications are County Matters which should be submitted to Worcestershire County Council:			
a) Operations connected with exploratory drilling for oil or gas			
b) Mineral operations			
c) Use for disposal of refuse or waste material			

**NOTES:**

VAT will be included at the prevailing rate if applicable  
Charges are expressed in the new format to allow customers to better understand the charges, and to draw comparison with the commercial sector.



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2013</b>	<b>FROM 1/04/2013</b>	<b>FROM 1/04/2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Private Water Supplies - Statutory Fee Set By Central Government</b>		<b>Charges before VAT</b>	<b>Charges inclusive of VAT</b>
Risk Assessment - rate per hour	40.00		40.00
up to a maximum of	500.00		500.00
Investigating - rate per hour	40.00		40.00
up to a maximum of	500.00		500.00
Granting an authorisation - Maximum charge	100.00		100.00
Analysing samples			
Regio small supplies - maximum	25.00		25.00
During check monitoring - maximum	100.00		100.00
Taken during audit monitoring - maximum	500.00		500.00
Approx 12 supplies may require investigation and full audit			
Approx 60 supplies may require risk assessment and investigation.			

**NOTES:**

VAT will be included at the prevailing rate if applicable



Service	Planning	Service Manager	Planning Policy Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Street Naming and Numbering</b>			
<b>Existing Properties</b>			
Renaming an existing street	210.00		221.00
Additional charge per premise	52.50		55.00
Renaming (where the premise is NOT also numbered) or renumbering a premise	105.00		110.00
Additional charge per premise	21.00		22.00
Adding a name to or renaming a premise (where the premise is also numbered)	0.00		0.00
Additional charge where this includes naming of a building (e.g. a block of flats)	52.50		55.00
<b>New Developments</b>			
Naming a New Street	210.00		221.00
Naming and Numbering a new Premises	105.00		110.00
Additional charge for each adjoining premise	21.00		22.00
Additional Charge where this includes naming of a building (e.g. a block of flats)	52.50		55.00

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 There is NO charge for adding or changing the name of a property that is also numbered. If a property is already numbered, a property owner can additionally name their property as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence.

**WYRE FOREST DISTRICT COUNCIL**

**CABINET PROPOSALS 2013/14 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
<b>SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT</b>						
R705	<b>Economic and Regeneration Initiatives</b> To provide further investment in regeneration initiatives following the State of the Area events. Delegate authority to the Director of Economic Prosperity and Place to spend in consultation with the Cabinet Review Panel (will include representation from all groups)	C R S	500,000 120,000 -	- 70,000 -	- 70,000 -	- 70,000 -
R224	To request that the Director investigate the alternative use of any surplus/unused property to complement the Council's Economic and Regeneration priorities, Options to include conversion into either Serviced Business Starter Incubator Units, offices, or for residential use. The business cases for such proposals be considered by the Cabinet Review Panel.	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
Various	To request that the Director investigate the possibility of establishing incubator units within the Civic Centre, Stourport on Severn in partnership with Worcestershire County Council and others. Any proposals to be considered by the Cabinet Review Panel.	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R190 R187 R189	<b>Car Parking</b> During the period of the freeze of car parking charges to undertake a review of Town Centre car parking to include consideration of the provision of some elements of free parking based on the results of the recent free parking initiative	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
<b>DELIVERING TOGETHER, WITH LESS</b>						
Various	<b>Staff Terms and Conditions</b> Revision of Staff Terms and Conditions, including introduction of the Living Wage	C R S	- 1,000 CR -	- 10,700 CR -	- 13,600 CR -	- 13,100 CR -
Various	<b>Procurement</b> To conduct a review of the major contracts currently in place with external organisations and partners to secure savings	C R S	- 25,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R040 R335	<b>Parish Localism Fund</b> Review of funding for Parish Councils in light of the Council Tax Scheme changes and to establish a fund of £105k in Yr 1 to support Parish Councils <b>Support for Cemeteries</b> Phase out support for cemeteries over four years (75%, 50%, 25%, 0%)	C R S  C R S	- 15,740 -  - 17,070 -	- 23,460 CR -  - 11,380 -	- 23,660 CR -  - 5,690 -	- 23,860 CR -  - - -
R337	<b>NNDR Relief</b> To conduct a review of recipients of NNDR relief	C R S	- - -	- 31,000 CR -	- 44,000 CR -	- 55,000 CR -

Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
R410	<b>ICT</b> Review of Members' ICT - staged implementation of revised scheme	C R S	- 1,000 CR -	- 4,000 CR -	- 8,000 CR -	- 12,000 CR -
R410	<b>Members Car Parking Passes</b> Following the move to Wyre Forest House, to cease the issuing of free Car Park Passes to all Members. Members will still be able to claim for any parking costs incurred in line with the Members' Allowances scheme	C R S	- - -	- - -	- - -	- - -
Various	<b>Wyre Forest Forward</b> Expansion of the Wyre Forest Forward programme of efficiency savings	C R S	- 50,000 CR 2.00 CR	- 150,000 CR 6.00 CR	- 200,000 CR 8.00 CR	- 250,000 CR 10.00 CR
Various	<b>Wyre Forest Forward</b> To round all Fees and Charges to the nearest whole pounds in the future for ease and efficiency (with the exception of car parking)	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	- TBC TBC TBC
Various	<b>Fleet and Waste Strategy Review</b> The Director investigates the usage of the Council's freighter fleet to ensure maximum optimisation.	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
<b>SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT</b>						
R800	<b>Disabled Facilities Grants</b> Review of funding for Disabled Facilities Grants including seeking grant funding from Health and other partners	C R S	- - -	- - -	- - -	- - -
<b>IMPROVING COMMUNITY WELL-BEING</b>						
R800	<b>Local Authority Mortgage Scheme</b> Future consideration by the Treasury Management Review Panel of the extension of the current LAMS scheme to include Shared Ownership once the existing scheme is fully operational	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R720	<b>Reinstate Community Leadership Fund</b> Reinstate a fund of £1,000 per Member for 2013/14.	C R S	- 42,000 -	- - -	- - -	- - -
	<b>TOTALS</b>	C R S	<b>500,000</b> <b>117,810</b> <b>2.00 CR</b>	<b>-</b> <b>187,780 CR</b> <b>6.00 CR</b>	<b>-</b> <b>263,570 CR</b> <b>8.00 CR</b>	<b>-</b> <b>333,960 CR</b> <b>10.00 CR</b>

**KEY - Changes in Resources**

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

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2012/13		2013/14		2014/15		2015/16		TOTAL £
	Original Estimate £	Revised Estimate £	At Nov.12 Prices £	Inflation £	TOTAL £	At Nov.12 Prices £	Inflation £	TOTAL £	
CHIEF EXECUTIVE	1,132,640	1,107,440	1,108,210	14,210	1,122,420	1,114,120	28,730	1,142,850	1,135,860
COMMUNITY ASSETS AND LOCALISM	1,515,960	1,514,100	1,319,950	21,850	1,341,800	1,408,710	45,850	1,454,560	1,457,980
COMMUNITY WELL-BEING AND ENVIRONMENT	6,088,890	6,143,730	6,198,820	111,460	6,310,280	6,198,650	233,980	6,432,630	5,658,450
ECONOMIC PROSPERITY AND PLACE	2,851,330	2,918,440	2,350,930	46,830	2,397,760	1,841,490	95,380	1,936,870	1,708,120
RESOURCES	2,774,030	2,931,820	2,914,490	(1,600)	2,912,890	2,659,550	53,960	2,713,510	2,744,410
LESS: CAPITAL ACCOUNT	14,372,850	14,615,530	13,892,400	192,750	14,085,150	13,222,520	457,900	13,680,420	12,704,820
INTEREST RECEIVED	(1,151,050)	(1,327,040)	(1,201,780)	730	(1,201,050)	(990,350)	1,490	(988,860)	(263,070)
INCREASES IN FEES AND CHARGES	(166,600)	(211,540)	(134,320)	0	(134,320)	(122,590)	0	(122,590)	(124,420)
<b>TOTAL NET EXPENDITURE ON SERVICES</b>	<b>13,055,200</b>	<b>13,076,950</b>	<b>12,497,930</b>	<b>193,480</b>	<b>12,691,410</b>	<b>11,951,170</b>	<b>459,390</b>	<b>12,410,560</b>	<b>12,055,100</b>
LESS: GOVERNMENT FUNDING	(5,564,730)	(5,564,730)			(6,179,120)			(5,390,570)	(4,933,200)
HOMELESSNESS FUNDING	(109,270)	(109,270)			(108,650)			(108,650)	0
COMMUNITY RIGHT TO BID/CHALLENGE	0	0			(16,400)			(16,400)	0
COLLECTION FUND SURPLUS	(51,000)	(51,000)			0			0	0
COUNCIL TAX TRANSITIONAL GRANT	0	0			(28,630)			0	0
<b>GENERAL EXPENSES -</b>									
COUNCIL TAX INCOME	(7,007,800)	(7,007,800)			(5,952,120)			(6,071,090)	(6,192,470)
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>322,400</b>	<b>344,150</b>			<b>406,490</b>			<b>823,850</b>	<b>929,430</b>
COUNCIL TAX LEVY		197,62			197,62			201,57	205,60
COUNCIL TAX BASE		35,461			30,119			30,119	30,119

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**27<sup>TH</sup> FEBRUARY 2013**

**Council Tax 2013/14**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME</b>	Stronger Communities
<b>CORPORATE PLAN PRIORITY:</b>	Delivering Together, With Less
<b>CABINET MEMBER:</b>	Councillor N J Desmond
<b>DIRECTOR:</b>	Director of Resources
<b>CONTACT OFFICERS:</b>	Joanne Wagstaffe - Ext. 2100 <a href="mailto:joanne.wagstaffe@wyreforestdc.gov.uk">joanne.wagstaffe@wyreforestdc.gov.uk</a> Tracey Southall - Ext. 2125 <a href="mailto:tracey.southall@wyreforestdc.gov.uk">tracey.southall@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 - Council Tax Resolution 2013/14 Appendix 2 - Council Tax Schedule 2013/14 Appendix 3 - Parish and Town Council Precepts 2013/14 Appendix 4 – District Council Tax, including Parish/Town Council Precepts, 2013/14 Appendix 5 – Total Council Tax, including Major Precepting Authorities and Parish/Town Council Precepts, 2013/14

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2013/14.

**2. RECOMMENDATION**

**Council is asked to approve:**

- 2.1 **The formal Council Tax Resolution 2013/14 at Appendix 1, taking into account information contained in Appendices 2 to 5.**

**3. BACKGROUND**

- 3.1 The Localism Act 2011, that made significant changes to the Local Government Finance Act 1992, requires the billing authority to calculate a Council Tax requirement for the year.

**4. WYRE FOREST DISTRICT COUNCIL'S COUNCIL TAX REQUIREMENT**

- 4.1 Cabinet, on 19<sup>th</sup> February 2013, approved and recommended to Council the 2013/14 revenue budget requirement.
- 4.2 Cabinet recommended that Wyre Forest District Council's element of the Council Tax 2013/14 be agreed at £197.62 for Band D properties. This represents a freeze on the current rate.
- 4.3 In approving the District Council's element of the Council Tax, account has to be taken of:
- Business Rates and Revenue Support Grant
  - Homelessness Funding
  - Other non ring-fenced Government Grants
  - Any surplus or deficit arising from the Collection Fund

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

<b>Council Tax Requirement 2013/14</b>	<b>£'000</b>	<b>£'000</b>
Wyre Forest District Council Budget Requirement 2013/14	12,809	
Less: Use of Balances	(524)	
	12,285	
Parish & Town Councils' Requirement (Appendix 3)	442	
		12,727
Less:		
Business Rates and Revenue Support Grant	(6,179)	
Homelessness Funding	(109)	
Community Right to Bid/Challenge Grant	(16)	
Council Tax Transitional Grant	(29)	
		(6,333)
<b>Council Tax Requirement 2013/14</b>	<b>£'000</b>	<b>6,394</b>

- 4.4 Wyre Forest District Council's Council Tax at Band D for 2013/14 is £197.62, determined as follows:

Council Tax Requirement (as detailed in paragraph 4.3 above)	£6,393,959
Divided by Council Tax Base	30,119
Council Tax at Band D (including Parishes)	£212.29
Deduct Parish Element	(£14.67)
<b>Council Tax at Band D for Wyre Forest District Council</b>	<b>£197.62</b>



## **5. PRECEPT LEVELS**

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

### **5.1.1 Parish and Town Councils**

The Parish and Town Council Precepts for 2013/14 are detailed in Appendix 3 and total £441,839. The increase in the average Band D Council Tax for Parish and Town Councils is 12.07% and results in an average Band D Council Tax figure of £14.67 for 2013/14.

### **5.1.2 Worcestershire County Council**

Worcestershire County Council has stated its precept for 2013/14 to be £31,295,538, (with no Collection Fund adjustment). The increase in the Band D Council Tax is 0%, resulting in a Band D Council Tax of £1,039.06. Further details can be found in Appendix 1.

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

The Office of the Police and Crime Commissioner for West Mercia has stated its precept for 2013/14 to be £5,382,867.68, (with no Collection Fund adjustment). The increase in the Band D Council Tax is 0%, resulting in a Band D Council Tax of £178.72. Further details can be found in Appendix 1.

### **5.1.4 Hereford and Worcester Fire and Rescue Authority**

Hereford and Worcester Fire and Rescue Authority has stated its precept for 2013/14 to be £2,217,930.78, (with no Collection Fund adjustment). The increase in the Band D Council Tax is 0%, resulting in a Band D Council Tax of £73.64. Further details can be found in Appendix 1.

## **6. SPECIAL EXPENSES**

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

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

## **7. COUNCIL TAX LEVELS**

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

7.2 The Council Tax Schedule 2013/14 is set out in Appendix 2.

- 7.3 The Parish & Town Council precepts 2013/14 are set out in Appendix 3.
- 7.4 The District Council Tax, including Parish/Town Council precepts, 2013/14 is set out in Appendix 4.
- 7.5 The Total Council Tax, including Major Precepting Authorities and Parish/Town Council precepts, 2013/14 is set out in Appendix 5.

**8. KEY ISSUES**

- 8.1 That the formal Council Tax resolution presented in accordance with the requirements of the Localism Act be approved.

**9. FINANCIAL IMPLICATIONS**

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

**10. LEGAL AND POLICY IMPLICATIONS**

- 10.1 The Council must set its Council Tax for 2013/14 in accordance with all statutory requirements.
- 10.2 The Localism Act 2011, that made significant changes to the Local Government Finance Act 1992, requires the billing authority to calculate a Council Tax requirement for the year.

**11. RISK MANAGEMENT**

- 11.1 The Accounts and Audit (England) Regulations 2011, require Local Authorities to fully consider and manage Risk as part of the Budget process. This was fully set out in the Financial Strategy December Cabinet Report as updated by Cabinet in February.

**12. EQUALITY IMPACT ASSESSMENT**

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

**13. CONCLUSION**

- 13.1 See Recommendations.

**14. CONSULTEES**

- 14.1 Cabinet.
- 14.2 CMT.

**15. BACKGROUND PAPERS**

- 15.1 Localism Act 2011.
- 15.2 Local Government Finance Act 1992.

**COUNCIL TAX RESOLUTION 2013/14**

**The Council is recommended to resolve as follows:**

1. It be noted that the Council has calculated the Council Tax Base 2013/14:
  - (a) for the whole Council area as **30,119** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the Act”)]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in column 5 of the attached Appendix 3.
  
2. To calculate that the Council Tax requirement for the Council’s own purposes for 2013/14 (excluding Parish precepts) is **£197.62**.
  
3. That the following amounts be calculated for the year 2013/14 in accordance with Sections 31 to 36 of the Act:
  - (a) **£54,393,059** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) **£47,999,100** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) **£6,393,959** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. [Item R in the formula in Section 31B of the Act]
  - (d) **£212.29** being the amount at 3(c) above (Item R), divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (e) **£441,839** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 3).
  - (f) **£197.62** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that for the year 2013/14 Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as shown below.

<b>WORCESTERSHIRE COUNTY COUNCIL</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£692.71	£808.16	£923.61	£1,039.06	£1,269.97	£1,500.87	£1,731.77	£2,078.13

<b>THE OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR WEST MERCIA</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£119.15	£139.00	£158.86	£178.72	£218.44	£258.15	£297.87	£357.44

<b>HEREFORD AND WORCESTER FIRE AND RESCUE AUTHORITY</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£49.10	£57.27	£65.46	£73.64	£90.00	£106.38	£122.73	£147.28

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 5 as the amounts of Council Tax for 2013/14 for each part of its area and for each of the categories of dwellings.
6. To determine that the Council's basic amount of Council Tax for 2013/14 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

**COUNCIL TAX SCHEDULE 2013/14**

<b><u>District Council and Major Precepting Authorities</u></b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
Wyre Forest District Council	131.75	153.70	175.66	197.62	241.54	285.45	329.37	395.24
Worcestershire County Council	692.71	808.16	923.61	1,039.06	1,269.97	1,500.87	1,731.77	2,078.13
The Office of the Police and Crime Commissioner for West Mercia	119.15	139.00	158.86	178.72	218.44	258.15	297.87	357.44
Hereford and Worcester Fire and Rescue Authority	49.10	57.27	65.46	73.64	90.00	106.38	122.73	147.28

<b><u>Parish &amp; Town Councils</u></b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
The Charter Trustees Town of Kidderminster	2.80	3.27	3.73	4.20	5.13	6.07	7.00	8.40
Upper Arley Parish Council	31.75	37.04	42.33	47.62	58.20	68.78	79.37	95.24
Bewdley Town Council	15.73	18.35	20.97	23.59	28.83	34.07	39.32	47.18
Broome Parish Council	8.15	9.51	10.87	12.23	14.95	17.67	20.38	24.46
Chaddesley Corbett Parish Council	21.81	25.44	29.08	32.71	39.98	47.25	54.52	65.42
Churchill & Blakedown Parish Council	21.07	24.58	28.09	31.60	38.62	45.64	52.67	63.20
Kidderminster Foreign Parish Council	15.17	17.70	20.23	22.76	27.82	32.88	37.93	45.52
Ribbesford Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rock Parish Council	13.29	15.51	17.72	19.94	24.37	28.80	33.23	39.88
Rushock Parish Council	17.35	20.25	23.14	26.03	31.81	37.60	43.38	52.06
Stone Parish Council	17.61	20.55	23.48	26.42	32.29	38.16	44.03	52.84
Stourport on Severn Town Council	17.41	20.32	23.22	26.12	31.92	37.73	43.53	52.24
Wolverley & Cookley Parish Council	15.79	18.43	21.06	23.69	28.95	34.22	39.48	47.38

**PARISH AND TOWN COUNCIL PRECEPTS 2013/14**

<b>Parish &amp; Town Councils</b>	<b>2012/13</b>			<b>2013/14</b>			<b>Council Tax Increase/ (Decrease) (£)</b>	<b>Council Tax Increase/ (Decrease) (%)</b>
	<b>Tax Base</b>	<b>Precept £</b>	<b>Council Tax Band D (£)</b>	<b>Tax Base</b>	<b>Precept £</b>	<b>Council Tax Band D (£)</b>		
The Charter Trustees Town of Kidderminster	18,336	77,010	4.20	15,180	63,750	4.20	0.00	0.00
Upper Arley Parish Council	352	15,000	42.61	315	15,000	47.62	5.01	11.76
Bewdley Town Council	3,778	81,302	21.52	3,341	78,826	23.59	2.07	9.62
Broome Parish Council	180	1,850	10.28	182	2,225	12.23	1.95	18.97
Chaddesley Corbett Parish Council	741	21,783	29.40	666	21,783	32.71	3.31	11.26
Churchill & Blakedown Parish Council	753	21,740	28.87	688	21,740	31.60	2.73	9.46
Kidderminster Foreign Parish Council	407	7,385	18.14	365	8,307	22.76	4.62	25.47
Ribbesford Parish	189	0	0.00	158	0	0.00	0.00	0.00
Rock Parish Council	1,226	20,670	16.86	1,137	22,670	19.94	3.08	18.27
Rushock Parish Council	75	1,800	24.00	73	1,900	26.03	2.03	8.46
Stone Parish Council	260	6,500	25.00	246	6,500	26.42	1.42	5.68
Stourport on Severn Town Council	7,347	169,860	23.12	6,220	162,460	26.12	3.00	12.98
Wolverley & Cookley Parish Council	1,817	39,138	21.54	1,548	36,678	23.69	2.15	9.98
<b>TOTAL/AVERAGE</b>	<b>35,461</b>	<b>464,038</b>	<b>13.09</b>	<b>30,119</b>	<b>441,839</b>	<b>14.67</b>		

**DISTRICT COUNCIL TAX (INCLUDING PARISH/TOWN COUNCIL PRECEPTS) 2013/14      **APPENDIX 4****

<b><u>Part of the Council's Area</u></b>	<b>VALUATION BANDS 2013/2014</b>							
	<b>A £</b>	<b>B £</b>	<b>C £</b>	<b>D £</b>	<b>E £</b>	<b>F £</b>	<b>G £</b>	<b>H £</b>
The Charter Trustees Town of Kidderminster	134.55	156.97	179.39	201.82	246.67	291.52	336.37	403.64
<b>The Parish/Town Council of:</b>								
Upper Arley	163.50	190.74	217.99	245.24	299.74	354.23	408.74	490.48
Bewdley	147.48	172.05	196.63	221.21	270.37	319.52	368.69	442.42
Broome	139.90	163.21	186.53	209.85	256.49	303.12	349.75	419.70
Chaddesley Corbett	153.56	179.14	204.74	230.33	281.52	332.70	383.89	460.66
Churchill & Blakedown	152.82	178.28	203.75	229.22	280.16	331.09	382.04	458.44
Kidderminster Foreign	146.92	171.40	195.89	220.38	269.36	318.33	367.30	440.76
Ribbesford	131.75	153.70	175.66	197.62	241.54	285.45	329.37	395.24
Rock	145.04	169.21	193.38	217.56	265.91	314.25	362.60	435.12
Rushock	149.10	173.95	198.80	223.65	273.35	323.05	372.75	447.30
Stone	149.36	174.25	199.14	224.04	273.83	323.61	373.40	448.08
Stourport on Severn	149.16	174.02	198.88	223.74	273.46	323.18	372.90	447.48
Wolverley & Cookley	147.54	172.13	196.72	221.31	270.49	319.67	368.85	442.62

**TOTAL COUNCIL TAX 2013/14****APPENDIX 5**

<b>Parts of the Council's Area</b>	<b>VALUATION BANDS 2013/2014</b>							
	<b>A £</b>	<b>B £</b>	<b>C £</b>	<b>D £</b>	<b>E £</b>	<b>F £</b>	<b>G £</b>	<b>H £</b>
The Charter Trustees Town of Kidderminster	995.51	1,161.40	1,327.32	1,493.24	1,825.08	2,156.92	2,488.74	2,986.49
<b>The Parish/Town Council of:</b>								
Upper Arley	1,024.46	1,195.17	1,365.92	1,536.66	1,878.15	2,219.63	2,561.11	3,073.33
Bewdley	1,008.44	1,176.48	1,344.56	1,512.63	1,848.78	2,184.92	2,521.06	3,025.27
Broome	1,000.86	1,167.64	1,334.46	1,501.27	1,834.90	2,168.52	2,502.12	3,002.55
Chaddesley Corbett	1,014.52	1,183.57	1,352.67	1,521.75	1,859.93	2,198.10	2,536.26	3,043.51
Churchill & Blakedown	1,013.78	1,182.71	1,351.68	1,520.64	1,858.57	2,196.49	2,534.41	3,041.29
Kidderminster Foreign	1,007.88	1,175.83	1,343.82	1,511.80	1,847.77	2,183.73	2,519.67	3,023.61
Ribbesford	992.71	1,158.13	1,323.59	1,489.04	1,819.95	2,150.85	2,481.74	2,978.09
Rock	1,006.00	1,173.64	1,341.31	1,508.98	1,844.32	2,179.65	2,514.97	3,017.97
Rushock	1,010.06	1,178.38	1,346.73	1,515.07	1,851.76	2,188.45	2,525.12	3,030.15
Stone	1,010.32	1,178.68	1,347.07	1,515.46	1,852.24	2,189.01	2,525.77	3,030.93
Stourport on Severn	1,010.12	1,178.45	1,346.81	1,515.16	1,851.87	2,188.58	2,525.27	3,030.33
Wolverley & Cookley	1,008.50	1,176.56	1,344.65	1,512.73	1,848.90	2,185.07	2,521.22	3,025.47