

Open

# Council

# Agenda

6pm  
Wednesday, 26th February 2020  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Council

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**COUNCIL MEETING**

**18<sup>th</sup> February 2020**

**TO ALL MEMBERS OF THE COUNCIL AND 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. on Wednesday 26<sup>th</sup> February 2020**, 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 R 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 the Council’s 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.

## WEBCASTING NOTICE

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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.**

\* Unless there are no reports in the open session.

Wyre Forest District Council

Council

Wednesday, 26th February 2020

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>
<b>1.</b>	<b>Prayers</b>  To be read by Rev Sue Levitt, Wesley Methodist, Stourport and Alveley & Callow Hill & Areley Kings Methodist Churches	
<b>2.</b>	<b>Apologies for Absence</b>	
<b>3.</b>	<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.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on 25 <sup>th</sup> September 2019 and the Minutes of the special meeting held on 22 <sup>nd</sup> October 2019.	10
<b>5.</b>	<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 Monday 17 <sup>th</sup> February 2020.  <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 Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i>	

6.	<p><b>Questions</b></p> <p>Ten questions have been submitted in accordance with Standing Order Section 7, 1.8 by Members of the Council.</p> <p><i>In the case of an urgent matter that has arisen since the deadline, and could not have been reasonably known at that time, it must be delivered in writing to the Solicitor to the Council no later than 9am on the day of Council.</i></p>	31
7.	<p><b>Chairman's Communications</b></p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	33
8.	<p><b>Leader of the Council Announcements</b></p> <p>To receive announcements from the Leader of the Council.</p>	-
9.	<p><b>Motions Submitted under Standing Orders</b></p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1).</p> <p><b>1. Notice of Motion to be moved by Councillor Calne Edginton-White</b></p> <p>Council</p> <ul style="list-style-type: none"> <li>a) Extends its thanks to all public agencies, voluntary organisations and individuals for their response in assisting local residents and businesses affected by the flooding caused by Storm Dennis, noting in particular the work and commitment of the Environment Agency staff who worked through very adverse conditions throughout the night to respond to the emergency situation and the ongoing support they provided on site especially at Beale's Corner;</li> <li>b) Notes that there was good forewarning from the Met Office about the impending storm event, with Storm Dennis being named on 11 February, although there were unprecedented local weather conditions which led to a very rapid rise in river levels at Bewdley on the night of Saturday 15 February;</li> <li>c) Expresses concern that it was not possible for the Environment Agency to erect the Severnside South barrier and the temporary barrier at Beale's Corner in time to prevent a number of properties being flooded in Lax Lane and leaving Beale's Corner properties vulnerable and the bridge closed on Sunday 16 February;</li> <li>d) Refers the issues arising from this flooding event to the Overview and Scrutiny Committee for it to take evidence from relevant bodies including the Environment Agency, with a view to making recommendations no later than the Council's meeting in July 2020 on lessons to be learned and what case can be made to the Government for permanent flood protection arrangements at Beale's Corner.</li> </ul>	

10.	<p><b>Urgent Motions submitted under Standing Orders</b></p> <p>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>Governance and Constitutional issues</b></p> <p>To consider a report from the Chief Executive which deals with:</p> <ul style="list-style-type: none"> <li>- Governance review recommendations</li> <li>- Independent Remuneration Panel's recommendations</li> <li>- Adoption of amended code of conduct</li> </ul>	35
12.	<p><b>Review of the December 2019 UK Parliamentary election and Review of Polling districts and polling places</b></p> <p>To consider a report from the Returning Officer and Electoral Registration Officer which deals with:</p> <ul style="list-style-type: none"> <li>- Report on 12 December general election</li> <li>- Polling districts and polling places review</li> </ul> <p><i>The appendices to this report have been circulated electronically.</i></p>	66
13.	<p><b>Policy and Budget Framework</b></p> <p>Matters which require a Decision by Council.</p> <p><b>Recommendations from the Licensing &amp; Environmental Committee</b></p> <p>(a) 7<sup>th</sup> October 2019 - Licensing Act 2003 Review of Statement of Licensing Policy Consultation Results</p> <p>(b) 2<sup>nd</sup> December 2019 – Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2020/21</p> <p><b>Recommendations from Cabinet</b></p> <p>(c) 12<sup>th</sup> November 2019 – Conversion of Property in Stourport on Severn</p> <p><b>Recommendations from Overview &amp; Scrutiny Committee</b></p> <p>(d) 7<sup>th</sup> November 2019 - Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2019-20</p> <p>(e) 6<sup>th</sup> February 2020 - Treasury Management Strategy 2020-21</p> <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.</p>	<p>76</p> <p>77</p> <p>78</p> <p>79</p> <p>80</p>



14.	<p><b>Medium Term Financial Strategy 2020-2023</b></p> <p>To approve the Council’s budget for 2020-2023 having considered the proposed decision and budget reports recommended to Council by Cabinet on 11<sup>th</sup> February 2020 including:</p> <ul style="list-style-type: none"> <li>• Base Budget Projections 2020-23 including Cabinet Proposals</li> <li>• Fees and Charges</li> <li>• Capital Strategy 2020-2030</li> <li>• Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003</li> </ul> <p><i>The appendices to this report have been circulated electronically.</i></p>	84
15.	<p><b>Council Tax Setting 2020-2021</b></p> <p>To consider and approve the formal resolution for setting the Council Tax for 2020-2021. This includes the 2.33% increase in the District Council’s element of Council Tax, as recommended by Cabinet on 11<sup>th</sup> February 2020, and the precepts and council tax increases in the elements of Council Tax set by the following bodies:</p> <p>Worcestershire County Council (+3.99%)  The Office of the Police and Crime Commissioner for West Mercia (+3.94%)  Hereford and Worcester Fire and Rescue Authority (+1.96%)</p>	105
16.	<p><b>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.</b></p>	
17.	<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**

18.	<p><b>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.</b></p>	
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WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER

25TH SEPTEMBER 2019 (6PM)

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**Present:**

Councillors: S Miah (Chairman), P W M Young (Vice-Chairman), G W Ballinger, C J Barnett, J F Byng, V Caulfield, S J Chambers, A Coleman, R H Coleman, B S Dawes, N J Desmond, H E Dyke, P Dyke, C E E Edginton-White, N Gale, S Griffiths, I Hardiman, P Harrison, M J Hart, K Henderson, L J Jones, A L L'Huillier, N Martin, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, S E N Rook, D R Sheppard, J W R Thomas, A Totty and L Whitehouse.

**C.36 Prayers**

Prayers were said by Rev Carey Saleh, St Michael and All Angels, Stourport and All Saints, Wilden.

**C.37 Apologies for Absence**

Apologies for absence were received from Councillor J Aston.

**C.38 Declarations of Interests by Members**

There were no declarations of interests.

**C.39 Minutes**

**Decision: The minutes of the meeting held on 24th July 2019 be confirmed as a correct record and signed by the Chairman.**

**C.40 Public Participation**

The Chairman welcomed Ben Bird, Joe Hillier and Karl Buckley to the meeting to thank them for making the Council proud of their good deeds as they go about their daily work.

The Chairman said who knew we would have an internet star amongst our employees who would appear on Good Morning Britain with Eamonn Holmes and Ruth Langford, be called on the phone by Zoe Ball and have over 4m "hits" on social media, as well as trans Atlantic interest from our friends in the USA?

He said that Ben had displayed care and kindness to his friend Mercy on

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her 100<sup>th</sup> birthday. Councillors know that this was not a one off – Ben regularly talks to her and promised her he would remember her 100<sup>th</sup> birthday. Ben’s crew mates Karl and Joe ably assisted him and we thank them too.

The Chairman added that Steve Brant and Linda Draycott from Operational Services said “We often talk about the depot being like a family – displaying family values and kindness and looking after each other. We are all so proud of Ben and the humility he has shown “now he is famous” and the genuine care he shows to Mercy. We are proud of all of the teams who make people smile on their rounds with a friendly wave, day in day out, in all sorts of conditions.”

On behalf of the Council the Chairman passed on heartfelt thanks to Ben, Joe and Karl for making a difference to our residents and presented them with a gift.

#### **C.41**

#### **Questions**

Seven questions had been submitted in accordance with Standing Order Section 7, 1.8 by Members of the Council.

#### **1. Question from Councillor Nathan Desmond to the Cabinet Member for Housing, Health, Well-being and Democratic Services**

Can the Cabinet Member please explain to me and to the wider public of the district why, at the last full council meeting in July, the Vice-Chairman of this authority abstained from supporting a very important motion, proposed by his own administration, on WFDC supporting LGBT + communities by flying the flag on Wyre Forest House, during Pride week, which was supported by all political parties.

#### **Answer from the Cabinet Member for Housing, Health, Well-being and Democratic Services**

The essence as to why we come together in this Chamber is about democracy. The essential elements of democracy are about freedom of political expression, freedom of speech and the majority rules. The Progressive Alliance is the joining together of different political preferences and our purpose is to lead this Council. We do not have a party whip system and we respect the views and opinions of all. I am a little confused at Councillor Desmond’s question because on the night of the 24<sup>th</sup> July, this chamber provided a good demonstration of democracy; we all sat within our political preferences and all of us were given the opportunity to share our views and opinions. The motion was carried as the majority rules, at no point were the Progressive Alliance agreed to a party whip system and we will continue to hold each member as an individual and respect their views and opinions. I hope members across the floor will respect that.

#### **Supplementary question**

Will the Cabinet Member confirm that the Vice Chairman will do all that he

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can in his capacity as Chairman of this authority to support the LGBT + communities and secondly raise the flag next year with pride, and will he work tirelessly as a community leader to eradicate homophobia across the district which is all sadly too prevalent.

#### **Supplementary answer**

Thank you, I did pre-empt your supplementary question. I have spoken to Councillor Young and he will do his utmost to support whatever is required.

#### **2. Question from Councillor Marcus Hart to the Cabinet Member for Economic Regeneration, Planning and Capital Investments**

Would the Cabinet Member for Economic Regeneration and Planning confirm the following:-

1. How many tenancy agreements are currently in place at Wyre Forest House?
2. If she is aware of any tenancy agreements that are coming to an end and if so which ones?
3. What was the gross income on all tenancy agreements in 17/18 and 18/19 and what is the projected income for 19/20?
4. What was the gross income on room hire in 17/18 and 18/19 and what is the projected income for 19/20?
5. What plans are in place to fill the additional space made available as a result of some staff moving to the Green Street Depot and Hub?
6. What percentage share of the building will either be externally let or have the potential to be externally let after all those staff due to relocate have relocated?

#### **Answer from the Cabinet Member for Economic Regeneration, Planning and Capital Investments**

1. 9.
2. Yes; one 'Just2Easy Ltd' is due to end later next month, no more expire in 2019.
3. Gross income in 2017/18 £144,242; for 2018/19 £134,994 and projected for 19/20 £137,200.
4. Gross income in 2017/18 £16,090; for 2018/19 £10,124 and projected for 19/20 £10,000.
5. There are plans to relocate some staff within Wyre Forest House as well as transferring more of the Community & Wellbeing team to Green Street, that will free up space in the ground floor north wing which is then available to let. Officers have already begun to promote the space as available for external letting.
6. Currently approximately 38% of the building is let to external tenants

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and this will rise to potentially 48% of the building if the additional space is successfully let.

#### **Supplementary question**

Would the Cabinet Member agree with me that the decision to rationalise the office accommodation and move to a single site, in particular here at Wyre Forest House, making ongoing revenue savings of over £1/2m pa, and from the figures you just quoted, at least an additional £1/2m worth of income over 3 years, has been fully vindicated and justified, and it was a sound and wise decision taken by the then Conservative administration, a decision supported by herself and indeed the Independent Group, Councillors Mr and Mrs Dyke? And also that it was very sensible for the taxpayers of the district and those that said this would be "Tory Towers" and indeed a white elephant, made by a very prominent local politician not a million miles away from here has proven to be completely wrong and inaccurate and they should very much regret that stance took at the time?

#### **Supplementary answer**

Thank you for reminding everyone that both I and Councillors Mr and Mrs Dyke supported the move to a single site. I am happy to confirm that we have always believed that a single site was the best way for staff to operate. I regret the fact that this is now less of a single site than it was originally intended to be.

#### **3. Question from Councillor John Byng to the Leader of the Council**

At the Localism Forum meeting held on 23<sup>rd</sup> July between Wyre Forest District Council and the three Town Councils the Leader of the Council stated that localism is a way of 'sharing' the load.

Does this mean that in offering services and buildings to the Town Councils there will continue to be ongoing contributions to the running costs as opposed to transitional arrangements that sees contributions ceased after 4 or 5 years and would he like to categorically confirm that services will not cease under his leadership of the Progressive Alliance?

#### **Answer from the Leader of the Council**

No administration could give assurances that they will not be ceasing any services. We did inherit a substantial black hole of a deficit of £2.1m and it has got to be sorted in the next couple of years. I went to the Town Council meetings in all three towns and the message that was given in each of them is the whole localism agenda. The localism agenda is about the Town Councils taking on responsibility for many services, particularly those that are non-statutory, in their own areas. We will provide funding over a period of years until eventually they are either taken on or the services will cease. We are having to be severe because it is a severe situation because of government cuts over the last decade or more. The austerity

period is reflected on all local authorities, some of whom are in a far worse pickle than we are ourselves with our current budget projections.

**Supplementary question**

Bewdley Town Council have today received some costings from the District Council, however they are incomplete. There is no mention of toilets, car parks, nature reserves and staff costs. As there are no specific costs mentioned how can Bewdley Town Council make any kind of decision on Localism before 2020? Could the Leader of the Council supply the specific costs?

**Supplementary answer**

The whole point of this exercise is the Treasurer giving as much basic information to the Town Councils as they want now. Further details on specific costs, such as running costs of toilets, are precisely those details that each Town Council can request. Councillor H Dyke has chaired the sessions in each of the three venues and the same information is available to each Town Council, there is nothing being hidden. We are an open and transparent administration and we will share all the costs; they are true costs and nothing will be hidden.

**4. Question from Councillor Ian Hardiman to the Cabinet Member for Culture, Leisure and Community Protection**

Does the Cabinet Member for Culture, Leisure and Community Protection value the work of this District's Parish Councils?

**Answer from the Cabinet Member for Culture, Leisure and Community Protection**

I can confirm that I and the administration value the work of all Parish Councils. They play an important part of our work across the area and are very efficient and hard working partners.

**Supplementary question**

Was the Cabinet Member party to, and does she now agree that it was inappropriate to send the email of 2<sup>nd</sup> September to Parish Chairmen informing them that the bi-annual meetings with the District Council's Chairman and Leader which have traditionally been held over many years, would no longer be held. Appropriately the Parish Chairmen should have been invited to discuss the relevance of such meetings for the future and therefore will she reconsider the matter please?

**Supplementary answer**

Thank you, firstly I wasn't party to and secondly I wasn't invited so I wasn't aware that such a meeting was held. Consequently I was made aware and I did some investigating. The Leader of the Council was given very short notice of this meeting and was unable to find any evidence of what actually

took place at them; there were no minutes or any construction to the meetings for what was to be discussed. I attended the Parish Forum the other evening along with the Leader of the Council and it was expressed at that meeting by some of the Members from the Parishes that they were

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disappointed. At the meeting the Leader did promise to review the situation during the year.

#### **5. Question from Councillor Tracey Onslow to the Leader of the Council**

In the proposal to make 3 posts in the Community, Well-Being & Environment Directorate redundant, the proposal is for the current Chief Executive post to take on the responsibilities of the CWE Corporate Director and the CWE Corporate Director post to then be made redundant.

Can the Leader advise if the reverse of this was also investigated and costed i.e. one of the Corporate Directors becoming Chief Executive and Head of Paid Service and the post of the Chief Executive being deleted?

Could the Leader further advise as to why this restructure is being taken in isolation and not part of a wider restructure where the senior management of the Council could be looked at collectively?

#### **Answer from the Leader of the Council**

The Head of Paid Service certainly discussed with the Cabinet and myself, as is in any restructuring proposal, the range of options that were available. Councillor Onslow's hypothetical alternative would not have worked as it is not possible to abolish a post if the whole thing is being retained which is what the question suggests. I appreciate that the question was submitted before Councillor Onslow had had the opportunity to see the report on tonight's agenda. Paragraph 3.7 deals with the points which you raise about the possibility of future proposals relating to other parts of the Council and that is clearly spelt out in the report.

#### **Supplementary question**

What other options were looked at and could we have the costings for those then please? And secondly, given that Wyre Forest District Council was rated in the bottom of 50 councils in the UK for community health and wellbeing in the report by NWEDR, could he give reassurance that the obliteration of the management of CWE will ensure no further cuts to frontline services?

#### **Supplementary answer**

This is the same response I gave to one of the Member's colleagues earlier. No administration is going to give those sorts of assurances. Staff however, I believe, trust this administration. What does surprise me is that a question like this should come up now and I just get the impression that the opposition are trying to be difficult because successive Conservative administrations of this authority have been served by a Chief Executive post for 15 years; they have had ample opportunity to consider the role if

they wanted to and they haven't. I hope that the Councillor is not suggesting that structural questions should be settled by reference to which Officers involved incur the lowest costs; that could constitute direct

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discrimination of grounds of age and could leave the Council wide open to legal challenge. I will discuss with our Director of Finance and our Chief Executive what information on the costing can be made available to the Member.

#### **6. Question from Councillor Marcus Hart to the Cabinet Member for Operational Services**

Would the Cabinet Member for Operational Services agree with me that the investment in the Green Street Depot and new customer service centre was both long overdue and necessary and would he further confirm that he is proud of all of the staff who work for us at the Depot?

#### **Answer from the Cabinet Member for Operational Services**

Thank you for your question which I note is not dissimilar to your question from last Council, and therefore could I refer you to page 16 of tonight's agenda. As I said then I am sure all Members welcomed the investment in the Green Street site which was long overdue. It will now provide modern fit for purpose accommodation and facilities for all staff who work there. Although we may not agree with the re-location of the customer service centre to the Green Street site, we recognise that the investment was far too forward to readdress and I hope customers will find the new customer service centre more satisfactory than the previous location. I am sure all Members, including myself, are proud of all the staff that work for this Council both here at Wyre Forest House and Green Street. You saw tonight just a small recognition of how we appreciate the three staff members who took it upon themselves to mark the 100<sup>th</sup> birthday of a local resident. A wonderful act of kindness witnessed by millions across social media. This Council like all businesses cannot function without good, loyal staff, and I am sure all Members will agree with me that we have some of the best in the area.

#### **Supplementary question**

Would the Cabinet Member explain to me therefore, and he refers to a similar question I asked last time but we hadn't seen at that point the press release from this Council on 21<sup>st</sup> August 2019 issued at 11.57 hrs, why neither he as one of the relevant Cabinet Members nor any other Cabinet Member was quoted on that press release. It is exceptionally unusual why we are no longer led by Politicians. Can he confirm to me that when he visited the new customer service centre when it opened on 9<sup>th</sup> September, he was impressed with the facilities and can he confirm indeed that he has visited and indeed his colleagues have visited as well?

#### **Supplementary answer**

I do apologise that no Cabinet Member was quoted on the press release; I am sure that was a short sightedness on all our behalf. Yes, we have all had a quick look around the facilities that we have at Green Street; most impressive and I am sure all staff that work there will find them enjoyable and a nice atmosphere to work in.

#### **7. Question from Councillor Chris Rogers to the Cabinet Member for**



**Operational Services**

Given his party's vehement opposition to make the Vale Road car park chargeable, could the Cabinet Member for Operational Services advise me and this Council on when the Progressive Alliance will make Vale Road a free car park again?

**Answer from the Cabinet Member for Operational Services**

It was your then administration that decided to bring in the charges to the Vale Road car park on the basis that all car parks across the district should be treated on a fair, equitable and consistent basis. Bringing in these charges did have a negative effect on many local residents, shoppers and town centre businesses together with their staff. However, I hope he will agree with me that things have moved on since then and that as a Member of this Council we should be working together to reduce the significant shortfall in our finances and not raking up past political differences. What the car parking strategy will look like in the future you will have to wait until later in the year when we bring proposals forward as part of the Medium Term Financial Strategy.

**Supplementary question**

Surely it is disingenuous. Your opposition to car parking hasn't changed, surely you still oppose them, or have you changed your mind as you realise you have to pay the bills? Some members of the public may not understand, you are going to have a very good answer for them.

**Supplementary answer**

This is something we inherited from the previous administration. As I have said, what the car parking strategy will look like in the future will be brought forward later in the year so please wait until then to see what happens.

**C.42 Chairman's Communications**

The Council received a list of functions attended by the Chairman or Vice-Chairman since the Council's last meeting.

**C.43 Leader of the Council Announcements**

The Leader of the Council referred Members to his tabled report.

**C.44 Motions Submitted under Standing Orders**

Two motions have been received in accordance with Standing Orders (Section 7, 4.1).

**1. Notice of Motion from Councillor F M Oborski MBE**

*"Council recognises that not all disabilities are visible.*

*Council therefore resolves to support the Hidden Disabilities Awareness*

#### **Agenda Item No. 4**

*Scheme which encourages those with such disabilities to wear the discrete sunflower badges and lanyards.*

*Council will ensure that all frontline staff are aware of the scheme and recognise that those wearing the badge or lanyard may need extra help.*

*Council further resolves to display the Hidden Disabilities Scheme Information Poster in all its public buildings and encourage other providers to do likewise and to promote the scheme via the Annual No Barriers Mike Oborski Awards.”*

Councillor F M Oborski MBE presented the motion. She said that the scheme was becoming very noticeable nationally having had a fairly slow start; Gatwick airport was in fact the first public body and organisation to recognise it. She said that a lot of us know people who have disabilities which are not visible; they may be disabilities such as autism, arthritic conditions and heart conditions. She added that there were a lot of members of our community that suffer from hidden disabilities and hoped that Council would agree with her that promoting the sunflower logo was something that we should all be proud to do. She said that she was absolutely delighted that at its last meeting, Kidderminster Town Council agreed to adopt the scheme and will be displaying posters in the Town Hall, and, in addition to receiving their No Barriers certificate, award winners would also be given a laminated copy of the sunflower poster. She asked all Members to support the motion and hoped that it would be a unanimous decision.

Councillor S Griffiths said that she was delighted to second the motion. She explained that she was well aware of the daily challenges faced by people with disabilities; and not everyone with a hidden disability required additional support. However she believed that the sunflower lanyards were an easy way for people to let others know if they do need additional support.

The Leader of the Conservative Group, Councillor M Hart, said that he and his group wholeheartedly supported the motion. He said it was important that all individuals in our society with hidden disabilities are properly supported. He agreed that it was really important that our frontline staff were aware of the scheme but arguably all our staff should be made aware. He said fundamentally it's no good just the Councillors and employees knowing about the scheme, he said we all need to ensure that the general public, businesses, shops, pubs, restaurants and cafes across the three towns in the district also know that if a member of the public is wearing a discrete sunflower badge, that they know what it means and that the person with that hidden disability might just need a little more time or additional assistance.

Councillor Oborski was happy to accept the amendment to remove the word 'frontline' and just have 'staff'. She said that as local Members, we

could all support the scheme and promote it in shops, pubs and other businesses within our own areas to ensure that the scheme is widely

known.

Upon on a show of hands, the amended motion was unanimously agreed.

**Decision: The amended motion be agreed.**

**Council recognises that not all disabilities are visible.**

**Council therefore resolves to support the Hidden Disabilities Awareness Scheme which encourages those with such disabilities to wear the discrete sunflower badges and lanyards.**

**Council will ensure that all staff are aware of the scheme and recognise that those wearing the badge or lanyard may need extra help.**

**Council further resolves to display the Hidden Disabilities Scheme Information Poster in all its public buildings and encourage other providers to do likewise and to promote the scheme via the Annual No Barriers Mike Oborski Awards.**

## **2. Notice of Motion by the Conservative Group**

*“This Council needs to examine new ways of investing to create revenue income to fund our important local services.*

*Under Government finance rules, councils are not allowed to use capital to plug annual funding gaps but they can invest in projects which generate an income.*

*Other councils such as West Suffolk Council are reaping the benefit of such a project, investing to deliver an income for the benefit of local communities and for the environment.*

*Such a scheme would have both an environmental and economic benefit.*

*This Council resolves to request the Cabinet to investigate establishing a solar farm on land in this District which it owns and bring a report back to Full Council in this municipal year.”*

Councillor I Hardiman presented the motion on behalf of the Conservative Group. He said that West Suffolk Council, through its local authority owned solar farm, has raised more than £1.2m in funds to support frontline services in the past three years. He further explained that Lakenheath solar farm was one of the largest Council owned solar farm and through sales to the national grid have raised nearly £4m in funds since it was set up in August 2016; a percentage of those funds are earmarked for supporting frontline services. He said over the last 12 months the solar farm has generated enough electricity to power to supply around 3,300

homes and offset carbon dioxide emissions from approximately 1,500 cars. He said that we, like West Suffolk Council, should be reducing our

#### **Agenda Item No. 4**

impact on the climate but also creating an income stream to support services and other ambitious projects.

The motion was seconded by Councillor C Rogers.

An amendment to the motion was tabled by Councillor V Caulfield. She thanked the Conservative Group for moving the original motion and said it was worth noting that constructing a solar farm on Council land could still provide an income stream for the Council; however the West Suffolk Council example was completed before the feed in tariffs were removed. She further explained that it was not just about income generation; surely the main focus is to reduce our emissions. She said that generating electricity from solar and other renewable will significantly reduce our impact on the planet. Councillor Caulfield added that with the rise in electric vehicles and the need to be net carbon zero, there was a need to look at different renewable energy schemes and how generated energy can be stored more effectively.

Councillor A L'Huillier said she was very happy to second the amendment. She said as a district we recognise that we face a climate emergency and as such we should be striving to lead the way; both independently and jointly with other Council's to create green energy and work towards reaching net zero greenhouse gas emissions in as short a time as possible.

Councillor M Hart said that the original notice of motion was about investing in regeneration projects to bring an income into the Council. It just so happened that in the notice of motion there was an example of a solar farm. The original motion had nothing to do with a climate emergency. He said on this occasion the Conservative Group regrettably reject in its entirety paragraphs 3 and 4 of the amendment because it is not in the spirit and sentiment of which the original notice of motion was tabled.

A discussion ensued and a vote on the amendment tabled by Councillor Caulfield was taken and agreed.

For clarification, the Chairman confirmed that the amended motion had now become the substantive motion. Upon a show of hands the motion by the Conservative Group, as amended, was agreed.

**Decision: The Notice of Motion by the Conservative Group, as amended by Councillor V Caulfield be agreed:**

**This Council needs to examine new ways of investing to create revenue income to fund our important local services.**

**Under Government finance rules, councils are not allowed to use capital to plug annual funding gaps but they can invest in projects which generate an income.**

**Council regrets that the opportunities which existed some ten years ago were not taken up at that time and further regrets that the removal by Government of Feed In Tariffs for new Solar Panel**

**installations means that they no longer provide as significant an income stream as previously.**

**Council notes the EC Harris Report commissioned in 2014 and in light of the climate emergency, requests Cabinet to revisit the report and investigate other initiatives for zero emission energy production and/or storage, such as those carried out by Nottingham city council.**

**C.45 Urgent Motions submitted under Standing Orders**

There were no urgent motions submitted under Standing Orders.

**C.46 Pay Arrangements 2021 onwards**

A report was considered from the Head of Paid Service which sought Council's agreement to arrangements for determining pay increases from April 2021 and for a pay and grading review.

The Leader of the Council presented the report and formally moved the recommendations for approval. He said that pay rates are very important to our hard working staff. For many years it has been a local agreement and one of the first things that this new administration said back in May was that at the first feasible opportunity the Council would return to the national pay agreements.

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

An amendment was tabled by the Conservative Group. Councillor M Hart formally moved the amendment to: agree that the Head of Paid Service commence negotiations with staff and trade unions with a view to agreeing a new 3 year local pay agreement from 1<sup>st</sup> April 2021 and for the final decision to be taken at or before the December 2020 meeting of Full Council; endorse the need for a pay and grading review as set out in paragraphs 4.4 to 4.6; and agree that a final decision on the pay and grading review be a matter for decision by Full Council.

Councillor Hart explained that the amendment was empowering the Head of Paid Service to commence negotiations with staff and trade unions to see if a new local pay deal can be made. He said that the Conservative Group firmly believe that the previous two arrangements where we were able to secure local agreements were a sensible course to take. He added the report clearly sets out the annual savings that had been achieved as a result of the decision and it provided certainty for the Council and more importantly it provided certainty for our staff. In conclusion he said that going back to the national agreements gave no guarantee that the pay budget would not go up and therefore meant that the organisation would inevitably have to make posts redundant in order to keep within the same financial envelope.

Councillor N Desmond seconded the amendment and reserved his right to speak.

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The Leader of the Council said that he was unable to support the amendment. He said the Council had a significant funding gap to address, and acknowledged that returning to the national pay agreement would mean that the Council has no control over the pay increases; and like many other local authorities who don't have that control the costs may well be higher. However, he believes that it is right and proper for valued staff to be properly rewarded and not expected to do a full job for a cut-price wage. He said the administration was proud of the staff and we believe this is a way of showing them how proud we are. In conclusion he said that the Progressive Alliance had set out its alternative approach which was unanimously and warmly welcomed by the Unions and urged all his colleagues to reject the amendment.

A robust debate ensued. Councillor T Onslow said that she would support the amendment purely because of paragraph 4.7 of the report. She said she did not believe that Council staff would be happy to lose fellow members of staff that they currently work with in order that they can be paid more. The sentiment was echoed by Councillor S Chambers.

Councillor Desmond said that Local Government and this authority are still in a precarious position; we still have a £2m funding gap. He added that going to the national pay agreement would cost the authority more money and why would you want to lose control over this very important issue. He said pay was the biggest ticket item for the authority; having the flexibility of having a local pay agreement gave the certainty that you can budget for that period.

The Cabinet Member for Culture, Leisure and Community Protection said that she believed that the talk about redundancies was scaremongering and frightening for staff; no one in any form of business life can ever predict that nothing bad is going to happen. She said that the administration was trying to do the right thing for our staff.

A vote on the tabled amendment by the Conservative Group was taken. Upon a show of hands the amendment was defeated.

Councillor M Hart tabled a further amendment to the substantive recommendation 2.3 as set out in the report. He proposed that a final decision on the pay and grading review be a matter for decision by Full Council. He said that it was really important that on such a fundamental issue for our staff that the matter is determined by this sovereign body and not as set out in the delegation.

Councillor Desmond seconded the proposal. He said that it was too an important issue to put back to Cabinet and the decision should be made by all Members.

A vote on the amendment tabled by Councillor Hart was taken and defeated.

Councillor Oborski MBE spoke in support of the substantive

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recommendations. She said that, whilst local pay arrangements have served the Council well in helping to address its financial position, the Progressive Alliance's view is that it is now appropriate to demonstrate to staff that the Council values its employees in the same way as most of the other Councils do and should be appropriately rewarded by returning to national pay agreements to determine the percentage increases.

A vote on the substantive recommendations was taken, and agreed.

#### **Decision:**

**1.1 Council CONFIRMED that percentage pay increases for all staff with effect from 1 April 2021 onwards will be in accordance with the relevant national agreements;**

**1.2 ENDORSED the need for a pay and grading review as set out in paragraphs 4.4 to 4.6 of the report;**

**1.3 DELEGATED to the Head of Paid Service, in consultation with the Cabinet, Corporate Director: Resources and Solicitor to the Council, finalisation of the pay and grading review with the objective of being cost neutral but subject to the financial envelope set out in paragraph 4.6 of the report.**

#### **C.47 Apprenticeship Charter**

Council considered a report from the Solicitor to the Council which sought endorsement of the Apprenticeship Charter.

The Cabinet Member for Housing, Health, Well-being and Democratic Services presented the report and formally moved the recommendation for approval. She said that the authority have been pleased to work with UNISON and GMB in developing the Charter. She added that the Charter reinforced the Council's commitment to apprenticeships; which provide an important route for people to obtain qualifications and help to develop the workforce for the future.

The Cabinet Member Economic Regeneration, Planning and Capital Investments said that it was absolutely vital that this Council supports apprenticeships in its widest possible sense and was delighted to second the recommendation.

The vote was carried unanimously.

#### **Decision: Council ENDORSED the Apprenticeship Charter**

The Chairman adjourned the meeting at 8.14pm for a comfort break. The meeting resumed at 8.26pm. Councillor K Henderson did not return to the meeting.

#### **C.48 Corporate Plan and Financial and Policy Context for the Medium Term Financial Strategy**

## **Agenda Item No. 4**

Council received a report from the Chief Executive which, in line with the Cabinet's recommendations of 18<sup>th</sup> September 2019, asks Council to adopt the Corporate Plan for 2019-2023 and notes the suggested approach to the Medium Term Financial Strategy (MTFS), which will be the subject of consultation.

The Leader of the Council presented the report and formally moved the recommendations for approval. He said that the Corporate Plan sets out the Council's vision and priorities for the district over the next four years. He added that the cross-party Strategic Review Panel had a vast amount of varied and detailed feedback to consider when producing recommendations on the plan.

The Leader explained that the report set out the suggested approach the MTFS. He said that the administration recognised that there are some difficult and potentially controversial choices ahead; however we have to be honest and recognise that closing the funding gap will mean facing up to these decisions. He added the Strategic Review Panel on 28<sup>th</sup> October will provide a forum for Members to debate these ideas in more detail. He said all Members of the Council were welcome to attend the meeting and scrutinise the administration's proposals before they are published in December.

The Cabinet Member Economic Regeneration, Planning and Capital Investments seconded the proposals.

A discussion ensued and, upon a show of hands, the recommendations were agreed.

### **Decision:**

**1.1 a) The Corporate Plan in appendix 1 of the report be adopted;**

**b) The suggested approach to the medium term financial strategy set out in paragraphs 4.9 to 4.27 of the report be noted, and that this will now be the subject of consultation prior to the Cabinet considering the medium term financial strategy at its meeting in December.**

**C.49**

### **Policy And Budget Framework – Matters which require a decision by Council**

**a) Recommendations from Overview & Scrutiny Committee  
5th September 2019**

- **Annual Report on Treasury Management Service and Actual Prudential Indicators 2018-19**

The Chairman of the Overview & Scrutiny Committee, Councillor M Hart presented the recommendations for approval. Councillor Desmond seconded the proposal.



**Decision:**

**1.1 The actual 2018-19 prudential and treasury indicators in the report be approved;**

**1.2 The actual 2018-19 non-treasury prudential indicators for Capital Portfolio Fund property acquisitions be approved;**

**1.3 The annual treasury management report for 2018-19, including information on the non-treasury prudential indicators for Capital Portfolio Fund acquisitions be noted.**

**b) Recommendations from Cabinet – 18th September 2019**

- **Worcestershire Regulatory Services (WRS) Enforcement Policy**

The Cabinet Member for Culture, Leisure and Community Protection presented the recommendations and said that this policy had been discussed at the last Worcestershire Regulatory Services Board meeting and a decision was made that all the Councils would be provided with the same information and policy. She said that it had received full support at Cabinet and was delighted to recommend it to Council. The Leader of the Council seconded the proposal.

**Decision: Council ADOPTED the Worcestershire Regulatory Services Enforcement Policy so far as it relates to non-executive functions, for use in relation to any formal action under the legislation delegated to the service by the Council.**

**C.50**

**Management Structure Review**

The Chairman addressed Council. He said that colleagues will have seen that there is a confidential appendix to the report. He said it will not help the flow of debate if Council has to chop and change unnecessarily between open and private session and he intended to allow as much as possible of the discussion on the item to be in public. He was therefore going to take any contributions that are specifically about the appendix at the end of the debate just before moving to a vote on the recommendations in the report. He added that the motion to exclude press and public would be moved before any discussion on the appendix.

The Leader of the Council presented a report from the Head of Paid Service which sought Council's endorsement of two proposed changes to the management structure. He formally moved the recommendations for approval.

The Leader said that the background to the report clearly sets out that the Council has a £2m funding deficit; and the administration has to take its responsibility seriously. He said we had an opportunity to make reductions by deleting three management posts in the Community, Well-being and

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Environment Directorate. He added that much of the workload within the Directorate had changed, particularly with the Localism agenda and other issues. He said that it was important to make clear that it is not about targeting people; it is about taking responsible decisions, and he believed that this is the right thing for the Council to do at this point in time.

The Leader said that it was not an easy decision for the Cabinet to agree to the proposals and he hoped that people will support the senior members of staff affected by the proposals.

The Cabinet Member Economic Regeneration, Planning and Capital Investments seconded the proposals.

Councillor M Hart formally moved an amendment on behalf of the Conservative Group. He said he was inviting Council to authorise the Head of Paid service to undertake a full management restructure across all 3 directorates of the Council with all officers on band K or above who hold a management position being in scope with a view of bringing in a new management structure which produces a minimum full year revenue saving of £300k per annum; and the Head of Paid Service to be authorised to commence full consultation with staff, trade unions and all relevant stakeholders, on a proposed restructure for a decision to be taken at the February 2020 meeting of Full Council for formal implementation from 1<sup>st</sup> April 2020.

Councillor Hart said that given the financial position of the authority, the Conservative Group wants to do all it possibly can to protect frontline services. He added that the restructure of only one directorate does not go far enough. To be fair, equitable and consistent to all officers who hold a senior management post, it needs to be looked at holistically.

The amendment was seconded by Councillor Desmond. He urged all Members to support the amendment; he said it was disproportionate to look at one directorate in isolation and a more strategic approach to the whole management structure was needed.

Councillor M Rayner said that she could not support the amendment. She said it was quite clear that the proposals are part of the transformation framework. She said that transformation is about looking at things in a logical, evidence-based way and not a 'slash and burn' approach.

Councillor Oborski expressed her concern over the amendment. She said that very detailed discussions and negotiations had taken place with those members of staff identified in the report and are expecting to move on. She added that if the amendment is accepted the Council would be throwing their personal plans into turmoil. They have given us brilliant service and it has been acknowledged that their roles are in a way coming to an end and the proposals in the report are the most appropriate way for them to be treated.

A vote on the amendment tabled by Councillor Hart, on behalf of the Conservative Group was taken and defeated.

**C.51 Exclusion of the Press and Public**

**Decision:** Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 7 of Part I of Schedule 12A of the Act.

**C.52 Management Structure Review: Appendix 1 – Financial Information**

A discussion was held on the financial aspects of the report. A vote on the substantive recommendations took place and was agreed.

**Decision:**

**1.1 Council APPROVED:**

a) The removal of the post of Corporate Director: Community Well-being and Environment; and

b) The one off termination costs that arise from the removal of that post and the post of Cultural Services and Marketing Manager

**1.2 Council CONFIRMED that, if the Restriction of Public Sector Exit Payments Regulations were to be made and come into force before the dates of termination, it would grant or apply for any necessary exemption from the effect of those Regulations, so far as permitted by the Regulations and subject to any procedural requirements imposed by the Regulations;**

**1.3 Council authorised the Head of Paid Service to implement the above decisions.**

There being no further business, the meeting ended at 9.50pm.

**WYRE FOREST DISTRICT COUNCIL**

**SPECIAL COUNCIL**

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

**22ND OCTOBER 2019 (6PM)**

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**Present:**

Councillors: S Miah (Chairman), P W M Young (Vice-Chairman), ,  
G W Ballinger, J F Byng, S J Chambers, A Coleman, R H Coleman,  
B S Dawes, N J Desmond, H E Dyke, P Dyke, C E E Edginton-White,  
S Griffiths, I Hardiman, P Harrison, M J Hart, K Henderson, L J Jones,  
N Martin, F M Oborski MBE, T L Onslow, M Rayner, C Rogers,  
D R Sheppard, J W R Thomas and L Whitehouse.

**C.53 Minute's silence**

The Chairman referred to the recent death of Charles Talbot MBE, whom he described as a true gentleman and who was a former member of the Council. The Council stood to observe a minute's silence in memory of him.

**Apologies for Absence**

Apologies for absence were received from Councillors J Aston,  
C J Barnett, V Caulfield, N Gale, A L L'Huillier, S E N Rook and A Totty.

**C.54 Declarations of Interests by Members**

There were no declarations of interest.

**C.55 Conferment of Title of Honorary Alderman**

On the recommendation of Cabinet at its meeting on 16th July 2019 to confer the title of Honorary Alderman upon former District Councillor:

**Stephen Williams**

in recognition of his outstanding service to the authority and the local community over many years, Councillor M J Hart, Leader of the Conservative Group, moved that:

- (a) Pursuant to Section 249 of the Local Government Act 1972, the honour and title of "Honorary Alderman" be bestowed on Stephen Williams in grateful recognition of his eminent and distinguished service rendered to Wyre Forest Rural Ward and Wyre Forest District Council over 20 years elected service.

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- (b) The common seal of the Council be affixed to a scroll conferring the title of Honorary Alderman upon Stephen Williams.
- (c) A Badge of Office and scroll be presented to Stephen Williams.

Councillor Hart said that he expected there would be unanimous support for the proposal. He had met Stephen Williams in 2002 and it had been an honour and privilege to have served with him since. Councillor Hart outlined Councillor Williams' electoral history, having first been elected in a by-election on 18 February 1999 with 88% share of the vote. Councillor Williams initially served Chaddesley before the ward was expanded to Blakedown and Chaddesley and in 2015 Wyre Forest Rural, where they had been fellow ward councillors. Councillor Williams had served as Chairman of the Council on four occasions but his passion had been planning. Councillor Hart expressed thanks to Councillor Williams for this service and to Christine, his wife, for the support in his role as Chairman.

Councillor F M Oborski MBE, Leader of the Independent, Liberal Democrat and Green Group, said she was delighted to second the proposal. Councillor Williams had been a superb Chairman of the Council and excellent chairman of the Planning Committee – indeed he had been a fantastic “serial chairman”. During his service, Chaddesley Corbett had adopted the first neighbourhood plan in the district, and to many people Councillor Williams was “Mr Chaddesley Corbett”. He had been unfailingly polite, charming and fair.

Councillor Ballinger, Leader of the Independent Community Health Concern Group and the Leader of the Council, supported the proposal. Councillor Williams had worked tirelessly for the Council and community for many years, and had been a great servant of the Council.

Councillor Whitehouse, Deputy Leader of the Labour Group, said that he had not served alongside Councillor Williams but was pleased to report tributes from former Labour councillors. There was the highest regard for Councillor Williams' role as chairman and he was noted for his integrity and impartiality. Councillor Whitehouse said that the Labour Group fully supported the recommendation.

Councillor Hardiman said that Councillor Williams and he had both been educated at Sladen Secondary School and worked in the carpet industry. He had been privileged to know him since he first became involved in politics and to have served alongside Councillor Williams as a friend.

Councillor Desmond said that Councillor Williams thoroughly deserved the honour, and in his opinion had not changed in the 17 years that he had worked alongside him: he was an absolute gentleman.

On behalf of the staff of the Council, the Chief Executive drew a comparison with Stentor, a herald of the Greeks at Troy, whose voice was as loud as that of fifty other men together. Councillor Williams was not quite that loud but might be described as stentorian and “brazen-voiced” in chairing meetings of the Council. He had twice had the pleasure of serving

## Agenda Item No. 4

under Councillor Williams' firm but calm chairmanship. Other managers and staff could attest to his distinguished role as chairman of the Planning Committee for many years – two former heads of development management were present, and the present development manager had extended his special apologies for absence. The Chief Executive congratulated Councillor Williams on the singular honour that Council had been invited to bestow upon him: it was richly deserved.

Having put the motion to Council, the Chairman declared that it had been **CARRIED UNANIMOUSLY.**

### C.56

The Chairman presented Honorary Alderman Williams with his Badge of Office and a scroll, and invited him to address the Council.

Honorary Alderman Williams thanked the Council for appointing him as Honorary Alderman. He had been somewhat hesitant to accept the honour, give the distinguished service to the Council of other Honorary Aldermen.

He thanked Chris, his wife, for her support over 53 years and also his family. He extended thanks to those who had served as his Vice Chairmen, and to friends and others who had helped him with fund raising for charities. He especially wished to mention Councillor Parsons, Mayor of Pershore for the ninth time, who was present with his wife.

Honorary Alderman Williams extended thanks to officers, particularly those in the development management team and the planning solicitor; and finally to the proposer and seconder of the motion and to his former colleagues for supporting it. He reaffirmed that he would be a good ambassador for the Council and Wyre Forest.

The Chairman invited Honorary Alderman Williams, Members, Officers and guests to a reception, following a short programme of entertainment by the Wyre Choir (of whom the Honorary Alderman was a member), and declared the special meeting closed at 6.31p.m.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
26<sup>TH</sup> FEBRUARY 2020**

**QUESTIONS TO COUNCIL**

**1. Question from Councillor Mary Rayner to the Cabinet Member for Housing, Health, Well-being and Democratic Services**

How many public health funerals have taken place in Wyre Forest in the last 5 years?

**2. Question from Councillor Nathan Desmond to the Cabinet Member for Housing, Health, Well-being and Democratic Services**

At Annual Council last May, a motion was introduced by the Progressive Alliance which was unanimously supported by all political parties, that sought to increase and promote electric vehicle charging points across the Wyre Forest, especially on Council owned public car parks.

Could the relevant cabinet member please update Council on the progress to date of this very important initiative.

**3. Question from Councillor Tracey Onslow to the Cabinet Member for Culture, Leisure and Community Protection**

Given WFDC's performance in respect of Community Wellbeing, could the Cabinet Member please confirm that the Progressive Alliance will be continuing with the 'free to attend' events programme across Wyre Forest, including such popular events as 'Bands in the Park' and 'Country & Western', which bring the community together?

**4. Question from Councillor Marcus Hart to the Deputy Leader and Cabinet Member for Economic Regeneration, Planning and Capital Investments**

Could the Deputy Leader and Cabinet Member for Economic Regeneration, Planning and Capital Investments confirm that the current policy in respect of acquisitions from the capital portfolio fund in respect of the two LEP geography is being fully followed and therefore specifically how many properties have been looked at in the Redditch Borough Council area and how many have been looked at in the Bromsgrove District Council area since 22<sup>nd</sup> May, 2019?

**5. Question from Councillor Ian Hardiman to the Cabinet Member for Culture, Leisure and Community Protection**

Does the Cabinet Member for Culture, Leisure and Community Protection still value the work and contribution of the Parish Councils in this District?

**6. Question from Councillor Marcus Hart to the Cabinet Member for Operational Services**

Given Cllr. John Thomas' response to myself at the Full Council meeting in December when he confirmed he had visited the depot and hub to see the refurbishment and that the wider cabinet had, could he advise this Council of the date and time he visited and that of his 4 cabinet colleagues?

**7. Question from Councillor John Byng to the Leader of the Council**

Far from having all the information that has been requested, Bewdley Town Council still awaits the following:-

Condition reports on Load Street toilets and the Riverside North Park paddling pool.

Transfer documents for the toilets.

Amended contract for the paddling pool.

Information as to why BTC has to contribute £50k to the museum.

Would the Leader of the Council please let us know when this information will be shared?

**8. Question from Councillor Ian Hardiman to the Deputy Leader and Cabinet Member for Economic Regeneration, Planning and Capital Investments**

Would the Deputy Leader of the Council and Cabinet Member for Economic Regeneration, Planning and Capital Investments confirm to this Council that the Wyre Forest Green Party representative enjoys her full support -Yes or No?

**9. Question from Councillor Chris Rogers to the Leader of the Council**

Given the Chief Executive of the Council's recent email regarding comments made by a member or members of this Council regarding comments made regarding Simply Limitless would the Leader, having obtained the information from the Chief Executive, advise this Council of who that member or members is/are and will he apologise and advise this Council of what he said to them and what action he is taking against them to ensure this Council is not brought into disrepute and confirm that this organisation has the full support of the Progressive Alliance?

**10. Question from Councillor Anna Coleman to the Cabinet Member for Culture, Leisure and Community Protection**

Could the Cabinet Member for Culture, Leisure and Community Protection confirm categorically that this Progressive Alliance will not withdraw any Council funding from Bewdley Museum?



**Chairman's List of Functions – 2019/20**

**SEPTEMBER 2019**

- 19<sup>th</sup> Community Awards, Kidderminster Town Hall
- 22<sup>nd</sup> Droitwich Civic Service\*
- 27<sup>th</sup> Mayor of Worcester - Inaugural Banquet

**OCTOBER 2019**

- 2<sup>nd</sup> Bewdley Festival "Threads and Ink" Exhibition
- 3<sup>rd</sup> Josiah Mason Blue Plaque Unveiling
- 5<sup>th</sup> Kidderminster Greener Living Event, Kidderminster Town Hall
- 5<sup>th</sup> Wyre Forest Scouts - NextGen Appeal
- 12<sup>th</sup> Wyre Forest Talking Newspaper AGM
- 13<sup>th</sup> Mayor of Bromsgrove - Civic Service\*
- 20<sup>th</sup> Chairman of Malvern Hills DC - Civic Service\*
- 27<sup>th</sup> Mayor of Bewdley - Civic Service
- 29<sup>th</sup> St Richard's Hospice - Tea and Tour

**NOVEMBER 2019**

- 3<sup>rd</sup> Chairman of Bromsgrove, Charity Fashion Show
- 5<sup>th</sup> Royal Visit Berrington Court
- 6<sup>th</sup> Spennells Brownies Visit to Wyre Forest House to promote Parliament Week
- 10<sup>th</sup> Remembrance Sunday – Kidderminster
- 14<sup>th</sup> No Barriers Mike Oborski Awards
- 15<sup>th</sup> King Charles I School Founders' Day Service
- 15<sup>th</sup> Les Miserables Production at Holy Trinity School
- 22<sup>nd</sup> Funeral of Charles Talbot, St Mary's Church, Kidderminster
- 22<sup>nd</sup> Wyre Forest Young Voices concern - Town Hall
- 22<sup>nd</sup> Three Kings Parade, Mayor of Stourport-on-Severn\*
- 23<sup>rd</sup> Kidderminster Christmas Lights Switch On
- 24<sup>th</sup> Memorial for Former Head Teacher at Digholbak High School
- 25<sup>th</sup> Royal Visit Kidderminster & District Youth Trust
- 26<sup>th</sup> Visit to Franche Community Church Foodbank
- 28<sup>th</sup> Worcester Victorian Christmas Fayre 2019
- 30<sup>th</sup> Bewdley Christmas Light Switch On

**DECEMBER 2019**

- 9<sup>th</sup> WCC Chairman's Carol Service 12:00
- 9<sup>th</sup> Stourport TC pre Christmas Dinner at The Kings Arms, Stourport 6:30pm
- 11<sup>th</sup> Bromsgrove District Council Carol Service\*
- 18<sup>th</sup> Wychavon Christmas Carol Service\*
- 20<sup>th</sup> Worcester News Carol service, Worcester Cathedral\*

**JANUARY 2020**

- 11<sup>th</sup> Royal British Legion County Conference
- 21<sup>st</sup> Sports Awards

- 29<sup>th</sup> Annual General Meeting CAB
- 31<sup>st</sup> Chairman's Event - Les Miserables, Holy Trinity

**FEBRUARY 2020**

- 2<sup>nd</sup> Holocaust Memorial – St Mary's Church
- 7<sup>th</sup> Drinks – Bishop John and HJ\*
- 13<sup>th</sup> Stem Project at St Georges School
- 15<sup>th</sup> Marie Holmes Ordination and Induction Service

\* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

26<sup>th</sup> FEBRUARY 2020

Governance and Constitutional Issues

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	The Leader of the Council
<b>DIRECTOR:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Ian Miller, Ext. 2700 ian.miller@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 Report on Governance Review Appendix 2 Independent Remuneration Panel's Report Appendix 3 Member Code of Conduct

**1. PURPOSE OF REPORT**

To consider a range of issues relating to governance and the Council's constitution.

**2. RECOMMENDATIONS**

**2.1 The Council is asked to:**

**2.1.1 AGREE** that the Council should not make a formal change to its governance arrangements at this time, as recommended by the Group Leaders and Deputy Group Leaders in the report in Appendix 1;

**2.1.2 ENDORSE** the recommendation that Cabinet should be mindful of formal and informal opportunities to involve other members in policy development work, prior to reports coming before the overview and scrutiny committee and Cabinet;

**2.1.3 ADOPT** the recommendations of the Independent Remuneration Panel with effect from 7 May 2019, as set out its report in Appendix 2;

**2.1.4 ADOPT** the revised Member Code of Conduct set out in Appendix 3, as recommended by the Ethics and Standards Committee.

**3. BACKGROUND**

**3.1** At the annual general meeting in May 2019, Council agreed a motion which commissioned a review of the governance of the Council, which was to be

undertaken by Group Leaders and Deputy Group Leaders. The report of their review and recommendations is set out in appendix 1.

- 3.2 At the same meeting, Council agreed to establish an Independent Remuneration Panel to make recommendations for the Members' Allowances Scheme for 2019/20 (which would take effect from 7 May 2019) and should include an uprating mechanism that would apply for the years commencing 1 April 2020, 1 April 2021, 1 April 2022 and 1 April 2023. The Panel's report in Appendix 2 was received at the end of October and, in accordance with the legislation, was made available for public inspection in November.
- 3.3 A review of the Code of Conduct used by Worcestershire Councils has been undertaken by monitoring officers and councils' standards committees, as a consequence of the report of the Committee on Standards in Public Life in 2019. The revised code was considered by the Ethics and Standards Committee on 12 September 2019 and was recommended for adoption by Council. The revised Member Code of Conduct is in Appendix 3.  
[http://www.wyreforest.gov.uk/council/docs/doc54970\\_20190912\\_ethics\\_and\\_standards\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc54970_20190912_ethics_and_standards_agenda.pdf)
- 3.4 Under Article 15 of the Constitution, it is for full Council to agree material changes to the constitution. The recommendations about members' allowances and the revised code of conduct involve changes to the constitution.

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

- 4.1 The report of the governance review in Appendix 1 sets out the issues considered by Group Leaders and Deputy Group Leaders and their two recommendations for consideration by Council. It is now for Council to take decisions to conclude the review that it commissioned last May.
- 4.2 The Independent Remuneration Panel makes only one significant recommendation for a change in the level of allowances, namely an increase in the allowance for the chair of the Audit Committee, in recognition of the important role that the committee plays in the governance of the Council. This would see the special responsibility allowance for the role increase to the same level as the chair of the Licensing and Environmental Committee.
- 4.3 Otherwise, the Panel's recommendation is to leave allowances for 2019/20 unchanged at the previous year's level (subject only to very minor adjustments in some SRAs to correct for the effects of rounding when annual increases have been applied since the last report of the Panel).
- 4.4 The Panel's recommendation for an uprating mechanism for April 2020 and subsequent Aprils is to apply the lesser of the pay increase for staff or CPI for the immediately preceding March. The pay increase for staff in April 2020 will be 1.25% and, unless there is a further shift downwards in CPI before next spring, this seems likely to be the increase that would apply in 2020. Staff pay increases and CPI for later years are not known and not possible to predict.
- 4.5 The only issue for decision on which the Panel has not made a recommendation is the date of implementation. The Council invited proposals that would be implemented

from the date that members took office in May 2019, and it is proposed therefore that the Panel's recommendations should be implemented with effect from 7 May 2019.

- 4.6 As reported to Council in May 2019, the Review by the Committee on Standards in Public Life (CSPL) into Local Government Ethical Standards was published earlier in 2019. The CSPL best practice recommendations for local authorities are considered a benchmark of good ethical practice, which they expect that all local authorities can and should implement. CSPL will review the implementation of best practice in 2020.
- 4.7 At its meeting on 12<sup>th</sup> September 2019, the Ethics and Standards Committee considered a proposed draft Code of Conduct and delegated authority to the Solicitor to the Council to make appropriate changes to the Code of Conduct to reflect the CSPL Best Practice Recommendations. It recommended to Council that the revised code should be adopted.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The recommendations of the independent remuneration panel add £2.3k to the total cost of members' allowances in a full year. However this is offset in 2019-20 because the panel did not recommend an uprating mechanism for the current financial year and therefore allowances have generally been held at their previous level when the Council's budget had assumed that they would increase. The uprating mechanism proposed for future years will add modestly to costs but is not expected to be significantly different from the previous uprating mechanism of the consumer prices index.
- 5.2 In addition, under the Local Authorities (Members' Allowances) Regulations 2003, the Council is obliged to give public notice of a scheme of allowances when adopted or amended. This will be put in hand after the Council meeting and the costs can be absorbed within existing budgets.

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

- 6.1 The proposals comply with the requirements of the Local Government Act 2000 and other relevant legislation.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 An equality impact assessment has been undertaken and it is considered that there are no discernible impacts on the six equality strands.

## **8. RISK MANAGEMENT**

- 8.1 No significant risks are associated with the recommendations, which comply with relevant legal requirements. Review of key elements of the constitution from time to time ensures that the Council's governance and constitutional arrangements remain up to date and meet business needs.

## **9. CONCLUSION**

- 9.1 The Council is invited to take decisions on the range of issues set out in the recommendations and summarised in this report.

**10. CONSULTEES**

10.1 The Solicitor to the Council.

10.2 Group Leaders and Deputy Group Leaders – in respect of the report in Appendix 1 and the Independent Remuneration Panel’s report. Members were also consulted about the review of governance, as set out in Appendix 1.

**11. BACKGROUND PAPERS**

11.1 Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Government and Housing Act 1989, The Police and Criminal Justice Act 2006; Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000; the Local Authorities (Standing Orders) (England) Regulations 2001 as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 No. 881; the Accounts and Audit Regulations 2015 No 234.

## Appendix 1 – REPORT ON REVIEW OF GOVERNANCE

1. In accordance with the motion passed at the Council's meeting in May (Annex 1), Group Leaders and Deputy Group Leaders have undertaken a review of the governance arrangements for decision-making in the Council. This report sets out the process of the review and briefly summarises the issues considered together with steps taken to garner views from all members.
2. **The Group Leaders and Deputy Group Leaders RECOMMEND that the Council should not make a formal change to its governance arrangements at this time.**
3. The factors that have led to this recommendation are:
  - a) The absence of a clear consensus among members of the Council in favour of change, as evidenced by the results of the questionnaire of members and the feedback provided at the Members' Forum on 17 October;
  - b) The distraction that a formal change of governance would cause from the major issue facing the Council over the next few years, namely the funding gap. Drafting amendments to the constitution and designing and agreeing an alternative decision-making structure would require significant officer capacity between now and the AGM in May 2020, and would impact particularly on the Monitoring Officer and Chief Executive;
  - c) Potential adverse impact on officer capacity in supporting a structure of decision-making committees. This would be felt most among middle and senior managers when the view across the Council at its meeting in September was in favour of further reductions in management costs (over and above those that it supported at the September meeting);
  - d) Potential cost implications in supporting such a committee structure, for example in the number of staff required to clerk meetings.
4. While the recommendation is that there should not be a formal change in the governance arrangements at this time, it was appropriate to review the Cabinet system which has been operated in Wyre Forest since 2002. This was the first significant review: changes that were made earlier in the decade were largely superficial, to reflect changes in the legislation made by the Localism Act 2011. The process of undertaking a cross-party review is felt to have been valuable in exploring the strengths and weaknesses of the current and alternative systems and possible changes that could be made.
5. In particular, the review has identified the role that might be played by informal and formal routes for Cabinet or Cabinet members to involve other members in policy development work. At the formal end of the spectrum, this could include scope to operate a couple of Cabinet advisory panels each municipal year (a model being used for the Strategic Review Panel in 2019/20). Also individual Cabinet members have the flexibility to involve other members at the very earliest stages of policy development, for example when they explore initial ideas on a topic with officers.
6. **The Group Leaders and Deputy Group Leaders therefore RECOMMEND that Cabinet should be mindful of formal and informal opportunities to involve other members in policy development work, prior to reports coming before the overview and scrutiny committee and Cabinet.**

**The process of the review**

7. The Group Leaders and Deputy Group Leaders met four times to consider a variety of reports on the governance review. The reports are listed in Annex 2 and all of them have been previously circulated to all members of Council.
8. The review followed the structure recommended in “Rethinking governance” (2013), a helpful document produced by the Local Government Association and Centre for Public Scrutiny.

<https://www.cfps.org.uk/wp-content/uploads/Rethinking-Governance.pdf>

As part of the review, information was considered not only about the arrangements operated in Wyre Forest and the opportunities that all members have for involvement now but also of the arrangements operated in two other district councils in Worcestershire. In addition, members spoke to councillors in other councils that had considered changing or had changed their governance structures to the committee system to obtain feedback on their experience.

9 The review consciously sought to give all members the chance to be informed about and shape the review. This was done by sharing all the reports considered by Group Leaders and Deputy Group Leaders with all members; by asking all members to complete an on line questionnaire; and by organising a special Members’ Forum which involved a presentation and discussion with Ed Hammond, Director of Policy at the Centre for Policy Studies. His visit was kindly funded by the LGA.

10 While the review was unable to provide a conclusive answer to the question of “why change?”, the review agreed design principles which were tested with and supported by members through the questionnaire. The design principles are in Annex 3. It is confirmed that the recommendations in this report are consistent with the design principles. Options for various possible changes were considered and mostly discarded, with interest being expressed in the opportunities for Cabinet to involve other members in policy development work, as noted above.

**Annex 1 – motion agreed by Council, May 2019**

“Council recognises that the Leader and Cabinet structure leads to many “backbench” Councillors feeling that they have little opportunity for active involvement. Council therefore resolves to convene a review panel of the Group Leaders and Deputy Group Leaders to investigate how the committee system has been reintroduced in other councils such as Worcester City Council and bring a report to Council within 6 months on a suggested committee system for the governance of Wyre Forest District Council.”

**Annex 2 – reports considered by Group Leaders and Deputy Group Leaders as part of the review**

June 2019

Review of governance

Opportunities for involvement by all councillors within the cabinet and scrutiny system  
Executive (cabinet) functions and non-executive functions

Relevant legislation on governance systems: processes, constraints etc

July 2019

Information about governance systems in Malvern Hills and Worcester

Design principles

Draft questionnaire for councillors



September 2019

Governance review – result of members’ survey

Governance review – some options for change

November 2019

Finalising governance review and recommendations to Council

**Annex 3 – design principles**

1. The decision-making structure promotes corporate decision-making and behaviours, rather than silo thinking, and promotes cross-organisational working.
2. The decision-making structure is able to deliver changes needed for the Council to balance its budget fully by 2023.
3. There is clarity about which body is responsible for taking a decision. The responsibility for a particular decision is held by that body alone and is not shared with, and its decisions cannot be varied or rescinded by, another body. A decision-making body has the ability to vary or rescind a decision that it has taken itself, as long as it is practicable to do so.
4. The decision-making structure enables decisions to be taken swiftly within tight timescales e.g. property purchases.
5. There is the ability to form “review panels” that can undertake detailed examination of issues and provide recommendations for a decision-making body.
6. The Council has a small “political leadership team” of no more than 10 members which works with the Corporate Leadership Team to provide political and managerial direction to the council. This will include clarity for the public and other organisations about the political leadership and will encompass roles such as Leader of the Council and Deputy Leader of the Council.
7. Cross-party working should be reinforced through regular meetings of the Group Leaders and Deputy Group Leaders.
8. The decision-making structure should not add to revenue costs. The Council can provide sufficient managerial, policy and administrative capacity to support the decision-making structure, within current or future lower levels of staffing.

**Independent Remuneration Panel for Wyre Forest District Council**

**Report and Recommendations for 2019/20**

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**Recommendations**

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

- (i) **All allowances remain at the current level with the exception of (ii) below.**
- (ii) **The allowance for the Chairman of the Audit Committee is increased to the same level as the allowance for the Chairman of Licensing and Environmental Committee.**
- (iii) **The Special Responsibility Allowances as set out in Appendix 1.**
- (iv) **In line with the current practice and allowance, the Dependent Carer's Allowance should, where appropriate, be available for the care of children, and for other dependents including the disabled and elderly.**
- (v) **Travel allowance remains linked to the travel allowance for staff and thus remains unchanged at 40 pence per mile.**
- (vi) **The subsistence allowances remain unchanged.**
- (vii) **All changes to allowances should be implemented at the same time on a date to be determined by the Council.**
- (viii) **Assuming the Basic Allowance is set at the amount as recommended in this report, we further recommend that any increases in future years should be linked to the Consumer Price Index (CPI) for March, or the percentage pay rise awarded to WFDC employees, whichever is the lower.**

### **Introduction and Summary**

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. An IRP has not met to consider Members' allowances since 2014 and as such it was considered appropriate by the Council to convene a panel to consider the matter and report accordingly. This report is the outcome of the Panel's work, which was carried out in October 2019.

The Panel considered available information and data and subsequently interviewed a number of WFDC Councillors. This research was followed by detailed considerations which resulted in the following recommendations:

- The Basic Allowance should remain at its current level
- All Special Responsibility Allowances should remain at the current level with the exception of the Chairman of Audit, which should be raised to the same level as the allowance for the Chairman of Licensing and Environmental Committee.
- Travel allowances remain linked to the travel allowance for staff and thus remain unchanged at 40 pence a mile.
- Assuming the Basic Allowance is set at the amount as recommended in this report, we further recommend that any increases in future years should be linked to the Consumer Price Index (CPI) for March, or the percentage pay rise awarded to WFDC employees, whichever is lower.
- In line with the current practice and allowance, the Dependent Carer's Allowance should, where appropriate, be available for the care of children, and for other dependents including the disabled and elderly.
- Any changes to allowances should be implemented at the same time on a date to be determined by the Council.

### **Background Evidence and Research Undertaken**

The Panel met on three occasions and conducted its work in accordance with the legislation governing the role of the Panel and statutory guidance produced in 2003. The Panel also used electronic communications to discuss their work.

The Panel received an Information Pack including:

- Terms of Reference
- Existing Members' allowance scheme
- Comparative Worcestershire District Council allowances
- WFDC medium term financial strategy report to council Feb 2019
- Local Authorities (Member Allowances) (England) Regulations
- Political structure of WFDC
- List of councillors including committee membership, committee chairmen and group leaders
- WFDC meeting schedule 2019/2020
- Previous Independent Remuneration Panel report – December 2014
- Note regarding on-going governance review

In completing its work, the Panel received a verbal presentation from the Chief Executive and then considered the following: the Independent Remuneration Panel report of 2014,

current level of allowances paid by WFDC, comparator allowances of similar councils including Worcestershire district councils, staff pay rises, affordability to the council, commitment required to carry out role(s) and the perceived public perception regarding payments to Councillors.

The Panel then interviewed a selection of councillors that had been suggested by officers. This included the Leader of the Council, a Group Leader, Chairs of Committees, a Cabinet Member and four backbench members. Telephone interviews were also conducted with three councillors who were unable to attend the interview date. Those interviewed represented long serving and new councillors. In all, 12 councillors were spoken to, thus representing one third of Council Members.

There were varying views on why allowances are paid to councillors, especially noting that many councillors recognised that town and parish councillors did not receive any allowances. The reason stated for the allowances included: compensation for time off from full time occupation, pay for hours of work completed, recognition for carrying out role or to be used to pay for resources to carry out the role. Whatever the views expressed, it was agreed by the Panel and all councillors spoken to that the allowances (of all varieties) are in no way a salary for carrying out the role(s) and should not be viewed as an hourly rate. Indeed, all councillors agreed that a significant proportion of their role should be seen as a voluntary community service. The recommendations in this report must be viewed in the above light.

The Panel appreciated that arriving at a level of allowances with the complexity of background that prevails is not an exact science and whatever the panel recommends will be open to a certain degree of debate. However, the panel is satisfied that its recommendations are logical, justified and transparent.

### **Basic Allowance**

In reviewing the Basic Allowance, the Panel has noted that participation in committee activities is generally regarded as part of the role for all non-executive councillors. The Panel looked at evidence presented in the previous report and also looked at neighbouring councils with a similar profile, in particular Newcastle-under-Lyme, Stafford and Kettering as well as the other Worcestershire District Councils. The average Basic Allowance for these Councils outside Worcestershire is £4,496 as set out in Appendix 2.

Wyre Forest District Councillors receive a Basic Allowance of £4,626, which is **4.3% higher** than the average allowance across all six districts in Worcestershire of £4,431.

To make an alternative and perhaps more accurate comparison, the Wyre Forest District Council figure was removed from the calculation above. When this is done, the basic allowance in WFDC of £4,626 is **5.33% higher** than the average of the other five District Councils of £4,392.

A similar benchmarking exercise can be undertaken with appropriate councils with a similar profile i.e Kettering, Newcastle-under-Lyme, and Stafford. In this case, Wyre Forest District Councillors receive a Basic Allowance that is **3% higher** than the average of £4,496 across these three councils.

### **Benchmarking and Other Factors**

In the Panel's view, the above comparisons are only one of the factors to be taken into consideration when arriving at an appropriate level for the Basic Allowance; nevertheless, the Panel has given significant weight to the average allowances paid in comparator authorities.

In addition, we noted:

- A projected council funding shortfall of £2.03m in 2021/22, as outlined in Wyre Forest District Council's Medium Term Financial Strategy, with its attendant pressures on cost cutting
- That the population of Wyre Forest District Council, at 100,715, is about average for Worcestershire district councils.

When the above factors and discussions were taken into consideration, the Panel considered the Basic Allowance should remain at the current level.

### **Special Responsibility Allowances (SRA)**

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.

### **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 considered the responsibilities and time commitment of each post that could attract a SRA and the multipliers and allowances paid by similar authorities including Worcestershire district councils.

### **Leader of the Council**

We recommend that the Special Responsibility Allowance for the Leader of the Council remains as it is currently set, that is 3 times the Basic Allowance of £4,626. (The very small differences of a few pounds between our recommendation and the current allowance for this and other posts set out in Appendix 1 is to correct the divergence that has arisen following rounding after application of uprating in previous years. Because the scheme is based on whole pounds, a percentage increase followed by rounding to the nearest pound can leave an allowance above or below where it would be if the multiplier was strictly applied.)

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

We recommend that the multiplier for the Deputy Leader role remains as it is currently set, that is 1.75 times the Basic Allowance.

### **Cabinet Members**

We recommend that the multiplier for Cabinet Members remains as it is currently set, that is 1.5 times the Basic Allowance.

### **Overview and Scrutiny Committee**

We recommend that the multiplier for the Chairman of the Overview and Scrutiny Committee remains as it is currently set, that is 1.5 times the Basic Allowance.

### **Chairman of Scrutiny Task Groups / Panels**

We understand that such Task Groups / Panels may only meet once or twice, while on other occasions there may be a series of meetings to deliver the required work. We also understand that the Panels are often chaired by a Councillor who is already in receipt of the Special Responsibility Allowance. It is therefore recommended that no allowance be made for this post.

### **Chairman of Planning Committee**

We recommend that the multiplier for the Chair of the Planning Committee remains as it is currently set, that is 1 times the Basic Allowance.

### **Chairman of Licensing and Environmental Committee**

We recommend that the multiplier for the Chairman of the Licencing and Environment Committee remains as it is currently set, that is 0.75 times the Basic Allowance.

### **Chairman of Audit Committee**

The Panel believes that the responsibilities and time commitment for the Chairman of the Audit Committee broadly equates to the responsibilities and time commitment of the Chairman of the Licencing and Environmental Committee and therefore these two positions should receive the same allowance. This reflects the important role of the Committee in the corporate governance of the Council, including approval of accounts and other documentation relating to the accounts. We therefore recommend that the allowance for the Chairman of the Audit Committee is increased to that of the Chairman of the Licencing and Environmental Committee, which is 0.75 times the Basic Allowance.

### **Leaders of Political Groups**

The panel recognises that in the interest of ensuring consensus and as a contribution to the democratic process, additional responsibilities may fall to political group leaders. However, no distinction between parties or size of parties should be made. We recommend that leaders of political groups with at least 4 members receive an allowance multiplier of 0.25 of the Basic Allowance. There should be no distinction in allowance for those Groups that have more than 4 members. This represents no change to the current situation.

### **Ethics and Standards Committee**

The Panel considered the potential workload of the Chairman of Ethics and Standards Committee. Should this role be needed, a multiplier of 0.25 is recommended.

### **Vice-Chairmen**

The Panel recognised the specific work that is placed on the Vice Chairmen of the Overview and Scrutiny Committee and the Vice Chairman of the Planning Committee, and therefore it is recommended that a multiplier of 0.25 is appropriate for these two posts.

### **Mileage and Subsistence**

The current mileage rate set by HMRC for travel is 45p per mile before taxation may apply. It was also noted by the Panel that very few councillors have claimed this allowance in recent years. The panel therefore recommend that the travel allowance should remain at 40p, in line with the rate applied to WFDC employees.

The Panel is satisfied that the current subsistence allowances are set at an appropriate level and recommends that these remain unchanged.

### **Carers' Allowance**

The Panel noted 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 at its current rate.

### **Future Increase**

The Panel recognised that it is sensible and appropriate for the Council to take a decision regarding the future increases of allowances to ensure that an Independent Remuneration Panel does not need to be convened every year. Indeed the Council's resolution in May asked that our report should include an uprating mechanism that would apply for the years commencing 1 April 2020, 1 April 2021, 1 April 2022 and 1 April 2023. When considering future increases for Members' Allowance, the Panel recognised the leadership role that all



members of the Council play in relation to the council's employees. It therefore recommends that future allowances are never raised by more than the yearly inflationary pay rise paid to the Council employees. For this reason, the Panel recommends that any increases in future years should be linked to the Consumer Price Index (CPI) for March (e.g. March 2020 in respect of the increase to be applied in April 2020), or the percentage pay rise awarded to WFDC employees, whichever is the lower. With the exception of 2020, for which the increase in employee pay is already known, employee pay increases for subsequent Aprils may not be known until some time after the implementation date. This may delay implementing an increase in members' allowances for any given year and the Council will need to make retrospective payments. The implementation date of employee pay increases has influenced our choice of which month's CPI data should be used.

### **Implementation of Recommendations**

The Panel recognises that the recommendations in this report, if agreed by the Council, do not suggest significant changes to the Members' Allowance Scheme and therefore the Panel recommends that all changes to allowances should be implemented at the same time on a date to be determined by the Council. We recognise that the Council's resolution in May sought recommendations for the Members' Allowances Scheme for 2019/20, which would take effect from 7 May 2019, but our recommendation leaves the Council free to determine the implementation date.

### **The Independent Remuneration Panel Members**

The members of the Panel are:

#### **Mrs Alison Wall**

Alison Wall retired as a communications specialist in May 2019 after working across the public sector (Birmingham City Council, Department for International Development), not-for-profit sector (Macmillan Cancer Support, RoSPA) and the commercial sector.

She is involved as a volunteer with several organisations in the Wyre Forest.

#### **Mr Tim Hipkiss**

Tim retired as Deputy Head of a comprehensive school in the West Midlands in 2003 after 22 years in post. He was then involved in the assessment of trainee teachers and was Quality Assurance Manager for the West Midlands Consortium until 2011. He was an Independent member of the Wyre Forest District Council Standards and Ethics Committee until 2012. In September 2012 Tim became an Independent Person for Worcestershire County Council, and Hereford and Worcester Fire and Rescue Service. He has been asked to consider several cases for these bodies as well as those from Wyre Forest D.C. He is involved, in a voluntary capacity, with several organisations in the Wyre Forest.

#### **Mr Mark Yates**

Following 32 years' service in three different fire and rescue services Mark retired as Chief Fire Officer/Chief Executive of Hereford & Worcester FRS in 2016 and since that time has been an Independent Non-Executive Director in the NHS. He is currently the Vice Chair of Worcestershire Acute NHS Hospitals Trust, where he sits on numerous panels and committees including Chairman of the People and Culture Committee and member of the Remuneration Committee. Mark is a Trustee of the Worcestershire Community Foundation and is a Parent Governor at his local primary school.

### **Tim Hipkiss, Mark Yates and Alison Wall**

**October 2019**

**Independent Remuneration Panel for Wyre Forest District Council  
Recommendations for 2019/20**

<b>Role</b>	<b>Current Multiplier</b>	<b>Recommended Multiplier 2019/20</b>	<b>Current Allowance (paid) £</b>	<b>Recommended Allowance 2019/20</b>
Basic Allowance – all Councillors	1	1	4,626	4,626
<b>Special Responsibility Allowances</b>				
Leader of the Council	3	3	13,882	13,878
Deputy Leader of the Council	1.75	1.75	8,097	8,095
Cabinet Members	1.5	1.5	6,941	6,939
Chairman of Overview and Scrutiny Committee	1.5	1.5	6,941	6,939
Chairman of Overview and Scrutiny Task Groups / Panels	-	0	-	0
Chairman of Audit Committee	0.25	0.75	1,156	3,469
Chairman of Planning Committee	1	1	4,626	4,626
Chairman of Licensing and Environmental Committee	0.75	0.75	3,471	3,469
Chairman of Standards Committee	0.25	0.25	1,156	1,156
Political Group Leaders	0.25	0.25 (subject to a minimum of 4 members)	1,156	1,156
Vice-Chairman of Overview and Scrutiny Committee	0.25	0.25	1,156	1,156
Vice-Chairman of Planning Committee	0.25	0.25	1,156	1,156

**Average Basic Allowances for Neighbouring Councils  
with a similar profile 2019/20**

<b>Council</b>	<b>Basic Allowance</b>
<b>Kettering Borough Council</b>	<b>£5,394</b>
<b>Newcastle-under-Lyme Borough Council</b>	<b>£3,365</b>
<b>Stafford Borough Council</b>	<b>£4,729</b>
<b>Average Allowance</b>	<b>£4,496</b>

**Average Basic and SRA Allowances for Worcestershire Councils 2019/20**

<b>Authority</b>	<b>Basic Allowance</b>	<b>Leader of the Council</b>	<b>Deputy Leader</b>	<b>Cabinet Members</b>	<b>Chairman of Overview &amp; Scrutiny</b>	<b>Chairman of Planning</b>	<b>Chairman of Licensing &amp; Environmental</b>	<b>Chairman Standards</b>	<b>Chairman of Audit</b>
<b>Bromsgrove District Council</b>	4,437	13,311	8,874	5,768	5,768	5,768	1,331	1,331	1,331
<b>Malvern Hills District Council</b>	4,350	13,050	7,612.50	6,525	6,525	3,150	1,305	1,087.50	1,087.50
<b>Redditch Borough Council</b>	4,437	13,311	7,765	6,656	6,656	4,437	3,328	1,109	1,109
<b>Worcester City Council</b>	4,300	10,750	7,525	-	-	4,300	3,225	1,075	2,580
<b>Wychavon District Council</b>	4,437	13,311	7,765	6,656	6,656	6,656	1,331	1,109	1,109
<b>Wyre Forest District Council</b>	4,626	13,882	8,097	6,941	6,941	4,626	3,471	1,156	1,156
<b>IRP Recommended Allowance</b>	<b>4,626</b>	<b>13,878</b>	<b>8,095</b>	<b>6,939</b>	<b>6,939</b>	<b>4,626</b>	<b>3,469</b>	<b>1,156</b>	<b>3,469</b>

Section 14

WYRE FOREST DISTRICT COUNCIL

CODE OF CONDUCT

Part 1

General provisions

**Introduction and interpretation**

1. (1) This Code applies to **you** as a member or co-opted member of Wyre Forest District Council.

(2) You should read this Code together with the Ten Principles of Public Life which are set out in Appendix 1.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

"meeting" means any meeting of

(a) the authority (Wyre Forest District Council);

(b) any of the authority's committees, sub-committees, joint committees, joint sub-committees, or area committees;

(c) the executive (Cabinet) of the authority or its committees;

(d) an external body upon which the member sits as a representative of the authority;

"Monitoring Officer" means the Monitoring Officer for Wyre Forest District Council;

"bullying and harassment includes;

oppressive behaviour or the abuse of power, which makes the recipient feel threatened, humiliated or vulnerable, and which may undermine his/her self confidence and cause him/her to suffer stress."

Examples are set out at Appendix 3 to this Code.

**Scope**

2. (1) This Code applies to you as a member of this authority when you act in your role as a member or as a representative of the authority in the circumstances described in para 2 (b) below.
- (2) Where you act as a representative of the authority:
  - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

**General obligations**

3. (1) You must treat others with respect in accordance with the Nolan Principles.
- (2) You must co-operate with any standards investigations
- (3) You must not:
  - (a) do anything which may cause your authority to breach any of the equality enactments;
  - (b) bully or harass any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be:
    - (i) a complainant,
    - (ii) a witness, or
    - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with the authority's Code of Conduct;
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority.

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4. You must not:
- (a) do anything that is likely to cause your authority to breach Data Protection law;
  - (b) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
    - (i) you have the consent of a person authorised to give it;
    - (ii) you are required by law to do so;
    - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
    - (iv) the disclosure is:
      - (aa) reasonable and in the public interest; and
      - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
  - (c) prevent another person from gaining access to information to which that person is entitled by law.
5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
6. You:
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
  - (b) must, when using or authorising the use by others of the resources of, or under the control of, the authority:
    - (i) act in accordance with the authority's reasonable requirements including in relation to the use of authority stationery and official logos and branding;
    - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

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(c) must have regard to any applicable Local Authority Code of Publicity.

7. You must:
  - (a) when reaching decisions on any matter have regard to any relevant advice provided to you by the authority's officers and in particular by the authority's Monitoring Officer and Section 151 Officer; and
  - (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority
  
8. You must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties, and must comply with the authority's guidance on gifts and hospitality (attached as Appendix 4)

### **Part 2**

#### **Interests**

#### **Disclosable Pecuniary Interests ("DPI")**

9. (1) You will have a Disclosable Pecuniary Interest ("DPI") under this Code if:-
  - (a) such interest meets the definition prescribed by the DPI regulations as amended from time to time and set out in Appendix 2 to this Code; and
  - (b) it is either an interest of yourself; or it is an interest of :-
    - (i) your spouse or civil partner; or
    - (ii) a person with whom you are living as husband and wife: or
    - (iii) a person with whom you are living as if you were civil partners;

and you are aware that the other person has the interest.



**Registration of DPIs**

10. (1) You must within 28 days of becoming a member of the authority or being re-elected notify the Monitoring Officer in writing of any DPI which you hold at the time notification is given.
- (2) You must within 28 days of becoming aware of any new DPI, or changes to existing DPIs, notify the Monitoring Officer in writing of the detail.

**Other Disclosable Interests (ODI)**

- 11.(1) You will have a Disclosable Interest in any matter if you are aware that you or a member of your family or person or organisation with whom you are associated have:-
  - a. a pecuniary interest in the matter under discussion which is not de minimus; or
  - b. a close connection with the matter under discussion.
- (2) If you are a member of another local authority, or public body, or you have been appointed as the Council's representative on an outside body, you do not have a Disclosable Interest unless a member of the public knowing the circumstances would reasonably regard membership of the body concerned as being likely to prejudice your judgment of what is in the public interest.

**Disclosure of Interests**

**12.(1) Formal Meetings**

**Disclosable Pecuniary Interest (DPI)**

If you are present at a meeting and you have a DPI then you must:

- a disclose the nature and existence of the interest;
- b leave the meeting (including the meeting room and public gallery) and take no part in the discussion; and

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- c If the interest has not already been recorded notify the Monitoring Officer of the interest within 28 days beginning with the date of the meeting.

### Other Disclosable Interest (ODI)

If you are present at a meeting and you have an ODI then you must:

- a disclose the nature and existence of the interest; and
- b if the interest;
  - i affects your pecuniary interests or relates to the determination of a planning or regulatory matter; and
  - ii is one which a member of the public knowing the circumstances would reasonably regard as being likely to prejudice your judgment of what is in the public interest

then you must leave the meeting (including the meeting room and public gallery) and take no part in the discussion.

### (2) Informal meetings and correspondence

#### Disclosable Pecuniary Interest (DPI)

If you have a DPI in the matter you must not participate in informal meetings, briefings or site visits, and must disclose the DPI in any correspondence with the authority.

#### Other Disclosable Interest (ODI)

If you have an ODI in the matter, then you must disclose the existence and nature of that interest at informal meetings, briefings or site visits, and must disclose the ODI in any correspondence with the authority.

If the ODI is such that you would be required to leave a formal meeting as above, then you must not participate in the informal meeting.

### (3) Single Member Decisions

#### Disclosable Pecuniary Interest (DPI)

If when participating in single member decision-making you have a DPI in the matter being decided then you must take no steps in relation to the

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decision other than asking for the matter to be decided in some other manner.

### **Other Disclosable Interest (ODI)**

If you have an ODI in the matter being decided, then you must disclose the existence and nature and record it on the record of decision.

If the ODI is such that you would be required to leave a formal meeting as set out above, then you must take no steps in relation to the decision other than asking for the matter to be decided in some other manner.

### **(4) Dispensations**

You may take part in the discussion of any decision and vote on a matter in which you have been granted a formal dispensation.

### **Sensitive Information**

- 13.** An interest will be a sensitive interest if the two following conditions apply:
- a that you have an interest (whether or not a DPI); and
  - b the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected to you being subject to violence or intimidation.
  - c where it is decided that an interest is a “sensitive interest” it will be excluded from published versions of the register. The Monitoring Officer may state on the register that the member has an interest the details of which are excluded under this section.
  - d where the sensitive interest is a DPI the usual rules relating to disclosure will apply save that the member will only be required to disclose that they hold a DPI in the matter concerned.

**APPENDIX 1**

The Ten Principles of Public Life

**APPENDIX 2**

The Localism Act Definition of Disclosable Pecuniary Interests Regulations

**APPENDIX 3**

Examples of bullying and harassment

**APPENDIX 4**

Gifts and hospitality

**MEMBERS CODE OF CONDUCT**

**THE TEN GENERAL PRINCIPLES OF PUBLIC LIFE**

**Selflessness** – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honesty and Integrity** – Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

**Objectivity** – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

**Openness** – Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

**Personal judgement** – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for others** – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Duty to uphold the Law** – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

**Stewardship** – Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

**Leadership** – Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## DISCLOSABLE PECUNIARY INTERESTS

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction.

They come into force on 1 July.

### 1 Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	<i>description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

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Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means the person M referred to in section 30 of the Act;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000() and other securities of any description, other than money deposited with a building society.

### **EXAMPLES OF BULLYING AND HARRASSMENT**

Bullying and harassment may include:

- physical contact ranging from touching to assault
- verbal and written comments through jokes, offensive language, personal comments about appearance, size, clothing etc
- innuendo, gossip and letters etc.
- malicious rumours and allegations, including fabricating complaints from clients and other members of staff.
- open aggression, threats, shouting, abuse and obscenities, persistent negative attacks.
- constant humiliation, criticism and ridicule, belittling efforts and undervaluing contribution.

Harassment is unwanted conduct on the grounds of any protected characteristic as defined by the Equality Act 2010, political or Trade Union affiliation, or take the form of victimisation, that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

This is not exhaustive and there are other examples which are equally unacceptable as set out in the Council's HR Employment Information and Guidance Dignity at Work Policy and Procedure.



**GIFTS AND HOSPITALITY**

1. Minor gifts and hospitality are sometimes part of the normal courtesies of life: a resident may offer a modest gift as a token of appreciation and sometimes simple items such as diaries and pens are distributed as advertising matter. In dealing with a matter in your ward you may be offered a cup of tea or light refreshments.
2. As a guideline, any gift or hospitality with a value of £25 or more is highly unlikely to be viewed as a 'token'. You must consider whether it is appropriate to accept even token gifts, especially where you are dealing with regulatory or procurement matters when it would usually be inappropriate to receive any gift from involved parties. In case of doubt you should consult the Monitoring Officer.
3. Offers of hospitality, even if seemingly minor in nature, must be treated with particular caution as they can leave individuals and the council open to allegations of impropriety. The timing of offers of hospitality, for example in relation to the award of contracts, granting of applications or other decisions, should be considered equally to the generosity of the hospitality offered. Accepting hospitality must be justified in the public interest, for example when there is a genuine need to represent the council.
4. All offers and receipt of gifts and hospitality with a value of £25 or higher must be reported to the Monitoring Officer who will ensure it is recorded in the council's register of gifts and hospitality, which will be published.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**26 FEBRUARY 2020**

**Review of the December 2019 UK Parliamentary election and Review of Polling districts and polling places**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Nicky Martin, Cabinet Member for Housing, Health, Well-being & Democratic Services
<b>RESPONSIBLE OFFICER:</b>	The Electoral Registration Officer and the Acting Returning Officer for the UK Parliamentary election
<b>CONTACT OFFICER:</b>	Ian Miller, Chief Executive <a href="mailto:ian.miller@wyreforestdc.gov.uk">ian.miller@wyreforestdc.gov.uk</a> Ext 2700
<b>APPENDICES:</b> (These appendices are being circulated electronically only)	Appendix A - data on 2019 general election Appendix B - Notice of Review of polling districts and polling places Appendix C - Returning Officer's Response Appendix D - Survey Responses Appendix E - Email Responses Appendix F - detailed turnout data, 2014 and 2019

**1. PURPOSE OF REPORT**

- 1.1 To provide a report on the UK Parliamentary election held on 12 December 2019 and for the Council to take decisions following the compulsory review of polling districts and places.

**2. RECOMMENDATION**

**The Council is asked to:**

- 2.1 **NOTE** the report on the UK Parliamentary election in December 2019;
- 2.2 **APPROVE** that the existing polling districts and polling places should remain unchanged at present;
- 2.3 **AGREE** to undertake a further review of polling districts and polling places in Franche & Habberley North and Habberley South & Blakebrook, as set out in paragraph 10.7.

**3. GENERAL ELECTION BACKGROUND**

3.1 On 29 October 2019, the House of Commons passed the Early Parliamentary Election Act 2019, which circumvented the Fixed Term Parliament Act 2011 so as to hold an election on 12 December 2019. This was the first December UK Parliamentary election since 1923.

3.2 The overall turnout on 12 December 2019 was as follows:

- **UK Parliamentary** - 65.09% which is slightly below the national average and a very minor decrease from 2017 in the Wyre Forest Constituency. This is in line with the national decrease from 2017.

3.3 For comparison purposes a breakdown of the overall turnout figures compared to previous elections is set out in Table 1.

**Table 1**

<b>Turnout %</b>	<b>2015*</b>	<b>2017</b>	<b>2019</b>	<b>% difference in Turnout 2019</b>
UK Parliamentary - Wyre Forest Constituency	64%	65.87%	65.10%	-0.77%
UK Parliamentary - UK as a whole	66.10%	68.73%	67.30%	-1.43%

Note \* The 2015 UK Parliamentary election was combined with District and Parish elections

3.4 A detailed report on the General Election may be found in Appendix A.

**4. FEEDBACK FROM THE DEBRIEFING MEETING.**

4.1 A 'wash up' de-brief was held with agents and candidates on 8 January 2020 to discuss the preparation and delivery of the UK Parliamentary election in December 2019. This meeting was attended by 2 Political parties. The main discussions included:

- The UK Parliamentary election in December was well run and organised. Thanks were given to the Returning Officer and the Elections staff from all parties present.
- There was a slight queue at close of poll at St Chads Church Hall which was identified as a staff training issue but overall the voting procedure ran smoothly.
- Other challenges on polling day included an emergency road closure due to gas works and a Presiding Officer falling ill just before the close of poll.

**5. POLLING DISTRICTS AND POLLING PLACES REVIEW - BACKGROUND**

5.1 The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 and introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and places. The review must be started and completed between 1 October 2018 and 31 January 2020. The result of the review was due to have been reported to the Council meeting on 11 December 2019 but that meeting was cancelled as a consequence of the Parliamentary election, and the results of the review are therefore being reported to the next available meeting of Council.

**6. PURPOSE**

6.1 The aim of any such review as outlined in Electoral guidance is:

- Seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities as are practicable in the circumstances
- Seek to ensure that, so far as is reasonable and practicable, every polling place which the local authority is responsible for is accessible to electors who are disabled

**7. THE REVIEW**

7.1 The consultation period ran from 27 September 2019 to 28 October 2019, with the options of completing an online survey or responding in writing or email and began with the publication of The Notice of Review which is set out in Appendix B.

7.2 The Notice of Review proposed no changes and invited comments on the current set up of Polling Districts and Polling Places.

**8. RESPONSES**

8.1. The Acting Returning Officer (ARO) provided his response on 10 October 2019 which can be found in Appendix C.

8.2 In short the ARO recommended that no changes be made to the existing Polling districts and Polling Places. This was based on previous elections having been successfully run on the existing setup.

8.3 In May 2019 the existing Polling districts and Polling Places were used for the all out District Elections which were combined with parish elections everywhere in the District apart from Kidderminster; and also later in May for the short notice European Parliamentary election.. The Returning Officer employed the usual Polling Station Inspectors who are able to review the stations in a live environment. No issues were reported at either election.

8.4 The Consultation had 166 responses of which 161 were responses to the online survey. The overall response was a positive one.

8.5 All questions were optional in the survey and were:

- Respondent's name
- The capacity in which they were responding
- Which Polling station they were commenting on?
- Views on suitability of the station
- Would they like the location changed and their recommendations?

8.6 A breakdown of the response to each question is set out in Tables 2 to 7 and the full responses can be found in Appendix D.

**Table 2 - Question 1**

Name	Responded
Responded	152
Skipped	9

**Table 3 - Question 2**

What capacity are you responding in	Responses
Voter	150
County Councillor	1
District Councillor	4
Town/Parish Councillor	3
Disability organisation	0
Other	2
Skipped	1

8.7 **Question 3 – which Polling station are you commenting on?**

8.8 All polling stations received at least one response in the survey, apart from 16<sup>th</sup> Wyre Forest, St Michaels Scout HQ, Mitton Close. Table 8 lists the polling stations with the most comments.

**Table 4 - Question 3**

Which polling station are you commenting on	Responded
Gainsborough House Hotel	10
Holy Innocents Community Hall	10
Heronswood Primary School – Three Rivers C of E	9
St George's Hall	8
Wribbenhall Parish rooms	8
Total responses	132
Skipped	29

8.9 **Question 4 – Views on suitability of polling station**

8.10 30 people skipped the question whilst 26 people commented with possible alternative polling station locations but didn't indicate an issue with the existing setup. 54 people commented 'no or none' or that they were happy with existing arrangements.

**Table 5 - Question 4**

Please provide your views on the suitability of the polling station	Responded
Responded	131
Skipped	30

8.11 **Question 5 – Would you like the polling location changed and if so where?**

8.12 96 responses were received of which 52 were either positive or stating that they don't want a change of location to their existing polling station. Nine responses were in relation to the 'Habberley estate' and requesting a new polling station in that area. One response was happy with the existing setup for Habberley estate voters.

**Table 6 - Question 5**

If you would like the polling station's location to change	Responded
Responded	96
Skipped	65

**Table 7 – Breakdown of Question 5**

Existing Polling Station (if supplied)	Suggested Change or addition	Total no. of responses
Areley Kings Village Hall	Reinstate a polling station on Walshes Estate in addition to Areley Kings Village Hall	2
Chaddesley Corbett Village Hall	Old School Hall	1
Franche Community Centre	Habberley Social Club	3
	St John's first school	
	St Johns Church Hall	
Gainsborough House Hotel	Kidderminster Town Centre	7
	Portacabin on Cairndhu drive or Sainsbury's or Spar carparks	
	BHS-4 – Trinity Methodist Church, BHS-5 and part of FHN -3 to go to Habberley Club, East part of BHS-5 – to go to Trinity Methodist Church,	
	BHS-1, 2 & 3 to go to Evangelical	

	Church	
	Habberley Estate	
	Habberley	
Holy Innocents Community Hall	Foley park school	4
	St Ambrose Parish Hall	
	Reduce the area it serves	
	Leswell Street	
Heronswood Primary School – The Rivers C of E Academy Trust	Away from the school	2
	Foley Park & Hoobrook should go to Wyre Forest Leisure Centre	
Half Crown Wood, Stourport Primary School	Lickhill Memorial park	1
Kidderminster Evangelical Church	Empty shop on Canterbury road or Habberley Social Club	2
	Odell Centre	
Kidderminster Carolians Rugby Football Club	Additional station in Habberley	3
	St Johns Church, the Hospital or the school	
	Gainsborough Hotel	
Offmore Evangelical Church	Ambrose Parish Hall	4
	In the hall rather than the church itself	
	St John Ambulance	
	Greenhill	
Scout Headquarters, Lickhill Road North	Lickhill park	1
Shatterford Village Hall	Additional mobile polling station due to rural area.	2
	Trimpley Village Hall	
St Barnabas Community Hall	Rubgy Club or Chestnut Grove	1
St Chad's Church Hall	Lorne Street	1
St Oswald's Church Centre	Old Broadwaters Hotel	2
	High School	
Stourport High School and 6 <sup>th</sup> Form College	Use local churches	1
Stourport Workmen's Club	Europa Hut on Memorial Park	1
Wolverley Memorial Hall	The Primary school as long as it doesn't close	2
Wribbenhall Parish Room	Bewdley Leisure Centre	1
None supplied	Walshes Community Hall	1
None supplied	Additional Polling Station for Habberley Estate, possibly Habberley Club.	2
Various	No, N/a, keep the same etc.	52

**9. EMAIL RESPONSES**

- 9.1 5 email responses were received from Chaddesley Parish Council, a district Councillor, 2 voters and the Kidderminster West Labour Party.
- 9.2 3 of the email responses are in relation to the Habberley estate and asked that there should be some form of polling station created on that estate.
- 9.3 The email responses can be found in Appendix E.

**10. POLLING STATION TURNOUT**

- 10.1 Table F1 in Appendix F details the turnout at the local and European elections in 2014 which were the last elections to take place on the polling arrangements prior to major changes agreed by Council in December 2014.
- 10.2 Tables F2 to F4 in Appendix F detail the polling station turnout for the Local elections, European Parliamentary elections and the UK Parliamentary elections in 2019.
- 10.3 These tables show that turnout has remained broadly consistent across each area. Table 8, drawn from the data in the tables in Appendix F illustrates how the current pattern of polling places does not seem to have had a significant impact on participation in areas where there were substantial changes made in the 2014 review:

**Table 8 - percentage turnout in selected areas that did or did not experience significant changes in the pattern of polling places as a result of the 2014 review**

<b>Areas without significant change in 2014 review</b>				
	May 2014	May 2019 (local)	May 2019 (Euro)	Variation (%)
Blakedown	38.55	31.56	36.25	-7% - 2%
St Barnabas	32.59	25.88	29.40	-7% -3%
<b>Areas with significant change in 2014 review</b>				
	May 2014	May 2019 (local)	May 2019 (Euro)	
Habberley/Gainsborough House Hotel	31.03	22.17	24.92	- 9% - 6%
Walshes/Areley Kings East	28.52	19.19	22.26	-9% -6%
Wilden/Mitton Gardens	25.00	20.82	23.62	-4% -1%

- 10.4 The table shows that participation in all areas in this sample fell between 2014 and 2019. These turnout figures relate only to people voting in person and therefore areas where there has been a sharper growth in postal votes would see a greater reduction in voting in person. There are other factors that can affect turnout other than the location of polling places: for example, these figures suggest that all areas have



experienced a drop in participation at local elections which may reflect disenchantment with politics, in the years following the 2016 referendum.

- 10.5 A number of responses have raised the question of reintroducing a polling place on the Habberley estate (and at one or two other locations that used to have polling stations prior to the 2014 review). The argument for doing so is weakened when postal votes are available on demand and the data do not provide robust evidence that turnout has been adversely affected by the 2014 changes. The suitability of alternative polling places had not been tested with regard to access by disabled people in advance of the consultation. The suggestion that temporary polling stations should be deployed at some locations is not supported: they are costly and, as experience showed in 2010, are not guaranteed to provide safe access for all voters, let alone those with disabilities.
- 10.6 This report recommends leaving the current pattern of polling districts and polling places unchanged at present, and they would therefore apply for the elections in May 2020. As the consultation document for this review did not propose any changes, it would deny voters and other interested parties the chance to have commented if any changes to the pattern were agreed by Council at this meeting. In respect of the Habberley estate, an inspection has now been undertaken of the Habberley Estate Tenants Association Social Club. In the opinion of officers, this could be a suitable polling place but allocating it as the polling place for the whole of the Habberley estate requires separate consultation as there would be a number of other ramifications. The Gainsborough Hotel is used by some voters from the Habberley estate as well as polling district BHS4 (the town centre). If the Social Club was to be used instead of Gainsborough Hotel, electors in BHS4 need to have the chance to comment on such a proposal, as much as any other affected electors. Moreover, if the Council was to designate a polling place on the Habberley estate, it would be appropriate to revisit polling district FHN-3, which currently votes at Kidderminster Carolians, and split it into two polling districts – the part that covers the northern part of Habberley estate could vote at Habberley Social Club with the remaining area (the hundreds of houses up Marlpool Lane and overlooking Puxton Marsh etc) continuing to vote at Kidderminster Carolians.
- 10.7 Council is therefore invited to commission a further review of polling districts and polling places that would apply only to Blakebrook & Habberley South and Franche & Habberley North. The results of this specific review would be reported back to Council by July. This would be a proportionate response to the recent consultation, and allow further consultation to test whether there is support for replacing the Gainsborough Hotel with Habberley Estate Tenants Association Social Club as a polling place, with the change that would also be necessary to polling district FHN-3 mentioned above. Subject to the outcome of further consultation, new arrangements could be agreed in time for implementation on 1 September and therefore would apply for elections from May 2021 onwards, and to any by-election that happened from autumn 2020 onwards.

## **11. FINANCIAL IMPLICATIONS**

- 11.1 No additional financial implications will arise from this report if the recommendations to approve the polling district and places review are agreed. Any increase in the number of polling places could result in a higher cost to the delivery and

administration of future elections. The cost of the further consultation proposed can be met within existing budgets.

- 11.2 The financial accounts for the UK Parliamentary election held in December 2019 are currently being compiled so the appropriate recharges can be made to the Electoral Claims Unit.

## **12. LEGAL AND POLICY IMPLICATIONS**

- 12.1 The Review has been carried out in accordance with the Electoral Administration Act 2013 and Representation of the People Act 1983.
- 12.2 The legislative framework for implementing the UK Parliamentary election as well as electoral registration can be viewed at <http://www.electoralcommission.org.uk>.

## **13. EQUALITY IMPACT NEEDS ASSESSMENT**

- 13.1 There are no equalities implications arising from this report. However, all elections and electoral registration activity have due regard to the public sector equality duty in section 149 of the Equality Act 2010. In particular, the review of polling places has to consider their suitability for access by disabled people. The current polling places are considered to provide suitable access, having regard to which buildings may be available in any given polling district. This will also be taken into account in the further review that is proposed.

## **14. RISK MANAGEMENT**

- 14.1 All elections and electoral registration work is supported by robust risk management plans to ensure contingency arrangements are in place for meeting electoral legislation at all times.
- 14.2 The council is required to carry out the compulsory review and there are reputational risks if this is not completed.

## **15. CONCLUSION**

- 15.1 The Council is invited to note the review of the December 2019 UK Parliamentary election.
- 15.2 The Council is invited to consider the recommendation that the outcome of the review of polling districts and polling places should be that the existing polling districts and polling places should remain unchanged at present, and that a further review of Franche & Habberley North and Habberley South & Blakebrook should be undertaken as set out in paragraph 10.7.

## **16. CONSULTEES**

- 16.1 Cabinet Member for Housing, Health, Well-being & Democratic Services  
16.2 Corporate Leadership team

**17. BACKGROUND PAPERS**

17.1 A breakdown of the full results for the UK Parliamentary election held on 12 December 2019 can be found at

<http://www.wyreforestdc.gov.uk/the-council/elections-and-voting/election-results.aspx>

17.2 The Electoral Commission's guidance on conducting the Polling district and polling places review can be found at

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

**Appendix A – detailed report on the 2019 General Election.**

A.1 A breakdown of the counting areas used for the UK Parliamentary election is set out in Table A1.

**Table A1**

	<b>Count Area</b>	<b>Electorate</b>	<b>Votes cast</b>	<b>Turnout</b>
1	Areley Kings & Riverside	5,483	3,364	61.35%
2	Aggborough & Spennells and Offmore & Comberton	11,751	7,187	61.16%
3	Broadwaters and Foley Park & Hoobrook	12,108	6,463	53.38%
4	Wyre Forest Rural	6,231	4,425	71.02%
5	Mitton & Lickhill	8,281	4,964	59.94%
6	Franche & Habberley North and Blakebrook & Habberley South	12,024	7,037	58.52%
7	Bewdley & Rock and Wribbenhall & Arley	9,470	6,559	69.26%
8 & 9	Postal Votes	12,730	10,819	84.99%
	<b>Total</b>	<b>78,078</b>	<b>50,818</b>	<b>65.09%</b>

A.2 The figures in Table A1 show that turnout varied between 53% (Broadwaters and Foley Park & Hoobrook) and 71% (Wyre Forest Rural). The turnout by postal voters was 85%: there is no breakdown to ward level so we are unable to examine the return rate per ward. This could explain some of the variation in turnout between wards.

A.3 At the **UK Parliamentary election** count on 12/13 December, 257 ballot papers were rejected. 225 were rejected as 'being unmarked or wholly void for uncertainty' and 32 for 'excess votes'.

A.4 For comparison the rejected ballot papers from June 2017 were as follows: 90 ballot papers were rejected, of which 76 were rejected as 'void for uncertainty' and 14 for 'excess votes'

A.5 The number of postal votes issued and counted at the UK Parliamentary election in December 2019 compared to June 2017 is set out in Table A2.

**Table A2**

<b>Postal Vote Stage</b>	<b>June 2017</b>	<b>December 2019</b>
Number of Postal Votes issued	13,622	12,756

Number of Postal Votes Returned	11,926	11,134
Postal Votes accepted as valid and counted	11,452	10,827

3.9 The breakdown of postal votes per ward for the UK Parliamentary election in December 2019 compared to June 2017 is set out in Table A3.

**Table A3**

Ward	Number of Postal voters for election in June 2017	Number of Postal voters for election on 12 December 2019	% increase / decrease in Postal voters from UK Parliamentary election in June 2017
Aggborough & Spennells	1075	1137	+5.77%
Areley Kings & Riverside	1249	1026	-17.85%
Bewdley & Rock	1298	1250	-3.70%
Blakebrook & Habberley South	1007	1205	+24.13%
Broadwaters	1343	934	-30.45%
Foley Park & Hoobrook	1421	1126	-20.76%
Franche & Habberley North	1141	1276	+11.83%
Lickhill	392	400	+2.04%
Mitton	1215	1171	-3.62%
Offmore & Comberton	1206	1126	-6.63%
Wribbenhall & Arley	886	822	-7.22%
Wyre Forest Rural	1387	1260	-9.16%
Total	13620	12733	-6.51%

3.10 Within the figures for the UK Parliamentary postal vote figures are 69 postal ballot packs issued to overseas electors of which 54 were returned from across the world. These include Australia, Canada, United States of America, New Zealand, Egypt as well as many from European countries. The return rate for our overseas electors was 78%. All overseas electors (UK Citizens living abroad) have to provide a qualifying

address which they lived at and were registered to vote in the Wyre Forest district within the last 15 years.

- A.6 53 postal vote packs have been received in the post since 12 December 2019 with five of these from overseas postal voters.
- A.7 The overall increase in postal voters between the elections in May 2019 and June 2019 was to be expected due to the nature of the UK Parliamentary election, the short notice period of the election and with more electors being away on holiday and preparing for Christmas.
- A.8 The trend of postal voters being far more likely to cast their vote than people voting in person has become well established. Therefore, while other measures to encourage participation will continue, the most effective is likely to be encouraging more people to register for a postal vote.
- A.9 By law the Electoral Registration Officer must write to postal voters whose ballot papers were not included in the count because their personal identifiers on the postal vote could not be verified and to explain the reason why e.g. incorrect date of birth provided or signature didn't match that on their original application form. A total of 239 letters have been issued to those electors who had a postal vote rejected in December 2019. Those whose signature didn't match the original supplied will also be sent an identifier refresh form to complete. A total of 380 letters were issued at the UK Parliamentary election in June 2017 for the same purpose.
- A.10 The breakdown of proxy voters per ward for the UK Parliamentary election in December 2019 compared to June 2017 is set out in Table A4.

**Table A4**

<b>Ward</b>	<b>Number of Proxy voters for Parliamentary election in June 2017</b>	<b>Number of Proxy voters for Parliamentary election in December 2019</b>	<b>% increase in Proxy voters from elections in June 2017</b>
Aggborough & Spennells	26	23	-11.5%
Areley Kings & Riverside	30	28	-6.66%
Bewdley & Rock	31	41	+ 32.3%
Blakebrook & Habberley South	34	22	-35.3%
Broadwaters	49	20	-59.2%
Foley Park & Hoobrook	32	14	-56.3%
Franche & Habberley North	22	21	- 4.5%

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Lickhill	6	13	+ 116.6%
Mitton	31	21	+ 32.3%
Offmore & Comberton	20	24	+ 20%
Wribbenhall & Arley	20	26	+ 30%
Wyre Forest Rural	44	47	+ 6.8%
Total	345	300	- 13%

- 3.16 Whilst the increase of proxy voters between the elections in May 2019 and December 2019 is substantial, it is not as large as the increase for the Referendum on the UK's membership of the European Union in June 2016. In May 2016, 52 electors had appointed a proxy whilst in June 2016 that had risen to 536. This is an increase of 484 compared to this year's increase of 295.

# APPENDIX B – NOTICE OF REVIEW



## WYRE FOREST DISTRICT COUNCIL

### Notice of Review of Polling Districts and Polling Places

In accordance with the requirements of section 18C of the Representation of the People Act 1983 (as amended by section 17 of the Electoral Registration and Administration Act 2013), Wyre Forest District Council gives notice that it is conducting a review of Polling Districts and Polling Places for Parliamentary and Local Government elections.

This review will commence on 27 September 2019.

Details of the existing polling districts and places will be available on the Council's website at the following link, and address below.

[www.wyreforestdc.gov.uk/pollingreviews](http://www.wyreforestdc.gov.uk/pollingreviews)

The Council welcomes views or comments from electors and any persons or bodies with expertise in access to premises or facilities for persons with any type of disability. Local political parties, District and County Councillors and Parish and Town Councils will also be consulted. Any comments should include, where appropriate, alternative venue suggestions that may be used as polling places.

Representations should be made by email to [electoral@wyreforestdc.gov.uk](mailto:electoral@wyreforestdc.gov.uk) or in writing to the Electoral Registration Office, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Details of representations received will be made available for public inspection. The deadline for making representations is 5pm on **Monday 2 October 2019**.

The Council will consider the proposals on **Wednesday 11 December 2019** and the outcome of the review will then be published.

Further information may be obtained by contacting Electoral Services on 01562 732733.

**Ian Miller**  
**Electoral Registration Officer, Wyre Forest**  
**27 September 2019**

# APPENDIX C – RETURNING OFFICER'S RESPONSE

Dear Mike

**REVIEW OF POLLING DISTRICTS AND POLLING PLACES IN THE DISTRICT OF WYRE FOREST**

Thank you for consulting me about this review. I am replying in my role as Acting Returning Officer for the Parliamentary constituency of Wyre Forest.

I am content with the proposals for the polling places as detailed in the Appendix. The venues that are detailed are cost effective and offer convenience to voters within the District within accessible venues. All of the venues have been used over the last few elections with no issues.

As required by the legislation, I set out information in the appendix about the location and numbers of polling stations that I would propose if the polling places set out in the consultation paper were confirmed. I look forward to being notified on the Council's decisions about polling districts and polling places in due course.

Yours sincerely

A handwritten signature in black ink that reads "I R Miller". The letters are slightly slanted and connected in a cursive style.

Ian Miller  
Acting Returning Officer, Wyre Forest Parliamentary Constituency  
10 October 2019

Appendix

District(s)	Existing Polling Place	Returning Officers Comments
AKR-AKE AKR-AKW	Areley Kings Village Hall, Areley Common, DY13 0NB	Suitable room in polling place. Two polling stations.
AKR-SC	Stourport Workmen`s Club, Lickhill Road, DY13 8SB	Suitable room in polling place. One polling station.
AS-1 AS-2	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	Suitable room in polling place. Two polling stations.
AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	Suitable room in polling place. Two polling stations.
BHS-1 BHS-2 BHS-3	Evangelical Church, Greatfield Road, DY11 6PP	Suitable room in polling place. Two polling stations.
BHS-4, BHS-5	Gainsborough House Hotel, Bewdley Hill, DY11 6BS	Suitable room in polling place. One polling station.
BR-1 BR-2	Trinity Methodist Church, Churchfields, DY10 2JL	Suitable room in polling place. Two polling stations.
BR-3	St Oswalds Church Centre, Broadwaters Drive, DY10 2RY	Suitable room in polling place. Two polling stations.
BR-BE BR-BR BR-UAP	St Georges Hall, Load Street, DY12 2EQ	Suitable room in polling place. One polling station.
BR-BW	St Annes CE Primary School, Wyre Hill, DY12 2UQ	Suitable room in polling place. One polling station.

BR-RO	Far Forest Society Pavilion, Callow Hill, DY14 9DA	Suitable room in polling place. One polling station.
FHN-1	Franch Community Church, Chestnut Grove, DY11 5QA	Suitable room in polling place. One polling station.
FHN-2	St Barnabas Community Hall, Wolverley Road, DY11 5JN	Suitable room in polling place. One polling station.
FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	Suitable room in polling place. Two polling stations.
FPH-1 FPH-2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	Suitable room in polling place. Two polling stations.
FPH-3	St Peters Church Hall, Meredith Green, Birchen Coppice, DY11 7EJ	Suitable room in polling place. One polling station.
FPH-4	1st Kidderminster Sea Scout Group Hut, 152 Hoo Road, DY10 1LP	Suitable room in polling place. One polling station.
LI-SL	Scout Headquarters, Lickhill Road North, Opposite Garland Road, DY13 8RU	Suitable room in polling place. One polling station.
MI-SN1	Stourport Primary School, Park Avenue, DY13 8SH	Suitable room in polling place. One polling station.
MI-SN2	LQ Arena, Stourport High School, Windermere Way, DY13 8AX	Suitable room in polling place. One polling station.
MI-SSW	St Michaels Scout HQ, Mitton Gardens, DY13 9AD	Suitable room in polling place. Two polling stations.
OFC-1 OFC-2	St Chads Church Hall, Burcher Green, DY10 3AY	Suitable room in polling place. Two polling stations.

OFC-3 OFC-4	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	Suitable room in polling place. Two polling stations.
WA-BW WA-KF1	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	Suitable room in polling place. Three polling stations.
WA-KF2, WA-UAS, WA-UAV	Shatterford Village Hall, Arley Lane, Shatterford, DY12 1RR	Suitable room in polling place. One polling station.
WFR-BD, WFR-BM, WFR- CH	Blakedown Parish Room, 18 Belbroughton Road, Blakedown, DY10 3JG	Suitable room in polling place. One polling station.
WFR-CC, WFR-RH, WFR-ST	Chaddesley Corbett Village Hall, Roaring Bridge, Brockencote, DY10 4QA	Suitable room in polling place. One polling station.
WFR-CO	Cookley Village Hall, Lea Lane, DY10 3RH	Suitable room in polling place. One polling station.
WFR-WO	Wolverley Memorial Hall, Shatterford Lane, Wolverley, DY11 5TN	Suitable room in polling place. One polling station.

# APPENDIX D –POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS REVIEW SURVEY RESPONSES

\*Hand written numbers are the respondents number so the answers can be crossed referenced with each other.

Review of polling stations

Q1 Name

Answered: 152 Skipped: 9

#	RESPONSES	DATE
1	161 Dommett	10/28/2019 3:18 PM
2	160 Jon Dalton	10/27/2019 5:27 PM
3	159 Vicky Caulfield	10/27/2019 5:06 PM
4	158 Vicky Caulfield	10/27/2019 4:54 PM
5	157 Glenn Wilkinson	10/27/2019 10:18 AM
6	156 Rachel Cartwright	10/27/2019 10:12 AM
7	155 Brett Caulfield	10/26/2019 5:34 AM
8	154 Matthew Walker	10/25/2019 3:24 PM
9	153 Mills	10/25/2019 2:22 PM
10	151 Benjamin Wills	10/23/2019 7:20 PM
11	150 Louise	10/23/2019 1:35 PM
12	149 GILL D.W	10/19/2019 1:07 PM
13	148 Sonia Stowe	10/18/2019 1:18 AM
14	147 Louise Green	10/17/2019 4:20 PM
15	146 Sarah	10/17/2019 1:43 PM
16	145 Jacqueline Taylor	10/17/2019 10:16 AM
17	144 Charlotte Edney	10/17/2019 9:54 AM
18	143 Ian clough	10/17/2019 9:04 AM
19	142 Helen Bayliss	10/16/2019 8:10 PM
20	141 Upper Arley Parish Council	10/16/2019 12:43 PM
21	140 Anonymous	10/15/2019 7:37 PM
22	138 Cllr Rebecca Vale	10/14/2019 12:51 PM
23	137 Mr R W Simmonds	10/14/2019 8:23 AM
24	136 William Claxton	10/13/2019 12:16 PM
25	135 Margaret Winfield	10/13/2019 11:54 AM
26	134 Charlotte	10/12/2019 2:49 PM
27	133 R Ellis	10/12/2019 2:41 PM
28	132 Penny Griffiths	10/12/2019 6:30 AM
29	131 Kevin Docherty	10/12/2019 2:38 AM
30	130 elizabeth	10/11/2019 11:47 PM
31	129 Owen Cave	10/11/2019 11:39 PM
32	128 Nick Yarwood	10/11/2019 7:14 AM
33	127 Anna L'Huillier	10/10/2019 7:54 PM
34	126 H Grove	10/10/2019 7:45 PM
35	125 Margaret Mugleston	10/10/2019 6:42 PM
36	124 Barry McFarland	10/10/2019 2:36 PM
37	123 Anonymous	10/10/2019 1:49 PM
38	122 Cllr Leigh Whitehouse	10/10/2019 11:33 AM



Review of polling stations

39	121	Karen McKay	10/10/2019 10:13 AM
40	120	Christopher Harvey	10/10/2019 8:52 AM
41	119	Barbara Jones	10/9/2019 9:48 PM
42	118	Anne Packwood	10/8/2019 9:11 PM
43	117	Robert Beeston	10/8/2019 4:01 PM
44	116	Matthew Whitehead	10/8/2019 3:12 PM
45	115	David	10/8/2019 2:14 PM
46	114	Stewart Sinclair	10/8/2019 1:23 PM
47	113	Pauline Lowe	10/8/2019 8:31 AM
48	112	Graham Lumb	10/8/2019 6:53 AM
49	111	James Woodman	10/7/2019 6:10 PM
50	110	Chris Webb	10/7/2019 1:16 PM
51	109	joanna reinlo	10/6/2019 3:21 PM
52	108	Alan Morgan	10/6/2019 9:45 AM
53	106	Bridget Baynham	10/4/2019 2:08 PM
54	105	Sue Fairhurst	10/4/2019 12:30 PM
55	104	Katrina Hudson	10/3/2019 5:08 PM
56	103	Samuel John Harris	10/3/2019 11:52 AM
57	102	Daniel Crampton	10/2/2019 8:56 PM
58	101	Margaret Rhoden	10/2/2019 3:35 PM
59	100	Graham Wire	10/2/2019 3:09 PM
60	99	Paul Crosher	10/2/2019 1:12 PM
61	98	Jonathan Swift	10/2/2019 12:44 PM
62	95	Scott	10/2/2019 10:36 AM
63	94	Keith Bannister	10/2/2019 10:28 AM
64	93	Brian K Tandy	10/2/2019 9:57 AM
65	91	Sophie Corp	10/2/2019 9:21 AM
66	90	Bethany Crabtree	10/2/2019 9:15 AM
67	92	Teresa Duggan	10/2/2019 9:13 AM
68	89	O. Newton-Mason	10/2/2019 9:09 AM
69	88	Peter Denyer	10/2/2019 7:15 AM
70	87	Philip Rhoden	10/2/2019 7:04 AM
71	85	David Davies	10/1/2019 7:21 PM
72	84	Sue Walsgrove	10/1/2019 6:29 PM
73	83	Diane Chater	10/1/2019 6:18 PM
74	82	Kay Martin	10/1/2019 5:45 PM
75	81	Jonathon Martin Priest	10/1/2019 5:43 PM
76	80	Diane Penney	10/1/2019 5:35 PM
77	79	Kim Neville	10/1/2019 5:25 PM
78	78	Clair Cartwright	10/1/2019 5:20 PM
79	77	David Fairhurst	10/1/2019 5:14 PM
80	76	Megan Fenney	10/1/2019 4:54 PM
81	75	Paul Taylor	10/1/2019 4:45 PM
82	74	Martin Mueller	10/1/2019 3:37 PM

Review of polling stations

83	73	Esmé Hayhurst	10/1/2019 3:11 PM
84	71	Adrian Voysey	10/1/2019 2:26 PM
85	72	Mr Doug Hine	10/1/2019 2:16 PM
86	70	Peter Bettridge	10/1/2019 2:04 PM
87	68	Julie Totty	10/1/2019 1:53 PM
88	69	Ian Chuter	10/1/2019 1:52 PM
89	67	Nicki	10/1/2019 1:14 PM
90	66	Mark Fisher	10/1/2019 12:49 PM
91	65	Kenneth Johnstone	10/1/2019 12:49 PM
92	62	Robert Ireland	10/1/2019 12:31 PM
93	64	Sally Haines	10/1/2019 12:31 PM
94	63	William Roberts	10/1/2019 12:29 PM
95	61	Derek Haskins	10/1/2019 12:29 PM
96	60	Rosemary nye	10/1/2019 12:13 PM
97	59	Mike Austin	10/1/2019 12:11 PM
98	57	John Wilner	10/1/2019 11:20 AM
99	56	mike	10/1/2019 11:16 AM
100	55	Alan Gutteridge	10/1/2019 10:57 AM
101	54	Robert Simmonds	10/1/2019 10:44 AM
102	53	John Butler	10/1/2019 10:37 AM
103	52	Trevor A Bishop	10/1/2019 10:30 AM
104	51	Steven Walker BCAv	10/1/2019 10:28 AM
105	50	Celia Witts	10/1/2019 10:26 AM
106	49	Robert Harris	10/1/2019 10:19 AM
107	48	Alexander Luke	10/1/2019 10:05 AM
108	47	JD	10/1/2019 9:50 AM
109	46	Rob	10/1/2019 9:42 AM
110	45	David Powell	10/1/2019 9:42 AM
111	44	John Shuttes	10/1/2019 9:40 AM
112	43	John Wilson	10/1/2019 9:38 AM
113	42	Claire Emms	10/1/2019 9:35 AM
114	41	Victoria Evans	10/1/2019 9:32 AM
115	40	David Jones	10/1/2019 9:29 AM
116	39	Sophie Edginton	10/1/2019 9:20 AM
117	36	Patricia Cooper	10/1/2019 9:14 AM
118	34	Mattie Underhill	10/1/2019 9:10 AM
119	37	mRS hELEN pERKS	10/1/2019 9:10 AM
120	38	Gordon Cox	10/1/2019 9:10 AM
121	35	G Gray	10/1/2019 9:09 AM
122	33	Jacky Griffin	10/1/2019 9:08 AM
123	32	Caroline O'Callaghan	10/1/2019 9:06 AM
124	29	Dennis Mews	10/1/2019 9:04 AM
125	30	James	10/1/2019 9:04 AM
126	31	Janice	10/1/2019 9:03 AM

Review of polling stations

127	28	Terrence	10/1/2019 9:02 AM
128	26	Julian Phillips	10/1/2019 7:51 AM
129	27	Sharon adams	10/1/2019 7:51 AM
130	25	Katrina willetts	9/30/2019 11:00 PM
131	24	Carol	9/30/2019 9:52 PM
132	23	H	9/30/2019 9:13 PM
133	22	Karen	9/30/2019 9:06 PM
134	20	None of your business	9/30/2019 6:59 PM
135	19	Della Barber	9/30/2019 6:37 PM
136	18	Philip Dyer	9/30/2019 5:54 PM
137	17	Angela Atkins	9/30/2019 5:40 PM
138	16	Sharon Harrison	9/30/2019 4:25 PM
139	15	D Francis	9/30/2019 3:40 PM
140	14	David Humphreys	9/30/2019 3:09 PM
141	13	Charlotte Strong	9/30/2019 2:49 PM
142	12	David	9/30/2019 2:28 PM
143	11	Patricia Bradley	9/30/2019 2:11 PM
144	10	S hackett	9/30/2019 1:59 PM
145	8	Celia Carruthers	9/30/2019 1:25 PM
146	9	Stuart McKenzie	9/30/2019 1:24 PM
147	7	Kate Rodgers	9/30/2019 1:19 PM
148	6	Catherine	9/30/2019 1:16 PM
149	5	Samantha Roberts	9/30/2019 1:14 PM
150	4	Susie Griffiths	9/27/2019 8:33 PM
151	3	Stephen Clee	9/27/2019 2:53 PM
152	2	Robert Lloyd	9/27/2019 1:41 PM

**Q2 Please identify the capacity in which you are responding:**

#	Respondent	Responses
1	1	Voter
2	2	Town or parish councillor
3	3	Voter
4	4	District councillor
5	5	Voter
6	6	Voter
7	7	Voter
8	8	Voter
9	9	Voter
10	10	Voter
11	11	Voter
12	12	Voter
13	13	Voter
14	14	Voter
15	15	Voter
16	16	Voter
17	17	Voter
18	18	Voter
19	19	Voter
20	20	Voter
21	21	Voter
22	22	Voter
23	23	Voter
24	24	Voter
25	25	Voter
26	26	Voter
27	27	Voter
28	28	Voter
29	29	Voter
30	30	Voter
31	31	Voter
32	32	Voter
33	33	Voter
34	34	Voter
35	35	Voter
36	36	Voter
37	37	Voter
38	38	Voter
39	39	Voter
40	40	Town or parish councillor
41	41	Voter
42	42	Voter
43	43	Voter
44	44	Voter
45	45	Voter
46	46	Voter

## Agenda Item No. 12

47	47	Voter
48	48	Voter
49	49	Voter
50	50	Voter
51	51	Voter
52	52	Voter
53	53	Voter
54	54	Voter
55	55	Voter
56	56	Voter
57	57	Voter
58	58	Voter
59	59	Voter
60	60	Voter
61	61	Voter
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92	92	Voter
93	93	Voter
94	94	Voter
95	95	Voter
96	96	Voter

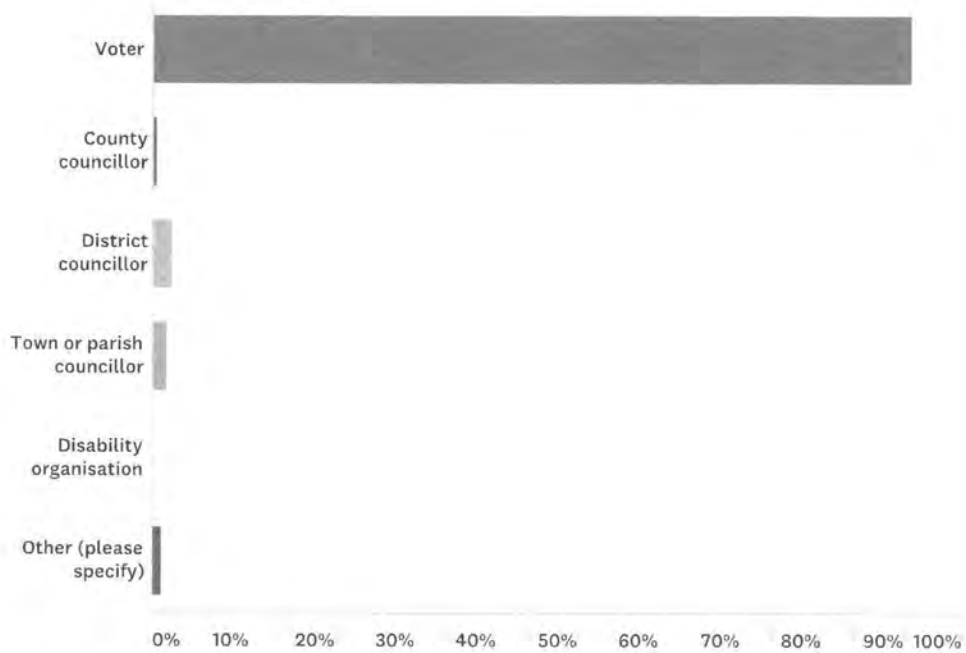
97	97	Voter
98	98	Other:voter
99	99	Voter
100	100	Voter
101	101	Voter
102	102	Voter
103	103	Voter
104	104	Voter
105	105	Voter
106	106	Voter
107	107	Voter
108	108	Voter
109	109	Voter
110	110	Voter
111	111	Voter
112	112	Voter
113	113	Voter
114	114	Voter
115	115	Voter
116	116	Voter
117	117	Voter
118	118	Voter
119	119	Voter
120	120	Voter
121	121	Voter
122	122	District councillor
123	123	Voter
124	124	Voter
125	125	Voter
126	126	Voter
127	127	Town or parish councillor
128	128	Other: Voter and candidate agent
129	129	Voter
130	130	Voter
131	131	Voter
132	132	Voter
133	133	Voter
134	134	Voter
135	135	Voter
136	136	Voter
137	137	Voter
138	138	County Councillor
139	139	Voter
140	140	Voter
141	142	Voter
142	143	Voter
143	144	Voter
144	145	Voter
145	146	Voter
146	147	Voter

147	148	Voter
148	149	Voter
149	150	Voter
150	151	Voter
151	152	Voter
152	153	Voter
153	154	Voter
154	155	Voter
155	156	Voter
156	157	Voter
157	158	District councillor
158	159	District councillor
159	160	Voter
160	161	Voter

Review of polling stations

Q2 Please identify the capacity in which you are responding:

Answered: 160 Skipped: 1



ANSWER CHOICES	RESPONSES	
Voter	93.75%	150
County councillor	0.63%	1
District councillor	2.50%	4
Town or parish councillor	1.88%	3
Disability organisation	0.00%	0
Other (please specify)	1.25%	2
<b>TOTAL</b>		<b>160</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Voter and candidate agent	10/11/2019 7:14 AM
2	voter	10/2/2019 12:44 PM



**Q3 Please select the polling station you are commenting on:**

#	Respondent	Responses
1	2	Areley Kings Village Hall
2	3	St Barnabas Community Hall
3	4	Gainsborough House Hotel
4	5	Trinity Methodist Church
5	6	Holy Innocents Community Hall
6	7	Holy Innocents Community Hall
7	8	St George's Hall
8	9	Offmore Evangelical Church
9	10	Heronswood Primary School - The Rivers C of E Academy Trust
10	11	Offmore Evangelical Church
11	13	St Chad's Church Hall
12	14	Kidderminster Carolians Rugby Football Club
13	16	1st Kidderminster Sea Scout Group Hut
14	17	Cookley Village Hall
15	18	Gainsborough House Hotel
16	19	Gainsborough House Hotel
17	22	Holy Innocents Community Hall
18	23	Gainsborough House Hotel
19	24	Areley Kings Village Hall
20	25	Areley Kings Village Hall
21	27	Holy Innocents Community Hall
22	30	Areley Kings Village Hall
23	31	Kidderminster Harriers Social Club
24	32	St Peter's Church Hall
25	33	St George's Hall
26	34	St Chad's Church Hall
27	35	Kidderminster Carolians Rugby Football Club
28	37	St Oswald's Church Centre
29	38	Wribbenhall Parish Room
30	40	Cookley Village Hall
31	41	Trinity Methodist Church
32	42	Scout Headquarters, Lickhill Road North
33	43	Gainsborough House Hotel
34	44	Stourport Workmen's Club
35	45	Heronswood Primary School - The Rivers C of E Academy Trust
36	46	Blakedown Parish Room
37	47	Wribbenhall Parish Room
38	48	Trinity Methodist Church
39	49	Areley Kings Village Hall
40	50	Holy Innocents Community Hall
41	51	Chaddesley Corbett Village Hall
42	52	Holy Innocents Community Hall
43	53	Cookley Village Hall
44	54	St Chad's Church Hall
45	55	1st Kidderminster Sea Scout Group Hut
46	56	St Peter's Church Hall

47	57	St Anne's C of E Primary School
48	60	Kidderminster Carolians Rugby Football Club
49	61	St Anne's C of E Primary School
50	62	Wribbenhall Parish Room
51	63	Holy Innocents Community Hall
52	64	Half Crown Wood, Stourport Primary School, Park Avenue
53	65	Trinity Methodist Church
54	66	Gainsborough House Hotel
55	67	Offmore Evangelical Church
56	68	St Chad's Church Hall
57	69	Half Crown Wood, Stourport Primary School, Park Avenue
58	70	Stourport Workmen's Club
59	71	Stourport High School and 6th Form College
60	72	Heronswood Primary School - The Rivers C of E Academy Trust
61	73	Far Forest Society Pavillion
62	74	Trinity Methodist Church
63	75	Wribbenhall Parish Room
64	76	Wolverley Memorial Hall
65	77	Heronswood Primary School - The Rivers C of E Academy Trust
66	78	Heronswood Primary School - The Rivers C of E Academy Trust
67	79	Wribbenhall Parish Room
68	80	1st Kidderminster Sea Scout Group Hut
69	81	Far Forest Society Pavillion
70	83	Wribbenhall Parish Room
71	84	Stourport High School and 6th Form College
72	85	Stourport High School and 6th Form College
73	86	Blakedown Parish Room
74	89	1st Kidderminster Sea Scout Group Hut
75	90	Shatterford Village Hall
76	91	Heronswood Primary School - The Rivers C of E Academy Trust
77	92	Stourport High School and 6th Form College
78	93	St George's Hall
79	94	Offmore Evangelical Church
80	96	Stourport Workmen's Club
81	98	Chaddesley Corbett Village Hall
82	99	St Chads
83	100	St George's Hall
84	101	Shatterford Village Hall
85	102	St George's Hall
86	103	Holy Innocents Community Hall
87	104	Stourport High School and 6th Form College
88	105	Heronswood Primary School - The Rivers C of E Academy Trust
89	106	Kidderminster Evangelical Church, Greatfield Road
90	107	Heronswood Primary School - The Rivers C of E Academy Trust
91	108	St Oswald's Church Centre
92	109	Franche Community Church
93	110	Franche Community Church
94	111	St Chad's Church Hall
95	112	Offmore Evangelical Church
96	113	St George's Hall

97	114	Wribbenhall Parish Room
98	115	St Oswald's Church Centre
99	116	1st Kidderminster Sea Scout Group Hut
100	118	Kidderminster Evangelical Church, Greatfield Road
101	119	Stourport High School and 6th Form College
102	120	Kidderminster Harriers Social Club
103	124	Gainsborough House Hotel
104	125	St Oswald's Church Centre
105	126	Chaddesley Corbett Village Hall
106	127	Kidderminster Carolians Rugby Football Club
107	128	Gainsborough House Hotel
108	129	Holy Innocents Community Hall
109	131	Wribbenhall Parish Room
110	132	St George's Hall
111	133	Kidderminster Carolians Rugby Football Club
112	135	Gainsborough House Hotel
113	136	Franche Community Church
114	137	Far Forest Society Pavillion
115	140	All polling stations in the distrcit
116	143	Half Crown Wood, Stourport Primary School, Park Avenue
117	144	Heronwood Primary School - The Rivers C of E Academy Trust
118	145	Kidderminster Evangelical Church, Greatfield Road
119	147	Shatterford Village Hall
120	148	Kidderminster Carolians Rugby Football Club
121	149	Stourport Workmen's Club
122	150	St George's Hall
123	151	Offmore Evangelical Church
124	152	Gainsborough House Hotel
125	153	Holy Innocents Community Hall
126	154	Wolverley Memorial Hall
127	156	Areley Kings Village Hall
128	157	Kidderminster Harriers Social Club
129	158	Kidderminster Evangelical Church, Greatfield Road
130	159	Kidderminster Evangelical Church, Greatfield Road
131	160	Offmore Evangelical Church
132	161	Kidderminster Evangelical Church, Greatfield Road

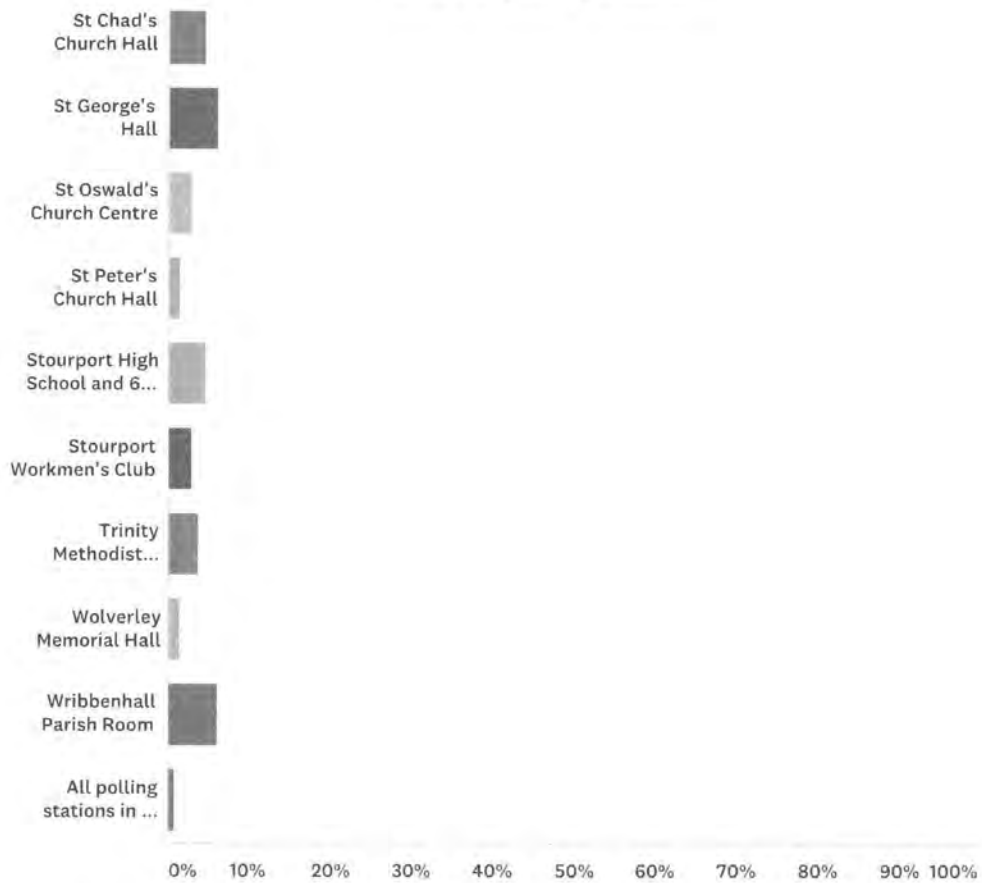
Review of polling stations

Q3 Please select the polling station you are commenting on:

Answered: 132 Skipped: 29

- 1 St Kidderminste... 
- 1 St Stourport St Michael's... 
- Areley Kings Village Hall 
- Blakedown Parish Room 
- Chaddesley Corbett Vill... 
- Cookley Village Hall 
- Far Forest Society... 
- Franche Community... 
- Gainsborough House Hotel 
- Half Crown Wood, Stourp... 
- Herenswood Primary Scho... 
- Holy Innocents Community Hall 
- Kidderminster Carolians Ru... 
- Kidderminster Evangelical... 
- Kidderminster Harriers Soc... 
- Offmore Evangelical... 
- Scout Headquarters... 
- Shatterford Village Hall 
- St Anne's C of E Primary... 
- St Barnabas Community Hall 

Review of polling stations



ANSWER CHOICES	RESPONSES	
1 St Kidderminster Sea Scout Group Hut	3.79%	5
1 St Stourport St Michael's Scout Group Hut	0.00%	0
Areley Kings Village Hall	4.55%	6
Blakedown Parish Room	1.52%	2
Chaddesley Corbett Village Hall	2.27%	3
Cookley Village Hall	2.27%	3
Far Forest Society Pavilion	2.27%	3
Franche Community Church	2.27%	3
Gainsborough House Hotel	7.58%	10
Half Crown Wood, Stourport Primary School, Park Avenue	2.27%	3
Herenswood Primary School - The Rivers C of E Academy Trust	6.82%	9
Holy Innocents Community Hall	7.58%	10
Kidderminster Carolians Rugby Football Club	4.55%	6
Kidderminster Evangelical Church, Greatfield Road	4.55%	6
Kidderminster Harriers Social Club	2.27%	3
Offmore Evangelical Church	5.30%	7
Scout Headquarters, Lickhill Road North	0.76%	1
Shatterford Village Hall	2.27%	3

Review of polling stations

St Anne's C of E Primary School	1.52%	2
St Barnabas Community Hall	0.76%	1
St Chad's Church Hall	4.55%	6
St George's Hall	6.06%	8
St Oswald's Church Centre	3.03%	4
St Peter's Church Hall	1.52%	2
Stourport High School and 6th Form College	4.55%	6
Stourport Workmen's Club	3.03%	4
Trinity Methodist Church	3.79%	5
Wolverley Memorial Hall	1.52%	2
Wribbenhall Parish Room	6.06%	8
All polling stations in the district	0.76%	1
<b>TOTAL</b>		<b>132</b>

Review of polling stations

Q4 Please provide your views on the suitability of the polling station:  
(consider parking provision, disabled access, location, lighting, security)

Answered: 131 Skipped: 30

#	RESPONSES	DATE
1 161	Far too far away. Discouraging for younger voters to make the effort whilst no public transport access make this location difficult for the elderly. Perhaps use one of the empty shops on Canterbury Road.	10/28/2019 3:26 PM
2 160	It's okay as a venue, but from where I live it's quite far, and there are other nearer locations that would better suit the elderly and infirm.	10/27/2019 5:29 PM
3 159	Easy access, plenty of parking	10/27/2019 5:08 PM
4 158	Easy to access. Plenty of parking	10/27/2019 4:55 PM
5 157	Easy access with plenty of parking and in centre residential area where people have option to walk.	10/27/2019 10:19 AM
6 156	Hi I'm not happy with the polling station I don't vote and I know a number of people don't use it because it was better at the walshes commu ity centre. Better accessbilty for everyone.	10/27/2019 10:13 AM
7 154	Very suitable, central location within Wolverley, ample parking for those that need it. I expect there may be some accessibility issues for those that are less able due to steps.	10/25/2019 3:28 PM
8 153	A good position for the polling station. Car access is a little tricky at times due to narrow entrance but overall very good	10/25/2019 2:24 PM
9 152	Parking can be tight but apart from it's a good all round location	10/24/2019 7:56 AM
10 151	Facilities are good. A bit far to walk though so usually drive.	10/23/2019 7:22 PM
11 150	Great!	10/23/2019 1:35 PM
12 149	Good, easy access, good parking.	10/19/2019 1:09 PM
13 148	Perfect venue for polling station	10/18/2019 1:19 AM
14 147	Adequate for the job but not as convenient as Trimpley village hall for me!!!	10/17/2019 4:21 PM
15 145	Too far for the residents in my area .	10/17/2019 10:22 AM
16 144	Perfect location. Easy to walk to when you live on the estate. Can be a bit dark in the evening though. Although you've spelt Heronswood wrong!!	10/17/2019 9:55 AM
17 143	Location is good, off road parking is sufficient and voting area is not cramped	10/17/2019 9:10 AM
18 140	Broadly speaking the majority of polling stations are accessible and have adequate parking provision. Regarding Wolverley Memorial Hall the steps are quite steep and the disabled access around the rear of the polling station is far from suitable. That said I definitely support the retention of a polling station in Wolverley given the size of the polling district	10/15/2019 7:44 PM
19 137	All seems adequate for all members of society.	10/14/2019 8:26 AM
20 136	No public transport to & from.	10/13/2019 12:17 PM
21 135	Would prefer to have a polling station on Habberley Estate	10/13/2019 11:55 AM
22 133	Located too far away from home address. I go past another polling station to get there (Franche Church) facilities OK, just way too far away.	10/12/2019 2:45 PM
23 132	Perfect	10/12/2019 6:31 AM
24 131	I have no problem with this. Plenty of parking and accessible.	10/12/2019 2:39 AM
25 129	Parking - Poor; vehicular access is narrow and a pinch point. However, there is on street parking in the road behind. Disabled access - excellent; location (speaking for me only) - agreeable. Lighting - Internal - Very Good - External - Poor. Security - no opinion.	10/11/2019 11:42 PM
26 128	No issues	10/11/2019 7:55 AM
27 127	Excellent polling station but not appropriate for residents of Habberley	10/10/2019 7:57 PM
28 126	Excellent - local and convenient. Fully disabled-friendly	10/10/2019 7:46 PM

Review of polling stations

29	125	Poor location. Very difficult to find as we live on silver wood estate, very poor lighting, inadequate parking and shabby interior.	10/10/2019 6:46 PM
30	124	Poor parking; very busy main road; no bus route for many parts of Blakebrook and Habberley South Ward; not good for disabled voters and elderly voters.	10/10/2019 2:43 PM
31	120	Parking is limited but adequate. Only one disabled space I think but have been able to get close enough for my wife (who is disable) if it has been occupied. Access is fine and lighting is fine. No obvious security issues	10/10/2019 8:56 AM
32	119	Excellent.	10/9/2019 9:49 PM
33	118	For me personally the location is fine, with adequate parking ,but can also see that if I had no transport it could be difficult to get to.	10/8/2019 9:14 PM
34	116	Very good location, easy to get to. Good parking and accessible to all.	10/8/2019 3:14 PM
35	115	Disabled access OK, but car park not very good for the less able.	10/8/2019 2:16 PM
36	114	Excellent	10/8/2019 1:24 PM
37	113	Absolutely excellent	10/8/2019 8:33 AM
38	112	I am housebound	10/8/2019 6:55 AM
39	111	Simply too far away from my address in Offmore Road.	10/7/2019 6:13 PM
40	110	Too far away as I don't drive	10/7/2019 1:18 PM
41	109	a bit to far and long way to travel to if you are in a wheelchair and living in blakebrook.	10/6/2019 3:33 PM
42	108	Local car park very close for normal access but limited parking outside the hall for people with disabilities	10/6/2019 9:52 AM
43	106	It's fine	10/4/2019 2:09 PM
44	105	Easy parking and access by slopes, & well lit. Not far from home. Also, its at the heart of the community.	10/4/2019 12:32 PM
45	104	NO PROBLEMS WITH VISIT	10/3/2019 5:10 PM
46	103	Overall I'd say it is a good place as it is sizable enough, has enough parking and is reasonably accessible. The only thing I would say is that the ramp used to allow disabled access over the steps seemed a little flimsy, but not being a wheelchair user I can't say for sure.	10/3/2019 11:54 AM
47	102	Convenient in the middle of town. Easy walking distance from home.	10/2/2019 8:58 PM
48	101	It's only accesssbsbke to those of us who live in Low Habberley if we are able to drive and have access to a car. Public transport is not convenient.	10/2/2019 3:39 PM
49	100	Very good	10/2/2019 3:09 PM
50	99	Good.	10/2/2019 1:12 PM
51	98	First class location access lighting and security	10/2/2019 12:45 PM
52	96	There is ample parking and disabled access but it is quite a distance to walk from the estate I live on which could make if difficult for those without a car.	10/2/2019 11:37 AM
53	94	Perfectly positioned with excellent parking.	10/2/2019 10:29 AM
54	93	Stairs, although fairly shallow seem awkward to use (suffer from arthritis though not classed as disabled) Parking after 8am has to be paid for, which doesn't sit well if one has to go back later in day to shops and by that later time parking is in short supply. In all other respects the venue is good for purpose	10/2/2019 10:07 AM
55	92	Easy to walk to. For those who choose to use car there is plenty of parking and lighting around the area. I believe there is a ramp for those in wheelchairs	10/2/2019 9:54 AM
56	91	Best location for spennells. Didn't see any security. Unsure on lighting as I went in the day	10/2/2019 9:23 AM
57	90	Ample parking, good lightning, convenient walking distance	10/2/2019 9:17 AM
58	89	Not much parking. Can be difficult to pull up/Park for voting.	10/2/2019 9:09 AM
59	86	Very good - parking available, easily accessible	10/1/2019 7:34 PM
60	85	Easy to get to, good and ample parking, good provision of disabled parking and access. Location is easy to find, well lit, I was able to cast my vote without being overlooked. When I later took my neighbour who is disabled I found disabled parking easily and access to the polling station and voting booth were very good.	10/1/2019 7:28 PM



Review of polling stations

61	84	Excellent situation. Easy to reach, plenty of parking, not too far to walk, level access.	10/1/2019 6:31 PM
62	83	Plenty parking and easy for disabled to access, also building is bright and pleasant	10/1/2019 6:19 PM
63	82	Good location good Carpark perfect	10/1/2019 5:43 PM
64	80	Could do with more parking	10/1/2019 5:37 PM
65	79	Absolutely fine. Central and parking available.	10/1/2019 5:26 PM
66	78	Parking = fair, lighting =ok	10/1/2019 5:21 PM
67	77	Excellent	10/1/2019 5:15 PM
68	76	Good location good parking. Up steps to get to?	10/1/2019 4:55 PM
69	75	Parking a little difficult at times, there is an in out system which is often ignored.	10/1/2019 4:47 PM
70	74	Adequate at present, but I'm not sure how it will be impacted by the new development soon to start in that area.	10/1/2019 3:39 PM
71	73	Good facility good parking. Good lighting	10/1/2019 3:12 PM
72	72	Heronswood Primary School, The Gainsborough Hotel, and Kidderminster Harriers Social & Sports Club -- all of which I am familiar -- are suitable as polling stations on the abovementioned terms. The Gainsborough Hotel can be very busy because it covers two wards and my view is that some of the polling stations that were closed in past reviews should be reopened in order to be closer to the electorate.	10/1/2019 2:35 PM
73	71	Suitable, sufficient parking and decent access. Walkable for Burlish residents	10/1/2019 2:27 PM
74	70	I am registered for postal voting	10/1/2019 2:07 PM
75	69	Building is suitable and accessible, community hall in memorial park would be a good alternative	10/1/2019 1:56 PM
76	68	Seems ok, there is parking , disabled access is good, near bus stop .	10/1/2019 1:55 PM
77	67	Fine	10/1/2019 1:15 PM
78	66	Assuming there is not a function running simultaneously then I feel all requirements are met to fulfil the vote via ballot box.	10/1/2019 12:51 PM
79	65	Excellent	10/1/2019 12:50 PM
80	64	It's Broadwaters and for me it's fine	10/1/2019 12:33 PM
81	62	All good.	10/1/2019 12:32 PM
82	63	The polling station is very suitable against all the criteria mentioned.	10/1/2019 12:31 PM
83	61	All OK	10/1/2019 12:29 PM
84	60	Its fine	10/1/2019 12:14 PM
85	57	Very satisfactory	10/1/2019 11:21 AM
86	56	ok	10/1/2019 11:17 AM
87	55	Poor parking & poor disabled access	10/1/2019 11:00 AM
88	54	This hall works well as a polling station. It provides plenty of parking, disability access and a large hall.	10/1/2019 10:45 AM
89	53	Ideal	10/1/2019 10:38 AM
90	52	This one is fine, although it is quite a distance away from some of the people it serves.	10/1/2019 10:32 AM
91	51	This is OK or Old School Hall in Village	10/1/2019 10:29 AM
92	50	Limited parking, good accessibility	10/1/2019 10:28 AM
93	49	Good parking, nice building. All in all 10/10	10/1/2019 10:21 AM
94	48	Not the easiest to find. You can see it from the ring road but it's not that obvious how to get in. Plenty of parking once there though.	10/1/2019 10:08 AM
95	47	Suitable venue	10/1/2019 9:51 AM
96	46	Excellent in every way	10/1/2019 9:43 AM
97	45	Very suitable	10/1/2019 9:43 AM
98	44	Fine within walking distance.	10/1/2019 9:41 AM

Review of polling stations

99	43	Excellent room, great location. Also parking available even though it is a busy hotel. Better than the polling station their used to be on Habberley estate.	10/1/2019 9:39 AM
100	42	No parking other than residential, visibility crossing road is then compromised and putting my baby and myself at risk	10/1/2019 9:37 AM
101	41	Excellent location, absolutely must stay as it is. It provides accessibility to everyone, easy parking, in a secure well lit area.	10/1/2019 9:34 AM
102	40	Excellent on all	10/1/2019 9:30 AM
103	38	Very local, no problems with access, service is always very good.	10/1/2019 9:16 AM
104	37	All OK I would have thought	10/1/2019 9:13 AM
105	35	Okay	10/1/2019 9:12 AM
106	34	Excellent venue	10/1/2019 9:11 AM
107	33	Excellent	10/1/2019 9:09 AM
108	32	There is parking, easy access (I have limited mobility) and works well.	10/1/2019 9:07 AM
109	30	Meets and exceeds all of the above	10/1/2019 9:04 AM
110	31	Excellent in all ways	10/1/2019 9:04 AM
111	27	To far away from Clarence Street there used to to a local polling station but this was taken away now people living in the terraced streets have to go a long way to vote. Disabled young families without transport, old people receiving a very poor service	10/1/2019 7:56 AM
112	25	Excellent easy to get to. Good parking. Easy access	9/30/2019 11:01 PM
113	24	Very suitable on all counts	9/30/2019 9:53 PM
114	23	Up a big hill for those like myself who don't walk. Good 15 minute walk when other polling stations are actually close to my house	9/30/2019 9:16 PM
115	22	Everything seems fine with the building but as neither me or my husband can drive it is a very long walk there and back.	9/30/2019 9:09 PM
116	19	Too far to walk to I'm semi disabled walk with a stick, I use postal vote at the moment	9/30/2019 6:40 PM
117	18	I live at Freda eddy court part of the orchard street sheltered housing and am disabled and find it impossible to get to the polling station !!	9/30/2019 5:57 PM
118	17	Ideal location, easily accessible, lots of parking, safe and well lit	9/30/2019 5:41 PM
119	16	Very suitable	9/30/2019 4:29 PM
120	14	Plenty of parking. Level access. Convenient location.	9/30/2019 3:11 PM
121	13	It's very good but parking can be an issue sometimes if trying to vote around my shifts	9/30/2019 2:50 PM
122	11	It is good but I live on Chester Road North & I have a car so I can get there easily.	9/30/2019 2:14 PM
123	10	No issues	9/30/2019 2:00 PM
124	8	Fine	9/30/2019 1:26 PM
125	9	Good access, Easy to get to, Parking can be busy and people park on the road once the car park is full. Overall good though.	9/30/2019 1:26 PM
126	7	Ample parking, good location for this area of the town, lighting. Security could be made better	9/30/2019 1:20 PM
127	6	Very good, walking distance for most, parking available, space, well lit, good facility	9/30/2019 1:18 PM
128	5	Excellent location, ample parking.	9/30/2019 1:15 PM
129	4	Desperately needed a polling station on Habberley	9/27/2019 8:34 PM
130	3	This is a very tiny polling station and should be merged into the Rugby Club or Chestnut Grove station.	9/27/2019 2:54 PM
131	2	Everything within the hall is fine. However the location is not ideal for a lot of elderly residents on the Walshes Estate who like to go out to vote rather than use the postal vote system.	9/27/2019 1:45 PM

Review of polling stations

Q5 If you would like the polling station's location to change, please identify any other suitable places in the area

Answered: 96 Skipped: 65

#	RESPONSES	DATE
1 161	Perhaps one of the empty shops on Canterbury Road or maybe Habberley social club if it still exists	10/28/2019 3:26 PM
2 160	At Ambrose Parish Hall	10/27/2019 5:29 PM
3 159	I wouldn't like it to change, but I would like to see a polling station on Habberley estate as it is too far to walk to the nearest polling station. This is a large area, covering part of 2 wards and needs to be served by a polling station.	10/27/2019 5:08 PM
4 158	N/A	10/27/2019 4:55 PM
5 157	Fine where it is	10/27/2019 10:19 AM
6 156	Walshes community centre	10/27/2019 10:13 AM
7 154	Wolverley Primary School is a possible alternative if one is required. Generally those visiting the school park at the Memorial Hall. Accessible access is probably slightly better. The downside is that it's a reasonable walk from the Memorial Hall car park which might put some off and voters would need to cross the Franche road for which there is no crossing.	10/25/2019 3:28 PM
8 153	No	10/25/2019 2:24 PM
9 149	N/A	10/19/2019 1:09 PM
10 147	Trimpley village hall	10/17/2019 4:21 PM
11 145	Originally used a church in Park Street but it's now been turned in houses. Maybe the Odell Centre ?	10/17/2019 10:22 AM
12 144	No	10/17/2019 9:55 AM
13 143	Its fine where it is	10/17/2019 9:10 AM
14 140	See 4 - only if there is a better location than the memorial hall. Problem is the church hall has steps too. The Primary School may be an option but I would not want the school to have to close.	10/15/2019 7:44 PM
15 137	non	10/14/2019 8:26 AM
16 136	Habberley Social Club	10/13/2019 12:17 PM
17 135	Habberley Estate	10/13/2019 11:55 AM
18 133	Local church - St. John's? Hospital? School	10/12/2019 2:45 PM
19 131	No change required	10/12/2019 2:39 AM
20 129	Not applicable.	10/11/2019 11:42 PM
21 128	Significant difficulties for voters without transport and/or with physical impairments to get to the polling station from the town centre and Habberley were being voiced. This reduces participation in democracy. BHS-4 should use Trinity Methodist Church which is immediately next to the ward rather than ¾ mile distant. BHS-5 and the west part of FHN-3 should be served by a locally accessible location such as the Habberley Club off Truro Drive. The east part of BHS-5 should be served by Trinity Methodist Church which has better proximity than Gainsborough House Hotel, incentivising people to participate in democracy. Many voters voiced dissatisfaction with the distance to the Gainsborough. Arguably Gainsborough House Hotel would not be required following those changes and would likely save rental costs. BHS-1,2 & 3 would continue to use Evangelical Church, Greatfield Rd.	10/11/2019 7:55 AM
22 127	Not replaced, but a new one for the whole of Habberley	10/10/2019 7:57 PM
23 126	N/A	10/10/2019 7:46 PM
24 125	High school	10/10/2019 6:46 PM
25 124	Suggest location on Habberley Estate for use by residents of Habberley Estate and surrounding roads.	10/10/2019 2:43 PM

Review of polling stations

26	122	An additional Polling Station for Habberley Estate is desperately required. I have knocked every door within Habberley South and the majority of residents want a Polling Station back, as there was previously. I have spoken to staff at Habberley Club and they explain they would happily accommodate there. Habberley has NO bus and a large number of elderly residents who like to go out and vote. Nor do they have a post box by the shops anymore (to post off postal votes). Many of these residents do not have the internet so I am speaking on behalf of them. For further detail please call me'	10/10/2019 11:38 AM
27	120	No problem with where it is	10/10/2019 8:56 AM
28	119	No	10/9/2019 9:49 PM
29	116	N/A. Happy with it's location	10/8/2019 3:14 PM
30	115	NO	10/8/2019 2:16 PM
31	114	No	10/8/2019 1:24 PM
32	111	There used to be a polling station in Lorne Street.	10/7/2019 6:13 PM
33	110	At Johns church hall	10/7/2019 1:18 PM
34	109	st johns first school in blakebrook kiddermister for the wheelchair access to the polling station..	10/6/2019 3:33 PM
35	108	The polling station is in a good central position with good easy access on foot or by car	10/6/2019 9:52 AM
36	105	No thanks	10/4/2019 12:32 PM
37	104	FINE FOR US	10/3/2019 5:10 PM
38	103	No I think it's fine where it is	10/3/2019 11:54 AM
39	101	A mobile polling station would be one option for such a widespread rural ward.	10/2/2019 3:39 PM
40	100	None known	10/2/2019 3:09 PM
41	98	None better	10/2/2019 12:45 PM
42	96	Europa Hut on the Memorial park. Although, parking isn't that close by.	10/2/2019 11:37 AM
43	93	In view of the above comments change of venue is a little too much but the parking could be improved	10/2/2019 10:07 AM
44	92	There are local churches in the immediate area although I do not know how accessible they would be for people with disabilities and lighting maybe a problem.	10/2/2019 9:54 AM
45	91	Na	10/2/2019 9:23 AM
46	85	No quite happy with it in its present position.	10/1/2019 7:28 PM
47	79	None	10/1/2019 5:26 PM
48	78	N/a	10/1/2019 5:21 PM
49	76	I'm fine with its location	10/1/2019 4:55 PM
50	75	Bewdley Leisure Centre	10/1/2019 4:47 PM
51	72	I haven't done the research but I think Blakebrook & Habberley South and Franche & Habberley North could be better served with more polling stations closer to electors. Foley Park & Hoobrook should now have a polling station in the Wyre Forest Leisure Centre given the increasing population of Silverwoods.	10/1/2019 2:35 PM
52	70	N/A	10/1/2019 2:07 PM
53	69	Lickhill memorial park	10/1/2019 1:56 PM
54	67	Would be good if there was a location in Greenhill but can appreciate there may not be anywhere suitable.	10/1/2019 1:15 PM
55	66	Current place is fine	10/1/2019 12:51 PM
56	65	No	10/1/2019 12:50 PM
57	64	N/a	10/1/2019 12:33 PM
58	63	No changes	10/1/2019 12:31 PM
59	61	n/A	10/1/2019 12:29 PM
60	60	No	10/1/2019 12:14 PM
61	58	the polling station at Walshes Community Hall should be reinstated	10/1/2019 11:33 AM

Review of polling stations

62	57	N/A	10/1/2019 11:21 AM
63	55	Can't think of any	10/1/2019 11:00 AM
64	54	No change	10/1/2019 10:45 AM
65	52	I think it should stay but area it serves should be reduced.	10/1/2019 10:32 AM
66	51	Old School Hall	10/1/2019 10:29 AM
67	49	n/a	10/1/2019 10:21 AM
68	48	N/A	10/1/2019 10:08 AM
69	47	None	10/1/2019 9:51 AM
70	46	No change	10/1/2019 9:43 AM
71	43	No, leave it where it is please.	10/1/2019 9:39 AM
72	42	Lickhill park (do not know name of building)	10/1/2019 9:37 AM
73	40	No	10/1/2019 9:30 AM
74	37	I use a postal vote so it doesn't apply - but what about using the old Broadwaters hotel - that's if it isn't earmarked for anything else?	10/1/2019 9:13 AM
75	35	Gainsborough hotel, nearer to our address no need to drive	10/1/2019 9:12 AM
76	34	No need to change; central for ward, close to shops	10/1/2019 9:11 AM
77	33	nowhere better	10/1/2019 9:09 AM
78	32	No its fine	10/1/2019 9:07 AM
79	30	No Change	10/1/2019 9:04 AM
80	31	N/A	10/1/2019 9:04 AM
81	27	Don't know the name of the small room previously used off leswell Street	10/1/2019 7:56 AM
82	25	No change	9/30/2019 11:01 PM
83	24	N/a	9/30/2019 9:53 PM
84	23	Anywhere in town would be easier.	9/30/2019 9:16 PM
85	19	When I was a child we had a porta cabin (Cairndhu drive) are these still used.... Maybe a car park eg Sainsbury's or Spar	9/30/2019 6:40 PM
86	18	Somewhere in kidderminster town centre	9/30/2019 5:57 PM
87	13	N/a	9/30/2019 2:50 PM
88	11	We used to go to the polling station at St John Ambulance on Birmingham Road. This was obviously more convenient, but also thinking of older people who can't drive to Offmore.	9/30/2019 2:14 PM
89	10	Why is it located in a school, cost children there education	9/30/2019 2:00 PM
90	8	N/a	9/30/2019 1:26 PM
91	9	In the hall rather than the church itself.	9/30/2019 1:26 PM
92	7	St Ambrose Parish hall	9/30/2019 1:20 PM
93	6	Foley park school	9/30/2019 1:18 PM
94	5	No	9/30/2019 1:15 PM
95	3	Rugby Club or Chestnut Grove	9/27/2019 2:54 PM
96	2	Reinstate the one on the Walshes Estate in addition to the Areley Kings VH site.	9/27/2019 1:45 PM

Review of polling stations

Q6 If you wish to be contacted further on the results of this exercise, please provide your email address

Answers: 54 - Skipped: 197

#	RESPONSES	DATE
1	157	10/27/2019 10:19 AM
2	154	10/25/2019 3:28 PM
3	149 N/A	10/19/2019 1:09 PM
4	148	10/18/2019 1:19 AM
5	143	10/17/2019 9:11 AM
6	137	10/14/2019 8:29 AM
7	136	10/13/2019 12:18 PM
8	135	10/13/2019 11:56 AM
9	133	10/12/2019 2:46 PM
10	131	10/12/2019 2:39 AM
11	129 Not Applicable	10/11/2019 11:42 PM
12	128	10/11/2019 7:56 AM
13	127	10/10/2019 7:57 PM
14	126	10/10/2019 7:47 PM
15	124	10/10/2019 2:44 PM
16	122	10/10/2019 11:38 AM
17	118	10/8/2019 9:16 PM
18	116	10/8/2019 3:15 PM
19	108	10/6/2019 9:53 AM
20	104	10/3/2019 5:11 PM
21	102	10/2/2019 8:58 PM
22	101	10/2/2019 3:39 PM
23	100	10/2/2019 3:09 PM
24	98	10/2/2019 12:46 PM
25	96	10/2/2019 11:39 AM
26	92	10/2/2019 9:54 AM
27	85	10/1/2019 7:29 PM
28	83	10/1/2019 6:20 PM
29	81	10/1/2019 5:44 PM
30	79	10/1/2019 5:27 PM
31	77	10/1/2019 5:16 PM
32	75	10/1/2019 4:47 PM
33	72	10/1/2019 2:35 PM
34	71	10/1/2019 2:27 PM
35	70	10/1/2019 2:08 PM
36	66	10/1/2019 12:52 PM
37	63	10/1/2019 12:32 PM

Review of polling stations

38	61		10/1/2019 12:30 PM
39	60		10/1/2019 12:14 PM
40	58		10/1/2019 11:34 AM
41	57		10/1/2019 11:22 AM
42	56		10/1/2019 11:00 AM
43	55		10/1/2019 10:46 AM
44	51	na	10/1/2019 10:29 AM
45	49		10/1/2019 10:21 AM
46	48	N/A	10/1/2019 10:08 AM
47	44		10/1/2019 9:41 AM
48	38		10/1/2019 9:16 AM
49	37	N/A	10/1/2019 9:14 AM
50	31	no thank you	10/1/2019 9:05 AM
51	14		9/30/2019 3:11 PM
52	5	No thank you	9/30/2019 1:15 PM
53	3		9/27/2019 2:55 PM
54	2		9/27/2019 1:45 PM

# APPENDIX E – EMAIL RESPONSES



**Mike Saunders**

---

**From:** Chaddesley Parish Clerk  
**Sent:** 10 October 2019 16:56  
**To:** Mike Saunders  
**Subject:** RE: Poling District and Place review

---

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Dear Mike

Chaddesley Corbett Parish Council are happy with the current arrangements for polling stations and do not recommend any change.

Thank you.

Yvonne

**Chaddesley Parish Clerk**

 Please don't print this email unless you need to.

**From:** Mike Saunders <[Mike.Saunders@wyreforestdc.gov.uk](mailto:Mike.Saunders@wyreforestdc.gov.uk)>  
**Sent:** 10 October 2019 12:19  
**To:** Mike Saunders <[Mike.Saunders@wyreforestdc.gov.uk](mailto:Mike.Saunders@wyreforestdc.gov.uk)>  
**Subject:** Poling District and Place review

Good Afternoon,

As I am sure you are aware, we are required to conduct a Review of polling districts, polling places and polling stations every 5 years. The next one has to be completed by the end of January 2020.

Information about the current districts and electorate numbers can be found on our website along with a short survey.

<https://www.wyreforestdc.gov.uk/news/review-of-polling-places.aspx>

Could I please ask you for any comments to be emailed to myself by 5pm 28<sup>th</sup> October 2019.

All comments will be looked at and a report will be brought to Full Council in December.

Kind Regards

Mike

**Mike Saunders** AEA (Cert.)  
Electoral Services Manager  
Wyre Forest District Council  
01562 732762

**Mike Saunders**

---

**From:** Anna L'Huillier  
**Sent:** 10 October 2019 21:01  
**To:** Mike Saunders  
**Subject:** RE: Poling District and Place review

Hi Mike,

I have completed the survey, but wanted to take the chance to say how important I think it is that a polling station is returned to Habberley Estate, for both my ward of Franche & Habberley North and the neighbouring ward including Habberley South.

Many residents are unable to travel to the Rugby Club to vote, and with the last of a bus service, I feel they are neglected when it comes to voting.

Many thanks for the opportunity to voice my opinion.

Kind regards

Anna L'Huillier  
Councillor for Franche & Habberley North  
Independent Community and Health Concern  
Anna.L'Huillier@wyreforestdc.gov.uk

---

**From:** Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk>  
**Date:** Thursday, 10 Oct 2019, 12:19 pm  
**To:** Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk>  
**Subject:** Poling District and Place review

Good Afternoon,

As I am sure you are aware, we are required to conduct a Review of polling districts, polling places and polling stations every 5 years. The next one has to be completed by the end of January 2020.

Information about the current districts and electorate numbers can be found on our website along with a short survey.

<https://www.wyreforestdc.gov.uk/news/review-of-polling-places.aspx>

Could I please ask you for any comments to be emailed to myself by 5pm 28<sup>th</sup> October 2019.

All comments will be looked at and a report will be brought to Full Council in December.

Kind Regards

Mike

**Mike Saunders** AEA (Cert.)  
Electoral Services Manager  
Wyre Forest District Council

**Mike Saunders**

---

**From:** Jane Yarwood  
**Sent:** 11 October 2019 12:24  
**To:** Mike Saunders  
**Subject:** Polling station review

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Mike,

I have listed below some positive potential changes which would improve participation in local and General elections in the Blakebrook and Habberley South Ward, Franche and Habberley North Ward and Foley Park and Hoobrook

\* Voters without transport and/or with physical impairments had significant difficulties getting to the polling station at The Gainsborough from the town centre and Habberley

This reduces participation in democracy.

\* BHS-4 should use Trinity Methodist Church which is immediately next to the ward rather than ¼ mile distant.

\* BHS-5 and the west part of FHN-3 should be served by a locally accessible location such as the Habberley Club off Truro Drive.

\*The east part of BHS-5 should be served by Trinity Methodist Church which has better proximity than Gainsborough House Hotel, incentivising people to participate in democracy.

\* Many voters voiced dissatisfaction with the distance to the Gainsborough. Arguably Gainsborough House Hotel would not be required following those changes and would likely save rental costs.

\* BHS-1,2 & 3 would continue to use Evangelical Church, Greatfield Rd.

Considering the rapid growth of Silverwoods estate it would be worth considering a polling Station at The Leisure Centre

Jane Yarwood

**Mike Saunders**

---

**From:** alan middleton  
**Sent:** 13 October 2019 13:03  
**To:** Wyre Forest Electoral  
**Categories:** Actioned - Need to Print and Scan!!

---

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since the closure of habberley polling station i know several people who find it impossible to get to the polling station on bewdley hill many are o a ps with no means of getting down town yet alone to vote may i suggest the use of h e t a premises

**Mike Saunders**

---

**From:** Paul Guille  
**Sent:** 28 October 2019 15:13  
**To:** Wyre Forest Electoral  
**Subject:** Polling Station for Habberley  
  
**Categories:** Actioned - Need to Print and Scan!!

---

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Dear Sir / Madam,

Submission for the polling review 2019

We currently reside on Habberley Estate at [REDACTED], DY11 6HW and though we do not have a disability badge

All of that said we do prefer to cast our vote in person and are aware of the other options, having voted at every election we could in the last 30 years that we have resided in the Wyre Forest we do find our current polling station to be the most difficult we have ever had to use apart from perhaps the Far Forest Village Hall,

On the last occasion in May 2019 when we were invited to vote we had great difficulties at the Gainsborough Hotel as we had to park at the bottom of the car park and walk a distance to the doors of the hotel and then it is a long walk to the hall where the polling station is, thankfully there was no queue to wait before we could place our vote however we were delayed from leaving the car park as a coach was trying to reverse into the car park and blocking everyone entering or leaving, (in fact it was a very dangerous situation as he was reversing blind into the car park).

There are empty premises within the rank of shops on the Habberley estate and we believe it should be possible to have a polling station on the estate either in those premises or close by in a mobile voting station, as could be provided by hiring a mobile building for the duration of the vote, as there is room in front of the shops to locate a mobile facility. It is extremely restricting to have to use the car and join a very busy major road to vote at a busy hotel and we believe might encourage a higher turn out if there was a closer booth.

Yours

--

Paul & Barbara Guille

**Appendix F**

**Data on turnout in 2014 and 2019 elections**

**Table F1**

Reference	District(s)	Polling Place May 2014	Electorate	Polling Station Turnout	%
1	AG-A	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	1239	363	29.30
2	AG-B	Heronswood Primary School, Heronswood Road, DY10 4EX	1744	503	28.84
3	AG-B	Heronswood Primary School, Heronswood Road, DY10 4EX	1519	494	32.52
4	AK-A, AK-C	Areley Kings Village Hall, Areley Kings, DY13 0NB	2321	866	37.31
5	AK-B	Walshes Community Centre, Linden Avenue, DY13 0EG	1799	513	28.52
6	BE-A, BE-C	Riverside Elim Church, Dog Lane, DY12 2EF	2102	798	37.96
7	BE-B	St Annes CE Primary School, Wyre Hill, DY12 2UQ	1845	725	39.30
8	BE-D, BE-F	Shatterford Village Hall, Arley Lane, Shatterford, DY12 1RR	307	96	31.27
9	BE-E	Pound Green & Button Oak Community Hall, Pound Green, DY12 3LL	159	67	42.14
10	BL-A, BL-B, BL-C	Blakedown Parish Room, Belbroughton Road, Blakedown, DY10 3JG	1336	515	38.55
11	BL-D, BL-E, BL-F, BL-G, BL-H	Chaddesley Corbett Village Hall, Potters Park, Brockencote, DY10 4QA	1380	466	33.77
12	BR-A	Salvation Army, Jerusalem Walk, DY10 2NP	1220	235	19.26
13	BR-B	St Oswalds School (Social Care), Sion Avenue, DY10 2RL	1349	355	26.32
14	BR-C	St. Oswalds Church Centre, Broadwaters Drive, DY10 2RY	1540	550	35.71
15	BR-D	St Georges Social Club, Radford Avenue, DY10 2ES	1216	326	26.81
16	CO-A	Cookley Village Hall, Lea Lane, DY10 3RH	N/a	N/a	N/a
17	FR-A	Franche Community Church, Chestnut Grove, DY11 5QA	1536	477	31.05
18	FR-B	St Barnabas Community Hall, Wolverley Road, DY11 5JN	1114	363	32.59
19	FR-C	Kidderminster Carolians Rugby Football Club, Marpool Lane, DY11 5HP	2265	629	27.77

## Agenda Item No. 12

20	GR-A1, GR-A2	St John Ambulance, 197 Birmingham Road, DY10 2SD	2106	615	29.20
21	GR-B, GR-C1, GR-C2	Fred Bennett Community Centre, George Street, DY10 1PX	1515	348	22.97
22	GR-D1, GR-D2	Milton Hall Baptist Church, Lorne Street, DY10 2SY	988	240	24.29
23	GR-E	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	709	159	22.43
24	HA-A1	Kidderminster County Buildings, Bewdley Road, DY11 6RO	835	270	32.34
25	HA-A2, HA-C	Kidderminster County Buildings, Bewdley Road, DY11 6RO	1996	596	29.86
26	HA-B1, HA-B2	Haberley Church Hall, Canterbury Road, Haberley, DY11 6ET	1531	475	31.03
27	LI-A	Scout Headquarters, Lickhill Road North, Opposite Garland Road, DY13 8RU	1544	414	26.81
28	LI-B	Stourport Community Centre, Lickhill Pre-School Nursery, Lickhill Road, DY13 8RW	626	196	31.31
29	LI-C, LI-D	Burlish Park Primary School, Windermere Way, DY13 8LA	1647	435	26.41
30	LI-D	Burlish Park Primary School, Windermere Way, DY13 8LA	958	306	31.94
31	MI-A, MI-D	10:32 @ Half Crown Wood , Stourport Primary School, Park Avenue, DY13 8SH	2249	597	26.55
32	MI-B	Old Rose and Crown, Worcester Road, DY13 9PA	1487	427	28.72
33	MI-C	Wilden Village Hall, Wilden Lane, DY13 9JF	548	137	25.00
34	MI-D	10:32 @ Half Crown Wood , Stourport Primary School, Park Avenue, DY13 8SH	858	265	30.89
35	OF-A	St Chads Church Hall, Burcher Green, Opposite Somerleyton Avenue, DY10 3AY	1629	487	29.90
36	OF-B	Offmore Community Centre, Grays Close, DY10 3YA	1931	659	34.13
37	OF-C	St Chads Church Hall, Burcher Green, Opposite Somerleyton Avenue, DY10 3AY	1129	379	33.57
38	OL-A1	The Y Centre, (Rifle Range Community Centre), Dowles Road, DY11 7NW	1115	163	14.62
39	OL-A2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	713	184	25.81
40	OL-B	St. Peters Church Hall, Birchen Coppice, DY11 7EW	1390	315	22.66
41	RO-A, RO-C	Rock Village Hall, Porchbrook Road, Rock, DY14 9SD	N/a	N/a	N/a
42	RO-B	Far Forest Village Hall, Cleobury Road, Far Forest, DY14 9TE	N/a	N/a	N/a
43	SP-A1, SP-A2	Evangelical Church, Greatfield Road, DY11 6PP	1234	208	16.86
44	SP-B1, SP-B2	Evangelical Church, Greatfield Road, DY11 6PP	2002	538	26.87
45	SP-C1, SP-C2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	1675	547	32.66

## Agenda Item No. 12

46	WO-A	Wolverley Memorial Hall, Wolverley, DY11 5TN	N/a	N/a	N/a
47	WR-A	Wribbenhall Parish Rooms, Kidderminster Road, DY12 1DQ	2827	985	34.84
48	WR-B, WR-C, WR-D	Wribbenhall Parish Rooms, Kidderminster Road, DY12 1DQ	547	162	29.62

**Table F2**

Reference	District(s)	Polling Place, 2 May 2019	Electorate	Polling Station Turnout	%
1	AKR-AKE	Areley Kings Village Hall, Areley Common, DY13 0NB	2236	429	19.19
2	AKR-AKW	Areley Kings Village Hall, Areley Common, DY13 0NB	1716	477	27.80
3	AKR-SC	Stourport Workmen`s Club, Lickhill Road, DY13 8SB	1527	395	25.87
4	AS-1	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	794	219	27.58
5	AS-2	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	1657	427	25.77
6	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1620	460	28.40
7	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1369	470	34.33
8	BHS-1, BHS-3	Evangelical Church, Greatfield Road, DY11 6PP	1655	240	14.50
9	BHS-2	Evangelical Church, Greatfield Road, DY11 6PP	1424	340	23.88
10	BHS-4, BHS-5	Gainsborough House Hotel, Bewdley Hill, DY11 6BS	2463	546	22.17
11	BR-1	Trinity Methodist Church, Churchfields, DY10 2JL	1385	250	18.05
12	BR-2	Trinity Methodist Church, Churchfields, DY10 2JL	1623	368	22.67
13	BR-3	St Oswalds Church Centre, Broadwaters Drive, DY10 2RY	2740	609	22.23
14	BR-BE, BR-BR, BR-UAP	St Georges Hall, Load Street, DY12 2EQ	1809	627	34.66
15	BR-BW	St Annes CE Primary School, Wyre Hill, DY12 2UQ	1805	593	32.85
16	BR-RO	Far Forest Society Pavilion, Callow Hill, DY14 9DA	1802	456	25.31
17	FHN-1	Franche Community Church, Chestnut Grove, DY11 5QA	1464	338	23.09
18	FHN-2	St Barnabas Community Hall, Wolverley Road, DY11 5JN	1105	286	25.88



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19	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1913	399	20.86
20	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1843	416	22.57
21	FPH-1	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	2031	342	16.84
22	FPH-2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	1402	332	23.68
23	FPH-3	St Peters Church Hall, Meredith Green, Birchen Coppice, DY11 7EJ	1783	282	15.82
24	FPH-4	1st Kidderminster Sea Scout Group Hut, 152 Hoo Road, DY10 1LP	1090	236	21.65
25	LI-SL	Scout Headquarters, Lickhill Road North, Opposite Garland Road, DY13 8RU	1827	461	25.23
26	MI-SN1	Stourport Primary School, Park Avenue, DY13 8SH	2002	436	21.78
27	MI-SN2	LQ Arena, Stourport High School, Windermere Way, DY13 8AX	1603	358	22.33
28	MI-SSW	St Michaels Scout HQ, Mitton Gardens, DY13 9AD	2262	471	20.82
29	OFC-1	St Chads Church Hall, Burcher Green, DY10 3AY	2001	437	21.84
30	OFC-2	St Chads Church Hall, Burcher Green, DY10 3AY	952	161	16.91
31	OFC-3	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	2341	599	25.59
32	OFC-4	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	1023	224	21.90
33	WA-BW	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	2673	803	30.04
34	WA-KF1	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	271	53	19.56
35	WA-KF2, WA-UAS, WA-UAV	Shatterford Village Hall, Arley Lane, Shatterford, DY12 1RR	594	171	28.79
36	WFR-BD, WFR-BM, WFR-CH	Blakedown Parish Room, 18 Belbroughton Road, Blakedown, DY10 3JG	1445	456	31.56
38	WFR-CC, WFR-RH, WFR-ST	Chaddesley Corbett Village Hall, Roaring Bridge, Brockencote, DY10 4QA	1399	411	29.38
37	WFR-CO	Cookley Village Hall, Lea Lane, DY10 3RH	1695	574	33.86
39	WFR-WO	Wolverley Memorial Hall, Shatterford Lane, Wolverley, DY11 5TN	1471	464	31.54

**Table F3**

Reference	District(s)	Polling Place, 23 May 2019	Electorate	Polling Station Turnout	%
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## Agenda Item No. 12

1	AKR-AKE	Areley Kings Village Hall, Areley Common, DY13 0NB	2206	491	22.26
2	AKR-AKW	Areley Kings Village Hall, Areley Common, DY13 0NB	1705	520	30.50
3	AKR-SC	Stourport Workmen`s Club, Lickhill Road, DY13 8SB	1496	421	28.14
4	AS-1	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	774	220	28.42
5	AS-2	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	1605	433	26.98
6	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1585	447	28.20
7	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1371	450	32.82
8	BHS-1, BHS-3	Evangelical Church, Greatfield Road, DY11 6PP	1579	293	18.56
9	BHS-2	Evangelical Church, Greatfield Road, DY11 6PP	1392	374	26.87
10	BHS-4, BHS-5	Gainsborough House Hotel, Bewdley Hill, DY11 6BS	2420	603	24.92
11	BR-1	Trinity Methodist Church, Churchfields, DY10 2JL	1315	262	19.92
12	BR-2	Trinity Methodist Church, Churchfields, DY10 2JL	1576	378	23.98
13	BR-3	St Oswalds Church Centre, Broadwaters Drive, DY10 2RY	2700	670	24.81
14	BR-BE, BR-BR, BR-UAP	St Georges Hall, Load Street, DY12 2EQ	2170	739	34.06
15	BR-BW	St Annes CE Primary School, Wyre Hill, DY12 2UQ	1795	659	36.71
16	BR-RO	Far Forest Society Pavilion, Callow Hill, DY14 9DA	1733	572	33.01
17	FHN-1	Franche Community Church, Chestnut Grove, DY11 5QA	1460	361	24.73
18	FHN-2	St Barnabas Community Hall, Wolverley Road, DY11 5JN	1102	324	29.40
19	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1905	427	22.41
20	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1826	426	23.33
21	FPH-1	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	1989	366	18.40
22	FPH-2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	1385	384	27.73
23	FPH-3	St Peters Church Hall, Meredith Green, Birchen Coppice, DY11 7EJ	1743	265	15.20
24	FPH-4	1st Kidderminster Sea Scout Group Hut, 152 Hoo Road, DY10 1LP	1061	291	27.43
25	LI-SL	Scout Headquarters, Lickhill Road North, Opposite Garland Road, DY13 8RU	1825	500	27.40
26	MI-SN1	Stourport Primary School, Park Avenue, DY13 8SH	1980	517	26.11

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27	MI-SN2	LQ Arena, Stourport High School, Windermere Way, DY13 8AX	1590	382	24.03
28	MI-SSW	St Michaels Scout HQ, Mitton Gardens, DY13 9AD	2650	626	23.62
29	OFC-1	St Chads Church Hall, Burcher Green, DY10 3AY	1947	486	24.96
30	OFC-2	St Chads Church Hall, Burcher Green, DY10 3AY	920	178	19.35
31	OFC-3	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	2317	652	28.14
32	OFC-4	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	1011	289	28.59
33	WA-BW	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	2949	927	31.43
34	WA-KF1	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ			
35	WA-KF2, WA-UAS, WA-UAV	Shatterford Village Hall, Arley Lane, Shatterford, DY12 1RR	588	220	37.41
36	WFR-BD, WFR-BM, WFR-CH	Blakedown Parish Room, 18 Belbroughton Road, Blakedown, DY10 3JG	1451	526	36.25
38	WFR-CC, WFR-RH, WFR-ST	Chaddesley Corbett Village Hall, Roaring Bridge, Brockencote, DY10 4QA	1407	476	33.83
37	WFR-CO	Cookley Village Hall, Lea Lane, DY10 3RH	1707	559	32.75
39	WFR-WO	Wolverley Memorial Hall, Shatterford Lane, Wolverley, DY11 5TN	1462	483	33.04

**Table F4**

<b>No.</b>	<b>District(s)</b>	<b>Polling Place, December 2019</b>	<b>Electorate</b>	<b>Polling Station Turnout</b>	<b>%</b>
1	AKR-AKE	Areley Kings Village Hall, Areley Common, Astley Cross, DY13 0NB	2212	1152	52.08
2	AKR-AKW	Areley Kings Village Hall, Areley Common, Astley Cross, DY13 0NB	1726	1227	71.09
3	AKR-SC	Stourport Workmen`s Club, Lickhill Road, DY13 8SB	1545	985	63.75
4	AS-1	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	797	531	66.62
5	AS-2	Kidderminster Harriers Social Club, Stadium Close, Hoo Road, DY10 1NB	1636	1001	61.19
6	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1603	1010	63.01
7	AS-3	The Rivers CofE, T/As Heronswood Primary School, Heronswood Road, DY10 4EX	1402	941	67.12
8	BHS-1, BHS-3	Evangelical Church, Kidderminster Evangelical Church, Greatfield Road, DY11 6PP	1643	805	49.00

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9	BHS-2	Evangelical Church, Kidderminster Evangelical Church, Greatfield Road, DY11 6PP	1426	839	58.84
10	BHS-4, BHS-5	Gainsborough House Hotel, Bewdley Hill, DY11 6BS	1387	789	56.89
11	BHS-5	Gainsborough House Hotel, Bewdley Hill, DY11 6BS	1118	707	63.24
12	BR-1	Trinity Methodist Church, Churchfields, DY10 2JL	1353	698	51.59
13	BR-2	Trinity Methodist Church, Churchfields, DY10 2JL	1639	878	53.57
14	BR-3	St Oswalds Church Centre, Broadwaters Drive, DY10 2RY	1354	818	60.41
15	BR-3	St Oswalds Church Centre, Broadwaters Drive, DY10 2RY	1402	804	57.35
16	BR-BE, BR-BR, BR-UAP	St Georges Hall, Load Street, DY12 2EQ	2277	1540	67.63
17	BR-BW	St Annes CE Primary School, Wyre Hill, DY12 2UQ	1830	1316	71.91
18	BR-RO	Far Forest Society Pavilion, Callow Hill, DY14 9DA	1786	1273	71.28
19	FHN-1	Franche Community Church, Chestnut Grove, DY11 5QA	1497	902	60.25
20	FHN-2	St Barnabas Community Hall, Wolverley Road, DY11 5JN	1149	756	65.80
21	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1940	1101	56.75
22	FHN-3	Kidderminster Carolians Rugby Football Club, Marlpool Lane, DY11 5HP	1863	1136	60.98
23	FPH-1	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	2062	873	42.34
24	FPH-2	Holy Innocents Community Hall, Sutton Park Road, DY11 6LA	1382	856	61.94
25	FPH-3	St Peters Church Hall, Meredith Green, Birchen Coppice, DY11 7EJ	1829	861	47.07
26	FPH-4	1st Kidderminster Sea Scout Group Hut, 152 Hoo Road, DY10 1LP	1086	675	62.15
27	LI-SL	Scout Headquarters, Lickhill Road North, Opposite Garland Road, DY13 8RU	1850	1166	63.03
28	MI-SN1	Stourport Primary School, Park Avenue, DY13 8SH	2031	1238	60.96
29	MI-SN2	LQ Arena, Stourport High School, Windermere Way, DY13 8AX	1635	937	57.31
30	MI-SSW	16th Wyre Forest (Stourport St Michaels), Mitton Gardens, DY13 9AD	1402	835	59.56
31	MI-SSW	16th Wyre Forest (Stourport St Michaels), Mitton Gardens, DY13 9AD	1362	790	58.00
32	OFC-1	St Chads Church Hall, Burcher Green, DY10 3AY	2008	1102	54.88
33	OFC-2	St Chads Church Hall, Burcher Green, DY10 3AY	958	508	53.03

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34	OFC-3	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	2326	1441	61.95
35	OFC-4	Offmore Evangelical Church, Gray Close, Offmore Farm, DY10 3YE	1022	653	63.89
36	WA-BW	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	1388	963	69.38
37	WA-BW	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	1324	871	65.79
38	WA-KF1	Wribbenhall Parish Room, Kidderminster Road, DY12 1DQ	290	186	64.14
39	WA-KF2, WA-UAS, WA-UAV	Shatterford Village Hall, Arley Lane, Shatterford, DY12 1RR	575	410	71.30
40	WFR-BD, WFR-BM, WFR-CH	Blakedown Parish Room, 18 Belbroughton Road, Blakedown, DY10 3JG	1480	1108	74.86
41	WFR-CC, WFR-RH, WFR-ST	Chaddesley Corbett Village Hall, Roaring Bridge, Brockencote, DY10 4QA	1469	1079	73.45
42	WFR-CO	Cookley Village Hall, Lea Lane, DY10 3RH	1765	1167	66.12
43	WFR-WO	Wolverley Memorial Hall, Shatterford Lane, Wolverley, DY11 5TN	1517	1074	70.80

WYRE FOREST DISTRICT COUNCIL

COUNCIL  
26<sup>TH</sup> FEBRUARY 2020

POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE LICENSING AND ENVIRONMENTAL  
COMMITTEE –  
7<sup>TH</sup> OCTOBER 2019

**Purpose of Report**

To consider recommendations from the Licensing and Environmental Committee 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 Licensing and Environmental Committee agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 8 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc55054\\_20191007\\_licensing\\_and\\_env\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55054_20191007_licensing_and_env_agenda.pdf)

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p>Licensing Act 2003 Review of Statement of Licensing Policy Consultation Results</p> <ul style="list-style-type: none"> <li>The revised Statement of Licensing Policy attached at Appendix 1 of the report be approved and published.</li> </ul>	<p>Councillor P Dyke</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL  
26<sup>TH</sup> FEBRUARY 2020

POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE LICENSING AND ENVIRONMENTAL  
COMMITTEE –  
2<sup>ND</sup> DECEMBER 2019

**Purpose of Report**

To consider recommendations from the Licensing and Environmental Committee 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 Licensing and Environmental Committee agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 8 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc55231\\_20191202\\_licensing\\_and\\_env\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55231_20191202_licensing_and_env_agenda.pdf)

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p><b>Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2020/21</b></p> <p><b>The Committee RECOMMEND:</b></p> <p><b>1.1 That the proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2020/21, as detailed in the report, be included in the Council's 2020/21 budget strategy.</b></p> <p><b>1.2 Direct Officers to advertise the hackney carriage and private hire vehicle and operator fees as detailed in this report and recommend that, subject to consideration of any objections received, Council approves the increases as outlined in Appendix 1 of the report</b></p>	<p><b>Councillor P Dyke</b></p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL  
26<sup>TH</sup> FEBRUARY 2020

POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM CABINET –  
12<sup>TH</sup> NOVEMBER 2019

**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. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 20 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc55176\\_20191112\\_cabinet\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55176_20191112_cabinet_agenda.pdf)

RECOMMENDATION TO COUNCIL	CABINET MEMBER
<p><b>Conversion of property in Stourport on Severn</b></p> <p><b>Recommend to Council that:</b></p> <ul style="list-style-type: none"> <li>• <b>The funding within the Capital Programme currently set aside for Comberton Place (as per the report of 11/07/17) is removed from the Capital Programme and that £60k is reallocated to the Raven Street refurbishment and the remainder returned to the Evergreen Investment Fund as unallocated.</b></li> </ul>	<p><b>Councillor F M Oborski MBE</b></p>



**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
26<sup>TH</sup> FEBRUARY 2020**

**POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL**

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –  
7<sup>TH</sup> NOVEMBER 2019**

**Purpose of Report**

To consider recommendations from the Overview & Scrutiny Committee 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 Overview & Scrutiny agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council’s website. See the report on page 72 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc55164\\_20191107\\_o\\_and\\_s\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55164_20191107_o_and_s_agenda.pdf)

<b>RECOMMENDATION TO COUNCIL</b>	<b>CHAIRMAN OF COMMITTEE</b>
<p><b>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2019-20</b></p> <p><b>Recommend to Council to:</b></p> <ul style="list-style-type: none"> <li>• <b>Approve the Treasury Management Mid-year Review and updated Prudential Indicators &amp; Ratios.</b></li> </ul>	<p><b>Councillor M Hart</b></p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL  
26<sup>TH</sup> FEBRUARY 2020

POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –  
6<sup>TH</sup> FEBRUARY 2020

**Purpose of Report**

To consider recommendations from the Overview & Scrutiny Committee 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 Overview & Scrutiny agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 59 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc55419\\_20200206\\_o\\_and\\_s\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55419_20200206_o_and_s_agenda.pdf)

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p>Treasury Management Strategy 2020-21</p> <p>Recommend to Council to:</p> <p><b>1.1 Approve the restated Prudential Indicators and Limits for the financial years 2020-21 to 2029-30 included in Appendix 3. These will be revised for the February 2020 Council meeting, as per paragraph 7.2 of the report, following any changes to the Capital Programme brought about as part of the budget process. <u>(The revisions have been made and are reflected in the schedule that follows for Council approval).</u></b></p> <p><b>1.2 Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2020 to 31st March 2021 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5).</b></p> <p><b>1.3 Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1.</b></p> <p><b>1.4 Approve the Authorised Limit Prudential Indicator included in Appendix 3.</b></p>	<p>Councillor M Hart</p>

<p><b>1.5 Notes that the separate, but intrinsically linked, Capital Strategy 2020-30 to be approved separately by Council, sets out the policy statement covering non-treasury investments including the related suite of prudential indicators.</b></p>	
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## UPDATED PRUDENTIAL INDICATORS 2019-23 FOLLOWING CHANGES TO THE CAPITAL PROGRAMME AS PART OF THE BUDGET PROCESS

### ANALYSIS OF CAPITAL EXPENDITURE BY SERVICE

Detail	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	Actual £	Estimate £	Estimate £	Estimate £	Estimate £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	0	0	413,610	0	0
COMMUNITY WELL-BEING AND ENVIRONMENT	1,448,150	2,730,830	2,884,300	0	0
ECONOMIC PROSPERITY AND PLACE	1,847,650	5,904,470	3,532,020	1,000,000	1,000,000
RESOURCES	752,120	666,110	363,000	438,000	125,000
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	9,931,730	* 24,695,110	* 1,500,000	* 0	* 0
VEHICLE, EQUIPMENT AND SYSEMS RENEWAL SCHEDULE	642,330	1,464,500	760,000	785,000	199,000
	<b>14,621,980</b>	<b>35,461,020</b>	<b>9,452,930</b>	<b>2,223,000</b>	<b>1,324,000</b>

### Notes

Vehicle, Equipment and Systems Renewals were funded by operational leases until 31st March 2004. Following the introduction of the Prudential System from 2004/05, the future financing of these renewals will be determined in accordance with Council Policy.

Full details of the base Capital Programme are included in the Capital Strategy Report 2020/30.

\* Whilst it is highly unlikely that the full allocations will be spent in 2019/20 these are included as maximum sums to enable the Council to take advantage of relevant opportunities to support regeneration in the wider commercial sense as they may arise.

The final capital position for 2018/19 has been stated above.

### ACTUAL AND ESTIMATES OF THE CAPITAL FINANCING REQUIREMENT AND ACTUAL DEBT FIGURES

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	Actual £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000
<b>Capital Expenditure</b>					
Supported Spend (RSG Settlement)	0	0	0	0	0
Unsupported Spend	14,622	35,461	9,453	2,223	1,324
Total Spend	14,622	35,461	9,453	2,223	1,324
<b>Financed by:</b>					
Borrowing/Leasing	12,936	29,638	3,444	1,223	324
Capital Receipts	137	995	2,198	0	0
Capital Grants	1,391	4,304	3,811	1,000	1,000
Revenue	158	524	0	0	0
<b>Capital Financing Requirement (CFR)</b>					
CFR	30,395	59,189	61,158	60,574	58,992
Movement in CFR	12,328	28,794	1,969	(584)	(1,582)
<b>External Debt</b>					
Borrowing	29,000	59,000	61,000	60,000	58,000
Other Long Term Liabilities	0	0	0	0	0
Total Debt at 31st March	29,000	59,000	61,000	60,000	58,000
Under/(Over) borrowing	1,395	189	158	574	992
MRP	608	844	1,475	1,807	1,906

### LIMITS TO BORROWING ACTIVITY

	2018/2019 Actual £'000	2019/2020 Estimate £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000
Gross Borrowing	29,000	59,000	61,000	60,000	58,000
Investments	(13,230)	(14,000)	(18,000)	(15,000)	(14,000)
Icelandic Investments (currently 'frozen')	(35)	(20)	0	0	0
Net Borrowing	15,735	44,980	43,000	45,000	44,000
CFR	30,395	59,189	61,158	60,574	58,992
Under/ (over borrowing) *	1,395	189	158	574	992

\* In the future it may be that the Council will not be able to comply with this indicator introduced in November 2012 since any fixed term maturity loans would not be reduced until they are repaid. Full disclosure is given within the Treasury Management Strategy.

**UPDATED PRUDENTIAL INDICATORS 2019-23  
FOLLOWING CHANGES TO THE CAPITAL PROGRAMME  
AS PART OF THE BUDGET PROCESS**

**AUTHORISED AND OPERATIONAL LIMITS**

	2018/2019 Actual £'000	2019/2020 Estimate £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000
<b>Authorised Limit for External Debt</b>					
Borrowing	65,000	75,000	75,000	75,000	75,000
Other Long Term Liabilities	0	0	0	0	0
Total	65,000	75,000	75,000	75,000	75,000
	2018/2019 Actual £'000	2019/2020 Estimate £'000	2020/2021 Estimate £'000	2021/2022 Estimate £'000	2022/2023 Estimate £'000
<b>Operational Boundary for External Debt</b>					
Borrowing	55,000	65,000	65,000	65,000	65,000
Other Long Term Liabilities	0	0	0	0	0
Total	55,000	65,000	65,000	65,000	65,000

**RATIO OF FINANCING COSTS TO NET REVENUE STREAM**

	2018/2019 Actual %	2019/2020 Estimate %	2020/2021 Estimate %	2021/2022 Estimate %	2022/2023 Estimate %
<b>General Fund *Prudential Code</b>	7.77	13.45	21.52	25.97	26.06
<b>General Fund *Local Indicator</b>	4.45	5.80	7.77	9.65	10.55

\* A local indicator has been introduced from 2018/19 onwards to reflect the impact of the estimated rental income stream for the Capital Portfolio Fund scheme (currently excluded from the Prudential Code calculation) demonstrating that the capital investment continues to be prudent and sustainable.

**INCREMENTAL IMPACT OF CAPITAL INVESTMENT DECISIONS ON THE BAND D COUNCIL TAX**

	2020/2021 Estimate £	2021/2022 Estimate £	2022/2023 Estimate £
Council Tax - Band D	0.95	4.01	8.92

The 2020/21 Taxbase of 33,945 has been used across all years for the purpose of these estimates.

**TREASURY MANAGEMENT PRUDENTIAL INDICATORS**

	2019/2020 Upper		2020/2021 Upper		2021/2022 Upper		2022/2023 Upper	
<b>Maximum principal sums invested for longer than 364 days</b>	£2m		£2m		£2m		£2m	
<b>Limits on fixed interest rates</b>	100%		100%		100%		100%	
<b>Limits on variable interest rates</b>	100%		100%		100%		100%	
<b>Maturity Structure of fixed borrowing**</b>	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 months	0%	100%	0%	100%	0%	100%	0%	100%
12 months to 2 years	0%	100%	0%	100%	0%	100%	0%	100%
2 years to 5 years	0%	100%	0%	100%	0%	100%	0%	100%
5 years to 10 years	0%	100%	0%	100%	0%	100%	0%	100%
10 years and above	0%	100%	0%	100%	0%	100%	0%	100%

\*\* The upper limit is 100% in each case to give maximum flexibility for any anticipated borrowing to ensure financial advantages of each transaction.

The Corporate Director: Resources reports that the Council complied with the requirement to keep gross borrowing below the relevant CFR in 2018/19, and no difficulties are envisaged for the current or future years. This view takes into account current commitments and existing plans.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**26<sup>th</sup> FEBRUARY 2020**

**Medium Term Financial Strategy 2020-2023**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor G Ballinger
<b>RESPONSIBLE OFFICER:</b>	Corporate Director: Resources
<b>CONTACT OFFICER:</b>	Tracey Southall, Ext 2100 tracey.southall@wyreforestdc.gov.uk
Appendix 1 Appendix 2/1 Appendix 2/2  Appendix 3 Appendix 4	Base Budget Projections 2020-2023 Capital Programme 2019-2020 onwards Updated Capital Programme Quantitative Indicators Fees and Charges – Council Report of the Corporate Director: Resources/Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003  <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 update Council on the Medium Term Financial Strategy 2020-2023 and make recommendations to Council on the proposed budget decision. This report also seeks approval of the Capital Strategy for 2020-2030 including prudential indicators which set limits for non-financial investments and to fulfil the key requirements of the MHCLG Investment Guidance. As part of the overall approval sought the report of the Corporate Director: Resources in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring is considered.

**2. RECOMMENDATIONS**

The **CABINET RECOMMENDS TO COUNCIL** that it:

**2.1 APPROVES** the updated Medium Term Financial Strategy 2020-2023;

**2.1.2 APPROVES** the revised Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2020-2023 as shown in the table in paragraph 3.9 including:

- a. Approval of the Community Leadership Fund for 2020-2021 of £33k;
- b. Approval of a programme of phased savings from Localism

partnership working with our Town and Parish Council colleagues as outlined in paragraph 5.13 of the December Cabinet report of £135k in 2020-2021, £245k in 2021-2022, £350k in 2022-2023, £525k in 2023-2024 and £700k in 2024-2025. The savings include assumptions of transfers of activities and staff posts which, if not realised will be ended or deleted as set out in paragraphs 8.2.4 and 8.2.5 of the December Cabinet report. To also approve the top-up of the single Localism Fund by a further £30k in 2020-21 to continue the good work done so far with Parish and Town Councils and other organisations.

- c. Approval of additional capital resource to facilitate ongoing delivery of the ICT Strategy of a total of £653k phased over the MTFs as set out in paragraph 8.2.6 of the December report, proposed to be funded by prudential borrowing. The associated revenue costs are £4k in 2020-2021, £63k in 2021-2022 and £126k in 2022-2023;
- d. Approval of the removal of funding for Kidderminster Town Centre, Bewdley Development Trust and Stourport Forward saving a total of £30,520 in 2020-2021 onwards;
- e. Approval of a schedule of improvements to Stourport Riverside in line with the Master Plan to be funded as set out in paragraph 8.2.8 of the December Cabinet report. The gross capital investment proposed is £150,000 of which £103,580 can be funded from S106 contributions so leaving £46,420 to be funded from prudential borrowing. The ongoing net revenue implications are £24,510 in 2020-2021, £23,010 in 2021-2022 and £23,010 in 2022-2023;
- f. Approval to undertake health and safety capital works to the whole of the Depot Block E so it is fully operationally functional to meet business need. This includes extra provision of work/meeting space to provide future proofing/additional flexibility with no parts of the building mothballed. Funding of £85,000 in 2020-2021 from prudential borrowing with revenue financing costs £1,830 in 2020-2021, £7,910 in 2021-2022 and £7,910 in 2022-2023; no additional income from external use is assumed although opportunities may arise to achieve this in the future.
- g. Approval of the HLF Brinton Park Project gross capital expenditure of £2.4m subject to HLF approval of the substantive funding and the final business case. This includes approval of a commitment to meet a maximum shortfall of £100k in capital partnership funding for the project, to be funded from prudential borrowing.
- h) Approval of an additional capital allocation of £1.5m for Capital Portfolio Fund property acquisitions funded by prudential borrowing. This is to provide headroom to cover a potential shortfall for further purchases within the district, that are currently in the early stages of consideration for which early viability indications are favourable. This proposal is assumed to be revenue neutral at this early stage, progression will be dependent on the ongoing due diligence and reports to Overview and Scrutiny and Cabinet Sub Committees in accordance with normal protocols when the financial business cases will be confirmed.

- 2.1.3 **APPROVES** the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 2<sup>nd</sup> December 2019, and the impact on the Council's Revenue Budget for 2020-2023, as shown in Appendix 3;
- 2.1.4 **APPROVES** the Council's updated Capital Strategy including the following Indicators and limits that have been further revised for the February 2020 Council Meeting following any changes to the Capital Programme brought about as a result of the budget process:
- a) **Approval** of the Capital Strategy 2020-2030 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report now updated for Cabinet Proposals as set out in Appendix 2/2 of this report;
  - b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of this report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2019 Cabinet);
  - c) **Approval** of the limits for gross debt of non-treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 2 of the December report now updated for Cabinet Proposals as set out in Appendix 2/2 of this report;
  - d) **Approval** of the limits for loan investments as set out in paragraph 5.1 of the 17<sup>th</sup> December 2019 report.
- 2.1.5 **APPROVES** that any Final Accounts savings arising from 2019-2023 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Corporate Director: Resources in consultation with the Cabinet Member for Strategy and Finance;
- 2.1.6 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2019 as set out in this report.

## **2.2 COUNCIL TAX**

- 2.2.1 **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £219.34 for 2020-2021 (£214.34 2019-2020) which represents an increase of 2.33% on Council Tax from 2019-2020.
- 2.2.2 **ENDORSES** the provisional Council Tax on a Band D Property in 2021-2022 of £224.34 and £229.34 in 2022-2023, being increases of 2.28 % and 2.23% respectively.



- 2.3 **NOTES** the Corporate Director: Resources (as Chief Financial Officer) opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 4 of this report.

**3. KEY ISSUES**

- 3.1 On 11<sup>th</sup> February 2020, Cabinet considered a report on proposals for the Budget Strategy for the period 2020-23 including recommendations on the intrinsically linked Capital Strategy 2020-30. One revision was made to the Cabinet Proposal for the works to Depot Block E as reflected in paragraph 2.1.2 f) above. The Final Local Government Finance Settlement announcement has been delayed until week commencing 24<sup>th</sup> February 2020. At the time of writing this report, no major changes are expected from the Provisional Settlement issued on the 20<sup>th</sup> December 2019 as reflected in the February Cabinet report. This report provides an updated position and a proposed budget decision for Council to consider on the 26<sup>th</sup> February 2020.
- 3.2 The increase in the District Council's tax from 2011-12 to 2020-21 taking into account the latest proposal is only 9.9% compared to a CPI increase of 18.4% between 2011 and 2019 demonstrating that households within Wyre Forest have enjoyed sub inflation increases for many years.
- 3.3 In a new initiative as agreed by the Strategic Review Panel on 24th June 2019 consultation with the public was undertaken at an earlier stage in the budget process. The Budget Consultation survey was launched on the 21<sup>st</sup> October and ran until the 18<sup>th</sup> November 2019. The results of this consultation were reported as part of the December 2019 MTFS report to Cabinet and have informed the proposals in this report. The Strategic Review Panel meeting on the 8<sup>th</sup> and the 30<sup>th</sup> January received an Alternative Budget Proposal for consideration by Cabinet in formulation of their final proposals.
- 3.4 The revised Capital Programme considered by December Cabinet is included in Appendix 2 for Council approval, this includes updates to reflect Cabinet proposals.
- 3.5 The financial strategy recommended by Cabinet continues with a more nuanced approach to fees and charges aided by the Commercial Activity Programme Board. The risk of failing to optimise income due to elasticity of demand, changing economic circumstances and the emergence of competition has been evaluated. As a result, some fees and charges have been frozen or increased by less than the average of 5%. The proposals for 2020- 2021 show that 46% of Fees and Charges will be frozen, whilst a further 23% are to be increased but below the general 5%. The car parking charging policy has been reviewed and subject to a full Scrutiny process at Overview and Scrutiny Committee on the 5<sup>th</sup> December 2019.
- 3.6 The Commercial Activity Programme Board (CAPB) will continue to operate in 2020-2021. The CAPB was previously allocated a generic Capital Budget of £250k supplemented by £100k for Revenue and of this £179k Capital and £73k Revenue is unallocated at the time of writing this report.

- 3.7 The Council will continue to expand its commercial activities during the medium term financial strategy, as reflected in the increased targets for commercial income, to capture potential growth in key income generation areas.
- 3.8 Fees and Charges requiring Council approval are detailed in Appendix 3.
- 3.9 The overall financial implications of the Cabinet Proposals are shown in the table below:

ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	2020-21 £	2021-22 £	2022-23 £	After 2022-23 £
		£	£	£	£
<b>Localism Fund</b>					
To top up the single Localism Fund by a further £30k to continue the good work done so far with Parish and Town Councils and other local organisations.	C	-	-	-	-
	R	30,000	-	-	-
	S	-	-	-	-
<b>Localism</b>					
To approve a programme of phased savings from Localism partnership working with our Town and Parish Council colleagues as outlined in paragraph 5.13 of £135k in 2020-21, £245k in 2021-22, £350k in 2022-23, £525k in 2023-24 and £700k in 2024-25.	C	-	-	-	-
	R	135,000 CR	245,000 CR	350,000 CR	700,000 CR
	S	1.40 CR	1.40 CR	1.40 CR	1.40 CR
			minimum	minimum	minimum
<b>Stourport Riverside</b>					
To approve a schedule of improvements to Stourport Riverside in line with the Master plan prepared by Community First Partnership identifying development opportunities. Works will include access and car park improvements, construction of a circular route around the park and also street furniture improvements. Funding to be from designated S106, existing parks budgets with the balance to be funded from prudential borrowing. The ongoing running costs of these proposals are included together with financing costs.	C	150,000	-	-	-
	C	103,580 CR	-	-	-
	R	47,660	-	-	-
	R	23,150 CR	23,010	23,010	23,010
	S	-	-	-	-
<b>ICT Strategy</b>					
To approve additional capital resource for the ICT Strategy of a total of £653k phased over the MTFS in line with the programme of works, proposed to be funded by prudential borrowing.	C	250,000	278,000	125,000	-
	R	4,000	63,000	126,000	193,000
	S	-	-	-	-
<b>Community Leadership Fund</b>					
To retain this funding stream of £1,000 per Member for 2020-21.	C	-	-	-	-
	R	33,000	-	-	-
	S	-	-	-	-
<b>Town Centre Funding</b>					
To remove funding for Kidderminster Town Centre, Bewdley Development Trust and Stourport Forward from 2020-21 onwards.	C	-	-	-	-
	R	30,520 CR	30,520 CR	30,520 CR	30,520 CR
	S	-	-	-	-
<b>Brinton Park HLF</b>					
Approval of the HLF Brinton Park Project gross capital expenditure subject to HLF approval of the substantive funding and the final business case. This includes approval of a commitment to meet a maximum shortfall of £100,000 in capital partnership funding for the Brinton Park project to be funded from prudential borrowing. Proposed additional Council Capital Funding HLF plus partner external funding <i>Progression of this project is subject to funding confirmation</i> Additional full-time equivalent posts funded within overall project, including an apprentice from 2021-22	C	2,400,000	-	-	-
	C	100,000	-	-	-
	C	2,400,000 CR	-	-	-
	R	1,750	8,500	8,500	8,500
	S	0.70	2.00	2.00	2.00
<b>Depot Block E Works</b>					
To undertake health and safety capital works to the whole of the Depot Block E so it is fully operationally functional to meet business need. This includes extra provision of work/meeting space to provide future proofing/additional flexibility with no parts of the building mothballed. Funding to be from prudential borrowing; no additional income from external use is assumed although opportunities may arise to achieve this in the future.	C	85,000	-	-	-
	R	1,830	7,910	7,910	7,910
	S	-	-	-	-
<b>Capital Portfolio Fund</b>					
Approval of an additional capital allocation of £1.5m for Capital Portfolio Fund property acquisitions funded by prudential borrowing. This is to provide headroom to cover a potential shortfall for further purchases within the district, that are currently in the early stages of consideration for which early viability indications are favourable. This proposal is assumed to be revenue neutral at this early stage, progression will be dependent on the ongoing due diligence and reports to Overview and Scrutiny and Cabinet Sub Committees in accordance with normal protocols when the financial business case which will be confirmed.	C	1,500,000	-	-	-
	R	-	-	-	-
	S	-	-	-	-
<b>TOTALS</b>	<b>R</b>	<b>70,430 CR</b>	<b>173,100 CR</b>	<b>215,100 CR</b>	<b>498,100 CR</b>
	<b>S</b>	<b>0.70 CR</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>
		Minimum	Minimum	Minimum	Minimum

- 3.10 Business Rate projections based on the 75% Business Rates 1 year Pooling Pilot in 2019-2020 and a 50% revised Worcestershire pooling agreement for 2020-21 are shown in table 6.3 below. These take into account the Council's share of forecast growth from major redevelopments, appeals, reliefs, economic regeneration work; forecast increases in the multiplier for inflation and other Business Rates market intelligence. The collective WBRP approach to provisions for appeals should result in a one-off gain in Business Rates income for 2019-2020. If this is the case this additional funding will be retained in the Business Rates Risk Reserve to mitigate future risk. The position in relation to the detail of the proposed Funding Reform in 2021-2022, further appeals and resultant uncertainty due to the impact on performance remains a concern; this is being managed by the Corporate Director: Resources in conjunction with the other treasurers within the Pool. Business rates. It is unknown if Business Rate Pools will cease when the new funding system is introduced.
- 3.11 Taking these measures into account the projected Base Budget net expenditure for 2020-2021 is estimated to be £11,463,280 (see paragraph 6.3). This is £485k more than currently estimated to be raised from Council Tax, Business Rates Income retained, Collection Fund Surplus New Homes Bonus and all other grants based on a £5 pa Council Tax increase.

#### **4. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2020-2021**

- 4.1 Following the General Election on the 12<sup>th</sup> December 2019, the Provisional Local Government Settlement was announced on the 20<sup>th</sup> December 2019 the Final Settlement was delayed from the 12<sup>th</sup> February 2020 and is now expected week commencing 24<sup>th</sup> February. There were no major changes between the Provisional Settlement published in late December and information published so far on the Final Settlement.
- 4.2 The main changes announced as part of the 2020-2021 Provisional Settlement announced on the 20<sup>th</sup> December 2019, expected to be confirmed in the Final Settlement are set out below:

##### **a. Core Spending Power – Overall**

“Core Spending power” is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax

The updated National Core Spending Power figures for the period 2015-2016 to 2020-2021 are shown in Table 4.2.1 below. It shows an increase of 6.3% for 2020-2021 and an overall increase for the period 2015-2016 to 2020-2021 of 10.0%. This is largely due to additional funding for social care that does not benefit district councils. However, this Council's core spending power will fall by 2.7% in 2020-21 compared to 2019-2020 as shown in Table 4.2.2. This compares unfavourably with the majority of shire districts as shown in Table 4.2.3

Table 4.2.1 Core Spending Power figures for England 2015-2016 to 2020-2021

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	£m	£m	£m	£m	£m	£m
Settlement Funding Assessment	21,250	18,602	16,633	15,574	14,560	14,797
Under-indexing business rates multiplier	165	165	175	275	400	500
Council Tax	22,036	23,247	24,666	26,332	27,768	29,370
Improved Better Care Fund	-	-	1,115	1,499	1,837	2,077
New Homes Bonus	1,200	1,485	1,252	947	918	907
Rural Services Delivery Grant	16	81	65	81	81	81
Transition Grant	-	150	150	-	-	-
Adult Social Care Support Grant	-	-	241	150	-	-
Winter pressures Grant	-	-	-	240	240	-
Social Care Support Grant	-	-	-	-	410	1,410
<b>Core Spending Power</b>	<b>44,666</b>	<b>43,730</b>	<b>44,296</b>	<b>45,098</b>	<b>46,213</b>	<b>49,142</b>
<b>Change %</b>		<b>-2.1%</b>	<b>1.3%</b>	<b>1.8%</b>	<b>2.5%</b>	<b>6.3%</b>
<b>Cumulative change %</b>		<b>-2.1%</b>	<b>-0.8%</b>	<b>1.0%</b>	<b>3.5%</b>	<b>10.0%</b>

Table 4.2.2A Core Spending Power figures for Wyre Forest District Council

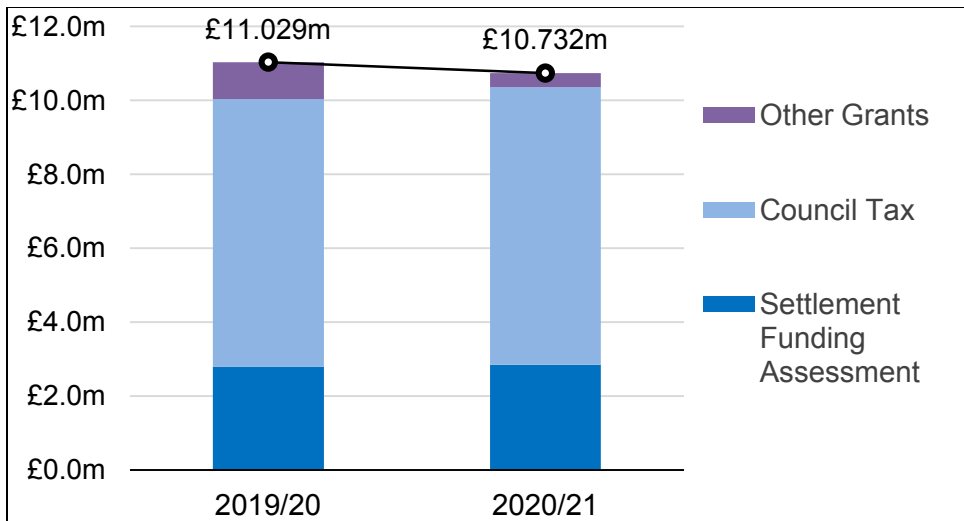
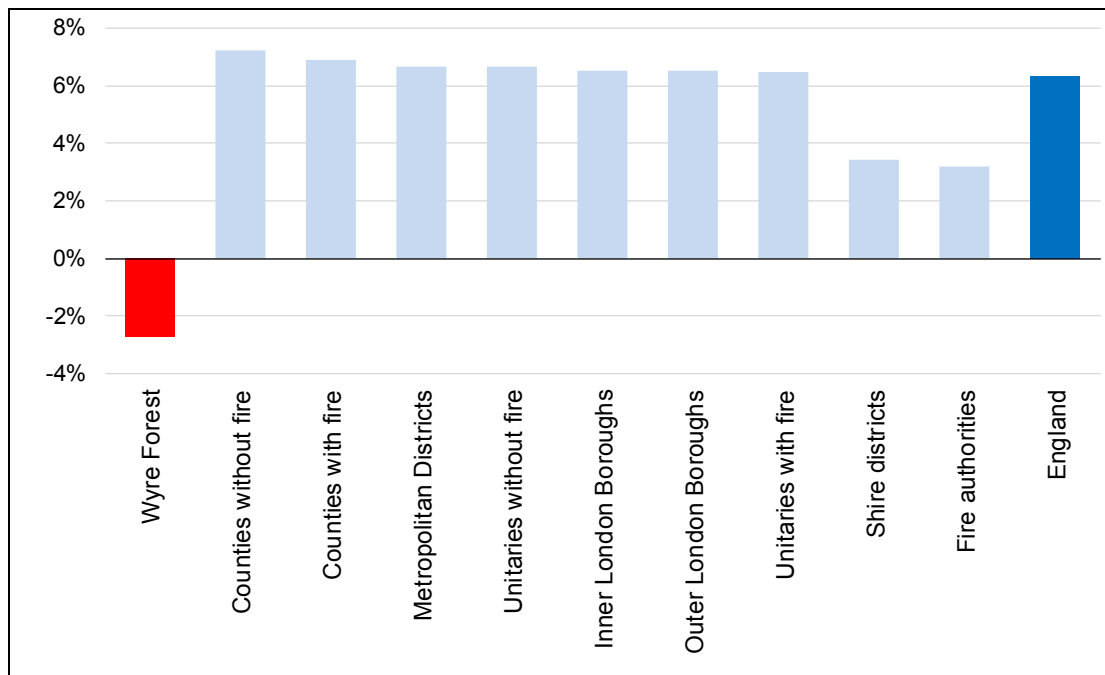


Table 4.2.2B Change in Core Spending £	2019/20	2020/21	Change
<b>Core Spending Power</b>	<b>11.029</b>	<b>10.732</b>	<b>-2.7%</b>
<i>Of which:</i>			
Settlement Funding Assessment	2.798	2.843	1.6%
Assumed Council Tax	7.234	7.513	3.9%
Other Grants	0.997	0.375	-62.3%

**Table 4.2.3 - Change in CSP by class of authority (2019/20 to 2020/21)**



b. **Local Government Funding Reform** - The fair funding review including the business rates reset continues to be deferred until 2021-2022. There were no additional papers published or mentioned relating to the local government funding reforms that are planned for introduction from April 2021 (i.e. Fair Funding, 75% Business Rates Retention, the full reset of the business rates baselines or the potential Alternative Business Rates Retention System). However, the Queens Speech included a commitment from the Government for the move to three-yearly revaluations, beginning in 2021.

c. **Council Tax** – For 2020-2021, there will continue to be differential limits that will trigger the need for a council tax referendum.

A referendum limit of up to 2% for all authorities except Shire Districts and Mayoral Combined Authorities. For district councils, increases of less than 2% or up to and including £5 (whichever is higher) above the authority’s relevant basic amount of council tax for 2019-2020 can be made without triggering a referendum.

d. **Business Rates Pilots** - The original 100% pilot areas from 2017/18 will continue for 2020-2021. The 15 pilot areas for 2019/20 (at 75%) will revert to 50% local share for 2020-2021 this includes Worcestershire.

e. **New Homes Bonus** - the **2020-2021 allocations have been announced**, for 2020/21 there are no changes to the New Homes Bonus deadweight threshold (at 0.4%) or the eligibility of properties to qualify for the funding, however there are a number of points to note:

- The overall allocation for each authority is based on the legacy payments for 2017-2018 to 2019-20 plus the 2020-2021 allocation;
- As previously announced, the 2020/2021 “in year” allocations will not have future years legacy payments;
- An additional £7m has been added to the £900m of funding, in order to allow the deadweight to remain at 0.4%; and
- The ministerial statement announced a Spring 2020 consultation on the future of the scheme, stating that *“It is not clear that the New Homes Bonus in its current form is focused on incentivising homes where they are needed most”* and the consultation will *“include moving to a new, more targeted approach that rewards local authorities where they are ambitious in delivering the homes we need, and which is aligned with other measures around planning performance”*.

f. **Negative RSG for 2020-2021** – this will be eliminated in 2020-2021 as expected. This was assumed in the December Cabinet report.

g. **The Queens speech on the 19<sup>th</sup> December** announced an increase to the retail discount relief (from 33% to 50%) and extension of this to cinemas and music venues, with extensions to pub and relief local newspaper relief planned. It is expected that the lost business rates income from these new / higher reliefs announced will be, as per previous changes, offset by increased s31 grant payments. Legislation will be required to introduce this change and there is an expectation that costs of rebilling will be met in full by the Government.

- 4.3 As set out above, New Homes Bonus grant in 2020-2021 will be paid as a single award with no legacy payments. the proposal is that there will be assumed baseline growth of 0.4% for the annual grant award for 2019-2020 and from 2020-2021 New Homes Bonus will be considered as part of the overall Fair Funding Reform and will be subject to further consultation in due course.
- 4.4 The retention of the 0.4 % baseline for New Homes Bonus is welcome news; however, based on the provisional settlement this Council will not receive any funding for 2020-2021 other than for £28,840 as a one-off sum for affordable Homes completed. This is a small windfall as zero was forecast for the 2020-2021 NHB allocation in the December report.
- 4.5 It is highly likely that Public sector funding reductions will continue until the middle of the next decade, with increasing reliance on locally raised income including Council Tax. The funding outlook for local government, districts in particular, is set to become significantly more challenging.
- 4.6 The proposed changes to Local Government Funding present a significant financial challenge for this Council and have resulted in challenging targets for future savings from the Wyre Forest Forward Programme. The toughest year looks like 2021-2022. The Council’s updated summary Budget taking into account all the changes set out in this report can be seen at Table 6.3.

- 4.7 The forecast position in relation to total Government grant taking into account the one year Spending Round for 2020-2021 and subsequent Finance Settlement is shown in the Tables at 6.3.

**5. COUNCIL TAX BASE**

- 5.1 The Council Tax Base previously reported for 2020-2021 has now been confirmed; this has risen from the 2019-2020 level of 33,751 to 33,945 being an increase of 194 or circa 0.6% higher compared to 2019-2020 level. This is forecast to generate additional Council Tax income of £43k in 2020-2021, rising over the term of the Strategy to take into account increases of just over 2% in 2021-2022 and 2022-2023, resulting in additional income of around £335k over the three-year term. This includes an assumption of stepped increases of 300 additional properties per year from 2020-2021 onwards.
- 5.2 As part of last year's MTFs, Council approved to increase the Council Tax charge for long-term empty dwellings to the maximum possible level with from 1<sup>st</sup> April 2019 and in future years, in accordance with section 11B of the Local Government Finance Act 1992 as amended by section 2 of the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018. In line with this approval from 1<sup>st</sup> April 2020 dwellings that have been empty for five years or more will be subject to a 200% increase in additional to the base Council Tax charge. The motivation for this approval was not financial but rather to incentivise property owners to bring empty homes back into use to assist with the housing deficit.
- 5.3 No revisions are proposed to the current Council Tax Reduction Scheme.

**6. FINANCIAL IMPLICATIONS**

- 6.1 The Cabinet Proposals as presented to the meeting on the 11<sup>th</sup> February 2020 have been updated to include the revised Depot works - Block E proposal. A schedule is shown in the table in paragraph 3.9.
- 6.2 The Council Tax Collection Fund position has been reviewed. The previously estimated neutral position across all years in the December Cabinet report is refreshed, with a deficit of £70k forecast for 2020-2021 with a neutral position estimated for the remaining years of the Strategy.
- 6.3 The following tables demonstrate the updated position for the Council when all the revisions included in this report are incorporated into the Base Budget. The Council is forecast to hold a balance of £2,034k at the end of 2022-2023 (see reserves table in 6.4).



	Revised 2019/20 £	2020/21 £	2021/22 £	2022/23 £
Net Expenditure on Services (per Appendix 1)	11,554,530	11,533,710	11,237,510	11,860,200
<b>Total Net Expenditure on Services (per Appendix 1)</b>	<b>11,554,530</b>	<b>11,533,710</b>	<b>11,237,510</b>	<b>11,860,200</b>
<b>Less</b>				
Cabinet Proposals	0	(70,430)	(173,100)	(215,100)
Net Expenditure	11,554,530	11,463,280	11,064,410	11,645,100
Contribution (from)/to Reserves	(18,630)	(485,290)	(413,720)	(834,990)
<b>Net Budget Requirement</b>	<b>11,535,900</b>	<b>10,977,990</b>	<b>10,650,690</b>	<b>10,810,110</b>
<b>Less</b>				
Revenue Support Grant	0	0	(356,790)	(356,790)
Business Rates	3,395,610	3,341,180	3,123,000	3,180,960
New Homes Bonus	906,100	261,530	201,960	63,390
Collection Fund Surplus	0	(70,220)	0	0
Council Tax Income	7,234,190	7,445,500	7,682,520	7,922,550
<b>WFDC Council Tax: £5 increase per annum</b>	<b>214.34</b>	<b>219.34</b>	<b>224.34</b>	<b>229.34</b>
Percentage increase in Council Tax	2.39%	2.33%	2.28%	2.23%

- 6.4 Reserves available as part of the three-year financial strategy are as shown in the following table. Taking all of the revisions contained in this report into account this shows a decrease of £96k at the end of 2022-2023 compared to the December forecast.

<b>Reserves Statement</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>	<b>2021-22 £'000</b>	<b>2022-23 £'000</b>
Reserves as at 1st April	3,787	3,768	3,283	2,869
Contribution (from)/to Reserves	(19)	(485)	(414)	(835)
Reserves as at 31st March	3,768	3,283	2,869	2,034

- 6.5 The table below show a refreshed funding gap of £1.74m in 2022-2023, increased from the previously reported £1.68m in December 2019 as a result of the updates in this report.

	2019-20 £	2020-21 £	2021-22 £	2022-23 £
Financial Gap				
Depot 2020 - additional rental income WFH	0	50,000	50,000	50,000
Efficiency targets in approved business cases	0	18,000	18,000	18,000
Generic Localism Savings to be confirmed	0	135,000	245,000	350,000
Efficiency Savings (2%, 1%, 1%,1%)	21,240	57,660	161,310	161,310
Wyre Forest Forward Savings not yet achieved	0	188,370	544,750	221,130
Income Generation Target not yet achieved	0	25,000	75,000	100,000
<b>SUB- Total</b>	<b>21,240</b>	<b>474,030</b>	<b>1,094,060</b>	<b>900,440</b>
Use of reserves from Proposed 2020-23 Strategy	18,630	485,290	413,720	834,990
<b>TOTAL</b>	<b>39,870</b>	<b>959,320</b>	<b>1,507,780</b>	<b>1,735,430</b>

## 7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An EIA has been undertaken for the car parking and pest control proposals. The results for the car parking proposals do not show any negative impacts, the pest control EIA shows negative impacts so a full screening has been undertaken. The

proposed change to this discretionary service will only be implemented after due notice and further mitigation is provided by the potential to apply for support from the Welfare Assistance Scheme in extreme circumstances. Two other Worcestershire districts already apply the proposed approach to pest control charges. None of the other Cabinet Proposals represent significant changes to service delivery so EIA's on the protected groups are not required.

**8. RISK MANAGEMENT**

- 8.1 Achieving financial sustainability is the most significant challenge facing the Council. The Strategic Review Panel provided some options for the Cabinet to consider in making its recommendations on the medium term financial strategy. The principal risks were outlined in Appendix 4 of the report to Cabinet on 17<sup>th</sup> December 2019 and are summarised and refreshed where appropriate in Appendix 4 of this report.
- 8.2 The albeit slowly growing Council Tax base, Cabinet Proposals and continuing progress with the Wyre Forest Forward Transformation savings all contribute to the mitigation of the financial risk within this budget strategy.
- 8.3 Recognition of the importance of the development of commercialism and income generation to help close the funding gap by the work of the Commercial Activity Programme Board. The CAPB utilises the generic Capital and Revenue funding delegated to it and also the significant allocation of funding from the Innovation Fund; commercial growth is a key element of this MTFs and is not without risk. Each business case for commercial development includes an appropriate assessment of risks and potential rewards; reviewing at least annually performance and risk of each area of commercial activity. Summary updates on commercial activity are included in the Quarterly Budget Monitoring Cabinet reports. This regular review includes the option to cease commercial activity if appropriate.
- 8.4 The Accounts and Audit Regulations 2015 require Local Authorities to fully consider and manage Risk as part of the Budget process. Attached at Appendix 4 of the December 2019 report showed an analysis of the significant financial risks which are affecting the Council.
- 8.5 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of: -
- a. The Accounts and Audit Regulations 2015
  - b. Prudential Framework: -  
The assessment of affordability of financial plans requires a judgement about risk. Prudential Indicators are the monitoring tool to assess performance and risk.
  - c. CIPFA Guidance on Reserves and Balances: -  
Highlights the need to consider risks facing the authority; the risks posed by the continuing austerity measures place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability.
- 8.6 In late October 2019 CIPFA issued a Financial Management Code (FM Code) which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively. The first full year of compliance will be 2021-2022. This reflects the recognition that organisations will need time to reflect on the contents of the code

and can use 2020-2021 to demonstrate how they are working towards compliance. This will link to the Financial Resilience Index information recently provided by CIPFA. CIPFA also issued the long awaited Guidance on Prudential Property Investment in Mid November 2019 including a detailed methodology on how authorities could calculate whether their property investments are proportional to the size of their revenue budgets. These developments are covered in Appendix 4 of this report.

## **9. LEGAL AND POLICY IMPLICATIONS**

### 9.1 Local Government Act 2003

9.1.1 The Local Government Act 2003 (Sections 25-28) places duties on Local Authorities on how they set and monitor budgets.

9.1.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This is reported to Council as Appendix 4 of this report.

9.1.3 Section 28 places a statutory duty on an Authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis, with CLT/Cabinet receiving monthly budget monitoring reports, and this practice will continue.

## **10. CONSULTEES**

10.1 Corporate Leadership Team

10.2 Cabinet

## **11. BACKGROUND PAPERS**

11.1 Accounts and Audit Regulations 2015.

11.2 Cabinet Report on the Medium Term Financial Strategy 2020–2023 17<sup>th</sup> December 2019.

11.3 Cabinet Report on updated Capital Strategy 2020-2030 17<sup>th</sup> December 2019.

11.4 Agendas and Minutes of the Strategic Review Panel.

11.5 Provisional Local Government Finance Settlement 2020-2021.

11.6 Prudential and Treasury Management Codes December 2017

11.7 Strong Leader Cabinet Report – October 2019 – Business Rates Retention – Pilots for 2020-21- Pan Worcestershire Bid

11.8 CIPFA publications Financial Management Code, Financial Resilience Index- and Guidance on Prudential Property Investment - October/November 2019

11.9 Cabinet Report on the Medium Term Financial Strategy 2020-2023 11<sup>th</sup> February 2020

11.10 The Final Local Government Finance Settlement for 2020-2021 on 6 February 2020 via a written statement:

<https://www.gov.uk/government/speeches/final-local-government-finance-settlement2020-to-2021-written-statement>

<https://www.gov.uk/government/collections/final-local-government-financesettlement-england-2020-to-2021>

## WYRE FOREST DISTRICT COUNCIL

## REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2019/20		2020/21			2021/22			2022/23		
	Original Estimate £	Revised Estimate £	At Nov.19 Prices £	Inflation £	TOTAL £	At Nov.19 Prices £	Inflation £	TOTAL £	At Nov.19 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,490,640	1,790,810	1,348,540	25,630	1,374,170	808,720	65,720	874,440	1,001,040	109,380	1,110,420
COMMUNITY WELL-BEING AND ENVIRONMENT	4,700,920	4,524,110	4,534,970	89,820	4,624,790	4,239,920	227,800	4,467,720	4,248,920	383,760	4,632,680
ECONOMIC PROSPERITY AND PLACE	1,035,390	1,986,000	1,539,540	61,730	1,601,270	1,264,320	155,610	1,419,930	1,156,760	248,520	1,405,280
RESOURCES	3,648,500	3,574,290	3,626,440	63,200	3,689,640	3,498,310	178,150	3,676,460	3,492,640	306,830	3,799,470
<b>LESS: CAPITAL ACCOUNT</b>	10,875,450	11,875,210	11,049,490	240,380	11,289,870	9,811,270	627,280	10,438,550	9,899,360	1,048,490	10,947,850
INTEREST RECEIVED	362,870	(207,360)	237,070	1,020	238,090	530,910	2,880	533,790	757,320	4,960	762,280
CAPITAL PORTFOLIO FUND AND DEVELOPMENT LOANS FUND	(121,440)	(171,370)	(180,130)	0	(180,130)	(212,500)	0	(212,500)	(240,000)	0	(240,000)
INCREASES IN FEES AND CHARGES-CAR PARKS	728,670	58,050	328,790	0	328,790	576,030	0	576,030	554,550	0	554,550
INCREASES IN FEES AND CHARGES-OTHER	0	0	(157,130)	0	(157,130)	(164,260)	0	(164,260)	(221,390)	0	(221,390)
EFFICIENCY DRIVE SAVINGS	0	0	(56,210)	0	(56,210)	(107,200)	0	(107,200)	(158,190)	0	(158,190)
<b>TOTAL NET EXPENDITURE ON SERVICES</b>	0	0	0	0	0	0	0	0	0	0	0
<b>LESS: REVENUE SUPPORT GRANT</b>	11,845,550	11,554,530	11,221,880	241,400	11,463,280	10,434,250	630,160	11,064,410	10,591,650	1,053,450	11,645,100
BUSINESS RATES	0	0			0			356,790			356,790
BUSINESS RATES GROWTH	(2,795,610)	(2,795,610)			(2,841,180)			(2,898,000)			(2,955,960)
BUSINESS RATES - NATIONAL LEVY REDISTRIBUTED	(600,000)	(600,000)			(500,000)			(225,000)			(225,000)
COMMUNITY RIGHT TO BID/CHALLENGE	0	0			0			0			0
COLLECTION FUND DEFICIT	0	0			0			0			0
NEW HOMES BONUS	0	0			70,220			0			0
TRANSITION GRANT	(906,100)	(906,100)			(261,530)			(201,960)			(63,390)
<b>GENERAL EXPENSES -</b>	0	0			0			0			0
COUNCIL TAX INCOME	(7,234,190)	(7,234,190)			(7,445,500)			(7,682,520)			(7,922,550)
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	309,650	18,630			485,290			413,720			834,990
<b>COUNCIL TAX LEVY</b>		214.34			219.34			224.34			229.34
<b>COUNCIL TAX BASE</b>		33,751			33,945			34,245			34,545

**CAPITAL PROGRAMME 2020 TO 2030**

Detail	2019-20		2020-21 Estimate £	2021-22 Estimate £	2022-23 Estimate £	2023-24 Estimate £	2024-25 Estimate £	2025-26 Estimate £	2026-27 Estimate £	2027-28 Estimate £	2028-29 Estimate £	2029-30 Estimate £	Prior to 01/04/2019 £	Total £
	Original £	Revised £												
<b>1. COMMITTED EXPENDITURE</b>														
<b>1. CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL</b>														
New Headquarters - Office Accommodation	-	-	413,610	-	-	-	-	-	-	-	-	-	9,586,390	10,000,000
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>413,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,586,390</b>	<b>10,000,000</b>
<b>2. COMMUNITY WELL-BEING AND ENVIRONMENT</b>														
Parking Facilities: Improvement to Car Parks	34,530	74,530	-	-	-	-	-	-	-	-	-	-	419,970	494,500
Green Street Depot Investment	-	2,446,750	49,300	-	-	-	-	-	-	-	-	-	1,383,950	3,880,000
Depot Block E Works	-	-	85,000	-	-	-	-	-	-	-	-	-	-	85,000
Bewdley Medical Centre	-	14,160	-	-	-	-	-	-	-	-	-	-	837,040	851,200
Stourport Riverside	-	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Brinton Park HLF Scheme (subject to successful HLF bid)	-	-	2,600,000	-	-	-	-	-	-	-	-	-	-	2,600,000
Commercial Activity Capital Funding*	-	195,390	-	-	-	-	-	-	-	-	-	-	54,610	250,000
* Subject to Business Cases & approval by the Commercial Activity Board														
<b>SUB TOTAL</b>	<b>34,530</b>	<b>2,730,830</b>	<b>2,884,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,695,570</b>	<b>8,310,700</b>
<b>3. ECONOMIC PROSPERITY AND PLACE</b>														
Housing Strategy:														
Disabled Facilities Grants (subject to confirmation 2020-21 onwards)	1,683,840	1,500,000	1,490,830	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,463,880	24,454,710
Conversion of 2-3 New Street, Stourport	-	3,430	-	-	-	-	-	-	-	-	-	-	293,630	297,060
Comberton Place Residential Investment (now considered unviable)	440,000	-	-	-	-	-	-	-	-	-	-	-	-	0
Property Conversion, Stourport	-	60,000	-	-	-	-	-	-	-	-	-	-	-	60,000
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	103,830	80,000	72,740	-	-	-	-	-	-	-	-	-	1,907,630	2,060,370
Planning Delivery Grant Capital Projects	-	2,750	-	-	-	-	-	-	-	-	-	-	255,010	257,760
Flood Relief	18,410	10,000	18,410	-	-	-	-	-	-	-	-	-	170,590	199,000
North Worcs Water Management Capital Projects - Redditch Schemes	18,870	18,870	-	-	-	-	-	-	-	-	-	-	115,930	134,800
Regeneration and Economic Development	-	106,520	-	-	-	-	-	-	-	-	-	-	2,879,450	2,985,970
Carbon Management Plan	-	-	20,000	-	-	-	-	-	-	-	-	-	83,150	103,150
Worcester Street Improvements Grant (Match Funding)	375,000	450,000	-	-	-	-	-	-	-	-	-	-	375,000	825,000
Future Investment Evergreen Fund*	-	119,740	-	-	-	-	-	-	-	-	-	-	-	119,740
Industrial Units Development - Silverwoods	1,935,040	-	1,930,040	-	-	-	-	-	-	-	-	-	-	2,150,040
Industrial Units Development - Silverwoods (former Frenco site)	-	633,160	-	-	-	-	-	-	-	-	-	-	55,030	688,190
Churchfields Development (Grant Funded)	-	2,700,000	-	-	-	-	-	-	-	-	-	-	-	2,700,000
Capital Portfolio Fund*	4,750,000	14,695,110	1,500,000	-	-	-	-	-	-	-	-	-	9,776,700	25,971,810
Development Loans Fund*	4,000,000	10,000,000	-	-	-	-	-	-	-	-	-	-	-	10,000,000
* Subject to Business Cases & Due Diligence														
<b>SUB TOTAL</b>	<b>13,324,990</b>	<b>30,599,580</b>	<b>5,032,020</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>28,376,000</b>	<b>73,007,600</b>
<b>4. RESOURCES</b>														
ICT Strategy	558,000	666,110	363,000	438,000	125,000	-	-	-	-	-	-	-	3,342,670	4,934,780
<b>SUB TOTAL</b>	<b>558,000</b>	<b>666,110</b>	<b>363,000</b>	<b>438,000</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,342,670</b>	<b>4,934,780</b>
<b>5. VEHICLE, EQUIPMENT &amp; SYSTEMS RENEWAL SCHEDULE</b>														
Vehicles & Equipment & Systems Renewal Schedule	1,017,000	1,464,500	760,000	785,000	199,000	224,000	363,000	1,144,000	1,259,000	170,000	546,500	546,500	7,708,940	15,170,440
<b>SUB TOTAL</b>	<b>1,017,000</b>	<b>1,464,500</b>	<b>760,000</b>	<b>785,000</b>	<b>199,000</b>	<b>224,000</b>	<b>363,000</b>	<b>1,144,000</b>	<b>1,259,000</b>	<b>170,000</b>	<b>546,500</b>	<b>546,500</b>	<b>7,708,940</b>	<b>15,170,440</b>
<b>TOTAL COMMITTED EXPENDITURE</b>	<b>14,934,520</b>	<b>35,461,020</b>	<b>9,452,930</b>	<b>2,223,000</b>	<b>1,324,000</b>	<b>1,224,000</b>	<b>1,363,000</b>	<b>2,144,000</b>	<b>2,259,000</b>	<b>1,170,000</b>	<b>1,546,500</b>	<b>1,546,500</b>	<b>51,709,570</b>	<b>111,423,520</b>

**CAPITAL PROGRAMME 2020 TO 2030**

Detail	2019-20		2020-21 Estimate £	2021-22 Estimate £	2022-23 Estimate £	2023-24 Estimate £	2024-25 Estimate £	2025-26 Estimate £	2026-27 Estimate £	2027-28 Estimate £	2028-29 Estimate £	2029-30 Estimate £	Prior to 01/04/2019 £	Total £
	Original £	Revised £												
<b>2. FINANCING</b>														
Capital Receipts: Funding Approved	695,260	995,030	1,187,780	-	-	-	-	-	-	-	-	-	-	2,182,810
Prudential Borrowing for Regeneration and Economic Development Scheme	-	87,090	-	-	-	-	-	-	-	-	-	-	-	87,090
Prudential Borrowing for Carbon Management Scheme	-	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Prudential Borrowing for Worcester Street Improvements Grant (Match Funding)	375,000	450,000	-	-	-	-	-	-	-	-	-	-	-	450,000
Prudential Borrowing for Industrial Units Development	1,650,040	220,000	1,430,040	-	-	-	-	-	-	-	-	-	-	1,650,040
Prudential Borrowing for Development Loans Fund	4,000,000	10,000,000	-	-	-	-	-	-	-	-	-	-	-	10,000,000
Prudential Borrowing for Capital Portfolio Fund	5,000,000	15,068,270	1,500,000	-	-	-	-	-	-	-	-	-	-	16,568,270
Prudential Borrowing for Green Street Depot Investment	-	1,486,750	49,300	-	-	-	-	-	-	-	-	-	-	1,536,050
Prudential Borrowing for Brinton Park HLF Scheme	-	-	200,000	-	-	-	-	-	-	-	-	-	-	200,000
Prudential Borrowing for ICT Strategy	558,000	666,110	363,000	438,000	125,000	-	-	-	-	-	-	-	-	1,592,110
Prudential Borrowing for Commercial Activity Capital Funding	-	195,390	-	-	-	-	-	-	-	-	-	-	-	195,390
Prudential Borrowing for Stourport Riverside	-	-	46,420	-	-	-	-	-	-	-	-	-	-	46,420
Prudential Borrowing for Depot Block E Works	-	-	85,000	-	-	-	-	-	-	-	-	-	-	85,000
Public Realm Funding (from Worcestershire County Council)	-	19,430	-	-	-	-	-	-	-	-	-	-	-	19,430
Better Care Fund Grant (from WCC - subject to confirmation 20-21 onwards)	1,482,410	1,500,000	1,289,400	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	11,789,400
HLF Partner External Funding	-	-	2,400,000	-	-	-	-	-	-	-	-	-	-	2,400,000
Planning Delivery Grant	-	2,750	-	-	-	-	-	-	-	-	-	-	-	2,750
S.106 Funding (Parking - Contractual Agreement)	34,530	52,670	-	-	-	-	-	-	-	-	-	-	-	52,670
S.106 Funding (Sutton Park Road)	85,000	-	-	-	-	-	-	-	-	-	-	-	-	0
S.106 Funding for Stourport Riverside	-	-	103,580	-	-	-	-	-	-	-	-	-	-	103,580
Flood Relief Grant (from DCLG)	18,410	10,000	18,410	-	-	-	-	-	-	-	-	-	-	28,410
Churchfields Development Grant (from Housing Infrastructure Fund)	-	2,700,000	-	-	-	-	-	-	-	-	-	-	-	2,700,000
North Worcs Water Management Capital Projects - Redditch BC Funding	18,870	18,870	-	-	-	-	-	-	-	-	-	-	-	18,870
Vehicles, Equipment & Systems (Prudential Borrowing)	1,017,000	1,464,500	760,000	785,000	199,000	224,000	363,000	1,144,000	1,259,000	170,000	546,500	546,500	-	7,461,500
<b>Direct Revenue Funding:</b>														
Bewdley Medical Centre	-	14,160	-	-	-	-	-	-	-	-	-	-	-	14,160
Green Street Depot Investment	-	510,000	-	-	-	-	-	-	-	-	-	-	-	510,000
	<b>14,934,520</b>	<b>35,461,020</b>	<b>9,452,930</b>	<b>2,223,000</b>	<b>1,324,000</b>	<b>1,224,000</b>	<b>1,363,000</b>	<b>2,144,000</b>	<b>2,259,000</b>	<b>1,170,000</b>	<b>1,546,500</b>	<b>1,546,500</b>		<b>59,713,950</b>





**UPDATED QUANTITATIVE INDICATORS 2020-30 FOLLOWING CHANGES TO THE CAPITAL PROGRAMME AS PART OF THE BUDGET PROCESS**

**Quantitative ratios are presented in this appendix in colour coded categories as follows:**

Green	Debt to gross Service expenditure (GSE) ratios
Yellow	Debt to net service expenditure (NSE) ratios
	For these first two categories, ratios are provided for total debt and also for non treasury debt relating to the Capital Portfolio Fund (property) and separately for the Development Loan Fund
Pink	Loan to Value ratios
Beige	Capital Financing ratios
Purple	Financing costs to net service expenditure (NSE) ratio
Light Blue	Income/Investment cover ratios
Light Yellow	Trends/benchmarks

<b>Capital Programme</b>		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
<b>DEBT TO GROSS SERVICE EXPENDITURE RATIOS</b>												
Gross debt to gross service expenditure (GSE) ratio	<i>Gross debt as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	113.96%	122.70%	121.98%	118.42%	115.85%	112.78%	109.81%	108.83%	107.86%	106.90%	105.95%
Non treasury property investments debt to gross service expenditure (GSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	48.09%	52.57%	52.20%	50.62%	49.46%	48.08%	46.74%	45.42%	44.12%	42.84%	41.57%
Non treasury development loans investments debt to gross service expenditure (GSE) ratio	<i>Gross debt of non treasury development loans investments as a percentage of gross service expenditure, where gross service expenditure is a proxy for the size and financial strength of a local authority.</i>	19.32%	20.11%	20.33%	20.07%	19.97%	19.79%	19.61%	19.43%	19.26%	19.09%	18.92%
<b>DEBT TO NET SERVICE EXPENDITURE RATIOS</b>												
Gross debt to net service expenditure (NSE) ratio	<i>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	510.62%	530.98%	540.81%	505.35%	486.11%	468.33%	446.71%	433.70%	421.07%	408.81%	396.90%
Non treasury property investments debt to net service expenditure (NSE) ratio	<i>Gross debt of non treasury property acquisitions as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	215.50%	227.51%	231.46%	216.02%	207.52%	199.65%	190.14%	181.01%	172.24%	163.81%	155.73%
Non treasury development loans investments debt to net service expenditure (NSE) ratio	<i>Gross debt of non treasury development loans investments as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	86.55%	87.05%	90.14%	85.65%	83.81%	82.16%	79.77%	77.45%	75.19%	73.00%	70.88%
<b>LOAN TO VALUE RATIOS</b>												
Loan to value ratio (Gross)	<i>The amount of gross debt compared to the total asset value (Long term assets - PPE).</i>	89.72%	90.62%	88.25%	85.92%	83.63%	81.38%	79.16%	78.37%	77.60%	76.83%	76.07%
Loan to PPE value ratio (property)	<i>The amount of non treasury property debt compared to the total asset value (Long term assets - PPE).</i>	37.86%	38.83%	37.77%	36.73%	35.70%	34.69%	33.69%	32.71%	31.74%	30.79%	29.85%
Loan to PPE value ratio (development loans)	<i>The amount of non treasury development loans investment debt compared to the total asset value (Long term assets - PPE).</i>	15.21%	14.86%	14.71%	14.56%	14.42%	14.28%	14.14%	14.00%	13.86%	13.72%	13.58%
Loan to PPE value ratio (total non treasury investments)	<i>The amount of total non treasury investment debt compared to the total asset value (Long term assets - PPE).</i>	53.07%	53.69%	52.48%	51.29%	50.12%	48.97%	47.83%	46.71%	45.60%	44.51%	43.43%
Loan to value ratio (property only)	<i>The amount of property debt compared to the total property asset value (property portfolio only).</i>	101.27%	99.99%	97.27%	94.59%	91.94%	89.34%	86.77%	84.24%	81.74%	79.28%	76.86%

**UPDATED QUANTITATIVE INDICATORS 2020-30 FOLLOWING CHANGES TO THE CAPITAL PROGRAMME AS PART OF THE BUDGET PROCESS**

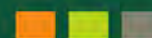
<b>Capital Programme</b>		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
<b>CFR RATIOS</b>												
CFR - Property	<i>Property CFR as a proportion of the gross CFR</i>	41.91%	42.58%	42.24%	42.60%	43.10%	43.53%	43.37%	43.17%	43.91%	44.37%	44.87%
CFR - Development Loans	<i>Development Loans CFR as a proportion of the gross CFR</i>	16.90%	16.07%	15.95%	16.11%	16.34%	16.53%	16.51%	16.47%	16.80%	17.02%	17.26%
CFR - Combined	<i>Property and Development Loans CFR as a proportion of the gross CFR</i>	58.81%	58.65%	58.19%	58.71%	59.44%	60.06%	59.89%	59.64%	60.70%	61.40%	62.13%
<b>FINANCING COSTS TO NET SERVICE EXPENDITURE RATIOS</b>												
Property investments financing costs to net service expenditure (NSE) ratio	<i>Non treasury property acquisitions financing costs as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	4.44%	8.89%	10.96%	10.42%	10.21%	10.02%	9.74%	9.47%	9.20%	8.95%	8.69%
Development loans investments financing costs to net service expenditure (NSE) ratio	<i>Non treasury development loans investments financing costs as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	0.00%	3.70%	4.37%	4.07%	3.98%	3.90%	3.79%	3.68%	3.57%	3.47%	3.37%
Total non treasury investments financing costs to net service expenditure (NSE) ratio	<i>Total non treasury investments financing costs as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>	4.44%	12.59%	15.33%	14.49%	14.19%	13.92%	13.53%	13.15%	12.77%	12.41%	12.05%
<b>INCOME/INVESTMENT COVER RATIOS</b>												
Property investment cover ratio	<i>The total net income from property acquisitions, compared to the interest expense.</i>	82.23%	44.88%	37.06%	52.59%	53.12%	53.65%	54.18%	54.73%	55.27%	55.83%	56.38%
Developments loan investment cover ratio	<i>The total net income from development loans investments, compared to the interest expense.</i>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total non treasury investment cover ratio	<i>The total net income from non treasury investments, compared to the interest expense.</i>	82.23%	33.75%	26.06%	36.98%	37.35%	37.73%	38.10%	38.48%	38.87%	39.26%	39.65%
Property target income returns (excluding financing costs)	<i>Net revenue income (excluding financing costs) compared to equity. This is a measure of achievement of the portfolio of properties.</i>	3.49%	5.21%	5.67%	6.06%	6.02%	5.98%	5.94%	5.90%	5.86%	5.83%	5.78%
Property target income returns (including financing costs)	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>	1.40%	1.30%	1.06%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>	2.82%	2.97%	3.44%	3.45%	3.48%	3.50%	3.52%	3.54%	3.56%	3.59%	3.61%
<b>TRENDS</b>												
Gross income	<i>The income received from the property portfolio at a gross level over time.</i>	(£1,279,330)	(£2,148,620)	(£2,429,800)	(£2,419,800)	(£2,439,250)	(£2,458,890)	(£2,478,730)	(£2,498,770)	(£2,519,010)	(£2,539,450)	(£2,560,090)
Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio expands.</i>	£421,860	£362,560	£449,450	£330,410	£333,710	£337,050	£340,420	£343,820	£347,260	£350,730	£354,240
Financing costs	<i>The trend in financing costs of the non-financial property portfolio over time, as the portfolio expands.</i>	£512,730	£1,446,240	£1,700,750	£1,692,020	£1,693,320	£1,694,660	£1,696,040	£1,697,460	£1,698,920	£1,700,430	£1,700,430
Net income	<i>The income received from the property portfolio at a net level (less costs) over time.</i>	(£344,740)	(£339,820)	(£279,600)	(£397,370)	(£412,220)	(£427,180)	(£442,270)	(£457,490)	(£472,830)	(£488,290)	(£505,420)

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2020-2021****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
R605	<b><u>ECONOMIC PROSPERITY AND PLACE</u></b>				
	<b><u>Development Control - Planning Advice</u></b>	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R S	70 CR -	70 CR -	70 CR -
R605	<b><u>Development Control - High Hedges</u></b>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R S	100 CR -	100 CR -	100 CR -
R605	<b><u>Development Control - Pre-application Advice</u></b>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R S	2,000 CR -	2,000 CR -	2,000 CR -
R625	<b><u>Building Control - Decision Notices</u></b>				
	To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service.	C R S	- - -	- - -	- - -
R605	<b><u>Development Control - Sale of Documents</u></b>	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R S	170 CR -	170 CR -	170 CR -
R637	<b><u>Environmental Health - Water Sampling</u></b>	C	-	-	-
	Water sampling and analysis charges are set by Worcs Regulatory Services. No increase is being proposed in 2020/21	R S	- -	- -	- -
R637	<b><u>Environmental Health - Control of Dogs</u></b>				
	The charges levied for the control of stray dogs are set by Worcs Regulatory Services on a cost recovery basis. Charges are consistent across all authorities within the Shared Service. A small increase is being proposed on out of hours and repeat offender charges.	C R S	- 100 CR -	- 100 CR -	- 100 CR -
R638	<b><u>Licensing Activities - Hackney Carriages</u></b>	C	-	-	-
	To increase all taxi licensing charges by 3% - the last increase was in 2013/14.	R S	3,220 CR -	3,220 CR -	3,220 CR -
R638	<b><u>Licensing Activities - Animal Activity Licensing</u></b>				
	The Animal Activity licensing charges were introduced in October 2018, covering animal boarding, dog breeding, pet shops, riding establishments and performing animals. WRS are proposing a 2% increase across all Districts	C R S	- 380 CR -	- 380 CR -	- 380 CR -
R638	<b><u>Licensing Activities - Other General Licensing</u></b>	C	-	-	-
	To increase charges by 5% in line with Council Policy	R S	800 CR -	800 CR -	800 CR -
R638	<b><u>Licensing Activities - Gambling Act 2005 (Premises)</u></b>	C	-	-	-
	Increase charges by either 5% in line with Council Policy or up to prescribed maximum level (if this is lower).	R S	530 CR -	530 CR -	530 CR -

**WYRE FOREST DISTRICT COUNCIL****FEES AND CHARGES 2020-2021****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
<b>R638</b>	<b><u>Licensing Activities - Scrap Metal Dealers Licence</u></b> Scrap metal dealers licence is a 3 year licence which was introduced in 2014. Level of charges are recommended by Worc's Regulatory Services. A 2% increase is being proposed in 2020/21 across all Districts	C R S	- 20 CR -	- 20 CR -	- 20 CR -
<b>R310</b>	<b><u>RESOURCES</u></b> <b><u>Council Tax and NNDR</u></b> Summons Costs     £50 Liability Order Costs   £30 £80 Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.	C R S	- - -	- - -	- - -
	<b>TOTALS</b>	<b>C R S</b>	- <b>7,390 CR</b> -	- <b>7,390 CR</b> -	- <b>7,390 CR</b> -



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>High Hedge Applications</b>			
<b>High Hedge Applications</b>			
Householder	350.00	400.00	No VAT currently charged
Other	350.00	400.00	No VAT currently charged
Concession (for those in receipt of housing or council tax benefits)	120.00	175.00	No VAT currently charged

**NOTES:**

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



Service	Planning & Building Control	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

### PROPOSAL OF SCALE OF FEES AND CHARGES

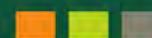
INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Planning Advice</b> <b>Building Control Decision Notices (Pre 01-01-2012)</b> <b>Sale of Copy Documents</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)	27.00 per Question	28.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	75.00	79.00	No VAT currently charged
<b>Charges for Copy Documents</b> See Note 2 below			
Monthly Decision List - Emailed	Free	Free	Free
Weekly Planning Application List - Emailed	Free	Free	Free
Decision Notices	22.00	19.17	23.00
Decision Notices Additional Copies	1.40	1.25	1.50
A4 - For each copy	1.40	1.25	1.50
A3 - For each copy	1.40	1.25	1.50
A2 - For each copy	3.80	3.33	4.00
A1 - For each copy	5.10	4.50	5.40
A0 - For each copy	6.20	5.50	6.60

#### NOTES:

Note 1 - 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.

Note 2 - Copies of all planning application plans and decision notices made from 2006 onwards are available online at zero cost at <http://www.wyreforestdc.gov.uk/planning-and-buildings.aspx>

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



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

### PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Permitted Developments and Pre-application Advice</b>			
<b>Permitted Development enquiries</b>			
<b>Proposed development type</b>			
Householder	Free	Free	Free
Other	Free	Free	Free
<b>Pre-Application advice</b>			
<b>Householder</b>			
Cost of each additional meeting	Free	Free	Free
<b>Residential Development including Conversions (see note 1)</b>			
1 dwelling	84.00	83.33	100.00
Cost of each additional meeting	42.00	37.50	45.00
2-3 dwellings	210.00	233.33	280.00
Cost of each additional meeting	105.00	100.00	120.00
4-5 dwellings	326.00	312.50	375.00
Cost of each additional meeting	168.00	145.83	175.00
6-7 dwellings	473.00	458.33	550.00
Cost of each additional meeting	236.00	208.33	250.00
8-9 dwellings	651.00	625.00	750.00
Cost of each additional meeting	326.00	291.67	350.00
10-24 dwellings	1,508.00	833.33	1,000.00
Cost of each additional meeting	755.00	458.33	550.00
25-49 dwellings	1,508.00	1,333.33	1,600.00
Cost of each additional meeting	755.00	583.33	700.00
50 - 74 dwellings	3,018.00	1,666.67	2,000.00
Cost of each additional meeting	1,117.00	750.00	900.00
75 - 99 dwellings	3,018.00	2,166.67	2,600.00
Cost of each additional meeting	1,117.00	1,000.00	1,200.00
100 - 149 dwellings	3,018.00	2,666.67	3,200.00
Cost of each additional meeting	1,117.00	1,083.33	1,300.00
150 - 199 dwellings	3,018.00	2,916.67	3,500.00
Cost of each additional meeting	1,117.00	1,250.00	1,500.00
200 - 299 dwellings	4,527.00	3,500.00	4,200.00
Cost of each additional meeting	1,508.00	1,500.00	1,800.00
300 - 499 dwellings	4,527.00	4,000.00	4,800.00
Cost of each additional meeting	1,508.00	1,666.67	2,000.00
500+ dwellings	4,527.00	4,333.33	5,200.00
Cost of each additional meeting	1,508.00	2,083.33	2,500.00
<b>Non Residential/Commercial Development (see note 1)</b>			
Gross floor area up to 75m2	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Gross floor area 76m2 - 249m2	Free	125.00	150.00
Cost of each additional meeting	Free	62.50	75.00
Gross floor area up to 250m2 - 499m2	Free	250.00	300.00
Cost of each additional meeting	Free	125.00	150.00
Gross floor area 500m2 - 999m2	Free	541.67	650.00
Cost of each additional meeting	Free	270.83	325.00
Gross floor area 1,000 - 2,499m2	1,508.00	1,333.33	1,600.00
Cost of each additional meeting	719.00	600.00	720.00
Gross floor area 2,500 - 4,999m2	3,018.00	2,083.33	2,500.00
Cost of each additional meeting	1,064.00	708.33	850.00
Gross floor area 2,500 - 9,999m2	3,018.00	2,833.33	3,400.00
Cost of each additional meeting	1,064.00	916.67	1,100.00
Gross floor area +10,000m2	4,527.00	4,000.00	4,800.00
Cost of each additional meeting	1,436.00	1,250.00	1,500.00



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

### PROPOSAL OF SCALE OF FEES AND CHARGES

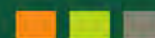
INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Permitted Developments and Pre-application Advice</b>			
<b>Other Categories</b>			
Advertisements	Free	62.50	75.00
Cost of each additional meeting	Free	20.83	25.00
Change of Use	Free	125.00	150.00
Cost of each additional meeting	Free	62.50	75.00
Telecommunications	210.00	187.50	225.00
Cost of each additional meeting	105.00	95.83	115.00
Glasshouses/Poly Tunnels	Free	66.67	80.00
Cost of each additional meeting	Free	16.67	20.00
Others (see note 2)	Free	62.50	75.00
Cost of each additional meeting	Free	20.83	25.00
<b>Historic Environmental and Tree related enquiries</b>			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters - see note 3)	47.00	50.00	60.00
Cost per additional matter to be considered		12.50	15.00
Cost of each additional meeting	23.00	20.83	25.00
Separate Tree related Advice - number of trees not exceeding 10	47.00	50.00	60.00
Cost of each additional meeting	23.00	20.83	25.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	92.00	100.00	120.00
Cost of each additional meeting (see Note 4)	23.00	20.83	25.00
<b>Exemptions</b>			
As set out in Guidance Note (e.g. Parish Councils, etc)			

#### NOTES:

Note 1 - If only principle to be discussed developer to provide indicative capacity

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





Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Water Sampling and Analysis Charges - Fees Recommended By Worcestershire Regulatory Services</b>			
<b>POLLUTION CONTROL</b>			
<b><u>Water Sampling Charges</u></b>			
The Regulations allow local authorities to charge a fee, to enable reasonable costs of services (lab fees etc) to be recovered			
<b>Proposed Fees and Charges</b>			
Risk Assessment	55.00 per hour	55.00 per hour	No VAT currently charged
Sampling (each visit)	55.00 per hour	55.00 per hour	No VAT currently charged
Investigation	55.00 per hour	55.00 per hour	No VAT currently charged
Analysing a sample			
taken under regulation 10 (small supplies)	lab analysis cost	lab analysis cost	No VAT currently charged
<b>(Plus extra lab costs for additional parameters where required)</b>			
taken during monitoring for Group A parameters	lab analysis cost	lab analysis cost	No VAT currently charged
taken during audit monitoring	lab analysis cost	lab analysis cost	No VAT currently charged

**NOTES:**

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



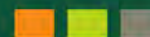
<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Culture, Leisure and Community Protection</b>

**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 31-03-2020</b>	<b>FROM 01-04-2020</b>	<b>FROM 01-04-2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Hackney Carriage/Private Hire Fees</b>			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	105.00	108.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	104.00	107.00	No VAT currently charged
<b>Initial or Replacement Licences/Plates (if lost or damaged)</b>			
External Car Plate	49.00	50.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	21.00	22.00	No VAT currently charged
Vehicle Decals - Replacements	19.00	20.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	29.00	30.00	No VAT currently charged
<b>Vehicle Testing</b>			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	31.00	26.67	32.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	59.00	50.83	61.00
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	415.00	426.00	No VAT currently charged
Disclosure and Barring Service check	62.00	64.00	No VAT currently charged
Drivers Badge	25.00	26.00	No VAT currently charged
Drivers' Knowledge Test	54.00	56.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	463.00	477.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	1,760.00	1,810.00	No VAT currently charged

**NOTES:**

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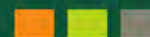
<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Culture, Leisure and Community Protection</b>

**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 31-03-2020</b>	<b>FROM 01-04-2020</b>	<b>FROM 01-04-2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Licensing and Registration - Animal Activity Licence</b>			
<b>Animal Activity Licence</b>			
Animal Boarding, Dog Breeding, Pet Shops, Riding Establishments			
Application Fee	322.00	329.00	No VAT currently charged
1 Year Licence Fee	180.00	184.00	No VAT currently charged
2 Year Licence Fee	357.00	364.00	No VAT currently charged
3 Year Licence Fee	535.00	546.00	No VAT currently charged
Variation Fee	235.00	240.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	
<b>Animal Activity Licence</b>			
Performing Animals (No Risk Assessment)			
Application Fee	215.00	219.00	No VAT currently charged
1 Year Licence Fee	N/A	N/A	No VAT currently charged
2 Year Licence Fee	N/A	N/A	No VAT currently charged
3 Year Licence Fee	290.00	300.00	No VAT currently charged
Variation Fee	155.00	158.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	

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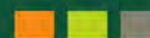
<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Culture, Leisure and Community Protection</b>

**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 31-03-2020</b>	<b>FROM 01-04-2020</b>	<b>FROM 01-04-2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Licensing and Registration</b>			
Dangerous Wild Animals Initial	411.00	432.00	No VAT currently charged
Renewal	271.00	285.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)			
Zoo Licences Initial	1,976.00	2,075.00	No VAT currently charged
	(plus Inspector's expenses)	(plus Inspector's expenses)	
Renewal	1,777.00	1,866.00	No VAT currently charged
	(plus Inspector's expenses)	(plus Inspector's expenses)	
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -			
Certificate of Registration: (a) Person	200.00	210.00	No VAT currently charged
(b) Premise	288.00	302.00	No VAT currently charged
(c) Persons & Premises	No Longer Available	No Longer Available	
Sex Establishments Initial	5,226.00	5,487.00	No VAT currently charged
Renewal	2,007.00	2,107.00	No VAT currently charged
Transfer	400.00	421.00	No VAT currently charged

**NOTES:**

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Gambling Premises Licence Fees</b>			
<b>Gambling Premises Licence - New Application</b>			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
Temporary Use Notices	428.00	449.00	No VAT currently charged
<b>Gambling Premises Licence - Annual Fee</b>			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	505.00	530.00	No VAT currently charged
Betting Premises (Tracks)	841.00	883.00	No VAT currently charged
Bingo Club	841.00	883.00	No VAT currently charged
Family Entertainment Centre	629.00	660.00	No VAT currently charged
<b>Provisional Statement Application</b>			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
<b>Licence Application (Provisional Statement Holders)</b>			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
<b>Application to Transfer</b>			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
<b>Application to Vary</b>			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,259.00	1,322.00	No VAT currently charged
Betting Premises (Tracks)	1,049.00	1,101.00	No VAT currently charged
Bingo Club	1,472.00	1,546.00	No VAT currently charged
Family Entertainment Centre	841.00	883.00	No VAT currently charged
	0.00	0.00	
<b>Reinstatement of Licence</b>			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged

**NOTES:**

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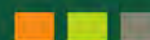
<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Culture, Leisure and Community Protection</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
<b>Street Trading</b>	<b>TO 31-03-2020</b>	<b>FROM 01-04-2020</b>	<b>FROM 01-04-2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,450.00	2,575.00	No VAT currently charged
- Renewal	2,330.00	2,450.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	2,045.00	2,145.00	No VAT currently charged
- Renewal	1,842.00	1,935.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	1,010.00	1,060.00	No VAT currently charged
Mobile Traders - Initial	962.00	1,010.00	No VAT currently charged
Mobile Traders - Renewal	962.00	1,010.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	387.00	405.00	No VAT currently charged

**NOTES:**

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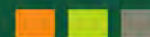
<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Culture, Leisure and Community Protection</b>

**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 31-03-2020</b>	<b>FROM 01-04-2020</b>	<b>FROM 01-04-2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services</b>			
Site Licence - Initial (3 year licence)	290.00	296.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	240.00	245.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	145.00	148.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	95.00	97.00	No VAT currently charged
Variation of Licence	65.00	67.00	No VAT currently charged
Copy of licence (if lost or stolen)	25.00	26.00	No VAT currently charged

**NOTES:**

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<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>Culture, Leisure and Community Protection</b>

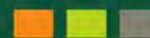
**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
<b>Control of Dogs - Fees Recommended By Worcestershire Regulatory Services</b>	<b>TO 31-03-2020 £</b> Charges inclusive of VAT (if applicable)	<b>FROM 01-04-2020 £</b> Charges before VAT	<b>FROM 01-04-2020 £</b> Charges inclusive of VAT (if applicable)
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Kennelling charge per dog per day	13.50	15.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	20.00	25.00	No VAT currently charged
Administration Fee per stray dog seized	15.00	15.00	No VAT currently charged
Out of Hours Charge	35.00	40.00	No VAT currently charged
Repeat stray charge	25.00	30.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	10.00	10.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	

**NOTES:**

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





Service	Revenues	Service Manager	Revenues, Benefits and Customer Services Manager
Directorate	Resources	Cabinet Member	Strategy and Finance

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
<b>Council Tax and NNDR</b>			
<b>Council Tax and NNDR</b>			
Summons costs	50.00	50.00	No VAT currently charged
Liability Orders	30.00	30.00	No VAT currently charged

**NOTES:**

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**Report of the Chief Financial Officer in respect of  
Sections 25-28 Local Government Act 2003**

**1. PURPOSE**

- 1.1 To consider the report of the Chief Financial Officer in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring.

**2. RECOMMENDATION** (see 2.3 of main report)

**THAT COUNCIL NOTE:**

- 2.1 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet on 11<sup>th</sup> February 2020, as detailed in this report.**

**3. BACKGROUND**

- 3.1 Sections 25 to 28 of the Local Government Act 2003 (The Act) place statutory duties on Local Authorities on how they set and monitor budgets. The Act requires local authorities to ensure that the Budget estimates are robust, Reserves are adequate and the Budget is monitored on a regular basis.
- 3.2 Section 25 requires the Chief Financial Officer to report to the Council on the robustness of the estimates it makes when calculating its budget requirement under Section 32 of the Local Government Finance Act 1992 and on the adequacy of its proposed financial reserves.
- 3.3 Section 26 requires authorities to adhere to their approved policies in relation to Reserves when setting budgets to ensure that the minimum Reserve levels are maintained.
- 3.4 Section 27 requires the Chief Financial Officer, at the time of the budget setting, to report if it appears that a reserve in relation to the previous financial year is likely to be inadequate. The reasons for the inadequacy and a recommended course of action must be considered by Council.
- 3.5 Section 28 places a statutory duty on the Council to review its budget and all calculations related to it from time to time. If the review shows a deterioration in the financial position, the Council must take such action as it considers necessary (if any) to address the situation.
- 3.6 Whilst Sections 25-27 relate specifically to budget and council tax setting for the following financial year, these Sections are being more widely interpreted by External Auditors to include the period of the Council's Financial Strategy; as a consequence it is necessary to report not only on next year's Budget but on the period covered by the Three Year Budget Strategy (2020-23).

#### **4. KEY ISSUES – CHIEF FINANCIAL OFFICER'S OPINION ON 2019-22 BUDGET & THREE YEAR BUDGET STRATEGY**

In respect of the Budget Proposals recommended by the Cabinet, in my opinion:-

- 4.1 The estimates made for the purposes of Section 32 of the Local Government Finance Act 1992 calculations are robust.
- 4.2 The Reserves outlined in the Three Year Budget and Policy Framework Report to the Cabinet on this agenda are adequate in relation to the 2020-23 Budget. The work done by the Financial Strategy Panel this year and resultant Cabinet report recommendations, supplemented by the updates included in the latest Cabinet report are instrumental in continuing to promote economic growth, and moving the Council closer to a sustainable balanced budget in the future, that is less reliant on the use of reserves. The continuing Transformation Programme required to deliver the savings required with a key lever formally reflected in the Cabinet Proposals for this year being the Localism work stream. Despite adding these new generic savings targets as part of the Cabinet Proposal process the overall funding gap has decreased from circa £2m to circa £1.73m in 2022-23. Whilst the funding gap remains significant, the increase in overall balance sheet reserves as part of the 2018-19 Final Accounts process and the clear reporting of the use of reserves within the MTFS ensures there is full transparency. It is acknowledged that the funding gap represents a key risk to ongoing financial sustainability. This will need to be directly addressed as the Progressive Alliance move into their second year of Administration and continue to be carefully managed and mitigated by the member and officer Leadership team.
- 4.3 Work is planned to continue to reduce costs through internal efficiency, grow income by selling services and generate income from the Council's assets and seek out alternative service delivery vehicles where appropriate. A significant work stream is being progressed to build on the excellent progress with localism, including the transfer of operational services to Kidderminster Town Council.
- 4.4 The programme of change described in the MTFS will continue to apply to all services. Over the next 12 months, all service areas will be reviewed accompanied by a further management review, to ensure that the Council is organised to meet the agreed priorities of the Council and future changes and challenges.
- 4.5 The Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances, which outline a minimum Reserve (Working Balance) for this Council which has been adhered to in the Financial Strategy 2020-23.
- 4.6 Following an external review by Link Asset Services (our retained Treasury Management advisors) in 2017 this year's MTFS maintains the increased working balance of £1.2m. The external report advised that we considered increasing the working balance up to £1.5m, £1.2m is considered to be adequate pending a further increase from Final Accounts savings, to provide additional risk mitigation for this MTFS and the position will continue to be kept under review. The Link Report confirmed that the levels of reserves currently held were fair and reasonable. Since this review, overall levels of reserves held have increased to reflect ongoing risk as reflected in our Statement of Accounts 2018-19 and acknowledged by our external auditors.

- 4.7 The Council also currently holds earmarked reserves of £7.2m (as at 31<sup>st</sup> December 2019). It should be noted that the Council has commitments against such earmarked reserves and the forecast balance after commitments is £4.6m. A General Risk Reserve is also held of circa £795k as at 1<sup>st</sup> April 2019; the forecast balance after commitments is £305k (as at 31<sup>st</sup> December). It is proposed that the Innovation fund is replenished by £300k as part of these budget proposals and that the General Risk Reserve is topped up by £150k. The level of both of these reserves will be reconsidered as part of the Final Accounts process. The end of December balance on the Innovation Fund taking into account known commitments is £393k. A Planned Property Maintenance reserve was created last year by taking 20% of the net proceeds from Capital Portfolio purchases to help mitigate future unknown risk.
- 4.8 The assessment of affordability of financial plans requires a judgement about risk and is covered in the Prudential Framework and associated codes and guidance. A code was issued in December 2017 supplemented by Investment and Minimum Revenue Provision (MRP) Guidance. These codes included a requirement for a detailed capital strategy from 2019-20 setting out the long term context in which capital expenditure and investment decisions are made, giving due regard to both risk and reward and the achievement of priority outcomes. The main objective is to introduce greater focus on reporting and planning for long term financial and risk implications in relation to non-treasury investments. This Council was one of the first to progress approval of a revised Capital Strategy to meet the new requirement, with formal approval received at May 2018 Council in advance of the statutory timeline. The Capital Strategy proposed for this budget cycle provides high-level projections over a longer timeframe of 10 years. This extended timeframe is to provide extra information for additional transparency, particularly in relation to movements in the Balance Sheet, Capital Financing Requirements and Minimum Revenue Provision which all impact on the revenue budget and reserves requirement.
- 4.9 CIPFA also issued the long awaited Guidance on Prudential Property Investment in mid-November 2019 including a detailed methodology on how authorities could calculate whether their property investments are proportional to the size of their revenue budgets. All of the properties purchased from the Capital Portfolio Fund have been for operational purposes however as the purchases were funded from PWLB loans, for transparency we have applied the guidance. Detailed work has been undertaken with Jones Valerio our retained Property Management advisors to prepare the calculations for the five Property Portfolio acquisitions currently held. The methodology developed with Jones Valerio to apply this calculation for the Property Portfolio is shown in Appendix 4A. The detail in relation to individual properties held is not within this appendix as it includes commercially sensitive information. This data will be included in future Property Portfolio Management exempt reports to Overview and Scrutiny. The Fund Level Summary Analysis shows that potential risk is covered by forecast reserves in the Planned Property Maintenance Reserve (paragraph 4.7 refers). This demonstrates that we hold proportionate levels of risk reserves. This new methodology will continue to be refined and improved and the results included in future reports. In terms of all other areas, given our current governance processes and procedures, I consider that this Council already largely complies with the new guidance; a few minor revisions have been made to the proposed Capital strategy to clarify a few minor points.

- 4.10 In late October 2019 CIPFA issued a Financial Management Code (FM Code) which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively. The first full year of compliance will be 2021-22. This reflects the recognition that organisations will need time to reflect on the contents of the code and can use 2020-21 to demonstrate how they are working towards compliance.
- 4.11 Financial Resilience Index information was also recently published by CIPFA together with a web tool that can be used to compare local authority financial datasets. CIPFA is clear that this is not a league table in any way but rather a tool to support councils as they make important decisions on providing local services while making best use of taxpayers money. The aim is that this tool will help to ensure the sector is held to collective and robust standards of governance and financial management. There has been some controversy around this development with concern that this could become an unfair league table. This is because the measures included within the CIPFA work are standalone and necessarily backward looking based on reported information. No commentary is provided on individual measures and their weighting, with no view as to the future and no overall ranking of councils when the measures are taken collectively. Equally the measures reflect historic policy decisions around local government funding over which we have no control. Despite the limitations of the model it is nevertheless something councils should be mindful of and will be another source of information for external auditors. A summary analysis of this Council's position using 2018-19 reported data and also how it compares to other district councils in both the CIPFA Comparator Group and across Worcestershire is provided in Appendix B. This analysis shows that using the CIPFA comparator Group for 2018-19 this Council only has one red flag for the Fees and Charges to Service Expenditure Ratio. For this indicator the higher the ratio the less risk is attributed. This Council has made significant improvements in income generation and this is continuing to be a key theme in the MTFs. Rental income from property has increased since 2018-19 and this should improve the index result so this marginally Red result is not considered to represent a significant risk. Further narrative on the 2018-19 Financial Resilience comparisons is included in Appendix B.
- 4.12 Prudential Indicators are the monitoring tool to assess performance and risk for treasury management and non-treasury capital expenditure. The latest guidance and code of practice on Treasury Management has been reflected in the 2020-21 Treasury Management Service Strategy and Capital Strategy.
- 4.13 It is important that the level of reserves is carefully monitored and reviewed as the impact of the proposed Local Government Finance Reforms become clear and also once future funding levels are known. The proposed Local Government Finance Reforms place significantly increased risk on local authority income and funding streams and the levels of reserves may need to be reviewed as the reforms are implemented and their impacts become clear.
- 4.14 The Cabinet monitors Budgets on a monthly basis in accordance with Section 28 of the 2003 Act, including 'Budget Risk Management' and takes appropriate action to ensure financial accountability. The enhanced level of reporting developed in liaison with the Commercial Activity Programme Board is now embedded in regular budget monitoring reports to provide improved management information to improve the pace of decision making around demand-led income.

## 5. FINANCIAL IMPLICATIONS

5.1 These are contained within the main MTFS report.

## 6. LEGAL AND POLICY IMPLICATIONS

6.1 These are contained in Paragraph 3 of this report.

## 7. EQUALITY IMPACT NEEDS ASSESSMENT

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

## 8. RISK MANAGEMENT

8.1 Contained within the Financial Strategy 2020-23 and subsequent Cabinet reports are the significant risks and mitigating actions which have been identified, allied to the budget process.

8.2 There are three significant financial risks affecting the Council over the next three years:

- Funding reductions from Central Government in light of the Local Government Finance Reforms changing key funding streams and methodologies including the Fair Funding Reform, phasing out of Revenue Support Grant, New Homes Bonus funding reductions and the new Business Rates Retention scheme from 2021-22.
- The increased reliance on local income sources including the Capital Portfolio Fund and other more commercial income streams and risk this may not be realised in line with projected expectations and;
- Further savings required from the Transformation Programme, in particular Localism, are significant and could prove challenging to deliver in the timeframe required.

8.3 It is for the reasons such as the above that the Council proposes to keep the current £1,200,000 level of the working balance reserve under review. This fund is available to provide cover for urgent unforeseen expenditure e.g. in respect of a civil emergency. The Innovation Fund is held to fund one-off costs of implementation of Transformation; significant allocations have been made to increase capacity and resource to support commercial development. The General Risk Reserve also mitigates more generic risks and has proven to be a useful approach following the change last year. Whilst increases to the both these reserves are proposed as part of the MTFS, reconsideration of remaining levels should be made as part of the Final Accounts process, in accordance with the delegations in the main budget report on this agenda. In addition to these generic reserves, earmarked reserves are held to cover specific commitments and therefore limit financial risk. The Planned Property Maintenance reserve created last year takes 20% of the net proceeds from Capital Portfolio purchases to mitigate future unknown risk; this is a fundamental element of the methodology set out in Appendix A for the assessment of risk using the latest CIPFA guidance.

## **9. CONCLUSION/FURTHER CONSIDERATIONS**

- 9.1 Whilst the Council continues to be reliant on contributions from reserves to balance its budget over the term of the Financial Strategy, the ongoing Transformation Programme should deliver ongoing savings to improve this. The Provisional Finance Settlement suggests that from 2020-21 overall Central Government funding will have reduced to a particularly challenging level.
- 9.2 To reduce the financial risks now faced, it is essential that net expenditure and funding be better aligned by the progression of efficiency plans for reductions in spending and increased income generation. Following the change in political Administration in May 2019 this realignment work has continued and it is important that pace is increased in 2020-21.
- 9.3 The ongoing Local Government Finance Reforms that see Revenue Support Grant phased out from 2019-20, New Homes Bonus and Business Rates Reform reduce Central Government funding and increase the reliance on local funding streams. The level of reserves may need to be reconsidered once the impact of the reforms has been confirmed.
- 9.4 The recommendation in relation to the review of the level of the Working Balance from the Link Asset Services independent report on reserves held by this council, has been partially achieved and will be further reviewed as part of the 2019-20 Final Accounts Closedown process.
- 9.5 The assessment of affordability of financial plans requires a judgement about risk. This has been updated in the latest Capital Strategy. This meets the main objective of the latest code by placing greater focus on reporting and planning for long term financial and risk implications in relation to non-treasury investments. The 10 year Capital Programme forecast helps achieve this. Current approvals for the Capital Portfolio Strategy and Development Loans Fund are considered to be proportionate to the size of this Council and the Balance Sheet composition of Balance Sheet as reported in the statutory accounts. It should be noted that this Council only makes investments within the approved functional economic geography for multiple objectives, so whilst proportionality is a key issue, the current acquisition policy itself is within relevant guidance. Guidance on Prudential Property Investment issued in mid-November 2019 is largely met by existing policies and procedures. The exception is for the new methodology for the calculation of the adequacy of reserves in relation to exposure from property income streams and this is reported for the first time in Appendix A of this report.
- 9.6 The importance of the development of commercialism and income generation to help close the funding gap has been recognised by the work of the Commercial Programme Activity Board utilising the generic capital and revenue budget allocations. This strategy is not without risk and to mitigate this each business case for commercial development will continue include an appropriate assessment of risks gauged against potential rewards; review of risk and performance will be at least annually for each area of commercial activity. This regular review includes the option to cease commercial activity if appropriate.

- 9.7 During 2018-19 CIPFA consulted on the introduction of a Local Authority Financial Resilience Index. This consultation generated a significant level of debate and this Council like many other responded to say that whilst we have broad support for the main objective of the proposal, being to help CFOs by giving their views the back-up of the concerns of an independent body, thereby adding further weight to the expert advice already provided we did have a few concerns. The main concern was that a publicly available index of resilience would be used as an overly simplistic benchmark to stigmatise less resilient authorities and generally put too much emphasis on financial considerations at the expense of local context and broader governance considerations. CIPFA listened to the consultation feedback and made a number of modifications to proposals whilst remaining committed to the project. The final Index and web-tool was launched in December 2019. This Council's position relative to the new index is included in Appendix B. Our position is not of cause for concern, the Council holding an adequate level of reserves to implement plans to close what is recognised as a significant but achievable funding gap and the new Administration is actively developing plans to reduce this over this MTFS.

## **10. CONSULTEES**

- 10.1 Leader of the Council/Cabinet Member for Finance and Strategy
- 10.2 CLT

## **11. BACKGROUND PAPERS**

- 11.1 Local Government Act 2003 Sections 25-28
- 11.2 Local Government Finance Act 1992 Section 32
- 11.3 CIPFA revised Prudential Code and Treasury Management Code December 2017
- 11.4 Medium Term Financial Strategy 2020-23 Cabinet December 17<sup>th</sup> 2019
- 11.5 CIPFA Financial Resilience Index December 2019
- 11.6 CIPFA Financial Management Code – October 2019
- 11.7 CIPFA Code Guidance on prudential property investment



## Wyre Forest District Council

### Capital Portfolio Fund

### Fund analysis of exposure to potential revenue loss risks

## Approach & Methodology

### Introduction and purpose

As part of The Chartered Institute of Public Finance and Accountancy (CIPFA) guidance document, entitled Prudential Property Investment (November 2019), this document provides further guidance on the need for Local Authorities to analyse their exposure to potential revenue loss and revaluation losses that may impact on an Authority's revenue budget. The guidance seeks that an Authority undertakes a proportionality test to provide visibility of any expected losses occurring.

### Types of Risks

It should be noted that the Quarterly Fund Report provided to the Council by the Asset Manager already reports, analyses and recommends actions across a comprehensive range categories defined below that are all devised to reduce income risk and increase income growth and capital value on an ongoing basis.

Commentary and annual review of the Investment and Asset Management Strategy.

Property Investment Market Commentary.

Commentary on the Investment Valuations.

Portfolio Diversification & Sector Performance including market benchmarking.

Total Property Return

Rental Value Growth

5 Year Reversionary Profile.

Rent Collection Statistics

Service Charge Performance

Tenant Retention Rates

Tenant Covenant Strength

Average Weighted Unexpired Lease Term

Void Management including market benchmarking.

Energy Performance including target benchmarking.

Tenant Repairing Obligations Record.

Portfolio Disputes Register.

The Principle Risks (Inconsistent Strategy, Investment & Asset Management Activity, Health & Safety and Terrorism & Other Interruption)

Energy Performance including target benchmarking.

Income Projections & Risk

Portfolio Performance Components

18 Month Rent Review Schedule

18 Month Break Option Schedule

18 Month Lease Expiry Schedule

Dilapidations & Claims Schedule

Capital Expenditure Schedule

### **Exposure to Potential Revenue Loss Risks**

Following a review of the current platform in place to manage risks, the Council has in discussion with their appointed Investment Manager, identified two specific risks those being from lease events (break options and lease expiries) and business failure risk, that could result in a potential revenue loss risk, and require further analysis in alignment with the most recent CIPFA guidance.

We have therefore set out below the approach and methodology in dealing with both of these specific risks to the Council and in addition provided a template on the following pages (with associated instructions to complete the forms) to identify the risks, analyse them (including a weighting method) which highlights the potential revenue loss risk which can then have any earmarked reserves deducted, allowing a comparison figure for revenue exposure to the maximum losses that the revenue budget could reasonably absorb in any year.

### **Lease Events & Event Scoring Weighting**

An '18 Month Break Option Schedule' is reported in the Quarterly Fund Report and the Asset Manager is responsible for obtaining the clients outline instructions to appoint an advisor or advise directly as necessary. The asset management strategy for each event is to be agreed between the Client, AM and where relevant appointed Break Option Advisor (BOA) prior to the appointment.

There are two courses of action for the Council those being : Standard Operating Procedure (Council does not wish to take any action and the landlord or tenant may or may not activate their break option) or Pro-active Asset Management (Council wishes to take strategic action to seek to remove or activate a landlords break option).

An '18 Month Lease Expiry Schedule' is reported in the Quarterly Fund Report and the Asset Manager is responsible for obtaining outline Client instructions to appoint or advise as necessary. The fund report identifies Security of Tenure status, Valuation ERV and other pertinent general information to assist with the strategic and appointment stage of the Lease Renewal.

The asset management strategy for each event is to be agreed between the Council, Asset Manager and where relevant appointed Lease Renewal Advisor (LRA) prior to the appointment.

The 'Event Scoring Weighting' on the following tab effectively covers four possible levels of weighing results. These are a factual basis for weighting the income although the allocation of percentage weighting can in itself be deemed as more subjective and we therefore offer some further explanation below.

It cannot be debated that where a Lease Event exists, with no other information, it is generally accepted in the property market that the event has a 50% chance of occurring. It is worth noting that valuations actually assume that the event will occur and a void period built into the valuation.

To logically move up and down a risk scale from this 50%, we would arrive at 100% and 0% respectively. The 100% is in our approach where actual notice has been served and unless it can be negotiated 'back' the event will occur. The 0% will not exist in this particular model since if there is no actual Lease Event, there will be no requirement to analyse it or weight it.

The final lowest weighting we have provided is something that sits in-between 50% and 0% which we have logically identified as 25%. The need for something less than 50% is important as the ability for Landlords to actively reduce their risk by taking pro-active action to remove the risks is one of the most attractive qualities about real estate investment. This rating reflects where a Landlord is actively engaged with the Tenant in a real way and determined to try to negotiate the Lease Event and maintain secure income.

#### **Risk of Business Failure & D&B Risk Indicator Weighting**

The risk of business failure if reported via a Dun & Bradstreet Report (D&B) provides a figure of both business strength and importantly a risk indicator of business failure. We are utilising the risk indicator and have applied a weighting against each level of risk as identified in the 'D&B Risk Indicator Weighting Tab'

The D&B information is traditionally updated annually when tenants submit their year end accounts but due to the potential staggered nature of the data being provided, the fund valuers are to provide this information on a quarterly basis to the Investment Manager who will in addition and in conjunction with the Property Managers be reviewing tenants on a more local level i.e are they trading ? are they paying the rent ?

The D&B Rating (if available) are included in the 'Property Analysis' for each tenant following analysis against the 'D&B Risk Indicator Weighting' tab we have provided which will identify the relevant weighting for perceived secure income not potential Lease Event Loss.

#### **Fund Level Summary**

The 'Fund Level Summary' tab summarises the fund level data and is automatically calculated (with the exception of the earmarked reserves figure from the Council) from the property forms themselves and includes column explanations.

## Event Scoring Weighting

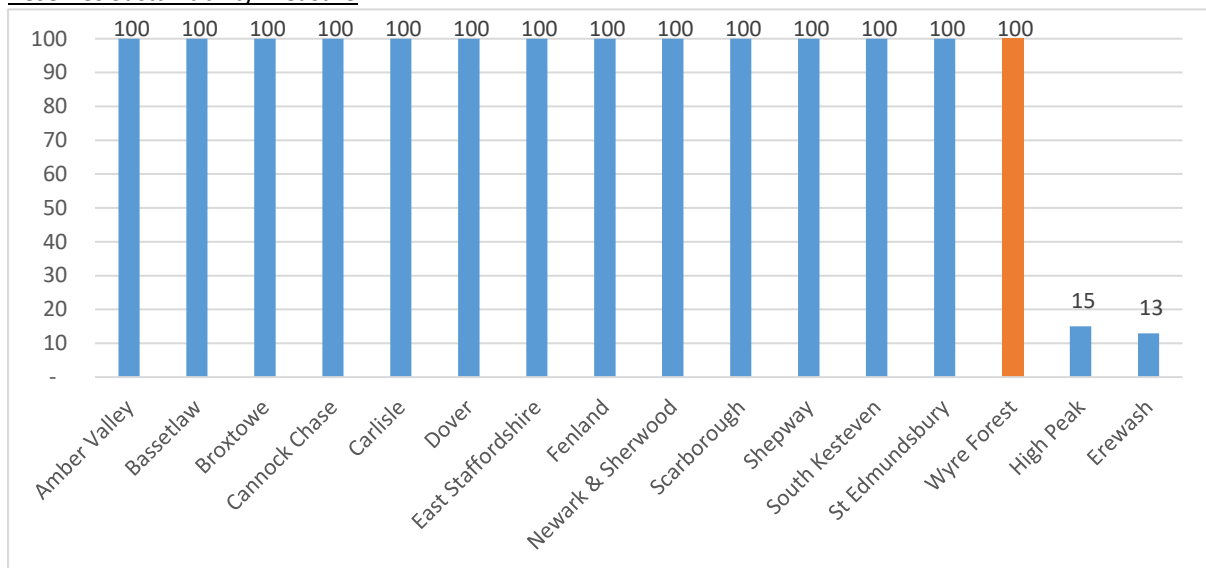
Relevant Questions	Event Weighting	Weighting Explanation
Where the Landlord or Tenant served a termination notice with the effective date taking effect during the year of analysis.	100%	100% will be where a Lease Event has deemed certainly of occurring which is identified where either the Landlord or Tenant served a termination notice that will take effect during the 'Relevant Annual Period of Loss Analysis'.
Where the Landlord or Tenant indicated they intend to serve a termination notice with the effective date taking effect during the year of analysis.	75%	75% will be where a Lease Event has deemed uncertainly of occurring which is identified where either the Landlord or Tenant has indicated they intend to serve a termination notice that will take effect during the 'Relevant Annual Period of Loss Analysis'.
Where no termination notice has been received or any intention of Landlord or Tenant to serve a termination notice with the effective date taking effect during the year of analysis.	50%	50% will be where neither Landlord or Tenant has either served a termination notice or expressed and intention to serve a terminations notice that will take effect during the 'Relevant Annual Period of Loss Analysis'.
Where the termination event is being actively negotiated between Landlord and Tenant with a view to removing the Lease Event with the effective date taking effect during the year of analysis.	25%	25% where the Landlord and Tenant are in negotiations over a future Lease Event. Where a termination notice has been received the score will remain at 100%. Where a tenant has indicated they intend to serve a termination notice the score will remain at 75%. Where no termination notice has been received or intention to terminate has been identified then the score could move from 50% to 25%.

MTFS REPORT APPENDIX 4B/1 – CIPFA RESILIENCE INDEX RESULTS FOR WYRE FOREST DISTRICT COUNCIL COMPARED TO CIPFA COMPARATOR GROUP

CIPFA Resilience Indicators – 2018-19

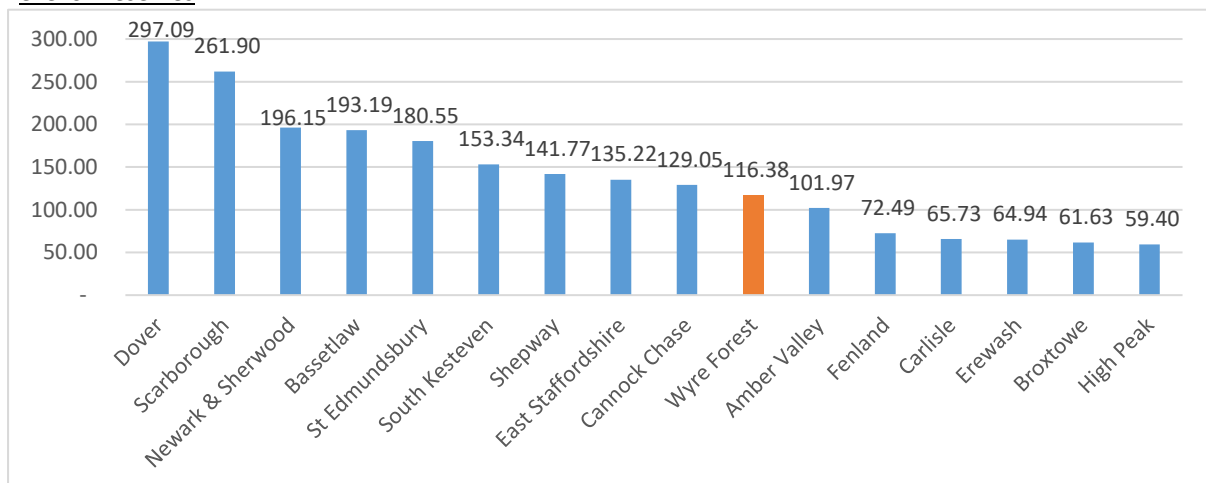


**Reserves Sustainability Measure**



Ratio between current level of reserves and average change in reserves in each of past three years. A negative value implies reserves have increased.

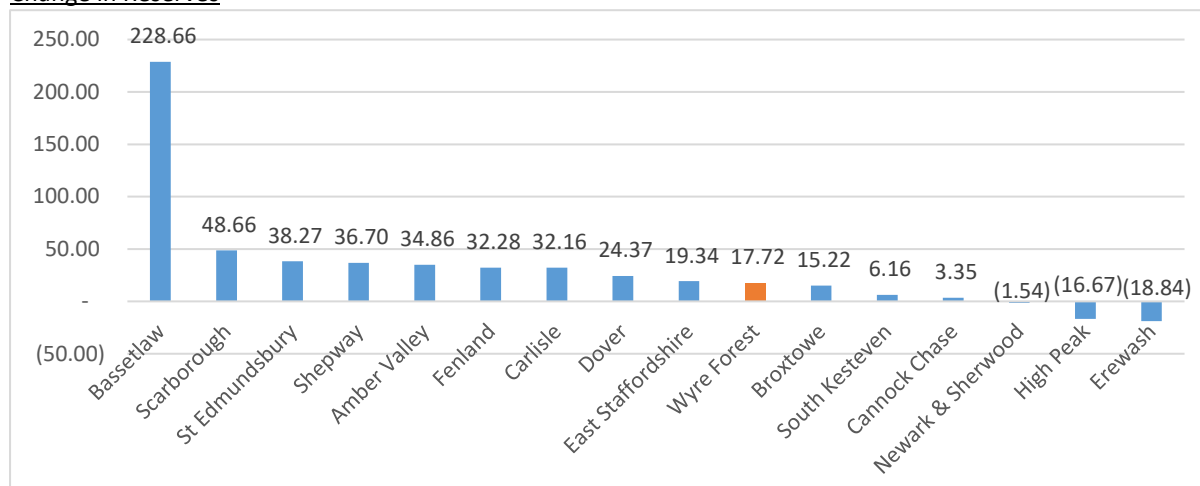
**Level of Reserves**



Ratio of current level of reserves (usable) to net revenue expenditure.

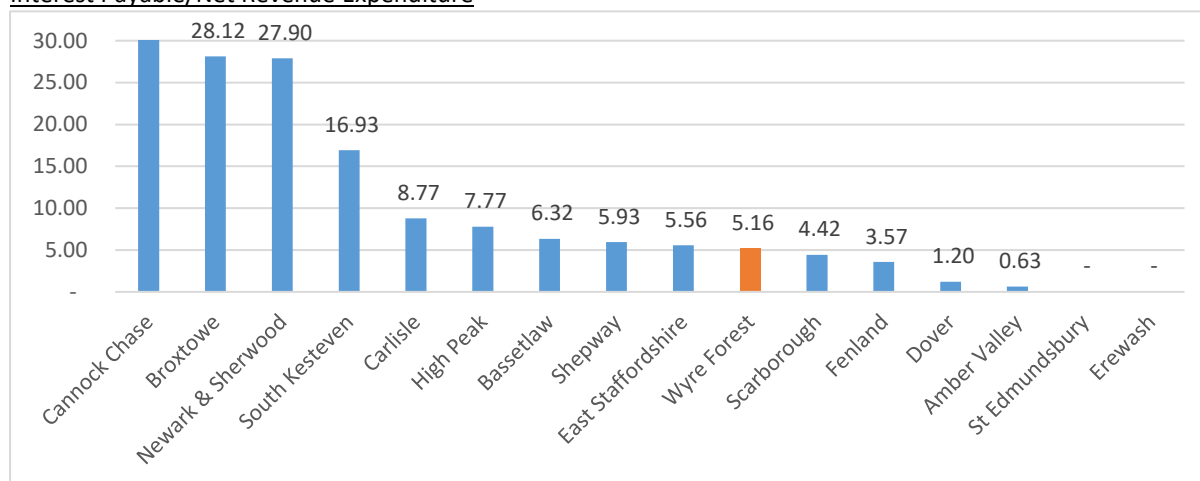
MTFS REPORT APPENDIX 4B/1 – CIPFA RESILIENCE INDEX RESULTS FOR WYRE FOREST DISTRICT COUNCIL COMPARED TO CIPFA COMPARATOR GROUP

Change in Reserves



Avg. percentage change in reserves (usable) over past three years.

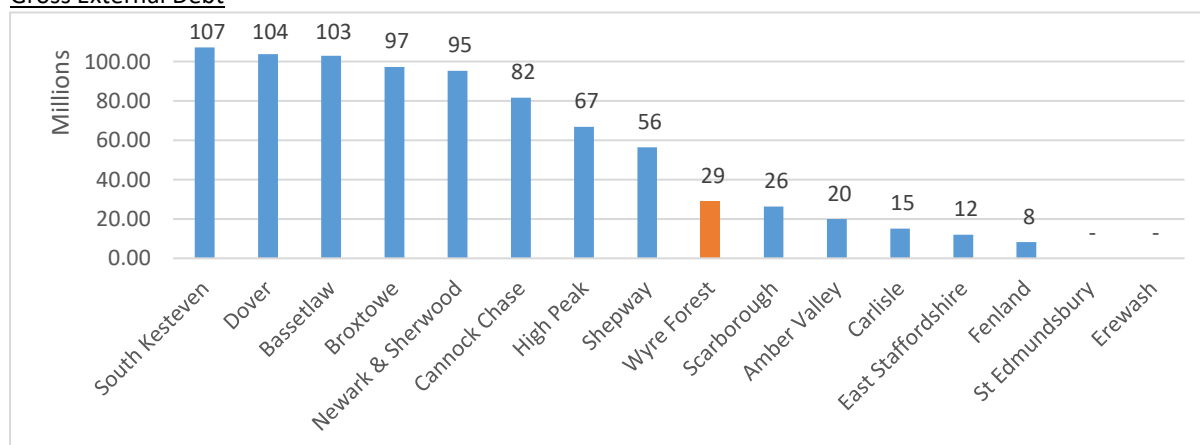
Interest Payable/Net Revenue Expenditure



This indicator is the ratio of Interest Payable and Net Revenue Expenditure.

Shows WFDC's debt is sustainable and comparable to the size of the authority.

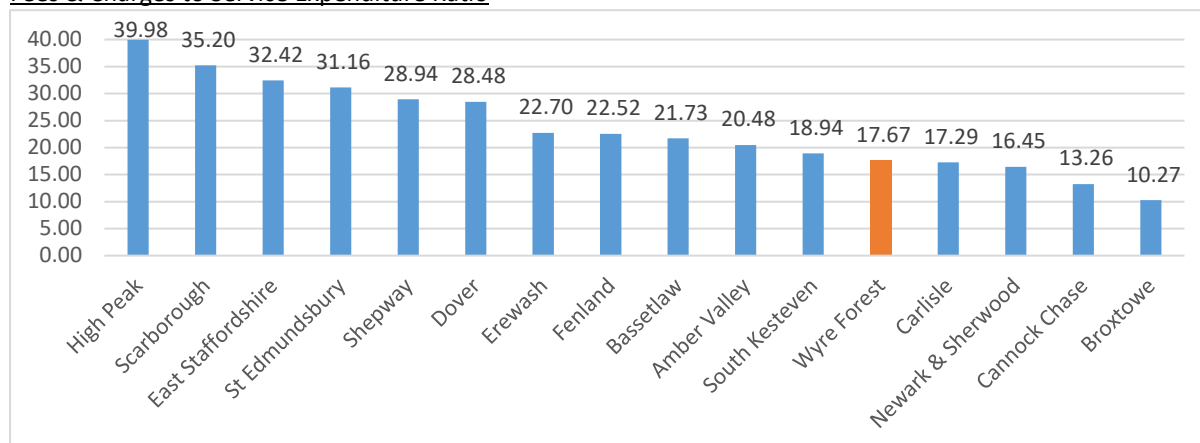
Gross External Debt



Gross external debt held by Council.

MTFS REPORT APPENDIX 4B/1 – CIPFA RESILIENCE INDEX RESULTS FOR WYRE FOREST DISTRICT COUNCIL COMPARED TO CIPFA COMPARATOR GROUP

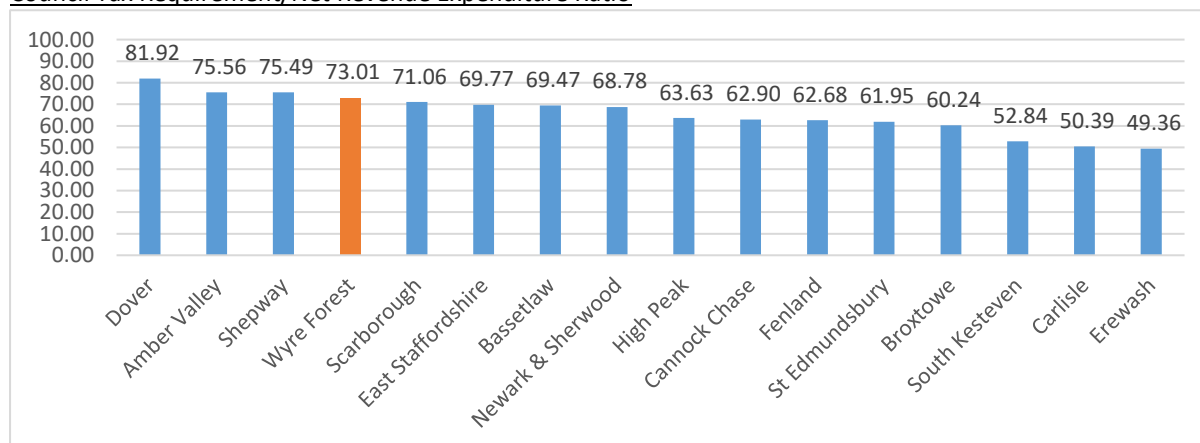
Fees & Charges to Service Expenditure Ratio



Indicator shows proportion of fees and charges against council's total service expenditure.

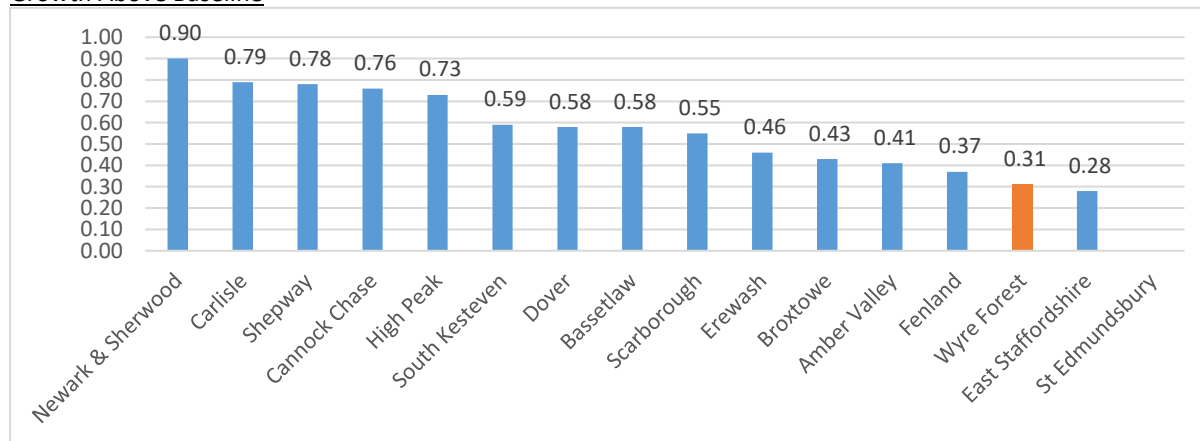
Revenue generated through fees and charges make up roughly 18% of the council's total service expenditure. This revenue is of greater risk of being lost than income received through council tax as it is dependent upon customers choosing to spend their money with WFDC. We need to ensure that WFDC pricing remains competitive while also providing a quality service so that revenue is not lost to competitors.

Council Tax Requirement/Net Revenue Expenditure Ratio



Ratio of council tax as a proportion of net expenditure.

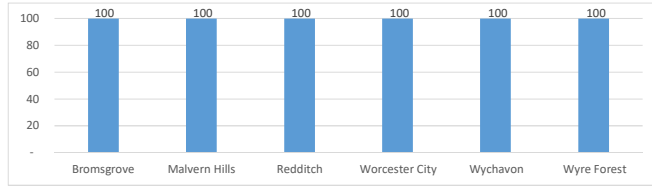
Growth Above Baseline



Difference between baseline funding level and retained rates income, over the baseline funding level.

Reserves Sustainability Measure

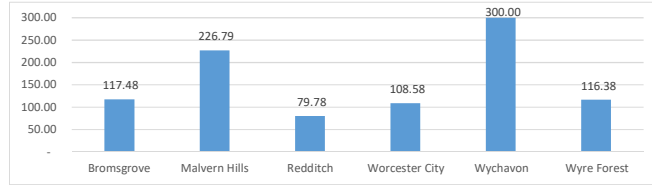
Authority	Value
Bromsgrove	100
Malvern Hills	100
Redditch	100
Worcester City	100
Wychavon	100
Wyre Forest	100



Indicator is ratio between current level of reserves and average change in reserves in each of past three years. A negative value implies reserves have increased.

Level of Reserves

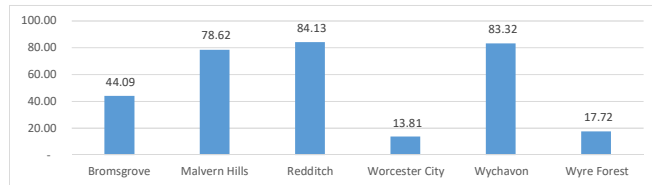
Authority	Value
Bromsgrove	117.48
Malvern Hills	226.79
Redditch	79.78
Worcester City	108.58
Wychavon	300.00
Wyre Forest	116.38



Ratio of current level of reserves (usable) to net revenue expenditure.

Change in Reserves

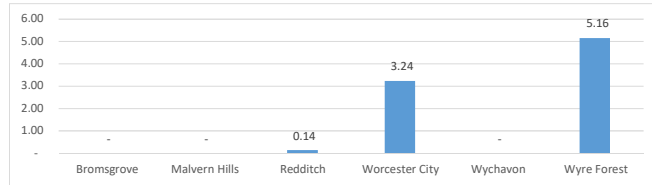
Authority	Value
Bromsgrove	44.09
Malvern Hills	78.62
Redditch	84.13
Worcester City	13.81
Wychavon	83.32
Wyre Forest	17.72



Avg. percentage change in reserves (usable) over past three years.

Interest Payable /Net Revenue Expenditure

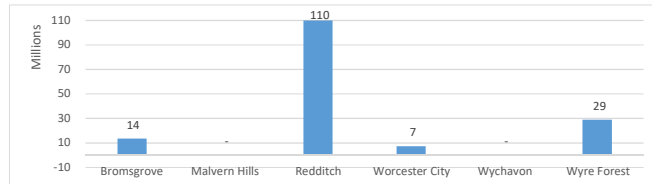
Authority	Value
Bromsgrove	-
Malvern Hills	-
Redditch	0.14
Worcester City	3.24
Wychavon	-
Wyre Forest	5.16



This indicator is the ratio of Interest Payable and Net Revenue Expenditure

Gross External Debt

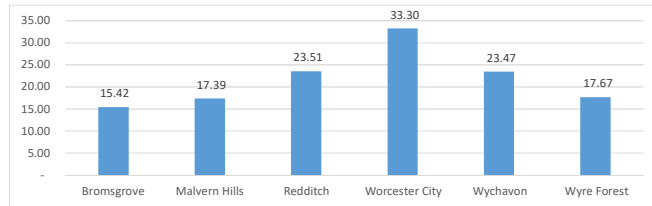
Authority	Value
Bromsgrove	13,522,000
Malvern Hills	-
Redditch	109,929,000
Worcester City	7,293,000
Wychavon	-
Wyre Forest	29,000,000



Gross external debt held by Council.

Fees & Charges to Service Expenditure Ratio

Authority	Value
Bromsgrove	15.42
Malvern Hills	17.39
Redditch	23.51
Worcester City	33.30
Wychavon	23.47
Wyre Forest	17.67

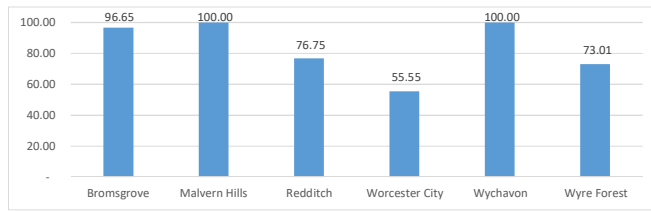


Indicator shows proportion of fees and charges against council's total service expenditure.



Council Tax Requirement/Net Revenue Expenditure Ratio

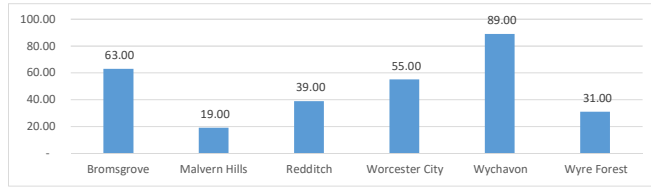
Authority	Value
Bromsgrove	96.65
Malvern Hills	100.00
Redditch	76.75
Worcester City	55.55
Wychavon	100.00
Wyre Forest	73.01



Ratio of council tax as a proportion of net expenditure.

Growth Above Baseline

Authority	Value
Bromsgrove	63.00
Malvern Hills	19.00
Redditch	39.00
Worcester City	55.00
Wychavon	89.00
Wyre Forest	31.00



Difference between baseline funding level and retained rates income, over the baseline funding level.

**MTFS REPORT APPENDIX 4B/3 – CIPFA RESILIENCE INDEX RESULTS FOR WYRE FOREST DISTRICT COUNCIL RAG RATINGS FOR CIPFA COMPARATOR GROUP AND WORCESTERSHIRE COMPARATOR GROUP FOR 2018-19, SOURCE: <https://www.cipfa.org/services/financial-resilience-index>**

Worcestershire (within own comparator groups)						
	Bromsgrove	Malvern Hills	Redditch	Worcester City	Wychavon	Wyre Forest
Reserve Sustainability	100	100	100	100	100	100
Level of Reserves	117	227	80	109	300	116
Change in Reserves	44	79	84	14	83	18
Interest Payable/Net Revenue Expenditure	-	-	0	3	-	5
Gross External Debt	13.5m	-	109.9m	7.3m	-	29.0m
Fees & Charges to Service Expenditure	15	17	24	33	23	18
Council Tax Requirement/Net Revenue Expenditure	97	100	77	56	100	73
Growth Above Baseline	63	19	39	55	89	31

**CIPFA COMPARATOR GROUP**

Comparator Group								
	Amber Valley	Bassetlaw	Broxtowe	Cannock Chase	Carlisle	Dover	East Staffordshire	Erewash
Reserve Sustainability	100	100	100	100	100	100	100	13
Level of Reserves	102	193	62	129	66	297	135	65
Change in Reserves	35	229	15	3	32	24	19	(19)
Interest Payable/Net Revenue Expenditure	1	6	28	30	9	1	6	-
Gross External Debt	19.9m	102.8m	97.3m	81.6m	15.0m	103.8m	12.0m	-
Fees & Charges to Service Expenditure	20	22	10	13	17	28	32	23
Council Tax Requirement/Net Revenue Expenditure	76	69	60	63	50	82	70	49
Growth Above Baseline	41	58	43	76	79	58	28	46
	Fenland	High Peak	Newark & Sherwood	Scarborough	Shepway	South Kesteven	St Edmundsbury	Wyre Forest
Reserve Sustainability	100	15	100	100	100	100	100	100
Level of Reserves	72	59	196	262	142	153	181	116
Change in Reserves	32	(17)	(2)	49	37	6	38	18
Interest Payable/Net Revenue Expenditure	4	8	28	4	6	17	-	5
Gross External Debt	8.2m	66.8m	95.3m	26.3m	56.4m	107.1m	-	29.0m
Fees & Charges to Service Expenditure	23	40	16	35	29	19	31	18
Council Tax Requirement/Net Revenue Expenditure	63	64	69	71	75	53	62	73
Growth Above Baseline	37	73	90	55	78	59	NA	31

**NOTES/INTERPRETATION OF RESULTS**

1. The RAG Rating is assessed compared to specific results for other Local Authorities in the CIPFA Comparator Group used in the web tool so it is relative to the performance of the other Group members. The Web tool does not allow you to create your own Group so RAG Ratings from the CIPFA Model are used in the table above
2. Even where results are recoded to 100 for the Reserve Sustainability Index result the CIPFA Web tool assigns different ratings and these are used in the tables.
3. The CIPFA comparator Group for 2018-19 this Council only has one red flag for the Fees and Charges to Service Expenditure Ratio. For this indicator the higher the ratio the less risk is attributed. This Council has made significant improvements in income generation and this is continuing to be a key theme in the MTFS. Rental income from property has increased since 2018-19 and this should improve this index result (although source data is being verified for consistent completion) so this marginally Red result is not considered to represent a significant risk.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**

**26<sup>th</sup> February 2020**

**Medium Term Financial Strategy 2020-2023**

**AMENDMENT TO BE MOVED BY THE CONSERVATIVE GROUP**

**2. RECOMMENDATIONS**

The **CONSERVATIVE GROUP** RECOMMENDS TO COUNCIL that it:

**2.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2020-2023**

2.1.1 **APPROVES** the updated Medium Term Financial Strategy 2020-2023;

2.1.2 **APPROVES** the **Conservative Group** Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2020-2023 as shown in paragraph 3.9 including:

- a. Approval of the Community Leadership Fund for 2020-2021 of £33k;
- b. Approval of a programme of phased savings from Localism partnership working with our Town and Parish Council colleagues of £100k in 2020-2021, £150k in 2021-2022 and £200k in 2022-2023, onwards. The savings include assumptions of transfers of activities and staff posts which, if not realised will be ended or deleted as set out in paragraphs 8.2.4 and 8.2.5 of the December Cabinet report. To also approve the top-up of the single Localism Fund by a further £30k in 2020-2021 to continue the good work done so far with Parish and Town Councils and other organisations.
- c. Approval of additional capital resource to facilitate ongoing delivery of the ICT Strategy of a total of £653k phased over the MTFS as set out in paragraph 8.2.6 of the December report, proposed to be funded by prudential borrowing. The associated revenue costs are £4k in 2020-2021, £63k in 2021-2022 and £126k in 2022-2023. To recommence web casting of Cabinet meetings as part of this proposal.
- d. Approval of the removal of funding for Kidderminster Town Centre, of £10,520 from 2020-2021 onwards following successful establishment of the BID. Bewdley Development Trust and Stourport Forward funding to be used to form a generic funding source of each town.
- e. Approval of a schedule of improvements to Stourport Riverside in line with the Master Plan to be funded as set out in paragraph 8.2.8

of the December Cabinet report. The gross capital investment proposed is £150,000 of which £103,580 can be funded from S106 contributions so leaving £46,420 to be funded from prudential borrowing. The ongoing net revenue implications are £24,510 in 2020-2021, £23,010 in 2021-2022 and £23,010 in 2022-2023;

- f. Approval to undertake health and safety capital works to the whole of Depot Block E so it is fully operationally functional to meet business need. This includes extra provision of work/meeting space to provide future proofing/additional flexibility with no parts of the building mothballed. Funding to be from prudential borrowing; no additional income from external use is assumed although opportunities may arise to achieve this in the future. Capital cost of £85,000 revenue costs of £1,830 in 2020-2021 and £7,910 in 2021-2022 onwards.
- g. Approval of the HLF Brinton Park Project gross capital expenditure of £2.4m subject to HLF approval of the substantive funding and the final business case. This includes approval of a commitment to meet a maximum shortfall of £100k in capital partnership funding for the project, to be funded from prudential borrowing.
- h. Approval of an additional capital allocation of £1.5m for Capital Portfolio Fund property acquisitions funded by prudential borrowing. This is to provide headroom to cover a potential shortfall for further purchases within the district, that are currently in the early stages of consideration for which early viability indications are favourable. This proposal is assumed to be revenue neutral at this early stage, progression will be dependent on the ongoing due diligence and reports to Overview and Scrutiny and Cabinet Sub Committees in accordance with normal protocols when the financial business cases will be confirmed.
- i. Approval of an additional generic income generation target across all areas of activity including the Capital Portfolio Fund of £75,000 in 2020-2021, £125,000 in 2021-2022, £150,000 in 2022-2023 and £175,000 pa thereafter.
- j. Approval of a further tranche of work towards the achievement of Wyre Forest Forward generic savings to include options for organisational reform.
- k. Approval to prepare business cases to test the financial viability of proposals for a solar farm within the district and leisure lodges within the golf course to increase income generation.

2.1.3 **APPROVES** the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 2<sup>nd</sup> December 2019, and the impact on the Council's Revenue Budget for 2020-2023, as shown in Appendix 3;

2.1.4 **APPROVES** the Council's updated Capital Strategy including the following Indicators and limits that have been further revised for the February 2020 Council Meeting following any changes to the Capital Programme brought about as a result of the budget process:

- a) **Approval** of the Capital Strategy 2020-2030 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report;
- b) **Approval** of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of this report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2019 Cabinet);
- c) **Approval** of the limits for gross debt of non-treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 2 of the December report now updated for Cabinet Proposals as set out in Appendix 2/2 of this report;
- d) **Approval** of the limits for loan investments as set out in paragraph 5.1 of the 17<sup>th</sup> December 2019 report.

2.1.5 **APPROVES** that any Final Accounts savings arising from 2019-2023 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Corporate Director: Resources in consultation with the Cabinet Member for Strategy and Finance;

2.1.6 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2019 as set out in this report.

## **2.2 COUNCIL TAX AND BUSINESS RATES**

2.2.1 **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £219.34 for 2020-2021 (£214.34 2019-2020) which represents an increase of 2.33% on Council Tax from 2019-2020.

2.2.2 **ENDORSES** the provisional Council Tax on a Band D Property in 2021-2022 of £224.34 and £229.34 in 2022-2023, being increases of 2.28 % and 2.23% respectively.

2.3 **NOTES** the Corporate Director: Resources (as Chief Financial Officer) opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 4 of this report.

**3. KEY ISSUES**

- 3.1 On 11<sup>th</sup> February 2020, Cabinet considered a report on proposals for the Budget Strategy for the period 2020-2023 including recommendations on the intrinsically linked Capital Strategy 2020-2030. One revision was made to the Cabinet Proposal for the works to Depot Block E as reflected in paragraph 2.1.2 f) above. The Final Local Government Finance Settlement announcement has been delayed until week commencing 24<sup>th</sup> February 2020. At the time of writing this report, no major changes are expected from the Provisional Settlement issued on the 20<sup>th</sup> December 2019 as reflected in the February Cabinet report. This report provides an updated position and a proposed budget decision for Council to consider on the 26<sup>th</sup> February 2020.

**6. FINANCIAL IMPLICATIONS**

- 6.1 The Cabinet Proposals have now been revised and a new schedule of the Conservative Group Proposals is shown in the table that follows:

## Agenda Item No. 14

ACTIVITY AND DESCRIPTION OF CONSERVATIVE PROPOSALS	KEY	2020-21 £	2021-22 £	2022-23 £	After 2022-23 £
		£	£	£	£
<b>Localism Fund</b>					
To top up the single Localism Fund by a further £30k to continue the good work done so far with Parish and Town Councils and other local organisations.	C R S	- 30,000 -	- - -	- - -	- - -
<b>Localism</b>					
To approve a programme of phased savings from Localism partnership working with our Town and Parish Council colleagues of £100k in 2020-21, £150k in 2021-22, £200k in 2022-23, and	C R S	- 100,000 CR 1.40 CR	- 150,000 CR 1.40 CR minimum	- 200,000 CR 1.40 CR minimum	- 200,000 CR 1.40 CR minimum
<b>Income Generation</b>					
To prepare business cases to test the financial viability of proposals for a solar farm within the district and leisure lodges within the former golf course now in council ownership.	C R R	2,250,000	267,000 CR 187,000	267,000 CR 187,000	267,000 CR 187,000
Assumed net revenue saving is 50% of total current electricity bill across the Council from solar energy proposal only. Capital costs are estimated at this time based on a 6 hectare site within council ownership suitable for this use.	S				
<b>Wyre Forest Forward</b>					
To approve a proposal for a further tranche of work towards the achievement of Wyre Forest Forward generic savings to include consideration of options for organisational reform.	C R R S	100,000 CR 100,000 2,000 CR	200,000 CR 200,000 4.00 CR	300,000 CR 300,000 6.00 CR	300,000 CR 300,000 6.00 CR
<b>Stourport Riverside</b>					
To approve a schedule of improvements to Stourport Riverside in line with the Master plan prepared by Community First Partnership identifying development opportunities. Works will include access and car park improvements, construction of a circular route around the park and also street furniture improvements. Funding to be from designated S106, existing parks budgets with the balance to be funded from prudential borrowing. The ongoing running costs of these proposals are included together with financing costs.	C C R R S	150,000 103,580 CR 47,660 23,150 CR -	- - - 23,010 -	- - - 23,010 -	- - - 23,010 -
<b>ICT Strategy</b>					
To approve additional capital resource for the ICT Strategy of a total of £653k phased over the MTFs in line with the programme of works, proposed to be funded by prudential borrowing.	C R S	250,000 4,000 -	278,000 63,000 -	125,000 126,000 -	- 193,000 -
To recommence web casting of Cabinet Meetings as part of this proposal	R	1,200	1,200	1,200	1,200
<b>Community Leadership Fund</b>					
To retain this funding stream of £1,000 per Member for 2020-21.	C R S	- 33,000 -	- - -	- - -	- - -
<b>Town Centre Funding</b>					
To remove funding for Kidderminster Town Centre from 2020-21 onwards following successful establishment of the BID. Bewdley Development Trust and Stourport Forward funding to be used to form a generic funding source for each town.	C R S	- 10,520 CR -	- 10,520 CR -	- 10,520 CR -	- 10,520 CR -
<b>Brinton Park HLF</b>					
Approval of the HLF Brinton Park Project gross capital expenditure subject to HLF approval of the substantive funding and the final business case. This includes approval of a commitment to meet a maximum shortfall of £100,000 in capital partnership funding for the Brinton Park project to be funded from prudential borrowing.	C	2,400,000	-	-	-
Proposed additional Council Capital Funding	C	100,000	-	-	-
HLF plus partner external funding	C	2,400,000 CR	-	-	-
<b>Progression of this project is subject to funding confirmation</b>	R	1,750	8,500	8,500	8,500
Additional full-time equivalent posts funded within overall project, including an apprentice from 2021-22	S	0.70	2.00	2.00	2.00
<b>Depot Works</b>					
To undertake health and safety capital works to the whole of the Depot Block E so it is fully operationally functional to meet business need. This includes extra provision of work/meeting space to provide future proofing/additional flexibility with no parts of the building mothballed. Funding to be from prudential borrowing; no additional income from external use is assumed although opportunities may arise to achieve this in the future.	C R S	85,000 1,830 -	- 7,910 -	- 7,910 -	- 7,910 -
<b>Income Generation Generic target</b>					
To introduce an additional generic income generation target across all areas of activity including the Capital Portfolio Fund	C R S	- 75,000 CR -	- 125,000 CR -	- 150,000 CR -	- 175,000 CR -
<b>Capital Portfolio Fund</b>					
Approval of an additional capital allocation of £1.5m for Capital Portfolio Fund property acquisitions funded by prudential borrowing. This is to provide headroom to cover a potential shortfall for further purchases within the district, that are currently in the early stages of consideration for which early viability indications are favourable.	C	1,500,000	-	-	-
This proposal is assumed to be revenue neutral at this early stage, progression will be dependent on the ongoing due diligence and reports to Overview and Scrutiny and Cabinet Sub Committees in accordance with normal protocols when the financial business case which will be confirmed.	R S	- -	- -	- -	- -
	C	4,231,420	278,000	125,000	-
<b>TOTALS</b>	R	89,230 CR	261,900 CR	273,900 CR	231,900 CR
	S	2.70 CR	3.40 CR	5.40 CR	5.40 CR
		Minimum	Minimum	Minimum	Minimum

6.2 The Council Tax Collection Fund position has been reviewed. The previously estimated neutral position across all years in the December Cabinet report is refreshed, with a deficit of £70k forecast for 2020-2021 with a neutral position estimated for the remaining years of the Strategy.

6.3 The following tables demonstrate the updated position for the Council when all the revisions included in this amendment are incorporated into the Base Budget. The Council is forecast to hold a balance of £2,201k at the end of 2022-2023 (see reserves table in 6.4).

<b>CONSERVATIVE PROPOSALS</b>	<b>Revised</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Net Expenditure on Services (per Appendix 1)	<b>11,554,530</b>	<b>11,533,710</b>	<b>11,237,510</b>	<b>11,860,200</b>
Total Net Expenditure on Services (per Appendix 1)	11,554,530	11,533,710	11,237,510	11,860,200
Less Conservative Proposals	0	(89,230)	(261,900)	(273,900)
Net Expenditure	<b>11,554,530</b>	<b>11,444,480</b>	<b>10,975,610</b>	<b>11,586,300</b>
Contribution (from)/to Reserves	(18,630)	(466,490)	(324,920)	(776,190)
	<b>11,535,900</b>	<b>10,977,990</b>	<b>10,650,690</b>	<b>10,810,110</b>
<b>Net Budget Requirement</b>				
Less				
Revenue Support Grant	0	0	(356,790)	(356,790)
Business Rates	3,395,610	3,341,180	3,123,000	3,180,960
New Homes Bonus	906,100	261,530	201,960	63,390
Council Tax Income	7,234,190	7,445,500	7,682,520	7,922,550
Collection Fund Deficit	0	(70,220)	0	0
<b>COUNCIL TAX LEVY increase by £5 pa from 2019-20 onwards</b>	<b>214.34</b>	<b>219.34</b>	<b>224.34</b>	<b>229.34</b>
<b>COUNCIL TAX BASE</b>	<b>33,751</b>	<b>33,945</b>	<b>34,245</b>	<b>34,545</b>

6.4 Reserves available as part of the three-year financial strategy are as shown in the following table.

<b>Reserves Statement - CONSERVATIVE PROPOSALS</b>	<b>Revised 2019/20 £</b>	<b>2020/21 £</b>	<b>2021/22 £</b>	<b>2022/23 £</b>
Reserves as at 1st April	3,787	3,768	3,302	2,977
Increase to Working Balance				
Contribution (from)/to Reserves	(19)	(466)	(325)	(776)
Reserves as at 31st March	3,768	3,302	2,977	2,201



**WYRE FOREST DISTRICT COUNCIL****COUNCIL 26<sup>th</sup> FEBRUARY 2020****COUNCIL TAX 2020-21**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Graham Ballinger
<b>RESPONSIBLE OFFICER:</b>	Corporate Director: Resources
<b>CONTACT OFFICERS:</b>	Tracey Southall - Ext. 2125 <a href="mailto:tracey.southall@wyreforestdc.gov.uk">tracey.southall@wyreforestdc.gov.uk</a> Helen Ogram – Ext. 2907 <a href="mailto:Helen.ogram@wyreforestdc.gov.uk">Helen.ogram@wyreforestdc.gov.uk</a> Lisa Hutchinson - Ext. 2120 <a href="mailto:lisa.hutchinson@wyreforestdc.gov.uk">lisa.hutchinson@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 - Council Tax Resolution 2020-21 Appendix 2 - Council Tax Schedule 2020-21 Appendix 3 - Parish and Town Council Precepts 2020-21 Appendix 4 – District Council Tax, including Parish/Town Council Precepts, 2020-21 Appendix 5 – Total Council Tax, including Major Precepting Authorities and Parish/Town Council Precepts, 2020-21

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2020-21.

**2. RECOMMENDATION**

**Council is asked to approve:**

- 2.1 **The formal Council Tax Resolution 2020-21 at Appendix 1, taking into account information contained in Appendices 2 to 5.**

**3. BACKGROUND**

- 3.1 The Local Government Finance Act 1992, as amended by The Localism Act 2011, requires the billing authority to calculate a Council Tax requirement for the year.

The Local Government Finance Act 1992, as amended by The Local Audit and Accountability Act 2014, includes specific guidance in relation to Council Tax referendums. The House of Commons' approval of the regime of referenda for "excessive" Council Tax increases for 2020-21 has been delayed to the week of 24<sup>th</sup> February 2020 and this report presumes that it will agree the Government's proposal for district councils of 2% or £5, whichever is the higher. The proposal for Wyre Forest District Council, contained within this report, to set a council tax (Band D equivalent) of £219.34 is an increase of £5 or 2.33%; this is below the maximum level permitted and a referendum in respect of this Council's element of council tax is not required.

3.2 Different criteria are specified for the County Council, Police and Crime Commissioner and the Fire Authority. However, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020-21 is excessive and therefore the billing authority is not required to hold a referendum.

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

4.1 Cabinet, on 11<sup>th</sup> February 2020, approved and recommended to Council the 2020-21 revenue budget requirement.

4.2 Cabinet recommended that Wyre Forest District Council's element of the Council Tax 2020-21 be agreed at £219.34 for Band D properties. This represents an increase of 2.33% on the current rate for 2019-20.

4.3 In approving the District Council's element of the Council Tax, account has to be taken of:

- Government Support Grants
- Other non ring-fenced Government Grants
- Business Rates
- 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 2020-21</b>	<b>£'000</b>	<b>£'000</b>
Wyre Forest District Council Budget Requirement 2020-21	11,463	
Less: Contribution from Balances	(485)	
	10,978	
Parish & Town Councils' Requirement (Appendix 3)	1,317	
		12,295
Less:		
Business Rates	(3,341)	
New Homes Bonus	(261)	
		(3,602)
Add: Deficit on Collection Fund		70
<b>Council Tax Requirement 2020-21</b>	<b>£'000</b>	<b>8,763</b>

- 4.4 Wyre Forest District Council's Council Tax at Band D for 2020-21 is £219.34, determined as follows:

Council Tax Requirement (as detailed in paragraph 4.3 above)	£8,762,978
Divided by Council Tax Base	33,945
Council Tax at Band D (including Parishes/Town Councils)	£258.15
Deduct Parish/Town Council Element	(£38.81)
<b>Council Tax at Band D for Wyre Forest District Council</b>	<b>£219.34</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 2020-21 are detailed in Appendix 3 and total £1,317,477.70. This results in an average Band D Council Tax figure of £38.81 for 2020-21. This represents an average increase of 8.86% in the parish and town council element of council tax, ranging from -6.5% to +24.2%.

### 5.1.2 **Worcestershire County Council**

Worcestershire County Council has stated its precept for 2020-21 to be £44,503,592, with a Collection Fund deficit adjustment for this year of £354,119. The increase in the Band D Council Tax is 3.99% of which 2% relates to the Precept ring-fenced support for Adult Social Care, resulting in a total Band D Council Tax of £1,311.05. 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 2020-21 to be £7,644,291.93, with a Collection Fund deficit adjustment for this year of £60,855. The increase in the Band D Council Tax is 3.94%, resulting in a Band D Council Tax of £225.20. Further details can be found in Appendix 1.

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

Hereford and Worcester Fire Authority has stated its precept for 2020-21 to be £2,918,929.83 with a Collection Fund deficit adjustment for this year of £23,689. The increase in the Band D Council Tax is 1.96%, resulting in a Band D Council Tax of £85.99. 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 2020-21 is set out in Appendix 2.
- 7.3 The Parish & Town Council precepts 2020-21 are set out in Appendix 3.
- 7.4 The District Council Tax, including Parish/Town Council precepts, 2020-21 is set out in Appendix 4.
- 7.5 The Total Council Tax, including Major Precepting Authorities and Parish/Town Council precepts, 2020-21 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 Local Government Finance Act 1992, as amended by 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 2020-21 in accordance with all statutory requirements.
- 10.2 The Local Government Finance Act 1992, as amended by The Localism Act 2011, requires the billing authority to calculate a Council Tax requirement for the year.

## **11. RISK MANAGEMENT**

- 11.1 The Accounts and Audit Regulations 2015, require Local Authorities to fully consider and manage Risk as part of the Budget process. This was fully set out in the Financial Strategy Cabinet Reports in December and 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**

See Recommendations.

**14. CONSULTEES**

Cabinet  
CLT

**15. BACKGROUND PAPERS**

- 15.1 Local Government Finance Act 1992, as amended by Localism Act 2011 and Local Audit and Accountability Act 2014.

- 15.2 The Accounts and Audit Regulations 2015.

- 15.3 The Final Local Government Finance Settlement for 2020-2021 on 6 February 2020 via a written statement:

<https://www.gov.uk/government/speeches/final-local-government-finance-settlement2020-to-2021-written-statement>

<https://www.gov.uk/government/collections/final-local-government-financesettlement-england-2020-to-2021>

**COUNCIL TAX RESOLUTION 2020-21**

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

1. It be noted that the Council has calculated the Council Tax Base 2020-21:
  - (a) for the whole Council area as **33,945** [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/Town Council 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 2020-21 (excluding Parish/Town Council precepts) is **£7,445,500**.
  
3. That the following amounts be calculated for the year 2020-21 in accordance with Sections 30 to 36 of the Act:
  - (a) **£51,033,007.70** 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/Town Councils.
  - (b) **£42,270,030.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) **£8,762,977.70** 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) **£258.15** 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/Town Council precepts).
  - (e) **£1,317,477.70** being the aggregate amount of all special items (Parish/Town Council precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 3).
  - (f) **£219.34** 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/Town Council precept relates.

4. To note that for the year 2020-21 Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire 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
£874.03	£1,019.71	£1,165.38	£1,311.05	£1,602.39	£1,893.74	£2,185.08	£2,622.10

<b>THE OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR WEST MERCIA</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£150.13	£175.15	£200.17	£225.20	£275.24	£325.28	£375.33	£450.39

<b>HEREFORD AND WORCESTER FIRE AUTHORITY</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£57.33	£66.88	£76.44	£85.99	£105.10	£124.21	£143.32	£171.98

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 2020-21 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 2020-21 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
7. To note that, as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020-21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended by the Local Audit and Accountability Act 2014.

**COUNCIL TAX SCHEDULE 2020-21**

<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	146.23	170.60	194.97	219.34	268.08	316.82	365.57	438.68
Worcestershire County Council	796.67	929.46	1,062.23	1,195.01	1,460.56	1,726.13	1,991.68	2,390.02
Worcestershire County Council - Adult Social Care Precept	77.36	90.25	103.15	116.04	141.83	167.61	193.40	232.08
The Office of the Police and Crime Commissioner for West Mercia	150.13	175.15	200.17	225.20	275.24	325.28	375.33	450.39
Hereford and Worcester Fire Authority	57.33	66.88	76.44	85.99	105.10	124.21	143.32	171.98

<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>
Kidderminster Town Council	24.67	28.78	32.89	37.00	45.22	53.44	61.67	74.00
Upper Arley Parish Council	30.00	35.00	40.00	45.00	55.00	65.00	75.00	90.00
Bewdley Town Council	33.33	38.89	44.44	50.00	61.11	72.22	83.33	100.00
Broome Parish Council	16.83	19.64	22.44	25.25	30.86	36.47	42.08	50.50
Chaddesley Corbett Parish Council	28.01	32.68	37.35	42.02	51.36	60.70	70.03	84.04
Churchill & Blakedown Parish Council	23.14	27.00	30.85	34.71	42.42	50.14	57.85	69.42
Kidderminster Foreign Parish Council	14.25	16.63	19.00	21.38	26.13	30.88	35.63	42.76
Ribbesford Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rock Parish Council	29.29	34.18	39.06	43.94	53.70	63.47	73.23	87.88
Rushock Parish Council	29.19	34.05	38.92	43.78	53.51	63.24	72.97	87.56
Stone Parish Council	31.43	36.66	41.90	47.14	57.62	68.09	78.57	94.28
Stourport on Severn Town Council	26.00	30.33	34.67	39.00	47.67	56.33	65.00	78.00
Wolverley & Cookley Parish Council	23.57	27.50	31.43	35.36	43.22	51.08	58.93	70.72



**PARISH AND TOWN COUNCIL PRECEPTS 2020-21**

<b><u>Parish &amp; Town Councils</u></b>	<b>2019-20</b>			<b>2020-21</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>		
Kidderminster Town Council	17,241	620,676.00	36.00	17,324	640,988.00	37.00	1.00	2.8
Upper Arley Parish Council	364	16,381.28	45.00	361	16,245.00	45.00	0.00	0.0
Bewdley Town Council	3,630	161,309.00	44.44	3,647	182,350.00	50.00	5.56	12.5
Broome Parish Council	195	4,800.00	24.62	198	5,000.00	25.25	0.63	2.6
Chaddesley Corbett Parish Council	760	29,943.00	39.40	772	32,439.00	42.02	2.62	6.7
Churchill & Blakedown Parish Council	794	27,972.62	35.23	806	27,972.62	34.71	(0.52)	(1.5)
Kidderminster Foreign Parish Council	428	9,787.47	22.87	444	9,492.72	21.38	(1.49)	(6.5)
Ribbesford Parish	129	0.00	0.00	126	0.00	0.00	0.00	0.0
Rock Parish Council	1,249	48,220.00	38.61	1,254	55,100.00	43.94	5.33	13.8
Rushock Parish Council	76	3,025.00	39.80	76	3,327.50	43.78	3.98	10.0
Stone Parish Council	275	12,000.00	43.64	280	13,200.00	47.14	3.50	8.0
Stourport on Severn Town Council	6,914	217,100.00	31.40	6,936	270,504.00	39.00	7.60	24.2
Wolverley & Cookley Parish Council	1,696	52,143.52	30.75	1,721	60,858.86	35.36	4.61	15.0
<b>TOTAL/AVERAGE</b>	<b>33,751</b>	<b>1,203,357.89</b>	<b>35.65</b>	<b>33,945</b>	<b>1,317,477.70</b>	<b>38.81</b>		

**DISTRICT COUNCIL TAX (INCLUDING PARISH/TOWN COUNCIL PRECEPTS) 2020-21**

<b><u>Part of the Council's Area</u></b>	<b>VALUATION BANDS 2020-21</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>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>The Parish/Town Council of:</b>								
Kidderminster	170.90	199.38	227.86	256.34	313.30	370.26	427.24	512.68
Upper Arley	176.23	205.60	234.97	264.34	323.08	381.82	440.57	528.68
Bewdley	179.56	209.49	239.41	269.34	329.19	389.04	448.90	538.68
Broome	163.06	190.24	217.41	244.59	298.94	353.29	407.65	489.18
Chaddesley Corbett	174.24	203.28	232.32	261.36	319.44	377.52	435.60	522.72
Churchill & Blakedown	169.37	197.60	225.82	254.05	310.50	366.96	423.42	508.10
Kidderminster Foreign	160.48	187.23	213.97	240.72	294.21	347.70	401.20	481.44
Ribbesford	146.23	170.60	194.97	219.34	268.08	316.82	365.57	438.68
Rock	175.52	204.78	234.03	263.28	321.78	380.29	438.80	526.56
Rushock	175.42	204.65	233.89	263.12	321.59	380.06	438.54	526.24
Stone	177.66	207.26	236.87	266.48	325.70	384.91	444.14	532.96
Stourport on Severn	172.23	200.93	229.64	258.34	315.75	373.15	430.57	516.68
Wolverley & Cookley	169.80	198.10	226.40	254.70	311.30	367.90	424.50	509.40

**TOTAL COUNCIL TAX 2020-21**

<b><u>Parts of the Council's Area</u></b>	<b>VALUATION BANDS 2020-21</b>								<b>% CHANGE</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>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>The Parish/Town Council of:</b>									
Kidderminster	1,252.39	1,461.12	1,669.85	1,878.58	2,296.03	2,713.49	3,130.97	3,757.15	3.67%
Upper Arley	1,257.72	1,467.34	1,676.96	1,886.58	2,305.81	2,725.05	3,144.30	3,773.15	3.60%
Bewdley	1,261.05	1,471.23	1,681.40	1,891.58	2,311.92	2,732.27	3,152.63	3,783.15	3.90%
Broome	1,244.55	1,451.98	1,659.40	1,866.83	2,281.67	2,696.52	3,111.38	3,733.65	3.67%
Chaddesley Corbett	1,255.73	1,465.02	1,674.31	1,883.60	2,302.17	2,720.75	3,139.33	3,767.19	3.75%
Churchill & Blakedown	1,250.86	1,459.34	1,667.81	1,876.29	2,293.23	2,710.19	3,127.15	3,752.57	3.59%
Kidderminster Foreign	1,241.97	1,448.97	1,655.96	1,862.96	2,276.94	2,690.93	3,104.93	3,725.91	3.56%
Ribbesford	1,227.72	1,432.34	1,636.96	1,841.58	2,250.81	2,660.05	3,069.30	3,683.15	3.69%
Rock	1,257.01	1,466.52	1,676.02	1,885.52	2,304.51	2,723.52	3,142.53	3,771.03	3.90%
Rushock	1,256.91	1,466.39	1,675.88	1,885.36	2,304.32	2,723.29	3,142.27	3,770.71	3.83%
Stone	1,259.15	1,469.00	1,678.86	1,888.72	2,308.43	2,728.14	3,147.87	3,777.43	3.79%
Stourport on Severn	1,253.72	1,462.67	1,671.63	1,880.58	2,298.48	2,716.38	3,134.30	3,761.15	4.04%
Wolverley & Cookley	1,251.29	1,459.84	1,668.39	1,876.94	2,294.03	2,711.13	3,128.23	3,753.87	3.88%