

Open

Cabinet

Agenda

6pm
Tuesday, 16th September 2014
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor M J Hart	Leader of the Council & Environmental Services
Councillor N J Desmond	Deputy Leader & Resources and Transformation
Councillor J-P Campion	Planning and Economic Regeneration
Councillor H E Dyke	Operational Services
Councillor A Hingley	Health, Well-Being and Housing

Scrutiny of Decisions of the Cabinet

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

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

The deadline for "calling in" Cabinet decisions is 5pm on 26th September 2014.

Councillors wishing to "call in" a decision on this agenda should contact Sue Saunders, Committee and Electoral Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Urgent Key Decisions

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

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

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

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

Please see the Members' Code of Conduct as set out in Section 14 of 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.

For further information

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Sue Saunders, Committee and Electoral Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

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Wyre Forest District Council

Cabinet

Tuesday, 16th September 2014

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 22 nd July 2014.	7
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 8 th September 2014. (See front cover for contact details).	
7.	<i>Leader of the Council</i>	
7.1	Leader's Announcements	

8.		
	Councillor M J Hart	
8.1	Worcestershire Regulatory Services (WRS) – Changes to Partnership Agreement	
	To receive a report from the Director of Economic Prosperity and Place which asks Cabinet to recommend to Council changes to the Worcestershire Regulatory Services (WRS) Partnership Agreement.	13

9.		
	Councillor J-P Campion	
9.1	Chaddesley Corbett Neighbourhood Plan – Referendum	
	To receive a report from the Director of Economic Prosperity & Place which asks whether the Chaddesley Corbett Neighbourhood Plan should be made part of the Development Plan for Wyre Forest District following the referendum which is due to be held on Thursday 11 th September 2014.	18

10. Recommendations from Committees		
10.1	Overview & Scrutiny Committee, 10 th September 2014	
	(a) Wyre Forest Health Action Plan Update (To follow)	-

11.		
	Councillor N J Desmond	
11.1	Budget Monitoring First Quarter 2014/15	
	To receive a report from the Chief Financial Officer which asks Cabinet to note the projected variances.	21
	<i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>	
	Councillor N J Desmond	
11.2	National Non-Domestic Rates, Write Off of Amounts Outstanding	
	To receive a report from the Chief Financial Officer which asks Cabinet to give consideration to the writing off of sums in respect of National Non-Domestic Rates.	33

12.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
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13.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	
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Part 2

Not open to the Press and Public

14.		
14.1	<p>Amendment to the Capital programme</p> <p>To receive a report from the Director of Community Well-being and Environment which asks Cabinet to recommend to Council that the Capital Programme is updated.</p>	<p><i>Councillor M J Hart</i></p> <p>-</p>
15.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	

**WYRE FOREST DISTRICT COUNCIL
CABINET**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER
22ND JULY 2014 (6.00PM)**

Present:

Councillors: M J Hart (Chairman), J-P Campion, N J Desmond, H E Dyke and A T Hingley.

Observers:

Councillors: C Brewer, A R Clent, E Davies, F M Oborski, J A Shaw, M J Stooke, P W Wooldridge and M J Wrench.

CAB.1 Apologies for Absence

There were no apologies for absence.

CAB.2 Declarations of Interests by Members

No declarations of interest were made.

CAB.3 Minutes

Decision: The minutes of the Cabinet meeting held on 13th May 2014 be confirmed as a correct record and signed by the Chairman.

CAB.4 Call Ins

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

CAB.5 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.6 Leader's Announcements

There were no Leader's announcements.

CAB.7 Housing Allocation Policy

A report was considered from the Director of Economic Prosperity and Place which outlined the results from the consultation process and agree the new Allocations Policy. The recommendations from the Overview & Scrutiny Committee at its meeting on 3rd July 2014 were also considered.

Members were pleased to note that 650 responses had been received to the survey.

Members were informed that there was a debate at the Overview & Scrutiny Committee and a lot of issues had been discussed.

Decision: The new allocations policy, attached at appendix 2 of the report to Cabinet be adopted.

CAB.8 Affordable Housing Supplementary Planning Document - Adoption

A report was considered from the Director of Economic Prosperity and Place which informed Members of representations made in response to consultation on the Draft Affordable Housing SPD and seeks endorsement of the District Council's responses to these and also of the amended SPD for adoption. The recommendations from the Local Plans Review Panel at its meeting on 8th July 2014 were also considered.

The Chairman of the Local Plans Review Panel advised Cabinet that she felt it was important to adopt the policy and there had been several meetings to debate the subject. The Panel had felt that the policy was very fit for purpose.

Decision: The Affordable Housing SPD as set out at Appendix 1 of the report to Cabinet be adopted and the Consultation Statement set out at Appendix 2 of the report to Cabinet be endorsed for publication.

CAB.9 Chaddesley Corbett Neighbourhood Plan – Examiner's Report

A report was considered from the Director of Economic Prosperity and Place which provided Members with an update on the Chaddesley Corbett Neighbourhood Plan. The recommendations from the Local Plans Review Panel at its meeting on 8th July 2014 were also considered.

Members were informed that the Council were the only Worcestershire authority to have the planning agreement in place.

The Chairman of the Local Plans Review Panel advised Members that if the Council had not adopted the local plan, the Neighbourhood Plan would not be progressed. She also stated she was aware that Blakedown and Churchill Parish Councils could also be starting the process.

Members agreed that excellent work had been done on the plan.

Decision: The Decision Statement which forms Appendix Two of the report to Cabinet be approved and the Chaddesley Corbett Neighbourhood Plan proceeds to referendum on 11th September 2014.

CAB.10 Use of Compulsory Purchase Powers on land in Lower Mill Street, Kidderminster

A report was considered from the Director of Economic Prosperity and Place which sought authority for the Council to use its compulsory purchase powers.

A revised plan showing the extent of the proposed land subject to the CPO and comprising approximately 3.22 ha was tabled at the meeting. The plan corresponded with the boundary of the planning application for the redevelopment scheme.

Members were taken through the report and advised that it for Hendersons to engage with the owners and tenants of the properties in Lower Mill Street, Kidderminster.

Members debated the report and hoped that it would not become necessary to use the CPO powers and negotiations would be agreed with the owners and tenants. A Member asked if a timetable could be given to the owners and tenants so they could have some clear indication as to when things might happen, however, the Cabinet Member for Planning and Economic Regeneration replied that until they have given outline agreement, this could not happen.

Councillor F M Oborski left the meeting at this point, (6.30pm).

Decision:

- 1. Subject to entering into an indemnity agreement with Henderson UK Retail Warehouse Fund in respect of the total costs associated with the compulsory purchase and acquisition of the land, the Council makes a Compulsory Purchase Order (“CPO”) under section 226(i) (a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 for the acquisition of the land and new rights within the areas shown edged on the Plan which was tabled at the meeting for the purpose of securing the comprehensive redevelopment of the land in accordance with Policy KCA.WG3 of the Adopted Kidderminster Central Area Action Plan Local Development Plan Document for retail purposes.**
- 2. The Director of Economic Prosperity and Place in consultation with the Solicitor to the Council be authorised to:**
 - 2.1 Take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order, including the publication and service of all notices and the presentation of the Council’s case at any Public Inquiry.**

- 2.2 **Acquire interests in land and new rights within the Compulsory Purchase Order either by agreement or compulsorily.**
 - 2.3 **Approve agreements with land owners setting out the terms for the withdrawal of objections to the Order, including, where appropriate, seeking exclusion of land from the Order and/or making arrangements for relocation of occupiers.**
 - 2.4 **Enter into an Agreement with Henderson UK Retail Warehouse Fund for the acquisition of the properties to be purchased compulsorily (a 'back to back' Agreement) before any CPO is made.**
3. **Subject to the above referenced indemnity agreement being entered into, the Director of Economic Prosperity and Place to appoint consultants as required to act on behalf of the Council in progressing the Compulsory Purchase Order, including any negotiations for the purchase of any land.**

Recommend to Council:

4. **In the event that it becomes necessary to make a Compulsory Purchase Order, the Capital Programme be amended to include the acquisition of properties that are the subject of the order, while recognising that there will be no cost to the Council as a result of the indemnity agreement and "back-to-back" agreement as set out in recommendations 1 and 2.2 above**

CAB.11 Recommendations from Committees

Overview and Scrutiny Committee, 3rd July 2014

- **Climate Change Update**

The Climate Change Strategy and Action Plan 2014-15 as set out at Appendix 1 of the report to the Overview and Scrutiny Committee be approved.

CAB.12 Exclusion of Press and Public

Decision: "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 items of business on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB.13 Maximising the Value of Council Property Assets

A report was considered from the Director of Economic Prosperity and Place which asked Cabinet to agree the business case set out through the Medium Term Financial Strategy for the development of some of the Council's property assets to support housing growth and economic regeneration. The recommendations from the Overview & Scrutiny Committee at its meeting on 10th July 2014 were also considered.

Decision:

- 1. Delegated authority be granted to the Director of Economic Prosperity & Place, in consultation with the Cabinet Member for Planning & Economic Regeneration to continue to progress the business case(s) for disposal of, or investment in, the list of land and properties set out in Appendix 1 to the confidential report to Cabinet, including the appropriate vehicle to deliver the desired outcomes.**
- 2. The capital receipts from the sale of the land and buildings be utilised as set out at Appendix 1 of the confidential report to Cabinet (with the exception of the property mentioned in the report) and any future land and buildings that may be considered appropriate as an 'evergreen' fund to support future investment opportunities in developments that deliver further receipts for disposal or return on investment.**
- 3. To further develop the business case(s) for the renewable resources income generating options and delegated authority be granted to the Director of Economic Prosperity & Place, in consultation with the Cabinet Member for Planning & Economic Regeneration, for the implementation of those proposals which produce a positive rate of return over an acceptable payback period.**

Recommend to Council:

- 4. The allocation of capital receipts from the sale of the land and buildings identified at paragraph 2 in the confidential report to Cabinet be agreed, to create an 'evergreen' fund to support future investment opportunities in developments that deliver further receipts for disposal or return on investment; that delegated approval be given to Cabinet to agree the appropriate investments upon which to spend such investment fund monies; and that delegation be granted to Cabinet to decide to add any future capital receipts to the evergreen investment fund as they deem appropriate.**

CAB.14 Disposal of Land

A report was considered from the Director of Economic Prosperity and Place which asked Cabinet to agree the disposal of land in Kidderminster.

Decision: Delegated authority be granted to the Director of Economic Prosperity & Place, in consultation with the Cabinet Members for Planning & Economic Regeneration and Operational Services to:

- 1. Agree terms for and dispose of land at the named site in the confidential report to Cabinet on such terms as are considered the most economically advantageous to the Council including disposal of the freehold, granting of a lease and/or such other terms in respect of capital or revenue receipts as may be appropriate.**
- 2. Take the other consequential steps identified in paragraph 2.2 of the confidential report to Cabinet.**

CAB.15 Disposal of Land

A report was considered from the Director of Economic Prosperity and Place which asked Cabinet to agree the disposal of land in Kidderminster.

Members were advised that the sale of this land made good business sense.

Decision: To proceed with the sale to the leaseholder of the freehold of the land identified in the confidential report to Cabinet.

The meeting closed at 18.54 pm.

WYRE FOREST DISTRICT COUNCIL

CABINET
16TH SEPTEMBER 2014

Worcestershire Regulatory Services (WRS) – Changes to Partnership Agreement

OPEN	
CABINET MEMBER:	Councillor M J Hart
RESPONSIBLE OFFICER:	Director of Economic Prosperity & Place
CONTACT OFFICER:	Mike Parker, Ext. 2500 mike.parker@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Proposed Changes to Partnership Agreement

Please note that this report does not deal with the matter of strategic partnering which will be the subject of a separate report in due course should it be required.

1. PURPOSE OF REPORT

- 1.1 To agree changes to the Worcestershire Regulatory Services (WRS) Partnership Agreement.

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND to Council that:

- 2.1 **The proposed changes to the WRS Partnership Agreement as set out in Appendix 1 to this report be agreed and that delegated authority be given to the Director of Economic Prosperity & Place and Solicitor to the Council to agree and enter into the revised Partnerships Agreement.**

3. BACKGROUND

- 3.1 Worcestershire Regulatory Services (WRS) was established on 1 June 2010 when the county and six district councils delegated their environmental health, licensing and trading standards functions to the South Worcestershire Shared Services Partnership Joint Committee (hereafter referred to as the Joint Committee).
- 3.2 The Joint Committee is established under section 101 of the Local Government Act 1972. The arrangements governing the operation of the Joint Committee, how it discharges its functions and the relationship between the Joint Committee and partner councils including how the Joint Committee is funded are set out in a detailed partnership agreement. Part I of the agreement contains general provisions relating to the Joint Committee and Part II contains provisions relating specifically to WRS.
- 3.3 With the exception of minor revisions to the scope of work contained within the Statement of Partner Requirements, the agreement has not been revised since it was completed in 2010. Significant revisions to the agreement are now needed to ensure

it continues to be fit for purpose given the substantial changes that have occurred in the operating environment over the last four years.

- 3.4 The Joint Committee considered these changes at their meeting of 26th June 2014 and agreed that the proposed changes to the Worcestershire Shared Services Partnership Agreement should be recommended to partner Councils for approval at the earliest opportunity. For clarity it should be noted that these changes are not as a result of the strategic partnering proposal; any changes as a result of this initiative will be reported separately at a later date. It is not necessary to report this matter to the Council's Licensing and Environmental Committee as it involves the procedural matter of change to the Partnership Agreement which is a matter for Cabinet and Council. The Chairman of the Licensing & Environmental Committee has been consulted on the matter and understands and supports the procedure for agreeing these changes.

4. KEY ISSUES

- 4.1 The partnership agreement reflects the business model underpinning the detailed business case for WRS developed in 2009/10. This model achieves cost reductions by vigorous pursuit of a common approach to service delivery. Part I, clause 9.2 commits the participating authorities to work together to achieve consistent and standardised service delivery. A statement of partner requirements forms an appendix to the partnership agreement and sets out the services received by each of the partners at the time Worcestershire Regulatory Services came together.
- 4.2 This commitment to a common approach is reinforced by other checks and balances built into the agreement, in particular the variation provisions in Part II, clause 9 which permits a participating authority to vary the nature and extent of services that it receives from the partnership but also obliges it to meet all the financial consequences. This clause further permits the Joint Committee to decline to implement any variation sought by a participating authority if it considers it impracticable or to do so would have an adverse impact upon other participating authorities. These provisions follow through into the arrangements for apportionment of costs which were agreed by the Joint Committee in 2013.
- 4.3 There is no doubt that this business model for WRS has enabled delivery of savings well in excess of the planned 17% over baseline in the detailed business case. It is however increasingly difficult to achieve a common approach to service delivery because of the marked difference in current financial pressures confronting partner councils compared to 2010.
- 4.4 In September 2013 the Joint Committee agreed a revised approach to service delivery based on a "Core Matrix" risk approach to differing service levels and new activity based cost sharing mechanism. Reaching agreement was both complex and challenging because of these increasing differences in financial pressures faced by partners and the consequential impact on services. These challenges and pressures mean continued pursuit of a common approach to service delivery can no longer be sustained and recognises that by 2016/17 there needs to be a greater differentiation in partner service levels received from Worcestershire Regulatory Services and the respective budget contributions. A new business model is required which will accommodate these different requirements, as well as deliver current and future savings and efficiency plans.

- 4.5 It is proposed to achieve differentiated partner service levels and attendant financial contributions by establishing a 'core base' service level and cost that is common to all partners; this will represent the minimum managerial and technical infrastructure upon which a scalable service is then built. Each partner's level of service, commensurate with their currently agreed budget, will be represented by this 'core base' service level plus the additional services they receive – a 'core base plus' level of service. Thereafter the risk matrix will be used to consider any further reductions or additions to the service that the partner may wish to initiate.
- 4.6 The currently identified future gross running cost envelope of £3.250m in 2016/17 agreed by Joint Committee in February 2014 will be used to establish the new cost "core base" level of service.
- 4.7 Incorporation of the changes to business model and business processes described above into the partnership agreement to provide the necessary clarity and accountability will be accomplished through the revisions detailed in **Appendix 1**.
- 4.8 The recommendations in this report will ensure that the Worcestershire Shared Services Partnership and WRS can respond effectively to the financial pressures facing individual participating authorities.

5. FINANCIAL IMPLICATIONS

- 5.1 Wyre Forest District Council currently (2014/15) provides a budget of £537,350 to the WRS service. This incorporates savings agreed as part of the Medium Term Financial Strategy of £37,000 in 2014/15, followed by £38,000 in 2015/16 and £37,000 in 2016/17 i.e £112,000 cumulatively over three year period. We have however agreed that only part year savings of £28,000 will be achieved in 2014/15 due to timings of service revisions. As the currently identified future gross running cost envelope of £3.250m in 2016/17 has already been agreed by the Joint Committee in February 2014 the new lower cost "core base" level of service will provide for the district council's current level of service.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The changes proposed to the partnership agreement will require unanimous approval of all participating authorities to enable them to be incorporated. The level of service currently provided by WRS discharges the Council's statutory responsibilities in respect of environmental health services.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 None arising directly from this report.

8. RISK MANAGEMENT

- 8.1 Failure to implement the recommendations in this report are very likely to result in difficulty in securing a mutually acceptable financial settlement for WRS for 2015/16 and beyond. Not only will this make setting of a budget for WRS this November exceptionally challenging but it also risks setting of individual partner budgets in 2015 if a satisfactory level of service cannot be provided through WRS and the alternative were to bring the service back in house. Current proposals to engage a strategic partner to support the shared service for 2015 will mitigate this risk.

9. CONCLUSION

- 9.1 The proposed changes to the WRS Partnership are necessary to ensure the short term stability of the service in the light of partners' expected savings.

10. CONSULTEES

- 10.1 Chairman of Licensing and Environmental Committee.

11. BACKGROUND PAPERS

- 11.1 WRS Joint Committee 26th June 2014.
WRS Joint Committee 20th September 2013.
WRS Partnership Agreement Parts 1 & 2 and appendices.

Schedule of Proposed Revisions to Partnership Agreement

Part, Clause, Schedule	Proposed Revisions
Part I, clause 3.4	Delete clause as partners no longer wish partnership to be expanded
Part I, sub-clause 6.1.3	Delete sub-clause as roles have not rotated and this is not advantageous as linked to hosting costs
Part I, clause 8	Revise 8.1 requirement for annual business plan to incorporate requirement for production of rolling three year financial plan setting gross running cost envelopes linked to future partner contributions
Part I, clause 9.2	Modify to make clear no obligation on consistency beyond new reduced 'core matrix'
Part II, clause 8.1	Reference to replacement schedule 4
Part II, clause 8.2	Delete clause as its provisions are satisfied by the new schedule 4
Part II, clause 9.1	Modify to refer to individual partner service agreement based on new reduced 'core matrix' plus additional components
Part II, schedule 3	Update to reflect current service standards
Part II, schedule 4	Replace with new cost sharing arrangements schedule
Part II, Appendix 1	Replace statement of partner requirements with new reduced core matrix and statement of individual additional partner requirements

WYRE FOREST DISTRICT COUNCIL

CABINET
16TH SEPTEMBER 2014

Chaddesley Corbett Neighbourhood Plan – Referendum

OPEN	
CABINET MEMBER:	Councillor J-P Campion
RESPONSIBLE OFFICER:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Maria Dunn, Ext. 2551 Maria.dunn@wyreforestdc.gov.uk
APPENDICES:	Appendix 1: Decision Statement (to be circulated following the referendum).

1. PURPOSE OF REPORT

- 1.1 To consider whether the Chaddesley Corbett Neighbourhood Plan should be made part of the Development Plan for Wyre Forest District following the referendum which is due to be held on Thursday 11th September 2014.

2. RECOMMENDATION

- 2.1 In the event that the result of the Referendum is in favour of the adoption of the Plan Cabinet is asked to:**

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

2.1.2 recommend to Council that it agrees the adoption of the Chaddesley Corbett Neighbourhood Plan as part of the Development Plan for Wyre Forest District Council

- 2.2 In the event that the result of the Referendum is not in favour of adoption of the Plan Cabinet is asked to note that the Chaddesley Corbett Neighbourhood Plan will not form part of the Development Plan for Wyre Forest District Council and to approve the Decision Statement set out at Appendix One to this report.**

3. BACKGROUND

- 3.1 Chaddesley Corbett Parish Council, as the qualifying body, successfully applied for Chaddesley Corbett Parish to be designated as a Neighbourhood Area under the Neighbourhood Planning (General Regulations 2012) The Neighbourhood Area was designated on 14th September 2012.

- 3.2 Following the submission of the Chaddesley Corbett Neighbourhood Plan to the District Council, it was publicised and comments were invited from the public and stakeholders. The publication period closed on 27th May 2014.
- 3.3 Wyre Forest District Council appointed an independent examiner; Peter Biggers BSc Hons MRTPI AIHBC, to review whether the Neighbourhood Plan met the basic conditions required by legislation and whether it should proceed to referendum.
- 3.4 The Examiner's Report concluded that the Neighbourhood Plan met the basic conditions and that subject to the modifications which are proposed in his report and set out in the Chaddesley Corbett Neighbourhood Plan Decision Statement of 22nd July 2014, the Neighbourhood Plan should proceed to a referendum. This was agreed by Cabinet at its meeting on the 22nd July.

4. KEY ISSUES

- 4.1 With the Examiner's recommended modifications the Neighbourhood Plan meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention Rights and complies with relevant provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 as amended.
- 4.2 The referendum will be held on Thursday 11th September 2014 and will meet the requirements of the Localism Act 2011, it will be held in the Parish of Chaddesley Corbett. It will pose the question "Do you want Wyre Forest District Council to use the **Neighbourhood Plan for Chaddesley Corbett** to help it decide planning applications in the neighbourhood area?".
- 4.3 The count will also take place on 11th September 2014 and the results will be circulated in advance of and reported at the Cabinet meeting.

5. FINANCIAL IMPLICATIONS

- 5.1 The District Council's costs relating to preparing the Neighbourhood Plan for Chaddesley Corbett and running the referendum have been met through DCLG's Neighbourhood Planning Grant. A total of £30,000 has been received in grant money from DCLG to cover the District Council's costs associated with the Neighbourhood Plan. Making the Neighbourhood Plan will not lead to any costs over and above those already incurred.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the neighbourhood plan if more than half of those voting have voted in favour of the plan. The council are not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
- 6.2 Once made, the Neighbourhood Plan will become part of the Development Plan for the District and will be used to help determine planning applications within the parish.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 The Plan does not raise an Equalities issues and has been subject to Sustainability Appraisal which includes an assessment of potential impact on equalities issues.

8. RISK MANAGEMENT

- 8.1 If the referendum is in favour of the Neighbourhood Plan, the District Council must 'make' the Plan subject to it meeting all legal requirements. Should the referendum vote against the Plan then the District Council must not 'make' the Plan. Any decision which is not in accordance with this regulatory requirement could result in a legal challenge.

9. CONCLUSION

- 9.1 A referendum will be held in the Chaddesley Corbett Neighbourhood Area on Thursday 11th September 2014 to ask 'Do you want Wyre Forest District Council to use the **Neighbourhood Plan for Chaddesley Corbett** to help it decide planning applications in the neighbourhood area? If more than 50% of those turning out vote in favour of the Neighbourhood Plan then it must be made part of the Development Plan for Wyre Forest District unless it breaches EU obligations or any Convention Rights.

- 9.2 Neighbourhood planning is part of the Government's Localism agenda and allows communities to have more control over the way their local areas develops. Chaddesley Corbett Parish Council have prepared a Neighbourhood Plan to provide more specific planning policies and land allocations for the Parish. The Chaddesley Corbett Neighbourhood Plan referendum is the first to take place within Worcestershire and amongst the first 30 to take place nationally.

10. CONSULTEES

- 10.1 Principal Solicitor.

11. BACKGROUND PAPERS

- 11.1 Chaddesley Corbett Neighbourhood Plan - Referendum Version –

www.wyreforestdc.gov.uk/chaddesleycorbettnp

- 11.2 Chaddesley Corbett Neighbourhood Plan Decision Statement of 22nd July 2014 –

www.wyreforestdc.gov.uk/chaddesleycorbettnp

WYRE FOREST DISTRICT COUNCIL

CABINET
16TH SEPTEMBER 2014

Budget Monitoring First Quarter 2014/15

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Chief Financial Officer
CONTACT OFFICER:	Tracey Southall Ext. 2100 Tracey.southall@wyreforestdc.gov.uk Kath Pearsall Ext.2165 Kathryn.pearsall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Wyre Forest District Council General Fund Total Requirements - District Council Purposes Appendix 2 - Budgetary Control Reports - Revenue Appendix 3 - Final Capital Outturn against Programme 2013/14 Appendix 4 - Capital Programme 2014/15 with slippage from 2013/14 Appendix 5 – Wyre Forest Forward/ Cabinet Proposal Progress Report Appendix 6 - Budget Risk Matrix <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To monitor the Revenue Budget and Capital Programme in accordance with the Local Government Act 2003.
- 1.2 To inform members of the Housing Benefit Overpayment debt position as a 31st March 2014, together with details of performance against targets.
- 1.3 To inform members of the Sundry/Property debt position as at 31st March 2014, together with details of performance against the targets.

2. RECOMMENDATIONS

The Cabinet is asked to DECIDE:-

- 2.1 That the projected budget variations and comments outlined within this report and appendices 2 to 6 be noted.

3. KEY ISSUES - BUDGET MONITORING 1st QUARTER 2014/15

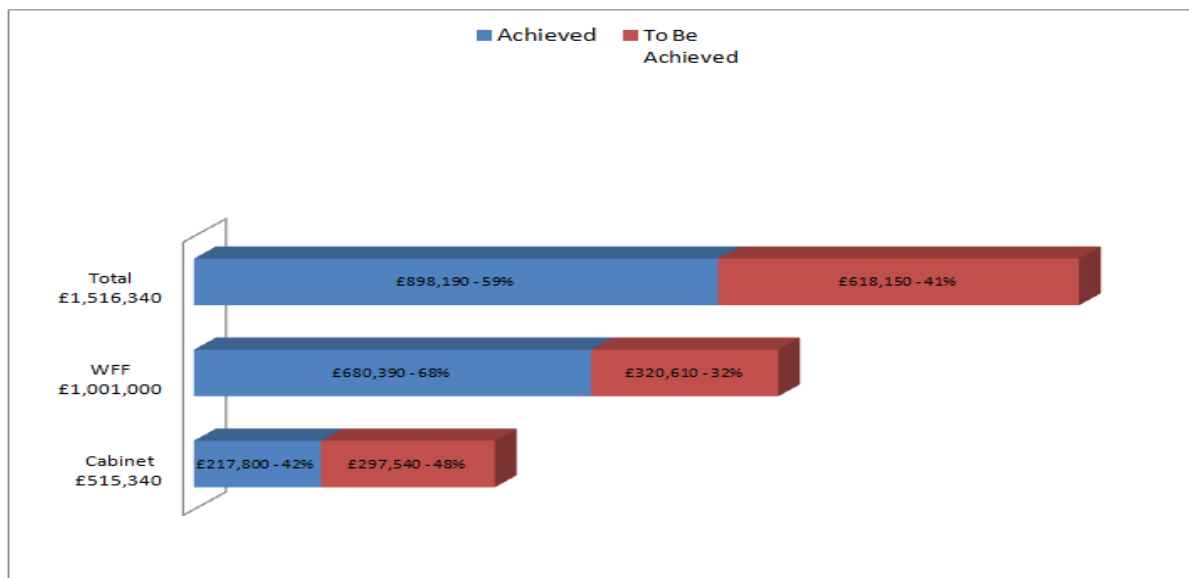
3.1 The projected outturn at 31st March 2015 is an under spend of £29,000. The details are in **Appendix 2** and the main variances are:

- £62,000 favourable – Bellwin Grant received in respect of floods in 2013/14.
- £40,000 favourable – Capital – Minimum Revenue Provision (MRP) cost reduction.
- £15,500 favourable: Additional sale of cemetery plots and increase in car parking management fees.
- £50,000 adverse: Reduction in contribution to HUB due to changes in Worcestershire County Council funding model, now based on demand levels.
- £38,500 adverse: Slower than expected realisation of saving opportunities/additional income in Council Buildings. (£22,500 Admin Buildings and £16,000 shortfall in Business Park income based on Qtr1 rentals)

3.2 Wyre Forest Forward Savings Programme/Cabinet Proposals

3.2.1 The review of all aspects of the Council to ensure we deliver a balanced budget and services of real value to our residents, has already achieved substantial savings. Progress achieved so against Wyre Forest plans and Cabinet Proposals, together, with the current shortfall in savings targets are detailed in **Appendix 5**. A refreshed savings plan based on latest projections will be included in the revised budget process. The recent review of all service budgets and ear marked reserves by Corporate Leadership Team (CLT) and service managers, in the context of historic final account under spends and current service pressures, has resulted in modest savings to feed into this process. This will help mitigate the impact of the shortfall in savings currently reported.

Summary of 2014/15 Wyre Forest Forward and Cabinet Proposal Savings



3.3 Net Expenditure

The level of net expenditure should represent the level of resource employed by the Council in order to undertake its statutory and discretionary service. This is because the Councils commercial activity should be undertaken only if the charges made,

cover the costs of the service provided, or beyond that, make a contribution to the Council's overheads.

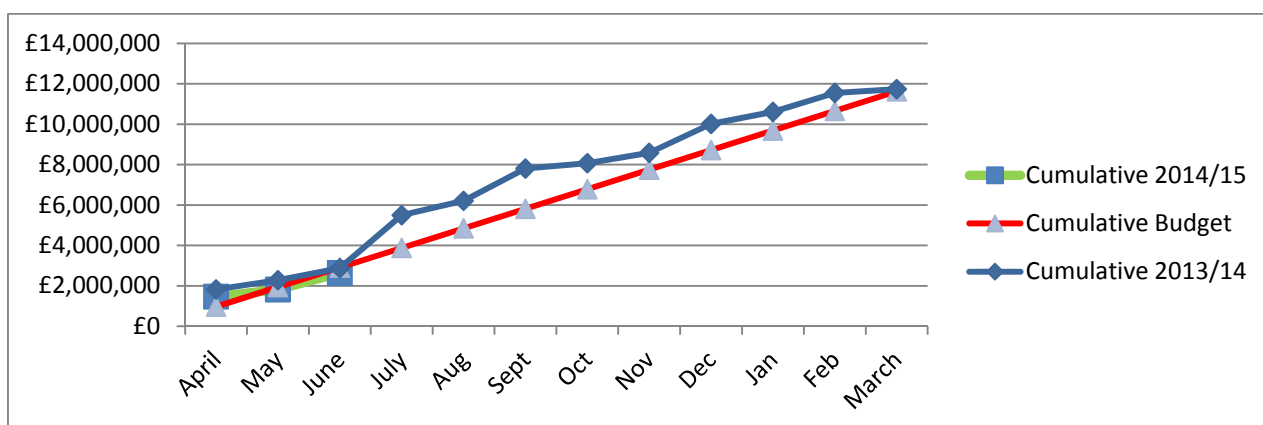
At the financial year end, the overall final position is forecasted to be:

Summary of main variances to budget

	Annual Budget (Original Budget 2014-15)	YTD June 2014 (including commitments)	Predicted Outturn	Variance
Positive Variance				
Chief Executive/Corporate	£5,575,820	£412,042	£5,563,820	CR£12,000
Capital Account	CR£1,189,250	CR£469,060	CR£1,229,250	CR£40,000
Negative Variance				
Community Well-Being and Environment	£6,077,270	£1,914,184	£6,084,270	£7,000
Economic Prosperity and Place	£1,173,410	£781,334	£1,189,410	£16,000
TOTALS	£11,637,250	£2,638,500	£11,608.250	CR£29,000

The profile of net expenditure varies against budget, not only because of the fluctuation in income, but also to reflect the seasonal variations in activity and the way that payments are made to, and received from, organisations, including government and other Councils.

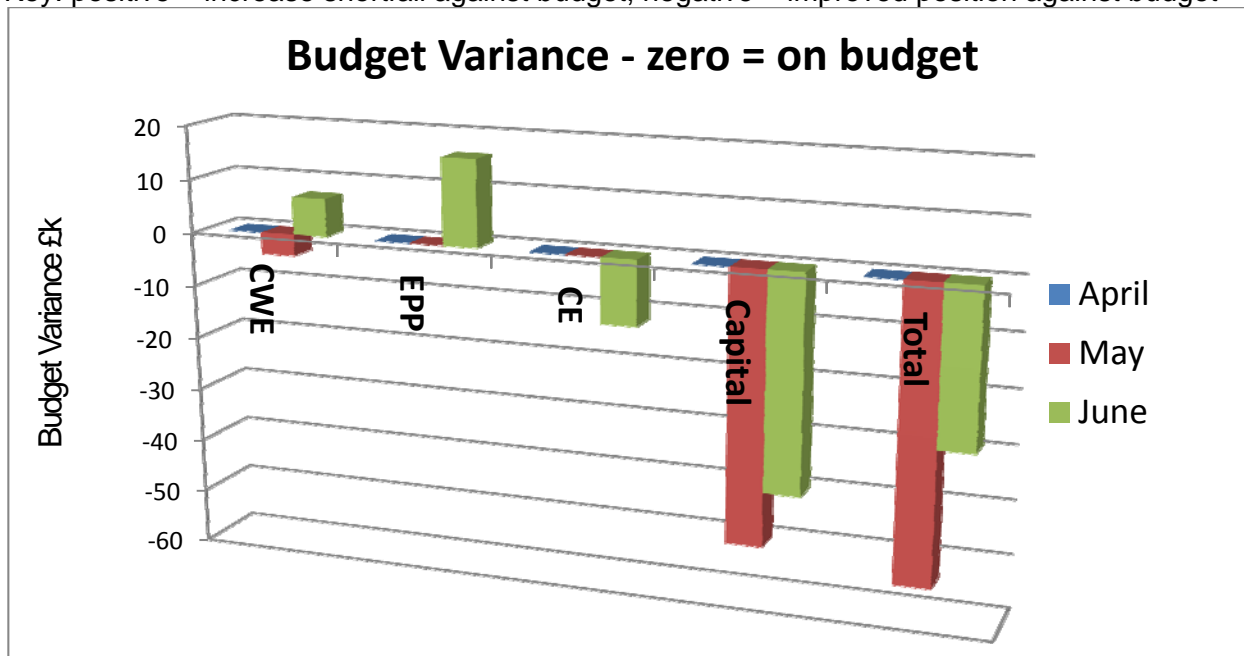
Net Revenue Expenditure profile (including commitments) during 2014/15 compared against budget



The latest Q1 outturn prediction shows changes in final year outturn based on monthly forecasts. Potential variances may be mitigated throughout the year.

Changes in Final year Outturn based on monthly forecasts

Key: positive = increase shortfall against budget, negative = improved position against budget



CWE – Community Well Being and Environment
 EEP – Economic Prosperity and Place
 CE – Chief Executive/Corporate

3.4 External Income

External Income is a very important element within the finances of the Council, it affects the level of resources the Council can fund and makes an important contribution to a balanced budget.

The level of external income predicted for 2014/15 is £4,882m, against a 2013/14 actual performance of £4,973m.

Summary of income performance against budget throughout the year

(Note all figures are cumulative)

Summary of income performance against budget throughout the year

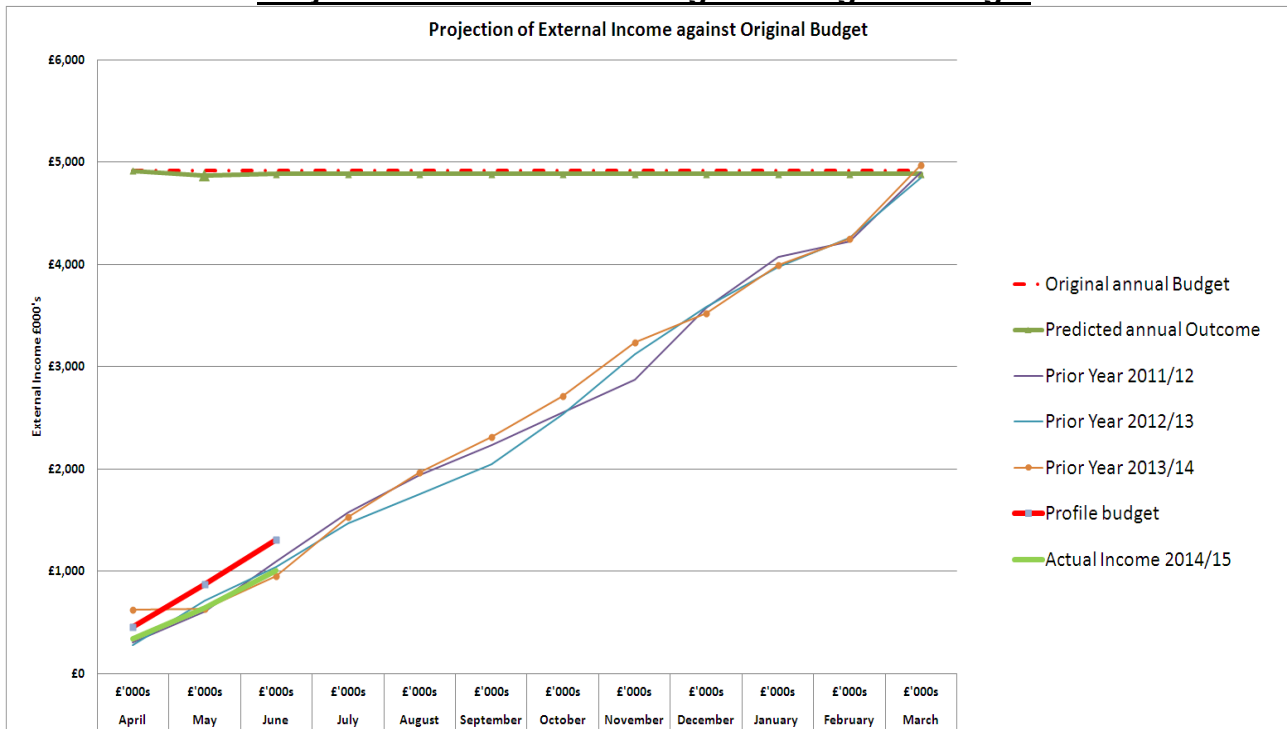
Note all figures are cumulative £000's

	April	May	June	July	August	September	October	November	December	January	February	March
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Original annual Budget	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914	£4,914
Predicted annual Outcome	£4,914	£4,869	£4,882	£4,882	£4,882	£4,882	£4,882	£4,882	£4,882	£4,882	£4,882	£4,882
Actual Income 2014/15	£343	£637	£1,005									
Prior Year 2013/14	£625	£636	£953	£1,535	£1,963	£2,317	£2,709	£3,233	£3,522	£3,991	£4,252	£4,973
Prior Year 2012/13	£279	£713	£1,043	£1,469	£1,757	£2,047	£2,537	£3,117	£3,583	£3,974	£4,263	£4,848
Prior Year 2011/12	£305	£603	£1,095	£1,574	£1,938	£2,233	£2,551	£2,870	£3,574	£4,068	£4,227	£4,894
Profile budget	£456	£876	£1,307									

External Income is on par with the actual position achieved this time last year, allowing some degree of confidence in the annual budget target. The overall budget target exceeds the latest projection by £32k, but as can be seen from last year's performance, many factors can change this position as we progress through the year.

As in previous years, the actual income generated lags behind the profiled budget – this is mainly due to recharges made in arrears, annual contract arrangements with the County or other Local Government bodies.

Project of External Income against Original Budget



The position at June 2014 predicts a shortfall in the year end income target by £32K.

Summary of Income Performance by Category – June 2014

Category All figures in £'000s	Original Budget 2014/15 £000's	Projection as at June 2014 £000's	Actual June YTD £000's	% achieved of Original Budget	Projected Year End Variance £000's	% achieved of projection
Fees and Charges	£3,148	£3,145	£837	26.6%	-£4	26.6%
Grant or Subsidies	£44	£44	-£3	-6.3%	£0	-6.3%
Interest	£130	£130	£20	15.5%	£0	15.5%
Other	£141	£141	£19	13.6%	£0	13.6%
Rental Income	£673	£645	£131	19.5%	-£28	20.4%
Shared Services Income	£779	£779	£0	0.0%	£0	0.0%
Total	£4,914	£4,882	£1,005	20.4%	-£32	20.6%

Actual income is 20.4% of budget - and therefore 4.6% points below the target position as at June 2014 – this amounts to a £223,500 shortfall at this stage of the year.

Based upon the income projection completed each month - the following variations to budget have been identified; all other income is expected to be on budget.

Summary of the Predicted Variations to Income Targets

Description	2014/15 Budget	2014/15 Profiled Budget	2014/15 Actual To Date	Projection to Year End	Variance Projection Less Budget	Comment
Some Sections predict external income in excess of original budget						
Domestic Waste - Waste Disposal Income	-£21,000.00	-£4,630.50	-£9,966.12	-£40,000.00	-£19,000.00	Bulky Waste
Weavers Wharf Car Park Management Fees	-£118,000.00	-£29,500.00	-£10,713.00	-£130,340.00	-£12,340.00	Increase charge for Management fee
Cemetery Fees and Charges	-£16,800.00	-£3,758.16	-£7,761.67	-£20,000.00	-£3,200.00	Additional sale of cemetery plots
Events Fees and Charges	-£5,500.00	-£5,225.00	-£6,381.98	-£6,381.98	-£881.98	Part of Cabinet Proposal
Some predict a shortfall in income						
Sports Pitches and Facilities Fees and Charges	-£29,400.00	-£4,645.20	-£2,049.96	-£5,400.00	£24,000.00	Asset Transfer - no bookings being taken
Space at Arthur Drive - Property Rental	-£33,480.00	-£8,380.04	-£1,254.00	-£17,480.00	£16,000.00	Vacant property first quarter
Wyre Forest House - Property Rental	-£27,100.00	-£6,783.13	-£590.33	-£15,100.00	£12,000.00	Vacant property first quarter

Note – variances in external income do not always translate in to variances in the final outturn due to variances in expenditure.

3.5 Capital Programme

The final Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2013/14 is enclosed as **Appendix 3**. Spending was generally in line with budget although expenditure on some schemes has slipped into 2014/15.

3.6 The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2014/15, including slippage from 2013/14 is enclosed as **Appendix 4**.

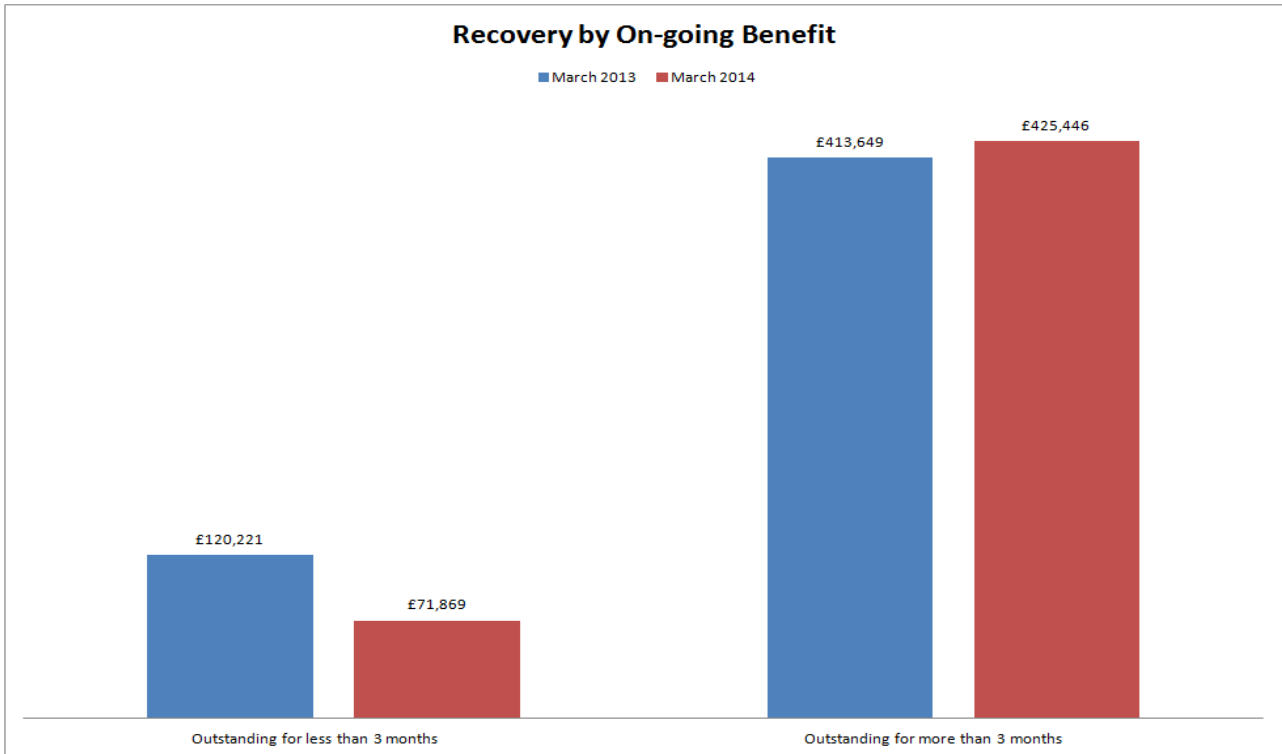
3.7 Risk Matrix

The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as **Appendix 6**.

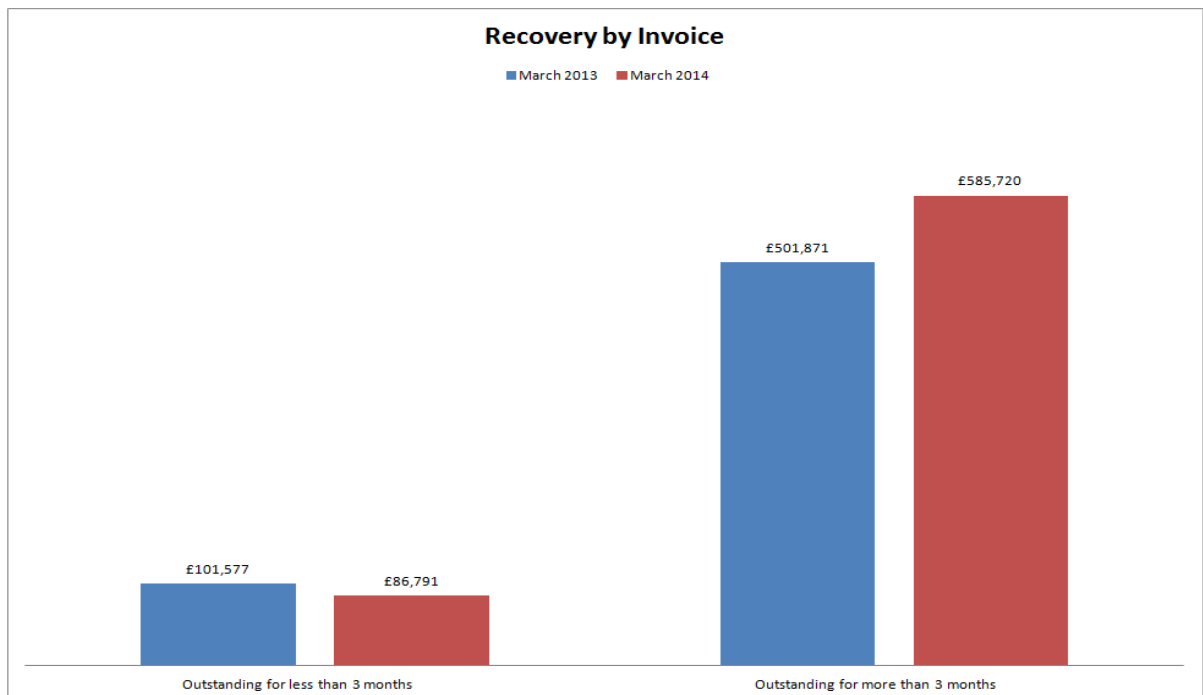
3.8 Income and Outstanding Debt

The position relating to Housing Benefit Overpayment is shown in the next two graphs, split to show those debts being recovered from on-going benefit and those debts being recovered via an invoice:

Comparison of the value of Housing Benefit Overpayment outstanding as at March 2013 and March 2014

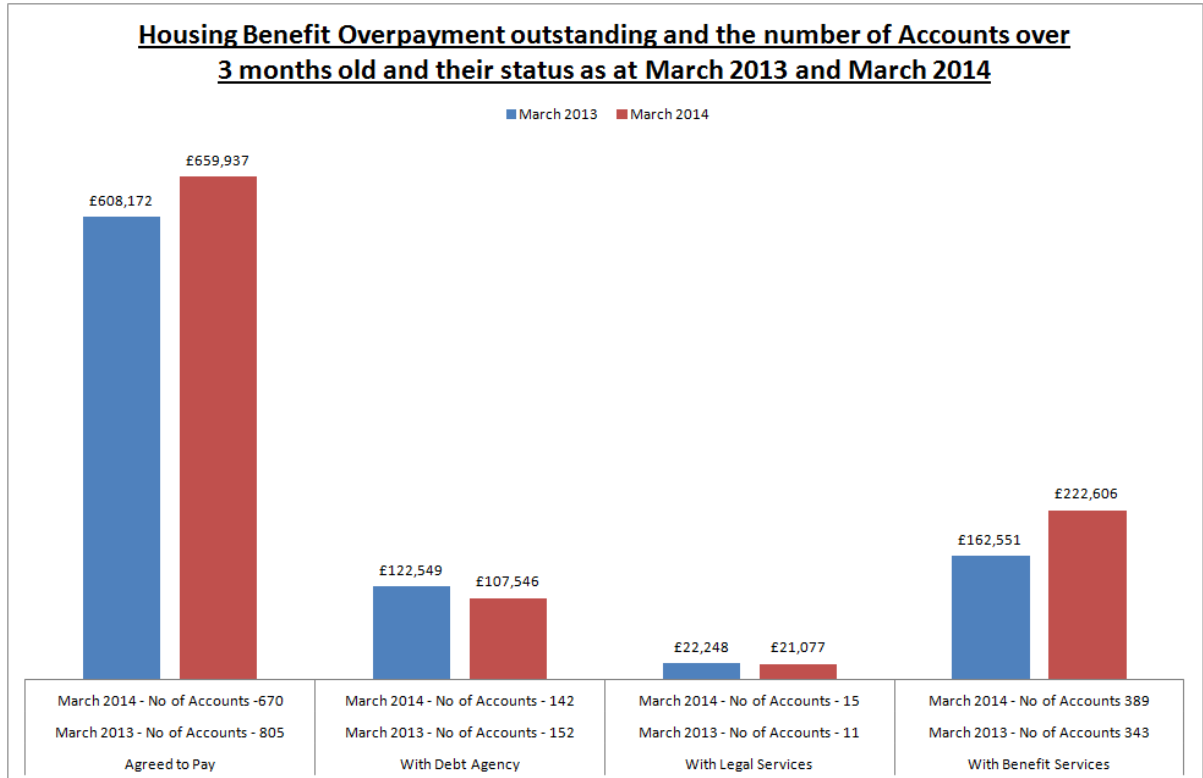


(E.G. In March 2013 the total value of debts outstanding for less than three months, being collected from on-going benefit was £120,221, compared to March 2014 where £71,869 was outstanding for less than three months)



(E.G. In March 2013 the total value of debts outstanding for less than three months, being collected by invoice was £101,557, compared to March 2014 where £86,791 was outstanding for less than three months)

Debts over three months old have agreements in place to pay, have been referred to Collectica Enforcement Services, our Debt Collection Agency or the Council's Legal Services, or remain with the Benefit Service to pursue. The number of accounts, the value outstanding and how this will be collected is shown in the graph below:



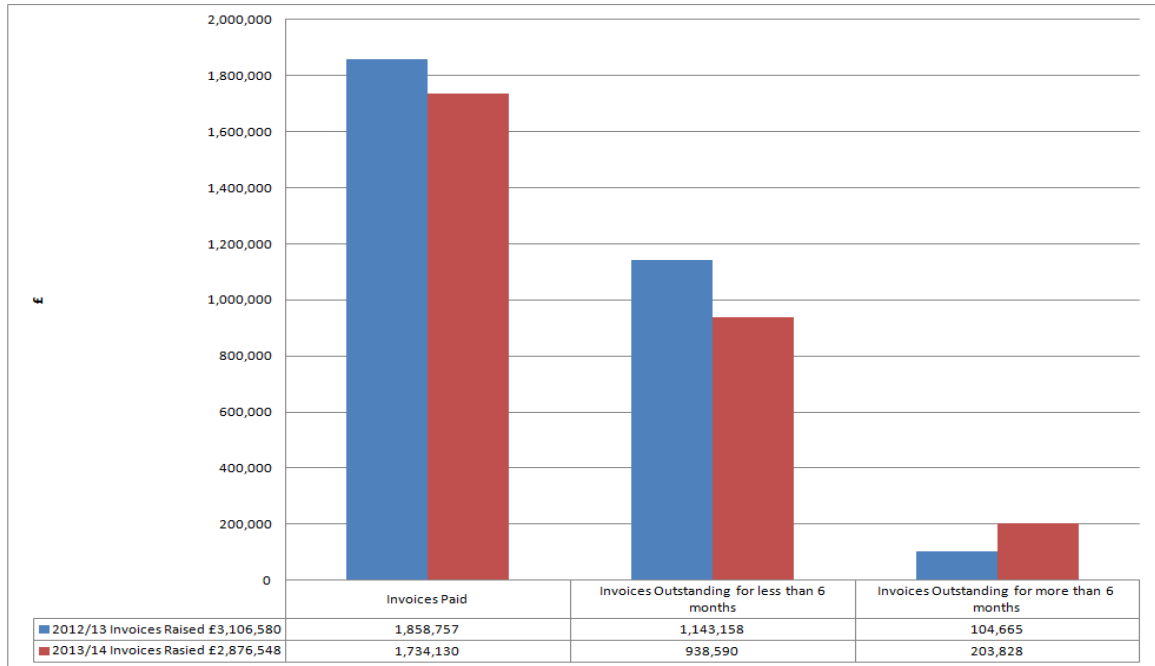
(E.G. In March 2013, 805 claimants with a total debt of £608,172 had agreed to pay compared to March 2014, where 670 claimants with a total debt of £659,937 had agreed to pay)

3.9 The position relating to Sundry/Property Customer Invoices are as follows:

Sundry Customer Invoices:

- The Council raised £2.9 million in Sundry customer invoices during the period to 31st March 2014 (£3.1 million to 31st March 2013)

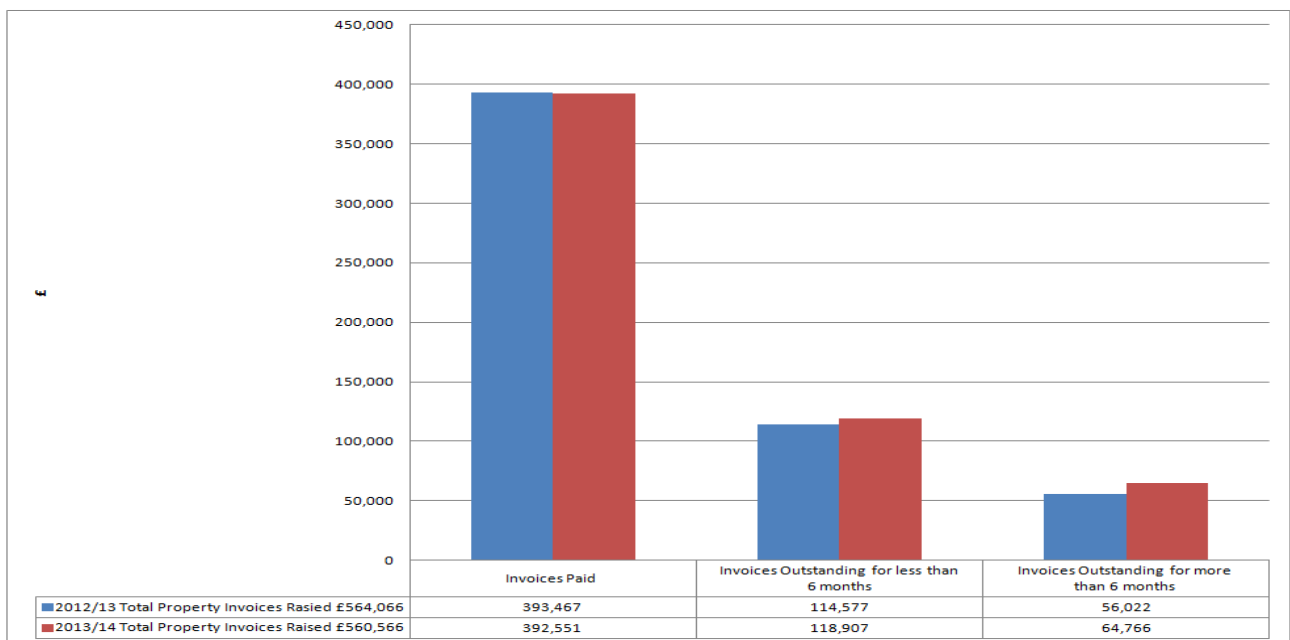
Sundry Invoices and Debt



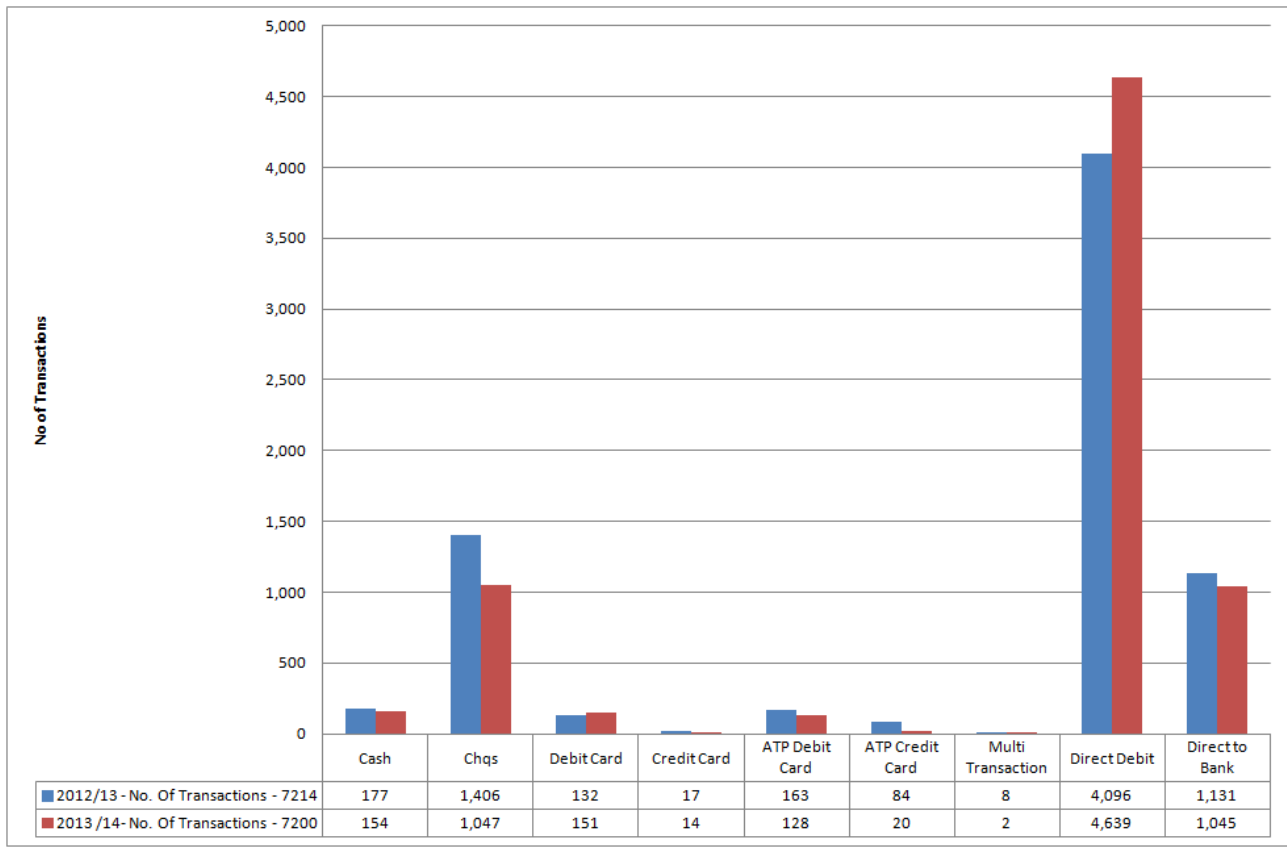
Property Customer Invoices

- The Council raised £0.561 million in Property customer invoices during the period to 31st March 2014 (£0.564 to March 2013)

Property Invoices and Debt



3.10 **Comparison of payment methods for customer invoices raised as at March 2013 and March 2014**



3.11 The write off debt for 2013/14 was £66,795 (£65,239 Sundry/£1,556 Property). An account raised to the Administrators of Lawrence’s is included within these write-off figures. This account was for the gross amount of the costs of the incident (before partner contributions) to register this formally as a Creditor of the company. The subsequent write-off by the Council does not impact on our status as a registered Creditor and was prudent based on the probability of repayment. The final net cost to the Council (after all partner contributions) was only £20k. In 2012/13 the write off of debt was £11,103 (£9,103 Sundry/£2,000 Property).

4. FINANCIAL IMPLICATIONS - BUDGET MONITORING 1ST QUARTER 2014/2015

4.1 A copy of the Council’s approved Revenue Budget is enclosed as **Appendix 1** for Members’ information.

4.2 The spending funding announcements so far, this year, have been very limited making medium term financial planning more uncertain. However, the underlying economic tone is more positive, and it is against this context that this budget monitoring report is now presented. While the report suggests a small under spend, overall, close monitoring by the Chief Financial Officer and all Directorates will continue, with reports to Cabinet as part of the ensuing Budget process.

4.3 These remain challenging times for the Council as we come to grips with an environment where funding is almost certain to continue to decrease and Councils such as Wyre Forest have ambitious savings plans to bridge the gap between

reducing funding and the cost of services. So far, we are progressing well with the Wyre Forest Forward Savings Programme and the Cabinet Proposal approved savings and have achieved around 60% of the target savings for this year. It is however, becoming increasingly challenging to maintain the pace of change and it is likely the revised budget process will see some rephasing of savings into later years. It is hoped that the final account savings, together with the recent Star Chamber exercise where Service Managers, together with CLT examined their budgets and related reserves in detail and agreed to release further savings, will help bridge this delay in achievement of savings. The new Financial Strategy Review Panel will be making early recommendation to Cabinet to help ensure continuity of a sustainable budget.

- 4.4 Housing Benefits overpayments – the council needs to monitor performance as it receives from the Department of Work and Pensions benefit subsidy on those payments which are identified as overpayments. The rate of subsidy varies dependent on the classification of the overpayment. In addition should the Council recover the full or any part of an overpayment then those recovered monies can be retained by the Council.
- 4.5 Sundry/Property Debt – The income generated through the raising of invoices is a very important part of the Council's finances. We will continue to monitor Sundry and Property debt to ensure that invoices are paid in a timely manner and that processes are in place to recover outstanding income.

5. LEGAL AND POLICY IMPLICATIONS

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

6. EQUALITY IMPACT ASSESSMENT

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

7. RISK MANAGEMENT

- 7.1 The budget risk matrix in **Appendix 6** is regularly reviewed and updated. Regular monitoring of expenditure and other financial information mitigates risk for the Council.

8. CONCLUSIONS/ACTION

- 8.1 The information contained within Appendices 2, 3, 4, 5 and 6 provides Members with an overview of financial trends within the period to 30th June 2014
- 8.2 A further report identifying the updated position for 2014/15 from the revised budget will be submitted to the Cabinet as part of the budget process.

9. CONSULTEES

- 9.1 Corporate Leadership Team.
- 9.2 Cabinet.

10. BACKGROUND PAPERS

Council 26th February 2014.
Cabinet Report on Final Accounts 2013/14 19th June 2014.
Cabinet Financial Strategy 2014/2017 18th February 2014.
Cabinet 19th November 2013.

Hyperlink to Committees Reports

<http://www.wyreforest.gov.uk/council/meetings/2014.htm>

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2013/14		2014/15			2015/16			2016/17			2017/18		
	Original Estimate £	Revised Estimate £	At Nov.13 Prices £	Inflation £	TOTAL £	At Nov.13 Prices £	Inflation £	TOTAL £	At Nov.13 Prices £	Inflation £	TOTAL £	At Nov.13 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE	5,383,470	5,768,760	5,515,760	82,920	5,598,680	5,070,920	165,350	5,236,270	5,105,590	266,430	5,372,020	5,231,120	372,240	5,603,360
COMMUNITY WELL-BEING AND ENVIRONMENT	6,368,170	6,427,690	5,885,270	115,190	6,000,460	5,728,310	225,760	5,954,070	4,761,820	276,760	5,038,580	4,642,460	371,510	5,013,970
ECONOMIC PROSPERITY AND PLACE	2,322,950	1,992,600	1,190,380	36,980	1,227,360	832,150	82,040	914,190	820,510	125,650	946,160	1,052,150	181,970	1,234,120
LESS: CAPITAL ACCOUNT INTEREST RECEIVED	14,074,590 (1,131,050) (134,320)	14,189,050 (1,465,290) (162,930)	12,591,410 (1,060,520) (129,600)	235,090 870 0	12,826,500 (1,059,650) (129,600)	11,631,380 (732,850) (109,380)	473,150 1,770 0	12,104,530 (731,080) (109,380)	10,687,920 (389,290) (120,420)	668,840 2,720 0	11,356,760 (386,570) (120,420)	10,925,730 (259,710) (133,250)	925,720 3,660 0	11,851,450 (256,050) (133,250)
TOTAL NET EXPENDITURE ON SERVICES	12,809,220	12,560,830	11,401,290	235,960	11,637,250	10,789,150	474,920	11,264,070	10,178,210	671,560	10,849,770	10,532,770	929,380	11,462,150
LESS: CONTRIBUTION (FROM) TO RESERVES	(524,300)	(275,910)			104,370			(255,430)			(222,880)			(917,690)
NET BUDGET REQUIREMENT	12,284,920	12,284,920			11,741,620			11,008,640			10,626,890			10,544,460
LESS: GOVERNMENT SUPPORT GRANTS	(6,179,120)	(6,179,120)			(5,337,340)			(4,499,870)			(4,152,000)			(3,944,000)
HOMELESSNESS PREVENTION GRANT	(108,650)	(108,650)	(6,287,770)		(107,030)	(5,344,605)		(106,990)	(4,542,910)		0	(4,315,760)		0
COMMUNITY RIGHT TO BID/CHALLENGE	(16,400)	(16,400)			(16,400)			0			0			0
COLLECTION FUND SURPLUS	0	0			(50,000)			(50,000)			0			0
COUNCIL TAX TRANSITIONAL GRANT	(28,630)	(28,630)			0			0			0			0
GENERAL EXPENSES - COUNCIL TAX INCOME	5,952,120	5,952,120			6,230,850			6,351,780			6,474,890			6,600,460
COUNCIL TAX LEVY		197.62			201.45			205.36			209.34			213.40
COUNCIL TAX BASE		30,119			30,930			30,930			30,930			30,930

BUDGETARY CONTROL REPORT
MAJOR REVENUE VARIATIONS QUARTER ONE (TO 30th JUNE 2014)

Total Original Budget 2013/2014	11,637,250
Additional Expenditure/(Projected Saving) on Original Budget	(29,000)
Total Quarter One Projection to Year End 2014/2015	11,608,250

<u>Description of Estimated Major Variances</u>	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Chief Executive</u>		
1. HUB - Reduction in Contribution from Worcestershire County Council. County Funding Model now based on demand levels that are forecasted to reduce.	50,000	
<u>Community Well Being and Environment</u>		
1. Cemetery - Sale of Additional Plots		(3,200)
2. Car Parks - Additional management income from Weaver's Wharf		(12,300)
3. Green Street Property -Shortfall in income compared to increased Cabinet Proposal target	10,500	
<u>Economic Prosperity and Place</u>		
1. SPACE - Shortfall in income from Business Parks based on Qtr1 Rentals	16,000	
<u>Capital Account</u>		
1 Reduced MRP Provision identified in the 2013-14 final accounts to reflect asset life		(40,000)
<u>Corporate Variations</u>		
1. Bellwin Grant received in respect of floods in 2013-14		(62,000)
2. Admin Buildings - shortfall in rental income	12,000	
	88,500	(117,500)
Increase/(Decrease) on Original Budget (based on Quarter One 2014/2015 Projection)		£ (29,000)

Q4 Budget Monitoring 2013/14 (final)
Capital Programme 2013/14

APPENDIX 3

Capital project description	2013/14 Budget (Full Year) £	YTD Actual Expenditure (Net Income) £	Projected Variation vs Budget £	Slippage to 2014/15 £	Explanation
<u>CHIEF EXECUTIVE</u>					
New Headquarters - Office Accommodation	664,820	60,792	Cr 604,028	604,030	Contractor account still to be finalised due to outstanding issues. We continue to progress provision of supplementary heating provision.
Contribution towards Replacement of Civic Facilities in Stourport	450,000	0	Cr 450,000	450,000	Anticipated to be spent in 2014/15.
ICT Strategy	91,300	55,131	Cr 36,169	36,170	Balance to slip into 2014/15 including Cash Income System.
Financial Management System Replacement	10,000	7,975	Cr 2,025	2,030	Balance to slip to 2014/15.
Total S6 CHIEF EXECUTIVE	1,216,120	123,898	Cr 1,092,222	1,092,230	
<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>					
St Mary's Churchyard Boundary Wall	2,840	0	Cr 2,840	2,840	Slipped to 2014/15.
Vehicle Renewals (Capital Programme)	304,000	122,450	Cr 181,550	169,000	See separate Vehicle, Equipment and Systems Renewal Schedule.
Stourport Sports Village	398,940	398,936	Cr 4	10	Retention of Hockey Project and Cycle Track Lighting is due to be paid in April 2014 and June/July 2014.
Waste Strategy - Green Waste Containers	12,960	9,637	Cr 3,323	3,330	Slipped to 2014/15.
Future Leisure Provision	300,000	43,807	Cr 256,193	256,200	Balance of scheme slipped to 2014/15.
Paddling Pools - Strategic Review	229,510	219,811	Cr 9,699	9,700	Scheme complete. Awaiting final invoices. Balance to slip to 2014/15.
BMX Track at White Wickets	13,900	13,899	Cr 1	0	Scheme complete.
Total S11 COMMUNITY WELL BEING & ENVIRONMENT	1,262,150	808,541	Cr 453,609	441,080	
<u>ECONOMIC PROSPERITY AND PLACE</u>					
Disabled Facilities Grants	682,960	669,006	Cr 13,954	13,960	To be rolled forward.
Discretionary Grant Payments	40,000	25,412	Cr 14,588	14,590	The spend was higher but this has been reduced due to receipt of HRA repayments from earlier years.
Regional Housing Initiatives	20,000	11,998	Cr 8,002	8,010	Works have been committed but not yet completed.
Adaptation Assistance	15,000	12,063	Cr 2,937	2,940	This scheme was introduced during the financial year and take up has been slow but hope take up be better in new financial year.
Affordable Housing Grants to Registered Social Landlords	65,000	65,000	0	0	This has been spent on grant for Chaddesley Corbett.
Flood Relief	7,500	7,500	0	0	Scheme complete.
WETT Programme - Regulatory Services	58,000	6,257	Cr 51,743	51,750	Balance to slip to 2014/15.
Regeneration of Economic Development	222,630	356,983	134,353	Cr 134,350	This is the State of the Area capital monies; in Q4 £62,879 signed off for works for SPACE incubator units and £150,000 contribution towards incubation units at Stourport Civic Centre.
Carbon Management Plan	55,610	55,604	Cr 6	10	Lighting contract slightly under budget.
North Worcs Water Management Capital Projects-Redditch	15,620	5,620	Cr 10,000	10,000	weather and officer time delayed works.
North Worcs Water Management Capital Projects-Bromsgrove	18,030	17,100	Cr 930	930	held back retainer £930 to pay this year and rest of £54k budget to spend in 2014/15. Spend delayed due to weather conditions.
Total S5 ECONOMIC PROSPERITY & PLACE	1,200,350	1,232,544	32,194	Cr 32,160	
TOTAL	3,678,620	2,164,982	Cr 1,513,638	1,501,150	

Q4 Budget Monitoring 2013/14 (to March 2014)
Vehicle, Equipment and Systems Renewals Schedule 2013/14

APPENDIX 3

Detail	Amended Capital Programme 2013/14 £	Q4 Expenditure 2013/14 £	Slippage to 2014/15 £	Old Vehicle Fleet Number to be replaced	COST CENTRE	ASSIGNED FLEET NUMBER	Comments
1. <u>VEHICLES</u>							
Refuse Freighter	80,000	0	80,000	83	R002		To slip into 2014/15.
Refuse Freighter	80,000	0	80,000	84	R002		To slip into 2014/15.
Mechanical Sweeper (Schmit)	75,000	65,000	0	169	R200	AV258	Complete.
Tractor	50,000	49,950	0	17, 172	R236	AV225	Complete.
Forklift Truck	10,000	7,500	0	Forklift			Complete.
CMP Electrical Bin Lifts	9,000	0	9,000	83, 84			To slip into 2014/15.
2. <u>OTHER</u>							
Financial Management System replacement	10,000	7,975	2,030	-	R430	FMS001	To slip into 2014/15.
	314,000	130,425	171,030				

Q1 Budget Monitoring 2014/15 (to June 2014)
Capital Programme 2014/15

APPENDIX 4

Capital project description	2014/15 Budget (Full Year)	YTD Actual Expenditure (Net Income)	Commitment	Year To Date Expenditure Including Commitments	Projected Total 2014/15 Expenditure	Slippage to 2015/16	Explanation
	£	£	£	£	£	£	
Chief Executive							
New Headquarters - Office Accommodation	604,030	Cr 1,972	148,038	146,066	604,030	0	Contractor account still to be finalised due to outstanding issues. We continue to progress provision of supplementary heating provision
Replacement of Depot Facilities	1,850,000	0	0	0	1,850,000	0	Review of Depot underway.
Contribution towards Replacement of Civic Facilities in Stourport	450,000	0	0	0	450,000	0	Anticipated to be spent in full this financial year.
ICT Strategy	677,250	54,305	44,868	99,173	477,250	200,000	SAN / Virtualisation / Backup 3rd quarter. Replacement systems for Planning, Land Charges, Bookings, on-line maps, however some of these may slip into 2015/16.
Financial Management System Replacement	69,500	0	725	725	20,000	49,500	2014-15 Consultancy Services for implementation of new functionality after upgrade in 2013-14. Further upgrades to system anticipated from intervention "Help me make good financial decisions" in 2015-16.
Boundary Wall at 49 Worcester Street	10,000	0	0	0	10,000	0	Still in dispute. This has been referred to the Insurers. Maybe possibility to slip into next financial year.
Total CHIEF EXECUTIVE	3,660,780	52,333	193,630	245,963	3,411,280	249,500	
Community Well-being and Environment							
Parking Facilities: Payments under Contractual Agreement	159,280	0	0	0	95,000	64,280	Procurement tender out for replacement meters due September. Remainder to slip into 2015/16.
Parking Facilities: Improvements to Car Parks	19,860	0	0	0	0	19,860	To be considered as part of Bewdley Car parks changes.
Liveability Scheme: Brinton Park	210	0	0	0	210	0	HLF Bid currently being prepared for Brinton Park Capital Scheme. This Liveability Scheme balance to be used in conjunction with any successful award.
St Mary's Churchyard Boundary Wall	2,840	0	0	0	2,840	0	Anticipated to complete during the year.
Vehicle Renewals (Capital Programme)	1,051,420	159,970	0	159,970	1,051,420	0	See separate Vehicle, Equipment and Systems Renewal Schedule.
Franchise St S106 - Brintons Park	53,370	0	0	0	53,370	0	Subject to Brinton's Park Lottery Application. Potential to slip into 2015/16.
Franchise St S106 - Arts Development	9,330	0	0	0	9,330	0	Subject to Brinton's Park Lottery Application. Potential to slip into 2015/16.
Stourport Sports Village	18,180	0	0	0	18,180	0	Retention of Hockey Project and Cycle Track Lighting.
Waste Strategy - Green Waste Containers	3,330	187	0	187	3,330	0	Anticipated to complete in this financial year.
Load Street Public Conveniences Refurbishment	20,530	0	0	0	10,000	10,530	Minimal refurbishment to be undertaken in this financial year. Balance to slip into 2015/16.
Future Leisure Provision	7,872,730	51,624	60,103	111,727	1,700,000	6,172,730	Site purchase complete. Awaiting tenders, anticipated to award contract before Christmas. Balance to slip into 2015/16 as construction anticipated to commence March 2015.
Paddling Pools - Strategic Review	9,700	42	9,696	9,738	9,700	0	Scheme complete. Awaiting final invoices.
Total COMMUNITY WELL BEING & ENVIRONMENT	9,220,780	211,823	69,799	281,622	2,953,380	6,267,400	

Q1 Budget Monitoring 2014/15 (to June 2014)
Capital Programme 2014/15

APPENDIX 4

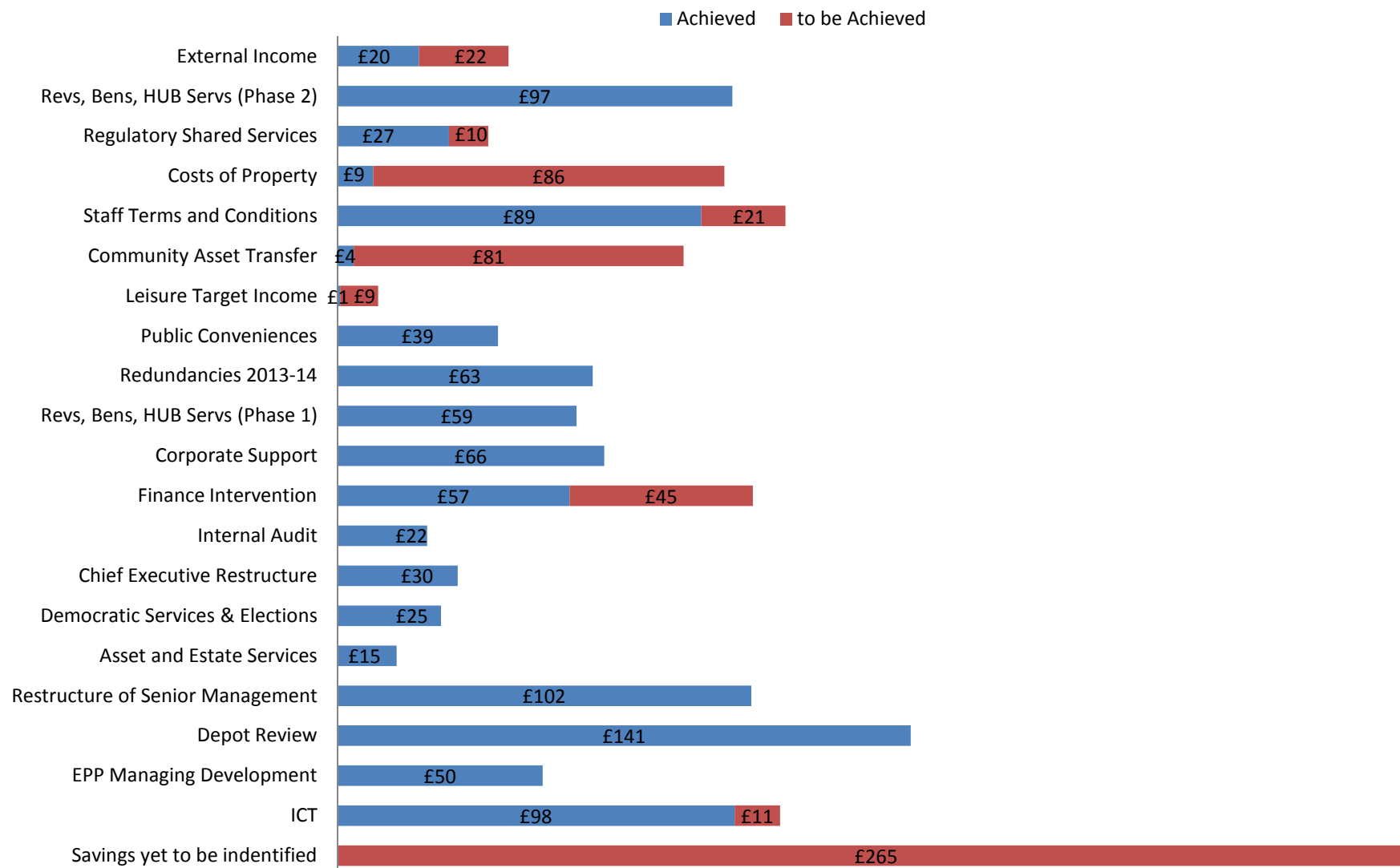
Capital project description	2014/15 Budget (Full Year)	YTD Actual Expenditure (Net Income)	Commitment	Year To Date Expenditure Including Commitments	Projected Total 2014/15 Expenditure	Slippage to 2015/16	Explanation
	£	£	£	£	£	£	
<u>Economic Prosperity and Place</u>							
Disabled Facilities Grants	681,810	92,728	0	92,728	681,810	0	Additional funding of £205,750 from 2013/14 Right to Buy Receipts now included in capital budget of £681,810. Anticipate to spend in full.
Discretionary Grant Payments	134,590	Cr 1,751	0	Cr 1,751	80,000	54,590	HRA grants budget for Care and Repair Worcestershire £80k for 2014/15 and 2015/16. 2015/16 top up from loans repaid and any underspend on insulation/regional initiatives budgets.
Regional Housing Initiatives	118,010	3,755	0	3,755	65,000	53,010	Many grants approved already and schemes going forward including specific £30k scheme George Street.
Wyre Insulation Scheme	100,000	0	0	0	60,000	40,000	National changes are being reviewed to determine local response and support for insulation schemes.
Adaptation Assistance	129,050	6,226	0	6,226	70,000	59,050	Slow but steady uptake of scheme as alternative to DFGs.
Affordable Housing Grants to Registered Social Landlords	69,000	0	0	0	69,000	0	Will be working on schemes with RP's and county council.
Planning Delivery Grant Capital Projects	26,240	0	0	0	26,240	0	Scheme may slip into 2015/16.
Flood Relief	32,010	0	0	0	32,010	0	Many properties being assisted through the Government Repair and Renew Grant will need top up funding to help afford the costs that are beyond £5k per property in many instances. Also specific schemes potential in Bewdley.
WETT Programme - Regulatory Services	105,110	230	6,487	6,718	105,110	0	Scheme being progressed.
Regeneration of Economic Development	928,710	Cr 142,000	308,256	166,256	928,710	0	Schemes being progressed.
Carbon Management Plan	128,810	0	1,501	1,501	128,810	0	Developing spec for heating at Bewdley Museum.
Bewdley Medical Centre	250,000	0	0	0	100,000	150,000	Possible expenditure during 2014/15. However £150,000 to slip to 2016/17 when new medical centre is complete.
North Worcs Water Management Capital Projects-Redditch	144,380	0	9,700	9,700	60,000	84,380	6 capital project locations being worked on, may not all happen this year.
North Worcs Water Management Capital Projects-Bromsgrove	37,300	11,400	2,373	13,773	37,300	0	Approximately £20,000 to be spent in Q2. The remaining balance to spend in this financial year, but small possibility of slippage into 2015/16.
Bridge Street Capital Works	90,000	0	0	0	90,000	0	Works complete. Awaiting Invoices
Total ECONOMIC PROSPERITY & PLACE	2,975,020	Cr 29,412	328,317	298,905	2,533,990	441,030	
TOAL	15,856,580	234,744	591,746	826,490	8,898,650	6,957,930	

Q1 Budget Monitoring 2014/15 (to June 2014)
Vehicle, Equipment and System Renewals 2014/15

APPENDIX 4

Detail	Amended Capital Programme 2014/15 £	Q1 Expenditure 2014/15 £	Projected Total 2014/15 Expenditure £	Slippage to 2015/16 £	Old Vehicle Fleet Number to be replaced	COST CENTRE	ASSIGNED FLEET NUMBER	Comments
1. VEHICLES								
Refuse Freighter	80,000	79,985	79,985	0	83	R002		Complete
Refuse Freighter	80,000	79,985	79,985	0	84	R002		Complete
Refuse Freighter	80,000	0	80,000	0	186	R002		Specification written but not tendered yet
Refuse Freighter	80,000	0	80,000	0	187	R002		Specification written but not tendered yet
Refuse Freighter	80,000	0	80,000	0	188	R002		Specification written but not tendered yet
Refuse Freighter	80,000	0	80,000	0	82	R002		Vehicle replacement options being considered
Ford Fusion	12,000	0	12,000	0	232	R185		Vehicle replacement options being considered
Ford Fusion	12,000	0	12,000	0	233	R185		Vehicle replacement options being considered
Ford Connect	18,000	0	18,000	0	178			Vehicle replacement options being considered
Ford Ranger 4x4	23,000	0	23,000	0	191	R163		Vehicle replacement options being considered
Ford Ranger 4x4	23,000	0	23,000	0	192	R163		Vehicle replacement options being considered
Mechanical Sweeper (Medium)	120,000	0	120,000	0	166	R200	AV257	Vehicle replacement options being considered
Mechanical Sweeper (Small JOHNSON C200)	70,000	0	70,000	0	207	R200		Vehicle replacement options being considered
Mechanical Sweeper (Small JOHNSON C200)	70,000	0	70,000	0	208	R200		Vehicle replacement options being considered
Transit Van	20,000	0	20,000	0	174	R200		Vehicle replacement options being considered
Transit Van	20,000	0	20,000	0	176	R200		Vehicle replacement options being considered
Garage Equipment - Replacement (slippage)	23,420	0	23,420	0		R229		Anticipated to spent in financial year but may slip to 2015/16
Iveco Daily	30,000	0	30,000	0	177	R236		Vehicle replacement options being considered
Iveco Daily	30,000	0	30,000	0	64	R236	AV266	Vehicle replacement options being considered
Mowing Machine	35,000	0	35,000	0	190	R236		Vehicle replacement options being considered
Canter	38,000	0	38,000	0	181	R236		Vehicle replacement options being considered
CMP Electrical Bin Lifts	27,000	0	27,000	0	82, 83 ,84, 185, 186, 187, 188			Will be included with Refuse Freighter tenders. See above.
2. OTHER								
Financial Management System replacement	69,500	0	20,000	49,500	-	R430	FMS001	2014-15 Consultancy Services for implementation of new functionality after upgrade in 2013-14. Further upgrades to system anticipated from intervention "Help me make good financial decisions" in 2015-16.
	1,120,920	159,970	1,071,390	49,500				

2014/15 WWF and Cabinet Proposal Savings £'000

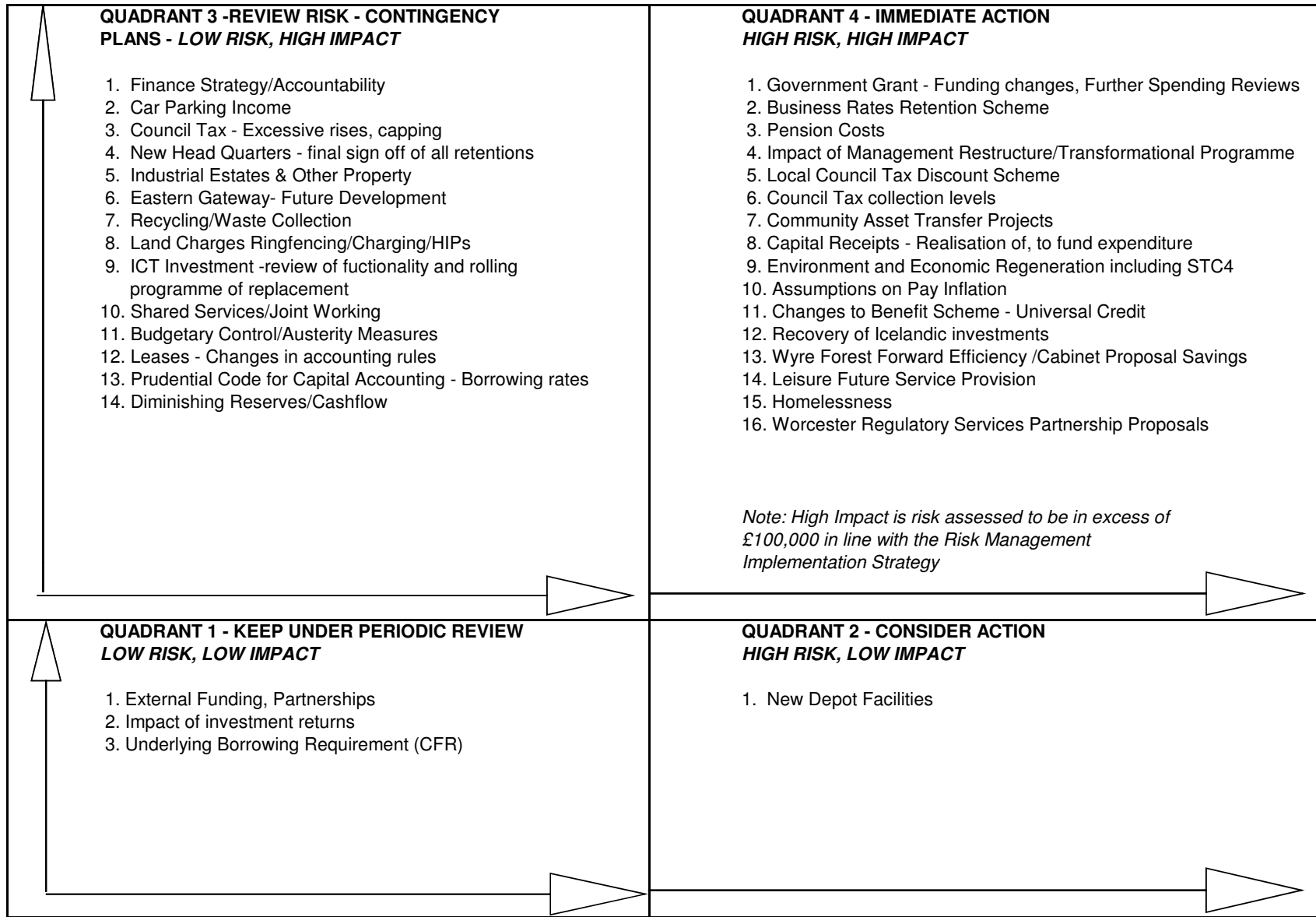


IMPACT

HIGH

MEDIUM

LOW



LOW

MEDIUM

HIGH

RISK

BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT

ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact 1. External Funding, Partnerships 2. Impact of Investment Returns 3. Underlying Borrowing Requirement (CFR)	Keep under periodic review Continue to evaluate sustainability of each scheme as part of project appraisal. Continue to monitor and report as appropriate. The Governor of the bank of England has indicated that the rate will remain at 0.50%. Balances available for investment are reducing over the MTFP and this together with the lower returns has been taken into account in the base budget. We continue to work with Capita Asset Services in this area. The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Capita Asset Services to gauge both the timing and type of external borrowing.
Quadrant 2 - High Risk, Low Impact 1. New Depot Facilities	Consider Action Under consideration as part of longer term Budget Process
Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Car Parking Income 3. Council Tax - Excessive rises, referendum 4. New Headquarters final sign off of all retentions 5. Industrial Estates and Other Property 6. Eastern Gateway - Future Development 7. Recycling/Waste Collection 8. Land Charges Ring fencing /Charging/HIPs 9. ICT Investment - review of functionality and rolling programme of replacement 10. Shared Services Joint working 11. Budgetary Control/Austerity Measures 12. Leases – changes in accounting rules 13. Prudential Code for Capital Accounting – Borrowing rates 14. Diminishing Reserves/Cash flow	Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Usages/Income level are beginning to recover from the economic down and will continue to be closely monitored Low risk due to political prudence/Key Commitments. Managed closely by CLT/Cabinet Managed through Property Disposal Strategy Development opportunities continue to be explored. Efficiencies due to changes in collection patterns continue to provide savings over prior years. Capacity of the service due to additional housing will be factored into the Budget process Reduced income allowed for within Base Budget reduces the scale of any challenge. ICT Strategy Group oversees/enhances the governance, planning and delivery arrangements of the strategy between ICT and council service areas Shared Services partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated. Continue to discourage non-essential expenditure, monthly budget monitoring reports provide more management information Planned changes for the future accounting for leases could impact on the revenue budget, this will be monitored during the introduction in 2014 External borrowing is now £5m, rates remain low but the economy is still volatile and future rates difficult to predict; Capita Asset Services continue to provide technical advice Cash flow management will be tighter given reduction in capital and revenue reserves and use of the Capita Cash flow model is being trialled to improve management information to help mitigate any risk in this area
Quadrant 4 - High Risk, High Impact 1. Government Grant –Funding Changes, further Spending Reviews, recent Spending round and New Homes Bonus 2. Business Rates Retention Scheme 3. Pension Costs 4. Impact of Management Restructure/Transformational Programme 5. Local Council Tax Discount Scheme 6. Council Tax Collection levels 7. Community Asset Transfer Projects (CATS)	Immediate Action Significant issue given the scale of the Spending deficit. The New Finance Strategy Review Panel and early budget process will assist Wyre Forest Forward coordinating Councils future plans. Funding arrangements introduce uncertainty and risk, the decision to join the Worcestershire Pool should mitigate this, together with our robust regeneration programme Impact of pension changes introduced from 1st April 2014 will be considered in liaison with the County – the position is closely monitored on an ongoing basis. Wyre Forest Forward is managing the Transformation Process. Further Management Restructure to commence in August 2014 lead by consultant Colin Williams from West Midlands Employers The impact of the Local Scheme will be kept under review by the Chief Financial Officer/CLT Assumptions in relation to decreased collection rates have been made in the Council Tax Base calculations as a result of the Local Council Tax Discount Scheme and these will be carefully managed and reported on. Wyre Forest Forward is continuing to manage CATS with CLT
Quadrant 4 - High Risk, High Impact 8. Capital Receipts - Realisation of to fund expenditure 9. Environment and Economic Regeneration including STC4 10. Assumptions on Pay inflation 11. Changes to Housing Benefit Scheme – universal credit/localisation of support for Council Tax from 2013 12. Recovery of Icelandic Investments 13. Wyre Forest Forward Efficiency savings 14. Leisure Future Service Provision 15. Homelessness	Immediate Action Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used when necessary. The Council continues to be proactive in this area and this is closely monitored by Cabinet/CLT 3 year pay agreement with 1.25% in 2013-14, 0.75% in 2015-16 and 0.5% for 2016-17. 1% Assumed thereafter. This will be kept under review The major overhaul of the benefits systems continues to be carefully managed and monitored The Council was proactive in this area with the sale of the Landsbanki Claim in January 2014. This continues to be closely monitored by Cabinet/CLT Progress continues to be monitored and reported regularly to members Up-to-date market data and expert advice from Sport England obtained prior to tender. Affordability evaluation to be undertaken on return of tenders in mid September. The Council Tax Benefit Reform and progressing Welfare Reform and Universal Credit could all increase the number of Homelessness cases within the district. This will be carefully monitored and managed by the Housing Team.

WYRE FOREST DISTRICT COUNCIL

CABINET
16TH SEPTEMBER 2014

National Non-Domestic Rates
Write Off Of Amounts Outstanding

OPEN WITH THE EXCEPTION OF APPENDIX 2 THAT CONTAINS FINANCIAL INFORMATION OF A COMMERCIALY SENSITIVE NATURE	
CABINET MEMBER:	Councillor N J Desmond
RESPONSIBLE OFFICER:	Chief Financial Officer
CONTACT OFFICER:	Fiona Johnson Ext. 2661 E-mail Fiona.johnson@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Proposed Write-Offs Appendix 2 (EXEMPT) – Proposed Write-Offs

1. PURPOSE OF REPORT

- 1.1 To enable the Cabinet to give consideration to writing off the sum of £75,301.41 in respect of National Non-Domestic Rates.

2. RECOMMENDATION

The Cabinet is asked to DECIDE that:

- 2.1 **The total of £75,301.41 relating to outstanding National Non-Domestic Rates, as detailed in the Appendices to this report, be written off.**

3. BACKGROUND

- 3.1 Part 4 of the Councils Constitution, Delegation to Officers. Paragraph 1.13, authorises the Chief Financial Officer to write off individual debts up to the value, in each case of £5,000. For values, between £5,000 and £9,999.99 write-offs can be made with the approval of the delegated portfolio holder. The Cabinet is authorised to write off debts of £10,000 and over.
- 3.2 It is therefore necessary for Cabinet to give consideration to the cases scheduled on the appendices to this report.

4. KEY ISSUES

- 4.1 National Non-Domestic Rates are demanded in accordance with the provisions laid down by The Local Government Finance Act 1988. Recovery action is taken in the event of non-payment under the various regulations made by this Act.

- 4.2 Every effort has been made to pursue the debts set out in the Appendices. Most of the companies have now been dissolved (or are about to be dissolved) making the prospect of recovery impossible. Appendix 1 contains details of write-off requests in respect of businesses that have been dissolved. Appendix 2 is exempt since these businesses have not been dissolved and therefore these details are commercially sensitive.

5. FINANCIAL IMPLICATIONS

- 5.1 Under the current Business Rates Retention Regime the cost of non-collection of National Non-Domestic Rates is met both by the Government and the Worcestershire Business Rate Pool. Approval of the proposed write-offs detailed in the Appendices of £75,301.41, will be accounted for as part of the Worcestershire Business Rates Pool and result in a loss of income shared between the Pool members and the Government.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 None.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 No Equality Impact Needs Assessment has been undertaken.

8. RISK MANAGEMENT

- 8.1 There are no risk management issues relating to this report.

9. CONCLUSION

- 9.1 See Appendices.

10. CONSULTEES

- 10.1 Corporate Leadership Team.
Cabinet Member for Resources and Transformation.

11. BACKGROUND PAPERS

- 11.1 None.

Appendix 1 Open				
Debt Type	Payer	Address	Reason for Write-Off	Amount £
NNDR	New Life Pallets (Recyclers) Ltd 00349933	Warehouse and Premises, Unit 43 Sandy Lane Industrial Estate, Stourport. DY13 9PZ	Business Rate debt relates to occupied rates for the periods 01/12/2009 to 31/03/2010, 01/04/2010 to 31/03/2011, 01/04/2011 to 31/03/2012 and 01/04/2012 to 14/08/2012. The company traded in the sale and hire of pallets. When business rates are not paid statutory enforcement action is taken. Liability Orders were made by Kidderminster Magistrates Court on 17th February 2012 and 15th June 2012. Once made the liability order secures the debt and allowing the Council further powers of recovery. All avenues have been pursued to collect this debt but the Council was unsuccessful. The company ceased trading and has now been dissolved with Companies House on 14/08/2012.	12,432.05
NNDR	Britannia Carpets & Flooring Ltd 00345970	Shop and premises, 23 Worcester Street, Kidderminster. DY10 1ED	Business Rate debt relates to occupied and void rates for the periods 11/11/2010 to 31/03/2011, 01/04/2011 to 31/03/2012, and 01/04/2012 to 10/04/2012. The company traded in the sale of carpets and flooring. When business rates are not paid statutory enforcement action is taken this can take at least five months to secure the debt. Liability Orders were made by Kidderminster Magistrates Court on 26th May 2011, 8th July 2011, 5th October 2011 and 10th August 2012. Instructions were passed to Bailiffs, once passed to the Bailiff recovery action can typically take around 17 months from when the bill was first issued. They were unable to obtain payment and the warrants were returned no trace of company. The company ceased trading and has now been dissolved with Companies House on 18/09/2012.	13,898.46
NNDR	Skate & Ride Ltd 00334928	Shop and premises, 13 King Charles Square, Swan Centre, Kidderminster, DY10 2BA	Business Rate debt relates to occupied and void rates for the periods 01/04/2010 to 31/03/2011, 01/04/2011 to 31/03/2012, and 01/04/2012 to 16/10/2012. The company traded in the sale of bikes and skateboards. When business rates are not paid statutory enforcement action is taken, this can take at least five months to secure the debt. Liability Orders were made by Kidderminster Magistrates Court on 7th October 2010, 8th July 2011, and 15th June 2012. Instructions were passed to Bailiffs but they were unable to obtain payment and the warrants were returned no trace of company. Every avenue was pursued to collect the debt but the Council remained unsuccessful. The company ceased trading and has now been dissolved with Companies House on 16/10/2012.	13,538.06
NNDR	S and W Ltd 00336599	Workshop and premises, Unit 79 Barracks Road, Sandy Lane Industrial Estate, Stourport. DY13 9RE	Business Rate debt relates to occupied rates for the periods 13/02/2009 to 31/03/2009, 01/04/2009 to 31/03/2010, and 01/04/2010 to 31/03/2011. Unsure of the nature of the business. When business rates are not paid statutory enforcement action is taken. Liability Orders were made by Kidderminster Magistrates Court on 11th June 2009 and 15th June 2010. Instructions were passed to Bailiffs but they were unable to obtain payment for these financial years although they did recover full payment of the 2011/2012 financial year, and the warrants were returned no legal access. The company ceased trading and has now been dissolved with Companies House on 13/03/2012.	20,466.00
Total Write-off requested				60,334.57