

Open

Cabinet

Agenda

6pm
Thursday, 9 November 2023
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor M Hart	Leader of the Council & Strategy
Councillor I Hardiman	Deputy Leader & Housing, Health and Well-being
Councillor B Brookes	Operational Services
Councillor D Morehead	Economic Regeneration, Planning & the Green Agenda
Councillor T Onslow	Culture, Leisure, Arts & Community Safety
Councillor D Ross	Finance & Capital Portfolio

Scrutiny of Decisions of the Cabinet

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

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

The deadline for "calling in" Cabinet decisions is 5pm on Tuesday 21 November 2023.

Councillors wishing to "call in" a decision on this agenda should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Urgent Key Decisions

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

Disclosure of Interests

Members and co-opted Members of the Council are reminded that, in accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, they are required to consider in ADVANCE of each meeting whether they have a disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. If advice is needed, Members should contact the Monitoring Officer or other legal officer in good time before the meeting.

If any Member or co-opted Member of the Council identifies a DPI or ORI which they have not already registered on the Council's register of interests or which requires updating, they should complete the disclosure form which can be obtained from Democratic Services at any time, copies of which will be available at the meeting for return to the Monitoring Officer.

Members and co-opted Members are required to disclose any DPIs and ORIs at the meeting.

Where the matter relates to a DPI they may not participate in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where the matter relates to an ORI they may not vote on the matter unless granted an advance dispensation.

Where a Member or co-opted Member has an NRI which directly relates to their financial interest or wellbeing, or that of a relative or close associate, they must disclose the interest at

the meeting, may not take part in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where a matter affects the NRI of a Member or co-opted Member, the Code of Conduct sets out the test which must be applied by the MEMBER to decide whether disclosure is required. Again please ensure you have spoken in ADVANCE to the relevant legal officer and determined whether it is appropriate to declare the NRI and leave.

For further information

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Documents referred to in this agenda may be viewed on the Council's website - www.wyreforestdc.gov.uk/council/meetings/main.htm

WEBCASTING NOTICE

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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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By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.

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

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

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

* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Thursday, 9 November 2023

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 12 September 2023.	6
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 30 October 2023. (See front cover for contact details). No requests for public participation were received by the deadline.	

7.		
7.1	<p style="text-align: right;">Councillor D Ross</p> <p>Budget and Performance Monitoring Q2 update</p> <p>To consider a report from the Head of Resources and Section 151 Officer that briefs members on the Council's financial and other performance at the end of Quarter 2 ending 30 September 2023 and presents the current projected outturn position for the 2023-24 financial year.</p> <p>Also to consider recommendations from the Overview & Scrutiny Committee from its meeting on 6 November 2023.</p>	<p>12</p> <p>To follow</p>

8.	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.	
9.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

10.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
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WYRE FOREST DISTRICT COUNCIL

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

12TH SEPTEMBER 2023 (6PM)

Present:

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

Observers:

Councillors: L Carroll, F M Oborski MBE and A Sutton.

Observed remotely: Councillors: J F Byng, K Henderson and M Rayner.

CAB.25 Apologies for Absence

There were no apologies for absence.

CAB.26 Declarations of Interests by Members

As recorded later in the minutes, in respect of agenda item 9.2 Localism Strategy - Councillor F M Oborski MBE declared that she was a trustee of the HELP Charity, who were currently in negotiations with Age UK regarding the lease of the Tulip Tree Centre, Kidderminster.

CAB.27 Minutes

Decision: The minutes of the Cabinet meeting held on 17 July 2023 be confirmed as a correct record and signed by the Chairman.

CAB.28 Call Ins

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

CAB.29 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.30 Public Participation

There was no public participation.

CAB.31 Corporate plan, 2023 – 2027

A report was considered from the Chief Executive that invited the Cabinet to recommend the Corporate Plan to full Council for adoption.

The Leader of the Council presented the report and formally moved the recommendation for approval.

The Leader gave a summary of the background and key issues detailed in the report. He explained that the Corporate Plan was a strategic document that set out the priorities of the administration and listed the top line actions that the Council were going to seek to deliver on over the course of the Corporate Plan lifetime. He added that the Corporate Plan was aligned with the four-year cycle of District Council elections.

He further explained that the cross-party Cabinet Advisory Panel had met twice during the preparation of the Plan. The Panel considered the results of the consultation exercises and provided a clear recommendation for Cabinet. The Leader thanked the members of the Panel for their contributions.

Councillor I Hardiman seconded the proposal.

Decision: In line with the recommendations from the Cabinet Advisory Panel from its meeting on 6 September 2023:

Cabinet RECOMMEND to Council that it adopts the Corporate Plan in appendix 1 of the report.

CAB.32 Budget and Performance Monitoring First Quarter 2023-24

A report was considered from the Head of Resources and Section 151 Officer that summarised the Council's financial and service performance for the quarter 1 ending 30 June 2023. The report also presented the current projected outturn position for the 2023-24 financial year.

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

The Cabinet Member gave a summary of the background and key issues detailed in the report. With reference to the revenue budget, he explained that after the application of reserves the forecasted year end outturn was an adverse variance of £215k against the 2023-2026 medium term financial strategy (MTFS). He said the decisions taken to increase the Capital Programme for the connectivity project and the creative hub at the former magistrates' court by £5.738m had impacted on the budget. He further explained that funding for the projects included £2.95m direct revenue financing that had been met by transfers from earmarked reserves.

The Cabinet Member highlighted the risks to the capital programme caused by delays, supply issues and inflationary pressures, and outlined some of the new and emerging cost pressures as set out in the report.

In conclusion, the Cabinet Member advised that the MTFS built in savings to be achieved through Localism by transferring assets to Town and Parish Councils. He explained that the administration supported Localism but from a

different starting position. He said that they wished to retain assets and work collaboratively with Town and Parish Councils, whilst at the same time exploring opportunities for commercial income and ensuring that everybody was working efficiently across the whole of the Council.

The Leader seconded the recommendations.

The Vice-Chairman of the Overview and Scrutiny Committee, Councillor F Oborski MBE, presented the recommendations from its meeting on 4 September 2023.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 4 September 2023:

Cabinet NOTED:

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

CAB.33 Review of Public Space Protection Orders and Results of the Consultation Process

A report was considered from the Head of Community and Environmental Services that asked the Cabinet to approve the making of Public Space Protection Orders (PSPOs) in respect of control of dogs and alcohol consumption following the consultation.

The Cabinet Member for Culture, Leisure, Arts and Community Safety presented the report and outlined the key issues. She explained that the authority currently operated three PSPOs that restricted the consumption of alcohol in the three town centres, and one dog control PSPO. She added that the dog control PSPO applied to the whole of the Wyre Forest district and any publicly assessable land unless the landowners had stated otherwise.

The Cabinet Member further explained that, for efficiency, it was decided in 2020 to review all of the PSPOs at the same time. Therefore if approved, they would be set for implementation on 1 October 2023 for a further 3-year period.

In conclusion, the Cabinet Member gave a summary of the consultation responses and outlined her reasons for recommending no change to the maximum number of dogs that one person can have under their control. She thanked all those that had responded to the consultation, and formally moved the recommendations for approval.

The Leader seconded the recommendations.

Decision: Cabinet DECIDED that:

- 1.1 A Public Space Protection Order regarding dog controls, within**

the specified area, outlined in Appendix Five, is implemented.

- 1.2 **A Public Space Protection Order to restrict the consumption of alcohol within the specified area of Bewdley, outlined in Appendix Five is implemented.**
- 1.3 **A Public Space Protection Order to restrict the consumption of alcohol within the specified area of Kidderminster, outlined in Appendix Five, is implemented.**
- 1.4 **A Public Space Protection Order to restrict the consumption of alcohol within the specified area of Stourport-on-Severn, outlined in Appendix Five, is implemented.**

CAB.34 Localism Strategy

A report was considered from the Chief Executive that invited the Cabinet to adopt a revised localism strategy.

The Cabinet Member for Culture, Leisure, Arts and Community Safety presented the report and outlined the key issues. She explained that the current strategy was adopted in 2019 and focused on a desire to reduce or eliminate costs for the Council by transferring assets and services to other organisations. She further explained that the revised strategy was based on working collaboratively with other organisations to safeguard services.

In conclusion, the Cabinet Member said that, in addition to the authority approaching organisations, proposals would be welcomed from active groups within the community that would be interested in taking on smaller services such as mowing the grass or weeding small pockets of land. She said that the strategy had been endorsed by the Overview and Scrutiny Committee and formally moved the recommendation for approval.

The Leader seconded the recommendations.

Councillor F Oborski MBE declared her interest at this point (6.52pm) and, in her capacity of Vice-Chairman of the Overview and Scrutiny Committee, presented the recommendations from its meeting on 4 September 2023.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 4 September 2023:

Cabinet AGREED to ADOPT the Localism strategy in appendix 1 of the report.

CAB.35 Environmental Enforcement Policy

A report was considered from the Head of Community and Environmental Services that asked the Cabinet to adopt the Environmental Enforcement Policy and to approve increases to fixed penalty charges for littering and other environmental offences.

The Cabinet Member for Operational Services presented the report and formally moved the recommendations for approval.

The Cabinet Member gave a summary of the background and key issues detailed in the report. He explained that the Environmental Enforcement Policy updated and replaced the current Environmental, Education and Enforcement Strategy January 2007. He added that the new Policy enabled the Council to become tougher on environmental crime by issuing Fixed Penalty Notices (FPNs) with higher penalty amounts.

The Cabinet Member outlined the proposed penalty amounts as set out in the report. He stated that cracking down on environmental crime was a key priority of the administration. He added that setting such high maximum FPN limits should act as a deterrent for any would be offenders. Where the deterrent does not work, the Council's enforcement team, who do a fantastic job in tackling these issues, would ensure those responsible for committing the offences are made accountable for their actions.

The Leader seconded the proposals.

The Vice-Chairman of the Overview and Scrutiny Committee presented the recommendations from its meeting on 4 September 2023.

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 4 September 2023:

Cabinet AGREED to:

- 1.1 ADOPT the Environmental Enforcement Policy in Appendix One of the report.**
- 1.2 ADOPT the increases in penalty charges outlined in Table One at paragraph 5 with effect from 13 September 2023.**

CAB.36 Procurement of Electric Vehicle Charge Points

A report was considered from the Chief Executive that sought approval to enter a procurement exercise via the CCS framework - Vehicle Charging Infrastructure Solutions - RM6213 to appoint an operator who will install, maintain and operate electric vehicle charge points at a number of public car parks and other locations in the ownership of the Council.

The Cabinet Member for Economic Regeneration, Planning and the Green Agenda presented the report and formally moved the recommendations for approval.

The Cabinet Member gave a summary of the background and key issues detailed in the report. He explained that the previous attempt to procure electric vehicle charge points for public car parks was not successful. He said that procurement was predicated on the basis that the Council would have to pay for equipment to be installed. While proposals that were compliant with the tender documentation were received, they would not have secured sufficient

coverage within the budget allocated.

He further explained that, since the previous tendering approach was devised, a number of operators were offering a fresh model for implementation under which the operator meets the cost of installation, maintenance and operation.

In conclusion, the Cabinet Member advised that the proposed approach was expected to generate an income for the Council during the period of an agreement with an operator. He added that implementation of electric vehicle charging points supported the Council's declaration of a climate emergency in 2019 and would assist in supporting use of electric vehicles in the district, and therefore reducing emissions in accordance with the Council's duty to monitor and improve air quality under Part IV of the Environment Act 1995 and other relevant legislation.

Councillor K Henderson left the meeting at 7.17pm

The Leader seconded the recommendations.

Decision: Cabinet:

- 1.1 APPROVED the procurement exercise, timetable and the evaluation model contained in Section 4 of the report;**
- 1.2 DELEGATED authority to the Chief Executive in consultation with the Solicitor to the Council, Head of Resources and s151 officer and the Cabinet Member for Economic Regeneration, Planning and the Green Agenda to evaluate the submissions received from the tender process and to enter licences in respect of land and other contractual documents as appropriate;**
- 1. 3 DELEGATED authority to the Chief Executive in consultation with the Solicitor to the Council to vary the Wyre Forest District Council Off Street Parking Places Order 2023 as necessary in light of the outcome of procurement, to specify spaces that are allocated only for use by vehicles connected to a charger for the purpose of charging and to permit the issuing of a penalty notice for any vehicle that is parked in a designated space but is not connected to a charger. The delegation includes considering and dealing with any objections to the variations to the order.**

There being no further business, the meeting closed at 7.23pm.

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

WYRE FOREST DISTRICT COUNCIL**CABINET****9TH NOVEMBER 2023****Budget and Performance Monitoring Second Quarter 2023-24**

OPEN	
CABINET MEMBER:	Councillor D Ross, Cabinet Member for Finance and Capital Portfolio
RESPONSIBLE OFFICER:	Head of Resources and s151 Officer
CONTACT OFFICERS:	Helen Ogram Ext. 2907 Helen.Ogram@wyreforestdc.gov.uk Kath Pearsall Ext.2165 Kathryn.pearsall@wyreforestdc.gov.uk Lisa Hutchinson Ext. 2120 Lisa.Hutchinson@wyreforestdc.gov.uk Rhannon Foxall Ext. 2786 Rhannon.foxall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Wyre Forest District Council Revenue Budget Total Requirements - District Council Purposes Appendix 2 - Capital Programme Appendix 3 - Budget Risk Matrix Appendix 4 – Analysis of Outstanding Debt Appendix 5 – C&E Commercial Income analysis Appendix 6 – How we are doing performance reports <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

- 1.1 The purpose of the report is to brief members on the Council's financial and other performance at the end of Quarter 2 ending 30th September 2023 and to present the current projected outturn position for the 2023-24 financial year.
- 1.2 The report sets out the current forecast of income and expenditure against budget for 2023-24 for revenue expenditure. In addition to the usual information presented in the Quarterly Budget Monitoring Reports, the report provides key information relating to estimates of the Council's financial position for the next three years, highlighting the revised Funding Gap that will need to be closed to bring expenditure into line with income.

Revenue – after application of risk and contingency reserves the year-end outturn position on services is forecast to be **£330k** worse than the position forecast in the 2023-26 Medium Term Financial Strategy (MTFS). Before application of reserves the service overspend is projected to be **£3.087m**.

Capital – the approved Capital Programme for 2023-24 is £61.042m. This now includes the actual Better Care Fund allocation of £1.46m for 2023-24 (estimated as £1m in the original budget until formal notification of funding allocation is received each year), along with an additional £127k DFG allocation for 2023-24 notified to us in September. The forecast slippage to future years at Quarter 2 is currently anticipated to be circa £25.056m. However, many of the major schemes, including the Capital Portfolio Fund, Capital Projects Fund and Levelling Up Fund, will be reprofiled during the Revised Budget process. Council approved two additional allocations for the Future High Street Scheme in July 2023. These have been included in the current Capital Programme total of £61.042m.

- 1.3 The report also briefs members on current progress against the savings and efficiency targets being delivered by the Wyre Forest Forward Programme and the Localism agenda. Some progress has been made towards meeting the 2023-24 Wyre Forest Forward target of £177,000 but further transformation savings are dependent on the North Worcestershire waste collaboration. It is likely that policy changes will result in the Localism savings of £208,000 for 2023-24 not being achieved in full. A review of 2022-23 final account savings has been undertaken during Quarter 2 to capture and record any recurring efficiencies, but there has been no material items arising to contribute to the target.
- 1.4 The report includes the quarterly “How are we doing?” performance report. This combined report allows both Cabinet and Overview and Scrutiny Committee a rounded view of the Council’s performance including its financial position.

2. RECOMMENDATIONS

The Cabinet is asked to NOTE:

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

3. BACKGROUND

- 3.1 Budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The 2023-24 Original Budget was approved as part of the 2023-26 Medium Term Financial Strategy (MTFS) by Council on 22nd February 2023. Performance is measured against the Original Budget presented within the 2023-26 Strategy (Appendix 1). The current forecast shows a net overspend against the Original Budget of £330k. The current employer’s pay offer adds a further cost pressure of circa £330k, but this is partially off-set by vacancy savings arising from recruitment delays, the balance is being met by a transfer from the General Risk Reserve (£150k). The significant additional capital costs of delivering the Future High Street Fund projects will be met, in part, from a transfer from revenue risk and contingency reserves (£2.582m).
- 3.2 The assessment of the outturn position is based on a wide range of

assumptions, predicted patterns of cost, service demand and behaviours and the forecasts continue to be refined as part of preparation of the MTFS 2024-27.

- 3.3 The balanced budget approved by Council focuses on ensuring that the Council optimises the full range of income sources that affect its overall budget including Council Tax and Business Rates revenue, Government funding and other external specific grants, fees and charges and other elements of income from activities including returns from property and treasury investments.
- 3.4 Wyre Forest District Council is a member of the Herefordshire and Worcestershire business rates pool and receives a share of any growth in rateable value achieved. Any gain is shared between Worcestershire County Council, the Fire authority, the Herefordshire unitary authority (Herefordshire Council) and the 6 District Councils in Worcestershire.
- 3.5 Year-to-date monitoring shows that income from business rates payers will be inline with the position previously estimated with no noticeable increase in empty reliefs. The Worcester Street properties being demolished as part of the regeneration of Kidderminster will be removed from the rating list by the VOA before the year end, but this was built into the original estimate.
- 3.6 Collection rates at the end of the second quarter are fairly consistent with those achieved last year but are being closely monitored. The MTFS took a prudent assessment of growth above baseline this position is being closely monitored and assumptions will be revised, if necessary, when the MTFS 2024-27 is prepared. The position in relation to the 2023-24 year-end provisions for appeals cannot be estimated with accuracy at this time as a large number of appeals have been processed by the VOA, so this could result in variances. The existing provision is expected to be sufficient to meet the cost of refunds but any variation in appeals provision required will impact on the surplus/deficit position and carried forward to future years.
- 3.7 The 2023-26 Medium Term Financial Strategy makes prudent assumptions about the income stream that is expected to be generated from the Capital Portfolio Fund. The uncertainty and ongoing risk inherent in this income stream is recognised and the properties are actively managed to minimise any risk to Council Tax payers. We continue to work to ensure that current financial performance of the fund, specifically the impact on the MTFS, is clearly presented.
- 3.8 The best value theme centred around use of resources in the Best Value Standards and Intervention guidance, highlights that dependency on high-risk commercial income for service delivery and balancing budgets is one of the indicators of potential failure. All business cases are subjected to due diligence checks, give a full appraisal of risks and a prudent view of likely income arising with appropriate sensitivity analysis presented to aid decision making. Lessons have been learnt from the Covid pandemic from over reliance by District Councils on demand led income streams. It is noted that the Government did not recompense Councils for any commercially generated income through the Covid Fees and Charges Support scheme.
- 3.9 A revised Capital Strategy 2023-33 was approved by Council on 23rd February 2023. The revised Strategy covers all capital expenditure and sets out reporting and planning for financial risk implications in relation to non-treasury investments. The capital programme has been updated following

consideration by Council at the 17th July 2023 meeting.

4. FINANCIAL PERFORMANCE

4.1 Revenue Overview

The quarterly budget monitoring includes the forecast position for the current financial year. The Revenue Summary shows net expenditure by reporting group and where some costs are funded by reserves this is incorporated.

The following table details the current projected outturn position with variances against the budget approved by Council on 22nd February 2023. The projection is based on known and emerging cost pressures and cost reductions or income growth and does not take into account any management action plans still to be developed to address potential overspends:

SERVICE REPORTING GROUP	Original Budget	Q2 Outturn Projection	Q2 Variance
	£000	£000	£000
Chief Executive and Solicitor to the Council	2,219	2,824	605
Community and Environment	5,482	5,600	118
Economic Development and Regeneration	249	611	362
Resources	2,448	2,338	(110)
Revenues Benefits and Customer Services	1,390	1,452	62
Strategic Growth	2,064	2,112	48
Services Total	13,852	14,937	1,085
Investment Income	(750)	(1,890)	(1,140)
Capital Account	585	3,727	3,142 *
	13,687	16,774	3,087
Contribution from General Risk Reserve (Pay)		(150)	(150)
Contribution from Property EMR		(25)	(25)
Contribution from General Risk Reserve (FHSF)		(682)	(682)
Contribution from FHSF Revenue contingency		(500)	(500)
Contribution from Business Rates Reserve (FHSF)		(1,400)	(1,400)
Total Transfer from Earmarked Reserves		(2,757)	(2,757)
NET SERVICE TOTALS	13,687	14,017	330

The table includes the revenue impact of the decision to increase the Capital Programme allocation for the Public Realm Connectivity project and the Creative Hub at the former Magistrates Court at Full Council on 17th July 2023 by £5.738m. The funding for the additional expenditure includes £2.950m direct revenue financing, shown against the Capital account above*. This expenditure is largely being met by transfers from Earmarked Reserves.

The assessment of variances is based on a wide range of assumptions, and the forecasts will continue to be refined and reset as preparation of the Medium Term Financial Strategy 2024-27 progresses.

4.2 Capital programme – progress of spend against capital programme is summarised below:

2023-24 Capital Programme	Original 2023-24 Capital Programme £	Updated Capital Programme 2023-24 (including slippage from 2022-23) £	Q2 Capital Outturn 2023-24 £	Draft Outturn Slippage at Q2 £
Community and Environmental Services	2,145,720	2,818,780	32,827	2,603,980
Resources and Revenues, Benefits & Customer Services	250,000	502,480	28,687	0
Strategic Growth	9,784,700	14,534,310	1,977,092	6,211,210
Economic Development & Regeneration	21,498,690	41,653,400	3,131,921	15,827,680
Chief Executive and Solicitor to the Council	413,610	413,610	0	413,610
Vehicle, Equipment and Systems Renewal Schedule	1,012,040	1,119,720	209,185	0
Total	35,104,760	61,042,300	5,379,712	25,056,480

Supply and inflationary pressures have created some significant risks for the Council's capital programme, such as increasing costs for construction and equipment renewals. Full detail of scheme progress is provided in Appendix 2 to this report. Two additional capital allocations relating to the Future High Street Schemes were approved by Council during the quarter in July 2023; these have been included in the updated Capital Programme budget above.

The majority of the Council's Capital Programme is financed from either borrowing or capital grants, some of the programme is funded directly from revenue. There are revenue implications from capital expenditure funded from borrowing through interest charges and the statutory Minimum Revenue Provision (MRP).

Reprofiling (slippage) of the 2022-23 spend to 2023-24 has only a modest impact on the MRP charge in 2023-24, since the majority of the reprofiling related to grant funded schemes.

5. **RESERVES POSITION AND FUNDING GAP**

Local authorities are required by law to have a balanced budget i.e., a plan based on sound assumptions which shows how income will equal spend over the short and medium term. Plans can take account of deliverable cost savings and/or income growth strategies as well as useable reserves. A budget is considered not to balance where increased uncertainty leads to budget overspends of a level which reduces reserves to unacceptably low levels. Any significant alteration in either expenditure or income may result in an unbalanced budget. Factors affecting a budget could include:

- Natural disaster
- sudden policy change
- demographic pressures
- unexpected funding pressures
- failure to realise planned savings or income growth

To avoid an unbalanced budget the council needs to be financially resilient to ensure that finances can withstand unexpected pressures. A large part of our financial resilience is secured via the adequacy of our general and earmarked reserves.

General Reserves

5.1 The tables below provide key information relating to early estimates of the

Agenda Item No. 7.1

Council's financial position through to 2026-27, taking into account the impact of new and emerging cost pressures and the Quarter 1 Budgetary Control projections presented in this report.

- 5.2 In the years up to the pandemic the Council had done exceptionally well in generating additional income and implementing efficiency savings that have put back the date at which it has to bring its expenditure into line with income. The new administration expects to focus on generating higher levels of commercial income although the implications across the current MTFS are not yet known.
- 5.3 The tables below present the reserves position with the current (quarter 2) projected outturn for 2023-24.

Revised Reserves Statement	Outturn 2022-23 £	2023-24 £	2024-25 £	2025-26 £	2026-27 £
Reserves as at 1st April	3,840,860	3,468,190	2,979,180	1,742,421	(114,485)
Contribution to/(from) Reserves	(372,670)	(159,010)	(394,850)	(939,040)	(1,309,200)
Estimate of major variances		(330,000)	(841,909)	(917,866)	(917,866)
Reserves as at 31st March	3,468,190	2,979,180	1,742,421	(114,485)	(2,341,552)
Impact on MTFS	(80)	329,920	1,171,829	2,089,695	3,007,562

- 5.4 In the absence of additional income, further savings and efficiency measures or additional Government funding, the Council will exhaust its general fund balances before the end of the current MTFS and will be unable to set a balanced budget beyond next year. The Cabinet and officers are working towards implementing further savings and efficiency measures and exploring additional income generation proposals to enable a balanced budget to be set across the period of the MTFS.

Earmarked Reserves

- 5.5 The Council's earmarked reserves held at 1st April 2023 totalled £13.193m. The balance includes Business Rates reserves including those held in respect of the time lag inherent within the current Business Rates Retention (BRR) system.
- 5.6 A General Risk Reserve is held to meet one-off unexpected costs and to manage most future operational risks. Allocations against the reserve are approved by the Corporate Leadership Team. Following in year allocations and top-ups the current level of the General Risk Reserve is £1.176m. (reported after the allocation for FHSF £682k and pay costs £150k).

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Earmarked Reserves	Reserves b/f at 01/04/23	Spend to 16/10/23	New Reserves Added	Commitments outstanding	Balance available
	£000	£000	£000	£000	£000
External Funding	2,318	42	0	200	2,076
Shared Service	468	29	0	0	438
WFDC Budget	3,683	11	(15)	677	3,010
Innovation Fund	1,178	17	0	597	564
General Risks	2,299	0	0	953	1,346
Sub Total	9,945	99	(15)	2,427	7,434
Covid Reserves	52	0	0	0	52
Business Rates (timing)	1,796	0	0	1,424	372
Business Rates (risk)	1,400	0	0	1,400	0
Total	13,193	99	(15)	5,251	7,858

- 5.7 Reserves are very useful for balancing unexpected expenditure in the short term. However, CIPFA's advice is that they are replaced when the short term need has passed and that the use of reserves must be very measured. The Business Rates (Risk) reserve was held to smooth the impact of business rates reform or a business rates reset. Use of the reserve was considered acceptable to support regeneration due to business rates growth that can be expected to be generated from the completed schemes and the government's commitment to transitional protection when funding reform is introduced. Further application of the General Risk Earmarked Reserves to meet inflated costs of approved capital projects or any day to day recurring operational expenditure would put the financial viability of the Council at risk.

The Funding gap

The funding gap analysis takes account of assumptions of cost savings and/or income growth strategies built into the budget and the contribution required from reserves to balance the budget.

5.8 Starting position MTFS 2023-26

	2023-24 £	2024-25 £	2025-26 £
Financial Gap			
Wyre Forest Forward Savings not yet achieved	177,240	388,310	357,810
Generic Localism Savings target	304,230	475,400	473,270
SUB- Total	481,470	863,710	831,080
Use of reserves from proposed 2022-25 Strategy	159,010	394,850	939,040
TOTAL	640,480	1,258,560	1,770,120

5.9 Major variations

This table excludes those variances caused by direct revenue funding of Capital projects as this is fully funded from Earmarked Reserves)

Estimate of major variances compared to approved budget assumptions			
	2023-24 £000	2024-25 £000	2025-26 £000
General inflation	93	97	100
Pay inflation (net of vacancy savings)	150	156	161
Other Cost Pressures net of budget savings	430	450	467
Insurance renewal	45	47	48
Localism savings target*	200	300	300
External borrowing to support FHSF projects	0	42	42
Income shortfall net of income growth	167		
Total Service Variances	1,085	1,092	1,118
Investment Income (net of ringfenced sums)	(580)	(100)	(50)
Total Service Variances	505	992	1,068
Business Rates Growth and CPI uplift		(150)	(150)
Contribution from Property EMR	(25)		
Transfer from general risk reserve re pay	(150)		
Total Variances	330	842	918

*a re-energised focus on commercialism and income growth is expected to generate additional future revenue although the implications across the current MTFS are not yet known. These estimates will be refined as part of the preparation for the 2024-27 Medium Term Financial Strategy.

5.10 Revised Funding Gap analysis based on current outturn projections

Financial Gap	2023-24 £	2024-25 £	2025-26 £
Wyre Forest Forward Savings not yet achieved	177,240	388,310	357,810
Generic Localism Savings target	104,230	175,400	173,270
SUB- Total	281,470	563,710	531,080
Revised use of reserves based on Quarter 2	489,010	1,236,759	1,856,906
TOTAL	770,480	1,800,469	2,387,986

Information and Analysis – Financial Performance Summary

6. REVENUE DETAIL

6.1 This report draws attention to new and emerging budget pressures that will potentially have a significant impact on the council's ability to deliver services within the budget envelope approved February 2023 Council. The report is produced in consultation with CLT, Heads of Service and Service Managers.

6.2 The following table presents an overview of the new and emerging budget pressures:

Estimate of major variations – New and Emerging Cost Pressures

Area	MTFS Assumption	Current Estimate	Impact	Detail
Additional Capital Programme approvals			£££	The additional capital expenditure on the Kidderminster Connectivity and Creative Hub projects, approved by Council on 17 th July 2023 will be part financed from revenue. The expenditure will be matched by a contribution from revenue reserves.
Commercial Income (C&E)			£££	The latest budget projections indicate that there is likely to be a significant shortfall in Commercial Income (circa £402k) from Community and Environmental Services. The Commercial Manager's report at Appendix 5 indicates that this is now likely to be £120k greater than the totals reported in the tables in this Quarter 2 report.
April 2023 Pay award	4%	7% minimum	£££	The initial employers offer adds circa 7% to the pay bill
Localism Target			£££	Savings target previously agreed may require amendment as a result of policy position of the new administration. Re energised focus on commercialisation and income generation may reduce any impact.
Slippage on capital programme increasing revenue or programme spend/decreasing income			£££	Void property expenses reduced rental income, increased expenses (including business rates). Impact of inflation on supplies, materials and labour.
Capital Portfolio Fund Properties			£££	The latest projections for BNP, our property managers indicate that the shortfall in income has significantly increased since quarter 1. The total shortfall for this property portfolio is now estimated to be £196k
Planning appeal decision allowed			£££	The appeal decision relating to Low Habberley application ref 21/0421/OUT has been allowed and full costs awarded to the appellant. The amount has not been notified, but could be circa £100k. (not included in table 1)

Area	MTFS Assumption	Current Estimate	Impact	Detail
General Inflation	3%	7%	£££	The 2023-24 Budget included an uplift of £155k for general non-pay inflation. There is a risk that the full impact of inflationary pressures is expected to be double the original assumption.
Recruitment and retention of specialist senior staff			£££	There continues to be pressures around staff recruitment due to pay levels at these grades been uncompetitive nationally. In some areas, where shortages are acute, hybrid working across the sector means we are now competing with councils in London and the South East.
Insurance renewal	3%		££	Terms agreed for 1st July renewal, awaiting final invoices. Total cost increase expected to be £65k, budget variance of circa £45k.
Members' allowances			£	Following local elections there is an additional Cabinet member, additional Group Leader and Scrutiny Committee chair not already in receipt of special responsibility allowance (previously held by Group Leader).
Stourport Sports Club			£	Savings that had previously been recognised will not materialise (confirmed by Cabinet and Council decisions in July).

Key £ = £10k to £25k/year; ££ = £25k to £100k/year; £££ = over £100k/year

7. REVENUE DETAIL - External Income

7.1 External Income is an important element within the finances of the Council, it affects the level of resources available to fund services and makes an important contribution to a balanced budget. The Covid-19 pandemic had a significant impact on demand led income, in general, income has recovered well however the position is mixed and some of the fees and charges from commercial activities have struggled to return to pre pandemic levels. The summary budget and estimated outturn position is shown in the graph below. Overall, performance is expected to be **£442k below** the target approved by Council in February. The shortfall in gross income relating to the Garage, driver training, Tree works and Grounds maintenance is mitigated by a reduction in costs. Posts have been held vacant and savings are made in direct materials.

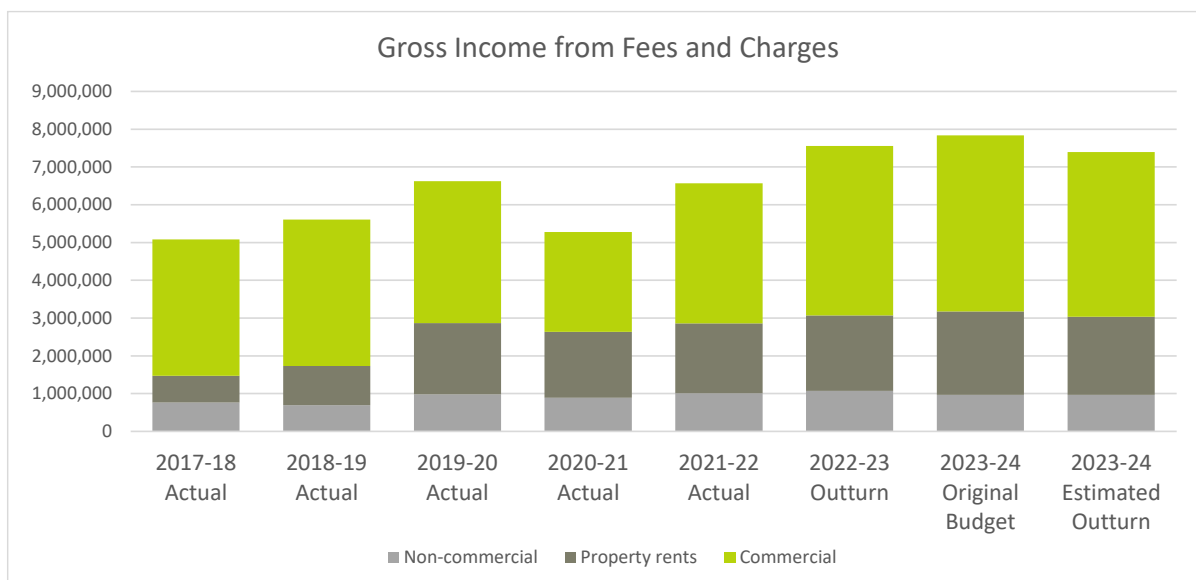
7.2 The table below details current projections for the Council's main revenue income sources

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SOURCE OF INCOME	2022-23 Draft Outturn	2023-24 Original Budget	2023-24 Estimated Outturn at Quarter 2	Variance	% Variance
	£000	£000	£000	£000	
Commercial Strategy					
Bulky Waste and external contracts for sweeping	-121	-144	-117	27	-19%
Cemetery	-71	-55	-55	0	
Garage, driver training, Tree Gang, Grounds Maintenance	-205	-363	-233	130	-36%
Green Waste	-526	-500	-550	-50	10%
Land Charges	-78	-89	-89	0	
Leisure Centre	-620	-623	-503	120	-19%
Parking and Enforcement	-1,387	-1,516	-1,463	53	-4%
Parks and Green Spaces (including Highway Verges	-106	-89	-117	-28	32%
Property Rental (incl CPF)	-1,753	-1,915	-1,815	100	-5%
Property Rental WFH	-247	-253	-321	-68	27%
Trade Waste	-855	-962	-840	122	-13%
Various	-355	-360	-324	36	-10%
Total Commercial Strategy Income	-6,324	-6,869	-6,427	442	-6%
Regulatory and Other					
Licensing	-237	-235	-235	0	
Planning	-530	-530	-530	0	
Building Control	-232	-192	-192	0	
Other Income	-232	-11	-11	0	
Total Regulatory and Other Income	-1,231	-968	-968	0	
TOTAL INCOME	-7,555	-7,837	-7,395	442	

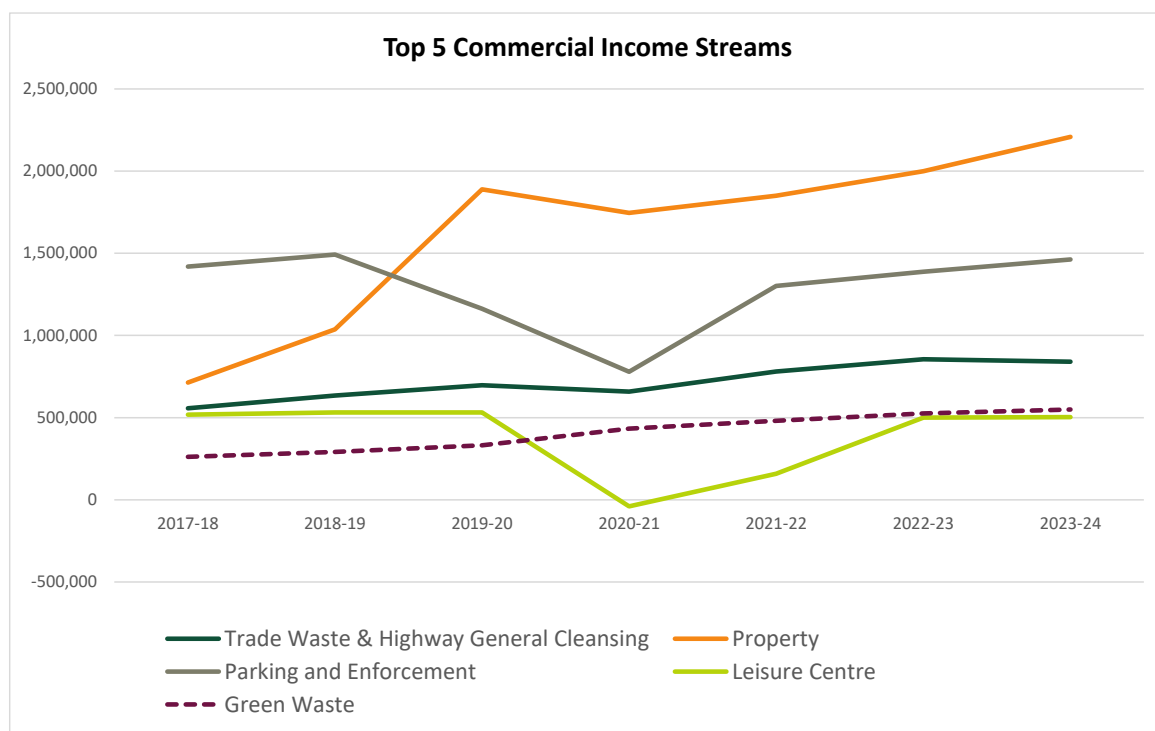
- 7.3 The previous success of the commercial income generation work and the extent of the shortfall against previous targets is shown in the graph below.

Summary Income Performance 2017-18 to 2023-24

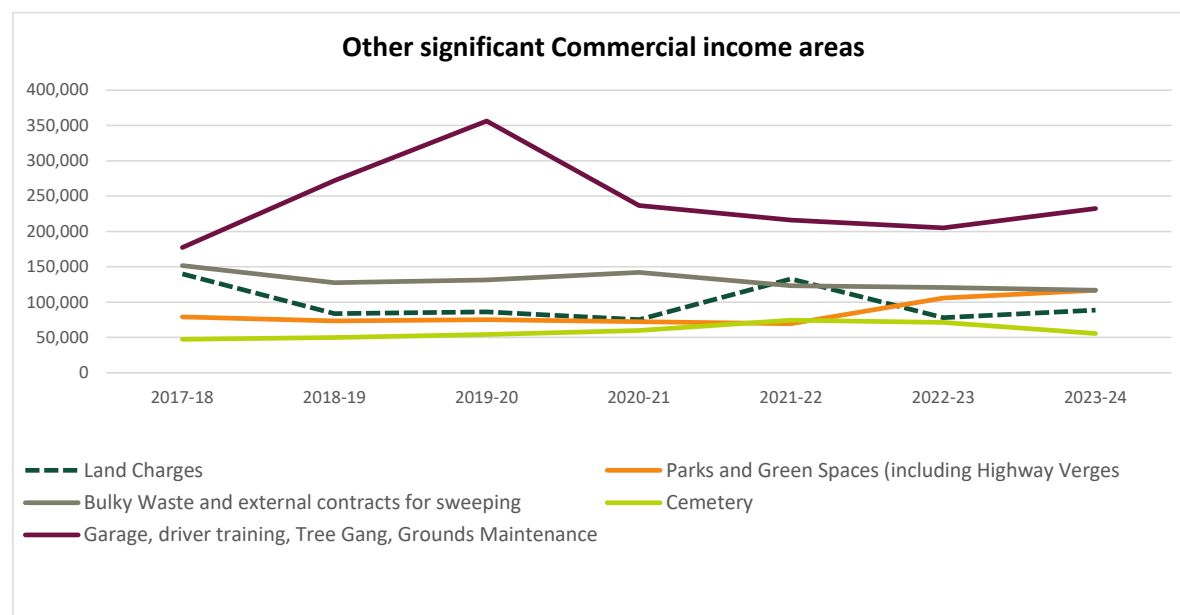


- 7.4 The graphs below detail performance for the income streams that fall under the Commercial Strategy.

Gross Commercial Income 2017-18 to 2023-24 – Top 5



Gross Commercial Income 2017-18 to 2023-24 – Other



- 7.5 The Council expanded its commercial activities to generate revenue from fees and charges to help close the funding gap. These demand-led commercial services have struggled the most to recover to levels seen pre-pandemic. Income is 35% below that achieved in 2019-20 on a cash basis (ignoring the

time value of money). Further detail on commercial income performance is contained in Appendix 5.

- 7.6 The leisure management contract has returned to the pre-pandemic position. However, the risk of increases to the cost of utility bills is borne by the Council and recent price increases has reduced the net income due to the council under the management agreement. The income shown in the graph reflects current estimates of the energy benchmarking liability.
- 7.7 The Council's income collection position and current levels of arrears at the end of Quarter 2 is presented in Appendix 4.
- 7.8 **Capital Portfolio Fund** - The Capital Portfolio Fund supports regeneration, economic growth and housing, is allied to the Council's income generation/commercialism objectives and is financed from borrowing.
- 7.9 The table below summaries the current projection of the revenue impact of the Capital Portfolio Fund in 2023-24. The Quarter 2 outturn projection shows that the target included within the original budget is unlikely to be achieved as final rents agreed at review were below levels originally assumed and the Council's share of service charge expenditure arising from common areas, caps, voids and essential health and safety compliance work is expected to exceed the budget envelope in 2023-24, due to a large extent to the impact of inflation. The cost of property management are significantly higher than assumed in the original budget due to shortages in the labour market and the requirement to use agency resource. The pandemic resulted in vacant office accommodation proving more difficult to relet, leading to long void periods, and market rents being suppressed. There continues to be churn in leases due to natural breaks and expiries.

Property Portfolio Fund		2023-26 MTFS			
Net Impact on Council Tax after Statutory Charges		2022-23 Outturn £	2023-24 Original Budget £	Month 6 Outturn projection £	Variance £
R276	High Street/Worcester Street*	4,118	(12,300)	43,400	55,700
R277	Stratford Court**	15,779	(187,970)	(63,227)	124,743
R278	Buntsford Gate	62,306	82,780	89,990	7,210
R279	Forest House	31,700	31,700	37,430	5,730
R280	Riverside***	(10,209)	(15,120)	(15,240)	(120)
R281	Goldthorn Road	(127,238)	(110,520)	(108,270)	2,250
R282	Unity Park	27,691	(24,110)	(23,660)	450
R275	Property Portfolio Fund Admin account	0	0	0	0
Total		4,147	(235,540)	(39,577)	195,963

* vacant units and service charge liability (Ultra vapour end Oct and C.E.X) £31k shortfall rent, £20k increase in service charge liability/insurance/business rates

**service charge budget increases (caps and voids) £75k, churn of tenants, resultant voids and rent incentives £41k

***Rent increase £38,750 but service charge budget increase - WFDC liability due to caps

- 7.10 **Capital Portfolio Fund Debt** - The total overdue rent debt at 30th September 2023 is £48k which represents 3.7% of the overall balance collected each year. The majority of the arrears is in the 3 to 6 months

category and is being actively managed. There is a further £22k outstanding in respect of electricity recharges at Stratford Court.

8. WYRE FOREST FORWARD SAVINGS PROGRAMME AND LOCALISM TARGETS

- 8.1 The 2023-26 MTFS projects a funding gap in 2025-26 of just under £1.8m and the new and emerging cost pressures outlined above will, in the absence of additional government support, widen the gap further. Against this background it is essential that expenditure is kept within the overall approved budget and that savings proposals continue to be developed so that the Council has as much flexibility as possible to meet the challenges that lie ahead. The refreshed funding gap at paragraph 3.8 shows that at the end of quarter 2, budget monitoring projections estimate that the 2025-26 funding gap is likely to increase to £2.4m.
- 8.2 Achieving financial sustainability is still the most significant challenge facing the Council. Since 2009 the Council has had a track record of continuously identifying opportunities to make savings. However, savings targets are proving increasingly challenging to achieve and at present are focussed largely on the transformation programme to review and reassess how we deliver services with the objective of reducing net cost introduced in the 2021-24 MTFS. The ambition of the current administration is to make the Council leaner, more productive and more commercially aware. Despite the projected financial gap, the administration is prepared to invest in capacity where necessary in order to increase net income or deliver other contributions to improving the Council's financial position.
- 8.3 The Council has done exceptionally well in generating additional income and implementing efficiency savings that have put back the date at which it has to bring its expenditure into line with income. The focus for the 2024-27 MTFS will be on generating higher levels of commercial income although the implications across the current MTFS are not yet known. Action will need to be taken to address adverse budget variations arising from price inflation and the legacy impact of COVID-19, and the existing savings and efficiency targets will need to be met. In the absence of additional income, further savings and efficiency measures or additional Government funding, current projections indicate that the Council will exhaust its general balances before the end of the current MTFS in 2025-26. The current estimates are being refined and reviewed as part of detailed work being undertaken by the Finance Team in conjunction with service managers.
- 8.4 The Wyre Forest Forward savings programme was established to review all aspects of the Council to ensure we deliver a balanced budget and services of real value to our residents. Substantial savings have already been achieved.
- 8.5 The budget approved for 2023-24 is summarised in the table below. Good progress was made in 2022-23 towards achieving the target with items of a recurring nature, with the outstanding savings target for 2022-23 being achieved from one-off final accounts savings. Some progress has been made towards meeting the 2023-24 target of £177,000 but further transformation savings are dependent on the North Worcestershire waste collaboration. A review of 2022-23 final account savings has been undertaken during Quarter 2 to capture and record any recurring efficiencies, but there has been no material items arising to contribute to the target.

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Wyre Forest Forward Savings summary	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
Savings Target	4,382	4,682	4,682	4,682
Savings achieved at 31/03/2023	4,205	4,294	4,324	4,341
Savings Target at 01/04/2023	177	388	358	341
Savings achieved 2023-24				
Strategic Growth Service reviews	13	17	18	18
Savings identified in year	13	17	18	18
Total WFF Savings not yet achieved	164	371	340	323

Note that this table only considers WFF savings and income targets and is only part of the funding gap. Localism savings are reported separately below.

Localism Partnership Target

- 8.6 Significant progress was made in 2022-23 towards achieving the Localism savings target but only limited further progress is currently expected in 2023-24. The savings achieved to date are summarised below. The new localism strategy sets out the administration's approach. Work continues and future targets will reflect the Cabinet's ambitions - future budgets will be adjusted as necessary when the MTFS 2024-27 is considered. Savings not achieved will be shown as a budget variation. Details are provided below:

LOCALISM PARTNERSHIP SAVINGS	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
Savings Target	525	700	700	700
Savings achieved at 31/03/2023	(317)	(324)	(377)	(377)
Balance b/f 2022-23	208	376	323	323
Savings Target at 1st April 2023	208	376	323	323
Savings achieved 2023-24				
None identified in Quarter 2	0	0	0	0
Savings identified in year	0	0	0	0
Total Localism Savings not yet achieved	208	376	323	323

9. SUPPLEMENTARY RSTIMATES AND VIREMENTS

- 9.1 Service managers who wish to incur expenditure that falls within approved Council Policy for which either there is no or insufficient provision within approved estimates, may incur that expenditure by virement (transferring from one approved budget cost centre to another) or by supplementary estimate, subject to specified conditions as setout in the Financial Regulations – 6.7 and 6.8.
- 9.2 There are no requests for virement or a supplementary estimates to be considered by Cabinet this quarter.

10. REVENUE DETAIL – Central Items Business Rates and Council Tax

- 10.1 **Council Tax** - The level of discounts and awards, together with collection rates, and write-offs are being closely monitored. There is continued risk that assumed growth in the tax base might not be achieved in year due to the slow down in the housing market leading to sites being built out at a slower rate than assumed and greater eligibility to discounts.
- 10.2 **Business Rates** – Officers continue to liaise closely with the Valuation Office Agency to monitor developments in the sector. The overall impact of transactions in the collection fund will continue to be monitored to assess the impact on the council's MTFS.
- 10.3 **Collection Rates**

Council Tax: As at 30th September 2023, Council Tax in year collection rates are at 57.47% compared to 57.84% last year.

Business Rates: At the end of Q2 2023-24, collection rates for NNDR are behind those achieved last year, at 56.67% compared to 63.56% last year.

There has been an increase in debts being written off due to voluntary bankruptcy orders and petitions, individual voluntary arrangements and debt relief orders. The level of write-offs will continue to be closely monitored.

11. TREASURY MANAGEMENT PERFORMANCE SUMMARY

Investments

- 11.1 As at 30th September the council held £56.046m in investments. The level of funds available fluctuates due to the timing of precept payments and receipt of grants. The current balance is high due to payment in advance of the FHSF grant and the LUF grant. The average interest rate achieved for quarter 2 was 4.780% compared to the 90 day backwards looking SONIA of 4.715%. Yields continued to increase during the quarter as the Money Market Fund rates caught up with the base rate increases. Current forecasts expect bank rates to reach 5.25% for the remainder of this financial year. The impact on interest received is likely to be a budget surplus of circa £1m compared to the original budget and the assumptions in the MTFS. The additional interest achieved from investing the FHSF and LUF grant will be reserved to bolster the revenue contingencies for those projects (estimated to be £560k of the total interest for the year).
- 11.2 The approved limits as set out in the Treasury Management Strategy report to Council 22nd February 2023 within the Annual Investment Strategy were not breached during the second quarter of 2023-24

External Borrowing

- 11.3 The Council had borrowing of £34m as at 30th September 2023. The Council's Capital Financing Requirements (CFR) as at 30th September 2023 is £41.434m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (External Borrowing) or from internal balances on a temporary basis (Internal Borrowing); an internal borrowing position of circa £7m is currently being held.

Compliance with Treasury and Prudential Limits

- 11.4 The Council's approved Treasury and Prudential Indicators are outlined in the approved Treasury Management Strategy Statement (TMSS). The Council has a duty to determine and keep under review the "Affordable Borrowing Limits".
- 11.5 During the period to 30th June 2023 the Council has operated within treasury limits and the prudential indicators set out in the Council's TMSS and with the Council's Treasury Management Practices. The Prudential and Treasury Indicators are shown below:

Prudential Indicator as Per Original Budget(to be updated during revised budget process)	2023-24 Budgeted Indicator	Actual as at 30 th September 2023
Capital Financing Requirement (CFR)	56,193,000	41,434,000
Gross Borrowing	56,000,000	34,000,000
Internal Borrowing	193,000	7,434,000
Internal Borrowing as % of CFR	0.34%	17.94%
Authorised Limit for external debt	75,000,000	34,000,000
Operational Boundary for external debt	65,000,000	34,000,000
Limit on Principal sums invested > 365 days	5,000,000	0
Maturity structure of fixed interest rate borrowing – upper limits (for future borrowing undertaken)		Maturity structure of existing loan portfolio (No new borrowing undertaken during Q2)
Under 12 months	100%	0%
12 months to 2 years	40%	8%
2 years to 5 years	10%	5%
5 years to 10 years	10%	17%
10 years and above	10%	70%

12. HOW ARE WE DOING PERFORMANCE SUMMARY

12.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan. This is the last update provided under the 2019-23 Corporate Plan, as amended. The Corporate Plan 2023-27 was approved by Council on 20th September 2023.

12.2 The Council has a number of processes in place to monitor our performance including:

- Corporate Plan Actions
- Corporate Risks and associated actions
- Leading Measures
- Lagging Measures

12.3 The Corporate Plan 2021-23 was delivered through the following strategic actions:

- Adopt the new Local Plan (now completed)
- Implement measures to increase affordable housing (Supporting a successful local economy)
- Work with partners to protect our environment, to address air quality issues and to help to tackle climate change (Safe, clean and green living environment)
- Work with partners to secure external funding and investment to support the economy (Supporting a successful local economy)
- Oversee regeneration of central Kidderminster including Future High Streets projects (Supporting a successful local economy)
- Support the visitor economy in Stourport-on-Severn and Bewdley (Supporting a successful local economy)
- Work with partners to tackle abuse of vulnerable people and environmental crimes (Safe, clean and green living environment)
- Work with town and parish councils so that they have local control over assets and services (Safe, clean and green living environment)
- Seek a sustainable future for Bewdley Museum (Supporting a successful local economy)

Progress against the 2021-23 corporate plan priorities and our strategic actions is summarised below. The performance monitoring report for Q3 onwards will include measures that relate to the Corporate Plan 2023-27 that was adopted by Council in September 2023:

12.4 **Corporate Plan – A safe clean and green living environment**

- a) The Council's enforcement team continues to tackle environmental crime. Parking enforcement and other environmental and civil enforcement activity continues across the district. On a wider basis we supported the national Love Parks Week – 28 July to the 6 August with the emphasis on keeping the parks and open spaces clean and taking litter home and/or where to report if the enforcement team need to investigate. This was also linked to #LoveWhereYouLive. The team will continue to work with the Depot's Community Project Officer to take forward further campaigns. The PCC

funded Fly tipping project is being reviewed with an end of project report being undertaken

- b) The private sector housing team has been undertaking focussed work with landlords regarding thermal comfort through work on energy performance and the housing, health and safety rating system. The Local Authority Delivery Scheme 3 has delivered 74 interventions across 48 homes with a total capital spend of approximately £450,000 and the Sustainable Warmth Project Officer has now commenced work on HUGS2 with 8 properties already having assessments undertaken and 46 live applications.
- c) Work is on-going to encourage good recycling practices in collaboration with partners across Herefordshire and Worcestershire to maximise the region's recycling rate and reducing the amount of residual waste (rubbish). The region's recycling rate for last year was 43.6%. Analysis is on-going around the amounts and types of waste that are disposed of across the region to inform the design of future service provision.
- d) Our climate change agenda continues to be progressed through the Climate Change action plan. This includes developments in alternative fuelled fleet vehicles and looking at ways we can create renewable energy in the district. The Corporate Policy Officer, in conjunction with Strategic Growth, Community and Environment Services and the Cabinet Member for Economic Regeneration, Planning and the Green Agenda, has now commenced work on the Carbon Reduction Plan. The installation of the LED lighting in our car parks has been completed and we are in the process of branding the electric vehicle.
- e) Work around Community Safety continues with secured funding of over £100,000 from the West Mercia PCC for North Worcestershire Community Safety Projects, with £32,000 dedicated to Wyre Forest. Kidderminster & District Youth Trust has been commissioned to provide a district wide detached youth team with a focus on preventing anti-social behaviour (ASB). Mobile CCTV cameras have been deployed in hot spot areas around the district and the section continues to lead on the management and operation of those cameras on a case-by-case basis. During this period one camera has been deployed in an area suffering significant ASB and offending. Through the Home Office's Safer Streets 5 Funding further funding has been applied for regarding mobile CCTV cameras and target hardening resources.
- f) Work continues on developing the Wyre Forest Wild project, an exciting and ambitious open space project that will, given the necessary external funding, provide a network of pathways and cycle tracks across all the district's nature reserves and key open spaces. To date the mapping of habitats and carbon absorption has been undertaken and external funding sources sought. The branding and business case is being worked on at the moment and both are due in mid November.
- g) Work on the Brinton Park Heritage Lottery Project continues. We are liaising closely with HLF to refine the scope of the project and in turn the construction costs. Further work is taking place regarding the refinement of the approved purposes and the opportunity to bring the Sons of Rest Pavilion back into the project. The construction costs continue to be refined and a review meeting with HLF is being held in quarter 3.

- h) Adopt a Street officially launched on the 27 September and to date 53 people have signed up to the scheme and over 64 streets have been adopted. A Volunteer Thank You event is planned for early November, where we invite all of our volunteers who support us to keep the place clean and looking good at our parks/open spaces and the museum.
- i) We are also continuing to work with our parks volunteers established as Friends Groups. We have been working closely this year with a new group to help them set up officially with a constitution and partnership agreement. The Friends of White Wickets want to bring a community family feel to the park and so a group has now been formed with a community picnic being their first event in the park this summer. We are always looking for small things we can do to support our groups which in turn can make a difference. This year we have supported our Friends of Brinton Park group by buying them some high vis jackets and supplying them with some leaflets to help promote their group and to increase membership.

12.5 Corporate Plan – Supporting a successful local economy

- a) Work continues to support and develop the visitor economy in Stourport and Bewdley through work with Visit Worcestershire, the destination management organisation (DMO) for the County. A brand new visitor destination website (Visit Severn Valley) is being developed by WFDC in partnership with key visitor attractions and will be launched in Q4 2022-2023. A programme of marketing campaigns will follow in 2024 to promote the area to visitors. The website and marketing campaigns are funded by the UK Shared Prosperity Fund.
- b) Work continues to support and develop the visitor economy in Stourport and Bewdley through work with Visit Worcestershire, the destination management organisation (DMO) for the County. A brand new visitor destination website (Visit Severn Valley) is being developed by WFDC in partnership with key visitor attractions and will be launched in Q4 2022-2023. A programme of marketing campaigns will follow in 2024 to promote the area to visitors. The website and marketing campaigns are funded by the UK Shared Prosperity Fund.
- c) We continue to support start-up businesses across the district with our incubator units (industrial and office) at Space at Hoo Farm (Forest House). Current occupancy is 78.6% as a result of several businesses vacating their space. Vacant units are being marketed for new tenants.
- d) The projects to oversee the regeneration of central Kidderminster are progressing. The Levelling Up Fund programme aimed at re-kindling Kidderminster's heritage by making the canal and river a focus, encouraging visitors by making them special, vibrant places with cafes, arts and cultural activities is progressing. The original programme has been realigned for all three elements. The planning and listed building consent have been granted for the Town Hall improvements and a preferred contractor will be appointed in November 2023. During the quarter due diligence has continued and alternative delivery models explored for the Piano building with a decision expected from DLUHC in Quarter 3. The canal tow path works are 100% complete.

- e) Good progress has been achieved across the Future High Street Programme comprising of the following projects:

- Kidderminster Creative Hub (Former Magistrates Court)
- Worcester Street Connectivity and Public Realm Project

Kidderminster Creative Hub

Project has now progressed to the delivery phase with the appointment of the contractor, BAM Construction, under a design and Build (D&B) contract.

BAM Construction have started on site. The refurbishment works are underway with practical completion scheduled for September 2024. A marketing brochure to promote the space to businesses will be launched in Q3 2023-2024.

Worcester Connectivity and Public Realm Project

McBain's Consultancy appointed as the Architectural and Engineering Design consultants.

The design work is progressing and the asbestos removal work is complete.

- Demolition works are underway with completion expected by Nov 2023
- Completion of new public realm works (including new slopes/steps) expected July 2024. Public consultation on the public realm designs took place in July 2023 and the planning application was submitted in August 2023.

- f) Preparation of a preferred development scheme for Parcel One of Linfield's (former Glades site) is being progressed. This will result in Parcel One being taken to market for development, subject to the outcome of the feasibility study, in 2023-24. The tendering of the feasibility study has been delayed as a result of the delay in the government's approval of the UK Shared Prosperity Fund Investment Plan, which includes a grant allocation for the feasibility study. The announcement was initially scheduled for October 2022 but was given in December 2022. The feasibility work will be commissioned in October 2023 and completed by April 2024.
- g) We continue to work with a Registered Provider to agree the land sale for Clensmore Street which will deliver a 100% affordable housing scheme and to resolve the land purchase negotiations for the adjacent site next to the council owned land in Radford Avenue.
- i) The Castle Road housing scheme for temporary accommodation has been approved by Planning Committee and designed up to RIBA stage 4. We are now working through the final costs from the developer with our Quantity Surveyor and Project Manager and will then be able to agree the contractual terms with the developer.

- 12.6 Organisational Health - includes information on turnover of staff, sickness absence, organisational health related investment areas and other performance measures requested by committee. A full update is provided in Appendix 6. There has continued to be a focus on investing in organisational health related areas, for example ICT infrastructure, implementing the new OD strategy and related projects.

13. LEGAL AND POLICY IMPLICATIONS

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

14. EQUALITY IMPACT ASSESSMENT

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

15. RISK MANAGEMENT

- 15.1 A number of corporate risks are perceived to have increased in recent months. The inability to deliver a balanced budget is one of the Council's key corporate risks and has been adversely impacted by inflation in general and on construction costs in particular which will affect the Council's many capital projects. During the first quarter the Council has had a higher turn over of staff and recruitment and retention of suitably qualified staff is increasingly more difficult. This may have an impact on delivery or performance during remaining quarters. The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as Appendix 3 and further update on risks will be given to Audit Committee later in September.

16. CONCLUSIONS/ACTION

- 16.1 The information contained within Appendices 1 to 5 provides Members with an overview of financial trends and performance within the period to 30th June 2023.
- 16.2 The estimates and assumptions included in this report will continue to be updated and refined as more information becomes available particularly as more clarification on government funding emerges, and the position will be clarified as part of the revised budget process.

17. CONSULTEES

Corporate Leadership
Team Cabinet
Service Managers

18. BACKGROUND PAPERS

Budget setting papers Council 22nd February 2023
Draft Final Accounts 2022-23 and Quarter 4 Budget and Performance Report
2022-23
Medium Term Financial Strategy 2023-26

Hyperlink to Committee Reports
<http://www.wyreforest.gov.uk/council/meetings/main.htm>

WYRE FOREST DISTRICT COUNCIL

Agenda Item No. 7.1 Appendix 1

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2022/23		2023/24			2024/25			2025/26		
	Original Estimate £	Revised Estimate £	At Nov.21 Prices £	Inflation £	TOTAL £	At Nov.21 Prices £	Inflation £	TOTAL £	At Nov.21 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,293,870	2,313,470	2,108,840	81,020	2,189,860	1,650,890	150,340	1,801,230	1,668,080	221,630	1,889,710
COMMUNITY AND ENVIRONMENT	4,659,590	4,837,110	5,052,290	270,880	5,323,170	4,973,150	494,260	5,467,410	4,825,580	722,580	5,548,160
ECONOMIC DEVELOPMENT & REGENERATION	(93,790)	283,770	131,260	42,690	173,950	3,480	78,880	82,360	(7,190)	117,680	110,490
RESOURCES	2,939,970	2,610,850	2,431,700	16,420	2,448,120	2,097,740	38,110	2,135,850	2,056,700	52,480	2,109,180
REVENUES, BENEFITS & CUSTOMER SERVICES	977,580	1,033,640	1,312,430	77,560	1,389,990	1,328,400	141,240	1,469,640	1,319,990	206,500	1,526,490
STRATEGIC GROWTH	1,894,040	1,847,480	1,960,280	103,490	2,063,770	1,985,630	177,670	2,163,300	1,990,420	230,950	2,221,370
LESS: CAPITAL ACCOUNT	11,671,260	12,926,320	12,996,800	592,060	13,588,860	12,039,290	1,080,500	13,119,790	11,853,580	1,551,820	13,405,400
INTEREST RECEIVED	275,420	325,210	575,070	4,420	579,490	856,220	7,960	864,180	987,560	11,580	999,140
CAPITAL PORTFOLIO FUND AND DEVELOPMENT	(55,000)	(850,000)	(750,000)	0	(750,000)	(500,000)	0	(500,000)	(444,600)	0	(444,600)
LOANS FUND	135,000	0	0	0	0	0	0	0	0	0	0
TOTAL NET EXPENDITURE ON SERVICES	12,026,680	12,401,530	12,821,870	596,480	13,418,350	12,395,510	1,088,460	13,483,970	12,396,540	1,563,400	13,959,940
LESS: CONTRIBUTION (FROM) TO RESERVES	(21,750)	(372,750)			110,130			(70,050)			(584,970)
NET BUDGET REQUIREMENT	12,004,930	12,028,780			13,528,480			13,413,920			13,374,970
LESS: REVENUE SUPPORT GRANT	0	0			(150,380)			(150,380)			(150,000)
BUSINESS RATES INCOME	(2,956,940)	(2,956,940)			(3,442,050)			(3,590,130)			(3,697,830)
BUSINESS RATES GROWTH	(400,000)	(400,000)			(950,200)			(1,000,000)			0
BUSINESS RATES - NATIONAL LEVY REDISTRIBUTED	0	(23,850)			0			0			0
FUNDING GUARANTEE	0	0			(425,370)			0			0
COLLECTION FUND (SURPLUS)/DEFICIT	(10,150)	(10,150)			0			0			0
NEW HOMES BONUS	(463,760)	(463,760)			(240,030)			0			0
TRANSITIONAL FUNDING (assumption)	0	0			0			0			(571,200)
LOWER TIER SERVICES GRANT	(130,070)	(130,070)			0			0			0
ONE OFF SERVICES GRANT	(196,000)	(196,000)			(114,990)			(100,000)			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	7,848,010	7,848,010			8,205,460			8,573,410			8,955,940
COUNCIL TAX LEVY		229.34			236.21			243.30			250.60
COUNCIL TAX BASE		34,220			34,738			35,238			35,738

**Capital Programme 2023-24 (including Slippage from 2022-23)
Quarter 2 Position**

Agenda Item No. 7.1 Appendix 2

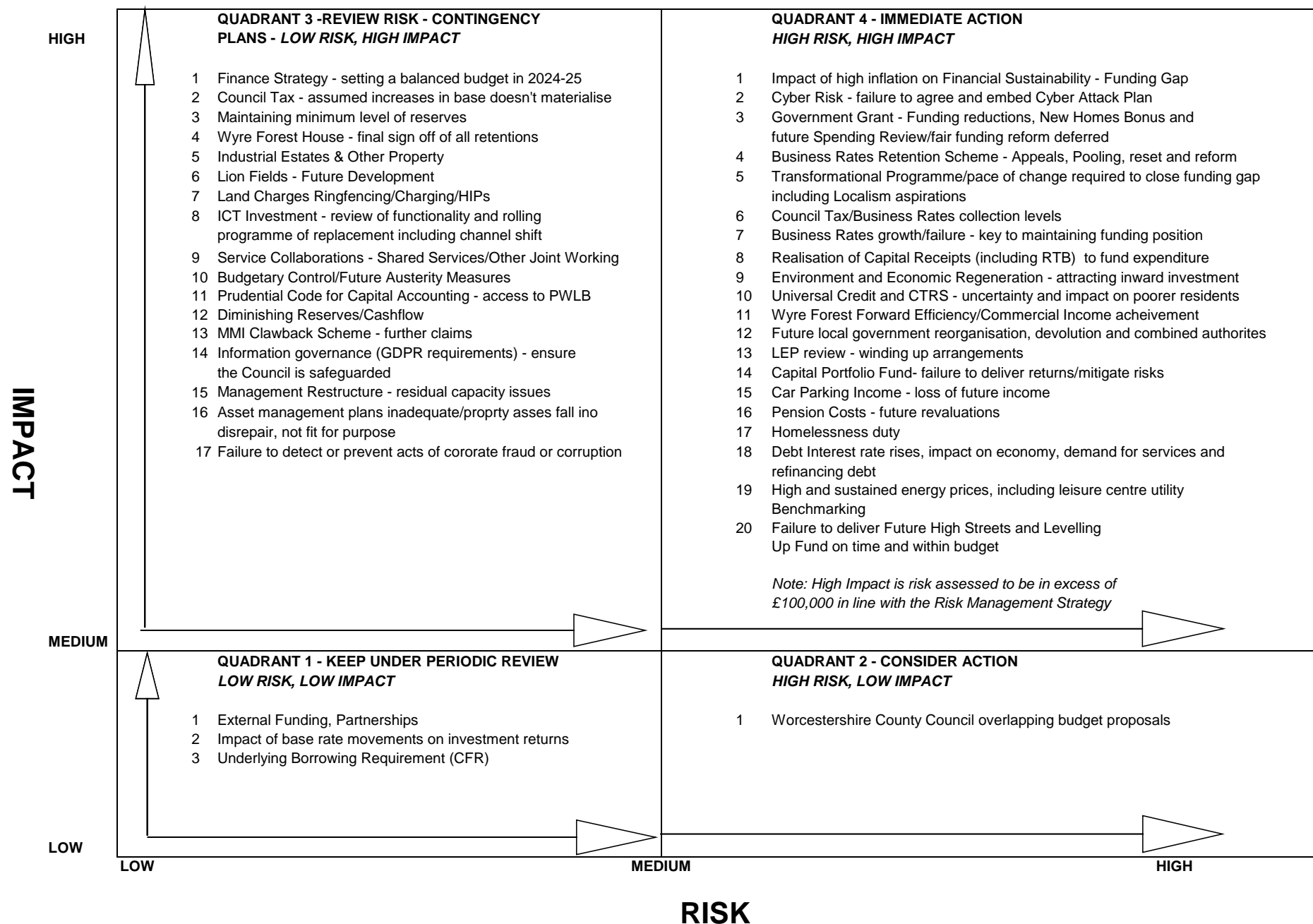
	2023-24	2023-24	2023-24	2023-24	
	Original Budget £	Updated Budget (including slippage from 22-23) £	Q2 Actual Expenditure £	Draft Outturn Slippage at Q2 £	Progress Notes
COMMITTED EXPENDITURE					
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	413,610	413,610	0	413,610	Final account not resolved. Budget slipped to 2024-25
Headquarters - Office Accommodation					
SUB TOTAL	413,610	413,610	0	413,610	
COMMUNITY AND ENVIRONMENTAL SERVICES					
Parking Facilities: Improvements to Car Parks	29,530	54,530	23,594	30,930	Low energy lighting installed across all car parks to reduce energy/carbon. Balance slipped to 2024-25
Brinton Park HLF Scheme (subject to successful HLF bid)	1,931,190	2,417,200	9,233	2,378,200	
Innovation Fund Capital*	185,000	290,390	0	190,390	
Stouport Riverside	0	52,200	0	0	Currently a project for digital weighing system on commercial RCVs circa £60k. Ongoing project which will look to compete during this year. Budget slipped to 2024-25.
CCTV Upgrade Bewdley and Stouport (PCC Funded)	0	4,460	0	4,460	
*Subject to Business Cases & approval by the Cabinet/CLT					
SUB TOTAL	2,145,720	2,818,780	32,827	2,603,980	
STRATEGIC GROWTH					
Housing Strategy:					
Better Care Fund (BCF) including Disabled Facilities Grants	2,000,000	3,326,090	287,390	0	Q2 funding is being transferred to the Home Improvement Agency shortly, and direct application cases are being processed. Work underway to reprofile the remainder as part of the Revised Budget Process.
Housing Fund	876,000	876,000	392,000	0	
Flood Relief	28,410	28,410	0	0	
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	290,230	361,210	73,494	211,210	Identified potential projects may need some funding in 2023-24, but timescales are dependent upon partner agencies including Environment Agency and Severn Trent Water. Will be reprofiled if necessary as part of the Revised Budget Process. Recycled grant funding has supported to maintain this budget. Landlord grants tied to landlords supporting rehoming referrals from the council will likely achieve around £150k this year. Remaining funds to be reprofiled over the next 2 years.
Future Investment Evergreen Fund (unallocated balance)*	890,470	1,009,970	366,085	0	
Capital Projects Fund*	3,500,000	4,000,000	0	3,000,000	
Castle Road Development	2,000,000	3,374,290	292,793	3,000,000	One acquisition complete, with various other projects earmarked - budget will be re profiled where necessary as part of the revised budget process. £1m currently sits in 2023-24 to give flexibility for any schemes that may be developed prior to the end of this financial year. The remainder has currently been slipped to 2024-25. This project is progressing - procurement exercise to appoint construction contract is underway. Expenditure will be reprofiled once contractor appointed. Large proportion of this capital budget has currently been slipped to 2024-25 whilst we await the revised cashflow profile.
BCF Energy Efficiency	0	200,000	151,105	0	

**Capital Programme 2023-24 (including Slippage from 2022-23)
Quarter 2 Position**

Agenda Item No. 7.1 Appendix 2

	2023-24 Original Budget £	2023-24 Updated Budget (including slippage from 22-23) £	2023-24 Q2 Actual Expenditure £	2023-24 Draft Outturn Slippage at Q2 £	Progress Notes
BCF Disabled Adapted Units	0	240,000	0	0	0 Scheme being progressed.
Flood Recovery Support (BEIS Funded)	150,000	0	0	0	0 Scheme transferred to Revenue
Electric Vehicle Chargepoints	0	271,000	0	0	0 The original procurement was cost prohibitive, alternative scheme design is being explored.
Local Authority Delivery Scheme Phase 3 (LADS3)	0	432,750	391,428	0	0 Scheme nearing completion.
Home Upgrade Grant (HUGS1)	0	260,000	22,797	0	0 Scheme complete. Revised budget will be reduced to reflect actual expenditure 2023-24.
Innovation Fund Capital*	0	105,000	0	0	0 Allocation towards Bridge Street redevelopment project. Likely to be reprofiled during the Revised Project process as scoping work relating to scheme options is in progress.
Acquisition of Land at Horsefair, Kidderminster	49,590	49,590	0	0	0 Scheme being progressed.
* Subject to Business Cases & Due Diligence					
SUB TOTAL	9,784,700	14,534,310	1,977,092	6,211,210	
ECONOMIC DEVELOPMENT AND REGENERATION					
FHSF - Public Realm (Worcester St, Oxford St & Crown House)	249,390	6,781,710	587,140	0	0 Council approved an additional capital allocation of £2,737,730 in July 2023 for the increased project costs. This is included in the Updated Budget. Contractor has been appointed for the demolition of the former shops. Budget will be reprofiled as necessary during the revised budget process.
Levelling Up Fund**	5,517,050	13,502,140	293,919	9,389,040	0 Towpath project complete. Only project likely to incur capital spend currently is the Town Hall. Significant figure forecast but exact figure & budget profile available once contractor is appointed.
FHSF - Creative Hub (former Magistrates Court)**	9,502,530	15,031,360	2,250,862	3,413,220	0 Council approved an additional capital allocation of £3m in July 2023 for the increased project costs. This is included in the Updated Budget. Work on site is continuing. Budget will continue to be reprofiled as necessary during the revised budget process.
Capital Portfolio Fund*	6,050,830	6,050,830	0	3,025,420	0 50% budget allocation currently sits in 2023-24 to give maximum flexibility for any schemes that may be developed. Likely that more may be reprofiled later in the financial year.
UK Shared Prosperity Fund*	178,890	287,360	0	0	0 Work is continuing to fund various projects.
*Subject to Business Cases & Due Diligence					
**Any Co-funding subject to full Business Case following the principles of the Capital Portfolio Fund					
SUB TOTAL	21,498,690	41,653,400	3,131,921	15,827,680	
RESOURCES & REVENUES, BENEFITS AND CUSTOMER SERVICES					
ICT Strategy	250,000	502,480	28,687	0	0 Work is progressing on various ICT projects.
SUB TOTAL	250,000	502,480	28,687	0	
VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE					
Vehicles & Equipment & Systems Renewal Schedule	1,012,040	1,119,720	209,185	0	0 Procurement is progressing on the various scheduled renewals.
SUB TOTAL	1,012,040	1,119,720	209,185	0	
TOTAL COMMITTED EXPENDITURE	35,104,760	61,042,300	5,379,712	25,056,480	

BUDGET RISK MATRIX 2023-26



WYRE FOREST DISTRICT COUNCIL

CABINET
9th November 2023

Budget and Performance Monitoring Second Quarter 2023-24

ANALYSIS OF OUTSTANDING DEBT

This appendix details the Council's income collection position at the end of Quarter 2 (30th September 2023)

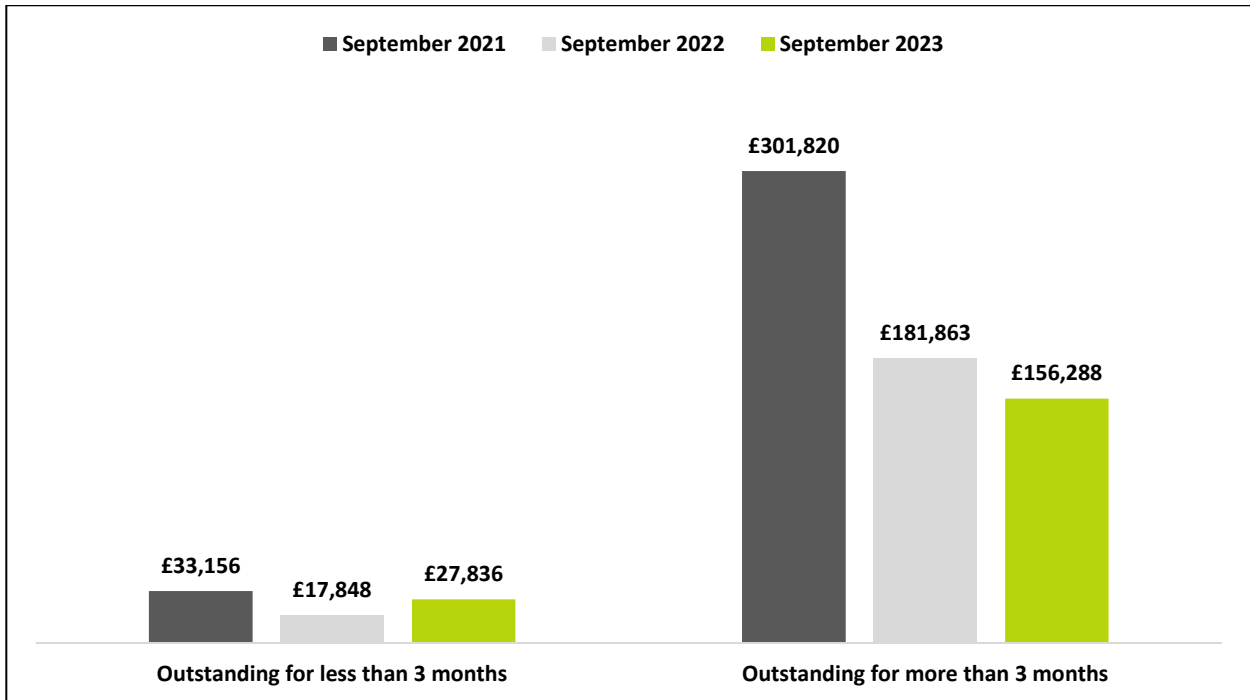
1.1. Housing Benefit Overpayment Recovery

Where customers have a change in their circumstances and we are later made aware of this, customers are required to repay any Housing Benefit that has been overpaid.

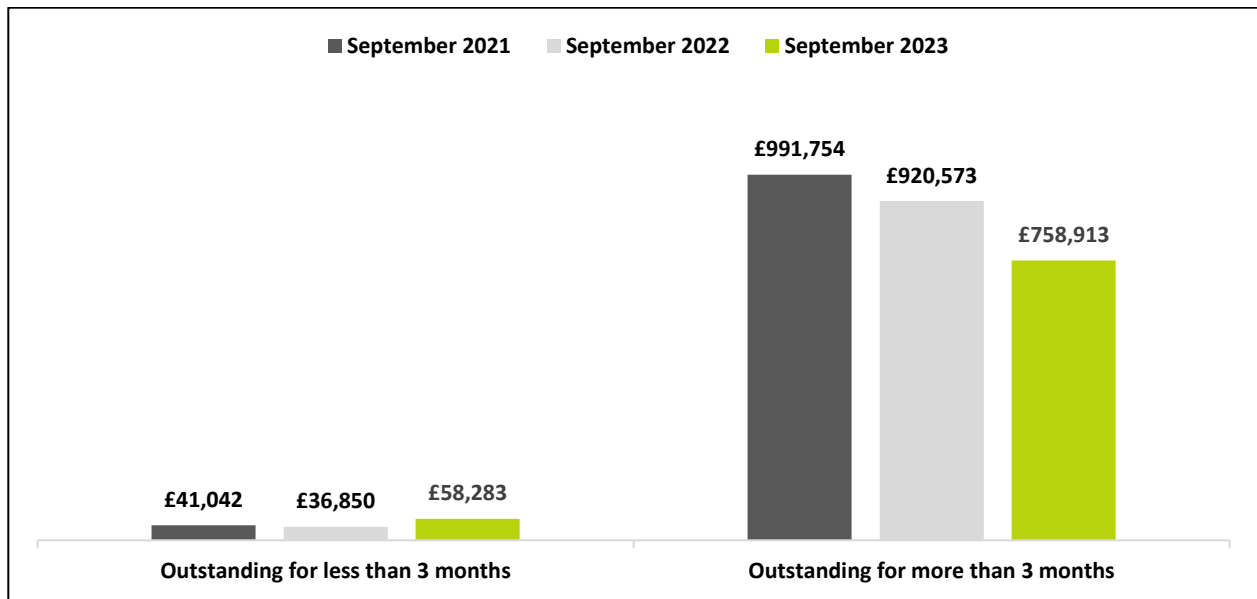
A change in circumstance transfers the customer to Universal Credit and the overpayment is via a customer invoice. Customers who remain on Housing Benefit and have received an overpayment, have a deduction from their on-going benefit.

The position relating to Housing Benefit overpayment is shown in the next two graphs:

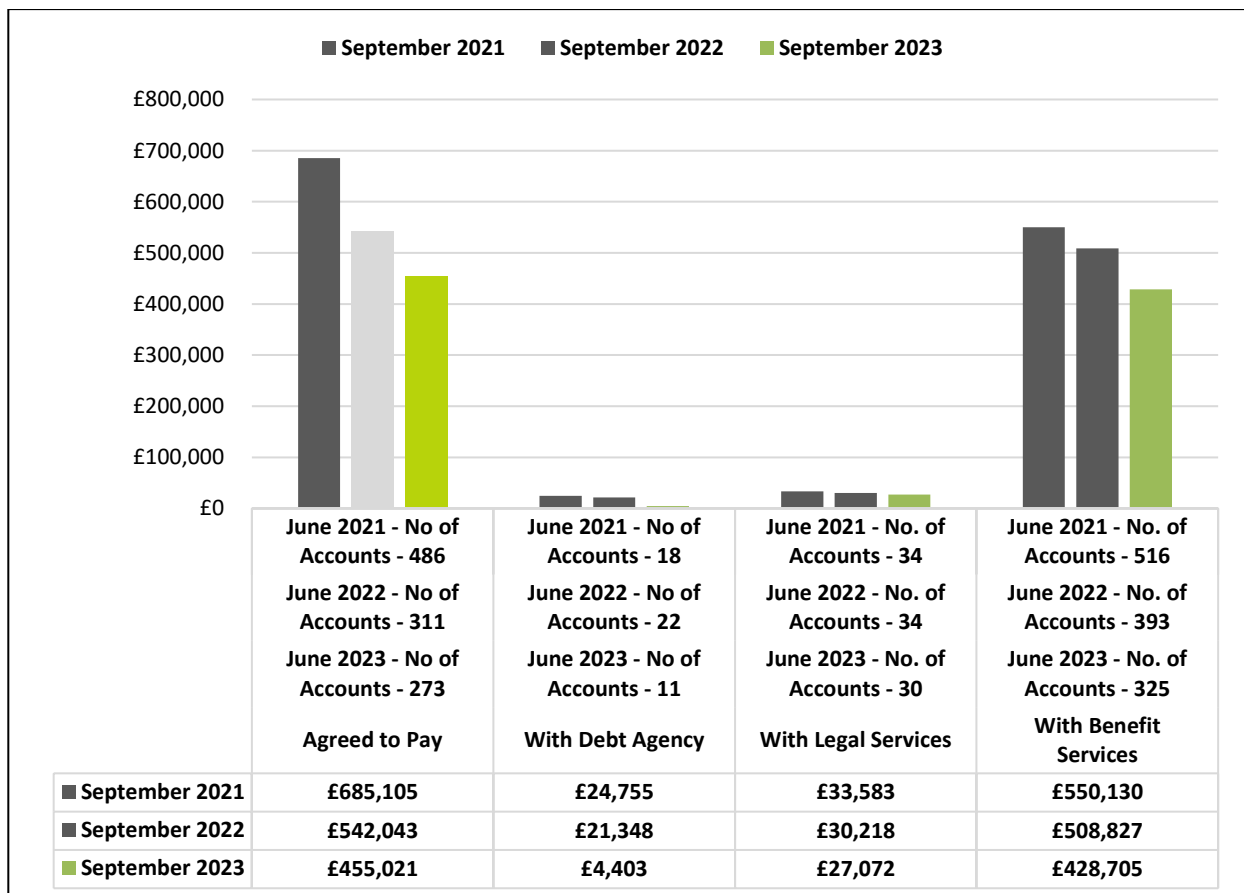
Recovery by On-going Benefit



Recovery by Customer Invoice



Debts over three months old have either agreement in place to pay, have been referred to the Council's Legal Services, or remain with the Benefit Service to pursue. The Council refers debts to an external Debt Collection Agency if other avenues are exhausted. As at September 2023 debts of £293.00 have been recovered at a cost of £43.95. The number of accounts, the value outstanding and how this will be collected is shown in the following graph:



Value and Number of Housing Benefit Overpayments over 3 months and Status

The total debt outstanding as at 30th of September is £1,001,320 (including debt within payment terms) which represents a 17% decrease over the balance outstanding at the end of Quarter 2 2022-23 (including debt within payment terms). The number of cases where there is an agreement to pay or our Benefit/Legal Services are dealing with the case, have decreased to 628 (from 738 in 2021-22) a decrease of 110 cases. Cases referred to an external debt collection agency have decreased to 11 (22 in 2022-23).

The introduction of Universal Credit in November 2018 has reduced the number of customers claiming Housing Benefit and the occurrence of overpayment and its collection via on-going benefit. Collection of overpayments via customer invoice has seen a decrease in overdue debt of less than 3 months as customers transfer to Universal Credit. However, collections rates on overdue debt for more than 3 months continues to improve as these debts are now collected via the DWP.

1.2. Sundry/ Property Debt

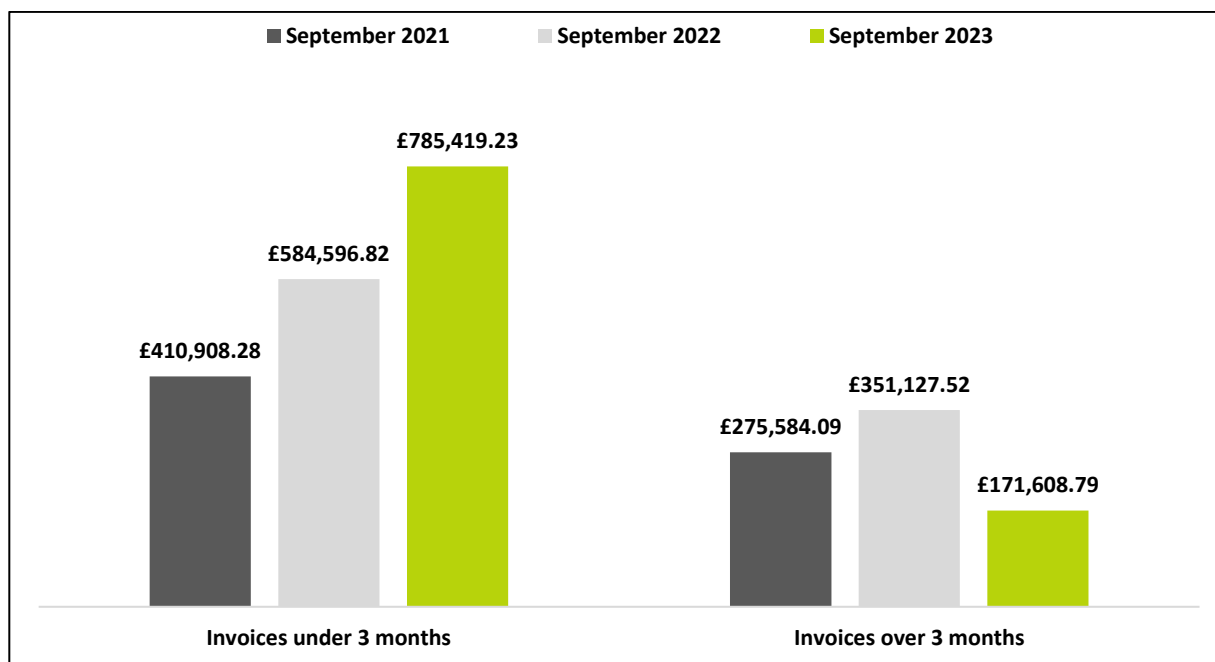
The total debt outstanding as at 30th September (including debt within payment terms) was £2,099,574 (Sundry Debt - £957,028 Property Debt - £1,142,546) which represents a 39% increase over the balance outstanding at the end of Quarter 2 2022 of £1,505,712 (Sundry Debt - £935,724 Property Debt £569,988).

The 2023-24 Quarter 2 overdue debt (more than 3 months old) has increased to £752,320 (2022-23 £537,970).

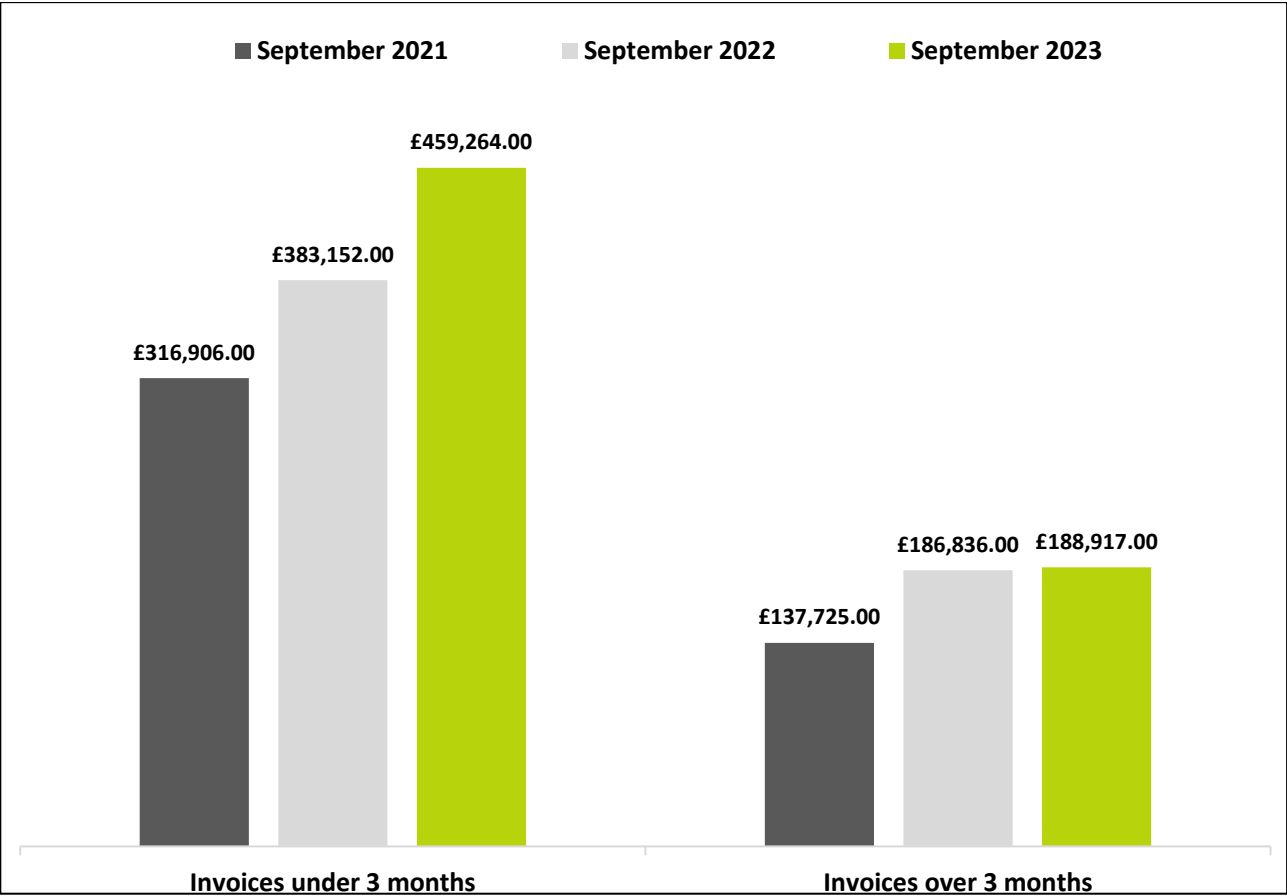
Invoices overdue (older than 3 months)	Quarter 2 2021	Quarter 2 2022	Quarter 2 2023	Movements
Sundry Invoices	£275,600	£351,100	£171,610	-£179,490
Property Invoices	£137,700	£186,800	£580,710	£393,910
Total Invoices	£413,300	£537,900	£752,320	£214,420

1.4. The position relating to Sundry Debtor and Property Invoices are as follows:

Sundry Debtors



Property Invoices and Debt



C&E Commercial Income P6

The figures in the income report are from live sources and there may be timing differences between these figures and Agresso. Income is recognised in the performance statements in the period where the service is provided and the costs incurred. The Commercial Manager also monitors sales performance against sales targets. ***The total shortfall against budget target is currently projected to be £402k.***

Parking and Enforcement (Total variance reported £220k shortfall)

Parking and Season Tickets

- New parking app (MiPermit) introduced in April saw expected small reduction in parking revenue due to requirement to download a new app
- In the following months (May to September), MiPermit has generated a similar amount of parking revenue compared to the same period last year (£228k in 2023-24)
- 41% of revenue generated through MiPermit in 2023-24, 59% cash

PCNs (on and off-street)

- High turnover of staff continues to impact PCN income

Waste Collection (Total variance reported £62k shortfall)

Commercial Waste

- Expected to fall short of original budget. The budget target is based on the 2019 business case figures that aimed to increase revenue by £150k with an additional collection crew. The shortfall is offset by savings on staffing.
- Expected to build on 2022-23 outturn of £840k following internal service review, current projection £840k (equal to prior year actual)
- Work ongoing to maximise efficiencies and improve service delivery standards including:
 - o Review charging structure including retro-fitting of weighing scales, generating increased income and ensuring council does not subsidise customers excess waste production
 - o Management software with route and delivery optimisation – continued support for implementation
- Ongoing cleansing of customers database ensuring minimal level of bad debt.

Garden Waste

- Internal service reviews being completed to build on 2022-23 record turnover of £526k
- Major project ongoing for database cleansing. Expected to significantly reduce outstanding debts.

Agenda Item No. 7.1 Appendix 5

- Expected to exceed original budget, however important to note that new garden waste contracts will see some revenue accounted for in next financial year (2024-25) to match the income to the cost of service provision.
- Eg. garden waste contract starting 1st October 2024 will see half recognised in 2023-24 and half in 2024-25.

Developers Bins

- Dependent on rate of new property developments
- Optimistic of exceeding original budget due to the large number of housing developments in the district.

Arboricultural and Grounds Maintenance (Total variance £115k shortfall)

Arboricultural Services

- Staffing issues sees the team continue to operate at roughly 50% capacity
- Continued high-demand for internal work
- Team shape-up under review

Grounds Maintenance and Landscaping

- Teams generating revenue from spare capacity and current high-demand for work in internal services
- Opportunities being explored for grounds maintenance contracts that are profitable and will not impact on internal work
- Accounting presentation of externally funded internal work (eg. grant-funded) under review

Advertising (in-line with budget)

Refuse freighters

- The true value of advertising our own services on our refuse freighters is being recognised
- Advertising of internal services and other corporate initiatives (eg. commercial waste, enforcement campaigns) is and will be on council owned refuse freighters
- Designs for freighter banners currently under review and to be refreshed

Islands/roundabouts

- Signage has been redesigned to ensure they are consistent, and revenue being more actively pursued
- Expected to exceed original budget, however future income is recognised over the contract period.

Highways and General Cleansing

Highways external

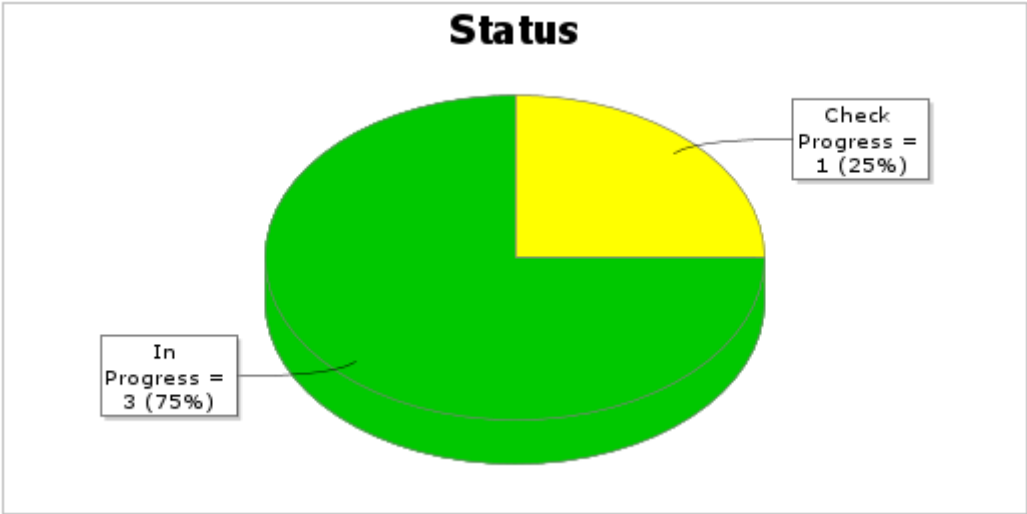
- Teams generating revenue from spare capacity and current high-demand for work in internal services
- Existing contracts being revisited
- Opportunities being explored for contracts where appropriate without impacting on internal schedules

Prepared by Jim Balcon, Commercial Manager

C&E Income	2022-23 Actual (P6)	2022-23 Actual Year- end	2023-24 Actual (P6)	2023-24 Original Budget	Forecast	This Year vs Last Year (P6)	Original vs Forecast
Car Parks and Enforcement							
Car parking (coin and pay-by-phone)	£696,772	£1,191,709	£660,731	£1,246,800	£1,132,244	-£36,041	-£114,556
Car park season tickets and resident parking	£107,879	£176,042	£87,562	£105,600	£140,000	-£20,317	£34,400
PCNs (off-street)	£15,018	£26,693	£19,671	£41,250	£25,000	£4,653	-£16,250
PCNs (on-street)	£44,860	£110,418	£35,800	£85,000	£60,000	-£9,060	-£25,000
Weavers Wharf management fee	£28,936	£173,140	£0	£188,730	£100,000	-£28,936	-£88,730
FPNs and misc. enforcement income	£7,216	£16,405	£3,290	£25,000	£15,000	-£3,926	-£10,000
Aldi rent, rental space and misc.	£851	£11,767	£2,982	£12,540	£12,540	£2,130	£0
Total	£901,533	£1,706,174	£810,036	£1,704,920	£1,484,784	-£91,497	-£220,136
				£1,516,190	£1,384,784		
Wyre Forest Leisure Centre							
Management contract	£310,092	£620,184	£322,148	£622,560	£622,560	£12,055	£0
Total	£310,092	£620,184	£322,148	£622,560	£622,560	£12,055	£0
Waste							
Business waste	£401,246	£839,341	£375,866	£962,000	£840,000	-£25,379	-£122,000
Garden waste	£554,681	£525,884	£615,356	£500,000	£550,000	£60,675	£50,000
Waste transfer station	£8,400	£17,083	£12,030	£16,800	£16,800	£3,630	£0
Developers bins and domestic replacements	£22,199	£48,152	£11,647	£15,270	£25,000	-£10,552	£9,730
Total	£986,526	£1,430,460	£1,014,899	£1,494,070	£1,431,800	£28,373	-£62,270
Garage							
MOTs and servicing	£9,419	£21,206	£2,127	£21,500	£2,130	-£7,292	-£19,370
Taxi charges	£4,468	£8,795	£2,880	£14,540	£14,540	-£1,588	£0
Total	£13,887	£30,001	£5,007	£36,040	£16,670	-£8,880	-£19,370
Driver Training							
Training	£8,579	£11,219	£0	£26,250	£10,000	-£8,579	-£16,250
Total	£8,579	£11,219	£0	£26,250	£10,000	-£8,579	-£16,250
Arboricultural and Grounds Maintenance							
Tree gang	£14,921	£64,410	£24,823	£155,000	£50,000	£9,902	-£105,000
Grounds maintenance	£9,118	£75,427	£11,235	£85,000	£75,400	£2,117	-£9,600
Landscaping	£684	£11,945	£0	£50,000	£50,000	-£684	£0
Advertising	£21,833	£18,886	£6,344	£25,000	£25,000	-£15,490	£0
Total	£46,556	£170,668	£42,402	£315,000	£200,400	-£4,154	-£114,600
				£362,750	£212,530		
Parks and Green Spaces							
Grass cutting - verges	£75,000	£75,000	£125,000	£75,000	£86,250	£50,000	£11,250
Parks licences and rentals	£6,799	£24,789	£9,412	£13,590	£14,000	£2,613	£410
Rangers and nature reserves	£25	£54	-£158	£50	£50	-£183	£0
Total	£81,824	£99,843	£134,253	£88,640	£100,300	£52,430	£11,660
Street Cleansing							
Bulky waste	£30,028	£56,315	£27,243	£64,000	£70,000	-£2,785	£6,000
Street cleansing external	£25,221	£64,335	£29,626	£80,000	£64,300	£4,405	-£15,700
Total	£55,249	£120,650	£56,869	£144,000	£134,300	£1,621	-£9,700
Bewdley Museum							
Shop income	£40,255	£66,126	£38,242	£54,800	£62,770	-£2,012	£7,970
Educational visits	£5,763	£12,597	£9,218	£20,000	£29,850	£3,456	£9,850
Museum activities	£18,657	£26,804	£15,345	£20,000	£20,730	-£3,313	£730
Weddings	£12,789	£10,619	£13,436	£15,000	£19,370	£647	£4,370
Property and rents	£9,896	£21,443	£9,732	£17,280	£23,340	-£163	£6,060
Misc fees and income	£5,533	£7,359	£7,620	£12,500	£12,500	£2,087	£0
Guildhall	£330	£660	£550	£660	£660	£220	£0
Total	£93,222	£145,607	£94,143	£140,240	£169,220	£921	£28,980
Cemetery							
Burial Fees	£31,657	£71,363	£28,028	£55,420	£55,420	-£3,628	£0
Total	£31,657	£71,363	£28,028	£55,420	£55,420	-£3,628	£0
Other							
Green street depot rents	£2,250	£4,500	£1,500	£2,000	£2,000	-£750	£0
Total	£2,250	£4,500	£1,500	£2,000	£2,000	-£750	£0
Grand Total	£2,531,374	£4,401,874	£2,509,285	£5,568,610	£5,026,110	-£22,089	-£401,686

Corporate Plan Priority: A safe, clean and green living environment

This report details the progress we have made against the Corporate Plan Priority of 'a safe, clean and green living environment'.



WFF 22/23 99 Electric Vehicle Charging Points

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Kate Bailey	Out to procurement for provider.	18-Oct-2023

WFF 23/23 104 Brinton Park HLF

Due Date	Managed By	Latest Note	Latest Note Date
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30-Sep-2024 Steve Brant Meeting with HLF 16/10/23 to agree revised schedule. 03-Oct-2023

WFF 23/24 105

Solar Farm



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Kate Bailey	Still awaiting direct award through Bloom due to delays with prospective contractor.	18-Oct-2023

WFF 23/24 110

Wyre Forest Wild

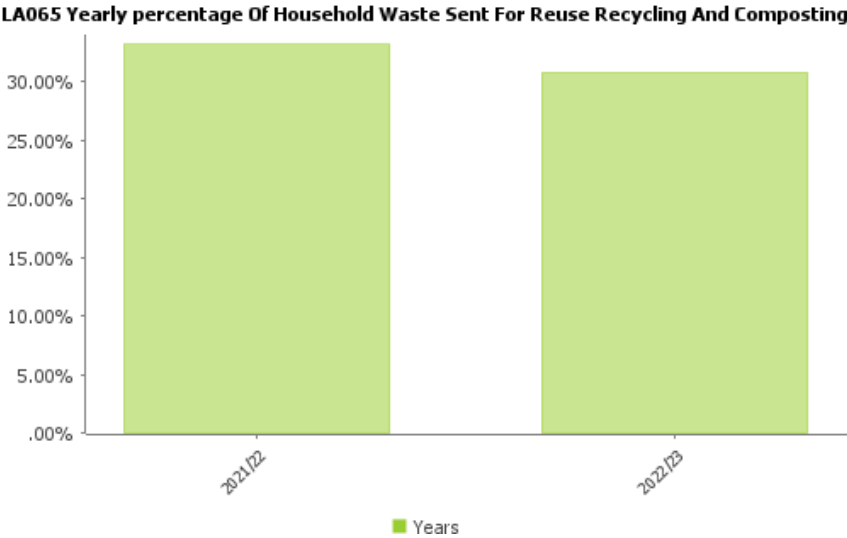


Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Steve Brant	Currently drafting project business case to be submitted to Cabinet and alongside this developing brand guidelines.	03-Oct-2023

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

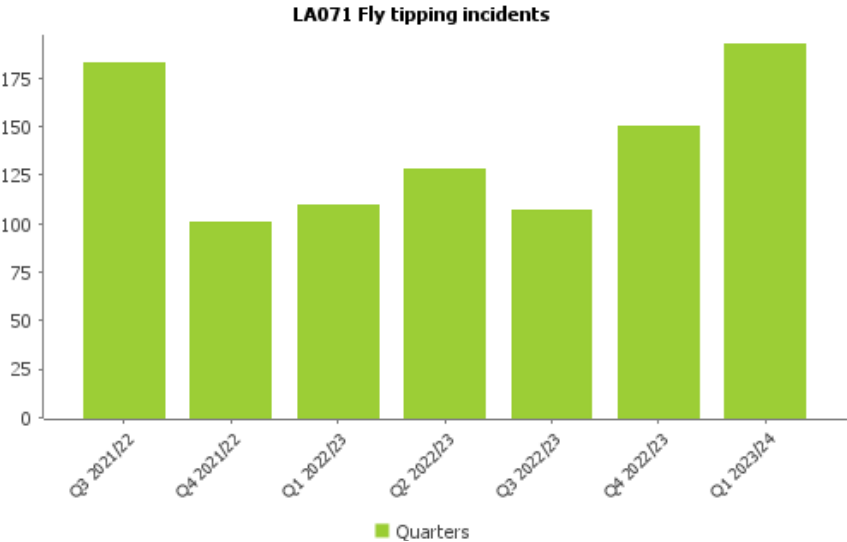
LA065 Yearly percentage Of Household Waste Sent For Reuse Recycling And Composting



Current Value 30.81%

Managed By Steve Brant

LA071 Fly tipping incidents

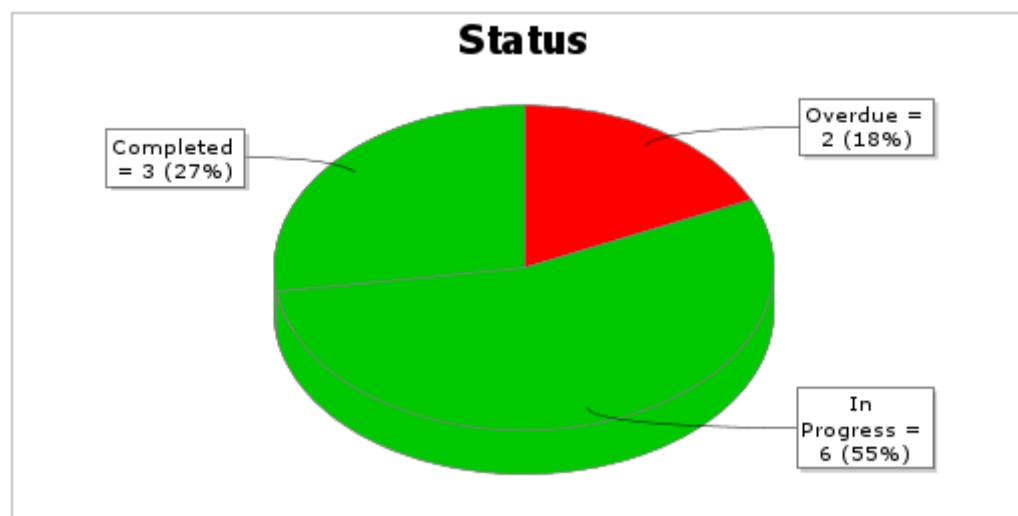


Current Value 192

Managed By Steve Brant

Corporate Plan Priority: Supporting a successful local economy

This report details the progress we have made against the Corporate Plan Priority of 'supporting a successful local economy'.



RA23/24 58

Governance arrangements: programme board in place



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Head of North Worcestershire Economic Development and Regeneration; Head of Resources; Solicitor to the	Structure in place and on-going attendance and participation in LUF and FHSF board meetings. Robust arrangements maintained for budgetary control and governance. Audit plan provides resource for contract audit assurance. Report to Government on quarterly	19-Oct-2023

Council

basis. Risk registers are updated at each board meeting.

RA23/24 59

Project management including delivery managers in place and project specific issues and risk registers maintained



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Head of North Worcestershire Economic Development and Regeneration	Programme team report to Interim Regeneration Manager who reports to Head of NWEDR. Structure in place and reflecting needs currently. More external resource may come in to reflect the project need.	19-Oct-2023

RA23/24 61

Financial contingencies



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Head of North Worcestershire Economic Development and Regeneration; Head of Resources	Agreement given to ringfence the additional investment interest earned on the capital grant paid in advance to bolster the revenue contingencies.	18-Oct-2023

WFF 22/23 89

Future High Streets Fund Programme



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024	Ostap Paparega	The FHSF is still on programme and the key next steps for this program are:- Former Magistrates Court refurbishment and conversion works underway with completion scheduled for September 2024.	19-Oct-2023

Demolition of Worcester St buildings underway with completion expected in February 2024.

Planning application for the new public realm works (connecting initiatives) submitted in August 2023. Outcome expected in November 2023.

WFF 22/23 90

Lionfields Phase One (Former Glades Leisure Centre site) feasibility study



Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2022	Ostap Paparega	Invitation to Tender to be submitted in October 2023	19-Oct-2023

WFF 22/23 96

Redevelopment of Land at Radford Avenue



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2024	Kate Bailey	Requires new Cabinet approval – work ongoing.	18-Oct-2023

WFF 22/23 97

Levelling up fund



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2025	Ostap Paparega	Kidderminster Town Hall KTH secured Planning and Listed Building consent on 10th October 2022. Currently in RIBA Stage 4 design phase which is progressing with Speller Metcalfe (contractor), as part of the second stage design and build tender process. Contract expected to be signed in November 2023.	19-Oct-2023

Canal Tow Path

Works completed to 70%

Piano Building Acquisition of building pending.

WFF 22/23 98 Redevelopment of land at Clensmore Street 

Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2023	Kate Bailey	Contract development still underway.	18-Oct-2023

WFF 22/23 106 Castle Road – temporary accommodation 

Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2024	Kate Bailey	Contract advert live, with a closing date of 12:00, 24th February 2023	10-Feb-2023

WFF 23/24 101 Town Centre Masterplan including former Crown House, Woolworths and Mega Value sites 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Ostap Paparega	Masterplan completed November 2022.	19-Oct-2022

WFF 23/24 103 UK shared Prosperity Fund 

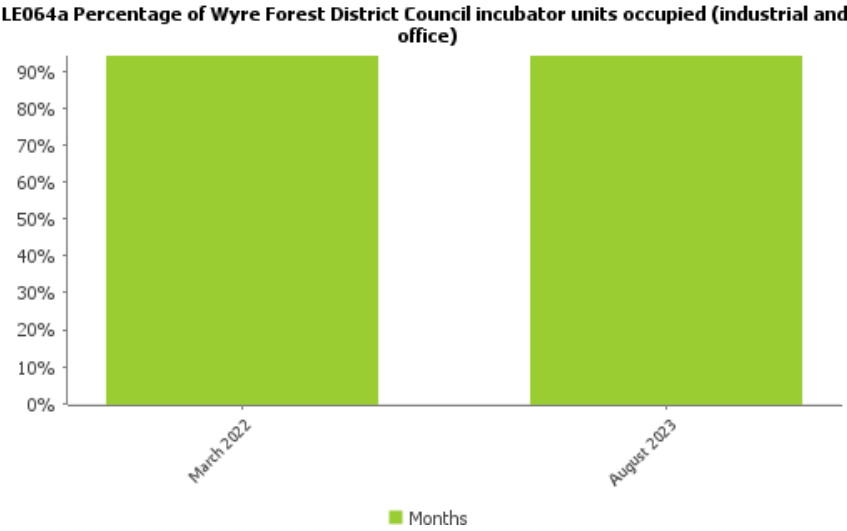
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2025	Ostap Paparega	ReWyre Board has agreed funding allocations to projects under the Communities and Place and Supporting Local Business investment priorities. Allocations for projects under the People and Skills investment priority to be agreed in October 2023 and January 2024.	19-Oct-2023

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

LE064 Percentage of Wyre Forest District Council incubator units occupied (industrial and office)

a



Current Value 94%

Managed By Ostap Paparega

Wyre Forest Forward Actions

This report details the progress against Wyre Forest Forward actions that are not directly associated with a Corporate Plan Priority

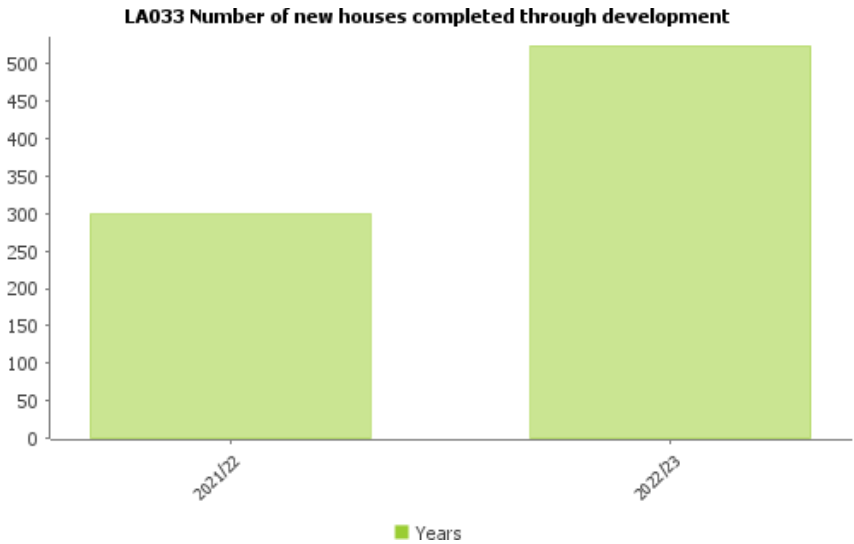


Measures

This report details the latest date for our measures that are not directly associated with a Corporate Plan Priority



LA033 Number of new houses completed through development



Current Value 523

Managed By Kate Bailey

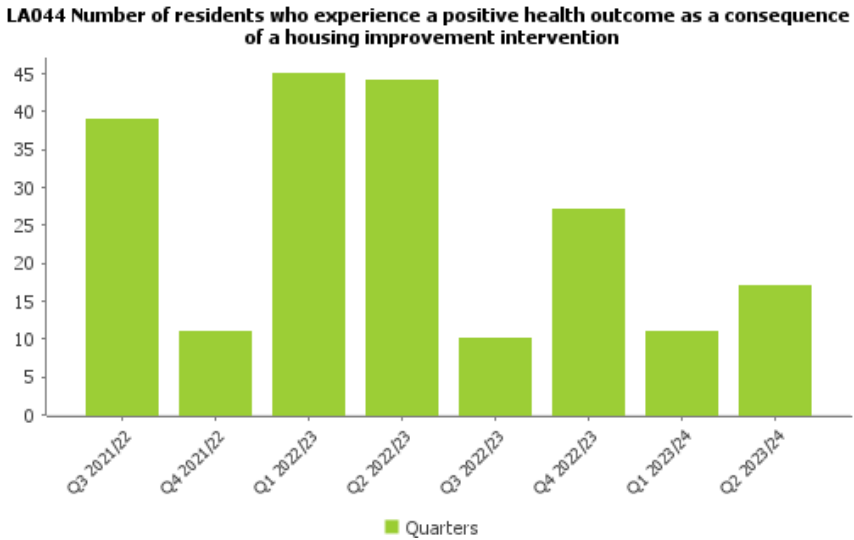
LA039 Number of affordable new homes completed



Current Value 34

Managed By Kate Bailey

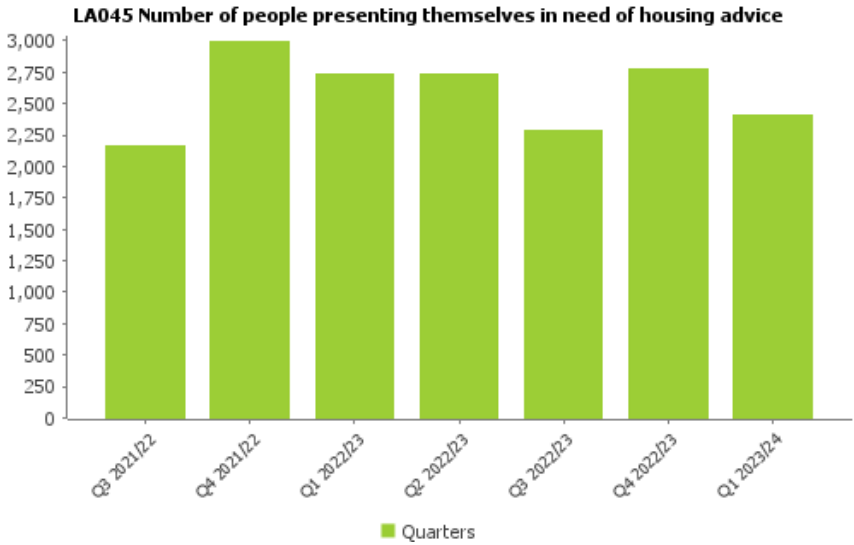
LA044 Number of residents who experience a positive health outcome as a consequence of a housing improvement intervention



Current Value 17

Managed By Kate Bailey

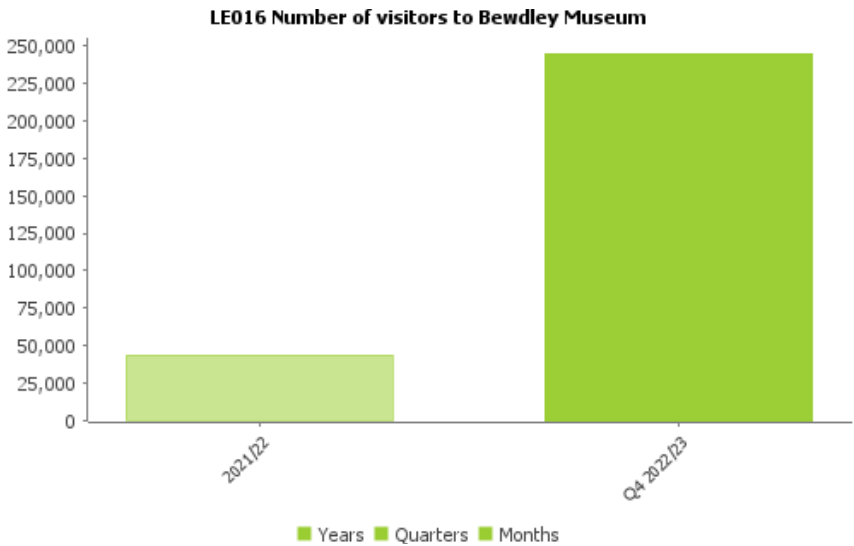
LA045 Number of people presenting themselves in need of housing advice



Current Value 2,401

Managed By Kate Bailey

LE016 Number of visitors to Bewdley Museum



Current Value 245,000

Managed By Alison Bakr

LA051 Percentage of major applications determined on time over a 2 year rolling period

a

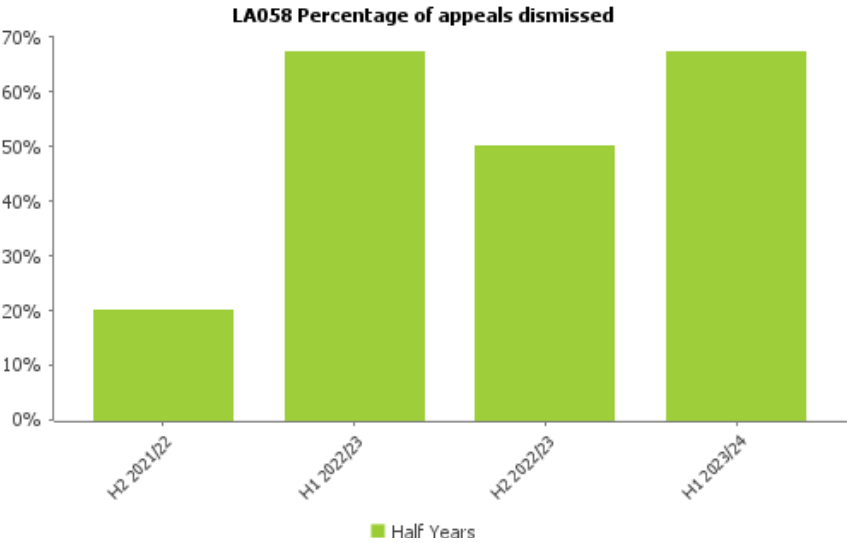
LA051a Percentage of major applications determined on time over a 2 year rolling period



Current Value 78.1

Managed By Helen Hawkes; Paul Round

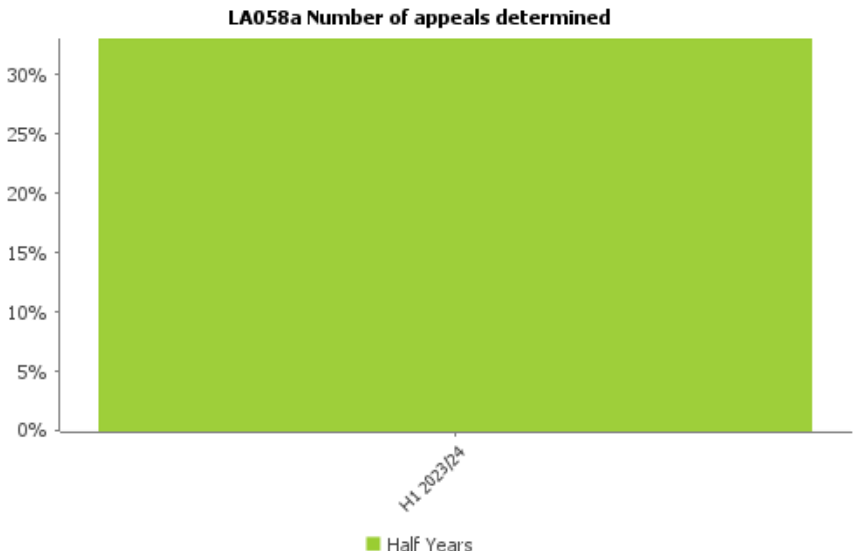
LA058 Percentage of appeals dismissed



Current Value 67%

Managed By Helen Hawkes; Paul Round

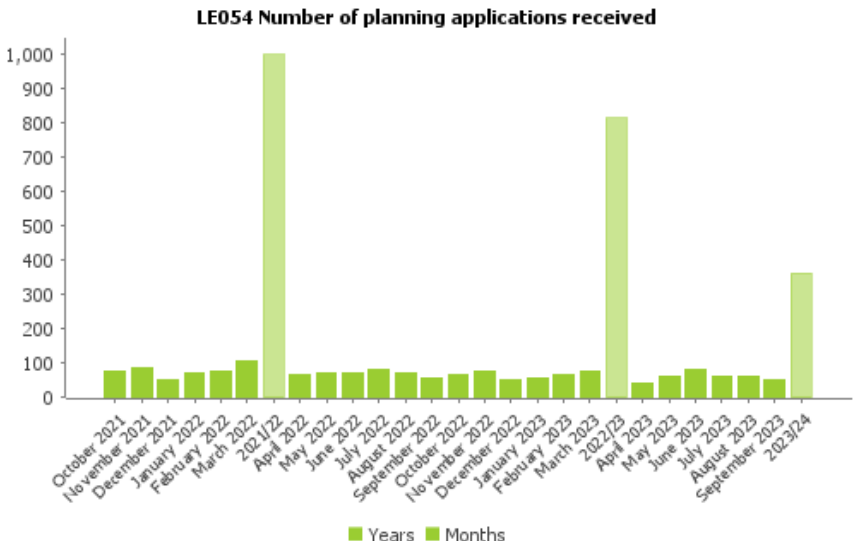
LA058 Number of appeals determined
a



Current Value 33%

Managed By Helen
Hawkes;
~~Paul Round~~

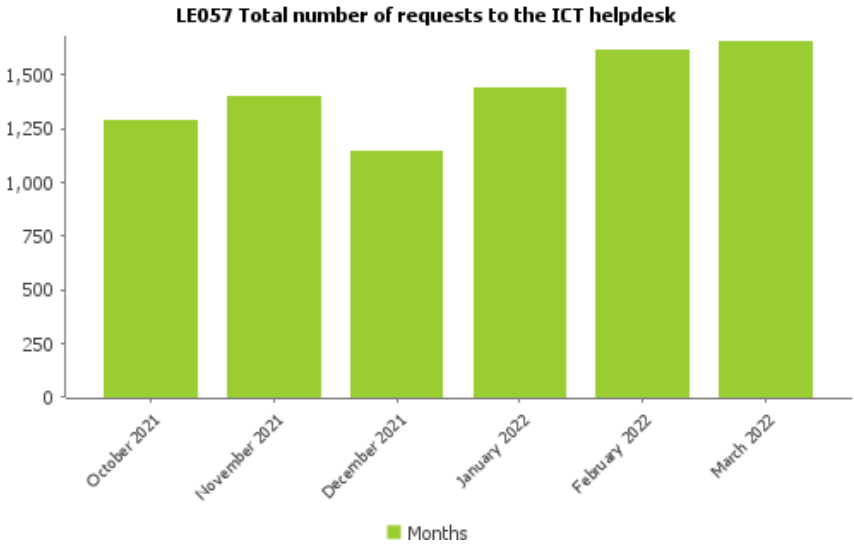
LE054 Number of planning applications
received



Current Value 52

Managed By Helen
Hawkes;
~~Paul Round~~

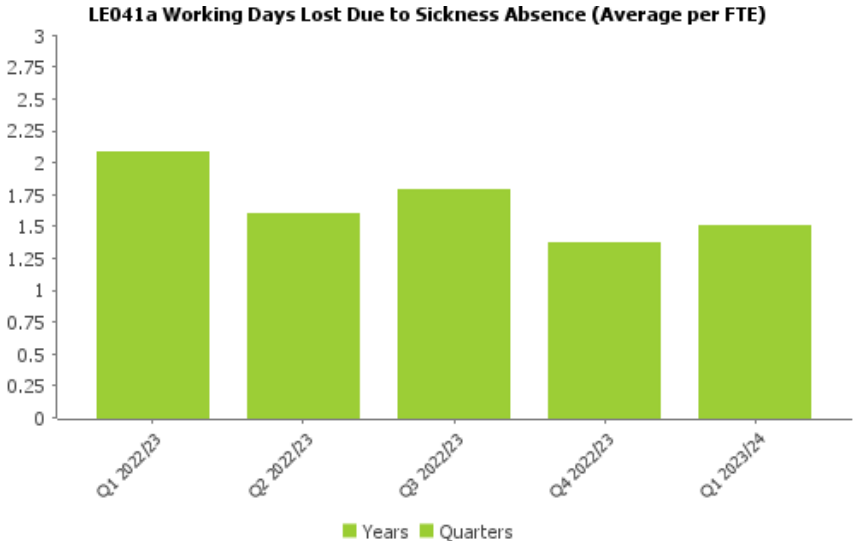
LE057 Total number of requests to the ICT helpdesk



Current Value 1,654

Managed By Dave Johnson

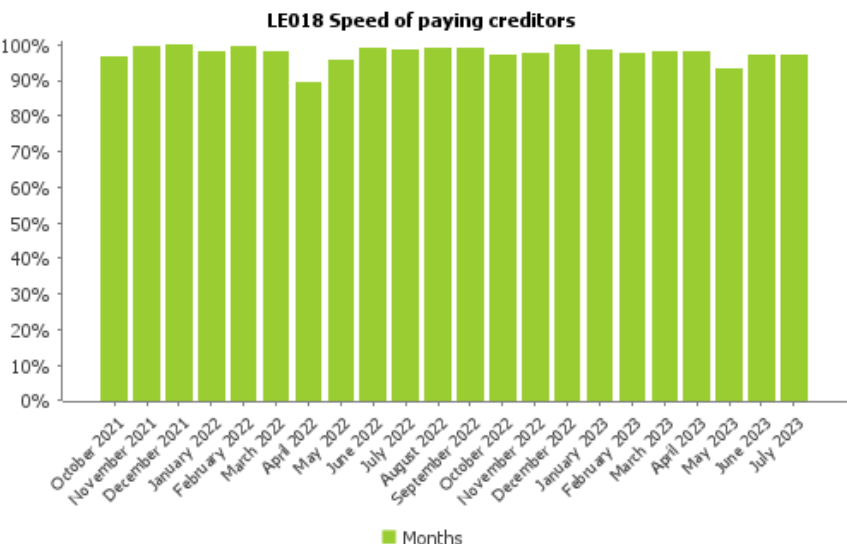
LE041 Working Days Lost Due to Sickness Absence (Average per FTE)



Current Value 1.5

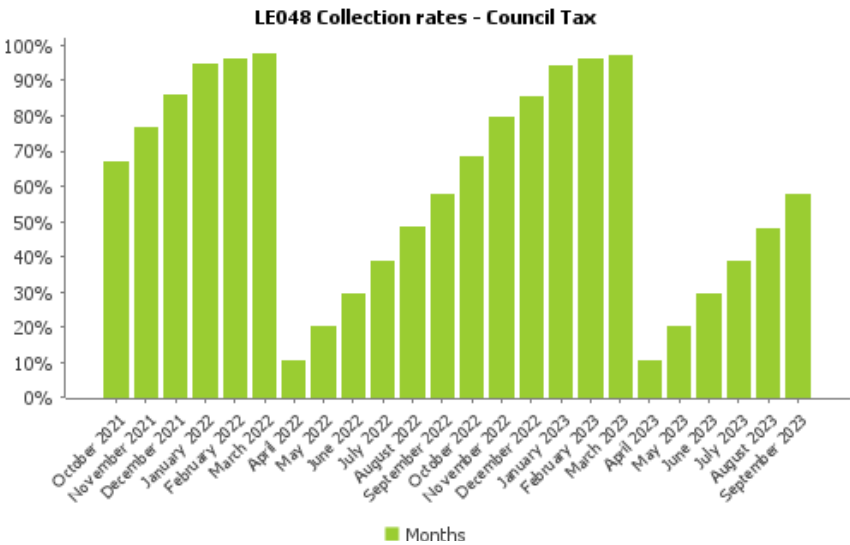
Managed By Caroline Newlands

LE018 Speed of paying creditors



Current Value	97.24%	Managed By	Helen Ogram
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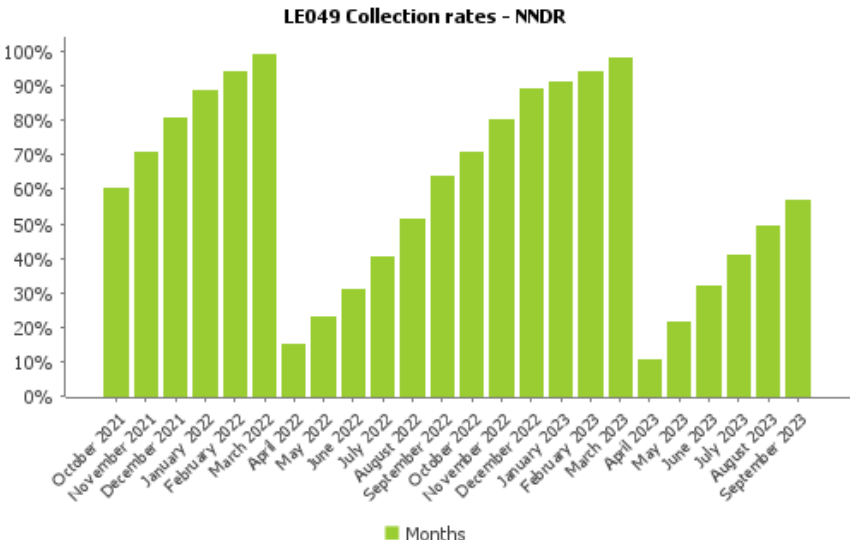
LE048 Collection rates – Council Tax



Current Value 57.47%

Managed By Lucy Wright

LE049 Collection rates – NNDR



Current Value 56.67%

Managed By Lucy Wright

Exception report for all Wyre Forest Forward and Risk Actions

Those actions that are approaching their due date or are overdue



Make good development happen

WFF 22/23 90 Lionfields Phase One (Former Glades Leisure Centre site) feasibility study 

Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2022	Ostap Paparega	Funding secured from the UK SPF	29-Aug-2023

Cannot group these rows by Council's Purpose

WFF 23/23 104 Brinton Park HLF 

Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2024	Steve Brant	Meeting with HLF 16/10/23 to agree revised schedule.	03-Oct-2023

WFF 23/24 101 Town Centre Masterplan including former Crown House, Woolworths and Mega Value sites 

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2023	Ostap Paparega	Draft masterplan completed as at 31st October 2022.	02-Nov-2022

WFF 23/24 102 Localism 

Agenda Item No. 7.1 Appendix 6

Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2023	Ian Miller	New localism strategy approved by Cabinet in September, reduced focus on asset transfers. Future arrangements for Bewdley Leisure Centre to be concluded. July Cabinet and Council ended work on Bewdley Museum and Stourport Sports Club.	18-Oct-2023