



# Cabinet (Resources) Panel

11 March 2014

**Time** 5.00pm                      **Public meeting?** YES                      **Type of meeting** Executive

**Venue** Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

**Room** Committee Room 4 (3<sup>rd</sup> floor)

*A pre-meeting for members of the Panel will  
be held in meeting room 4 at 4.30pm.*

## Membership

**Chair** Cllr Andrew Johnson (Lab)

### Labour

Cllr Peter Bilson  
Cllr Steve Evans  
Cllr Roger Lawrence  
Cllr Phil Page  
Cllr John Reynolds  
Cllr Paul Sweet

### Conservative

### Liberal Democrat

Quorum for this meeting is two Councillors.

## Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

**Contact** Matthew Vins

**Tel** 01902 554070

**Email** [matthew.vins@wolverhampton.gov.uk](mailto:matthew.vins@wolverhampton.gov.uk)

**Address** Democratic Support, Civic Centre, 2<sup>nd</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.cmis.uk.com/decisionmaking>

**Email** [democratic.support@wolverhampton.gov.uk](mailto:democratic.support@wolverhampton.gov.uk)

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

# Agenda

## Part 1 – items open to the press and public

*Item No. Title*

### MEETING BUSINESS ITEMS

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of the previous meeting (11 February 2014)**  
[For approval]
4. **Matters arising**  
[To consider any matters arising from the minutes]

### DECISION ITEMS (Amber – delegated to the Cabinet (Resources ) Panel)

5. **2014/15 Council fees and charges**  
[To approve the recommended Council fees and charges for 2014/15 to take effect from 31 March 2014.]
6. **Quarter Three Revenue Budget Monitoring**  
[To approve the recommendations in respect of the Council's budget as detailed in the Quarter Three Revenue Budget Monitoring report.]
7. **Discretionary Rate Relief for 2014/2015**  
[To approve the extension of the Scheme for Discretionary Rate Relief for charitable and voluntary organisations for 2014/15.]
8. **City and Town Centre Management**  
[To approve and authorise the approval of grants to City and Town Centre Management.]
9. **External Funding**  
[To provide authority to incur expenditure on externally funded projects in accordance with bids submitted and any changes subsequently agreed with external funding providers as set out in the grant determination.]
10. **Police & Crime Commissioner Community Safety Fund Allocation 2014/15**  
[To approve delegation of the 2014/15 ring-fenced allocation from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) for

the purposes of delivering the Community Safety programme.]

11. **Queen Street Gateway Enhancement Townscape Heritage**

[To approve the allocation of £10,000 from the revenue budget to match fund the grant from the Heritage Lottery Fund in order to support the preparation of the second round submission for the Queen Street Gateway Enhancement Townscape Heritage scheme.]

12. **Human Resources Policies phase four**

[To approve in principle the new probation policy and revised capability policy, subject to the outcomes of on-going consultation.]

**INFORMATION ITEMS**

13. **Schedule of Green Decisions**

[To note the schedule of open and exempt decisions approved by Cabinet Members following consultation with the relevant employees.]

**EXCLUSION OF PRESS AND PUBLIC**

14. **Exclusion of press and public**

[To pass the following resolution:

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

**Part 2 – exempt items, closed to the press and public**

| <i>Item No.</i> | <i>Title</i>   | <i>Grounds for exemption</i>   | <i>Applicable paragraph</i> |
|-----------------|--|--|-----------------------------|
| 15.             | <b>Corporate Procurement Award of Contracts for Works, Goods and Services</b><br>[To agree the acceptance of the award and extension of Council contracts as required by the Council's Contract Procedure Rules] | Information relating to the financial or business affairs of any particular person (including the authority holding the information) | 3                           |
| 16.             | <b>Revenues and Ratings Matters</b><br>[To approve the recommendations for discretionary rate relief applications.]  | Information relating to the financial or business affairs of any particular person (including the authority holding the information) | 3                           |
| 17.             | <b>Changes to Leave Policy</b><br>[To approve in principle the proposed changes to leave policies with an implementation date of 1   | Information relating to any consultations or negotiations, or contemplated   | 4                           |

April 2014.]

consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority

## INFORMATION ITEMS

- |     |   |   |   |
|-----|---|---|---|
| 18. | <b>Changes to Employee Establishment (exempt)</b><br>[To note the schedule of changes approved by Cabinet Members and Directors.] | Information relating to any individuals | 1 |
|-----|---|---|---|



# Cabinet (Resources) Panel

## Minutes – 11 February 2014

### Attendance

#### Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)  
Cllr Roger Lawrence  
Cllr Peter Bilson  
Cllr Steve Evans  
Cllr Phillip Page  
Cllr John Reynolds  
Cllr Paul Sweet

#### Employees

|                 |   |
|-----------------|---|
| Keith Ireland   | Strategic Director - Delivery                                     |
| Mark Taylor     | Assistant Director Finance - Delivery                             |
| Nick Edwards    | Assistant Director Regeneration – Education and Enterprise        |
| Martyn Sargeant | Head of Democratic Services - Delivery                            |
| Wendy Trainor   | Head of Service Legal - Delivery                                  |
| Cheryl Powell   | Project Manager - Delivery  |
| Sam Axtell      | Communication Involvement Officer – Office of the Chief Executive |
| Matthew Vins    | Graduate Management Trainee - Delivery                            |

There were no apologies for absence.

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## Part 1 – items open to the press and public

*Item No. Title*

### MEETING BUSINESS ITEMS

- 2. Declarations of interests**  
There were no declarations of interest.
- 3. Minutes of the Previous Meeting (28 January 2014)**  
Resolved:  
That the minutes of the meetings held on 28 January 2014 be approved as a correct record and signed by the Chair.
- 4. Matters Arising**  
There were no matters arising.

## **DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)**

### **5. Budget Consultation**

Cllr Johnson presented the report about the Budget Consultation, and apologised for its late circulation. He explained the report contained the initial response of the Cabinet to the views of those consulted during the process. He referred to paragraph 2, and noted the very detailed consultations which took place. He highlighted that the key findings were presented in paragraph 4. He expressed his gratitude towards the people who offered to help in their communities and explained that some very interesting ways to save money were put forward. He confirmed that the Cabinet would explore in depth certain issues such as the neighbourhood wardens and the accessibility of the new youth zone.

Cllr Johnson indicated that there was widespread support for the approach to economic regeneration, improving housing opportunities and exploring business revenue. He indicated the Council was working with partners to explore ways to make Central Baths more commercially viable, and suggested this approach would be taken across the cities leisure and cultural services. He noted that helpful comments had been voiced around prevention of issues, such as Looked After Children. He advised the group that overall it had been a good consultation process in difficult circumstances, and he paid tribute to the people who came to protest in a measured way at the consultations.

Resolved:

1. That the responses to the consultation undertaken for the Five Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19 as detailed in the report be received.
2. To agree that the initial response of Cabinet to the consultation, taking into account the final budget Cabinet will recommend to Council for approval on 5 March 2014.
3. To note that the final response be fed back to those that participated in the consultation.

### **6. Quarter Three Treasury Management Activity Monitoring**

Cllr Johnson presented the report. He indicated that the actual projected savings for the General Fund and Housing Revenue Account were up from the previous quarter's report by £200,000. He explained that the Council was exploring a fundamental review of its treasury management.

Resolved:

To note the contents of the report and in particular that the Council is continuing to operate within the Prudential and Treasury Management Indicators approved by Council, and also within the requirements set out in the Council's approved Treasury Management Policy Statement.

### **7. National Empty Homes Loan Fund**

Cllr Bilson presented the report which looked at Wolverhampton City Council joining the National Empty Homes Loan Fund. He explained that quite a number of authorities in the country were joining the scheme, and it complimented the Council's

aim of getting empty houses back into use. He indicated that the terms of the scheme were listed in paragraph 2.4, and highlighted that the maximum loan term would be five years, with a drawdown of between £5000 and £15,000. He advised that the scheme assisted owners to secure and advance resources to allow them to rent property, and the scheme provided a good opportunity to enhance the Council's already good performance in this area with no major financial risk.

Resolved:

To approve that Wolverhampton City Council join the National Empty Homes Loan Fund scheme.

8. **City centre Transport and Movement Project**

Cllr Bilson presented the report and noted that the proposal addressed the significant financial challenges the authority faced due to cuts from Central Government, but also would help stimulate the local economy and encourage growth and investment in the city centre. He highlighted the successful bid by the Council for £600,000 of funding for the scheme, but indicated that the plan for larger scale refurbishment of the public realm would take time due to Government cuts, and the change in funding from £5 million to £1.6 million reflected this.

Cllr Johnson agreed with the approach, and noted that the £600,000 from the Department for Transport.

Resolved:

1. That the revised delivery strategy for the City Centre Transport and Movement Project be approved.
2. That the funding of £1.6 million, provided by £600,000 of Department for Transport grant and £1 million from the Capital Programme Allocation be approved.

9. **Revision to the Private Sector Housing Policy**

Cllr Bilson presented the report which looked at offering small grants of up to £500 for vulnerable people within Wolverhampton. He explained that the Council would not necessarily insist on repayment, and the financial implications would be modest. He highlighted that this would help ensure that vulnerable people could continue to live in their homes and not worry about not being able to afford to carry out work on their property. He indicated this would mean the authority would not have to rehouse people or deal with property challenges.

Cllr Johnson suggested that the report did not need to be brought back to the panel if the cost to the housing capital budget reached £4,000. This was agreed.

Resolved

1. To approve the amendments to the existing Private Sector Housing, Small Works Assistance Grants policy under the Regulatory Reform (Housing Assistant) (England and Wales) Order 2002 to remove the repayment requirements for grants up to a value of £500.

10. **Discretionary Rate Relief – Amendments to Local Scheme**

Cllr Johnson presented the report. He explained that a temporary Government grant for the next 18 months would provide a discount of £1,000 per year, which could positively affect 1,200 businesses in Wolverhampton. He highlighted the potential boost to the local economy could be over £1 million. He indicated the other aspects of the grant were not as easily quantifiable, but noted the business rate relief for 18 months and that the scheme was fully Government funded.

Resolved:

1. To approve the following additions to the local scheme for Business Rate Discretionary Relief:
  - a. A discount of up to £1,000 per year in 2014/15 and 2015/16 for any occupied retail premises with a rateable value below £50,000.
  - b. A 50 per cent business rates relief for 18 months, between 1 April 2014 and 31 March 2016, for businesses that move into retail premises which have been empty for a year or more.
  - c. An exemption for newly built commercial property completed between 1 October 2013 and 30 September 2016 from empty property rates for the first 18 months.
2. To approve delegated authority to the Cabinet Member for Resources, in consultation with the Strategic Director, Delivery, to finalise the policy detail on receipt of Government Guidance.
3. To approve delegated authority to the Head of Revenues and Benefits to award of relief in respect of these new additions to the scheme, and to note that updates on the number and value of such awards will be reported to the Cabinet (Resources) Panel for information on a quarterly basis.

## INFORMATION ITEMS

11 **Changes to Employee Establishment**

Resolved:

That the employee establishment changes be noted.

12. **Schedule of Green Decisions**

Resolved:

That the summary of open and exempt green decisions approved by Cabinet Members, following consultation with the appropriate employee, be noted.

## EXCLUSION OF PRESS AND PUBLIC

13. **Exclusion of Press and Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business as they involve the likely disclosure of exempt information falling within the paragraphs of Schedule 12A of the Act set out below:

| <i>Item No.</i> | <i>Title</i>                     | <i>Applicable paragraph</i> |
|-----------------|----------------------------------|-----------------------------|
| 14              | Corporate procurement - award of | 3                           |



|    |  |   |
|----|--|---|
|    | contracts for works, goods and services                                  |   |
| 15 | Revenues and Ratings Matters   | 3 |
| 16 | Surplus Properties and Disposal Methods                                  | 3 |
| 17 | Low Hill Pods  | 3 |
| 18 | Consideration of a request for a discretionary Disabled Facilities Grant | 3 |
| 19 | Wolverhampton Youth Zone   | 3 |
| 20 | Civic Halls  | 3 |
| 21 | Changes to Employee Establishment  | 1 |

## Part 2 – exempt items, closed to the press and public

### 14. **Corporate Procurement Award of Contracts for Works, Goods and Services**

Cllr Johnson presented the report and suggested that delegated authority be given to the Cabinet Members for Resources and Economic Regeneration and Prosperity with regard to the supply, installation and fully comprehensive maintenance of the CCTV site based systems contract.

Resolved:

1. To authorise the award of a contract for the supply and delivery of office supplies to Staples advantage of Birmingham.
2. To authorise the award of a contract for the accommodation and floating support to ex-offenders to Home Group Ltd. of Birmingham.
3. To authorise the award of the contract for urgent remedial repairs to Spring Valley Flat to Metric Building Services Ltd. of Tipton.
4. To authorise a contract for supply of pre-prepared sandwiches, rolls and salad packs to Tasties of Chester.
5. To authorise the extension of the existing Supported Living Accredited framework.
6. To authorise delegated authority to the Cabinet Member for City Services, in consultation with the Strategic Director, Education and Enterprise, to award the contract for the supply of Dog Collection and Kennelling services.
7. To authorise the delegation of authority to the Cabinet Member for City Services, in consultation with the Strategic Director, Delivery, to use Birmingham City Council's framework agreement for the supply of cleaning materials, catering disposables and polythene sacks.

8. That the contract for the supply, installation and maintenance of the CCTV site based systems be delegated to the Cabinet Members for Resources and Economic Regeneration and Prosperity, in consultation with the Strategic Director, Delivery.

15. **Revenues and Ratings Matters**

Resolved:

That the recommendations for discretionary rate relief applications be approved.

16. **Surplus Properties and Disposal Methods**

Resolved:

1. To approve the grant of Leases, to declare land and property surplus to requirements and to agree the freehold disposal of these assets in accordance with the strategy set out in the report, specifically:
  - a. That the recommendations for the disposal of properties on the open market by auction, tender or private treaty for an appropriate use be approved.
  - b. That the recommendations to grant leases of land and buildings be approved, and also that the surrender of those leases detailed in the recommendations be approved.
  - c. To approve the inclusion of conditional options to purchase within the Lease agreements on terms to be agreed with regard to the properties listed in recommendation three of the report.
  - d. To approve the recommendation outlining the disposal of the relevant offices at the point that the service vacates and the premises become surplus to requirements and to enter into early negotiations with interested parties.
  - e. To approve any agreed terms for the disposal and/or leasing of the sites identified in recommendations 1-4 of the report, through an independent decision delegated to the Cabinet Member Economic Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise.

17. **Low Hill Pods**

Resolved:

1. To approve the proposed options for consultation with private owners of properties conjoined to Council pod properties, supported by existing Housing budgets within General Fund capital, to support for the delivery of this programme.
2. That the recommendation with regards to the pods works be agreed.
3. That the recommendation with regards to the use of the existing Housing Revenue Account pods programme budget, to assist in the delivery of the overall project as detailed, be agreed.
4. That the recommendation with regard to the proposed approach to void Council properties, be agreed.

5. To agree to receive a further report on the details and costs of the proposed programme, after an initial consultation on the options has been undertaken with owners.
6. That the recommendation with regard to properties unaffected by the Council's work be agreed.

18. **Consideration of a request for a discretionary Disabled Facilities Grant**  
Cllr Evans presented a report and referred to paragraph 2.3 which set out plans for an all-encompassing policy to deal with a wider range of discretionary grants.

Resolved:

1. To approve the request of Mr and Mrs R for a discretionary Disabled Facilities Grant to top up expenditure in excess of the maximum mandatory grant of £30,000, in order to provide suitable facilities for their daughter to remain safe in the family home.
2. To determine that the full amount of any discretionary grant paid will become repayable to the Council if the property is sold within 10 years of the completion of the work.
3. That an all-encompassing policy report to deal with a range of discretionary grant issues be presented to the Cabinet (Resources) Panel in due course.

19. **Wolverhampton Youth Zone**  
Cllr Johnson recommended that decision on this item be deferred to the Cabinet Members for Resources, Economic Regeneration and Prosperity and Children and Families, in consultation with the Strategic Director, Education and Enterprise and the Assistant Director, Finance.

Resolved:

1. That decision with regard to the Wolverhampton Youth Zone report be deferred to the Cabinet Members for Resources, Economic Regeneration and Prosperity and Children and Families, in consultation with the Strategic Director, Education and Enterprise and the Assistant Director, Finance.

20. **Civic Halls**  
Cllr Johnson presented the report and noted that the figures had improved since the report was published.

Resolved:

That the update to the Civic Halls Box Office Provision originally approved on 12 February 2013 be noted.

21. **Changes to Employee Establishment**

Resolved:

That the employee establishment changes be noted.



# Cabinet (Resources) Panel

11 March 2014

|  |  |  |
|--|--|--|
| <b>Report title</b>                            | Fees and Charges Review 2014/15  |  |
| <b>Decision designation</b>                    | AMBER  |  |
| <b>Cabinet member with lead responsibility</b> | All  |  |
| <b>Key decision</b>                            | Yes  |  |
| <b>In forward plan</b>                         | Yes  |  |
| <b>Wards affected</b>                          | All  |  |
| <b>Accountable director</b>                    | Simon Warren, Chief Executive<br>Sarah Norman, Community<br>Keith Ireland, Delivery<br>Tim Johnson, Education and Enterprise |  |
| <b>Originating service</b>                     | Strategic Financial Services   |  |
| <b>Accountable employee(s)</b>                 | Mark Taylor<br>Tel<br>Email  | Assistant Director Finance<br>01902 556609<br>mark.taylor@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | Strategic Executive Board<br>Budget Working Party  | 26 February 2014<br>3 March 2014   |

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## Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the fees and charges as set out in Appendices A to D, to take effect from 31 March 2014.
2. Approve in the following instances that authority be delegated to the responsible Head of Service to vary fees and charges during the financial year:
  - a. Where the cost of food and drink procured for resale increases, fees and charges can be increased in proportion with the increased costs, after consulting with the Assistant Director Finance or their representative.

- b. Where an opportunity arises to secure an act or event at short notice and the projected net cost of the act or event is to break even or better, after consulting with the Assistant Director Finance or their representative.
  - c. Where an opportunity arises to secure an act or event at short notice and there is a projected net cost of the act or event, after consulting with the responsible Assistant Director and the Assistant Director Finance or their representative.
  - d. Where Strategic Executive Board agree to a short-term change in fees and charges to ensure that a business opportunity can be pursued or secured; if the change is for a period or more than two months then the change to be referred to Cabinet (Resources) Panel for decision during the two month period.
  - e. Where an opportunity arises to secure a sale by matching the price to that of an organisation the Council is in competition with, after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory 'price match' documentation is maintained to evidence the one-off fee amendment.
  - f. Where the Council wishes to subsidise a charitable event that may not breakeven that this be considered via an Individual Executive Decision Notice to be approved by the Cabinet Member for Leisure and Communities, the Cabinet Member for Resources and the Assistant Director Finance, using a standard template.
  - g. Where market conditions dictate, leisure membership will be varied after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory market information is maintained.
  - h. Leisure Centre activities prices can be varied in line with market conditions after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory market information is maintained.
  - i. Charges to partner organisations for support services after consulting with the Assistant Director Finance or their representative.
  - j. Court summons costs charged to council tax and business rates payers following default on payments after consulting with the Assistant Director Finance or their representative.
3. Approve that, should any amendment be made to the VAT treatment of specific fees and charges, authority be delegated to the Cabinet Member for Resources together with the responsible Cabinet Member in consultation with the Assistant Director Finance and the responsible Strategic Director.
  4. Approve that any variation to fees and charges made under delegated authority must be recorded in order to ensure that there is a robust audit trail.

5. Approve that authority be delegated to the responsible Cabinet Member in consultation with the responsible Strategic Director and Assistant Director Finance to vary charges for bars and catering.
6. Approve that authority be delegated to the Cabinet Member for Leisure and Communities and the Cabinet Member for Resources, in consultation with the Strategic Director for Education and Enterprise and the Assistant Director Finance to approve the 2014/15 charges for Cultural services.
7. Approve that, in accordance with the requirements of the Financial Procedure Rules, any other variation to fees and charges during the financial year must be approved in advance at Cabinet (Resources) Panel, using the standard report template.

**Recommendations for noting:**

The Cabinet (Resources) Panel is asked to note:

1. That the fees and charges detailed in paragraph 4.1, have been approved separately and are therefore not subject to review as part of this report.
2. That fees and charges related to all Youth Centres are not included in this report as they are to remain unchanged from 2013/14 whilst a review and/or reorganisation of the service provision is undertaken.

## **1.0 Purpose**

- 1.1 The purpose of this report is to present recommended levels for the majority of fees and charges receivable by the Council, to take effect from 1 April 2014.

## **2.0 Background**

- 2.1 The council makes a wide range of fees and charges for many of its services. Some are at its discretion, and others are either specified, or heavily restricted, by legislation or Government policy.
- 2.2 The requirements of the financial procedure rules with regard to fees and charges are quoted in full below (Appendix 2, page 77):
- a. All fees and charges within the Council's control, influenced by or associated with the Council, shall be approved by the Cabinet (Resources) Panel.
  - b. The Section 151 Officer shall prepare, not less than once in any twelve month period, a comprehensive fees and charges report to the Cabinet (Resources) Panel, which shall include recommendations on revisions to all fees and charges within the Council's control, influenced by or associated with the Council (with the exception of fees and charges relating solely to the Housing Revenue Account). This shall include reference to all relevant fees and charges for which no change is proposed.
  - c. All fees and charges shall take into account the full costs of the service in question, including recharges for support services and capital charges, subject to any approvals under paragraph 6.
  - d. All fees and charges shall be fully reviewed at least once in any twelve month period.
  - e. At the point of review, all fees and charges shall take into account the increase (expressed in percentage terms) in the estimated costs of the service in question (taken over the forthcoming twelve months), subject to any approvals under paragraph 6.
  - f. Any deviation from paragraphs 3 or 5 shall in itself require the approval, on an individual fee or charge basis, of Cabinet (Resources) Panel.
  - g. In considering whether to grant an approval, the Cabinet (Resources) Panel shall consider the following factors: underlying cost and the extent of cost recovery and or subsidy, comparison with other providers of similar or equivalent services, affordability and effect on demand, as well as any other relevant considerations.
  - h. All fees and charges shall be approved on a VAT-exclusive basis.



- i. The Section 151 Officer (or his/her delegate) shall maintain a register of all fees and charges currently receivable by, influenced by or associated with the Council.

- 2.3 Although all fees and charges set or influenced by the council would ordinarily fall within the scope of this report, a number have been excluded for various reasons which are set out at paragraph 4.1.
- 2.4 A full review of the VAT treatment of all fees and charges is currently being undertaken to ensure that the effect of all applicable legislation and guidance changes are taken into account. Delegated authority is requested for the Cabinet Member for Resources together with the responsible Cabinet Member in consultation with the Assistant Director, Finance in consultation with the Cabinet Member for Resources together with the Cabinet Member and the responsible Strategic Director responsible for the service to which it relates. to adjust any fees and charges as appropriate where as a result of any changes to the VAT treatment

### **3.0 Recommended Fees and Charges**

- 3.1 Appendices A to C provide a detailed listing of all of the council's fees and charges presented for approval by Cabinet (Resources) Panel, including percentage increases where appropriate.
- 3.2 The fees and charges presented for approval in this report have been subject to detailed review in recent months. Focus has been paid to assessing the level of cost recovery of each fee or charge, and the market limits.
- 3.3 Schedule One of the Building Act 1984 identifies the Regulations which Local Authorities have a duty to enforce in relation to the setting of Building Control Charges. Therefore these charges have been set in accordance with the Building (Local Authority Charges) Regulation 2010, as required by the Building Act 1984. The Scheme for recovery of Building Regulation Charges and Associated Matters for Wolverhampton City Council is included in Appendix D.

### **4.0 Other Fees and Charges**

- 4.1 The council also levies other fees and charges that are not included in Appendix A to C, which would normally be approved by the Panel as part of this report but for which no recommendation is being made on this occasion. This includes the following, for which the reasons that a recommendation is not being made in this report are set out below:
  - a. The charges relating to Adult Social Care Contributions to Care were approved by Cabinet on 25 February 2014.
  - b. The charges relating to Street Trading, Hackney Carriage & Private Hire Licensing and General Licensing were approved by the Licensing Committee on 26 February 2014.

- c. Fees and charges relating to food and drink are not included in this report; any changes will be dealt with through delegations set out as part of the new fees and charges protocol, which is set out below and for which approval is sought within this report.
- d. A full review of the Council's Youth Centres is currently underway in relation to savings proposals put forward in the 2014/15 budget. Whilst the service provision is being evaluated fees and charges in these centres are to remain at 2013/14 levels.
- e. A review of fees and charges for Cultural services in 2014/15 is being undertaken and will be approved by the Cabinet Member for Leisure and Communities and the Cabinet Member for Resources, in consultation with the Strategic Director for Education and Enterprise and the Assistant Director, Finance.

4.2 In the following instances authority will be delegated to the responsible Head of Service to vary fees and charges during the financial year:

- a. Where the cost of food and drink procured for resale increases, fees and charges can be increased in proportion with the increased costs, after consulting with the Assistant Director Finance or their representative.
- b. Where an opportunity arises to secure an act or event at short notice and the projected net cost of the act or event is to break even or better, after consulting with the Assistant Director Finance or their representative.
- c. Where an opportunity arises to secure an act or event at short notice and there is a projected net cost of the act or event, after consulting with the responsible Assistant Director and the Assistant Director Finance or their representative.
- d. Where Strategic Executive Board agree to a short-term change in fees and charges to ensure that a business opportunity can be pursued or secured; if the change is for a period or more than two months then the change to be referred to Cabinet (Resources) Panel for decision during the two month period.
- e. Where an opportunity arises to secure a sale by matching the price to that of an organisation the Council is in competition with, after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory 'price match' documentation is maintained to evidence the one-off fee amendment.
- f. Where the Council wishes to subsidise a charitable event that may not breakeven that this be considered via an Individual Executive Decision Notice to be approved by the Cabinet Member for Leisure & Communities, the Cabinet Member for Resources and the Assistant Director Finance, using a standard template.

- g. Where market conditions dictate, leisure membership will be varied after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory market information is maintained.
- h. Leisure Centre activities prices can be varied in line with market conditions after consulting with the Assistant Director Finance or their representative, ensuring that satisfactory market information is maintained.
- i. Charges to partner organisations for support services after consulting with the Assistant Director Finance or their representative.
- j. Court summons costs charged to council tax and business rates payers following default on payment after consulting with the Assistant Director Finance or their representative.

4.3 It is planned that amendments will be proposed to change the Council's constitution in order to incorporate delegations in line with those above in order to remove the necessity for the annual approval in the fees and charges report.

## **5.0 Financial Implications**

5.1 Increases in fees and charges will contribute to reducing the council's medium term budget deficit, which is projected to be £59.2 million by 2018/19 as stated in the 5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19 report presented to Cabinet on 25 February 2014.

5.2 Some of these increases in fees and charges have already been taken into account in the 2014/15 budget, whilst others have not, therefore any additional income arising from these increases will be reflected in the revised budget to be reported to Council in July 2014.

5.3 It is important to be aware that additional income from increases in fees and charges is uncertain, as the resulting impact upon demand that will arise from changes in fees and charges cannot be predicted with certainty.

5.4 The impact of these adjustments to fees and charges will therefore be monitored closely throughout 2014/15 and if appropriate further reports will be presented to Councillors.

[NA/26022014/T]

## **6.0 Legal Implications**

6.1 The Council is under a duty to review its fees and charges at least annually and to maintain a register of such charges.

[AS/27022014/Y]

## **7.0 Equalities Implications**

- 7.1 The Council operates an open and consultative approach to the development of its budget and consultation on the general financial position of the Council has been the subject of detailed public consultation. This report and the fees and charges it describes have been based on a series of contributing equality analyses. These analyses vary in complexity in relation to the relevance of the fees and charges under consideration to the requirements of the Equality Act and Public Sector Equality Duty. Managers developing new sets of fees and charges have been aware of the equality impact of these changes and will monitor and report back in due course.
- 7.2 Councillors should also be aware that they must have due regard to the Public Sector Equality Duty (PSED) created by Section 149 of the Equality Act 2010 when making budget decisions. What this means in practice is that Councillors must consciously think about the aims of the PSED as part of the decision making process.

## **8.0 Environmental Implications**

- 8.1 This report has no environmental implications.

## **9.0 Schedule of Background Papers**

5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19, Cabinet, 25 February 2014

Increase in Adult Social Care non-residential contribution rates, Cabinet, 25 February 2014

Review of Fees and Charges for Street Trading Consents for 2014/15, Licensing Committee, 26 February 2014

Review Prior to Renewal of a Hackney Carriage and Private Hire Vehicle Driver's Licence, Licensing Committee, 26 February 2014

Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2014/15, Licensing Committee, 26 February 2014

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
| CS1 | <b>Bereavement</b>  |                                    |                                    |             |   |  |             |
|     | <b>Cremation Charges</b>  |                                    |                                    |             |   |  |             |
|     | Child 16 years and under  | 0.00                               | 0.00                               | ZR          | 0.00  | 0.00   | 0.00        |
|     | A person 17 years and over  | 605.00                             | 605.00                             | ZR          | 667.00                                      | 667.00   | 62.00       |
|     | Additional Service Time (half hour)   | 71.50                              | 71.50                              | ZR          | 79.00                                       | 79.00  | 7.50        |
|     | NVF, organs and other body parts removed during post mortem                         | 55.00                              | 55.00                              | ZR          | 61.00                                       | 61.00  | 6.00        |
|     | Cremation Disposals Certificate   | 22.00                              | 22.00                              | ZR          | 25.00                                       | 25.00  | 3.00        |
|     | <b>Burial Charges</b>   |                                    |                                    |             |   |  |             |
|     | Exclusive right of burial for 75 years (persons 17 yrs and over)                    | 1,587.30                           | 1,587.30                           | NB          | 1746.00                                     | 1746.00  | 158.70      |
|     | Interment fee for 1st and subsequent burials  | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | Exclusive right of burial for 75 yrs (persons 16 yrs and under)                     | 0.00                               | 0.00                               | NB          | 0.00  | 0.00   | 0.00        |
|     | Interment fee (persons 16 yrs and under)  | 154.00                             | 154.00                             | NB          | 170.00                                      | 170.00   | 16.00       |
|     | Interment fee (NVF)   | 71.50                              | 71.50                              | NB          | 79.00                                       | 79.00  | 7.50        |
|     | Renewal of exclusive right for burial for further 25 yrs if burial space remains    | 529.00                             | 529.00                             | EX          | 582.00                                      | 582.00   | 53.00       |
|     | Renewal of exclusive right for no burial for further 25 yrs if burial space remains | 107.80                             | 107.80                             | EX          | 119.00                                      | 119.00   | 11.20       |
|     | Reservation fee   | 110.00                             | 110.00                             | EX          | 121.00                                      | 121.00   | 11.00       |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Exclusive right for grave in natural area for 75 yrs (17 yrs and over)                   | 825.00                             | 825.00                             | NB          | 908.00                                      | 908.00   | 83.00       |
|     | Interment fee for natural burial area  | 550.00                             | 550.00                             | NB          | 605.00                                      | 605.00   | 55.00       |
|     | <b>Public Graves</b>   |                                    |                                    |             |   |  |             |
|     | Burial of persons who have died after reaching 17 yrs                                    | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | <b>Burial of cremated remains</b>  |                                    |                                    |             |   |  |             |
|     | Exclusive right of burial for cremated remains for 75 yrs (persons 17 yrs and over)      | 902.00                             | 902.00                             | EX          | 993.00                                      | 993.00   | 91.00       |
|     | Exclusive right of burial for cremated remains for 75 yrs (persons 16 years and under)   | 0.00                               | 0.00                               | NB          | 0.00  | 0.00   | 0.00        |
|     | Interment fee for 1st and subsequent burials (not witnessed)                             | 274.00                             | 274.00                             | NB          | 302.00                                      | 302.00   | 28.00       |
|     | Witness fee (cremated remains also woodland garden only)                                 | 30.00                              | 30.00                              | NB          | 33.00                                       | 33.00  | 3.00        |
|     | Interment fee for burial of 2 sets of cremated remains at the same time in one container | 274.00                             | 274.00                             | NB          | 302.00                                      | 302.00   | 28.00       |
|     | As above in two containers   | 328.00                             | 328.00                             | NB          | 361.00                                      | 361.00   | 33.00       |
|     | Interment fee for cremated remains when burial takes place at 5' depth                   | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | Interment fee for cremated remains when burial takes place at 6.6' depth                 | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Strewing of cremated remains when cremation took place other than at Bushbury Crematorium (charge for GOR and WG only) | 55.00                              | 55.00                              | EX          | 61.00                                       | 61.00  | 6.00        |
|     | Interment fee for burial of cremated remains of child 17 yrs and under.  | 154.00                             | 154.00                             | NB          | 170.00                                      | 170.00   | 16.00       |
|     | Renewal of exclusive right of burial for further 25 years If burial space remains                                      | 302.50                             | 302.50                             | EX          | 333.00                                      | 333.00   | 30.50       |
|     | Renewal of exclusive right of burial for further 25 years If no space remains  | 107.80                             | 107.80                             | EX          | 119.00                                      | 119.00   | 11.20       |
|     | Reservation fee  | 55.00                              | 55.00                              | EX          | 61.00                                       | 61.00  | 6.00        |
|     | <b>Vaults</b>  |                                    |                                    |             |   |  |             |
|     | Interment fee for any burial in vault  | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | Exclusive right of burial for beacon hill chambers   | 1974.50                            | 1974.50                            | EX          | 2172.00                                     | 2172.00  | 197.50      |
|     | Interment fee for beacon hill chambers   | 500.00                             | 500.00                             | NB          | 550.00                                      | 550.00   | 50.00       |
|     | <b>Brick Graves (single &amp; double walled chamber)</b>   |                                    |                                    |             |   |  |             |
|     | Exclusive right of burial  | 1587.30                            | 1587.30                            | EX          | 1746.00                                     | 1746.00  | 158.70      |
|     | Interment fees(brick graves):  |                                    |                                    |             |   |  |             |
|     | 1 coffin depth 1 <sup>st</sup> interment fee   | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | 2 coffin depth interment fee   | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |
|     | Subsequent interments  | 880.00                             | 880.00                             | NB          | 968.00                                      | 968.00   | 88.00       |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Memorial Charges</b>   |                                    |                                    |             |   |  |             |
|     | Permission to erect the following memorials                     |                                    |                                    |             |   |  |             |
|     | Replacement memorial  | 22.00                              | 22.00                              | NB          | 28.00                                       | 28.00  | 6.00        |
|     | Headstone kerbing or horizontal tablets                         | 176.00                             | 176.00                             | NB          | 182.00                                      | 182.00   | 6.00        |
|     | Vase or scroll  | 22.00                              | 22.00                              | NB          | 28.00                                       | 28.00  | 6.00        |
|     | Additional inscriptions   | 81.40                              | 81.40                              | NB          | 90.00                                       | 90.00  | 8.60        |
|     | Ceramic photographs   | 22.00                              | 22.00                              | NB          | 28.00                                       | 28.00  | 6.00        |
|     | Protective frames   | 22.00                              | 22.00                              | NB          | 22.00                                       | 22.00  | 0.00        |
|     | Babies  | 81.40                              | 81.40                              | NB          | 90.00                                       | 90.00  | 8.60        |
|     | Refurbishment   | 22.00                              | 22.00                              | NB          | 28.00                                       | 28.00  | 6.00        |
|     | <b>Memorials</b>  |                                    |                                    |             |   |  |             |
|     | Memorial benches (including scroll)                             | 825.00                             | 825.00                             | NB          | 908.00                                      | 908.00   | 83.00       |
|     | Additional scroll   | 165.00                             | 137.50                             | SR          | 182.00                                      | 151.67   | 14.17       |
|     | Granite cross – new (with choice of coloured lettering)         | 330.00                             | 275.00                             | SR          | 363.00                                      | 302.50   | 27.50       |
|     | Granite cross – replacement (with choice of coloured lettering) | 275.00                             | 229.17                             | SR          | 303.00                                      | 252.50   | 23.33       |
|     | Granite cross – 2 lines additional inscription                  | 132.00                             | 110.00                             | SR          | 146.00                                      | 121.67   | 11.67       |
|     | Granite cross – 3 lines additional inscription                  | 143.00                             | 119.17                             | SR          | 158.00                                      | 131.67   | 12.50       |
|     | Bronze plaque - 9" x 12" (with one inscribed scroll)            | 495.00                             | 412.50                             | SR          | 545.00                                      | 454.17   | 41.67       |
|     | Bronze plaque – 9" x 12" (with two inscribed scrolls)           | 528.00                             | 440.00                             | SR          | 581.00                                      | 484.17   | 44.17       |
|     | Bronze plaque – 9" x 12" or 18" x 24" refurbishment             | 209.00                             | 174.17                             | SR          | 245.00                                      | 204.17   | 30.00       |
|     | Plastic posy vase   | 1.10                               | 0.92                               | SR          | 1.50  | 1.25   | 0.33        |



| Ref | Description  | Current     | Current     | VAT  | Proposed    | Proposed    | Change |
|-----|--|-------------|-------------|------|-------------|-------------|--------|
|     |  | Charge incl | charge excl |      | Charge incl | Charge excl |        |
|     |  | VAT         | VAT         | Rate | VAT 2014/15 | VAT 2014/15 |        |
|     |  | £           | £           |      | £           | £           | £      |
|     | Scrolls - inscribed.   | 165.00      | 137.50      | SR   | 182.00      | 151.67      | 14.17  |
|     | Scrolls – blank  | 99.00       | 82.50       | SR   | 110.00      | 91.67       | 9.17   |
|     | <b>Arboria indoor plaques Bushbury (10 year lease)</b>               |             |             |      |             |             |        |
|     | Text only  | 198.00      | 165.00      | SR   | 218.00      | 181.67      | 16.67  |
|     | Text with engraved motif   | 209.00      | 174.17      | SR   | 230.00      | 191.67      | 17.50  |
|     | Text with engraved /hand painted motif                               | 231.00      | 192.50      | SR   | 255.00      | 212.50      | 20.00  |
|     | Text with ceramic portrait   | 253.00      | 210.83      | SR   | 279.00      | 232.50      | 21.67  |
|     | Replacement plaque with text   | 165.00      | 137.50      | SR   | 182.00      | 151.67      | 14.17  |
|     | Replacement plaque with text and photo                               | 198.00      | 165.00      | SR   | 218.00      | 181.67      | 16.67  |
|     | Extended lease 5 years - new fee                                     |             |             | SR   | 110.00      | 91.67       |        |
|     | Extended lease 10 years  | 165.00      | 137.50      | SR   | 185.00      | 154.17      | 16.67  |
|     | Kerbstones - with 1 line of inscription.                             | 187.00      | 187.00      | EX   | 206.00      | 206.00      | 19.00  |
|     | Kerbstones - with 2 lines of inscription.                            | 242.00      | 242.00      | EX   | 267.00      | 267.00      | 25.00  |
|     | Kerbstones - additional 1 line of inscription.                       | 88.00       | 88.00       | EX   | 97.00       | 97.00       | 9.00   |
|     | Kerbstones - additional 2 lines of inscription.                      | 121.00      | 121.00      | EX   | 134.00      | 134.00      | 13.00  |
|     | <b>External Wall Plaques (200 x 80) small Bushbury &amp; Bilston</b> |             |             |      |             |             |        |
|     | New Memorial (10 year lease)   | 198.00      | 165.00      | SR   | 218.00      | 181.67      | 16.67  |
|     | Replacement  | 99.00       | 82.50       | SR   | 110.00      | 91.67       | 9.17   |
|     | Motif  | 45.00       | 37.50       | SR   | 50.00       | 41.67       | 4.17   |
|     | Photo  | 104.50      | 87.08       | SR   | 125.00      | 104.17      | 17.08  |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>External Wall Plaques (200 x 160) large Bushbury &amp; Bilston</b> |                                    |                                    |             |   |  |             |
|     | New Memorial (10 year lease)  | 297.00                             | 247.50                             | SR          | 327.00                                      | 272.50   | 25.00       |
|     | Replacement   | 148.50                             | 123.75                             | SR          | 164.00                                      | 136.67   | 12.92       |
|     | Motif   | 45.00                              | 37.50                              | SR          | 50.00                                       | 41.67  | 4.17        |
|     | Photo   | 104.50                             | 87.08                              | SR          | 125.00                                      | 104.17   | 17.08       |
|     | <b>Vaults (Bushbury &amp; Bilston)</b>                                |                                    |                                    |             |   |  |             |
|     | New (20 year lease)   | 935.00                             | 935.00                             | EX          | 1030.00                                     | 1030.00  | 95.00       |
|     | Replacement Plaque  | 231.00                             | 192.50                             | SR          | 255.00                                      | 212.50   | 20.00       |
|     | Ceramic Photograph (Bushbury) (new charge)                            |                                    |                                    | SR          | 125.00                                      | 104.17   |             |
|     | <b>Memorial Vase Blocks (Sandstone) Bushbury</b>                      |                                    |                                    |             |   |  |             |
|     | New (10 year lease)   | 258.50                             | 258.50                             | EX          | 284.00                                      | 284.00   | 25.50       |
|     | Replacement   | 126.50                             | 105.42                             | SR          | 139.00                                      | 115.83   | 10.42       |
|     | Motif   | 45.00                              | 37.50                              | SR          | 50.00                                       | 41.67  | 4.17        |
|     | Photo   | 110.00                             | 91.67                              | SR          | 125.00                                      | 104.17   | 12.50       |
|     | <b>Memorial Vase Blocks (Marble) &amp; (Granite) Bushbury</b>         |                                    |                                    |             |   |  |             |
|     | New (10 year lease)   | 302.50                             | 302.50                             | EX          | 333.00                                      | 333.00   | 30.50       |
|     | Replacement   | 154.00                             | 128.33                             | SR          | 170.00                                      | 141.67   | 13.33       |
|     | Ceramic Photograph (Bushbury) new fee                                 |                                    |                                    | SR          | 125.00                                      | 104.17   |             |

| Ref | Description                       | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|-----------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Memorial Planter (Bilston)</b> |                                    |                                    |             |   |  |             |
|     | New                               | 144.00                             | 144.00                             | EX          | 144.00                                      | 144.00   | 0.00        |
|     | Replacement                       | 126.00                             | 105.00                             | SR          | 126.00                                      | 105.00   | 0.00        |
|     | <b>Urns</b>                       |                                    |                                    |             |   |  |             |
|     | Bronze                            | 55.00                              | 55.00                              | EX          | 61.00                                       | 61.00  | 6.00        |
|     | Bronze double Urn                 | 65.00                              | 65.00                              | EX          | 72.00                                       | 72.00  | 7.00        |
|     | Red Urn.                          | 77.00                              | 77.00                              | EX          | 85.00                                       | 85.00  | 8.00        |
|     | White Marble Urn.                 | 132.00                             | 132.00                             | EX          | 132.00                                      | 132.00   | 0.00        |
|     | Copper Urn.                       | 95.00                              | 95.00                              | EX          | 95.00                                       | 95.00  | 0.00        |
|     | Blue Urn.                         | 93.00                              | 93.00                              | EX          | 93.00                                       | 93.00  | 0.00        |
|     | Biodegradable Urn                 | 44.00                              | 44.00                              | EX          | 49.00                                       | 49.00  | 5.00        |
|     | White Stars Urn                   | 93.50                              | 93.50                              | EX          | 94.00                                       | 94.00  | 0.50        |
|     | Butterfly Motif Urn               | 75.00                              | 75.00                              | EX          | 83.00                                       | 83.00  | 8.00        |
|     | Rose Motif Urn                    | 75.00                              | 75.00                              | EX          | 83.00                                       | 83.00  | 8.00        |
|     | Wicker Urn                        | 44.00                              | 44.00                              | EX          | 49.00                                       | 49.00  | 5.00        |
|     | Keepsake Miniature Urn            | 6.60                               | 6.60                               | EX          | 8.00  | 8.00   | 1.40        |
|     | <b>Caskets</b>                    |                                    |                                    |             |   |  |             |
|     | Wooden caskets – standard oak     | 66.00                              | 66.00                              | EX          | 73.00                                       | 73.00  | 7.00        |
|     | Wooden caskets – classic oak      | 88.00                              | 88.00                              | EX          | 97.00                                       | 97.00  | 9.00        |
|     | Green marble                      | 181.50                             | 181.50                             | EX          | 185.00                                      | 185.00   | 3.50        |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Book of Remembrance</b>                                 |                                    |                                    |             |   |  |             |
|     | - 2 line entry.  | 88.00                              | 73.33                              | SR          | 97.00                                       | 80.83  | 7.50        |
|     | - 5 line entry.  | 132.00                             | 110.00                             | SR          | 146.00                                      | 121.67   | 11.67       |
|     | - 8 line entry.  | 165.00                             | 137.50                             | SR          | 182.00                                      | 151.67   | 14.17       |
|     | - Badge, Crest etc. - standard                             | 77.00                              | 64.17                              | SR          | 85.00                                       | 70.83  | 6.67        |
|     | - Badge, Crest etc. - special order                        |                                    |                                    |             | Quotation                                   |  |             |
|     | <b>Memorial Cards</b>                                      |                                    |                                    |             |   |  |             |
|     | - 2 line entry.  | 30.00                              | 25.00                              | SR          | 33.00                                       | 27.50  | 2.50        |
|     | - each additional line.                                    | 8.80                               | 7.33                               | SR          | 10.00                                       | 8.33   | 1.00        |
|     | - Badge, Crest etc. - standard                             | 77.00                              | 64.17                              | SR          | 85.00                                       | 70.83  | 6.67        |
|     | - Badge, Crest etc. - special order                        |                                    |                                    |             | Quotation                                   |  |             |
|     | <b>Miscellaneous Charges</b>                               |                                    |                                    |             |   |  |             |
|     | Exhumations of coffin from grave - adult                   | 1320.00                            | 1320.00                            | EX          | 1452.00                                     | 1452.00  | 132.00      |
|     | Child 5 - 16 yrs   | 540.00                             | 540.00                             | EX          | 594.00                                      | 594.00   | 54.00       |
|     | Child under 5 yrs of age                                   | 165.00                             | 165.00                             | EX          | 182.00                                      | 182.00   | 17.00       |
|     | Exhumations of cremated remains.                           | 275.00                             | 275.00                             | EX          | 303.00                                      | 303.00   | 28.00       |
|     | Exhumation of cremated remains from full grave             | 594.00                             | 594.00                             | EX          | 654.00                                      | 654.00   | 60.00       |
|     | Exhumation of NVF  | 66.00                              | 66.00                              | EX          | 78.00                                       | 78.00  | 12.00       |
|     | Use of Chapel for burial service.                          | 110.00                             | 110.00                             | EX          | 121.00                                      | 121.00   | 11.00       |
|     | *Excess charge for late arrival at crematorium or cemetery | 110.00                             | 110.00                             | NB          | 110.00                                      | 110.00   | 0.00        |
|     | Excess charge for late notice re coffin size (burial)      | 110.00                             | 110.00                             | NB          | 110.00                                      | 110.00   | 0.00        |

| Ref        | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|------------|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|            | Additional charge for incorrect information supplied by funeral directors eg, coffin sizes         | 110.00                             | 110.00                             | NB          | 110.00                                      | 110.00   | 0.00        |
|            | Additional charge for services over-running allotted time at crematorium                           | 100.00                             | 100.00                             | NB          | 100.00                                      | 100.00   | 0.00        |
|            | Additional organist fee  | 15.00                              | 12.50                              | SR          | 20.00                                       | 16.67  | 4.17        |
|            | <b>*(Waiving of any of above charges is at the discretion of the Bereavement Services Manager)</b> |                                    |                                    |             |   |  |             |
|            | Transfer grave ownership   | 22.00                              | 18.33                              | SR          | 25.00                                       | 20.83  | 2.50        |
|            | Transfer reserved grave to different site or location  | 50.00                              | 41.67                              | SR          | 55.00                                       | 45.83  | 4.17        |
|            | Fee for search of registers  | 22.00                              | 18.33                              | SR          | 25.00                                       | 20.83  | 2.50        |
| <b>CS2</b> | <b>Registrars</b>  |                                    |                                    |             |   |  |             |
|            | <b>Nationality Checking Service</b>  |                                    |                                    |             |   |  |             |
|            | Single person fee  | 50.00                              | 41.67                              | SR          | 55.00                                       | 45.83  | 4.17        |
|            | Couple   | 88.00                              | 73.33                              | SR          | 97.00                                       | 80.83  | 7.50        |
|            | Husband Wife & up to 2 children  | 110.00                             | 91.67                              | SR          | 120.00                                      | 100.00   | 8.33        |
|            | Additional children on family application  | 35.00                              | 29.17                              | SR          | 38.00                                       | 31.67  | 2.50        |
|            | Under 18 on own application  | 35.00                              | 29.17                              | SR          | 38.00                                       | 31.67  | 2.50        |
|            | Licensing Fees   | 1210.00                            | 1210.00                            | EX          | 1330.00                                     | 1330.00  | 120.00      |
|            | <b>Licensed Venue Fees (Marriages &amp; Civil Partnerships):</b>                                   |                                    |                                    |             |   |  |             |
|            | Monday-Friday  | 270.00                             | 270.00                             | EX          | 300.00                                      | 300.00   | 30.00       |
|            | Saturday   | 352.00                             | 352.00                             | EX          | 388.00                                      | 388.00   | 36.00       |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Sunday/Public Holiday                               | 396.00                             | 396.00                             | EX          | 435.00                                      | 435.00   | 39.00       |
|     | Booking fee   | 110.00                             | 110.00                             | EX          | 0.00  | 0.00   | -110.00     |
|     | Same day certificate issue                          | 16.50                              | 16.50                              | EX          | 17.00                                       | 17.00  | 0.50        |
|     | <b>Lady Wulfruna Suite</b>                          |                                    |                                    |             |   |  |             |
|     | Monday to Friday                                    |                                    |                                    | EX          | 165.00                                      | 165.00   |             |
|     | Saturday am   |                                    |                                    | EX          | 220.00                                      | 220.00   |             |
|     | Saturday pm   |                                    |                                    | EX          | 360.00                                      | 360.00   |             |
|     | Sunday / Bank Holiday (Subject to accessibility)    |                                    |                                    |             | 360.00                                      | 360.00   |             |
|     | <b>Mayor's Parlour</b>                              |                                    |                                    | EX          | 300   | 300  |             |
|     | <b>Renewal of Vows &amp; Baby Naming Ceremonies</b> |                                    |                                    |             |   |  |             |
|     | Saturdays All Day                                   |                                    |                                    | EX          | 300.00                                      | 300.00   |             |
|     | Sunday/Bank Holiday                                 |                                    |                                    | EX          | 360.00                                      | 360.00   |             |
|     | <b>Commemorative Certificates</b>                   |                                    |                                    |             |   |  |             |
|     | 12 x 8 unmounted certificate                        |                                    |                                    | EX          | 3.00  | 3.00   |             |
|     | 12 x 8 mounted certificate                          |                                    |                                    | EX          | 5.00  | 5.00   |             |
|     | Booking Fee for All Approved Premises               |                                    |                                    | EX          | 50.00                                       | 50.00  |             |
|     | Cancellation Fee for all Ceremonies                 |                                    |                                    | EX          | 40.00                                       | 40.00  |             |
|     | Amendment fee for bookings                          |                                    |                                    | EX          | 20.00                                       | 20.00  |             |
|     | NCS Application Forms                               |                                    |                                    | EX          | 1.00  | 1.00   |             |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
| CS3 | Markets -  |                                    |                                    |             |   |  |             |
|     | <u>Wolverhampton Market</u>  |                                    |                                    |             |   |  |             |
|     | Indoor Market – (individual fees depend upon size,                         |                                    |                                    |             |   |  |             |
|     | Zone A   | 156.14                             | 156.14                             | EX          | 163.95                                      | 163.95   | 7.82        |
|     | Zone B   | 153.25                             | 153.25                             | EX          | 160.90                                      | 160.90   | 7.65        |
|     | Zone C   | 184.33                             | 184.33                             | EX          | 193.55                                      | 193.55   | 9.22        |
|     | Zone D   | 139.65                             | 139.65                             | EX          | 146.65                                      | 146.65   | 7.00        |
|     | Zone E   | 152.57                             | 152.57                             | EX          | 160.20                                      | 160.20   | 7.63        |
|     | Storerooms (Including Basement Storerooms)                                 | 52.71                              | 52.71                              | EX          | 55.35                                       | 55.35  | 2.64        |
|     | Antiques Centre  | 31.50                              | 31.50                              | EX          | 33.10                                       | 33.10  | 1.60        |
|     | Food Hall  | 177.61                             | 177.61                             | EX          | 186.50                                      | 186.50   | 8.89        |
|     | Car Parking (Main Area)  | 20.60                              | 17.17                              | SR          | 21.65                                       | 18.00  | 0.83        |
|     | Car Parking (Ramp Area)  | 10.33                              | 8.61                               | SR          | 10.80                                       | 9.05   | 0.44        |
|     | <b>Wolverhampton Market – Miscellaneous Fees and<br/>Charges (maximum)</b> |                                    |                                    |             |   |  |             |
|     | Open Market Spaces (Daily)   | 21.11                              | 21.11                              | EX          | 22.15                                       | 22.15  | 1.05        |
|     | Children’s Rides (weekly)  | 47.36                              | 47.36                              | EX          | 49.70                                       | 49.70  | 2.35        |
|     | Indoor Market Exhibition Space (weekly)                                    | 47.36                              | 47.36                              | EX          | 49.70                                       | 49.70  | 2.35        |
|     | Open Market extension fee per metre  | 2.15                               | 2.15                               | EX          | 2.25  | 2.25   | 0.10        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Wolverhampton Open Market</b>                          |                                    |                                    |             |   |  |             |
|     | Per Day (Licenced Trader)                                 |                                    |                                    |             |   |  |             |
|     | Monday (Pre-owned Goods)                                  | 13.13                              | 13.13                              | EX          | 13.80                                       | 13.80  | 0.68        |
|     | Monday (New Goods)  | 17.75                              | 17.75                              | EX          | 18.65                                       | 18.65  | 0.91        |
|     | Tuesday   | 28.61                              | 28.61                              | EX          | 30.05                                       | 30.05  | 1.44        |
|     | Wednesday   | 18.27                              | 18.27                              | EX          | 19.15                                       | 19.15  | 0.88        |
|     | Friday  | 28.61                              | 28.61                              | EX          | 30.05                                       | 30.05  | 1.44        |
|     | Saturday  | 28.61                              | 28.61                              | EX          | 30.05                                       | 30.05  | 1.44        |
|     | Per Day (Casual Trader)                                   |                                    |                                    |             |   |  |             |
|     | Monday (Bric-a-Brac)                                      | 13.13                              | 13.13                              | EX          | 13.80                                       | 13.80  | 0.68        |
|     | Monday (New Goods)  | 17.75                              | 17.75                              | EX          | 18.65                                       | 18.65  | 0.91        |
|     | Tuesday   | 31.97                              | 31.97                              | EX          | 33.55                                       | 33.55  | 1.58        |
|     | Wednesday   | 21.63                              | 21.63                              | EX          | 22.75                                       | 22.75  | 1.12        |
|     | Friday  | 31.97                              | 31.97                              | EX          | 33.55                                       | 33.55  | 1.58        |
|     | Saturday  | 31.97                              | 31.97                              | EX          | 33.55                                       | 33.55  | 1.58        |
|     | <b><u>Bilston Market</u></b>                              |                                    |                                    |             |   |  |             |
|     | <b>Indoor Market – (individual fees depend upon size,</b> |                                    |                                    |             |   |  |             |
|     | Zone 1  | 132.20                             | 132.20                             | EX          | 138.80                                      | 138.80   | 6.61        |
|     | Zone 3  | 122.64                             | 122.64                             | EX          | 128.80                                      | 128.80   | 6.16        |
|     | Zone 4  | 102.90                             | 102.90                             | EX          | 108.05                                      | 108.05   | 5.15        |
|     | Storerooms (maximum)                                      | 30.77                              | 30.77                              | EX          | 32.30                                       | 32.30  | 1.54        |



| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Car Parking  | 10.96                              | 9.14                               | SR          | 11.55                                       | 9.60   | 0.47        |
|     | Car Parking  | 4.73                               | 3.94                               | SR          | 4.95  | 4.15   | 0.21        |
|     | <b>Bilston Market - Miscellaneous Fees and Charges</b> |                                    |                                    |             |   |  |             |
|     | Indoor Spaces (per week)                               | 60.85                              | 60.85                              | EX          | 63.90                                       | 63.90  | 3.05        |
|     | Indoor Spaces (daily)                                  | 15.23                              | 15.23                              | EX          | 16.00                                       | 16.00  | 0.78        |
|     | Children's Rides                                       | 60.85                              | 60.85                              | EX          | 63.90                                       | 63.90  | 3.05        |
|     | <b>Bilston Open Market</b>                             |                                    |                                    |             |   |  |             |
|     | <b>Stall Fee Middle - Licenced Trader</b>              |                                    |                                    |             |   |  |             |
|     | Monday   | 13.60                              | 13.60                              | EX          | 14.30                                       | 14.30  | 0.70        |
|     | Thursday   | 26.88                              | 26.88                              | EX          | 28.25                                       | 28.25  | 1.37        |
|     | Friday   | 13.60                              | 13.60                              | EX          | 14.30                                       | 14.30  | 0.70        |
|     | Saturday   | 28.67                              | 28.67                              | EX          | 30.10                                       | 30.10  | 1.44        |
|     | <b>Stall Fee Middle - Casual Trader</b>                |                                    |                                    |             |   |  |             |
|     | Monday   | 16.96                              | 16.96                              | EX          | 17.80                                       | 17.80  | 0.84        |
|     | Thursday   | 30.24                              | 30.24                              | EX          | 31.75                                       | 31.75  | 1.51        |
|     | Friday   | 16.96                              | 16.96                              | EX          | 17.80                                       | 17.80  | 0.84        |
|     | Saturday   | 31.97                              | 31.97                              | EX          | 33.55                                       | 33.55  | 1.58        |
|     | <b>Stall Fee Corner - Licenced Trader</b>              |                                    |                                    |             |   |  |             |
|     | Monday   | 22.68                              | 22.68                              | EX          | 23.85                                       | 23.85  | 1.17        |
|     | Thursday   | 30.82                              | 30.82                              | EX          | 32.35                                       | 32.35  | 1.53        |

| Ref | Description                            | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Friday                                 | 22.68                              | 22.68                              | EX          | 23.85                                       | 23.85  | 1.17        |
|     | Saturday                               | 34.81                              | 34.81                              | EX          | 36.55                                       | 36.55  | 1.74        |
|     | <b>Stall Fee Corner -Casual Trader</b> |                                    |                                    |             |   |  |             |
|     | Monday                                 | 26.09                              | 26.09                              | EX          | 27.40                                       | 27.40  | 1.31        |
|     | Thursday                               | 34.23                              | 34.23                              | EX          | 35.95                                       | 35.95  | 1.72        |
|     | Friday                                 | 26.09                              | 26.09                              | EX          | 27.40                                       | 27.40  | 1.31        |
|     | Saturday                               | 38.22                              | 38.22                              | EX          | 40.10                                       | 40.10  | 1.88        |
|     | <b>Loading Bay Fee (Per Day)</b>       |                                    |                                    |             |   |  |             |
|     | Monday - Small Vehicle                 | 20.32                              | 20.32                              | EX          | 21.30                                       | 21.30  | 0.98        |
|     | Monday - Large Vehicle                 | 33.97                              | 33.97                              | EX          | 35.65                                       | 35.65  | 1.68        |
|     | Thursday - Small Vehicle               | 33.97                              | 33.97                              | EX          | 35.65                                       | 35.65  | 1.68        |
|     | Thursday - Large Vehicle               | 55.91                              | 55.91                              | EX          | 58.70                                       | 58.70  | 2.79        |
|     | Friday - Small Vehicle                 | 20.32                              | 20.32                              | EX          | 21.30                                       | 21.30  | 0.98        |
|     | Friday - Large Vehicle                 | 33.97                              | 33.97                              | EX          | 35.65                                       | 35.65  | 1.68        |
|     | Saturday - Small Vehicle               | 33.97                              | 33.97                              | EX          | 35.65                                       | 35.65  | 1.68        |
|     | Saturday - Large Vehicle               | 55.91                              | 55.91                              | EX          | 58.70                                       | 58.70  | 2.79        |
|     | <b>Patio Area (Licenced Trader)</b>    |                                    |                                    |             |   |  |             |
|     | Monday                                 | 22.68                              | 22.68                              | EX          | 23.85                                       | 23.85  | 1.17        |
|     | Thursday                               | 33.29                              | 33.29                              | EX          | 34.95                                       | 34.95  | 1.67        |
|     | Friday                                 | 22.68                              | 22.68                              | EX          | 23.85                                       | 23.85  | 1.17        |
|     | Saturday                               | 33.29                              | 33.29                              | EX          | 34.95                                       | 34.95  | 1.67        |

| Ref | Description                           | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---------------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Patio Area (Casual Trader)</b>     |                                    |                                    |             |   |  |             |
|     | Monday                                | 26.09                              | 26.09                              | EX          | 27.40                                       | 27.40  | 1.31        |
|     | Thursday                              | 36.70                              | 36.70                              | EX          | 38.55                                       | 38.55  | 1.85        |
|     | Friday                                | 26.09                              | 26.09                              | EX          | 27.40                                       | 27.40  | 1.31        |
|     | Saturday                              | 36.70                              | 36.70                              | EX          | 38.55                                       | 38.55  | 1.85        |
|     | <b>Extension Space Fee</b>            |                                    |                                    |             |   |  |             |
|     | Monday                                | 12.92                              | 12.92                              | EX          | 13.55                                       | 13.55  | 0.64        |
|     | Thursday                              | 12.92                              | 12.92                              | EX          | 13.55                                       | 13.55  | 0.64        |
|     | Friday                                | 12.92                              | 12.92                              | EX          | 13.55                                       | 13.55  | 0.64        |
|     | Saturday                              | 12.92                              | 12.92                              | EX          | 13.55                                       | 13.55  | 0.64        |
|     | <b>Demonstration Area / Space Fee</b> |                                    |                                    |             |   |  |             |
|     | Monday                                | 17.22                              | 17.22                              | EX          | 18.05                                       | 18.05  | 0.83        |
|     | Thursday                              | 30.35                              | 30.35                              | EX          | 31.85                                       | 31.85  | 1.51        |
|     | Friday                                | 17.22                              | 17.22                              | EX          | 18.05                                       | 18.05  | 0.83        |
|     | Saturday                              | 32.29                              | 32.29                              | EX          | 33.90                                       | 33.90  | 1.61        |
|     | <b><u>Wednesfield Market</u></b>      |                                    |                                    |             |   |  |             |
|     | <b>Stall Fee (Licenced Trader)</b>    |                                    |                                    |             |   |  |             |
|     | Tuesday                               | 20.16                              | 20.16                              | EX          | 21.15                                       | 21.15  | 0.99        |
|     | Wednesday (Pre Owned Goods)           | 13.34                              | 13.34                              | EX          | 14.00                                       | 14.00  | 0.67        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Wednesday (New Goods)                                       | 18.01                              | 18.01                              | EX          | 18.90                                       | 18.90  | 0.89        |
|     | Friday  | 20.16                              | 20.16                              | EX          | 21.15                                       | 21.15  | 0.99        |
|     | Saturday  | 20.16                              | 20.16                              | EX          | 21.15                                       | 21.15  | 0.99        |
|     | <b>Stall Fee (Casual Trader)</b>                            |                                    |                                    |             |   |  |             |
|     | Tuesday   | 23.57                              | 23.57                              | EX          | 24.75                                       | 24.75  | 1.18        |
|     | Wednesday (Pre Owned Goods)                                 | 13.34                              | 13.34                              | EX          | 14.00                                       | 14.00  | 0.67        |
|     | Wednesday (New Goods)                                       | 18.01                              | 18.01                              | EX          | 18.90                                       | 18.90  | 0.89        |
|     | Friday  | 23.57                              | 23.57                              | EX          | 24.75                                       | 24.75  | 1.18        |
|     | Saturday  | 23.57                              | 23.57                              | EX          | 24.75                                       | 24.75  | 1.18        |
|     | <b><u>Wholesale Market</u></b>                              |                                    |                                    |             |   |  |             |
|     | Weekly vehicle Parking Fee (applicable to non-tenants only) | 31.50                              | 26.25                              | SR          | 33.10                                       | 27.58  | 1.33        |
|     | <b><u>Miscellaneous Fees and Charges</u></b>                |                                    |                                    |             |   |  |             |
|     | <b>Occasional Market/Craft Fair</b>                         |                                    |                                    |             |   |  |             |
|     | 25 traders or less  | 157.50                             | 157.50                             | EX          | 165.40                                      | 165.40   | 7.90        |
|     | 26 – 74 traders   | 315.00                             | 315.00                             | EX          | 330.75                                      | 330.75   | 15.75       |
|     | 75 + traders  | 525.00                             | 525.00                             | EX          | 551.25                                      | 551.25   | 26.25       |
|     | Charity /Fundraising Groups (Admin Fee Only)                | 18.85                              | 18.85                              | EX          | 19.80                                       | 19.80  | 0.95        |
|     | Car Boot Sale (Charity/Fundraising Groups Only)             | 18.85                              | 18.85                              | EX          | 19.80                                       | 19.80  | 0.95        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Miscellaneous Fee</b>  |                                    |                                    |             |   |  |             |
|     | Amendment to Tradeline  | 157.50                             | 157.50                             | EX          | 165.40                                      | 165.40   | 7.90        |
|     | <b>Transfer of Goodwill</b>   |                                    |                                    |             |   |  |             |
|     | Transfer of goodwill to immediate family member.<br>(Mother, father, son, daughter, brother and sister) | FREE                               | FREE                               |             | FREE  | FREE   |             |
|     | Additional Market Days (Pre-Booked) all markets i.e.<br>Christmas )per stall)                           | 15.75                              | 15.75                              | EX          | 16.55                                       | 16.55  | 0.80        |
|     | Additional Market Days (Not Pre-Booked) all markets i.e.<br>Christmas )per stall)                       | 21.00                              | 21.00                              | EX          | 22.05                                       | 22.05  | 1.05        |
|     | Out of Core Hours (traders who have paid and traded all<br>day) per stall                               | 15.75                              | 15.75                              | EX          | 16.55                                       | 16.55  | 0.80        |
|     | Out of Core Hours Trading (traders who have <b>NOT</b> paid or<br>traded all day ) per stall            | 21.00                              | 21.00                              | EX          | 22.05                                       | 22.05  | 1.05        |
|     | One charity stall at each site once a week.   | FREE                               | FREE                               |             | FREE  | FREE   |             |
|     | Businesses not selling, giving out information only   | FREE                               | FREE                               |             | FREE  | FREE   |             |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Incentives</b>  |                                    |                                    |             |   |  |             |
|     | <b>A current licensed indoor / outdoor trader cannot terminate an existing stall licence and then re-apply for a stall which qualifies for an incentive package until a period of 26 weeks has elapsed between termination of their existing licence and re-allocation of the new licence.</b> |                                    |                                    |             |   |  |             |
|     | <b>Bilston and Wolverhampton Indoor</b> - vacant stall (6 weeks and over) - 50% reduced licence fee for 24 weeks - new tradeline   |                                    |                                    |             |   |  |             |
|     | Vacant stall (6 weeks and over) - 50% reduced licence fee for 6 weeks - existing tradeline   |                                    |                                    |             |   |  |             |
|     | <b>Wolverhampton Indoor</b>  |                                    |                                    |             |   |  |             |
|     | Stall W19 - 26 weeks free  |                                    |                                    |             |   |  |             |
|     | Vacant stall (6 weeks and over) - existing traders offered temporary licence at a fee of £25.00 per week.  |                                    |                                    |             |   |  |             |
|     | Existing trader introduces a friend who takes on a stall for 13 weeks gets 20% licence fee reduction for 4 weeks   |                                    |                                    |             |   |  |             |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Wolverhampton / Bilston / Wednesfield Outdoor</b>  |                                    |                                    |             |   |  |             |
|     | Casual trader converts to licensed get 50% licence fee reduction for 4 weeks after 13 weeks on licence.   |                                    |                                    |             |   |  |             |
|     | Licence holder takes on an additional stall on licence gets 50% licence fee reduction for 13 weeks.   |                                    |                                    |             |   |  |             |
|     | Licensed trader introduces a friend get 10% licence fee reduction for 4 weeks if friend taken on stall for 13 weeks.  |                                    |                                    |             |   |  |             |
|     | Existing trader takes on vacant stall on casual basis after 9.00am gets 50% licence fee reduction. (Tuesday, Friday and Saturday - Wolverhampton), (Thursday and Saturday - Bilston). |                                    |                                    |             |   |  |             |
|     | Offer existing licenced and casual traders an additional stall at a flat rate of £5.00 a day at Wolverhampton (Wednesday only) and £10 a day at Bilston (Monday and Fridays only).    |                                    |                                    |             |   |  |             |
|     | Open Market licensed trader offered 20% discount for payment made one month in advance during Kipper season.  |                                    |                                    |             |   |  |             |
|     | <b>Wednesfield</b>  |                                    |                                    |             |   |  |             |

| Ref        | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|------------|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|            | Stalls 1 - 6 £5.00 a day fee on Tuesdays, Fridays and Saturdays only.   |                                    |                                    |             |   |  |             |
| <b>CS4</b> | <b>Fleet Services</b>   |                                    |                                    |             |   |  |             |
|            | MOT Testing Fees  | 54.85                              | 54.85                              | EX          | 50.00                                       | 50.00  | -4.85       |
| <b>CS5</b> | <b>Pest Control</b>   |                                    |                                    |             |   |  |             |
|            | <i>wishes to reserve the right to increase the charges due to unavoidable increases in costs (poisons) incurred by the service.</i> |                                    |                                    |             |   |  |             |
|            | Treatment of Rats/Mice/Cockroaches/Bedbugs (includes 1 revisits) (Domestic)   | 63.00                              | 52.50                              | SR          | 63.00                                       | 52.50  | 0.00        |
|            | Treatment of Rats/Mice/Cockroaches/Bedbugs further revisits (Domestic)  | 38.40                              | 32.00                              | SR          | 38.40                                       | 32.00  | 0.00        |
|            | Treatment of Fleas (includes 1 revisit) (Domestic)  | 63.00                              | 48.13                              | SR          | 63.00                                       | 52.50  | 4.37        |
|            | Treatment of Fleas further revisits (Domestic)  | 38.40                              | 32.00                              | SR          | 38.40                                       | 32.00  | 0.00        |
|            | Treatment of Wasps with one revisit (Domestic)  | 63.00                              | 48.13                              | SR          | 63.00                                       | 52.50  | 4.37        |
|            | Treatment of Ants (includes 1 revisit) (Domestic)   | 63.00                              | 48.13                              | SR          | 63.00                                       | 52.50  | 4.37        |
|            | Treatment of Ants further visits (Domestic)   | 19.20                              | 16.00                              | SR          | 19.20                                       | 16.00  | 0.00        |
|            | Treatment of wasps/ants/fleas (Commercial)  | 69.30                              | 57.75                              | SR          | 75.60                                       | 63.00  | 5.25        |
|            | Treatment of Rodents and first revisit(Commercial)  | 69.30                              | 57.75                              | SR          | 75.60                                       | 63.00  | 5.25        |
|            | Treatment of Rodents further revisit(Commercial)  | 42.24                              | 35.20                              | SR          | 46.08                                       | 38.40  | 3.20        |



| Ref        | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|------------|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|            | Treatment of Insects per visit(Commercial)  | 69.30                              | 57.75                              | SR          | 75.60                                       | 63.00  | 5.25        |
|            | Treatment of Ants and first revisit(Commercial)                                       | 69.30                              | 57.75                              | SR          | 75.60                                       | 63.00  | 5.25        |
|            | Treatment of Ants further revisit(Commercial)   | 21.12                              | 17.60                              | SR          | 23.04                                       | 19.20  | 1.60        |
|            | Treatment of Insects one off treatment (Commercial)                                   | 21.12                              | 17.60                              | SR          | 23.04                                       | 19.20  | 1.60        |
|            | Large scale work : cost recovery basis - charge per hour                              | 69.30                              | 57.75                              | SR          | 75.60                                       | 63.00  | 5.25        |
|            | <i>Most Commercial work done on an annual contract basis with a bespoke quotation</i> |                                    |                                    |             |   |  |             |
| <b>CS6</b> | <b>Shopmobility</b>   |                                    |                                    |             |   |  |             |
|            | Friends Annual Membership Fee   | 15.00                              | 12.50                              | SR          | 16.00                                       | 13.33  | 0.83        |
|            | Friends Hire Fee - Powered - 1 hr   | 1.05                               | 0.88                               | SR          | 1.10  | 0.92   | 0.04        |
|            | Friends Hire Fee - Powered - 2 hr   | 1.60                               | 1.33                               | SR          | 1.70  | 1.42   | 0.08        |
|            | Friends Hire Fee - Powered - 3 hr   | 2.10                               | 1.75                               | SR          | 2.20  | 1.83   | 0.08        |
|            | Friends Hire Fee - Powered - 4 hr   | 2.60                               | 2.17                               | SR          | 2.75  | 2.29   | 0.13        |
|            | Friends Hire Fee - Powered - 5 hr   | 3.15                               | 2.63                               | SR          | 3.30  | 2.75   | 0.13        |
|            | Friends Hire Fee - Powered - 6 hr   | 3.70                               | 3.08                               | SR          | 3.90  | 3.25   | 0.17        |
|            | Friends Hire Fee - Manual - per Loan  | 1.05                               | 0.88                               | SR          | 1.10  | 0.92   | 0.04        |
|            | Visitor Registration fee  | 3.15                               | 2.63                               | SR          | 3.50  | 2.92   | 0.29        |
|            | Visitors Rental Charges per hr-Powered  | 2.10                               | 1.75                               | SR          | 2.30  | 1.92   | 0.17        |
|            | Visitors Rental Charges per day-Manual  | 3.15                               | 2.63                               | SR          | 3.50  | 2.92   | 0.29        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Holiday Loan manual only - per day  | 4.00                               | 3.33                               | SR          | 4.50  | 3.75   | 0.42        |
|     | - per week  | 15.00                              | 12.50                              | SR          | 16.5  | 13.75  | 11.46       |
|     | <b>Delivered Meals Service</b>  |                                    |                                    |             |   |  |             |
|     | Price per Delivered Hot Meal  | 4.15                               | 3.46                               | SR          | £4.25                                       | 3.54   | 0.09        |
|     | Price per Delivered Frozen Meal   |                                    |                                    | SR          | £2.85                                       | 2.38   | 2.38        |
|     | <b>Trade Waste</b>  |                                    |                                    |             |   |  |             |
|     | <b>Special collections</b>  |                                    |                                    |             |   |  |             |
|     | Clinical waste (per bag)  | 5.81                               | 4.84                               | SR          | 6.10  | 5.08   | 0.24        |
|     | Bulky items (up to 5 items)   | 20.13                              | 20.13                              | NB          | 21.14                                       | 21.14  | 1.01        |
|     | White goods (per item)  | 20.90                              | 20.90                              | NB          | 21.95                                       | 21.95  | 1.05        |
|     | Asbestos (per 10 bags)  | 67.56                              | 56.30                              | SR          | 70.94                                       | 59.12  | 2.82        |
|     | <b>City Centre Car Parking</b>  |                                    |                                    |             |   |  |             |
|     | <b>Off Street - Short Stay (Sundays and Bank Holidays are now chargeable)</b> |                                    |                                    |             |   |  |             |
|     | School St & Market - up to 1 hr   | 0.50                               | 0.42                               | SR          | 0.60  | 0.50   | 0.08        |
|     | - up to 2 hr  | 1.00                               | 0.83                               | SR          | 1.00  | 0.83   | 0.00        |
|     | - up to 3 hr  | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|     | - up to 4 hr  | 4.00                               | 3.33                               | SR          | 4.00  | 3.33   | 0.00        |
|     | - up to 5hrs  | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - over 5 hrs  | 8.00                               | 6.67                               | SR          | 8.00  | 6.67   | 0.00        |
|     | - Evening   | Free                               | 0.00                               | SR          | 1.00  | 0.83   | 0.83        |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | Fold St      |                                    |                                    |             |   |  |             |
|     | - up to 1 hr | 0.50                               | 0.42                               | SR          | 0.60  | 0.50   | 0.08        |
|     | - up to 2 hr | 1.00                               | 0.83                               | SR          | 1.00  | 0.83   | 0.00        |
|     | - up to 3 hr | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|     | - up to 4 hr | 4.00                               | 3.33                               | SR          | 4.00  | 3.33   | 0.00        |
|     | - up to 5hrs | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - over 5 hrs | 8.00                               | 6.67                               | SR          | 8.00  | 6.67   | 0.00        |
|     | - Evening    | Free                               | 0.00                               | SR          | 1.00  | 0.83   | 0.83        |
|     | Cleveland St |                                    |                                    |             |   |  |             |
|     | - up to 1 hr | 0.50                               | 0.42                               | SR          | 0.60  | 0.50   | 0.08        |
|     | - up to 2 hr | 1.00                               | 0.83                               | SR          | 1.00  | 0.83   | 0.00        |
|     | - up to 3 hr | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|     | - up to 4 hr | 4.00                               | 3.33                               | SR          | 4.00  | 3.33   | 0.00        |
|     | - up to 5hrs | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - over 5 hrs | 8.00                               | 6.67                               | SR          | 8.00  | 6.67   | 0.00        |
|     | - Evening    | 2.00                               | 1.67                               | SR          | 1.00  | 0.83   | -0.83       |
|     | Temple St    |                                    |                                    |             |   |  |             |
|     | - up to 1 hr | 0.50                               | 0.42                               | SR          | 0.60  | 0.50   | 0.08        |
|     | - up to 2 hr | 1.00                               | 0.83                               | SR          | 1.00  | 0.83   | 0.00        |
|     | - up to 3 hr | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|     | - up to 4 hr | 4.00                               | 3.33                               | SR          | 4.00  | 3.33   | 0.00        |
|     | - up to 5hrs | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - over 5 hrs | 8.00                               | 6.67                               | SR          | 8.00  | 6.67   | 0.00        |

| Ref | Description               | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | - Evening                 | 2.00                               | 1.67                               | SR          | 1.00  | 0.83   | -0.83       |
|     | Civic Centre              |                                    |                                    |             |   |  |             |
|     | - up to 2 hrs             | 1.70                               | 1.42                               | SR          | 1.70  | 1.42   | 0.00        |
|     | - up to 3 hrs             | 2.70                               | 2.25                               | SR          | 2.70  | 2.25   | 0.00        |
|     | - up to 4 hrs             | 4.20                               | 3.50                               | SR          | 4.20  | 3.50   | 0.00        |
|     | - up to 5 hrs             | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - up to 6 hrs             | 8.50                               | 7.08                               | SR          | 8.50  | 7.08   | 0.00        |
|     | - over 6 hrs              | 10.00                              | 8.33                               | SR          | 10.00                                       | 8.33   | 0.00        |
|     | - Evening                 | 3.00                               | 2.50                               | SR          | 3.00  | 2.50   | 0.00        |
|     | St Peter's                |                                    |                                    |             |   |  |             |
|     | - Weekdays after 5pm      | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|     | - Saturdays - up to 2 hrs | 1.70                               | 1.42                               | SR          | 1.70  | 1.42   | 0.00        |
|     | - up to 3 hrs             | 2.70                               | 2.25                               | SR          | 2.70  | 2.25   | 0.00        |
|     | - up to 4 hrs             | 4.20                               | 3.50                               | SR          | 4.20  | 3.50   | 0.00        |
|     | - up to 5 hrs             | 5.50                               | 4.58                               | SR          | 5.50  | 4.58   | 0.00        |
|     | - up to 6 hrs             | 8.50                               | 7.08                               | SR          | 8.50  | 7.08   | 0.00        |
|     | - over 6 hrs              | 10.00                              | 8.33                               | SR          | 10.00                                       | 8.33   | 0.00        |
|     | - Evenings                | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |

| Ref  | Description                    | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|--|--------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
| <b>Off Street - Long Stay (Sundays and Bank Holidays are now chargeable)</b> |                                |                                    |                                    |             |   |  |             |
| <b>Outside Ring Road</b>   |                                |                                    |                                    |             |   |  |             |
| <i>All day / per visit</i>   |                                |                                    |                                    |             |   |  |             |
|  | Oxford St                      | 2.00                               | 1.67                               | SR          | 1.50  | 1.25   | -0.42       |
|  | Church Lane                    | 2.00                               | 1.67                               | SR          | 1.50  | 1.25   | -0.42       |
|  | Faulkland St to 4hrs           | 2.50                               | 2.08                               | SR          | 2.50  | 2.08   | 0.00        |
|  | over 4 hrs                     | 4.50                               | 3.75                               | SR          | 4.50  | 3.75   | 0.00        |
|  | Faulkland Street Coach Parking |                                    |                                    |             |   |  |             |
|  | up to 15 mins                  | Free                               | Free                               | SR          | Free  | Free   | 0.00        |
|  | up to 4 hrs                    | 5.00                               | 4.17                               | SR          | 5.00  | 4.17   | 0.00        |
|  | over 4 hrs                     | 8.00                               | 6.67                               | SR          | 8.00  | 6.67   | 0.00        |
| <b>Inside Ring Road</b>  |                                |                                    |                                    |             |   |  |             |
|  | Peel St Mon - Fri - to 4hrs    | 2.50                               | 2.08                               | SR          | 2.50  | 2.08   | 0.00        |
|  | Mon - Fri over 4 hrs           | 4.50                               | 3.75                               | SR          | 4.50  | 3.75   | 0.00        |
|  | weekdays After 5pm             | Free                               | Free                               | SR          | 1.00  | 0.83   | 0.42        |
|  | Saturday                       | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |
|  | Broad St to 4hrs               | 2.50                               | 2.08                               | SR          | 2.50  | 2.08   | 0.00        |
|  | over 4 hrs                     | 4.50                               | 3.75                               | SR          | 4.50  | 3.75   | 0.00        |
|  | after 5pm                      | 2.00                               | 1.67                               | SR          | 2.00  | 1.67   | 0.00        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Contract / Seasonal Parking</b>  |                                    |                                    |             |   |  |             |
|     | <i>-per quarter - 10% additional discount for annual permit arrangements</i>                        |                                    |                                    |             |   |  |             |
|     | Oxford St   | 80.00                              | 66.67                              | SR          | 70.00                                       | 58.33  | -8.33       |
|     | Church Lane   | 80.00                              | 66.67                              | SR          | 70.00                                       | 58.33  | -8.33       |
|     | School Street   | 125.00                             | 104.17                             | SR          | 125.00                                      | 104.17   | 0.00        |
|     | Peel St   | 180.00                             | 150.00                             | SR          | 180.00                                      | 150.00   | 0.00        |
|     | Faulkland St  | 180.00                             | 150.00                             | SR          | 180.00                                      | 150.00   | 0.00        |
|     | Market St   | not available                      | not available                      |             | not available                               | not available                                  | 0.00        |
|     | Broad St  | 195.00                             | 162.50                             | SR          | 195.00                                      | 162.50   | 0.00        |
|     | Fold St   | 195.00                             | 162.50                             | SR          | 195.00                                      | 162.50   | 0.00        |
|     | Civic Centre  | not prev avail                     | not prev availal                   | SR          | 210.00                                      | 175.00   | 175.00      |
|     | St Peters   | not prev avail                     | not prev availal                   | SR          | 210.00                                      | 175.00   | 175.00      |
|     | Civic Centre  |                                    |                                    |             |   |  |             |
|     | Incentive Scheme for new business use - weekly ticket (a maximum of four week offer, non recurring) |                                    |                                    | SR          | 20.00                                       | 16.67  |             |
|     | <b>Other (applies to all car parks)</b>   |                                    |                                    |             |   |  |             |
|     | Motor Cycles  | Free                               | Free                               | SR          | Free  | Free   | 0.00        |
|     | Bicycles  | Free                               | Free                               | SR          | Free  | Free   | 0.00        |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>On Street Parking</b>   |                                    |                                    |             |   |  |             |
|     | Pay & Display - Zone A - 20 mins                                       | 0.50                               | 0.50                               | NB          | 0.60  | 0.60   | 0.10        |
|     | Pay & Display - Zone B - 40 mins                                       | 0.50                               | 0.50                               | NB          | 0.60  | 0.60   | 0.10        |
|     | <b>Summons costs for non-payment of council tax and business rates</b> |                                    |                                    |             |   |  |             |
|     | Council tax balances up to £100  | 3.00                               | 3.00                               | EX          |   |  |             |
|     | Council tax balances up to £200  |                                    |                                    | EX          | 15.00                                       | 15.00  |             |
|     | Council tax balances over £200   | 76.00                              | 76                                 | EX          | 83.00                                       | 83.00  | 7.00        |
|     | Business Rates   | 102.00                             | 102                                | EX          | 112.00                                      | 112.00   | 10.00       |
|     | <b>PARKS</b>   |                                    |                                    |             |   |  |             |
|     | <b>Football Pitch Hire</b>   |                                    |                                    |             |   |  |             |
|     | PITCH ONLY – ADULT   | 40.00                              | 33.34                              | SR          | 40.00                                       | 33.34  | 0.00        |
|     | CHANGING AND SHOWERS – ADULT   | 26.00                              | 21.67                              | SR          | 26.00                                       | 21.67  | 0.00        |
|     | PITCH ONLY – UNDER 16S   | 25.00                              | 20.83                              | SR          | 25.00                                       | 20.83  | 0.00        |
|     | CHANGING AND SHOWERS – UNDER 16S                                       | 13.00                              | 10.83                              | SR          | 13.00                                       | 10.83  | 0.00        |
|     | MINI-SOCCER  | 21.50                              | 17.92                              | SR          | 21.50                                       | 17.92  | 0.00        |

| Ref | Description                                  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>Cricket</b>                               |                                    |                                    |             |   |  |             |
|     | EVENING MATCH – ADULT                        | 61.50                              | 51.25                              | SR          | 61.50                                       | 51.25  | 0.00        |
|     | EVENING MATCH – UNDER 16S                    | 31.50                              | 26.25                              | SR          | 31.50                                       | 26.25  | 0.00        |
|     | DAY MATCH – ADULT                            | 73.00                              | 60.83                              | SR          | 73.00                                       | 60.83  | 0.00        |
|     | DAY MATCH – UNDER 16S                        | 37.50                              | 31.25                              | SR          | 37.50                                       | 31.25  | 0.00        |
|     | <b>ROOM HIRE (PER HOUR) – CLAREGATE PARK</b> |                                    |                                    |             |   |  |             |
|     | WEEKEND                                      | 18.15                              | 18.15                              | ZR          | 18.15                                       | 18.15  | 0.00        |
|     | WEEKDAY                                      | 16.00                              | 16.00                              | ZR          | 16.00                                       | 16.00  | 0.00        |
|     | <b>TENNIS (PER HOUR)</b>                     |                                    |                                    |             |   |  |             |
|     | COURT FEE (ADULTS)                           | FREE                               | FREE                               |             | FREE  | FREE   |             |
|     | COURT FEE (UNDER 16S)                        | FREE                               | FREE                               |             | FREE  | FREE   |             |
|     | <b>PITCH &amp; PUTT (BANTOCK PARK)</b>       |                                    |                                    |             |   |  |             |
|     | ROUND FEE (ADULTS)                           | 4.53                               | 3.78                               | SR          | 4.65  | 3.88   | 0.10        |
|     | ROUND FEE (U16'S)                            | 2.83                               | 2.36                               | SR          | 2.90  | 2.42   | 0.06        |
|     | FAMILY TICKET (2XADULTS & 2XU16'S)           | 9.12                               | 7.6                                | SR          | 9.40  | 7.83   | 0.23        |
|     | CLUB DEPOSIT (ADULTS)                        | 9.12                               | 7.6                                | SR          | 9.40  | 7.83   | 0.23        |
|     | CLUB DEPOSIT (U16'S)                         | 3.76                               | 3.13                               | SR          | 3.85  | 3.21   | 0.08        |
|     | LOST BALL                                    | 3.45                               | 2.88                               | SR          | 3.55  | 2.96   | 0.08        |
|     | <b>BOATING (PER HOUR)</b>                    |                                    |                                    |             |   |  |             |
|     | ADULTS                                       | 4.53                               | 3.78                               | SR          | 4.65  | 3.88   | 0.10        |
|     | U16'S  | 2.83                               | 2.36                               | SR          | 2.90  | 2.42   | 0.06        |
|     | FAMILY TICKET (2XADULTS & 2XU16'S)           | 8.55                               | 7.12                               | SR          | 8.80  | 7.33   | 0.21        |
|     | <b>OUTDOOR BOWLS (PER HOUR)</b>              |                                    |                                    |             |   |  |             |
|     | PER PERSON (ADULTS)                          | 3.45                               | 2.88                               | SR          | 3.55  | 2.96   | 0.08        |



| Ref   | Description                          | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|---|--------------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|   | PER PERSON (U16'S)                   | 1.70                               | 1.42                               | SR          | 1.75  | 1.46   | 0.04        |
|   | SEASON TICKET (ADULT)                | 36.98                              | 30.81                              | SR          | 38.10                                       | 31.75  | 0.94        |
|   | SEASON TICKET (U16'S)                | 13.08                              | 10.9                               | SR          | 13.50                                       | 11.25  | 0.35        |
| <b>LEISURE SERVICES - Proposed Fees and Charges</b> |                                      |                                    |                                    |             |   |  |             |
| <b>CASUAL SWIMMING</b>                              |                                      |                                    |                                    |             |   |  |             |
|   | i) SWIM ( A )                        | 3.95                               | 3.29                               | SR          | 3.95  | 3.29   | 0.00        |
|   | ii) SWIM - OFF PEAK                  | 2.05                               | 1.71                               | SR          | 2.05  | 1.71   | 0.00        |
|   | iii) SWIM (J)                        | 2.05                               | 1.71                               | SR          | 2.05  | 1.71   | 0.00        |
|   | iv) SWIM ( Under 8's )               | 0.00                               | 0.00                               | SR          | 0.00  | 0.00   | 0.00        |
|   | v) GROUP SWIM                        | 10.80                              | 9.00                               | SR          | 10.80                                       | 9.00   | 0.00        |
|   | vi) HIRE OF ARMBANDS/RING/FLOAT      | 1.10                               | 0.92                               | SR          | 1.10  | 0.92   | 0.00        |
| <b>SWIMMING INSTRUCTION</b>                         |                                      |                                    |                                    |             |   |  |             |
|   | i) JUNIOR LESSON (1/2 HR)            | 3.30                               | 3.30                               | ZR          | 3.50  | 3.50   | 0.20        |
|   | ii) SECOND CHILD LESSON (1/2 HR)     | 2.05                               | 2.05                               | ZR          |   |  |             |
|   | iii) ADULT LESSON (1 HR)             | 4.60                               | 4.60                               | ZR          | 4.90  | 4.90   | 0.30        |
|   | iv) ADULT LESSON ( 60+ ) (1 HR)      | 2.05                               | 2.05                               | ZR          | 2.15  | 2.15   | 0.10        |
|   | v) PARENT & TODDLER LESSON           | 3.55                               | 3.55                               | ZR          | 3.75  | 3.75   | 0.20        |
|   | vi) AQUA CLASSES                     | 4.60                               | 4.60                               | ZR          | 4.80  | 4.80   | 0.20        |
|   | vii) ONE-TO-ONE INSTRUCTION (1/2 HR) | 12.00                              | 12.00                              | ZR          | 12.60                                       | 12.60  | 0.60        |
| <b>SPECTATORS</b>                                   |                                      |                                    |                                    |             |   |  |             |
|   | i) SINGLE SPECTATOR                  | 1.10                               | 1.10                               | ZR          | 1.20  | 1.20   | 0.10        |
|   | ii) SECOND SPECTATOR                 | 0.55                               | 0.55                               | ZR          | 0.60  | 0.60   | 0.05        |

| Ref | Description   | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|---|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>SCHOOLS SWIMMING INSTRUCTION (per ½ hour)</b>      |                                    |                                    |             |   |  |             |
|     | i) INSTRUCTOR   | 12.00                              | 12.00                              | ZR          | 12.60                                       | 12.60  | 0.60        |
|     | <b>SWIM SHOPS</b>                                     |                                    |                                    |             |   |  |             |
|     | i) DAILY HIRE   | 70.00                              | 58.33                              | SR          | 100.00                                      | 83.33  | 25.00       |
|     | <b>POOL HIRE ( PER HR )</b>                           |                                    |                                    |             |   |  |             |
|     | i) CENTRAL BATHS / BERT WILLIAMS L C (25M)            | 115.50                             | 96.25                              | SR          | 127.00                                      | 105.83   | 9.58        |
|     | ii) BERT WILLIAMS L C (STUDIO POOL)                   | 34.10                              | 28.42                              | SR          | 50.00                                       | 41.67  | 13.25       |
|     | <b>GALAS</b>  |                                    |                                    |             |   |  |             |
|     | i) SET UP & BREAK DOWN ( 6HRS )                       | 245.00                             | 204.17                             | SR          | 270.00                                      | 225.00   | 20.83       |
|     | ii) CENTRAL BATHS / BERT WILLIAMS L C                 | 115.50                             | 96.25                              | SR          | 127.00                                      | 105.83   | 9.58        |
|     | <b>ELECTRONIC TIMING ( PER HR )</b>                   |                                    |                                    |             |   |  |             |
|     | i) CENTRAL BATHS                                      | 40.00                              | 33.33                              | SR          | 44.00                                       | 36.67  | 3.34        |
|     | <b>ADMINISTRATION COST</b>                            |                                    |                                    |             |   |  |             |
|     | i) CHARGE FOR CASH HANDLING & RECHARGING OF UTILITIES | 37.50                              | 31.25                              | SR          | 41.25                                       | 34.38  | 3.13        |
|     | <b>EXERCISE CLASSES</b>                               |                                    |                                    |             |   |  |             |
|     | i) INSTRUCTED SESSION                                 | 4.60                               | 4.60                               | ZR          | 4.80  | 4.80   | 0.20        |
|     | ii) YOUTH DANCE MATS                                  | 1.10                               | 1.10                               | ZR          | 1.10  | 1.10   | 0.00        |
|     | <b>SQUASH ( 40 MINS )</b>                             |                                    |                                    |             |   |  |             |
|     | i) COURT HIRE ( A )                                   | 6.05                               | 5.04                               | SR          | 6.60  | 5.50   | 0.46        |
|     | ii) COURT HIRE - OFF PEAK                             | 3.30                               | 2.75                               | SR          | 3.60  | 3.00   | 0.25        |

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|-----|--------------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | iii) COURT HIRE (J)                  | 3.30                               | 2.75                               | SR          | 3.60  | 3.00   | 0.25        |
|     | iv) RACQUET HIRE                     | 2.00                               | 1.67                               | SR          | 2.20  | 1.83   | 0.16        |
|     | <b>FITNESS SUITE</b>                 |                                    |                                    |             |   |  |             |
|     | i) INDUCTION (A)                     | 9.65                               | 9.65                               | ZR          | 10.60                                       | 10.60  | 0.95        |
|     | ii) INDUCTION (J)                    | 4.80                               | 4.80                               | ZR          | 5.30  | 5.30   | 0.50        |
|     | iii) IFI GROUP INDUCTION (A)         | 20.90                              | 20.90                              | ZR          | 20.90                                       | 20.90  | 0.00        |
|     | iv) IFI GROUP INDUCTION (J)          | 13.75                              | 13.75                              | ZR          | 13.75                                       | 13.75  | 0.00        |
|     | v) TRAINING SESSION ( A )            | 6.00                               | 5.00                               | SR          | 6.00  | 5.00   | 0.00        |
|     | vi) TRAINING SESSION ( J )           | 1.10                               | 0.92                               | SR          | 1.10  | 0.92   | 0.00        |
|     | vii) TRAINING SESSION - OFF PEAK (A) | 3.30                               | 2.75                               | SR          |   |  |             |
|     | viii) SCHOOLS TRAINING               | 1.10                               | 0.92                               | SR          | 1.10  | 0.92   | 0.00        |
|     | ix) YOUTH GYM                        | 1.10                               | 0.92                               | SR          | 1.10  | 0.92   | 0.00        |
|     | x) WELLNESS KEY & SUPPORT            | 30.00                              | 25.00                              | SR          | 10.00                                       | 8.33   | -16.67      |
|     | xi) REPLACEMENT WELLNESS KEY         | 10.00                              | 8.33                               | SR          |   |  |             |
|     | <b>TABLE TENNIS (PER TABLE)</b>      |                                    |                                    |             |   |  |             |
|     | i) TABLE HIRE ( A ) PER HR           | 4.20                               | 3.50                               | SR          | 4.40  | 3.67   | 0.17        |
|     | ii) TABLE HIRE (J) PER HR            | 2.10                               | 1.75                               | SR          | 2.20  | 1.83   | 0.08        |
|     | iii) HIRE OF BAT                     | 1.10                               | 0.92                               | SR          | 1.15  | 0.96   | 0.04        |
|     | <b>SPORTS HALL ( PER HR )</b>        |                                    |                                    |             |   |  |             |
|     | i) SPORTS ACTIVITIES & EVENTS        | 39.90                              | 33.25                              | SR          | 43.90                                       | 36.58  | 3.33        |
|     | ii) SPORTS ACTIVITIES & EVENTS (J)   | 21.35                              | 17.79                              | SR          |   |  |             |
|     | iii) BALL HIRE                       | 2.65                               | 2.21                               | SR          | 3.00  | 2.50   | 0.29        |
|     | iv) NON SPORTS ACTIVITIES & EVENTS   | 76.75                              | 76.75                              | ZR          | 85.00                                       | 85.00  | 8.25        |

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|-----|------------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | <b>TENNIS (PER HR)</b>             |                                    |                                    |             |   |  |             |
|     | i) COURT FEE ( A )                 | 5.30                               | 4.42                               | SR          | 5.80  | 4.83   | 0.41        |
|     | ii) COURT FEE (J)                  | 2.65                               | 2.21                               | SR          | 2.90  | 2.42   | 0.21        |
|     | iii) FLOODLIGHTS                   | 4.00                               | 3.33                               | SR          | 5.00  | 4.17   | 0.84        |
|     | iv) RACQUET HIRE                   | 2.00                               | 1.67                               | SR          | 2.20  | 1.83   | 0.16        |
|     | <b>BADMINTON/SHORT TENNIS (HR)</b> |                                    |                                    |             |   |  |             |
|     | i) COURT HIRE ( A )                | 8.70                               | 7.25                               | SR          | 9.20  | 7.67   | 0.42        |
|     | ii) COURT HIRE – OFF PEAK          | 4.35                               | 3.63                               | SR          |   |  |             |
|     | iii) COURT HIRE ( J )              | 4.35                               | 3.63                               | SR          | 4.60  | 3.83   | 0.20        |
|     | iv) RACQUET HIRE                   | 2.00                               | 1.67                               | SR          | 2.20  | 1.83   | 0.16        |
|     | <b>INDOOR BOWLS</b>                |                                    |                                    |             |   |  |             |
|     | i) PER PERSON ( A )                | 2.05                               | 1.71                               | SR          | 2.20  | 1.83   | 0.12        |
|     | ii) PER PERSON (J)                 | 2.05                               | 1.71                               | SR          | 2.20  | 1.83   | 0.12        |
|     | iii) PER PERSON ( A )              | 1.55                               | 1.29                               | SR          |   |  |             |
|     | iv) PER PERSON (J)                 | 1.55                               | 1.29                               | SR          |   |  |             |
|     | <b>FOOTBALL PITCH HIRE</b>         |                                    |                                    |             |   |  |             |
|     | i) ALDERSLEY CENTRE PITCH          | 92.40                              | 77                                 | SR          | 97.00                                       | 80.83  | 3.83        |
|     | ii) FLOODLIGHTS ( CENTRE PITCH )   | 22.00                              | 18.33                              | SR          | 24.20                                       | 20.17  | 1.84        |
|     | iii) PITCH ( A )                   | 44.00                              | 36.67                              | SR          | 44.00                                       | 36.67  | 0.00        |
|     | iv) CHANGING & SHOWERS (A)         | 28.60                              | 23.83                              | SR          | 28.60                                       | 23.83  | 0.00        |
|     | v) PITCH ONLY ( J )                | 27.50                              | 22.92                              | SR          | 27.50                                       | 22.92  | 0.00        |
|     | vi) CHANGING & SHOWERS (J)         | 14.30                              | 11.92                              | SR          | 14.30                                       | 11.92  | 0.00        |
|     | vii) HIRE OF FOOTBALL NETS         | 13.20                              | 11                                 | SR          | 13.20                                       | 11.00  | 0.00        |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | viii) HIRE OF OUTDOOR BALL<br><b>SYNTHETIC PITCH HIRE ( PER HR )</b> | 4.95                               | 4.13                               | SR          | 5.45  | 4.54   | 0.41        |
|     | i) PITCH HIRE ( A ) *  | 56.00                              | 46.67                              | SR          | 61.60                                       | 51.33  | 4.66        |
|     | ii) FLOODLIGHTS ( LEVEL 1 )  | 16.25                              | 13.54                              | SR          | 17.90                                       | 14.92  | 1.38        |
|     | iii) FLOODLIGHTS ( LEVEL 2 )   | 22.00                              | 18.33                              | SR          | 24.20                                       | 20.17  | 1.84        |
|     | iv) PITCH HIRE ( J ) *   | 27.80                              | 23.17                              | SR          | 30.60                                       | 25.50  | 2.33        |
|     | v) PITCH HIRE (J) – OFF PEAK *                                       | 20.90                              | 17.42                              | SR          |   |  |             |
|     | <b>NETBALL (PER HR)</b>  |                                    |                                    |             |   |  |             |
|     | i) 3 COURTS ( A )  | 81.35                              | 67.79                              | SR          | 85.40                                       | 71.17  | 3.38        |
|     | ii) 1 COURT ( A )  | 29.70                              | 24.75                              | SR          | 31.20                                       | 26.00  | 1.25        |
|     | iii) FLOODLIGHTS   | 11.00                              | 9.17                               | SR          | 12.10                                       | 10.08  | 0.91        |
|     | iv) 3 COURTS ( J )   | 41.55                              | 34.63                              | SR          | 43.60                                       | 36.33  | 1.70        |
|     | v) 1 COURT ( J )   | 16.30                              | 13.58                              | SR          | 17.10                                       | 14.25  | 0.67        |
|     | vi) BALL HIRE  | 2.65                               | 2.21                               | SR          | 2.90  | 2.42   | 0.21        |
|     | <b>TARGET GROUP SESSIONS</b>   |                                    |                                    |             |   |  |             |
|     | i) PER PERSON ( A )  | 2.05                               | 1.71                               | SR          | 2.50  | 2.08   | 0.37        |
|     | <b>HIRE OF ALDERSLEY LEISURE VILLAGE OUTDOOR ARENA ( PER HR )</b>    |                                    |                                    |             |   |  |             |
|     | i) ATHLETICS / CYCLING / EVENTS                                      | 78.65                              | 65.54                              | SR          | 86.50                                       | 72.08  | 6.54        |
|     | ii) SCHOOL EVENTS  | 36.50                              | 30.42                              | SR          | 40.20                                       | 33.50  | 3.08        |
|     | iii) FLOODLIGHTS   | 22.00                              | 18.33                              | SR          | 24.20                                       | 20.17  | 1.84        |
|     | <b>ATHLETICS / CYCLING</b>   |                                    |                                    |             |   |  |             |
|     | i) TRACK ( A )   | 3.85                               | 3.21                               | SR          | 4.00  | 3.33   | 0.12        |
|     | ii) TRACK – OFF PEAK   | 1.95                               | 1.63                               | SR          |   |  |             |

| Ref | Description                         | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|-------------------------------------|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | iii) TRACK (J)                      | 1.95                               | 1.63                               | SR          | 2.00  | 1.67   | 0.04        |
|     | <b>CRECHE (2 hours)</b>             |                                    |                                    |             |   |  |             |
|     | i) SINGLE CHILD                     | 2.75                               | 2.29                               | SR          | 3.00  | 2.50   | 0.21        |
|     | ii) SECOND CHILD                    | 1.40                               | 1.17                               | SR          | 1.50  | 1.25   | 0.08        |
|     | <b>SHOWER ONLY</b>                  |                                    |                                    |             |   |  |             |
|     | i) ADULT                            | 2.75                               | 2.29                               | SR          | 3.00  | 2.50   | 0.21        |
|     | ii) JUNIOR                          | 1.40                               | 1.17                               | SR          | 1.50  | 1.25   | 0.08        |
|     | <b>CAR PARKING AT CENTRAL BATHS</b> |                                    |                                    |             |   |  |             |
|     | i) DAILY RATE                       | 10.45                              | 8.71                               | SR          | 11.50                                       | 9.58   | 0.87        |
|     | ii) MATCH DAY                       | 5.50                               | 4.58                               | SR          | 6.00  | 5.00   | 0.42        |
|     | <b>HIRE OF WOODLANDS SUITE</b>      |                                    |                                    |             |   |  |             |
|     | i) 3 SECTIONS PER DAY - EXT         | 291.50                             | 291.5                              | ZR          | 320.00                                      | 320.00   | 28.50       |
|     | ii) 3 SECTIONS PER HR - EXT         | 39.05                              | 39.05                              | ZR          | 43.00                                       | 43.00  | 3.95        |
|     | iii) 1 SECTION PER DAY - EXT        | 112.20                             | 112.2                              | ZR          | 123.40                                      | 123.40   | 11.20       |
|     | iv) 1 SECTION PER HR - EXT          | 14.85                              | 14.85                              | ZR          | 16.30                                       | 16.30  | 1.45        |
|     | v) 3 SECTIONS PER DAY - INT         | 233.20                             | 233.2                              | ZR          | 256.50                                      | 256.50   | 23.30       |
|     | vi) 3 SECTIONS PER HR - INT         | 31.25                              | 31.25                              | ZR          | 34.40                                       | 34.40  | 3.15        |
|     | vii) 1 SECTION PER DAY - INT        | 89.80                              | 89.8                               | ZR          | 98.80                                       | 98.80  | 9.00        |
|     | viii) 1 SECTION PER HR - INT        | 11.90                              | 11.9                               | ZR          | 13.00                                       | 13.00  | 1.10        |
|     | <b>ROOM HIRE</b>                    |                                    |                                    |             |   |  |             |
|     | i) AEROBICS/DANCE STUDIO (PER DAY)  | 160.00                             | 133.33                             | SR          | 176.00                                      | 146.67   | 13.34       |
|     | ii) AEROBICS/DANCE STUDIO (PER DAY) | 88.70                              | 73.92                              | SR          | 97.50                                       | 81.25  | 7.33        |

| Ref | Description  | Current<br>Charge incl<br>VAT<br>£ | Current<br>charge excl<br>VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT 2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15<br>£ | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|---|--|-------------|
|     | iii) AEROBICS/DANCE STUDIO (PER HR)                | 26.95                              | 22.46                              | SR          | 29.60                                       | 24.67  | 2.21        |
|     | iv) AEROBICS/DANCE STUDIO (PER HR)                 | 14.85                              | 12.38                              | SR          | 16.30                                       | 13.58  | 1.20        |
|     | v) ALDERSLEY LV - FAMILY ROOM (PER HR)             | 13.20                              | 13.2                               | ZR          | 14.50                                       | 14.50  | 1.30        |
|     | vi) BERT WILLIAMS L C MEETING ROOM PER DAY - EXT   | 112.20                             | 112.2                              | ZR          | 123.40                                      | 123.40   | 11.20       |
|     | vii) BERT WILLIAMS L C MEETING ROOM PER HR - EXT   | 14.85                              | 14.85                              | ZR          | 16.30                                       | 16.30  | 1.45        |
|     | viii) BERT WILLIAMS L C MEETING ROOM PER DAY - INT | 89.80                              | 89.8                               | ZR          | 98.80                                       | 98.80  | 9.00        |
|     | ix) BERT WILLIAMS L C MEETING ROOM PER HR - INT    | 11.90                              | 11.9                               | ZR          | 13.00                                       | 13.00  | 1.10        |
|     | x) CENTRAL BATHS ROOM HIRE                         | 7.45                               | 7.45                               | ZR          | 8.20  | 8.20   | 0.75        |
|     | <b>JUNIOR SPORTS COURSES (per hr)</b>              |                                    |                                    |             |   |  |             |
|     | i) ROOKIE LIFEGUARD                                | 3.55                               | 3.55                               | ZR          | 3.90  | 3.90   | 0.35        |
|     | <b>FIT CARD</b>                                    |                                    |                                    |             |   |  |             |
|     | i) SWIM & FITNESS (ANNUAL)                         | 335.00                             | 279.17                             | SR          | 335.00                                      | 279.17   | 0.00        |
|     | ii) SWIM & FITNESS (ANNUAL) OFF PEAK               | 235.00                             | 195.83                             | SR          | 235.00                                      | 195.83   | 0.00        |
|     | iii) SWIM & FITNESS (ANNUAL) 60+                   | 167.50                             | 139.59                             | SR          | 167.50                                      | 139.59   | 0.00        |
|     | iv) FITNESS ONLY (ANNUAL)                          | 240.00                             | 200                                | SR          | 240.00                                      | 200.00   | 0.00        |
|     | v) FITNESS ONLY (ANNUAL) OFF PEAK                  | 169.90                             | 141.58                             | SR          | 169.90                                      | 141.58   | 0.00        |
|     | vi) FITNESS ONLY (ANNUAL) 60+                      | 120.00                             | 100                                | SR          | 120.00                                      | 100.00   | 0.00        |
|     | vii) SWIM ONLY (ANNUAL)                            | 150.00                             | 125                                | SR          | 150.00                                      | 125.00   | 0.00        |
|     | viii) SWIM ONLY (ANNUAL) OFF PEAK                  | 105.00                             | 87.5                               | SR          | 105.00                                      | 87.50  | 0.00        |
|     | ix) SWIM ONLY (ANNUAL) 60+                         | 75.00                              | 62.5                               | SR          | 75.00                                       | 62.50  | 0.00        |
|     | x) SWIM & FITNESS (MONTHLY)                        | 33.50                              | 27.92                              | SR          | 33.50                                       | 27.92  | 0.00        |
|     | xi) SWIM & FITNESS (MONTHLY) OFF PEAK              | 23.50                              | 19.58                              | SR          | 23.50                                       | 19.58  | 0.00        |
|     | xii) SWIM & FITNESS (MONTHLY) 60+                  | 16.75                              | 13.96                              | SR          | 16.75                                       | 13.96  | 0.00        |
|     | xiii) FITNESS ONLY (MONTHLY)                       | 24.00                              | 20                                 | SR          | 24.00                                       | 20.00  | 0.00        |

The fees and charges for the new membership scheme will be subject to a separate report to Cabinet (Resources) Panel

| Ref | Description   | Current     | Current     | VAT  | Proposed    | Proposed    | Change |
|-----|---|-------------|-------------|------|-------------|-------------|--------|
|     |   | Charge incl | charge excl |      | Charge incl | Charge excl |        |
|     |   | VAT         | VAT         | Rate | VAT 2014/15 | VAT 2014/15 |        |
|     |   | £           | £           |      | £           | £           | £      |
|     | xiv) FITNESS ONLY (MONTHLY) OFF PEAK                                  | 16.99       | 14.16       | SR   | 16.99       | 14.16       | 0.00   |
|     | xv) FITNESS ONLY (MONTHLY) 60+  | 12.00       | 10          | SR   | 12.00       | 10.00       | 0.00   |
|     | xvi) SWIM ONLY (MONTHLY)  | 15.00       | 12.5        | SR   | 15.00       | 12.50       | 0.00   |
|     | xvii) SWIM ONLY (MONTHLY) OFF PEAK                                    | 10.50       | 8.75        | SR   | 10.50       | 8.75        | 0.00   |
|     | xviii) SWIM ONLY (MONTHLY) 60+  | 7.50        | 6.25        | SR   | 7.50        | 6.25        | 0.00   |
|     | xix) REPLACEMENT CARD   | 3.50        | 2.92        | SR   | 3.50        | 2.92        | 0.00   |
|     | <b>TRAINING COURSES</b>   |             |             |      |             |             |        |
|     | i) NATIONAL POOL LIFEGUARD QUALIFICATION                              | 199.00      | 199         | ZR   | 199.00      | 199.00      | 0.00   |
|     | ii) NPLQ – RETAKE   | 52.00       | 52          | ZR   | 52.00       | 52.00       | 0.00   |
|     | iii) NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS<br>& COACHES (2 day) | 109.00      | 109         | ZR   | 109.00      | 109.00      | 0.00   |
|     | iv) NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS<br>& COACHES (1 day)  | 66.00       | 66          | ZR   | 66.00       | 66.00       | 0.00   |
|     | v) FIRST AID AT WORK QUALIFICATION                                    | 159.00      | 159         | ZR   | 159.00      | 159.00      | 0.00   |
|     | vi) FIRST AID AT WORK REFRESHER COURSE                                | 109.00      | 109         | ZR   | 109.00      | 109.00      | 0.00   |
|     | vii) EMERGENCY FIRST AID AT WORK                                      | 61.00       | 61          | ZR   | 61.00       | 61.00       | 0.00   |
|     | viii) EMERGENCY RESPONSE  | 33.00       | 33          | ZR   | 33.00       | 33.00       | 0.00   |
|     | ix) ONE HOUR FIRST AID TRAINING                                       | 11.00       | 11          | ZR   | 11.00       | 11.00       | 0.00   |
|     | <b>REGISTERED CARERS</b>  |             |             |      |             |             |        |
|     | i) WHEN ACCOMPANYING PERSON IN THEIR CARE                             | 0.00        | 0           | ZR   | 0.00        | 0.00        | 0.00   |



| Description                                      | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|--|---------------------------------|---------------------------------|----------|---|---|-------------|
| <b>PLAY SERVICES</b>                             |                                 |                                 |          |   |   |             |
| <b>OLD FALLINGS ADVENTURE PLAYGROUND</b>         |                                 |                                 |          |   |   |             |
| MAIN HALL (NEW BUILDING) PER HOUR                | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| PROJECTOR ROOM (NEW BUILDING) PER HOUR           | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| CRAFT ROOM (OLD BUILDING) PER HOUR               | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| SENSORY ROOM (OLD BUILDING) PER HOUR             | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| OUTSIDE PLAY AREA PER HOUR                       | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| <b>GATIS STREET ADVENTURE PLAYGROUND</b>         |                                 |                                 |          |   |   |             |
| MAIN HALL PER HOUR                               | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| CRAFT ROOM PER HOUR                              | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| OUTSIDE PLAY AREA PER HOUR                       | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| <b>SCOTLANDS ADVENTURE PLAYGROUND</b>            |                                 |                                 |          |   |   |             |
| MAIN HALL PER HOUR                               | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| CRAFT ROOM PER HOUR                              | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| OUTSIDE PLAY AREA PER HOUR                       | £ 10.00                         | £ 10.00                         | ZR       | £ 10.00                                     | £ 10.00                                     | 0.00        |
| PLAY AUDIT FOR WOLVERHAMPTON SCHOOL              | £ 110.00                        | £ 110.00                        | ZR       | £ 110.00                                    | £ 110.00                                    | 0.00        |
| PLAY AUDIT FOR SCHOOL OUTSIDE CITY               | £ 130.00                        | £ 130.00                        | ZR       | £ 130.00                                    | £ 130.00                                    | 0.00        |
| PLAY SESSION FOR WOLVERHAMPTON SCHOOL PER HOUR   | £ 145.00                        | £ 145.00                        | ZR       | £ 145.00                                    | £ 145.00                                    | 0.00        |
| PLAY SESSION FOR SCHOOL OUTSIDE OF CITY PER HOUR | £ 170.00                        | £ 170.00                        | ZR       | £ 170.00                                    | £ 170.00                                    | 0.00        |
| FORREST SCHOOLS IN WOLVERHAMPTON SCHOOL PER HOUR | £ 130.00                        | £ 130.00                        | ZR       | £ 130.00                                    | £ 130.00                                    | 0.00        |
| FORREST SCHOOLS OUTSIDE CITY PER HOUR            | £ 145.00                        | £ 145.00                        | ZR       | £ 145.00                                    | £ 145.00                                    | 0.00        |

| Description                                 | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|---|---------------------------------|---------------------------------|----------|---|---|-------------|
| <b>CHILDREN'S VILLAGE CHILDREN'S CENTRE</b> |                                 |                                 |          |   |   |             |
| <b>CHILDCARE FEES</b>                       |                                 |                                 |          |   |   |             |
| 2 SESSIONS 8.30AM-4.30PM NO LUNCH           | £ 72.00                         | £ 72.00                         | NB       | £ 72.00                                     | £ 72.00                                     | 0.00        |
| 2 SESSIONS 8.30AM-4.30PM WITH LUNCH         | £ 76.00                         | £ 76.00                         | NB       | £ 76.00                                     | £ 76.00                                     | 0.00        |
| SESSION 8.30AM-9.30AM                       | £ 4.50                          | £ 4.50                          | NB       | £ 4.50                                      | £ 4.50                                      | 0.00        |
| SESSION 9.30AM-12.30PM OR 1.30PM-4.30PM     | £ 13.50                         | £ 13.50                         | NB       | £ 13.50                                     | £ 13.50                                     | 0.00        |
| SESSION 4.30PM-5.30PM                       | £ 5.00                          | £ 5.00                          | NB       | £ 5.00                                      | £ 5.00                                      | 0.00        |
| LUNCH HOUR SESSION WITH OWN LUNCH           | £ 5.00                          | £ 5.00                          | NB       | £ 5.00                                      | £ 5.00                                      | 0.00        |
| LUNCH HOUR SESSION WITH HOT LUNCH           | £ 7.00                          | £ 7.00                          | NB       | £ 7.00                                      | £ 7.00                                      | 0.00        |
| <br><b>COMMUNITY RECREATION</b>             |                                 |                                 |          |   |   |             |
| <b>Priory Green Community Hub</b>           |                                 |                                 |          |   |   |             |
| Community Groups (per session)              | 5.50                            | 4.58                            | SR/EX*   | 6.05  | 5.04  | 0.46        |
| Charitable Organisations                    | 5.50                            | 4.58                            | SR/EX*   | 6.05  | 5.04  | 0.46        |
| Private Parties Children                    | 11.00                           | 9.17                            | SR/EX*   | 12.10                                       | 10.08                                       | 0.91        |
| Private Parties Adults                      | 16.50                           | 13.75                           | SR/EX*   | 18.15                                       | 15.13                                       | 1.38        |
| Church Groups                               | 16.50                           | 13.75                           | SR/EX*   | 18.15                                       | 15.13                                       | 1.38        |
| Commercial Groups                           | 33.00                           | 27.50                           | SR/EX*   | 36.30                                       | 30.25                                       | 2.75        |
| Easyline Equipment Rental                   | 0.00                            | 0.00                            | SR/EX*   | 1.5   | 1.25  | 1.25        |
| <br><b>St Chads Community Centre</b>        |                                 |                                 |          |   |   |             |
| Sports Hall                                 |                                 |                                 |          |   |   |             |
| I. Community Groups (per session)           | 9.90                            | 8.25                            | SR/EX*   | 10.10                                       | 8.42  | 0.17        |
| II. Charitable Organisations                | 9.90                            | 8.25                            | SR/EX*   | 10.10                                       | 8.42  | 0.17        |
| Community Room                              |                                 |                                 |          |   |   |             |
| III. Community Groups (per session)         | 3.85                            | 3.21                            | SR/EX*   | 3.95  | 3.29  | 0.08        |

| Description                              | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|--|----------------|----------------|----------|-----------------|-------------|--------|
|  | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|  | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| IV. Charitable Organisations             | 3.85           | 3.21           | SR/EX*   | 3.95            | 3.29        | 0.08   |
| V. Private parties children              | 7.70           | 6.42           | SR/EX*   | 7.90            | 6.58        | 0.16   |
| VI. Church groups                        | 11.90          | 9.92           | SR/EX*   | 12.20           | 10.17       | 0.25   |
| VII. COMMERCIAL                          | 23.10          | 19.25          | SR/EX*   | 23.75           | 19.79       | 0.54   |
| Easyline Equipment Rental                |                |                |          | 1.5             | 1.25        | 1.25   |
| <b>Heath Town Community Centre</b>       |                |                |          |                 |             |        |
| Main Hall                                |                |                |          |                 |             |        |
| I. COMMUNITY GROUP HIRE (per session)    | 7.00           | 5.83           | SR/EX*   | 7.15            | 5.96        | 0.13   |
| II. CHARITABLE ORGANISATIONS             | 7.00           | 5.83           | SR/EX*   | 7.15            | 5.96        | 0.13   |
| III. PRIVATE PARTIES CHILDREN            | 14.00          | 11.67          | SR/EX*   | 14.30           | 11.92       | 0.25   |
| ADULTS                                   | 21.00          | 17.50          | SR/EX*   | 21.45           | 17.88       | 0.38   |
| IV. CHURCH GROUPS                        | 21.00          | 17.50          | SR/EX*   | 21.45           | 17.88       | 0.38   |
| V. COMMERCIAL GROUPS                     | 41.25          | 34.38          | SR/EX*   | 42.25           | 35.21       | 0.84   |
| Room 1 & 2                               |                |                |          |                 |             |        |
| I. COMMUNITY GROUP HIRE                  | 3.50           | 2.92           | SR/EX*   | 3.60            | 3.95        | 1.03   |
| II. CHARITABLE ORGANISATIONS             | 3.50           | 2.92           | SR/EX*   | 3.60            | 3.00        | 0.08   |
| III. PRIVATE PARTIES CHILDREN            | 7.00           | 5.83           | SR/EX*   | 7.20            | 6.00        | 0.17   |
| ADULTS                                   | 10.50          | 8.75           | SR/EX*   | 10.80           | 9.00        | 0.25   |
| IV. CHURCH GROUPS                        | 10.50          | 8.75           | SR/EX*   | 10.80           | 9.00        | 0.25   |
| V. COMMERCIAL GROUPS                     | 31.20          | 26.00          | SR/EX*   | 32.10           | 26.75       | 0.75   |
| <b>All Saints Community Centre</b>       |                |                |          |                 |             |        |
| Main Hall                                |                |                |          |                 |             |        |
| I. COMMUNITY GROUPS (per 3 hour session) | 4.00           | 3.33           | SR/EX*   | 4.10            | 3.42        | 0.09   |
| II. CHARITABLE ORGANISATIONS             | 4.00           | 3.33           | SR/EX*   | 4.10            | 3.42        | 0.09   |
| III. PRIVATE PARTIES – CHILDREN          | 8.00           | 6.67           | SR/EX*   | 8.20            | 6.83        | 0.16   |
| IV. PRIVATE PARTIES – ADULT              | 12.00          | 10.00          | SR/EX*   | 12.30           | 10.25       | 0.25   |
| V. CHURCH GROUPS                         | 12.00          | 10.00          | SR/EX*   | 12.30           | 10.25       | 0.25   |

| Description   | Current Charge | Current charge | VAT Rate | Proposed        | Proposed        | Change |
|---|----------------|----------------|----------|-----------------|-----------------|--------|
|   | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl VAT |        |
|   | £              | £              |          | 2014/15         | 2014/15         | £      |
| VI. COMMERCIAL GROUPS   | 16.00          | 13.33          | SR/EX*   | 16.40           | 13.67           | 0.34   |
| Kitchen   |                |                |          |                 |                 |        |
| I. COMMUNITY GROUPS (per 3 hour session)  | 4.00           | 3.33           | EX       | 4.10            | 4.10            | 0.77   |
| II. CHARITABLE ORGANISATION   | 4.00           | 3.33           | EX       | 4.10            | 4.10            | 0.77   |
| III. COMMERCIAL GROUPS  | 8.00           | 6.67           | EX       | 8.20            | 8.20            | 1.53   |
| Activities Area   |                |                |          |                 |                 |        |
| I. COMMUNITY GROUPS (per 3 hour session)  | 4.00           | 3.33           | SR/EX*   | 4.10            | 4.10            | 0.77   |
| II. CHARITABLE ORGANISATION   | 4.00           | 3.33           | SR/EX*   | 4.10            | 3.42            | 0.09   |
| III. PRIVATE PARTIES – CHILDREN   | 8.00           | 6.67           | SR/EX*   | 8.20            | 6.83            | 0.16   |
| IV. PRIVATE PARTIES – ADULT   | 12.00          | 10.00          | SR/EX*   | 12.30           | 10.25           | 0.25   |
| V. CHURCH GROUPS  | 12.00          | 10.00          | SR/EX*   | 12.30           | 12.30           | 2.30   |
| VI. COMMERCIAL GROUPS   | 16.00          | 13.33          | SR/EX*   | 16.40           | 16.40           | 3.07   |
| <b>Weekend letting fees to all Community Centres (City wide)</b>  |                |                |          |                 |                 |        |
| i. Community Groups   | 7.70           | 6.42           | EX       | 7.90            | 7.90            | 1.48   |
| ii. Children's Parties  | 16.50          | 13.75          | EX       | 16.90           | 16.90           | 3.15   |
| iii. Private Parties  | 33.00          | 27.50          | EX       | 33.80           | 33.80           | 6.30   |
| iv. Commercial  | 44.00          | 36.67          | EX       | 45.10           | 45.10           | 8.43   |
| <b>Blakenhall Community &amp; Healthy Living Centre</b>   |                |                |          |                 |                 |        |
| Disabilities, 50+, Ladies only  | 1.84           | 1.53           | SR       | <b>1.90</b>     | 1.58            | 0.05   |
| <i>Target Group Activity Monthly Pass (badminton included providing all have passes or separate charge of above will apply)</i> | 20.00          | 0.00           |          |                 |                 |        |
| <b>Fitness Suites / Training</b>  |                |                |          |                 |                 |        |
| Inductions  | 5.72           | 4.77           | EX       | <b>5.85</b>     | 5.85            | 1.08   |
| <i>TRAINING SESSION ADULT</i>   | 4.83           | 4.03           | SR       |                 |                 |        |
| <i>Concessionary card</i>   | 2.52           | 2.10           | SR       |                 |                 |        |

| Description                                   | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|---|----------------|----------------|----------|-----------------|-------------|--------|
|   | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|   | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| Induction school group                        | 10.50          | 10.50          | NB       | <b>10.75</b>    | 10.75       | 0.25   |
| Induction group                               | 18.90          | 15.75          | EX       | <b>19.35</b>    | 19.35       | 3.60   |
| One to one induction                          | 10.50          | 8.75           | EX       | <b>10.75</b>    | 10.75       | 2.00   |
| Training session                              | 2.42           | 2.02           | SR       | <b>2.50</b>     | 2.08        | 0.06   |
| Training session schools                      | 0.91           | 0.76           | SR       | <b>1.90</b>     | 1.58        | 0.82   |
| <b>Activity Equipment Hire</b>                |                |                |          |                 |             |        |
| All ages (per hour) Easyline equipment        | 16.50          | 13.75          | SR       | <b>17.00</b>    | 14.16       | 0.41   |
| Main gym                                      | 52.50          | 43.75          | SR       | <b>54.00</b>    | 45.00       | 1.25   |
| Dance mats                                    | 10.50          | 8.75           | SR       | <b>10.80</b>    | 9.00        | 0.25   |
| Toning suite                                  | 21.00          | 17.50          | SR       | <b>21.60</b>    | 18.00       | 0.50   |
| <b>SHOWER</b>                                 |                |                |          |                 |             |        |
| <i>Adult</i>                                  | 2.42           | 2.02           | SR       |                 |             |        |
| Adult CONCESSIONARY RATE ONLY                 | 1.30           | 1.08           | SR       | <b>1.35</b>     | 1.13        | 0.05   |
| <b>REGISTERED CARERS</b>                      |                |                |          |                 |             |        |
| <i>When accompanying person in their care</i> | 0.95           | 0.00           | SR       |                 |             |        |
| <b>BADMINTON/SHORT TENNIS (PER HOUR)</b>      |                |                |          |                 |             |        |
| <i>COURT HIRE (ADULT)</i>                     | 8.19           | 6.83           | SR       |                 |             |        |
| Court Hire                                    | 4.10           | 3.42           | SR       | <b>4.20</b>     | 3.50        | 0.08   |
| Racquet hire                                  | 1.31           | 1.09           | SR       | <b>1.35</b>     | 1.13        | 0.04   |
| <b>TABLE TENNIS</b>                           |                |                |          |                 |             |        |
| <i>Table tennis adult peak</i>                | 3.68           | 3.07           | SR       | <b>3.75</b>     |             |        |
| Table tennis                                  | 2.31           | 1.93           | SR       | <b>2.40</b>     | 2.00        | 0.08   |
| Table tennis bat hire                         | 1.05           | 0.88           | SR       | <b>1.10</b>     | 0.92        | 0.04   |
| Table tennis - ball purchase                  | 1.05           | 0.88           | SR       | <b>1.10</b>     | 0.92        | 0.04   |
| <b>INDOOR BOWLS (PER 2 HOUR SESSION)</b>      |                |                |          |                 |             |        |
| Per person                                    | 1.89           | 1.58           | SR       | <b>1.95</b>     | 1.63        | 0.05   |
| <i>PER PERSON (JUNIOR)</i>                    | 1.89           | 1.58           | SR       |                 |             |        |
| <b>TONING SUITE (PER 40 MINUTES SESSION)</b>  |                |                |          |                 |             |        |
| <i>1) ADULT (PEAK)</i>                        | 3.68           | 3.07           | SR       |                 |             |        |

| Description                                      | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|--|----------------|----------------|----------|-----------------|-------------|--------|
|  | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|  | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| Adult  | 2.40           | 2.00           | SR       | 2.45            | 2.04        | 0.04   |
| <b>MONTHLY PASSES (ADULT)</b>                    |                |                |          |                 |             |        |
| <i>FITNESS – UNLIMITED</i>                       | 22.37          | 18.64          | SR       |                 |             |        |
| <i>FITNESS &amp; TONING</i>                      | 32.34          | 26.95          | SR       |                 |             |        |
| <i>TONING</i>                                    | 13.70          | 11.42          | SR       |                 |             |        |
| <i>COMBI</i>                                     | 39.27          | 32.73          | SR       |                 |             |        |
| <i>5 SESSION MONTHLY PASS</i>                    | 12.13          | 10.11          | SR       |                 |             |        |
| <i>3 SESSION MONTHLY PASS</i>                    | 7.51           | 6.26           | SR       |                 |             |        |
| 4 sessions                                       | 7.50           | 6.25           | SR       | 7.70            | 6.42        | 0.17   |
| 7 sessions                                       | 12.10          | 10.08          | SR       | 12.40           | 10.33       | 0.25   |
| 12 sessions                                      | 18.00          | 15.00          | SR       | 18.50           | 15.42       | 0.42   |
| 20 sessions                                      | 23.40          | 19.50          | SR       | 24.00           | 20.00       | 0.50   |
| 50 sessions                                      | 50.00          | 41.67          | SR       | 51.00           | 42.50       | 0.83   |
| 100 sessions                                     | 85.00          | 70.83          | SR       | 86.00           | 71.67       | 0.84   |
| 150 sessions                                     | 90.00          | 75.00          | SR       | 91.00           | 75.83       | 0.83   |
| <b>Wellness Sessions</b>                         |                |                |          |                 |             |        |
| Wellness key lost / stolen (bought individually) | 10.50          | 8.75           | SR       | 10.75           | 8.96        | 0.21   |
| One to one session with key                      | 22.26          | 18.55          | SR       | 22.75           | 18.96       | 0.41   |
| One to one session without key                   | 13.07          | 10.89          | SR       | 13.35           | 11.13       | 0.24   |
| Reassessment                                     | 7.88           | 6.57           | SR       | 8.10            | 6.75        | 0.18   |
| My Wellness key with one to one                  | 78.65          | 65.54          | SR       | 80.00           | 66.67       | 1.13   |
| <b>Young Peoples Sessions</b>                    |                |                |          |                 |             |        |
| EASYLINE GYM 10 WEEK COST                        | 10.00          | 8.33           | SR       |                 |             |        |
| Easyline Gym                                     | 1.25           | 1.04           | SR       |                 |             |        |
| Instructed sessions                              | 3.05           | 2.54           | EX       |                 |             |        |
| Dance mats                                       | 1.73           | 1.44           | ZR       | 1.75            | 1.75        | 0.31   |
| Active8 10 week course                           | 10.00          | 8.33           | ZR       | 10.25           | 10.25       | 1.92   |
| <b>INSTRUCTED SESSIONS</b>                       |                |                |          |                 |             |        |
| Adult per person                                 | 3.71           | 3.09           | EX       | 3.80            | 3.80        | 0.71   |

| Description  | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|--|---------------------------------|---------------------------------|----------|---|---|-------------|
| <b>General Use</b>   |                                 |                                 |          |   |   |             |
| <b>Main Hall</b>   |                                 |                                 |          |   |   |             |
| <b>Community</b>   |                                 |                                 |          |   |   |             |
| Half Hall - no set up (per hour)   |                                 |                                 | EX       | <b>12.00</b>                                | 12.00                                       | 12.00       |
| Half Hall - including set up (per hour)                                      |                                 |                                 | EX       | <b>14.00</b>                                | 14.00                                       | 14.00       |
| Whole hall no set up (per hour)  |                                 |                                 | EX       | <b>20.00</b>                                | 20.00                                       | 20.00       |
| Whole hall inc set up (per hour)   |                                 |                                 | EX       | <b>25.00</b>                                | 25.00                                       | 25.00       |
| <b>Group Bookings (meetings / seminars)</b>                                  |                                 |                                 |          |   |   |             |
| HALF PEAK (per hour)   | 25.20                           | 21.00                           | SR/EX*   |   |   |             |
| FULL PEAK (per hour)   | 46.73                           | 38.94                           | SR/EX*   |   |   |             |
| HALF OFF PEAK/ JUNIOR (per hour)   | 16.38                           | 13.65                           | SR/EX*   |   |   |             |
| FULL OFF PEAK/JUNIOR (per hour)  | 28.98                           | 24.15                           | SR/EX*   |   |   |             |
| <b>ANY COMMERCIAL ORGANISATION</b>   |                                 |                                 |          |   |   |             |
| HALF PEAK (per hour)   | 27.30                           | 22.75                           | SR/EX*   |   |   |             |
| FULL PEAK (per hour)   | 49.77                           | 41.48                           | SR/EX*   |   |   |             |
| HALF OFF PEAK/ JUNIOR (per hour)   | 19.64                           | 16.37                           | SR/EX*   |   |   |             |
| FULL OFF PEAK/JUNIOR (per hour)  | 32.76                           | 27.30                           | SR/EX*   |   |   |             |
| Half Hall - no set up (per hour)   | 16.00                           | 13.33                           | SR       | <b>16.40</b>                                | 13.67                                       | 0.34        |
| Half Hall - including set up (per hour)                                      | 20.00                           | 16.67                           | SR       | <b>20.50</b>                                | 17.08                                       | 0.41        |
| Whole hall no set up (per hour)  | 28.00                           | 23.33                           | SR       | <b>28.70</b>                                | 23.92                                       | 0.59        |
| Whole hall inc set up (per hour)   | 32.00                           | 26.67                           | SR       | <b>32.80</b>                                | 27.33                                       | 0.66        |
| <b>COMMUNITY ROOM 1 &amp; 2, MEETING ROOM 1 &amp; 2, WORKSPACE 1 &amp; 2</b> |                                 |                                 |          |   |   |             |
| Community  | 5.46                            | 4.55                            | EX       | <b>5.60</b>                                 | 5.60  | 1.05        |
| COMMUNITY PEAK   | 10.92                           | 9.10                            | EX       |   |   |             |
| <b>Group Bookings (meetings / seminars)</b>                                  |                                 |                                 |          |   |   |             |
| PEAK   | 13.13                           | 10.94                           | SR       |   |   |             |
| OFF PEAK   | 7.67                            | 6.39                            | SR       |   |   |             |
| <b>ANY COMMERCIAL ORGANISATION</b>   |                                 |                                 |          |   |   |             |
| PEAK   | 21.84                           | 18.20                           | SR       |   |   |             |

| Description  | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|--|----------------|----------------|----------|-----------------|-------------|--------|
|  | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|  | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| <i>OFF PEAK</i>  | 10.92          | 9.10           | SR       |                 |             |        |
| Standard Layout (per hour)                             | 10.92          | 9.10           | EX       | 11.20           | 11.20       | 2.10   |
| Alternative layout (per hour)                          | 13.12          | 10.93          | EX       | 13.50           | 13.50       | 2.57   |
| KITCHEN  |                |                |          |                 |             |        |
| COMMUNITY OFF PEAK                                     | 5.46           | 4.55           | EX       |                 |             |        |
| COMMUNITY PEAK   | 8.72           | 7.27           | EX       |                 |             |        |
| Community  | 5.46           | 4.55           | EX       | 5.60            | 5.60        | 1.05   |
| Group Bookings   | 10.92          | 9.10           | SR       | 11.20           | 9.33        | 0.23   |
| PEAK   | 10.92          | 9.10           | EX       |                 |             |        |
| OFF PEAK   | 8.72           | 7.27           | EX       |                 |             |        |
| ANY COMMERCIAL ORGANISATION                            |                |                |          |                 |             |        |
| PEAK   | 19.64          | 16.37          | SR       |                 |             |        |
| OFF PEAK   | 13.13          | 10.94          | SR       |                 |             |        |
| <b>Party Packages - Hall</b>                           |                |                |          |                 |             |        |
| Main hall per hour (adult)                             | 92.55          | 77.13          | SR       | 95.00           | 79.17       | 2.05   |
| Deposit  | 250.00         | 250.00         | ZR       | 250.00          | 250.00      | 0.00   |
| MAIN HALL PER HOUR (JUNIOR)                            | 70.60          | 0.00           | SR       |                 |             |        |
| DEPOSIT  | 105.00         | 100.00         | ZR       |                 |             |        |
| Community / Meeting / Workspace 1 & 2 per hour (Adult) | 51.15          | 0.00           | SR       | 52.50           | 43.75       | 43.75  |
| Deposit  | 105.00         | 100.00         | EX       | 105.00          | 105.00      | 5.00   |
| COMMUNITY/MEETING/WORKSPACE 1 & 2 (JUNIOR)             | 39.2           | 0              | SR       |                 |             |        |
| DEPOSIT  | 52.5           | 50             | ZR       |                 |             |        |
| Kitchen  | 19.64          | 16.37          | SR       | 20.62           | 17.19       | 0.82   |
| INSTRUCTOR NEEDED (PER HOUR)                           | 13.13          | 10.94          | SR       | 13.50           | 11.25       | 0.31   |
| BANK HOLIDAY PARTIES STAFFING (per hour)               | 26.25          | 21.88          | SR       | 27.00           | 22.50       | 0.63   |
| 2015/16 (price)  | 101.80         | 84.83          | SR       | 105.00          | 87.50       | 2.67   |
| <b>Events Packages - Hall</b>                          |                |                |          |                 |             |        |
| Half Day   |                |                |          |                 |             |        |
| Full Day   |                |                |          |                 |             |        |



| Description  | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|--|----------------|----------------|----------|-----------------|-------------|--------|
|  | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|  | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| PEAK (per half day)  | 168.00         | 140.00         | SR       |                 |             |        |
| OFF PEAK (per half day)  | 105.00         | 87.50          | SR       |                 |             |        |
| STATUTORY PARTNERS (meetings/seminars)   |                |                |          |                 |             |        |
| PEAK (per half day)  | 196.35         | 163.63         | EX       |                 |             |        |
| OFF PEAK (per half day)  | 109.15         | 90.96          | EX       |                 |             |        |
| ANY COMMERCIAL ORGANISATION  |                |                |          |                 |             |        |
| PEAK (per half day)  | 327.60         | 273.00         | EX       |                 |             |        |
| OFF PEAK (per half day)  | 185.64         | 154.70         | EX       |                 |             |        |
| <b>Group Bookings (meetings/seminars)</b>  |                |                |          |                 |             |        |
| half day   | 105.00         | 87.50          | EX       | <b>108.00</b>   | 108.00      | 20.50  |
| Full day   | 187.00         | 155.83         | EX       | <b>192.00</b>   | 192.00      | 36.17  |
| ½ DAY TRAINING COURSES, MEETINGS, COMMUNITY, WORK SPACES 1 X ROOM (excluding meeting room 1 & 2)   | 47.00          | 39.17          | EX       |                 |             |        |
| V) FULL DAY TRAINING COURSES, MEETING, COMMUNITY, WORK SPACES 1 X ROOM (excluding meeting room 1 & 2)  | 85.00          | 70.83          | EX       |                 |             |        |
| Purchase of flipchart paper (20 sheets)  | 7.25           | 6.04           | SR       | <b>7.45</b>     | 6.21        | 0.17   |
| Hire of projector  | 4.15           | 3.46           | SR       | <b>4.25</b>     | 3.54        | 0.08   |
| Hire of music system per session   | 4.15           | 3.46           | SR       | <b>4.25</b>     | 3.54        | 0.08   |
| Photocopying service per sheet (b&w)   | 0.10           | 0.08           | SR       | <b>0.15</b>     | 0.13        | 0.05   |
| Photocopying service per sheet (colour)  | 1.05           | 0.88           | SR       | <b>1.05</b>     | 0.88        | 0.00   |
| Conference pack to include use of flip chart, flip chart paper (20 sheets), flip chart pens x 2, projector and or music system (subject to availability) | 18.00          | 15.00          | SR       | <b>18.50</b>    | 15.42       | 0.42   |
| VIII) ADDITIONAL – set ups & pack ups charged per ½ hour rooms and additional staff required for main hall events  | 5.00           | 4.17           | EX       |                 |             |        |
| IX) ADDITIONAL ROOMS COMMUNITY   | 2.50           | 2.08           | EX       |                 |             |        |
| X) ADDITIONAL ROOMS INTERNAL RATE  | 5.00           | 4.17           | EX       |                 |             |        |
| XI) ADDITIONAL ROOM COMMERCIAL RATE  | 7.00           | 5.83           | EX       |                 |             |        |

| Description   | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|---|---------------------------------|---------------------------------|----------|---|---|-------------|
| <b>PARKS STRATEGY</b>   |                                 |                                 |          |   |   |             |
| <b>EVENTS</b>   |                                 |                                 |          |   |   |             |
| Booking Fee   | 41.00                           | 34.17                           | SR       | 50.00                                       | 41.67                                       | 7.50        |
| Community or Charitable Event (Per Event)                       | 38.00                           | 31.67                           | SR       |   | 0.00  |             |
| Commercial Large Scale Event (Weekend - Per Day)                | 321.00                          | 267.50                          | SR       |   | 0.00  |             |
| Commercial Large Scale Event (Weekday - Per Day)                | 132.00                          | 110.00                          | SR       |   | 0.00  |             |
| Groups Using Parks & Green Spaces - Half Day Session            | 50.00                           | 41.67                           | SR       | 60.00                                       | 50.00                                       | 8.33        |
| Groups Using Parks & Green Spaces - Full Day Session            | 100.00                          | 83.33                           | SR       | 120.00                                      | 100.00                                      | 16.67       |
| <b>GROUPS USING PARKS AND GREEN SPACES</b>                      |                                 |                                 |          |   |   |             |
| HALF DAY SESSION  | 55.00                           | 50.00                           | EX       | 60.00                                       | 60.00                                       | 10.00       |
| FULL DAY SESSION  | 110.00                          | 100.00                          | EX       | 120.00                                      | 120.00                                      | 20.00       |
| Large Scale Event (Weekday - Per Day)                           |                                 |                                 | EX       | 200.00                                      | 200.00                                      | 200.00      |
| Large Scale Event (Weekend - Per Day)                           |                                 |                                 | EX       | 400.00                                      | 400.00                                      | 400.00      |
| Commercial Events (Per day)                                     |                                 |                                 | EX       | 1000.00                                     | 1000.00                                     | 1000.00     |
| Fun Fairs (Per Week Day)  |                                 |                                 | EX       | 150.00                                      | 150.00                                      | 150.00      |
| Fun Fairs (Per Weekend Day)                                     |                                 |                                 | EX       | 355.00                                      | 355.00                                      | 355.00      |
| Hire of Classroom at Northcote Farm / Smestow Valley (per hour) |                                 |                                 | EX       | 8.00  | 8.00  | 8.00        |
| Band Stand (per day)  |                                 |                                 | EX       | 100.00                                      | 100.00                                      | 100.00      |
| Advertising using A frame boards (per event)                    |                                 |                                 | SR       | 25.00                                       | 20.83                                       | 20.83       |
| Environmental Consultancy Services (per hour)                   |                                 |                                 | SR       | 50.00                                       | 41.67                                       | 41.67       |
| Sale of materials - logs/wood chippings (per bag)               |                                 |                                 | LR (5%)  | 3.00  | 2.85  | 2.85        |
| Lease of fishing pools (annual charge)                          |                                 |                                 | SR       | 250.00                                      | 208.33                                      | 208.33      |
| Farming Day Experience  |                                 |                                 | SR       | 70.00                                       | 58.33                                       | 58.33       |

| Description   | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|---|---------------------------------|---------------------------------|----------|---|---|-------------|
| Camping / Caravanning (per night)   |                                 |                                 | SR       | 10.00                                       | 8.33  | 8.33        |
| Exclusive site hire (for training / camping etc - St Christophers) per occasion |                                 |                                 | EX       | 100.00                                      | 100.00                                      | 100.00      |
| Wildlife photography tuition (per person)                                       |                                 |                                 | EX       | 70.00                                       | 70.00                                       | 70.00       |
| Hire of Van and man for half day  |                                 |                                 | SR       | 50.00                                       | 41.67                                       | 41.67       |
| Hire of Van and man for full day  |                                 |                                 | SR       | 100.00                                      | 83.33                                       | 83.33       |

## LIBRARIES

## FINES

|                                |      |      |    |      |      |      |
|--------------------------------|------|------|----|------|------|------|
| Fines Adult (per item per day) | 0.15 | 0.13 | SR | 0.15 | 0.13 | 0.00 |
| Fines DVD (per item per day)   | 1.50 | 1.25 | SR | 1.50 | 1.25 | 0.00 |

## HIRE

|  |        |       |    |        |        |       |
|--|--------|-------|----|--------|--------|-------|
| CD's (Adult) 14 day loan                             | 1.00   | 1.00  | NB | 1.00   | 1.00   | 0.00  |
| CD's (Young Adults) 14 day loan                      | 0.50   | 0.50  | NB | 0.50   | 0.50   | 0.00  |
| DVD (Adults) 7 day loan                              | 1.50   | 1.50  | NB | 1.50   | 1.50   | 0.00  |
| DVD (Young Adult) 7 day loan                         | 0.75   | 0.75  | NB | 0.75   | 0.75   | 0.00  |
| Training Room Bilston Library 1/2 day                | 60.00  | 50.00 | EX | 65.00  | 65.00  | 15.00 |
| Training Room Bilston Library full day               | 100.00 | 83.33 | EX | 110.00 | 110.00 | 26.67 |
| Hire Charge - Training room Bilston Library per hour | 20.00  | 16.67 | EX | 25.00  | 25.00  | 8.33  |

## RESERVATIONS

|                                   |      |      |    |       |       |      |
|-----------------------------------|------|------|----|-------|-------|------|
| Items not in stock (Adults)       | 2.50 | 2.50 | NB | 2.50  | 2.50  | 0.00 |
| Items not in stock (Young Adults) | 1.25 | 1.25 | NB | 1.25  | 1.25  | 0.00 |
| Music scores & playsets           | 5.00 | 5.00 | NB | 10.00 | 10.00 | 5.00 |

| Description  | Current Charge<br>incl VAT<br>£ | Current charge<br>excl VAT<br>£ | VAT Rate | Proposed<br>Charge incl VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT 2014/15<br>£ | Change<br>£ |
|--|---------------------------------|---------------------------------|----------|---|---|-------------|
| <b>PHOTOCOPIES</b>                                   |                                 |                                 |          |   |   |             |
| B&W A4 per copy                                      | 0.10                            | 0.08                            | SR       | 0.15  | 0.13  | 0.05        |
| B&W A3 per copy                                      | 0.20                            | 0.17                            | SR       | 0.30  | 0.25  | 0.08        |
| Colour A4 per copy                                   | 1.00                            | 0.83                            | SR       | 1.00  | 0.83  | 0.00        |
| Colour A3 per copy                                   | 1.50                            | 1.25                            | SR       | 1.50  | 1.25  | 0.00        |
| <b>FAX</b>   |                                 |                                 |          |   |   |             |
| UK   | 1.00                            | 0.83                            | SR       | 1.00  | 0.83  | 0.00        |
| Europe   | 2.00                            | 1.67                            | SR       | 2.00  | 1.67  | 0.00        |
| North America  | 3.00                            | 2.50                            | SR       | 3.00  | 2.50  | 0.00        |
| Other  | 4.00                            | 3.33                            | SR       | 4.00  | 3.33  | 0.00        |
| Incoming   | 1.00                            | 0.83                            | SR       | 1.00  | 0.83  | 0.00        |
| <b>OTHER</b>   |                                 |                                 |          |   |   |             |
| Replacement Ticket (Adults only)                     | 1.50                            | 1.50                            | NB       | 1.50  | 1.50  | 0.00        |
| Loss of Items Borrowed from British Library per item | 129.50                          | 129.50                          | NB       | 129.50                                      | 129.50                                      | 0.00        |
| Postal enquiries involving reference research        | 10.00                           | 8.33                            | SR       | 10.00                                       | 8.33  | 0.00        |
| Microfilm Reader/Printer copies per sheet            | 0.25                            | 0.21                            | SR       | 0.25  | 0.21  | 0.00        |
| Internet   |                                 |                                 |          |   |   |             |
| Use of internet - up to 1 hour per day               | 0                               | 0                               | SR       | Free  | free  | 0.00        |
| Use of internet - up to 2 hours per day              | 0                               | 0                               | SR       | 1.50  | 1.25  | 1.25        |
| Use of internet - up to 3 hours per day              | 0                               | 0                               | SR       | 3.00  | 2.50  | 2.50        |
| Use of internet - concessions up to 3 hours          | 0                               | 0                               | SR       | free  | free  | 0.00        |

**YOUTH SERVICES****Epic Youth Café***Hourly Rate*

| Description                    | Current Charge | Current charge | VAT Rate | Proposed        | Proposed    | Change |
|--------------------------------|----------------|----------------|----------|-----------------|-------------|--------|
|                                | incl VAT       | excl VAT       |          | Charge incl VAT | Charge excl |        |
|                                | £              | £              |          | 2014/15         | VAT 2014/15 | £      |
| Private Groups per hour        | 30.00          | 25.00          | EX       | 30.00           | 30.00       | 5.00   |
| Partner Organisations per hour | 30.00          | 25.00          | EX       | 30.00           | 30.00       | 5.00   |
| Commercial Groups per hour     | 50.00          | 41.67          | EX       | 50.00           | 50.00       | 8.33   |
| <i>Half Day Rate</i>           |                |                |          |                 |             |        |
| Private Groups per hour        | 95.00          | 79.17          | EX       | 95.00           | 95.00       | 15.83  |
| Partner Organisations per hour | 95.00          | 79.17          | EX       | 95.00           | 95.00       | 15.83  |
| Commercial Groups per hour     | 150.00         | 125.00         | EX       | 150.00          | 150.00      | 25.00  |
| <i>Day Rate</i>                |                |                |          |                 |             |        |
| Private Groups per hour        | 180.00         | 150.00         | EX       | 180.00          | 180.00      | 30.00  |
| Partner Organisations per hour | 180.00         | 150.00         | EX       | 180.00          | 180.00      | 30.00  |
| Commercial Groups per hour     | 300.00         | 250.00         | EX       | 300.00          | 300.00      | 50.00  |
| <b>Graisleley Youth Centre</b> |                |                |          |                 |             |        |
| <i>Dojo</i>                    |                |                |          |                 |             |        |
| Private Groups per hour        | 26.00          | 21.67          | SR       | 26.00           | 21.67       | 0.00   |
| Partner Organisations per hour | 26.00          | 21.67          | SR       | 26.00           | 21.67       | 0.00   |
| Commercial Groups per hour     | 52.00          | 43.33          | SR       | 52.00           | 43.33       | 0.00   |

\* VAT inclusive charged for Sport Users, VAT exclusive charged for All Other Users

| Ref                   | Description  | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|-----------------------|--|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
| <b>REGENERATION</b>   |  |                              |                              |          |  |                                     |             |
| <b>Housing</b>        |  |                              |                              |          |  |                                     |             |
| Regen1                | House in Multiple Occupation Licensing Scheme Fees   | 650.00                       | 650.00                       | NB       | 650.00                                   | 650.00                              | 0.00        |
| Regen2                | All Saints Licensing Scheme fees                     | 525.00                       | 525.00                       | NB       | 525.00                                   | 525.00                              | 0.00        |
| <b>Transportation</b> |  |                              |                              |          |  |                                     |             |
| Regen3                | Disabled Parking Bay                                 | 60.00                        | 50.00                        | SR       | 60.00                                    | 50.00                               | 0.00        |
| Regen4                | 'H' marking  | 86.40                        | 72.00                        | SR       | 86.40                                    | 72.00                               | 0.00        |
| Regen5                | Section 50 Licence                                   | 410.00                       | 410.00                       | NB       | 410.00                                   | 410.00                              | 0.00        |
| Regen6                | Highway Improvement Lines                            | 45.00                        | 45.00                        | NB       | 45.00                                    | 45.00                               | 0.00        |
| Regen7                | Skip Licence   | 28.00                        | 28.00                        | NB       | 30.00                                    | 30.00                               | 2.00        |
| Regen8                | <b>S38-S278</b>                                      |                              |                              |          |  |                                     |             |
|                       | Minimum Charge                                       | 3300.00                      | 3300.00                      | NB       | 3,300.00                                 | 3,300.00                            | 0.00        |
|                       | charge for works value up to £750k (8.25% per £1000) | 82.50                        | 82.50                        | NB       | 82.50                                    | 82.50                               | 0.00        |

| Ref            | Description  | Current<br>Charge<br>incl VAT<br>£ | Current<br>charge<br>excl VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15 | Change<br>£ |
|----------------|--|------------------------------------|------------------------------------|-------------|--|---|-------------|
|                | charge for works value over £750k (7.15% per £1000)  | 71.50                              | 71.50                              | NB          | 71.50  | 71.50                                     | 0.00        |
| <b>Regen9</b>  | <b>Temporary Structure on the highway - mobile crane</b>   |                                    |                                    |             |  |   |             |
|                | charge for 1 day   | 110.00                             | 110.00                             | NB          | 110.00   | 110.00                                    | 0.00        |
|                | charge for 2 - 28 days   | 165.00                             | 165.00                             | NB          | 165.00   | 165.00                                    | 0.00        |
| <b>Regen10</b> | <b>Permit to dig</b>   |                                    |                                    |             |  |   |             |
|                | assess initial request   | 99.60                              | 83.00                              | SR          | 99.60  | 83.00                                     | 0.00        |
|                | licence to excavate highway  | 303.00                             | 303.00                             | NB          | 303.00   | 303.00                                    | 0.00        |
| <b>Regen11</b> | <b>Temporary Reg Order-road closure</b>  |                                    |                                    |             |  |   |             |
|                | road closure up to 5 days  | 675.00                             | 675.00                             | NB          | 675.00   | 675.00                                    | 0.00        |
|                | road closure from 5 days up to 18 months   | 990.00                             | 990.00                             | NB          | 990.00   | 990.00                                    | 0.00        |
|                | emergency road closure   | 485.00                             | 485.00                             | NB          | 485.00   | 485.00                                    | 0.00        |
|                | Road Closure Extension   | 275.00                             | 275.00                             | NB          | 275.00   | 275.00                                    | 0.00        |
| <b>Regen12</b> | <b>Temporary Structure on the highway - tower, hording, fence, cabin, hydraulic platform, welfare cabin or other temporary structure</b> |                                    |                                    |             |  |   |             |
|                | Initial licence valid for 1 month  | 105.00                             | 105.00                             | NB          | 110.00   | 110.00                                    | 5.00        |
|                | Renewal fee for each subsequent month  | 35.00                              | 35.00                              | NB          | 35.00  | 35.00                                     | 0.00        |
| <b>Regen13</b> | <b>Traffic Signal/Pedestrian Crossing switch off/on</b>  |                                    |                                    |             |  |   |             |
|                | Signal/pedestrian crossing switched off/on on a weekday.   | 110.00                             | 110.00                             | NB          | 100.00   | 100.00                                    | -10.00      |

| Ref            | Description  | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|----------------|--|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
|                | Signal/pedestrian crossing switched off/on on a Saturday.  | 385.00                       | 385.00                       | NB       | 350.00                                   | 350.00                              | -35.00      |
| <b>Regen14</b> | <b>Recovery of officer time for out of hours working</b>   | 550.00                       | 550.00                       | NB       | 500.00                                   | 500.00                              | -50.00      |
|                |  | 36.00                        | 36.00                        | NB       | 36.00                                    | 36.00                               | 0.00        |
| Regen 15       | Recovery of officer time when out of hours working is required to supervise activities on the highway such as abnormal load movement, road closures associated with events, temporary structure site visits or to process/approve temporary road closure applications under the Police Town Clauses Act 1847 for events, parades, processions etc. | 36.00                        | 36.00                        | NB       | 36.00                                    | 36.00                               | 0.00        |
| <b>Regen16</b> | <b>Temporary traffic Signals</b>   | 495.00                       | 495.00                       | NB       | 495.00                                   | 495.00                              | 0.00        |
| <b>Regen17</b> | <b>Temporary Structure on the Highway - Scaffolding for EON insulation works</b>   |                              |                              |          |  |                                     |             |
|                | Initial licence valid for 1 month  | 105.00                       | 105.00                       | NB       | 105.00                                   | 105.00                              | 0.00        |
|                | Renewal fee for each subsequent month  | 35.00                        | 35.00                        | NB       | 35.00                                    | 35.00                               | 0.00        |
| <b>Regen18</b> | <b>Trading Standards Verification and Testing Fees</b>   |                              |                              |          |  |                                     |             |
|                | Special Weighing and Measuring Equipment   | 84.48                        | 70.40                        | SR       | 84.48                                    | 70.40                               | 0.00        |
|                | Officer Time/On Site   | 84.48                        | 70.40                        | SR       | 84.48                                    | 70.40                               | 0.00        |
|                | Barr and Grosvenor All Weights   | 2.77                         | 2.31                         | SR       | 2.77                                     | 2.31                                | 0.00        |



| Ref | Description  | Current<br>Charge<br>incl VAT<br>£ | Current<br>charge<br>excl VAT<br>£ | VAT<br>Rate | Proposed<br>Charge incl<br>VAT<br>2014/15<br>£ | Proposed<br>Charge excl<br>VAT<br>2014/15 | Change<br>£ |
|-----|--|------------------------------------|------------------------------------|-------------|--|---|-------------|
|     | Weights submitted by Other sources All weights         | 8.18                               | 6.82                               | SR          | 8.18   | 6.82                                      | 0.00        |
|     | Measures - Linear not exceeding 3m per scale           | 10.56                              | 8.80                               | SR          | 10.56  | 8.80                                      | 0.00        |
|     | Measures - Linear other rate A(1)                      | 84.48                              | 70.40                              | SR          | 84.48  | 70.40                                     | 0.00        |
|     | Capacity - unsubdivided not exceeding 1L               | 7.46                               | 6.22                               | SR          | 7.46   | 6.22                                      | 0.00        |
|     | Capacity - Other rate A(1)                             | 84.48                              | 70.40                              | SR          | 84.48  | 70.40                                     | 0.00        |
|     | Ballast - Graduated                                    | 186.58                             | 155.48                             | SR          | 186.58   | 155.48                                    | 0.00        |
|     | Ballast - Brim Rate A(1)                               | 84.74                              | 70.62                              | SR          | 84.74  | 70.62                                     | 0.00        |
|     | Liquid Capacity (AQ Use)                               | 29.51                              | 24.59                              | SR          | 29.51  | 24.59                                     | 0.00        |
|     | Templets - Per scale - 1st item                        | 51.68                              | 43.07                              | SR          | 51.68  | 43.07                                     | 0.00        |
|     | Templets - Per scale - subsequent items                | 20.46                              | 17.05                              | SR          | 20.46  | 17.05                                     | 0.00        |
|     |  |                                    |                                    |             |  |   |             |
|     | Weighing instruments Non EC not exceeding one tonne    | 67.06                              | 55.88                              | SR          | 67.06  | 55.88                                     | 0.00        |
|     |  |                                    |                                    |             |  |   |             |
|     | Weighing instruments Non EC 1 tonne to 10 tonnes       | 108.31                             | 90.26                              | SR          | 108.31   | 90.26                                     | 0.00        |
|     |  |                                    |                                    |             |  |   |             |
|     | Weighing instruments Non EC exceeding 10 tonnes        | 226.58                             | 188.82                             | SR          | 226.58   | 188.82                                    | 0.00        |
|     | Weighing Instruments EC (NAWI) not exceeding one tonne | 111.48                             | 92.90                              | SR          | 111.48   | 92.90                                     | 0.00        |
|     |  |                                    |                                    |             |  |   |             |
|     | Weighing Instruments EC (NAWI) 1 tonne to 10 tonnes    | 180.05                             | 150.04                             | SR          | 180.05   | 150.04                                    | 0.00        |
|     |  |                                    |                                    |             |  |   |             |
|     | Weighing Instrument EC (NAWI) exceeding 10 tonnes      | 377.52                             | 314.60                             | SR          | 377.52   | 314.60                                    | 0.00        |

| Ref | Description   | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|-----|---|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
|     | Measuring Instruments for Intoxicating Liquor not exceeding 150ml                             | 18.48                        | 15.40                        | SR       | 18.48                                    | 15.40                               | 0.00        |
|     | Measuring Instruments for Intoxicating Liquor other   | 21.25                        | 17.71                        | SR       | 21.25                                    | 17.71                               | 0.00        |
|     | Measuring instruments for Liquid fuel and Lubricants - Unsubdivided container                 | 75.64                        | 63.03                        | SR       | 75.64                                    | 63.03                               | 0.00        |
|     | Measuring Instruments for Liquid fuel and Lubricants - Single/Multi Outlets (Nozzles)         |                              |                              |          |  |                                     |             |
|     | a) First Nozzle tested  | 125.68                       | 104.72                       | SR       | 125.66                                   | 104.72                              | 0.00        |
|     | b) Additional Nozzles (each)  | 77.16                        | 64.30                        | SR       | 77.16                                    | 64.30                               | 0.00        |
|     | Bulk fuel systems (100L +):   |                              |                              |          |  |                                     |             |
|     | Meter systems - Wet hose (2 fuels)  | 134.84                       | 112.37                       | SR       | 134.84                                   | 112.37                              | 0.00        |
|     | Meter systems - Dry hose (2 fuels)  | 149.76                       | 124.80                       | SR       | 149.76                                   | 124.80                              | 0.00        |
|     | Meter systems - provision of test meter and assistance (in addition to the relevant test fee) | 149.76                       | 124.80                       | SR       | 149.76                                   | 124.80                              | 0.00        |
|     | Issue of Calibration Certificates:  |                              |                              |          |  |                                     |             |
|     | Weights - any determination of absolute error   | 84.48                        | 70.40                        | SR       | 84.48                                    | 70.40                               | 0.00        |
|     | Weights - Provision of Calibration Certificate  | 6.86                         | 5.72                         | SR       | 6.86                                     | 5.72                                | 0.00        |
|     | Other equipment - Provision of Calibration Certificate  | 6.86                         | 5.72                         | SR       | 6.86                                     | 5.72                                | 0.00        |
|     | Other equipment - retrieval of existing certificate   | 20.40                        | 17.00                        | SR       | 20.40                                    | 17.00                               | 0.00        |
|     | Equipment Hire - Test weights   | 84.29                        | 70.24                        | SR       | 84.29                                    | 70.24                               | 0.00        |

| Ref     | Description                                   | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|---------|---|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
| Regen19 | Surveyors Fees<br>land and Property enquiries | 132.00                       | 110.00                       | SR       | 144.00                                   | 120.00                              | 10.00       |

| Ref | Description | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|-----|-------------|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
|-----|-------------|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|

**Building Regulations**

Schedule One of the Building Act 1984 identifies the Regulations which Local Authorities have a duty to enforce in relation to the setting of Building Control Charges. These charges have been set in accordance with the Building (Local Authority Charges) Regulations 2010 (as required by the Building Act 1984). The accounting objective of the regulations requires local authorities to ensure that 'taking one financial year with another' their charges income, as nearly as possible, equates to the costs incurred by the authority in carrying out certain 'chargeable' building control functions and providing chargeable advice. The intention is to breakeven and achieve full cost recovery in relation to the building control functions that the regulations authorise a charge to be made. The overriding principle of the regulations and the proposed charging scheme is that the customer should pay for the level of building control input appropriate to their application.

| Ref      | Description   | Current            | Current            | VAT<br>Rate | Proposed                      | Proposed                      | Change |
|----------|---|--------------------|--------------------|-------------|-------------------------------|-------------------------------|--------|
|          |   | Charge<br>incl VAT | charge<br>excl VAT |             | Charge incl<br>VAT<br>2014/15 | Charge excl<br>VAT<br>2014/15 |        |
|          |   | £                  | £                  |             | £                             |                               | £      |
|          | New Dwellings (Table 1)                               | 53.06              | 44.22              | SR          | 54.40                         | 45.33                         | 1.11   |
|          | Domestic Extensions (Table 2a)                        | 53.06              | 44.22              | SR          | 54.40                         | 45.33                         | 1.11   |
|          | Domestic Alterations ( Table 2b)                      | 53.06              | 44.22              | SR          | 54.40                         | 45.33                         | 1.11   |
|          | Non Domestic New Build and Ext (Table 3a)             | 53.06              | 44.22              | SR          | 54.40                         | 45.33                         | 1.11   |
|          | Non Domestic Alterations (Table 3b)                   | 53.06              | 44.22              | SR          | 54.40                         | 45.33                         | 1.11   |
|          | Regularisation (Table 1)                              | 44.22              | 44.22              | ZR          | 45.33                         | 45.33                         | 1.11   |
|          | Regularisation (Table 2a)                             | 44.22              | 44.22              | ZR          | 45.33                         | 45.33                         | 1.11   |
|          | Regularisation ( Table 2b)                            | 44.22              | 44.22              | ZR          | 45.33                         | 45.33                         | 1.11   |
|          | Regularisation (Table 3a)                             | 44.22              | 44.22              | ZR          | 45.33                         | 45.33                         | 1.11   |
|          | Regularisation (Table 3b)                             | 44.22              | 44.22              | ZR          | 45.33                         | 45.33                         | 1.11   |
| Regen 21 | Contaminated Land/Environmental Information           |                    |                    |             |                               |                               |        |
|          | Full Contaminated Land Report                         | 61.20              | 51.00              | SR          | 62.40                         | 52.00                         | 1.00   |
|          | Full Contaminated Land Report - two                   |                    |                    |             |                               |                               | 0.00   |
|          | day expediated service                                | 70.80              | 59.00              | SR          | 72.00                         | 60.00                         | 1.00   |
|          | Information requests - Non residential/multiple       |                    |                    |             |                               |                               |        |
|          | properties - 1st hour                                 | 61.20              | 51.00              | SR          | 62.40                         | 52.00                         | 1.00   |
|          | Information requests - Non residential/multiple       |                    |                    |             |                               |                               |        |
|          | properties - additional hour                          | 20.40              | 17.00              | SR          | 21.00                         | 17.50                         | 0.50   |
|          | Other environmental information requests - 1st hour   | 61.20              | 51.00              | SR          | 62.40                         | 52.00                         | 1.00   |
|          | Other environmental information requests - additional |                    |                    |             |                               |                               |        |
|          | hour  | 20.40              | 17.00              | SR          | 21.00                         | 17.50                         | 0.50   |

| Ref                                      | Description  | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|--|--|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
| <b>PARTNERSHIPS, ECONOMY AND CULTURE</b> |  |                              |                              |          |  |                                     |             |
| <b>Archives</b>                          |  |                              |                              |          |  |                                     |             |
| PEC4                                     | 10 Year Worldwide TV Licence (Per image)           | 0.00                         | 0.00                         | SR       | 600.00                                   | 500.00                              | -500.00     |
| PEC12                                    | <b>Goldthorne Assembly Rooms</b>                   |                              |                              |          |  |                                     |             |
|  | Hall hire  | 9.00                         | 9.00                         | ZR       | 10.00                                    | 10.00                               | 1.00        |
| PEC13                                    | <b>Outdoor Events - selected admission charges</b> |                              |                              |          |  |                                     |             |
|  | Wolverhampton Show - adult admission               | 2.00                         | 1.67                         | SR       | 3.00                                     | 2.50                                | 0.83        |
|  | Wolverhampton Show - child admission               | 1.00                         | 0.84                         | SR       | 2.00                                     | 1.67                                | 0.83        |
|  | Country Music Festival - adult admission           | 6.00                         | 5.00                         | SR       | 11.00                                    | 9.16                                | 4.16        |
|  | Country Music Festival - child admission           | 3.00                         | 2.50                         | SR       | 6.00                                     | 5.00                                | 2.50        |
|  | Country Music Festival - weekend ticket            | 10.00                        | 8.34                         | SR       | 18.00                                    | 15.00                               | 6.66        |
|  | Bonfire events - adult admission                   | 4.00                         | 3.34                         | SR       | 4.50                                     | 3.75                                | 0.41        |
|  | Bonfire events - child admission                   | 3.00                         | 2.50                         | SR       | 3.00                                     | 2.50                                | 0.00        |
| PEC14                                    | <b>Outdoor Events - Trade Space</b>                |                              |                              |          |  |                                     |             |
|  | Steam & Vintage Rally - per metre                  | 19.80                        | 19.80                        | EX       |  |                                     | -19.80      |
|  | Wolverhampton Show - per metre                     | 28.60                        | 28.60                        | EX       | 30.00                                    | 30.00                               | 1.40        |
|  | Country Music Festival - per metre                 | 25.30                        | 25.30                        | EX       | 27.00                                    | 27.00                               | 1.70        |
|  | Bonfire Events - per metre                         | 16.50                        | 16.50                        | EX       | 17.00                                    | 17.00                               | 0.50        |

| Ref   | Description                             | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|-------|---|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
|       | Diwali -per metre                       | 12.00                        | 10.00                        | SR       | 15.00                                    | 12.50                               | 2.50        |
|       | Tettenhall Christmas Lights - per metre | 12.00                        | 10.00                        | SR       | 15.00                                    | 12.50                               | 2.50        |
| PEC15 | <b>Tea Dances Admission Charges</b>     | 2.50                         | 2.08                         | SR       | 3.00                                     | 2.50                                | 0.42        |

**SCHOOLS, SKILLS AND LEARNING**

**Schools, Skills and Learning - please note that these charges have no impact on the General Fund.**

**The Adult Education Service is funded by the Skills Funding Agency**

| Ref  | Description   | Current Charge incl VAT<br>£ | Current charge excl VAT<br>£ | VAT Rate | Proposed Charge incl VAT<br>2014/15<br>£ | Proposed Charge excl VAT<br>2014/15 | Change<br>£ |
|------|---|------------------------------|------------------------------|----------|--|-------------------------------------|-------------|
| SSL1 | <b>Adult Education Service</b>                      |                              |                              |          |  |                                     |             |
|      | Adult Skills Courses (Average 60 hours) Course Fees | 204.00                       | 204.00                       | ZR       | 210                                      | 210                                 | 6.00        |
|      | Community ( Average 30 hours) Course Fees           | 102.00                       | 102.00                       | ZR       | 105                                      | 105                                 | 3.00        |
|      | Full Cost Recovery (Average 5 hours ) Course Fees   | 103.00                       | 103.00                       | ZR       | 106                                      | 106                                 | 3.00        |
|      | Club Classes  | 36.00                        | 36.00                        | ZR       | 37                                       | 37                                  | 1.00        |

Appendix A

**SCHEME FOR THE RECOVERY OF BUILDING  
REGULATION CHARGES AND ASSOCIATED  
MATTERS  
FOR  
WOLVERHAMPTON CITY COUNCIL**

To be read in conjunction with  
The building [local authority charges] regulations 2010

Date this Scheme takes effect: **1 April 2014**

**SCHEME FOR THE RECOVERY OF BUILDING REGULATION  
CHARGES**

**Definitions**

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

**'building'**

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

**'building notice'**

means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2000 (as amended).

**'building work'** means:

- a. the erection or extension of a building;
- b. the provision or extension of a controlled service or fitting in or in connection with a building;
- c. the material alteration of a building, or a controlled service or fitting;
- d. work required by building regulation 6 (requirements relating to material change of use);
- e. the insertion of insulating material into the cavity wall of a building;



- f. work involving the underpinning of a building;
- g. work required by building regulation 4A (requirements relating to thermal elements);
- h. work required by building regulation 4B (requirements relating to a change of energy status);
- i. work required by building regulation 17D (consequential improvements to energy performance);

**'chargeable function'** means a function relating to the following –

- a. the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- b. the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2000 (as amended) and with section 16 of the Building Act 1984 (as amended)
- c. the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2000 (as amended)
- d. the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2000 (as amended)
- e. the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2000 (as amended).

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

**'dwelling-house'** does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

- a. in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- b. in relation to a regularisation charge, the owner of the building; and
- c. in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

**Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

**A plan charge**, payable when plans of the building work are deposited with the Local Authority.

**An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

**A building notice charge**, payable when the building notice is given to the authority.

**A reversion charge**, payable for building work in relation to a building: -

- a. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or
- b. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

**A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 21 of the Building Regulations.

**Chargeable advice**, Local Authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 11 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

- a. The existing use of a building, or the proposed use of the building after completion of the building work;
- b. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- c. The floor area of the building or extension;
- d. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- e. The estimated duration of the building work and the anticipated number of inspections to be carried out;
- f. The estimated cost of the building work;
- g. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);

- h. Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
- i. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- j. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- k. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- l. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

**Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions**

Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

**Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- a. for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- b. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person

in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- a. the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- b. the provision of extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- a. for the purpose of providing means of access for disabled persons by way of entrance
- b. or exit to or from the building or any part of it; or
- c. for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- a. The floor area of the building or extension
- b. The estimated duration of the building work and the anticipated number of inspections to be carried out.
- c. The use of competent persons or Robust Details Ltd.
- d. Any accreditations held by the builder or other member of the design team.
- e. The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- f. The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

### **Establishing the Charge**

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge or the standard charge is not considered an accurate reflection of the building control costs the charge will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work may be individually determined and the authority will state which factors it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building
- Building work consisting of alterations to any use of building where the estimated cost exceeds £100,000
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m<sup>2</sup>
- The work consists of a domestic extension and the floor area exceeds 100m<sup>2</sup>
- The work consists of a domestic garage or carport with a floor area over 100m<sup>2</sup>
- Building work consisting of the formation of rooms in an existing roof space with a floor area exceeding 50m<sup>2</sup>
- Building work consisting of the installation of over 20 windows in a property.
- The work consists of the erection or conversion of 6 or more dwellings
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m<sup>2</sup>
- Any other work when the estimated cost of work exceeds £100,000
- Where more than one standard charge applies to the building work or the standard charge does not reflect the cost of the building control function, with the agreement of the relevant person, the authority may establish the charge by individually determining the charge.

### **Other matters relating to calculation of charges**

In calculating these charges, refunds or supplementary charges, an officer hourly rate of £45.33 has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority may accept payment by instalment. The authority on request will specify the amounts payable and dates on which instalments are to be paid

## Reductions

Reduced charges are shown in the tables of standard charges and reduced charges may also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (*i.e. competent person/self-certification schemes or other defined non-notifiable work*).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (*ie where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used*) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a reduction in the standard plan, building notice or inspection charge may be made where a reduction in resource input can be demonstrated.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a reduction in the standard plan, building notice or inspection charge may be made where a reduction in resource input can be demonstrated.

## Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

## Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not



start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge.

### **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site:

[www.wolverhampton.gov.uk/council/contact/complaints/](http://www.wolverhampton.gov.uk/council/contact/complaints/)

## **STANDARD CHARGES**

**Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.**

**These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.**

**The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.**

**If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.**

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function may be higher and the resultant additional costs of using the Building Notice procedure may result in a higher charge as detailed in the following tables.

### **Reversion Charge**

These charges will be individually determined.

**Regularisation Charge**

The charge is listed in the following tables.

**Table 1**  
**Erection of, or Conversion to, New Dwellings or 'Flats' - Floor Area up to 300m<sup>2</sup>**

See guidance note below relating to electrical work

| Number of Dwellings | Full Plans   |              |                   |              | Building Notice |              | Regularisation Certificate |
|---------------------|--------------|--------------|-------------------|--------------|-----------------|--------------|----------------------------|
|                     | Plan Charge  |              | Inspection Charge |              | Exc VAT<br>£    | Inc VAT<br>£ | Exempt from VAT<br>£       |
|                     | Exc VAT<br>£ | Inc VAT<br>£ | Exc VAT<br>£      | Inc VAT<br>£ |                 |              |                            |
| <b>1</b>            | 160.00       | 192.00       | 315.00            | 378.00       | 570.00          | 684.00       | 715.00                     |
| <b>2</b>            | 205.00       | 246.00       | 545.00            | 654.00       | 900.00          | 1080.00      | 1125.00                    |
| <b>3</b>            | 260.00       | 312.00       | 725.00            | 870.00       | 1180.00         | 1416.00      | 1475.00                    |
| <b>4</b>            | 305.00       | 366.00       | 815.00            | 978.00       | 1345.00         | 1614.00      | 1680.00                    |
| <b>5</b>            | 360.00       | 432.00       | 920.00            | 1104.00      | 1535.00         | 1842.00      | 1920.00                    |

**Note:-**

An additional inspection charge of £270.00 + vat will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 2A**  
**Domestic Extensions Up To 100m<sup>2</sup>**  
 See guidance note below relating to electrical work.

| Category and Description   | Full Plans  |           |                   |           | Building Notice |           | Regularisation Certificate |
|--|-------------|-----------|-------------------|-----------|-----------------|-----------|----------------------------|
|  | Plan Charge |           | Inspection Charge |           | Exc VAT £       | Inc VAT £ | Exempt from VAT £          |
|  | Exc VAT £   | Inc VAT £ | Exc VAT £         | Inc VAT £ |                 |           |                            |
| 1. Extension up to 10m <sup>2</sup>  | 90.00       | 108.00    | 205.00            | 246.00    | 355.00          | 426.00    | 445.00                     |
| 2. Extension 10 to 40m <sup>2</sup>  | 135.00      | 162.00    | 315.00            | 378.00    | 540.00          | 648.00    | 675.00                     |
| 3. Extension 40 to 100m <sup>2</sup>   | 180.00      | 216.00    | 410.00            | 492.00    | 710.00          | 852.00    | 890.00                     |
| 4. Loft Conversion up to 50m <sup>2</sup>  | 180.00      | 216.00    | 225.00            | 270.00    | 485.00          | 582.00    | 605.00                     |
| 5. Erection or extension of a non exempt single storey domestic garage or carport up to 100m <sup>2</sup>  | 115.00      | 138.00    | 150.00            | 180.00    | 320.00          | 384.00    | 400.00                     |
| <p align="center"><b>Note: Category 6 below only applies if the work is included in an application for categories 1-5 otherwise see table 2B for the applicable charge. (Where category 6 is applicable this charge should be added to the relevant charge above).</b></p> |             |           |                   |           |                 |           |                            |
| 6. Additional work consisting of a garage conversion, alteration to create a WC, shower, bathroom or structural alterations with an estimated cost of work less than £5,000  | 45.00       | 54.00     | 45.00             | 54.00     | 110.00          | 132.00    | 140.00                     |

Note:-

An additional inspection charge of £220.00 + vat will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 2B**  
**Domestic Alterations to a Single Building**

See guidance note below relating to electrical work

| Category and Description |   | Full Plans   |              |                         |              | Building Notice |              | Regularisation Certificate |
|--------------------------|---|--------------|--------------|-------------------------|--------------|-----------------|--------------|----------------------------|
|                          |   | Plan Charge  |              | Inspection Charge       |              | Exc VAT<br>£    | Inc VAT<br>£ | Exempt from VAT<br>£       |
|                          |   | Exc VAT<br>£ | Inc VAT<br>£ | Exc VAT<br>£            | Inc VAT<br>£ |                 |              |                            |
| 1.                       | Conversion of a garage serving a dwelling into a habitable room | 90.00        | 108.00       | 150.00                  | 180.00       | 290.00          | 348.00       | 365.00                     |
|                          |   |              |              |                         |              |                 |              |                            |
| 2.                       | Alterations to create a WC, bathroom or shower room             | 150.00       | 180.00       | Included in plan charge |              | 150.00          | 180.00       | 190.00                     |
|                          |   |              |              |                         |              |                 |              |                            |
| 3.                       | Internal Alterations  |              |              |                         |              |                 |              |                            |
|                          | Est cost less than £5,000                                       | 180.00       | 216.00       | Included in plan charge |              | 180.00          | 216.00       | 225.00                     |
|                          | Est cost between £5,000 and £25,000                             | 160.00       | 192.00       | 205.00                  | 246.00       | 365.00          | 438.00       | 455.00                     |
|                          | Est cost between £25,001 and £50,000                            | 205.00       | 246.00       | 240.00                  | 288.00       | 445.00          | 534.00       | 555.00                     |
|                          | Est cost between £50,001 and £75,000                            | 250.00       | 300.00       | 340.00                  | 408.00       | 590.00          | 708.00       | 740.00                     |
|                          | Est cost between £75,001 and £100,000                           | 295.00       | 354.00       | 375.00                  | 450.00       | 670.00          | 804.00       | 840.00                     |
|                          |   |              |              |                         |              |                 |              |                            |

|           |  |        |        |                         |        |        |        |  |
|-----------|--|--------|--------|-------------------------|--------|--------|--------|--|
| <b>4.</b> | <b>Window replacement (Non competent persons scheme)</b> |        |        |                         |        |        |        |  |
|           | <b>Up to 20 windows</b>                                  | 95.00  | 114.00 | Included in plan charge | 95.00  | 114.00 | 120.00 |  |
|           | <b>Over 20 windows</b>                                   | 140.00 | 168.00 | Included in plan charge | 140.00 | 168.00 | 175.00 |  |
|           |  |        |        |                         |        |        |        |  |
| <b>5</b>  | <b>Electrical work (Non competent persons scheme)</b>    |        |        |                         |        |        |        |  |
|           | <b>Work other than the rewiring of a dwelling.</b>       | 220.00 | 264.00 | Included in plan charge | 220.00 | 264.00 | 275.00 |  |
|           | <b>Rewiring or new installation in a dwelling.</b>       | 270.00 | 324.00 | Included in plan charge | 270.00 | 324.00 | 340.00 |  |

Note:-

An additional inspection charge as identified in category 5 of Table 2b (above) will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 3A**  
**Non-domestic Extensions and New Build**

| Category and Description |  | Full Plans   |              |                   |              | Regularisation Certificate |
|--------------------------|--|--------------|--------------|-------------------|--------------|----------------------------|
|                          |  | Plan Charge  |              | Inspection Charge |              | Exempt from VAT<br>£       |
|                          |  | Exc VAT<br>£ | Inc VAT<br>£ | Exc VAT<br>£      | Inc VAT<br>£ |                            |
| 1.                       | Floor area not exceeding 10m <sup>2</sup>                                  | 180.00       | 216.00       | 205.00            | 246.00       | 480.00                     |
|                          |  |              |              |                   |              |                            |
| 2.                       | Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>   | 225.00       | 270.00       | 340.00            | 408.00       | 705.00                     |
|                          |  |              |              |                   |              |                            |
| 3.                       | Floor Area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>  | 360.00       | 432.00       | 410.00            | 492.00       | 965.00                     |
|                          |  |              |              |                   |              |                            |
| 4.                       | Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup> | 500.00       | 600.00       | 590.00            | 708.00       | 1365.00                    |
|                          |  |              |              |                   |              |                            |

**Table 3B  
Non-domestic Alterations**

| Category and Description |   | Full Plans   |              |                         |              | Regularisation Certificate |
|--------------------------|---|--------------|--------------|-------------------------|--------------|----------------------------|
|                          |   | Plan Charge  |              | Inspection Charge       |              | Exempt from VAT<br>£       |
|                          |   | Exc VAT<br>£ | Inc VAT<br>£ | Exc VAT<br>£            | Inc VAT<br>£ |                            |
| <b>1.</b>                | <b>Window replacement (non competent persons scheme)</b>                              |              |              |                         |              |                            |
|                          | <b>Up to 20 windows</b>   | 115.00       | 138.00       | Included in plan charge |              | 145.00                     |
|                          | <b>Over 20 windows</b>  | 205.00       | 246.00       | Included in plan charge |              | 255.00                     |
|                          |   |              |              |                         |              |                            |
| <b>2.</b>                | <b>Renovation of a thermal element where the cost of work does not exceed £50,000</b> | 90.00        | 108.00       | 135.00                  | 162.00       | 280.00                     |
|                          |   |              |              |                         |              |                            |
| <b>3.</b>                | <b>Alterations not described elsewhere</b>  |              |              |                         |              |                            |
|                          | <b>Estimated cost of work less than £5,000</b>  | 135.00       | 162.00       | 135.00                  | 162.00       | 340.00                     |
|                          | <b>Estimated cost between £5,001 and £25,000</b>                                      | 205.00       | 246.00       | 225.00                  | 270.00       | 540.00                     |
|                          | <b>Estimated cost between £25,001 and £50,000</b>                                     | 270.00       | 324.00       | 365.00                  | 438.00       | 795.00                     |
|                          | <b>Estimated cost between £50,000 and 100,000</b>                                     | 410.00       | 492.00       | 545.00                  | 654.00       | 1195.00                    |



# Cabinet (Resources) Panel

## 11 March 2014

|  |  |  |
|--|--|--|
| <b>Report title</b>                            | Revenue Budget Monitoring 2013/14<br>Quarter Three   |  |
| <b>Decision designation</b>                    | AMBER  |  |
| <b>Cabinet member with lead responsibility</b> | Councillor Roger Lawrence<br>Leader of the Council<br><br>Councillor Andrew Johnson<br>Resources                             |  |
| <b>Key decision</b>                            | Yes  |  |
| <b>In forward plan</b>                         | Yes  |  |
| <b>Wards affected</b>                          | All  |  |
| <b>Accountable director</b>                    | Simon Warren, Chief Executive<br>Sarah Norman, Community<br>Keith Ireland, Delivery<br>Tim Johnson, Education and Enterprise |  |
| <b>Originating service</b>                     | Strategic Finance  |  |
| <b>Accountable employee(s)</b>                 | Mark Taylor<br>Tel<br>Email  | Assistant Director Finance<br>01902 556609<br>mark.taylor@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | Confident Capable Council Scrutiny<br>Panel  | 6 March  |

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the use of £926,000 from the Efficiency Reserve to fund: the cost of Price waterhouse Cooper (PwC) as strategic advisor to the Future Spaces programme; the net costs of the Future Spaces decant strategy, and the net costs of the Future Spaces Information Communication Technology (ICT) moves and decommissioning (paragraph 7.5.3).



2. Approve the transfer of additional funds totalling £1.0 million to the Efficiency Reserve to continue to invest in new developments (paragraph 7.5.4).
3. Approve the use of £1.0 million from the Single Status Reserve to fund the 2013/14 costs of the single status team, professional HR consultants and legal advice and legal cost relating to equal pay claims (paragraph 7.5.6).
4. Approve the transfer of £50,000 from the Grand Theatre General Fund account to the Regeneration Reserve to fund Grand Theatre works deferring until 2014/15 (paragraph 7.5.8).
5. Approve the use of £40,000 from the Economic Development Reserve to match fund Black Country wide European Regional Development Fund and Regional Growth Fund business support programmes (paragraph 7.5.9).
6. Approve the use of £250,000 from the Jennie Lee Centre Reserve to fund the refurbishment and running costs of the Parkfields office site (paragraph 7.5.10).
7. Approve the use of £82,000 from the Corporate Advertising Reserve to fund the costs of projects that have been undertaken in partnership with Marketing Birmingham and include: Branding and Style Guide; promotion and marketing at trade shows; advertising for the Wolverhampton Festival and Popular Art; Wolverhampton City Festival and Arts Partnership and Business Support Programme, and Wolverhampton Cultural Programme (paragraph 7.5.11).
8. Approve the establishment of a new specific Licensing Reserve to account for any in year surpluses or deficits that the service makes through its licensing responsibilities, which will be taken into account when setting future fees and charges to licensed traders over a three year cycle (paragraphs 7.5.12 to 7.5.14).
9. Approve the transfer of £34,000 from Corporate Budgets to the Building Resilience Reserve to fund the on-going costs of the Community Safety Service (paragraph 7.5.15).
10. Approve the establishment of expenditure headings within the 2013/14 approved budget for grant funding streams obtained within the year (paragraphs 5.0 to 5.2).
11. Approve the write off of ten council tax and business rates debts that individually exceed £5,000, amounting to a total of £108,205 (paragraph 9.6).
12. Approve the write off of 21 Assessment and Billing Menu (ABMN) system debts that individually exceed £5,000, amounting to a total of £207,866 (paragraph 9.11).
13. Approve the write off of three sundry debts that individually exceed £5,000, amounting to a total of £29,887 (paragraph 9.9)
14. Approve virements totalling £5.1 million listed in Appendix I.

## Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

1. The projected outturn for the General Fund which is a net over spend of £7.7 million (3.00%) (paragraph 3.2) in the event that the action being taken to address this does not deliver savings in the appropriate timescale.
2. The action being taken to reduce this projected over spend (paragraph 3.3).
3. The write off of council tax and business rates debts totalling £25,627 that do not individually exceed £5,000 and which have been approved by the Assistant Director Finance for write off in accordance with the delegated authority contained within the constitution (paragraph 9.7).
4. The write off of Assessment and Billing Menu (ABMN) system debts totalling £253,624 that do not individually exceed £5,000 and which have been approved by the Assistant Director Finance for write off in accordance with the delegated authority contained within the constitution (paragraph 9.11).
5. The write off of Sundry Debts totalling £393,141 do not individually exceed £5,000 and which have been approved by the Assistant Director Finance for write off in accordance with the delegated authority contained within the constitution (paragraph 9.9).
6. The payment of Municipal Mutual Insurance Scheme of Arrangement Levy Notice amounting to £307,000 which has been funded from the Insurance Provision.

## 1.0 Purpose

- 1.1 The purpose of this report is to provide councillors with an update on the projected outturn position for revenue budgets and revenue income, compared with the council's approved revenue budgets for 2013/14 and related targets, as at the end of quarter three of 2013/14. Information from beyond the end of the third quarter has also been reflected, where available.

## 2.0 Summary

- 2.1 Overall a net over spend of £7.7 million (3.00%) is projected against the General Fund net budget requirement of £255.6 million, this is analysed in Table 1 below:

**Table 1 – 2013/14 General Fund Revenue Budget Projected Outturn**

|   | Budget<br>2013/14<br>£000 | Projected<br>Outturn<br>£000 | Projected Variation<br>Over/(Under) |              |
|---|---------------------------|------------------------------|-------------------------------------|--------------|
|   |                           |                              | £000                                | %            |
| Community   | 157,578                   | 163,732                      | 6,154                               | 3.91%        |
| Delivery  | 39,627                    | 38,139                       | (1,488)                             | -3.76%       |
| Education and Enterprise                          | 25,157                    | 24,821                       | (336)                               | -1.34%       |
| Office of the Chief Executive                     | 1,615                     | 1,744                        | 129                                 | 7.99%        |
| Corporate Budgets<br>(including redundancy costs) | 31,653                    | 34,873                       | 3,220                               | 10.17%       |
| <b>Net Budget Requirement</b>                     | <b>255,630</b>            | <b>263,309</b>               | <b>7,679</b>                        | <b>3.00%</b> |
| Government Grant (General)                        | (178,406)                 | (178,406)                    | -                                   | 0.00%        |
| Council Tax                                       | (73,297)                  | (73,297)                     | -                                   | 0.00%        |
| Collection Fund Surplus                           | (211)                     | (211)                        | -                                   | 0.00%        |
| <b>Total Resources</b>                            | <b>(251,914)</b>          | <b>(251,914)</b>             | <b>-</b>                            | <b>0.00%</b> |
| <b>(Surplus) / Deficit</b>                        | <b>3,716</b>              | <b>11,395</b>                | <b>7,679</b>                        | <b>3.00%</b> |
| <b>Use of General Balances</b>                    | <b>(3,716)</b>            | <b>(3,716)</b>               | <b>-</b>                            | <b>0.00%</b> |
| <b>Net Budget (Surplus) / Deficit</b>             | <b>-</b>                  | <b>7,679</b>                 | <b>7,679</b>                        | <b>3.00%</b> |

- 2.2 In respect of council tax, the amount collected by the end of the third quarter of 2013/14 is below target by 1.56%. For business rates, the amount collected by the end of the third quarter is below target by 2.19%.
- 2.3 With regard to schools, for 2013/14 the latest budget plans approved and submitted by governing bodies forecast the use of £5.4 million of reserves in the year, with balances of £12.1 million projected to be held at the end of March 2014.
- 2.4 An update on the General Fund budget risks is provided at section 10. Overall the risk for 2013/14 is currently assessed as Red.

2.5 It is important to note the following significant points relating to the projected outturn:

- 1 Some of the service changes required to deliver savings proposals still await full implementation;
- 2 The projected outturn assumes redundancy costs of £3.8 million of which £1.3 million will be capitalised with the balance of £2.5 million charged to the General Fund. The final figure is subject to change dependent upon the actual redundancies approved by year end and due to consideration as to whether a provision is required under the Council's accounting policies.
- 3 It is anticipated that of the £36.9 million currently held in specific reserves, £13.7 million is anticipated to be drawn down during 2013/14 (Appendix E).

### 3.0 Revenue Budget Monitoring – General Fund Summary

3.1 A summary of the council's projected outturn against General Fund revenue budgets for 2013/14 as at the end of quarter three is provided in the table below, whilst section 4 provides a detailed explanation of the projected outturn for each directorate.

**Table 2 – 2013/14 General Fund Revenue Budget Projected Outturn**

|   | Budget<br>2013/14<br>£000 | Projected<br>Outturn<br>£000 | Projected Variation<br>Over/(Under) |              |
|---|---------------------------|------------------------------|-------------------------------------|--------------|
|   |                           |                              | £000                                | %            |
| Community   | 157,578                   | 163,732                      | 6,154                               | 3.91%        |
| Delivery  | 39,627                    | 38,139                       | (1,488)                             | -3.76%       |
| Education and Enterprise                          | 25,157                    | 24,821                       | (336)                               | -1.34%       |
| Office of the Chief Executive                     | 1,615                     | 1,744                        | 129                                 | 7.99%        |
| Corporate Budgets<br>(including redundancy costs) | 31,653                    | 34,873                       | 3,220                               | 10.17%       |
| <b>Net Budget Requirement</b>                     | <b>255,630</b>            | <b>263,309</b>               | <b>7,679</b>                        | <b>3.00%</b> |
| Government Grant (General)                        | (178,406)                 | (178,406)                    | -                                   | 0.00%        |
| Council Tax                                       | (73,297)                  | (73,297)                     | -                                   | 0.00%        |
| Collection Fund Surplus                           | (211)                     | (211)                        | -                                   | 0.00%        |
| <b>Total Resources</b>                            | <b>(251,914)</b>          | <b>(251,914)</b>             | <b>-</b>                            | <b>0.00%</b> |
| <b>(Surplus) / Deficit</b>                        | <b>3,716</b>              | <b>11,395</b>                | <b>7,679</b>                        | <b>3.00%</b> |
| <b>Use of General Balances</b>                    | <b>(3,716)</b>            | <b>(3,716)</b>               | <b>-</b>                            | <b>0.00%</b> |
| <b>Net Budget (Surplus) / Deficit</b>             | <b>-</b>                  | <b>7,679</b>                 | <b>7,679</b>                        | <b>3.00%</b> |

3.2 Overall a net over spend of £7.7 million (3.00%) is projected against the General Fund net budget requirement of £255.6 million. This represents an increase of £0.9 million against the Quarter 2 forecast of £6.8 million, primarily due to the projected one-off redundancy costs that will be incurred during 2013/14 as a result of the requirement to

make long-term savings given the financial challenge faced by the Council. Excluding the estimated cost of redundancy the projected overspend stands at £5.2 million, an improvement of £1.6 million since quarter 2.

- 3.3 Strategic Directors and Assistant Directors are continuing to do everything they can to identify savings and reduce spend in accordance with the decision of Cabinet on 8 January 2014.
- 3.4 The Council's 5 year Budget and Medium Term Financial Strategy (MTFS), approved by Cabinet on 25 February 2014, assumed an overspend of £6.8 million in 2013/14 to be met from general reserves. Taking this into account, in addition to the projected cost of redundancy, the Council's general balances could be exhausted by the beginning of 2015/16. Paragraph 7.4 provides a forecast of the general reserves and identifies that the additional overspend will have a consequent impact on the balance projected for 2015/16.
- 3.5 Finance Teams have recently completed an exercise to rebase all budgets in advance of the implementation of Agresso in April 2014, with that budget position reported to Cabinet on 25 February 2014.
- 3.6 As part of the budget rebasing exercise, those savings that have been reflected in the budget that have been achieved in year but not as originally planned and are unlikely to be achieved on an on-going basis, have been removed in the 2014/15 budget, therefore ensuring that a robust baseline budget is in place.
- 3.7 The increase in forecast overspend that has arisen since quarter two has not been built into projected general reserves for 2014/15. However, the detailed work undertaken on the budget, including that stated in paragraphs 3.5 and 3.6, means that all of the significant issues included in this report have been reflected in future budgets.
- 3.8 In accordance with the council's financial procedures rules, all virements in excess of £50,000 require the approval of this panel. Appendix I outlines virements in excess of £50,000 for which approval is sought at this meeting.
- 3.9 The most significant factors contributing towards the projected over spend against the budget are reported on a service-by-service basis in section 4.

## **4.0 General Fund Revenue Budget Monitoring: Service Analysis**

### **4.1 Community**

- 4.1.1 A summary of the projected outturn against the Community 2013/14 revenue budget, as at the end of quarter three, is provided in the table below, whilst a detailed analysis is provided in Appendix A.

**Table 3 – 2013/14 Revenue Budget Projected Outturn – Community**

|  | <b>Budget<br/>2013/14</b> | <b>Projected<br/>Outturn</b> | <b>Projected Variation</b>   |              |
|--|---------------------------|------------------------------|------------------------------|--------------|
|  | <b>£000</b>               | <b>£000</b>                  | <b>Over/(Under)<br/>£000</b> | <b>%</b>     |
| Older People & Personalisation                   | 36,900                    | 37,464                       | 564                          | 1.53%        |
| Health, Wellbeing & Disabilities                 | 50,960                    | 51,691                       | 731                          | 1.43%        |
| Children, Young People & Families                | 47,518                    | 52,695                       | 5,177                        | 10.89%       |
| Safeguarding, Business Support and Public Health | 22,802                    | 22,549                       | (253)                        | -1.11%       |
| Savings to be Identified                         | -                         | -                            | -                            | -            |
| Transfer from Earmarked Reserve                  | (602)                     | 249                          | 851                          | -141.36%     |
| Transfer from Earmarked Reserve                  | -                         | (916)                        | (916)                        | -            |
| <b>Community Total</b>                           | <b>157,578</b>            | <b>163,732</b>               | <b>6,154</b>                 | <b>3.91%</b> |

4.1.2 Overall a net overspend of £6.2 million (3.91%) is projected for the year. The main factors contributing towards the forecast overspend are:

1. **Older People & Personalisation** - The forecast net over spend of £564,000 within Older People & Personalisation is a result of a reduction in short stay Residential income partially offset by a care purchasing reduction trend mainly in Domiciliary Care, in addition to early achievement of savings.
2. **Health, Wellbeing & Disabilities** - There is a forecast net over spend of £731,000 in care purchasing due to an increase in volume and complexity of young people in transition and Adult demographic pressures.
3. **Children, Young People & Families** - There is a forecast net over spend of £5.2 million within the Assistant Directorate, which has arisen primarily as a result of the continued increase in the number of Looked after Children placements equating to £6.7 million. This has been partly offset by an underspend on internal fostering allowances of £698,000, together with additional income from the Clinical Commissioning Group.
4. **Safeguarding, Business Support and Community Services** – There is a forecast net under spend of £253,000 within the Assistant Directorate primarily due to early transfer of the Sports Development Team to Public Health, which was a 2014/15 savings proposal.
5. **Savings to be Identified** – There is a forecast net overspend of £851,000 arising from savings where specific proposals were to be identified of which £602,000 relate to savings brought forward in the budget. These savings have been rebased as part of the 2014/15 budget process and alternative methods of delivery identified.

## 4.2 Delivery

4.2.1 A summary of the projected outturn against the Delivery 2013/14 revenue budget, as at the end of quarter three, is provided in the table below, whilst a detailed analysis is provided in Appendix B.

**Table 4 – 2013/14 Revenue Budget Projected Outturn – Delivery**

|   | Budget<br>2013/14 | Projected<br>Outturn | Projected Variation  |               |
|---|-------------------|----------------------|----------------------|---------------|
|   | £000              | £000                 | Over/(Under)<br>£000 | %             |
| Delivery Directorate  | 246               | 246                  | -                    | 0.00%         |
| Resources   | 131               | -                    | (131)                | -100.00%      |
| Financial Services  | 4,723             | 5,084                | 361                  | 7.64%         |
| Human Resources   | -                 | (57)                 | (57)                 | -             |
| Audit Services  | (8)               | (75)                 | (67)                 | 837.50%       |
| ICTS  | (2,640)           | (2,590)              | 50                   | -1.89%        |
| Customer Services   | 262               | 175                  | (87)                 | -33.21%       |
| Corporate   | 8,865             | 8,210                | (655)                | -7.39%        |
| Governance  | 5,086             | 4,912                | (174)                | -3.42%        |
| City Services   | 22,962            | 23,982               | 1,020                | 4.44%         |
| Release of funds from the<br>FutureWorks Reserve - capitalisation | -                 | (1,748)              | (1,748)              | 0.00%         |
| <b>Delivery Total</b>   | <b>39,627</b>     | <b>38,139</b>        | <b>(1,488)</b>       | <b>-3.76%</b> |

4.2.2 Overall a net underspend of £1.5 million (3.76%) is projected for the year. This is largely as a result of the one-off release from the FutureWorks Reserve arising from the capitalisation of FutureWorks spend offsetting the overspend in City Services which is due to a combination of several factors, including increasing costs, reducing income and savings proposals which are now to be delivered by alternative means. All variances within the directorate are analysed in Appendix B.

## 4.3 Education and Enterprise

4.3.1 A summary of the projected outturn against the Education and Enterprise 2013/14 revenue budget, as at the end of quarter three, is provided in the table below, whilst a detailed analysis is provided in Appendix C.

**Table 5 – 2013/14 Revenue Budget Projected Outturn – Education and Enterprise**

|   | Budget<br>2013/14 | Projected<br>Outturn | Projected Variation  |               |
|---|-------------------|----------------------|----------------------|---------------|
|   | £000              | £000                 | Over/(Under)<br>£000 | %             |
| Partnerships, Economy and Culture       | 7,743             | 7,708                | (35)                 | -0.45%        |
| Regeneration                            | 8,663             | 8,220                | (443)                | -5.11%        |
| Schools, Skills and Learning            | 8,751             | 8,893                | 142                  | 1.62%         |
| <b>Education &amp; Enterprise Total</b> | <b>25,157</b>     | <b>24,821</b>        | <b>(336)</b>         | <b>-1.34%</b> |

4.3.2 Overall it is projected that the Directorate will outturn with a net saving of £336,000 (1.34%) which has primarily been generated by savings from vacant posts within a number of services.

#### 4.4 Office of the Chief Executive

4.4.1 A summary of the projected outturn against the Office of the Chief Executive 2013/14 revenue budget, as at the end of quarter three, is provided in the table below.

**Table 6 – 2013/14 Revenue Budget Projected Outturn – Office of the Chief Executive**

|  | Budget<br>2013/14 | Projected<br>Outturn | Projected Variation  |              |
|--|-------------------|----------------------|----------------------|--------------|
|  | £000              | £000                 | Over/(Under)<br>£000 | %            |
| Chief Executive                            | 210               | 210                  | -                    | 0.00%        |
| Communications                             | (96)              | (58)                 | 38                   | -39.58%      |
| Policy Team                                | 1,363             | 1,457                | 94                   | 6.90%        |
| Political Assistants                       | 110               | 112                  | 2                    | 1.82%        |
| Black Country Transport                    | 28                | 23                   | (5)                  | -17.86%      |
| <b>Office of the Chief Executive Total</b> | <b>1,615</b>      | <b>1,744</b>         | <b>129</b>           | <b>7.99%</b> |

4.4.2 Overall a net over spend of £129,000 (7.99%) is projected for the year. There are no significant variances forecast.

#### 4.5 Corporate Budgets

4.5.1 A summary of the projected outturn against 2013/14 corporate revenue budgets, as at the end of quarter three, is shown in Appendix D.



4.5.2 Overall a net over spend of £3.4 million (10.60%) is projected for the year. The main factors contributing towards this net over spend are outlined below:

- Redundancy Payments - The Council continues to make progress with the voluntary redundancy exercise having sought volunteers for redundancy/early retirement during late 2013 in order to identify budget savings. Given the numbers of approved requests to date, it is projected that redundancy costs of £3.8 million will be incurred during 2013/14. These costs were reported against general balances in quarter two. Of this, following approval of a capitalisation request submitted to Central Government in October 2013, £1.3 million can be capitalised, leaving £2.5 million redundancy costs to be met from General Balances. Redundancy costs to be charged in 2013/14 will be for those redundancies approved or specifically planned by the 31 March 2014, in addition to the costs related to staff who have left by 31 March 2014. Therefore the final numbers are subject to change and consideration of the need to establish a provision for redundancy costs at year end.
- Cross-cutting Savings Proposals - Cross-cutting savings proposals were built into the corporate budget as part of the 2013/14 budget setting process as they related to projects that were not specifically attributable to individual directorates at that point in time. Whilst many of the savings have been made as a result of these projects, in many cases these have been reflected against directorate budgets, resulting in double counting. As Councillors will be aware this matter has been addressed during the 2014/15 budget process, where a prudent approach was adopted to largely remove these cross-cutting budget savings held corporately.
- Underlying Budget Issues - The projected outturn assumes an underlying budget issue of approximately £2.8 million following on from the work recently completed to identify controllable/non-controllable budget issues that have arisen historically. This budget issue has been incorporated into the 2014/15 budget, which was reported to Cabinet on 25 February 2014.
- Contribution to the Efficiency Reserve – It is necessary to ensure that sufficient funds are available for future invest to save projects, therefore a projected contribution to the Efficiency Reserve is assumed.
- Special Dividend - A special dividend was paid by Birmingham Airport in December 2013 with the council's share of this being approximately £3.3 million. This additional income, which was reported against general balances in quarter two, offsets some of the budget pressures identified above.
- Treasury Management - There is forecast to be a saving of £1.7 million on the provision for the redemption of debt due to capital expenditure financed from borrowing in 2012/13 being lower than forecast. However, part of this saving has been offset by a forecast overspend of £488,000 on interest payable, due to forecast borrowing for capital expenditure during 2013/14 being higher than originally anticipated.

## 5.0 Changes to Grant Funded Expenditure

- 5.1 It is not always possible to reflect all grant-funded expenditure in the budget approved by full council prior to the start of the financial year. This is due to late notification from grant awarding bodies of grant amounts, and proactive grant applications during the year.
- 5.2 Approval is sought from the panel to establish expenditure headings within the 2013/14 approved budget as set out in the table below, and in accordance with each individual grant's terms and conditions. This will have no effect on the council's net revenue budget as this is fully funded from grant.

**Table 7 – Grants**

| <b>Grant</b>  | <b>Description of Expenditure</b>   | <b>Awarding Body</b>                            | <b>Expenditure 2013/14 £000</b> |
|---|---|---|---------------------------------|
| <b>Education and Enterprise</b>                         |   |   |                                 |
| European Regional Development Fund (Black Country GOLD) | Support and grants to SMEs for capacity building and infrastructure to exploit growth opportunities | Department for Communities and Local Government | 26                              |
| European Regional Development Fund (Growth Factory)     | Coordinate business support with a particular focus on High Value Manufacturing                     | Department for Communities and Local Government | 95                              |
| Health Through Warmth Grant                             | Energy efficiency awareness, audits and kits for residents  | Department of Health                            | 103                             |
|   |   |   |                                 |
| <b>TOTAL</b>  |   |   | <b>224</b>                      |

## 6.0 Voluntary Redundancy Programme

- 6.1 The Council continues to make progress with the voluntary redundancy exercise having sought volunteers for redundancy/early retirement during late 2013 in order to identify new savings and where possible accelerate the proposals. Having received 467 expressions of interest as a result of Phase 1 of the voluntary redundancy programme 262 applications were approved and 41 were deferred for consideration at a later date. Phase two of the scheme closed on 11 November 2013 and a further 311 expressions of interest were received of which 63 applications were approved, 12 were deferred and 71 are yet to be considered.

- 6.2 It is the council's policy to avoid making compulsory redundancies wherever it can, but it is now unrealistic to assume that these can be avoided altogether. Therefore Phase 3 of the redundancy programme, which opened on 13 February, with a closing date of 31 March 2014, will be the final opportunity to secure the current redundancy terms. After this time the scheme will be reduced to less generous terms as approved by Cabinet in January 2014.
- 6.3 Based on an assumption of 1,137 redundancies over the next 2 years from the original savings proposals reported as part of the 5 Year Budget and Medium Term Financial Strategy in October 2013, the likely one-off cost to the Council will be £18.7 million. Although staff reductions at that level may not be achieved during that timescale based on the projected job losses arising from the savings proposals this assumption is being made for planning purposes, and in line with the revised strategy, in order to be prudent. It is however also important to note that the need to identify yet further savings over the coming years is likely to mean that there will be further significant redundancy costs to fund, although the impact of the move to a 'statutory minimum' scheme has not been reflected in the projections, in order to be prudent due to the uncertainty regarding the timing of redundancies, so this may offset some of those costs.
- 6.4 As previously reported discussions with West Midlands Pension Fund have concluded and it has been agreed that the Council can spread the cost of "pension fund strain" associated with redundancies over 3 years. It is currently anticipated that the strain element of the cost will be approximately 42% of the total one-off cost associated with redundancies (£7.9 million).
- 6.5 The application to the Government to capitalise the cost of redundancies in 2013/14 was approved by the Secretary of State for a value of up to £1.3 million. This allows the Council to fund these costs from capital and spread the impact on the General Fund over 20 years. This is out of an estimated 2013/14 redundancy cost of £3.8 million, the balance of £2.5 million being met from General Fund balances in 2013/14, as detailed in Section 4.5 above. The utilisation of this capitalisation direction has been reflected in the figures included in this report.
- 6.6 Representations to fund further redundancy costs from capital are continuing.

## **7.0 Reserves and Balances**

- 7.1 At the beginning of 2013/14 a balance of £15.9 million was held within the general fund balance.
- 7.2 As part of the 2014/15 budget process all specific reserves have now been reviewed for relevance and adequacy, to determine which are no longer required (either in whole or in part) so that funds can be released to the General Fund. At the beginning of 2013/14, £44.1 million was held within specific reserves, excluding schools' general balances. As part of the draft Medium Term Financial Strategy for the 5 year period 2014/15 to 2018/19 considered by Council on 6 November 2013 the transfer of £7.155 million from

available reserves into the general fund general reserve was approved. A full list of specific reserves is attached at Appendix E.

- 7.3 Due to the current level of general balances, Council on 6 November approved that, for the purposes of calculating the council's provision for the redemption of debt in 2013/14, the value of variable E shall be minus £10.0 million. Variable E is a component of the formula to calculate the annual provision for the redemption of debt; this formula is set out in the Council's annual Minimum Revenue Provision (MRP) statement which is approved each year. As set out in that policy the value of variable E is an amount to be set by Cabinet (Resources) Panel, the total value of which taken across all past and current years shall never be lower than zero, based on a value of minus £10.0 million in 2013/14 the total value of variable E will be zero. The resulting £10 million one-off benefit to the general fund budget in 2013/14 should then be transferred into general balances.
- 7.4 The following table sets out the projected level of general balances at 31 March 2014:

**Table 8 – Projected Uncommitted General Fund Reserves at 31 March 2014**

|  | £000     | £000            |
|--|----------|-----------------|
| <b>Balance at 1 April 2013</b>   |          | <b>(15,928)</b> |
| <b>Transfers Approved During 2013/14 From:</b>   |          |                 |
| Specific Reserves  | (7,155)  |                 |
| Minimum Revenue Provision  | (10,000) | (17,155)        |
| <b>Projected Movements in 2013/14</b>  |          |                 |
| Budgeted use in 2013/14  | 3,716    |                 |
| Quarter 3 Forecast Overspend (including redundancy payments and Birmingham Airport Special Dividend) | 7,679    | 11,395          |
| <b>Projected balance at 31 March 2014</b>  |          | <b>(21,688)</b> |

The 2014/15 budget assumed that a general fund balance of £23.4 million (as projected at quarter two) would be brought forward from 31 March 2014. The lower balance now projected will have a consequent impact upon the £4.5 million balance projected in the budget for 31 March 2015.

#### 7.5 Other Transfers to/from Earmarked Reserves

- 7.5.1 Approval is sought from this meeting for a number of other transfers to/from earmarked reserves, as set out in the following paragraphs.

### Efficiency Reserve

- 7.5.2 The Efficiency Reserve was established to fund pump priming and investment in new developments and initiatives whose main aim is to generate efficiencies and savings in the future, and may also result in redundancy costs.
- 7.5.3 Approval is sought from this meeting for the use of £926,000 from the Efficiency Reserve to fund expenditure as outlined below:
- The use of £110,000 to fund the cost of PwC as strategic advisor to the Future Spaces programme. This has been detailed in an Individual Executive Decision report.
  - The use of £525,000 to fund the net costs of the Future Spaces decant strategy, as detailed in the business case reported to Cabinet (Resources) Panel on 14 November 2012.
  - The use of £291,000 to fund the net costs of the Future Spaces ICT moves and decommissioning, as detailed in the business case reported to Cabinet (Resources) Panel on 14 November 2012.
- 7.5.4 In addition, approval is sought to transfer additional funds totalling £1.0 million, into the Efficiency Reserve to continue to invest in new developments over forthcoming years. This is in addition to the budgeted contribution to the Efficiency Reserve in 2013/14.
- 7.5.5 The following table sets out the requests for approval from this meeting and the anticipated remaining balance at 31 March 2014. It should be noted that this projected balance excludes potential commitments of £1.5 million which will require future approval by Cabinet (Resources) Panel.

**Table 9 – Efficiency Reserve**

|   | (Use of/<br>Addition to<br>Reserve<br>£000 | Balance<br>£000 |
|---|--|-----------------|
| <b>Balance as at 1 April 2013</b>   |  | <b>6,366</b>    |
| <u>Previously Approved</u>  |  |                 |
| To establish two Consultant Social Workers and Backfill the Head of Looked after Children, in relation to the New Operating Model for Looked after Children.  | (78)                                       |                 |
| To fund commercial support to help develop proposals into a robust commercial development plan for Leisure Services.  | (16)                                       |                 |
| To establish a Transformation Programme Team in order to provide project / programme / business change management support for a range of essential transformational and savings plans within Community. | (292)                                      |                 |
| To create a Council Temporary Staffing Agency, set up costs   | (110)                                      |                 |
| To create a Council Temporary Staffing Agency, contingency costs  | (20)                                       |                 |
| Invest 2 Save Proposals   | (384)                                      |                 |
| Transfer to General Reserves  | (2,980)                                    |                 |
| Leadership/Management Development Programme   | (100)                                      |                 |
| To fund review of alternative delivery models for care services currently provided in-house   | (63)                                       |                 |
|   |  | (4,043)         |
| <u>Approval Sought from this Meeting</u>  |  |                 |
| To fund the cost of PwC as strategic advisor to the Future Spaces programme. This has been detailed in an Individual Executive Decision report.   | (110)                                      |                 |
| As detailed in the business case for Future Spaces reported to Resources Panel on 14 November 2012, to fund the net costs of the decant strategy.   | (525)                                      |                 |
| As detailed in the business case for Future Spaces reported to Resources Panel on 14 November 2012, to fund the net costs of the ICT moves and decommissioning.   | (291)                                      |                 |
|   |  | (926)           |
| Contribution to the Efficiency Reserve  | 2,000                                      | 2,000           |
| <b>Forecast Balance as at 31 March 2014</b>   |  | <b>3,397</b>    |

#### Single Status Reserve

- 7.5.6 Approval is sought from this meeting for the use of £1.0 million from the Single Status Reserve to fund the 2013/14 costs of the single status team, professional HR consultants, legal advice and legal cost relating to equal pay claims.

#### Regeneration Reserve

- 7.5.7 The Regeneration Reserve was specifically established to support important regeneration priorities within the city.
- 7.5.8 Approval is sought from this meeting to transfer £50,000 into the Regeneration Reserve from the Grand Theatre General Fund account in relation to Grand Theatre works deferred until 2014/15.

#### Economic Development Reserve

- 7.5.9 Approval is sought from this meeting for the use of £40,000 from the Economic Development Reserve to match fund Black Country wide European Regional Development Fund and Regional Growth Fund business support programmes.

#### Jennie Lee Centre Reserve

- 7.5.10 Approval is sought from this meeting for the use of £250,000 from the Jennie Lee Centre Reserve to fund the refurbishment and running costs of the Parkfields office site. This is consistent with the report to Cabinet (Resources) Panel on 3 April 2012, Jennie Lee Centre Relocation Strategy and Future Use of Parkfield High School Site.

#### Corporate Advertising Reserve

- 7.5.11 Approval is sought from this meeting for the use of £82,000 from the Corporate Advertising Reserve to fund the costs of projects that were initially booked to the Communications budget. The projects have been undertaken in partnership with Marketing Birmingham and include: Branding and Style Guide; promotion and marketing at trade shows; advertising for the Wolverhampton Festival and Popular Art; Wolverhampton City Festival and Arts Partnership and Business Support Programme, and Wolverhampton Cultural Programme.

#### Licensing Reserve

- 7.5.12 Approval is sought from this meeting to establish a new specific reserve.
- 7.5.13 Recent case law has provided new guidelines to licensing authorities on how licensing fees should be calculated and licensing income can be spent. In order to adhere to these guidelines, it is proposed that the Council establishes a specific reserve. This reserve will account for any in year surpluses or deficits that the service makes through its licensing responsibilities, and allow this to be taken into account when setting future fees and charges to licensed traders over a three year cycle.
- 7.5.14 It is proposed that the reserve has an upper threshold of a £250,000 surplus. Any in year deficits will be funded by the existing reserve balance. Any surplus/deficit beyond these thresholds will require a further report to Cabinet (Resources) Panel and will also need to propose what action is to be taken to bring the reserve back within the limits previously agreed.

Building Resilience Reserve

7.5.15 Approval is sought from this meeting to transfer £34,000 from the Corporate Budgets into the Building Resilience Reserve to support the on-going costs of the Community Safety Service.

**8.0 General Fund Transformation Programme**

8.1 As part of the 2014/15 budget process the budget was rebased taking into account known factors from 2013/14 financial information. This process included adjustment both for controllable/non-controllable budget issues and for savings that were double counted, unidentified or to be delivered through different ways.

8.2 As a result of this detailed work all remaining savings for 2013/14 were validated and confirmed as achieved, or as having a high level of probability of achievement. Out of a total savings target of £17.6 million, £xxx million fell into this category.

**9.0 General Fund Corporate Income**

9.1 **Council Tax and Business Rates** - The collection of council tax and business rates is accounted for within the Collection Fund. Although this is separate to the General Fund, any surplus or deficit on the Collection Fund at the end of a financial year is shared between the precepting authorities, i.e. the council, the fire authority and the police authority. The distribution of any balance for 2013/14 will take place in future financial years, so collection performance will ultimately have an impact on the council's General Fund.

9.2 The amount due for council tax and business rates and the amount of income collected by the end of the third quarter of 2013/14 is summarised in the table below. The shortfall against council tax collections reflects the charging of recipients of council tax support for the first time this year, together with removal of empty property relief. The marginal reduction in NNDR collection reflects the current economic difficulties experienced by businesses. Both of these factors were taken into account in the 2014/15 budget setting.

**Table 10 – Collection of Amounts Due (In-Year)**

|                       | Amount Due<br>£000 | Amount Collected |       | Target Collection<br>% | 2012/13 Collection<br>% |
|-----------------------|--------------------|------------------|-------|------------------------|-------------------------|
|                       |                    | £000             | %     |                        |                         |
| Council Tax           | 84,002             | 64,454           | 76.73 | 78.29                  | 77.40                   |
| Business Rates (NNDR) | 76,238             | 59,694           | 78.30 | 80.49                  | 78.71                   |

9.3 Changes in the amount of arrears by the end of December 2013 are detailed below:



**Table 11 – Changes in Arrears**

|                       | Arrears at 1 April 2013<br>£000 | Amount Collected during 2013/14<br>£000 | Changes in Amounts Due during 2012/13<br>£000 | Arrears at 31 December 2013<br>£000 |
|-----------------------|---------------------------------|---|---|-------------------------------------|
| Council Tax           | 8,535                           | 2,116                                   | (663)   | 5,756                               |
| Business Rates (NNDR) | 5,965                           | 849                                     | (1,370)                                       | 3,746                               |

- 9.4 A comparison of total cash collected (excluding costs) by the end of the same period in the previous financial year is provided below:

**Table 12 – Total Cash Collected (excluding costs)**

|                       | 2012/13<br>£000 | 2013/14<br>£000 | Increase |       |
|-----------------------|-----------------|-----------------|----------|-------|
|                       |                 |                 | £000     | %     |
| Council Tax           | 63,027          | 66,411          | 3,384    | +5.37 |
| Business Rates (NNDR) | 59,400          | 59,735          | 335      | +0.06 |

- 9.5 Every effort is made to collect all income due to the council: however this is not always possible and despite all efforts some debts have to be written off. In accordance with the financial procedure rules Cabinet (Resources) Panel must approve any write offs in excess of £5,000.
- 9.6 During the previous quarter 10 such cases of business rates/council tax have been identified with a total value of £108,205 and require approval by this Panel for write off. Full details are provided at Appendix F. The reasons for the write offs are insolvency or where the debtor cannot be traced. Although the Assistant Director Finance has authority to write off any amount where the reason is insolvency, these details have been provided for completeness.
- 9.7 In addition, £14,458 of Council Tax debts and £11,169 of NNDR debts have been approved for write off by the Assistant Director Finance, during quarter three (made up of individual debts not exceeding £5,000).
- 9.8 **Sundry Debtors** - Income is due to the council for a wide range of services provided to individuals and businesses. Sundry debtor invoices totalling around £190 million each year are sent out to customers. To reflect the fact that, despite the council's best efforts, not all of this income will actually be collected, the council makes provision for bad and doubtful debts, which it charges directly to the General Fund.

- 9.9 Overall the debt write offs totalling £393,141 have been incurred during quarters two and three. Of those write offs, there were 3 write offs greater than £5,000, totalling £29,887.20 which require approval by the Panel, as detailed at Appendix H.
- 9.10 It should be noted that it is likely that the figures requiring write off over the course of the whole year will be significant as the review of old debts concludes and data is cleansed ahead of the data transfer into Agresso. The cost of the write-offs will be a charge to the bad debt provision, and will not fall directly on the General Fund in this year although the effect may be felt in a need to increase the in-year provision from the General Fund in future years.
- 9.11 **Assessment and Billing Menu system** - The Assessment and Billing Menu (ABMN) system covers billing for residential and respite care. Debt management procedures, in line with the agreed corporate debt protocol, have been carried out including letters, telephone calls and contact with relatives. For the year to date, £253,624 of ABMN debts have been approved by the Assistant Director Finance for write-off (made up of individual debts not exceeding £5,000). During the year to date, a total of 21 debts individually exceeding £5,000, equating to a total value of £207,866 require approval by this Panel for write off. Further details are provided at Appendix G.
- 9.12 The level of write-offs against sundry debtors and ABMN debtors for quarter three is significant and reflects the initial stages of the data cleansing exercise that is being undertaken prior to the go live of Agresso, the new financial system, on 1 April. In addition a review of debt management and collection processes is being undertaken in order to improve future collection and minimise future write offs, a separate report on this review will be presented to a future meeting of Cabinet (Resources) Panel and a further update on the final value of write-offs will be provided at 2013/14 Outturn.

## 10.0 General Fund Budget Monitoring – Risk Management

- 10.1 The following table provides a summary of the risks associated with the 2013/14 budget and medium term financial strategy, using the corporate risk management methodology.
- 10.2 The six main areas of risk are summarised below along with the assessed level of risk:

**Table 13 – General Fund Budget Risks 2014/15 – 2018/19**

| <b>Risk</b>                     | <b>Description</b>   | <b>Level of Risk</b> |
|---------------------------------|--|----------------------|
| Financial and Budget Management | Risks that might materialise as a result of the impact of non-pay inflation and pay awards, staff vacancy factors, VAT rules, loss of ICTS facilities, treasury management activity and the impact of single status and budget management failure.                           | Amber                |
| Transformation Programme        | Risks that might materialise as a result of not identifying savings, not delivering the savings incorporated into the budget and not having sufficient sums available to fund the upfront and one-off costs associated with delivering savings and downsizing the workforce. | Red                  |
| Income and Funding              | Risks that might materialise as a result of income being below budgeted levels, claw back, reduction to government grant or increased levels of bad debts.   | Red                  |
| Service Demands                 | Risks that might materialise as a result of demands for services outstretching the available resources.  | Amber                |
| Third Parties                   | Risks that might materialise as a result of third parties and suppliers ceasing trading or withdrawing from the market.  | Amber                |
| Government Policy               | Risks that might materialise as a result of changes to Government policy including changes in VAT and personal taxation rules and, in particular, from the Care Bill   | Red                  |

- 10.3 The overall risk associated with the general fund budget is currently assessed as Red.
- 10.4 Details of the risk control measures that are in place in order to manage and mitigate the risks as far as possible have been published on the Council's Website and can be found via the following link <http://www.wolverhampton.gov.uk/budgetsavings>. These risks will be closely monitored and managed throughout the year and regular updates will be presented to Councillors as part of the established budget monitoring arrangements.
- 10.5 The Council is planning its budget amidst a high degree of uncertainty, which brings with it risks. As well as specific mitigating actions on individual issues, risks have been addressed in a number of different ways:
- The Assistant Director Finance will work closely with, and where necessary challenge, the Chief Executive, Strategic Directors, Assistant Directors, Heads of

Finance and leading Councillors throughout the budget process in order that such risks are identified, understood and effectively managed;

- The planning of the budget and service plans are designed to ensure that account can be taken of the need for proper planning of change and of the financial impact in later years of decisions taken now;
- The process of planning the budget will afford the opportunity for services to identify emerging budget pressures, including those related to legislative requirements and demographic changes. Where necessary these will result in new investment, and
- Account will be taken, in planning the budget for future years, of any issues which emerge as part of the process of monitoring the budget during 2013/14.

## 11.0 Revenue Budget Monitoring – Schools Budgets

11.1 The current financial year 2013/14 is the first year of a two year transitional period towards the introduction of a national funding formula. The reform agenda dictated that local authorities use simpler funding formulae to allocate funding to schools. In addition to this there is a requirement for schools to fund more of the costs of additional support for Special Educational Needs pupils from their own delegated budgets. Schools settlements have again been subject to a Minimum Funding Guarantee (MFG) which will prevent any setting from losing more than 1.5% per pupil compared to 2012/13. For the first time it was possible to limit the amount schools were gaining under the new framework, locally schools gains were capped to 3% per pupil.

11.2 As a result the current year will be a challenging one for schools as they begin to work to funding allocations determined by the new funding frame work and the increased expectation in respect of SEN pupils. Some of the local headline effects can be summarised as:

|   | 2012/13 | 2013/14 |
|---|---------|---------|
| Number schools at the minimum funding level | 13      | 65      |
| Number schools with funding increase capped | 0       | 8       |
| Number schools losing compared to 2012/13   | 20      | 37      |
| Number of schools gaining                   | 68      | 53      |

11.3 For 2013/14 and 2014/15 schools funding will continue to be protected at “cash flat per pupil”, meaning that every local authority has received the same cash per pupil as it did in 2012/13 for pupils in mainstream schools whilst funding for our high needs pupils will be funded at the same cash sum. However in real terms, given current levels of inflation this represents a reduction in real terms for schools.

11.4 In addition to the schools budget, funding continues to be available to schools in England through the Pupil Premium. In 2013/14 this initially funded schools at £900 per eligible child but in Autumn 2013 this was revised by the Department for Education to £953 per per eligible primary aged child, secondary aged children will continue to attract £900. Across the city this will equate to £12.9 million in 2013/14. 2014/15 will also see further increases per pupil and an overall settlement for the city of £16 million.

- 11.5 Schools have the freedom to spend the Premium, which is in addition to the underlying schools budget; in a way that they think will best support raising attainment for the most vulnerable pupils.
- 11.6 Funding for 16-19 provision, is channelled through The Education Funding Agency (EFA). The EFA have outlined Government plans to allocate over £7.5 billion to fund an increased number of places in with the raising of the participation age from September 2013. There will also be some transitional protection to assist schools and colleges experiencing substantial losses in funding. Locally it is still expected that there will be an overall reduction in funding for the 2013/14 financial year compared to 2012/13.
- 11.7 The maintained schools in the city started the 2013/14 financial year with balances of circa £17.5 million, with only five schools in a deficit position.
- 11.8 Although schools have, to date, been largely protected from the cuts other public services have and continue to face, they and their governing bodies are mindful of the following pressures that they will face whilst working within the constraints of the “cash flat per pupil” increase for the next two years:
- General inflation for supplies and services - the latest Consumer Price Index (CPI) indicates an underlying increase of circa 2.7%
  - New energy contracts for schools are likely to see significant increases, with energy costs representing a material element of schools’ non staffing expenditure.
  - Full effect of Single status costs to be borne by schools in 2014. For many schools this is likely to be material in the long term)
  - The large reduction in capital grants has meant that schools will need to make greater contributions to repair and maintenance costs from revenue resources.
  - Potential future pay increases following the current public sector pay freeze.
  - Building Schools for the Future (BSF) Programme – affordability and sustainability of the annual Facilities Management (FM)/Life-cycle and ICT Managed Services and PFI Unitary Charge Payment to schools’ budgets.
- 11.9 For 2013/14 the latest budget plans approved and submitted by governing bodies forecast the use of £5.4 million of reserves in the year, with balances of £12.1 million at the end of March 2014, as detailed in the table below:

**Table 14 – Forecast Use of Schools Balances 2013/14**

|              | <b>Actual Balances at<br/>1 April 2013<br/>Surplus<br/>£000</b> | <b>Planned Use of<br/>Balances<br/>In 2013/14<br/>£000</b> | <b>Forecast Balances<br/>at<br/>31st March 2014<br/>Surplus<br/>£000</b> |
|--------------|---|--|--|
| Infant       | 734   | (93)   | 641  |
| Junior       | 485   | (69)   | 416  |
| Primary      | 9,990   | (2,995)  | 6,995  |
| Secondary    | 2,778   | (903)  | 1,875  |
| Special      | 2,680   | (1,111)  | 1,569  |
| Nursery      | 844   | (204)  | 640  |
| <b>Total</b> | <b>17,511</b>   | <b>(5,375)</b>   | <b>12,136</b>  |

11.10 Schools budget allocations for 2014/15 were published on 28 February 2014, and the details of these are still being worked through. The Secretary of State for Education will issue a consultation on the national school funding formula for 2015/16.

11.11 A further update will be reported to Cabinet (Resources) Panel on schools balances at the end of 2013/14 and forecasts for 2014/15 to 2016/17 inclusive.

## **12.0 Financial Implications**

12.1 The financial implications are discussed in the body of the report.  
[NA/04052014/A]

## **13.0 Legal Implications**

13.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs.  
[AS/28022014/Q]

## **14.0 Equality Implications**

14.1 Under the Equality Act 2010, the council has a statutory duty to pay due regard to the impact of how it carries out its business on different groups of people. This is designed to help the council identify the particular needs of different groups and reduce the likelihood of discrimination, the nine equality strands covered in the legislation are:

- Age;
- Disability;
- Gender reassignment;
- Marriage and Civil Partnership (this strand only applies to employment and not to service delivery);
- Pregnancy and Maternity;

- Race;
- Religion or Belief;
- Sex, and
- Sexual Orientation.

### **The strands include everyone**

- 14.2 In relation to determining the overall revenue budget for the council there is always a difficult balance to be struck in deciding the levels at which to invest, reduce expenditure and raise income set against the often competing needs of different groups within the Wolverhampton community.
- 14.3 In order to address these complex issues the council operates an open and consultative approach to budget and council tax determination. Year-on-year and medium term spending forecasts are provided to every household and business ratepayer within the city as part of the documentation which accompanies the council tax demand.
- 14.4 Budget consultation meetings have been held with the education community, the business community, the voluntary sector, communities of interest and trade unions. The council's budget consultation approach has also included online surveys and a telephone hotline in order to gain feedback on budget and service priorities.
- 14.5 In determining the budget for 2014/15 considerable focus has been placed on the development of savings proposals. All of these proposals have been subject to an equality analysis screening and where necessary a full equality analysis has been conducted.
- 14.6 The Council is facing a particularly challenging short and medium term financial environment in which savings must be generated and a tight control on spending maintained. This means that a greater focus than ever is necessary to ensure that core equalities commitments are met. In determining the 2014/15 budget particular attention has been given to attempts to lessen any adverse impact of proposals on individuals and communities in most need.
- 14.7 In summary the council's annual budget and medium term financial strategy supports a range of services designed to meet key equalities objectives. A cumulative equalities analysis has been conducted on the overall budget proposals, including the overall impact of job losses. This can be found on the Council's website via the following link: <http://www.wolverhampton.gov.uk/budgetsavings>
- 14.8 Councillors should also be aware that under the Equality Act 2010, they must comply with the Public Sector Equality Duty (PSED) when making budget decisions. What this means in practice is that Councillors must consciously think about the three aims of the public sector equality duty as part of the decision making process, the three aims are to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation;

- Advance equality of opportunity by removing or minimising disadvantages, meet differing needs and encouraging participation, and
- Foster good relations between people from different groups.

14.9 The Act does not require the council to treat everyone in the same way; sometimes different treatment is required, for example, be making reasonable adjustments to meet the needs of disabled people.

14.10 Consideration of equality issues must influence the decisions reached by public bodies including:

- How they act as employers;
- How they develop, evaluate and review policy;
- How they design, deliver and evaluate services, and
- How they commission and procure from others.

14.11 The Brown Principles, established as a result of a legal case concerning Post Offices closures in 2008, provide an important checklist that should be considered when making decisions:

- Decision makers must be made aware of their duty to have due regard to the identified goals;
- Due regard must be fulfilled before and at the time that a particular decision is being considered, not afterwards;
- The duty must be exercised in substance, with rigour and with an open mind. It is not a question of ticking boxes;
- The duty is cannot be delegated; it must be fulfilled by the organisation in question rather than through the use of an external body to do it to the organisation;
- The duty is a continuing one, and
- It is good practice to keep an adequate record showing that it has considered the identified needs.

## **15.0 Environmental Implications**

15.1 A range of services focused upon the council's environmental policies is supported through revenue budgets reviewed in this report. Changes in levels of funding will be considered as such changes are proposed.

## **16.0 Background Papers**

5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19, Report to Cabinet, 25 February 2014

5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19, Report to Council, 6 November 2013



Revenue Budget Monitoring Quarter Three - Community

| Service   | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation   |
|---|---------------------------|-------------------------------------|---|---------------------------------------|--|
| <b>Older People &amp; Personalisation</b>           |                           |                                     |   |                                       |  |
| Directorate   | 207                       | 180                                 | (27)                                    | (30)                                  |  |
| Assistant Director                                  | (1)                       | 2                                   | 3                                       | (11)                                  |  |
| Carers Support                                      | 1,418                     | 1,376                               | (42)                                    | 6                                     |  |
| ILS, Telecare & Adaptations                         | 2,438                     | 2,396                               | (42)                                    | (37)                                  | Complete review of expenditure and additional income from CCG.   |
| Older People Assessment & Care Management           | 17,732                    | 18,991                              | 1,259                                   | 947                                   | Care purchasing reduction trend mainly in Domiciliary Care, offset by reduction in internal short stay income.                             |
| Older People Provider Management                    | 10,321                    | 10,214                              | (107)                                   | (166)                                 | Savings due to early closure of Warstones Resource Centre.   |
| Welfare Rights & Financial Assessment               | 1,958                     | 1,781                               | (177)                                   | (156)                                 | Savings accruing due to restructure of financial assessments function. This will contribute to 2014/15 savings target.                     |
| Workforce Development                               | 992                       | 710                                 | (282)                                   | (284)                                 | Planning underway to align budget with Workforce Development service strategy. Under spend will contribute to savings programme this year. |
| Housing   | 1,835                     | 1,814                               | (21)                                    | (8)                                   |  |
| <b>Sub Total Older People &amp; Personalisation</b> | <b>36,900</b>             | <b>37,464</b>                       | <b>564</b>                              | <b>261</b>                            |  |
|   |                           |                                     |   |                                       |  |
| <b>Health, Wellbeing &amp; Disabilities</b>         |                           |                                     |   |                                       |  |
| Assistant Director                                  | 159                       | 141                                 | (18)                                    | (19)                                  |  |
| Children's Disabilities Commissioning               | 117                       | 139                                 | 22                                      | 19                                    |  |

Revenue Budget Monitoring Quarter Three - Community

| Service   | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation   |
|---|------------------------|----------------------------------|-----------------------------------|---------------------------------|--|
| Disabilities In-House Provision                       | 10,930                 | 10,403                           | (527)                             | (582)                           | Review of budget requirement for new day service (Etruria Way). Reduction in agency staff costs.   |
| Emergency Duty Team                                   | 13                     | (2)                              | (15)                              | (8)                             |  |
| Housing Support & Social Inclusion                    | 7,018                  | 6,930                            | (88)                              | (88)                            |  |
| Mental Health Care Management                         | 5,404                  | 5,399                            | (5)                               | (13)                            |  |
| Short Breaks  | 604                    | 644                              | 40                                | 39                              |  |
| Children With Disabilities                            | 907                    | 1,058                            | 151                               | 133                             | Additional staffing costs as a result of Ofsted inspection and small over spends in general expenditure.   |
| Learning Disabilities Assessment & Care Management    | 19,324                 | 19,611                           | 287                               | 673                             | Overall reduction as a result of confirmation of additional CHC funding.   |
| Physical Disabilities Assessment & Care Management    | 4,970                  | 5,846                            | 876                               | 832                             | Overspend in care purchasing due to increase in volume and complexity of young people in transition and Adult demographic pressures. Detailed monitoring mechanism is currently being validated. |
| Disabilities Commissioning                            | 1,281                  | 1,289                            | 8                                 | -                               |  |
| Families In Focus                                     | 200                    | 200                              | -                                 | -                               |  |
| SEN   | 33                     | 33                               | -                                 | -                               |  |
| <b>Sub Total Health, Wellbeing &amp; Disabilities</b> | <b>50,960</b>          | <b>51,691</b>                    | <b>731</b>                        | <b>986</b>                      |  |

Revenue Budget Monitoring Quarter Three - Community

| Service                                      | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation  |
|--|------------------------|----------------------------------|-----------------------------------|---------------------------------|---|
| <b>Children, Young People &amp; Families</b> |                        |                                  |                                   |                                 |   |
| Assistant Director                           | 1,757                  | 1,723                            | (34)                              | 114                             | £157,000 savings as a result of single status budget allocations being higher than actual costs, along with a reduction in forecast supplies and services expenditure of £74,000. Savings target yet to be achieved: £189,000 2010/11 former savings targets from the disaggregation of the Children & Young People Directorate.  |
| Children Centres                             | 7,204                  | 6,939                            | (265)                             | (57)                            | £358,000 saving from staffing vacancies, along with reduction in forecast expenditure of £1.4 million which is offset by a reduction in grants and contributions of £1.5 million.   |
| Children in Need                             | 7,620                  | 7,889                            | 269                               | 78                              | One-off saving of £1.1 million due to transfer from EIG balances accrued from previous financial years, offset by over spends in the following areas: £475,000 agency expenditure (over and above savings from staffing vacancies), £122,000 Contact Contract, £173,000 Section 17, £490,000 legal fees, volunteer drivers £47,000 and interpreters' fees £26,000, all of which are associated with increased caseloads and demands for services. |
| Children Commissioning                       | 828                    | 599                              | (229)                             | (45)                            | £112,000 underspend on staffing. £116,000 one-off repayment from Prospects for redundancy costs built into their expenditure plan over a number of years for which no provision has arisen or is expected to arise.   |

Revenue Budget Monitoring Quarter Three - Community

| Service  | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation   |
|--|------------------------|----------------------------------|-----------------------------------|---------------------------------|--|
| Looked-After Children  | 24,491                 | 30,183                           | 5,692                             | 4,932                           | £343,000 underspend on staffing. Looked-After Children continued increase in placements £6.7 million. £825,000 increased costs associated with adoption and guardianship allowances partially offset by £698,000 underspend on fostering allowances. Additional external income from the CCG £567,000 and £377,000 from Special Education Needs budget to offset increased costs of Looked after Children. |
| Social Inclusion & Play  | 4,186                  | 4,144                            | (42)                              | 84                              | £275,000 staffing under spend. £60,000 increased premise related costs for MAST Centres. Savings target yet to be achieved of £233,000.  |
| Youth Offenders Team   | 1,432                  | 1,218                            | (214)                             | (200)                           | Staffing under spend due to vacant posts and a reduction in the number of agency and sessional staff used following the restructuring of the service.  |
| <b>Sub Total Children, Young People &amp; Families</b>         | <b>47,518</b>          | <b>52,695</b>                    | <b>5,177</b>                      | <b>4,906</b>                    |  |
| <b>Safeguarding, Business Support &amp; Community Services</b> |                        |                                  |                                   |                                 |  |
| Assistant Director   | 143                    | 135                              | (8)                               | (8)                             |  |
| Sport & Leisure Trust  | 3,038                  | 3,103                            | 65                                | 160                             | Non-achievement of savings target relating to the Leisure Trust (£294,000), partly offset by one-off additional income and reduction in expenditure.   |

Revenue Budget Monitoring Quarter Three - Community

| Service  | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation   |
|--|------------------------|----------------------------------|-----------------------------------|---------------------------------|--|
| Business Support   | 6,081                  | 6,016                            | (65)                              | (15)                            |  |
| Community Centres  | 1,367                  | 1,190                            | (177)                             | (95)                            | Staffing under spend due to early transfer of Sports Development Team to Public Health (2014/15 savings proposal).   |
| Community Initiatives  | 2,987                  | 2,985                            | (2)                               | 12                              |  |
| Libraries  | 3,592                  | 3,604                            | 12                                | (6)                             |  |
| Parks  | 586                    | 559                              | (27)                              | 2                               |  |
| Safeguarding   | 2,193                  | 2,105                            | (88)                              | (58)                            |  |
| Youth  | 2,815                  | 2,852                            | 37                                | 44                              |  |
| <b>Sub Total Safeguarding, Business Support &amp; Community Services</b> | <b>22,802</b>          | <b>22,549</b>                    | <b>(253)</b>                      | <b>36</b>                       |  |
| <b>Savings to be Identified</b>  | <b>(602)</b>           | <b>249</b>                       | <b>851</b>                        | <b>826</b>                      | There is a forecast net overspend of £851,000 arising from savings where specific proposals were to be identified of which £602,000 relate to savings brought forward in the budget. These savings have been rebased as part of the 2014/15 budget process and alternative methods of delivery identified. |
| <b>Transfer from Earmarked Reserve</b>                                   | <b>-</b>               | <b>(916)</b>                     | <b>(916)</b>                      | <b>-</b>                        | Transfer from the Adult Services Residential and Nursing Reserve.  |
| <b>Total Community Directorate</b>                                       | <b>157,578</b>         | <b>163,732</b>                   | <b>6,154</b>                      | <b>7,015</b>                    |  |

Revenue Budget Monitoring Quarter Three - Delivery

| Service                             | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation   |
|-------------------------------------|------------------------|----------------------------------|-----------------------------------|---------------------------------|--|
| <b>Delivery Directorate</b>         | <b>246</b>             | <b>246</b>                       | <b>-</b>                          | <b>-</b>                        |  |
| <b>Resources</b>                    |                        |                                  |                                   |                                 |  |
| Assistant Director (Resources)      | 131                    | -                                | (131)                             | (131)                           | There is a forecast underspend in 2013/14 due to the Assistant Director working on the Shared Services Transformation Programme. |
| <b>Financial Services</b>           |                        |                                  |                                   |                                 |  |
| Assistant Director (Finance)        | 142                    | 142                              | -                                 | -                               |  |
| Corporate Programmes                | 161                    | 143                              | (18)                              | (25)                            |  |
| Corporate Procurement               | 134                    | 453                              | 319                               | 335                             | An overspend is anticipated due to reduced levels of income from retrospective discounts.  |
| Strategic Financial Services        | (148)                  | (147)                            | 1                                 | (99)                            |  |
| Operational Finance                 | (153)                  | (93)                             | 60                                | 38                              |  |
| Payroll Services                    | 76                     | 91                               | 15                                | 38                              |  |
| Risk Management & Insurance         | (46)                   | (46)                             | -                                 | -                               |  |
| Revenues & Benefits                 | 4,557                  | 4,541                            | (16)                              | -                               |  |
| <b>Sub Total Financial Services</b> | <b>4,723</b>           | <b>5,084</b>                     | <b>361</b>                        | <b>287</b>                      |  |
| <b>Human Resources</b>              | <b>-</b>               | <b>(57)</b>                      | <b>(57)</b>                       | <b>(146)</b>                    | An underspend is anticipated due to vacant posts   |
| <b>Audit Services</b>               | <b>(8)</b>             | <b>(75)</b>                      | <b>(67)</b>                       | <b>(66)</b>                     |  |
| <b>ICTS</b>                         | <b>(2,640)</b>         | <b>(2,590)</b>                   | <b>50</b>                         | <b>(10)</b>                     |  |
| <b>Customer Services</b>            | <b>262</b>             | <b>175</b>                       | <b>(87)</b>                       | <b>(70)</b>                     |  |

Revenue Budget Monitoring Quarter Three - Delivery

| Service                              | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation  |
|--------------------------------------|------------------------|----------------------------------|-----------------------------------|---------------------------------|---|
| <b>Corporate</b>                     |                        |                                  |                                   |                                 |   |
| Other Accounts                       | 8,865                  | 8,210                            | (655)                             | (871)                           | The forecast underspend is a result of several small variances. The budgets have been reviewed as part of the 2014/15 budget process. |
| <b>Sub Total Corporate</b>           | <b>8,865</b>           | <b>8,210</b>                     | <b>(655)</b>                      | <b>(871)</b>                    |   |
| <b>Governance</b>                    |                        |                                  |                                   |                                 |   |
| Chief Legal Officer                  |                        |                                  |                                   | -                               |   |
| Legal Services                       | (37)                   | 13                               | 50                                | 28                              |   |
| Local Land Charges                   | 4                      | (18)                             | (22)                              | (33)                            |   |
| Elections                            | 697                    | 463                              | (234)                             | (254)                           | There are no elections held in 2013/14 which results in a forecast underspend.  |
| Democratic Services                  | 460                    | 438                              | (22)                              | 53                              |   |
| Members Expenses                     | 3,614                  | 3,629                            | 15                                | (41)                            |   |
| Mayoral                              | 348                    | 387                              | 39                                | 1                               |   |
| <b>Sub Total Governance</b>          | <b>5,086</b>           | <b>4,912</b>                     | <b>(174)</b>                      | <b>(246)</b>                    |   |
| <b>City Services</b>                 |                        |                                  |                                   |                                 |   |
| Assistant Director                   | 145                    | 152                              | 7                                 | 3                               |   |
| Health & Safety                      | 299                    | 285                              | (14)                              | (8)                             |   |
| Emergency Planning                   | 192                    | 292                              | 100                               | 92                              |   |
| Bereavement Services                 | (173)                  | (374)                            | (201)                             | (242)                           | Additional income is anticipated in 2013/14 in relation to cemeteries and crematoria.   |
| Civic & Other Catering               | 11                     | 16                               | 5                                 | (9)                             |   |
| Schools & Welfare Catering           | (440)                  | (432)                            | 8                                 | 4                               |   |
| Civic Centre & Other Civic Buildings | (601)                  | (512)                            | 89                                | 52                              |   |

Revenue Budget Monitoring Quarter Three - Delivery

| Service                                      | 2013/14 Budget<br>£000 | 2013/14 Forecast Outturn<br>£000 | 2013/14 Forecast Variance<br>£000 | Forecast Variance at Q2<br>£000 | Reason for Variation  |
|--|------------------------|----------------------------------|-----------------------------------|---------------------------------|---|
| Facilities Management & Building Maintenance | 236                    | 185                              | (51)                              | 61                              |   |
| Cleaning of Buildings                        | 52                     | 33                               | (19)                              | -                               |   |
| Property Design & Commissioning              | (1,227)                | (1,227)                          | -                                 | -                               |   |
| Multi Functional Devices                     | -                      | 205                              | 205                               | 205                             | There is currently no budget for MFDs. The budget for MFDs has been realigned for 2014/15.  |
| Fleet Services                               | (3,061)                | (2,730)                          | 331                               | 364                             | An overspend is forecast due to increased costs of tyres, sub contractors and hire of vehicles and reduced external income.         |
| Highways Maintenance                         | 8,913                  | 8,583                            | (330)                             | (98)                            | An element of planned maintenance has been deferred to reduce expenditure in 2013/14.   |
| Parking Services                             | (1,631)                | (1,331)                          | 300                               | 279                             | An overspend is anticipated due to the forecast under achievement of income and increased costs of the contract for decrim parking. |
| School Crossing Patrols                      | 460                    | 454                              | (6)                               | 10                              |   |
| Grounds Maintenance and Street Scene         | 6,484                  | 6,264                            | (220)                             | (84)                            | An element of planned work has been delayed to reduce expenditure in 2013/14.   |
| Landscape & Ecology                          | (32)                   | (32)                             | -                                 | 13                              |   |
| Markets                                      | (534)                  | (527)                            | 7                                 | 45                              |   |
| Public Conveniences                          | 440                    | 420                              | (20)                              | (10)                            |   |
| Waste Services                               | 14,273                 | 14,258                           | (15)                              | (5)                             |   |



Revenue Budget Monitoring Quarter Three - Delivery

| Service   | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation  |
|---|---------------------------|--|---|---------------------------------------|---|
| <b>Unachievable Savings</b>   |                           |  |   |                                       |   |
| Wholly Owned Company  | (500)                     | -                                      | 500                                     | 500                                   | The budget for 2014/15 has been re-aligned to reflect the unachievable savings. Cabinet (Resources) Panel agreed to terminate the Wholly Owned Company saving during 2013/14. |
| Passenger Transport   | (159)                     | -                                      | 159                                     | 159                                   |   |
| Multifunctional Devices   | (185)                     | -                                      | 185                                     | 185                                   |   |
|   |                           |  |   |                                       |   |
| <b>Sub Total City Services</b>  | <b>22,962</b>             | <b>23,982</b>                          | <b>1,020</b>                            | <b>1,516</b>                          |   |
|   |                           |  |   |                                       |   |
| Release of funds from the FutureWorks Reserve - capitalisation of spend | -                         | (1,748)                                | (1,748)                                 | -                                     | One-off benefit from the capitalisation of FutureWorks spend - funds to be released from the FutureWorks Reserve.   |
|   |                           |  |   |                                       |   |
| <b>Total Delivery Directorate</b>                                       | <b>39,627</b>             | <b>38,139</b>                          | <b>(1,488)</b>                          | <b>263</b>                            |   |

Revenue Budget Monitoring Quarter Three – Education and Enterprise

| Service  | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation   |
|--|---------------------------|--|---|---------------------------------------|--|
| <b>Partnerships, Economy and</b>                         |                           |  |   |                                       |  |
| Assistant Director                                       | 63                        | 63                                     | -                                       | -                                     |  |
| Economic Partnerships and Investment                     | 1,302                     | 1,302                                  | -                                       | 36                                    |  |
| Neighbourhood Services                                   | 1,908                     | 1,908                                  | -                                       | (15)                                  |  |
| Partnerships Operations and<br>Community Safety          | 140<br>482                | 140<br>482                             | -<br>-                                  | -<br>10                               |  |
| Entertainments and Events                                | 1,613                     | 1,613                                  | -                                       | (83)                                  |  |
| Culture, Arts and Heritage                               | 2,235                     | 2,200                                  | (35)                                    | (155)                                 |  |
| <b>Sub Total Partnerships, Economy<br/>&amp; Culture</b> | <b>7,743</b>              | <b>7,708</b>                           | <b>(35)</b>                             | <b>(207)</b>                          |  |
| <b>Regeneration</b>                                      |                           |  |   |                                       |  |
| Assistant Director                                       | (223)                     | 60                                     | 283                                     | 283                                   | Previously unallocated savings held at this level have now been regularised by allocating the targets to specific areas of service. This variance is therefore offset by favourable variations across other Regeneration service areas |
| Transportation   | 2,481                     | 2,241                                  | (240)                                   | (83)                                  | The service has a number of vacant posts and implementation of the Surface Water Management strategy is delayed awaiting development of the SUDS regulations.  |
| Physical Regeneration                                    | (640)                     | (769)                                  | (129)                                   | (4)                                   | The service has a number of vacant posts which are generating a saving   |
| Housing  | 989                       | 1,019                                  | 30                                      | (64)                                  |  |

Revenue Budget Monitoring Quarter Three – Education and Enterprise

| Service                                      | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation  |
|--|---------------------------|--|---|---------------------------------------|---|
| Performance and Service Support              | 53                        | (58)                                   | (111)                                   | (106)                                 | The service has a number of vacant posts which are generating a saving  |
| Planning                                     | 1,968                     | 1,968                                  | -                                       | (35)                                  |   |
| Regulatory Services                          | 4,035                     | 3,759                                  | (276)                                   | (168)                                 | The service has a number of vacant posts which are generating a saving  |
| <b>Sub Total Regeneration</b>                | <b>8,663</b>              | <b>8,220</b>                           | <b>(443)</b>                            | <b>(177)</b>                          |   |
| <b>Schools Skills and Learning</b>           |                           |  |   |                                       |   |
| Assistant Director (including Single Status) | 1044                      | 1063                                   | 19                                      | 19                                    |   |
| Equality and Enrichment                      | 301                       | 333                                    | 32                                      | 32                                    |   |
| Adult Education                              | 148                       | 148                                    | -                                       | (39)                                  |   |
| Skill Development                            | 2,181                     | 2,162                                  | (19)                                    | (19)                                  |   |
| School Organisation and Development          | 1,344                     | 1,414                                  | 70                                      | 20                                    |   |
| School Intervention, Support and Challenge   | 1,379                     | 1,279                                  | (100)                                   | (29)                                  |   |
| School and Pupil Services                    | 7,703                     | 7,824                                  | 121                                     | 92                                    | Increased demand for Home to School Transport as a result of increasing numbers of Looked after Children in the City has increased projected costs to £223,000 over budget This is partially offset by reductions in expenditure on Supplies and Services within this area of service |
| School Funding and Financial Planning        | 12                        | 31                                     | 19                                      | 33                                    |   |
| Centrally Held Budgets                       | (152,924)                 | (152,924)                              | -                                       | -                                     |   |

Revenue Budget Monitoring Quarter Three – Education and Enterprise

| Service                                      | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation |
|--|---------------------------|--|---|---------------------------------------|----------------------|
| Net Schools Budgets                          | 147,563                   | 147,563                                | -                                       | -                                     |                      |
| <b>Sub Total Schools Skills and Learning</b> | <b>8,751</b>              | <b>8,893</b>                           | <b>142</b>                              | <b>109</b>                            |                      |
|  |                           |  |   |                                       |                      |
| <b>Total Education and Enterprise</b>        | <b>25,157</b>             | <b>24,821</b>                          | <b>(336)</b>                            | <b>(275)</b>                          |                      |

Revenue Budget Monitoring – Corporate Budgets

| Service                                | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation  |
|--|---------------------------|--|---|---------------------------------------|---|
| West Midlands Transport Authority Levy | 13,269                    | 13,269                                 | -                                       | -                                     |   |
| Environment Agency Levy                | 78                        | 67                                     | (11)                                    | (11)                                  |   |
| Reversal of Capital Charges            | -                         | -                                      | -                                       | -                                     |   |
| Reversal of IAS19 Charges              | -                         | -                                      | -                                       | -                                     |   |
| Provision for Bad Debts                | 375                       | 375                                    | -                                       | -                                     |   |
| Interest Payable                       | 9,491                     | 9,979                                  | 488                                     | 700                                   | Forecast overspend of £488,000, due to forecast borrowing for capital expenditure during 2013/14 being higher than originally anticipated.  |
| Dividends Receivable                   | (619)                     | (739)                                  | (120)                                   | 177                                   |   |
| Special Dividend                       | -                         | (3,279)                                | (3,279)                                 | -                                     | The council's share of a special dividend paid by Birmingham Airport was approximately £3.3 million. Please note that this was reported against General Balances projections in the quarter two revenue monitoring. |
| Interest Receivable                    | (64)                      | (39)                                   | 25                                      | 5                                     |   |
| Birmingham Airport - Rent              | (69)                      | (69)                                   | -                                       | -                                     |   |
| Contribution from Reserve (South Side) | (745)                     | (745)                                  | -                                       | 245                                   |   |

Revenue Budget Monitoring Quarter Three – Corporate Budgets

| Service                                       | 2013/14<br>Budget<br>£000 | 2013/14<br>Forecast<br>Outturn<br>£000 | 2013/14<br>Forecast<br>Variance<br>£000 | Forecast<br>Variance at<br>Q2<br>£000 | Reason for Variation  |
|---|---------------------------|--|---|---------------------------------------|---|
| Provision for the Redemption of Debt          | 13,900                    | 12,226                                 | (1,674)                                 | (1,740)                               | Forecast to be a saving of £1.7 million on the provision for the redemption of debt due to capital expenditure financed from borrowing in 2012/13 being lower than forecast.  |
| Central Provision for increased Pension Costs | 674                       | -                                      | (674)                                   | (583)                                 | Central provision for increased pension costs has not been called upon during 2013/14.  |
| Single Status inc. cost of Pay Protection     | (3,039)                   | (3,039)                                | -                                       |                                       | Transfer from the Single Status Reserve to cover the cost of Single Status implementation in year.  |
| Contribution to Efficiency Reserve            | 1,000                     | 2,000                                  | 1,000                                   | (1,000)                               | Contribution to Efficiency Reserve to ensure sufficient funds for future invest to save projects.   |
| Cross-cutting Savings Proposals               | (2,240)                   | -                                      | 2,240                                   | 20                                    | Cross-cutting Savings Proposals removed from the 2014/15 budget as savings have been used within directorates to offset other budget pressures.   |
| Other Corporate Budgets                       | (41)                      | (3)                                    | 38                                      | (83)                                  |   |
| Redundancy Costs                              | -                         | 2,523                                  | 2,523                                   | -                                     | Redundancy payments during 2013/14 arising primarily from the Voluntary Redundancy Programme. To be funded from General Fund Balances. Please note that this was reported against General Balances projections in the quarter two revenue monitoring. |
| Underlying Budget Issues                      | (317)                     | 2,483                                  | 2,800                                   | 2,234                                 | Underlying controllable/non-controllable issues in the budget.  |
| <b>Total Corporate Budgets</b>                | <b>31,653</b>             | <b>35,009</b>                          | <b>3,356</b>                            | <b>(36)</b>                           |   |

Specific Reserves

| Specific Reserve                                   | Description of Reserve  | Balance        | Approved Transfer to        | Planned Use  | Planned Reserve Transfers | Balance    |
|--|---|----------------|-----------------------------|--------------|---------------------------|------------|
|  |   | 1st April 2013 | General Reserve 23 Oct 2013 | 2013/14      | 2013/14                   |            |
|  |   | £000           | £000                        | £000         | £000                      | £000       |
| <b>Community</b>                                   |   |                |                             |              |                           |            |
| Adult Services Market Plaza Reserve                | Fund for payments associated with the movement of Market services from the Plaza.   | 89             | 89                          | -            |                           | -          |
| Adult Services Residential & Nursing Reserve       | Available as a contingency to meet expected cost increases in residential and nursing care.   | 1,041          |                             | 1,041        |                           | -          |
| Building Resilience Reserve - Community            | To continue activities under the Preventing Violent Extremism work stream.  | 34             | 34                          | 34           | (34)                      | -          |
| Community Hubs                                     | Available to support the development of Community Hubs.   | 242            |                             | 220          |                           | 22         |
| HRA Homelessness                                   | Available to support initiatives that work to prevent homelessness.   | 146            |                             | 146          |                           | -          |
| Leisure Centre Reserve                             | Set aside for the purchase of new equipment for the Leisure centres.  | 10             | 10                          | -            |                           | -          |
| Mary Ellen Bequest - Oxley Training Centre Reserve | Bequest available for use at the Oxley Training Centre.   | (4)            |                             | (4)          |                           | -          |
| Social Inclusion IT Reserve                        | To procure and implement an electronic Common Assessment Framework (eCAF) IT system to enable practitioners to record and store assessments of children, young people and families.   | 50             |                             | 50           |                           | -          |
| Sport and Recreation Leisure Trust Reserve         | This reserve was set up to support costs of establishing a Leisure Trust. The balance remaining in this reserve will be reviewed during 2013/14, following the cessation of negotiations on the Leisure Trust during 2012/13. | 61             | 52                          | 9            |                           | -          |
| Third Sector Development                           | To fund activities that support the development of Voluntary and Community groups.  | 60             | 60                          | -            |                           | -          |
| Troubled Families Programme                        | To fund the Troubled Families Programme.  | 100            | 100                         | -            |                           | (0)        |
| Voluntary Sector Employment Support                | Support for local voluntary and community groups to deliver outcomes that help young people overcome barriers to their gaining employment.  | 50             |                             | 21           |                           | 29         |
| Voluntary Sector Employment Support                | Support for local voluntary and community groups to deliver outcomes that help young people overcome barriers to their gaining employment.  | 64             |                             | 64           |                           | -          |
| Winter Pressures Reserve                           | PCT funding to support the seasonal winter pressures on social care costs.  | 80             | 80                          | -            |                           | -          |
| Youth Café Reserve                                 | For the development of the Youth Café.  | 264            | 14                          | 80           |                           | 170        |
| Youth Offending IT Reserve                         | To fund the Youth Offending Team migration onto Childview - a new bespoke upgraded database.  | 50             |                             | 50           |                           | -          |
| <b>Community Sub Total</b>                         |   | <b>2,337</b>   | <b>439</b>                  | <b>1,711</b> | <b>(34)</b>               | <b>221</b> |

Specific Reserves

| Specific Reserve  | Description of Reserve   | Balance        | Approved Transfer to        | Planned Use  | Planned Reserve Transfers | Balance      |
|---|--|----------------|-----------------------------|--------------|---------------------------|--------------|
|   |  | 1st April 2013 | General Reserve 23 Oct 2013 | 2013/14      | 2013/14                   |              |
|   |  | £000           | £000                        | £000         | £000                      | £000         |
| <b>Education and Enterprise</b>                           |  |                |                             |              |                           |              |
| Apprenticeship Scheme Reserve                             | To support the apprenticeship scheme in 2013/14.   | 83             |                             | 83           |                           | -            |
| Art Gallery Touring Exhibitions Reserve                   | To support the costs of touring exhibitions.   | 9              |                             | 5            |                           | 4            |
| Building Control Service Improvements                     | Prior to the Building Control Account reserve being established there was a legal requirement to have a Building Regulations Fees Reserve. The surplus is to be reinvested in the Building Control Service.                        | 147            |                             | 50           |                           | 97           |
| Building Schools for the Future Reserve (BSF)             | Set aside for the BSF Programme.   | 580            |                             | 580          |                           | -            |
| Economic Development Reserve                              | Reserve to continue the momentum of business support in the city, with specific focus on assisting business relocations.   | 100            |                             | 40           |                           | 60           |
| Leisure Funds and Bequests Reserve                        | Funds administered to support revenue expenditure against criteria defined by the bequest.   | 49             |                             | -            |                           | 49           |
| Mediation Service   | The Mediation Service is self-funded through annual contributions which do not match the financial year in which expenditure is incurred. Earmarking the income already generated for the Mediation Service aids service planning. | 28             |                             | 28           |                           | -            |
| Outdoor Events  | Reserve was created to support outdoor events in Wolverhampton in summer 2012. This reserve will be reviewed in 2013/14 as no call upon funding was made during 2012/13.   | 11             | 11                          | -            |                           | -            |
| Pupil Referral Units Reserve                              | Held in accordance with the Scheme of Delegation for Pupil Referral Units.   | 675            |                             | -            |                           | 675          |
| Regeneration Reserve                                      | To fund projects in support of corporate regeneration priorities.  | 973            | (1,502)                     | 2,475        | (50)                      | 50           |
| Southside Financing Reserve                               | To fund the estimated costs associated with the regeneration of the city centre.   | 3,982          | 2,502                       | 1,480        |                           | -            |
| School Service Level Agreements Reserve (SLA)             | For schools' buy back of SLA services.   | 304            |                             | -            |                           | 304          |
| Schools Arts Service Reserve                              | Funds to support arts projects in schools.   | 61             |                             | -            |                           | 61           |
| Showell Road Travellers Site Reserve                      | For the refurbishment of an existing site and also the provision of a new site, an annual contribution is made from the revenue budget.  | 224            |                             | 224          |                           | -            |
| Showell Road Travellers Site - Residents Deposits Reserve | Deposits from new tenants of sites managed by the council. The deposits are refundable when tenants leave or they are used to offset arrears or to pay for any damage.   | 1              |                             | -            |                           | 1            |
| Surface Water Management Plan Reserve                     | To fund activities required to produce the management plan.  | 112            | 112                         | -            |                           | -            |
| Voluntary Sector and Community Partnership Reserve        | To support partnership activities approved by the Safer Wolverhampton Partnership and Wolverhampton Strategic Partnership.   | 150            |                             | 150          |                           | -            |
| Youth Zone  | To fund the development of the Youth Zone.   | 285            |                             | -            |                           | 285          |
| <b>Education and Enterprise Sub Total</b>                 |  | <b>7,774</b>   | <b>1,123</b>                | <b>5,115</b> | <b>(50)</b>               | <b>1,586</b> |



Specific Reserves

| Specific Reserve                                      | Description of Reserve  | Balance        | Approved Transfer to        | Planned Use | Planned Reserve Transfers | Balance      |
|---|---|----------------|-----------------------------|-------------|---------------------------|--------------|
|   |   | 1st April 2013 | General Reserve 23 Oct 2013 | 2013/14     | 2013/14                   |              |
|   |   | £000           | £000                        | £000        | £000                      | £000         |
| <b>Office of the Chief Executive and Delivery</b>     |   |                |                             |             |                           |              |
| Bulbs and Shrubs - Cemeteries and Crematorium Reserve | Donations received from members of the public for five additional planting schemes within the city.   | 4              |                             | -           |                           | 4            |
| Cemeteries and Crematorium Reserve                    | To fund the replacement and repair of memorials.  | 147            |                             | 53          |                           | 94           |
| Cemeteries Surplus Reserve                            | To fund improvements to cemeteries and crematorium which would otherwise be funded via the capital programme.   | 57             |                             | 22          |                           | 35           |
| Corporate Advertising Reserve                         | Funding for the promotion and advertising of the city.  | 82             |                             | 82          |                           | -            |
| Crematorium Environmental Reserve                     | Balance of environmental levy suggested by the Federation of Burial and Cremations Authority to part fund installation of mercury abatement equipment at Bushbury Crematorium.                  | 2              |                             | -           |                           | 2            |
| Energy Efficiency Reserve                             | To fund major repairs and/or refurbishment to supplement capital budgets targeted at energy efficiency measures.  | 325            |                             | 150         |                           | 175          |
| Feasibility Study Civic Centre Car Park Reserve       | To fund a feasibility study into the condition of the Civic Centre car park.  | 50             | 50                          | -           |                           | -            |
| Furniture Reserve                                     | To fund projects identified by the accelerated asset review where spatial reorganisation of working areas can deliver efficiency savings.   | 105            |                             | -           |                           | 105          |
| Insurance Reserve                                     | To fund the council's self insurance commitments for unknown insurance claims. The movement during the year reflects the in-year surplus of contributions in excess of insurance-related costs. | 4,067          |                             | -           |                           | 4,067        |
| Markets Reserve                                       | To meet the costs of wholesale market maintenance.  | 54             |                             | -           |                           | 54           |
| <b>OCE and Delivery Sub Total</b>                     |   | <b>4,893</b>   | <b>50</b>                   | <b>307</b>  | <b>-</b>                  | <b>4,536</b> |

Specific Reserves

| Specific Reserve                        | Description of Reserve  | Balance        | Approved Transfer to        | Planned Use   | Planned Reserve Transfers | Balance       |
|---|---|----------------|-----------------------------|---------------|---------------------------|---------------|
|   |   | 1st April 2013 | General Reserve 23 Oct 2013 | 2013/14       | 2013/14                   |               |
|   |   | £000           | £000                        | £000          | £000                      | £000          |
| <b>Corporate</b>                        |   |                |                             |               |                           |               |
| Budget Contingency Reserve              | Available to address in-year budget pressures that cannot be addressed from within existing service budgets.  | 3,000          | 1,948                       | -             |                           | 1,052         |
| Efficiency Reserve                      | Established to allow pump priming and investment in new developments, where the main aim is to generate efficiencies and savings in the future as supported by a fully costed business case. These business cases are considered by the Strategic Executive Board and decisions are reported to Councillors as part of the quarterly financial monitoring and reporting arrangements. | 6,366          | 2,980                       | 1,989         | (2,000)                   | 3,397         |
| Fuel Tank Reserve                       | To update and future proof the existing fuel management system which will involve the replacement of out-dated and worn out hardware and software.  | 32             |                             | 32            |                           | -             |
| Funds and Bequests Reserve              | Trust funds administered by the authority with specific criteria for allocation.  | 24             |                             | -             |                           | 24            |
| Jennie Lee Centre Disposal Reserve      | Created to fund the disposal and relocation costs resulting from the disposal of the Jennie Lee Centre.   | 357            |                             | 250           |                           | 107           |
| Job Evaluation Reserve                  | To assist with the funding of the implementation of new pay scales arising from job evaluation.   | 7,340          |                             | -             |                           | 7,340         |
| Local Strategic Partnership Reserve     | The council's unspent share of LPSA reward grant received in 2010/11, the use of this funding is managed by the Wolverhampton Partnership.  | 325            |                             | -             |                           | 325           |
| Professional Support and Advice Reserve | For professional services and advice, e.g. financial, legal, technical etc. where there is insufficient funding available within existing service budgets.  | 490            | 365                         | 125           |                           | -             |
| Revenue Grants Unapplied (IFRS) Reserve | Established in accordance with the principles of IFRS in relation to the recognition of grants and contributions in the council's accounts. Approvals for the use of actual grants are made during the year according to the council's constitution.  | 4,285          |                             | -             |                           | 4,285         |
| FutureWorks Reserve                     | This amount has been set aside to part fund costs arising from the council's FutureWorks Programme.   | 6,591          |                             | 4,200         |                           | 2,391         |
| Systems Thinking and Lean Interventions | Established to fund Systems Thinking interventions across the council   | 250            | 250                         | -             |                           | -             |
|   |   |                |                             |               |                           | -             |
| <b>Corporate Sub Total</b>              |   | <b>29,060</b>  | <b>5,543</b>                | <b>6,596</b>  | <b>(2,000)</b>            | <b>18,921</b> |
| <b>TOTAL RESERVES</b>                   |   | <b>44,064</b>  | <b>7,155</b>                | <b>13,729</b> | <b>(2,084)</b>            | <b>25,264</b> |

**General Fund Revenue Budget Monitoring; Corporate Income  
 Business Rates/Council Tax Debt Write Offs Exceeding £5,000**

| <b>Account</b>        | <b>Reason</b>      | <b>Date written off</b> | <b>Amount of write off<br/>£</b> |
|-----------------------|--------------------|-------------------------|----------------------------------|
| <b>Business Rates</b> |                    |                         |                                  |
| 5027941               | Insolvency         | 02/10/2013              | £17,895.15                       |
| 5103423               | Insolvency         | 02/10/2013              | £7,290.75                        |
| 5105686               | Insolvency         | 06/11/2013              | £10,873.17                       |
| 5106492               | No Trace           | 15/11/2013              | £6,894.27                        |
| 5106493               | No trace           | 15/11/2013              | £9,445.81                        |
| 5106996               | Insolvency         | 29/11/2013              | £14,220.90                       |
| 5059097               | Insolvency         | 05/12/2013              | £21,379.65                       |
| 5059025               | Insolvency         | 09/12/2013              | £5,748.00                        |
| <b>Council Tax</b>    |                    |                         |                                  |
| 05950067013           | Company disssolved | 19/07/2013              | £7,647.81                        |
| 45610014813           | Deceased taxpayer  | 13/08/2013              | £6,809.85                        |
|                       |                    |                         | <b>£108,205.36</b>               |

**General Fund Revenue Budget Monitoring; Corporate Income  
Assessment and Billing Menu (ABMN) System Write Offs Exceeding £5,000**

| <b>Account</b> | <b>Reason</b> | <b>Date written off</b> | <b>Amount of write off<br/>£</b> |
|----------------|---------------|-------------------------|----------------------------------|
| <b>ABMN</b>    |               |                         |                                  |
| ODOWM001       | Deceased      | 21/10/2013              | £5,131.95                        |
| JACKN001       | Deceased      | 21/10/2013              | £5,288.43                        |
| SINGD002       | Deceased      | 21/10/2013              | £5,668.36                        |
| JONES008       | Deceased      | 21/10/2013              | £5,683.60                        |
| GENTR001       | Deceased      | 21/10/2013              | £6,148.85                        |
| SINCG001       | Deceased      | 21/10/2013              | £6,350.88                        |
| THOME001       | Deceased      | 21/10/2013              | £6,569.46                        |
| LEAVK001       | Deceased      | 21/10/2013              | £7,211.60                        |
| STEVF001       | Deceased      | 21/10/2013              | £7,831.94                        |
| PORTE002       | Deceased      | 21/10/2013              | £7,879.39                        |
| BAILM001       | Deceased      | 21/10/2013              | £8,331.47                        |
| FLEMS001       | Deceased      | 21/10/2013              | £8,769.30                        |
| PALML002       | Deceased      | 21/10/2013              | £8,864.52                        |
| WOODV001       | Deceased      | 21/10/2013              | £9,207.94                        |
| MORRM002       | Deceased      | 21/10/2013              | £9,293.16                        |
| EVANK006       | Deceased      | 21/10/2013              | £11,099.44                       |
| BARRE003       | Deceased      | 21/10/2013              | £15,814.58                       |
| ROPEV001       | Deceased      | 21/10/2013              | £15,972.77                       |
| WHITD002       | Deceased      | 21/10/2013              | £16,562.34                       |
| WILDS001       | Deceased      | 21/10/2013              | £17,238.81                       |
|                |               |                         | <b>£207,866.51</b>               |

**General Fund Revenue Budget Monitoring; Corporate Income  
Sundry Debt Write Offs Exceeding £5,000**

| <b>Account</b>        | <b>Reason</b>                 | <b>Date written off</b> | <b>Amount of write off<br/>£</b> |
|-----------------------|-------------------------------|-------------------------|----------------------------------|
| <b>Sundry Debtors</b> |                               |                         |                                  |
| Invoice Prefix HBP    | Housing Debt over 3 years old | July 2013               | £14,878.82                       |
| Invoice Prefix ENV    | Statute Barred                | July 2013               | £5,219.99                        |
| Invoice Prefix ODD    | Legal Requests                | December 2013           | £9,788.39                        |
|                       |                               |                         | <b>£29,887.20</b>                |

**Virements**

| From                   |                                   | To                     |                                   | £000  | Reason for Virement                                     |
|------------------------|-----------------------------------|------------------------|-----------------------------------|-------|---|
| Directorate            | Service                           | Directorate            | Service                           |       |   |
| Community              | Adults                            | Community              | Looked after Children             | 550   | Transfer CAMHS Budget.                                  |
| Community              | Children in Need                  | Community              | Children in Need                  | 96    | Re-align Contact Budget                                 |
| Community              | Children's Commissioning          | Community              | Children's Commissioning          | 342   | Re-align Externally Commissioned Budgets.               |
| Community              | Looked after Children             | Community              | Looked after Children             | 60    | Achievement of Savings Target.                          |
| Community              | Social Inclusion and Play Service | Community              | Social Inclusion and Play Service | 92    | Achievement of Savings Target.                          |
| Community              | Children's Commissioning          | Community              | Assistant Director - C,Y,P &F.    | 84    | Achievement of Savings Target.                          |
| Community              | Children's Centres                | Community              | Assistant Director - C,Y,P &F.    | 62    | Achievement of Savings Target.                          |
| Community              | Children's Centres                | Community              | Children's Centres                | 375   | Achievement of Savings Target.                          |
| Community              | Social Inclusion and Play Service | Community              | Social Inclusion and Play Service | 108   | Re-align Travelling Children's Consortium Contribution. |
| Community              | Early Years                       | Education & Enterprise | Schools Skills and Learning       | 2,378 | Amended DSG funding for PVIs and 2yr Old Funding        |
| Education & Enterprise | Community Languages               | Community              | Children in Need                  | 17    | Separation of Interpreters Fees budgets                 |
| Education & Enterprise | Schools Skills & Learning         | Corporate              | Single Status                     | 649   | Adjustment to Single Status budgets for schools         |
| Education & Enterprise | Entertainments & Events           | Corporate              | Single Status                     | 149   | Adjustment to Single Status budgets re Casual staff     |
| Education & Enterprise | Culture, Arts & Heritage          | Corporate              | Single Status                     | 91    | Adjustment to Single Status budgets re Casual staff     |
| Education & Enterprise | Adult Education                   | Corporate              | Single Status                     | 13    | Adjustment to Single Status budgets                     |



# Cabinet (Resources) Panel

## 11 March 2014

|  |  |                                 |
|--|--|---------------------------------|
| <b>Report title</b>                            | Discretionary Rate Relief for 2014/15  |                                 |
| <b>Decision designation</b>                    | AMBER                                  |                                 |
| <b>Cabinet member with lead responsibility</b> | Councillor Andrew Johnson<br>Resources |                                 |
| <b>Key decision</b>                            | Yes                                    |                                 |
| <b>In forward plan</b>                         | Yes                                    |                                 |
| <b>Wards affected</b>                          | All                                    |                                 |
| <b>Accountable director</b>                    | Keith Ireland, Delivery                |                                 |
| <b>Originating service</b>                     | Revenues and Benefits                  |                                 |
| <b>Accountable employee(s)</b>                 | Sue Martin                             | Head of Revenues and Benefits   |
|  | Tel                                    | 01902 554772                    |
|  | Email                                  | Sue.martin@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | N/A                                    |                                 |

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the extension of the Scheme for Discretionary Rate Relief for charitable and voluntary organisations for 2014/15.
2. Authorise awards to individual organisations for the period 1 April 2014 to 31 March 2015.
3. Delegate authority to the Cabinet Member for Resources in consultation with the Head of Revenues and Benefits to approve future awards of discretionary relief under the agreed scheme.

**Recommendation(s) for noting:**

1. That authorisation of awards of Mandatory Relief is a function delegated to the Section 151 Officer under paragraph E15 of the Councils Constitution.

The recommendations above make reference to a number of specific documents for review and approval. Those documents are:

- Discretionary Rate Relief Scheme (Charitable and Voluntary Organisations) which is published at <https://wolverhampton.cmis.uk.com/decisionmaking/Calendar/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/8421/Committee/1448/SelectedTab/Documents/Default.aspx>
- Schedule of 2014/15 awards for approval – appendix (i)



## **1.0 Purpose**

- 1.1. To seek approval to extend the Discretionary Rate Relief Scheme (Charitable and Voluntary Organisations) for 2014/15.
- 1.2. To seek authorisation of individual awards under the scheme for 2014/15 as set out in appendix (i).

## **2.0 Background**

- 2.1. Discretionary rate relief is granted under Section 47 of the Local Government Finance Act 1988.
- 2.2. Billing authorities have the discretion to award relief in three circumstances:
  - where the ratepayer is a registered charity or certain other charitable organisation
  - where the ratepayer is an organisation which is not established or conducted for profit and whose main objectives meet set criteria
  - where the ratepayer is registered as a Community Amateur Sports Club
- 2.3. Registered Charities and Community Amateur Sports Clubs are entitled to mandatory rate relief of 80% for properties which are occupied for that charitable purpose. The Council has discretionary powers to award further rate relief of up to 20% (this is commonly referred to as 'top up' relief). The Council also has the discretion to allow up to 100% rate relief in the case of organisations that are not established or conducted for profit (and are not entitled to mandatory relief).

## **3.0 Mandatory Relief**

- 3.1. Mandatory relief of 80% is automatically granted to charitable bodies or organisations with charitable objectives in accordance with Section 43(5) of the Local Government Finance Act 1988.
- 3.2. The award of mandatory relief is made in accordance with legislation and is therefore outside of the Council's discretionary scheme.
- 3.3. Estimates of the value of mandatory relief to be awarded in 2014/15 are included in appendix (i) for information only. Authorisation of awards of Mandatory Relief is a function delegated to the Section 151 Officer under paragraph E15 of the Councils Constitution which states:

E15 To determine the individual claims for Housing Benefit, Localised Council Tax Support and rate relief and administer the relevant scheme and regulations.

#### **4.0 Discretionary Relief**

- 4.1. Discretionary rate relief is awarded in accordance with the Council's local scheme which was last revised and approved by Cabinet (Resources) Panel on 26 June 2013.
- 4.2. The scheme is based on Government guidance and sets out clear eligibility criteria against which applications are assessed.
- 4.3. This report does not contain any proposals to revise eligibility under the scheme. It is recommended that approval be given to continue the scheme for 2014/15.
- 4.4. Discretionary rate relief for existing recipients is reviewed annually and awarded for the forthcoming financial year subject to there being no change in circumstances. Each organisation is required to certify that they continue to fulfil the conditions for relief to be granted.
- 4.5. Estimates of the amount of discretionary relief to be awarded in 2014/15 are included in appendix (i) for approval.
- 4.6. All organisations receiving an award will be given notice that the relief will end on 31 March 2015 and they will be notified of any new scheme developed to take effect from 1 April 2015.
- 4.7. All awards under the Discretionary Rate Relief Scheme (Charitable and Voluntary Organisations) are currently approved by Cabinet (Resources) Panel although officer delegations exist to award other categories of discretionary relief. On the basis that Cabinet (Resources) Panel has agreed the eligibility criteria for the scheme it is recommended that authority to approve future awards is delegated to the Cabinet Member for Resources in consultation with the Head of Revenues and Benefits.

#### **5.0 Financial implications**

- 5.1. From April 2013, with the localisation of business rates, all mandatory and discretionary reliefs are shared as a cost between central government (50%), the Council (49%) and the Fire Authority (1%). This has been confirmed in the Local Government Finance Act and in the detailed calculations to provide baseline funding for 2013/14. The Council now collects business rates and receives an amount from the Collection Fund which is 49% of the net income after appeals, and other losses incorporating an adjustment for mandatory and discretionary reliefs.
- 5.2. It is estimated that the discretionary scheme will reduce the amount of income to the council by £324,000.

[CF/28022014/K]

## **6.0 Legal implications**

- 6.1. Under section 47 of the Local Government Finance Act 1988, (amended by section 69 of the Localism Act 2011), discretionary power is given to billing authorities to grant partial or full relief to certain categories of non-domestic ratepayers. The Non-Domestic Rating (Discretionary Relief) Regulations 1989 allow for this relief to be restricted to a fixed period.
- 6.2. When deciding whether to make an award of discretionary relief, consideration should be given to the fact that the Council must bear a percentage of the cost, the remainder being borne by the Non-Domestic Rating Pool.
- 6.3. It will be for the Council to ensure that any relief granted does not transgress state aid rules.

[RB/25022014/V]

## **7.0 Equalities implications**

- 7.1. A stage one equality analysis has been completed. No adverse impacts were identified and therefore a full equality analysis is not required.

## **8.0 Environmental implications**

- 8.1. The report has no direct environmental implications.

## **9.0 Human resources implications**

- 9.1. The report has no direct human resources implications.

## **10.0 Corporate landlord implications**

- 10.1. There are no direct corporate landlord implications.

## **11.0 Schedule of background papers**

- 11.1. Wolverhampton City Council Scheme for Discretionary Rate Relief (Charitable and Voluntary Organisations)  
<https://wolverhampton.cmis.uk.com/decisionmaking/Calendar/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/8421/Committee/1448/SelectedTab/Documents/Default.aspx>
- 11.2. Equality Analysis

**Rate Relief 2014/15**

| Account Ref                      | Organisation                               | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|----------------------------------|--|--|----------------|--------------------|------------|
| <b>Discretionary Relief Only</b> |  |  |                |                    |            |
| 50410230                         | Arthur Greenwood Court Ten & Resid. Assoc. | Coronation Rd, Bilston                             |                | 753.60             | 753.60     |
| 50495389                         | BME United Ltd.                            | 40-40A Bromley St, Wton                            |                | 2,923.24           | 2,923.24   |
| 50301391                         | Boscobel Tenants Assoc.                    | Boscobel Cres, Wton                                |                | 141.30             | 141.30     |
| 50330346                         | Bushbury Hill Est. Mgt. Ltd.               | 14 Kempthorne Ave, Wton                            |                | 6,123.00           | 6,123.00   |
| 50515152                         | Campion House Tenants & Residents Grp      | 103 Campion Hse, Hobgate Rd, Wton                  |                | 788.93             | 788.93     |
| 50547710                         | Dovecotes TMO LTD                          | Ryefield, Wton                                     |                | 1,844.15           | 1,844.15   |
| 51010425                         | Ethnic Minority Council                    | Stewart Hse, Stewart St, Wton                      |                | 4,097.70           | 4,097.70   |
| 50494310                         | Fernbank Care in the Community             | The Piano Bar Tettenhall Rd, Wton                  |                | 3,297.00           | 3,297.00   |
| 50481080                         | G N G Community Services Ltd.              | Childrens Lane Day Nursery, Sedgley St, Wton       |                | 18,798.00          | 18,798.00  |
| 51056960                         | Gateway Hsg & Comm Serv Ltd                | 25 Steel Drive, Wton                               |                | 2,402.10           | 2,402.10   |
| 51057250                         | Gateway Hsg & Comm Serv Ltd                | 26 Steel Drive, Wton                               |                | 2,449.20           | 2,449.20   |
| 50450777                         | Heath Town Drop In Centre                  | 175 Wednesfield Rd, Wton                           |                | 2,237.25           | 2,237.25   |
| 50059435                         | Hickman Tenants Association                | Plym Close, Wton                                   |                | 1,389.45           | 1,389.45   |
| 50565517                         | Hilton Hall of Lanesfield Ltd              | Hilton Rd, Lanesfield, Wton                        |                | 3,720.90           | 3,720.90   |
| 50504289                         | Leisure and Community Partnership Ltd      | Wton Swimming & Fitness Ctre, Planetary Rd, Wfield |                | 186,775.00         | 186,775.00 |
| 50094532                         | Linden Lea Tennis Club                     | R/O University, Compton Rd West, Wton              |                | 1,224.60           | 1,224.60   |
| 50323330                         | Midland Music Academy                      | Lower St, Wton                                     |                | 2,025.30           | 2,025.30   |
| 50505538                         | Midland Music Academy                      | Portacabin at 4c, Lower St, Wton                   |                | 296.73             | 296.73     |
| 50432822                         | Moathouse Tenants & Residents Assoc.       | 52 Moathouse Lane East, Wton                       |                | 1,389.45           | 1,389.45   |
| 50501486                         | New Bilston Ltd                            | 10 Caledonia St, Bilston                           |                | 4,710.00           | 4,710.00   |

| Account Ref | Organisation   | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|--|--|----------------|--------------------|------------|
| 50183253    | New Park Village Tenant Mgt Co-op Ltd                      | Ellerton House, Ellerton Walk, Wton              |                | 8,478.00           | 8,478.00   |
| 50016070    | Oaklands Bowling & Social Club                             | R/O 10 Lea Rd, Wton                              |                | 405.06             | 405.06     |
| 51038895    | P James M Thomas d Parker & R Jones<br>T/A Wton Gymnastics | Unit 1 Wfield Bus Pk, Waddensbrook Lane,<br>Wton |                | 6,476.25           | 6,476.25   |
| 50326830    | Parish Ctr at St Chads                                     | St Chads Comm Ctre Connaught Rd, Bilston         |                | 6,005.25           | 6,005.25   |
| 50072677    | Penn Bowling Club  | Manor Rd, Penn, Wton                             |                | 1,879.80           | 1,879.80   |
| 50097750    | Pickering Rd Community Assoc.                              | Pickering Rd, Wton                               |                | 1,789.80           | 1,789.80   |
| 50058915    | Rakegate Tenants & Residents<br>Association                | 12 Hampton Rd, Wton                              |                | 1,153.95           | 1,153.95   |
| 50249880    | Spring Valley Tenants Assoc.                               | Coven St, Wton                                   |                | 3,155.70           | 3,155.70   |
| 50283670    | Springfeild Horseshoe Tenants Assoc.                       | 27 Burton Rd, Wton                               |                | 989.10             | 989.10     |
| 50301333    | Stowlawn Tenants Assoc.                                    | Parkview Rd, Bilston                             |                | 1,224.60           | 1,224.60   |
| 50496199    | Sure Start Childrens Ctre                                  | The Childrens Ctre, Lansdowne Rd, Wton           |                | 17,231.50          | 17,231.50  |
| 50076942    | Tettenhall Tennis Club                                     | Danescourt Rd, Wton                              |                | 183.69             | 183.69     |
| 50446416    | The Childrens Village                                      | Chervil Rise, Wton                               |                | 1,530.75           | 1,530.75   |
| 50477470    | The Childrens Village                                      | Graisley Lane, Wton                              |                | 25,546.00          | 25,546.00  |
| 50471584    | The Ettingshall Village Assoc.                             | Memorial Hall 51a, George St Ettingshall, Wton   |                | 588.75             | 588.75     |
| 50512538    | TLC College Ltd  | 197 Cnr Dunstall Rd, Waterloo Rd, Wton           |                | 33,981.00          | 33,981.00  |
| 50409770    | Vauxhalls Tenants and Resid Assoc.                         | Upper Vauxhall, Wton                             |                | 1,460.10           | 1,460.10   |
| 50079024    | Wednesfield Cycle Speedway Club                            | Griffiths Dr, Wton                               |                | 117.75             | 117.75     |
| 50527439    | Whitmore Reans Welfare Ctre                                | 138 Leicester St, Wton                           |                | 1,118.63           | 1,118.63   |
| 50491782    | Wolverhampton Bridge Club                                  | Unit 4 Shaw Pk Business Village Shaw Rd,<br>Wton |                | 749.20             | 749.20     |
| 50085562    | Wolverhampton Canoe Club                                   | Oxley Moor Rd, Wton                              |                | 1,460.10           | 1,460.10   |
| 51042678    | Wton Credit Union Ltd                                      | 72-73 Worcester St, Wton                         |                | 4,008.91           | 4,008.91   |
| 51004650    | Wton Federation of Tenants Assocs.                         | 142a Chetton Green, Wton                         |                | 576.98             | 576.98     |

| Account Ref                               | Organisation                      | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£        |
|---|-----------------------------------|--|----------------|--------------------|-------------------|
| 50085734                                  | Wton Model Railway Club           | Hobgate Close, Wton                                    |                | 1,483.65           | 1,483.65          |
| <b>Discretionary Relief Only Total</b>    |                                   |  |                | <b>372,513.92</b>  | <b>372,513.92</b> |
| <b>Discretionary and Mandatory Relief</b> |                                   |  |                |                    |                   |
| 50297991                                  | 1st Tettenhall Wood Scout Grp     | Bridgnorth Rd, Wton                                    | 703.72         | 175.93             | 879.65            |
| 50464644                                  | 2R'S Community Resource Ctre      | 52-53, Ablow St, Wton                                  | 1,619.52       | 404.88             | 2,024.40          |
| 51010690                                  | 2R'S Community Resource Ctre      | Suite 1 Unit E4, Blakenhall Bus Pk, Moorfield Rd, Wton | 1,272.48       | 318.12             | 1,590.60          |
| 50573050                                  | 8th Wton Scout Group              | Warstones Rd, Wton                                     | 1,214.64       | 303.66             | 1,518.30          |
| 51014848                                  | Access to Business                | 3 St Johns Arcade, Mander Ctre, Wton                   | 4,627.20       | 1,156.80           | 5,784.00          |
| 51006292                                  | Advance Housing and Support Ltd   | Offices 1 & 2 Gnd Flr Hanover Hse, George St, Wton     | 2,005.12       | 501.28             | 2,506.40          |
| 51088730                                  | African Women Of Substance        | 1st & 2nd Floors, 3 Chapel Ash, Wton                   | 5,086.80       | 1,271.70           | 6,358.50          |
| 50202341                                  | Age Concern Wton                  | 94 Darlington St, Wton                                 | 3,277.60       | 819.40             | 4,097.00          |
| 50202358                                  | Age Concern Wton                  | 93 Darlington St, Wton                                 | 9,543.60       | 2,385.90           | 11,929.50         |
| 50263555                                  | AGE UK                            | Unit 1 at 45, High St, Wfield, Wton                    | 5,205.60       | 1,301.40           | 6,507.00          |
| 51057993                                  | All Nations Christian Ctre (Wton) | Pt 1St Flr Burdett Hse 29-30, Cleveland St, Wton,      | 2,159.36       | 539.84             | 2,699.20          |
| 51036028                                  | All Nations Christian Ctre (Wton) | Office At 40-48, Temple St, Wton,                      | 1,966.56       | 491.64             | 2,458.20          |
| 51036011                                  | All Nations Christian Ctre (Wton) | Temple Studios 40-48, Temple St, Wton,                 | 3,277.60       | 819.40             | 4,097.00          |
| 50390880                                  | All Saints Action Network Ltd     | Cnr Bilston St, Cleveland Rd, Wton                     | 86,374.40      | 21,593.60          | 107,968.00        |
| 50560520                                  | All Saints Action Network Ltd     | All Saints Workspace, All Saints Rd, Wton              | 7,326.40       | 1,831.60           | 9,158.00          |
| 50150325                                  | Aquarius Action Projects          | 1 Connaught Rd, Wton                                   | 7,037.20       | 1,759.30           | 8,796.50          |
| 50556613                                  | Ashmore Park Community Assoc.     | Griffith Dr, Wton                                      | 1,928.00       | 482.00             | 2,410.00          |
| 50357859                                  | Baby Blues Appeal                 | 43 Victoria St, Wton                                   | 5,494.80       | 1,373.70           | 6,868.50          |

| Account Ref | Organisation                      | Address   | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|-----------------------------------|---|----------------|--------------------|------------|
| 50332279    | Base 25                           | Castle House, Wheelers Fold, Wton                   | 2,544.96       | 636.24             | 3,181.20   |
| 50356475    | Base 25                           | Hortons Est Ltd, Wheelers Fold, Wton                | 877.24         | 219.31             | 1,096.55   |
| 50230567    | Beacon Ctre for the Blind         | 28 High St, Bilston                                 | 3,624.64       | 906.16             | 4,530.80   |
| 51007222    | Beacon Ctre for the Blind         | Unit 2, St Johns St, Wton                           | 6,940.80       | 1,735.20           | 8,676.00   |
| 51025562    | Beacon Ctre for the Blind         | Unit 1 Barnett Bldgs, Lanesfield Dr, Wton           | 2,969.12       | 742.28             | 3,711.40   |
| 51032680    | Believe to Achieve                | Pt 1st Flr The Workspace, All Saints Rd, Wton       | 1,542.40       | 385.60             | 1,928.00   |
| 50302717    | Bilston Citizens Advice Bureau    | William Leigh House 15, Walsall St, Bilston         | 3,952.40       | 988.10             | 4,940.50   |
| 50079544    | Bilston Community Assoc.          | Bilston Comm Ctre, Prouds Lane, Bilston             | 5,591.20       | 1,397.80           | 6,989.00   |
| 50053295    | Bilston Lawn Tennis Club          | Villiers Ave, Bilston                               | 1,147.16       | 143.40             | 1,290.56   |
| 50462272    | Bilston Resource Ctre             | 125 Parkfield Rd, Wton                              | 1,214.64       | 303.66             | 1,518.30   |
| 51080182    | Blakenhall Action Community Forum | All Saints Action Network, Dudley Rd, Wton,         | 6,555.20       | 1,638.80           | 8,194.00   |
| 50097803    | Bradley Senior Citizens Ctre      | Coronation Park, Wilkinson Ave, Bilston             | 5,687.60       | 1,421.90           | 7,109.50   |
| 50079722    | Bradmore Community Assoc.         | Birches Barn Rd, Wton                               | 4,723.60       | 1,180.90           | 5,904.50   |
| 50079573    | Brickkiln Community Assoc.        | Cherry St, Wton                                     | 3,046.24       | 761.56             | 3,807.80   |
| 50058080    | Bushbury Scout Groups             | Bushbury Lane, Wton                                 | 886.88         | 221.72             | 1,108.60   |
| 51063686    | Catch 22                          | Pt 1st Flr The Shepherd Ctre, Second Ave, Wton      | 1,523.12       | 380.78             | 1,903.90   |
| 50525400    | Cats Protection                   | 54 Warstones Rd, Wton                               | 2,737.76       | 684.44             | 3,422.20   |
| 50098010    | Church Assoc. for the Deaf        | 38 Rupert St, Wton                                  | 2,236.48       | 559.12             | 2,795.60   |
| 50186955    | Citizens Advice Bureau            | Snow Hill, Wton                                     | 8,290.40       | 2,072.60           | 10,363.00  |
| 50532877    | Citizens Advice Bureau            | Thorne Ave, Wton                                    | 1,311.04       | 327.76             | 1,638.80   |
| 50495892    | Community Transport Wton          | Units 12-13 Barton Ind Est, Mount Pleasant, Bilston | 12,628.40      | 3,157.10           | 15,785.50  |
| 50097720    | Compton Hospice Ltd               | Compton Hall, Compton Rd West, Wton                 | 39,716.80      | 9,929.20           | 49,646.00  |
| 50134438    | Compton Hospice Ltd               | 39-41, School St, Wton                              | 8,001.20       | 2,000.30           | 10,001.50  |
| 50350774    | Compton Hospice Ltd               | 21-23, Skinner St, Wton                             | 9,350.80       | 2,337.70           | 11,688.50  |

| Account Ref | Organisation                             | Address                                  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|--|--|----------------|--------------------|------------|
| 50368716    | Compton Hospice Ltd                      | The Cedars, Compton Rd West, Wton        | 13,206.80      | 3,301.70           | 16,508.50  |
| 50463716    | Compton Hospice Ltd                      | 237 Trysull Rd, Wton                     | 3,547.52       | 886.88             | 4,434.40   |
| 51037890    | Compton Hospice Ltd                      | 84 High St, Wfield, Wton                 | 4,145.20       | 1,036.30           | 5,181.50   |
| 51073526    | Compton Hospice Ltd                      | 22 Victoria Fold, Wton,                  | 616.96         | 154.24             | 771.20     |
| 51080740    | Compton Hospice Ltd                      | 47A Pendeford Ave, Wton                  | 3,127.44       | 781.86             | 3,909.30   |
| 51086776    | Dudley & Wolverhampton Life              | 12 Lichfield St, Wton,                   | 4,820.00       | 1,205.00           | 6,025.00   |
| 50079745    | Dunstall Hill Community Assoc            | Dunstall Ave, Wton                       | 8,386.80       | 2,096.70           | 10,483.50  |
| 51008411    | East & West Aid                          | Custom Crank Ltd, Moor St South, Wton    | 6,844.40       | 1,711.10           | 8,555.50   |
| 50079604    | Eastfield Community Assoc                | Colliery Rd, Wton                        | 3,586.08       | 896.52             | 4,482.60   |
| 51051312    | Engage Youth Empowerment Services (EYES) | 11 Waterloo Rd, Wton                     | 5,880.40       | 1,470.10           | 7,350.50   |
| 50553081    | Engage Youth Empowerment Servs (EYES)    | Maple House, Clarence Rd, Wton           | 5,687.60       | 1,421.90           | 7,109.50   |
| 50056490    | First Bilston Scout Group                | Scout Headquarters, Prouds Lane, Bilston | 964.00         | 241.00             | 1,205.00   |
| 50073932    | First Finchfield Scout Group             | Kingsclere Walk, Wton                    | 395.24         | 98.81              | 494.05     |
| 50064040    | First Fordhouse Scout Group              | Bee Lane, Wton                           | 289.20         | 72.30              | 361.50     |
| 50373829    | Fordhouses Cricket Club                  | Wobaston Rd, Wton                        | 7,712.00       | 964.00             | 8,676.00   |
| 50549381    | Gazebo Theatre in Education Co. Ltd.     | Gazebo Theatre Co. Church St, Bilston    | 2,699.20       | 674.80             | 3,374.00   |
| 50530571    | Gender Matters                           | The Mill 5b, Bridgnorth Rd, Wton         | 2,660.64       | 665.16             | 3,325.80   |
| 50557653    | Guru Teg Bahadur Sikh Temple             | Unit B2, Part St South, Wton             | 4,530.80       | 1,132.70           | 5,663.50   |
| 50593761    | Guru Teg Bahadur Sikh Temple             | Bldg 3 Adj Unit 2, Partk St South, Wton  | 2,236.48       | 559.12             | 2,795.60   |
| 51023155    | Hope Community Project (Wton)            | 228-234, Chervil Rise, Wton              | 1,619.52       | 404.88             | 2,024.40   |
| 51006530    | Imam Mahdi (A.S.) Assoc Wton Ltd         | Lea Rd, Wton                             | 3,856.00       | 964.00             | 4,820.00   |
| 51088350    | International Life Ctre Trust            | 128 Horseley Fields, Wton                | 26,799.20      | 6,699.80           | 33,499.00  |
| 50123624    | Job Change Ltd                           | 10 Red Lion St, Wton                     | 2,892.00       | 723.00             | 3,615.00   |



| Account Ref | Organisation                     | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|----------------------------------|--|----------------|--------------------|------------|
| 50447634    | Job Change Ltd                   | Wton Motor Cycle Trg Grp, Red Lion St, Wton          | 1,098.96       | 274.74             | 1,373.70   |
| 50175437    | Lanesfield Community Assoc.      | Lanesfield Youth & Comm Ctre, Ward Grove, Wton       | 2,236.48       | 559.12             | 2,795.60   |
| 51083252    | Let Us Play (Wton)               | Pt Gnd Flr Unit 5 Shaw Park Bus Village, Bushbury    | 1,311.04       | 327.76             | 1,638.80   |
| 51052441    | LGBT Network Wton                | 1st Flr, 4 Salop St, Wton                            | 1,484.56       | 371.14             | 1,855.70   |
| 50323620    | Lichfield Diocesan BD Educ       | The Kings School, Regis Rd, Wton                     | 91,001.60      | 22,750.40          | 113,752.00 |
| 50323270    | Light House Media Ctre Ltd       | The Chubb Bldgs, Fryer St, Wton,                     | 8,483.20       | 1,060.40           | 9,543.60   |
| 50465566    | Light House Media Ctre Ltd       | The Light Bar Chubb Bldg, Fryer St, Wton,            | 2,197.92       | 274.74             | 2,472.66   |
| 51007558    | Link Line Community Services     | 56 MoatHouse Lans East, Wton                         | 1,137.52       | 284.38             | 1,421.90   |
| 50079751    | Low Hill Community Assoc.        | Kempthorne Ave, Wton                                 | 5,398.40       | 1,349.60           | 6,748.00   |
| 50079372    | Lower Bradley Community Assoc.   | Wallace Rd, Bilston                                  | 5,784.00       | 1,446.00           | 7,230.00   |
| 50211831    | Lunt Community Ctre              | Lunt Rd, Bilston                                     | 5,012.80       | 1,253.20           | 6,266.00   |
| 50544231    | Midland Heart Ltd                | Suites B-C 132, Compton Rd, Wton                     | 6,458.80       | 807.35             | 7,266.15   |
| 50532966    | Midlands Animal Rescue Team      | 122A Castlecroft Rd, Wton                            | 2,120.80       | 530.20             | 2,651.00   |
| 51084441    | Multi-Media Arts Project Ltd     | Unit 11 Sunbeam Studios, Sunbeam St, Wton,           | 2,976.72       | 744.18             | 3,720.90   |
| 50149658    | National Small-Bore Rifle Assoc. | West Mids Regional Shooting Ctre, Aldersley Rd, Wton | 7,230.00       | 903.75             | 8,133.75   |
| 50544136    | New Bushbury Triangle Co-op Ltd  | 74 Stanley Rd, Wton                                  | 1,484.56       | 371.14             | 1,855.70   |
| 51052211    | Newhampton Arts Ctre             | Newhampton Arts Ctre, Dunkley St, Wton               | 23,136.00      | 5,784.00           | 28,920.00  |
| 51006620    | Oasis of Love International Ctre | Unit 112 Sunbeam Studios, Sunbeam St, Wton           | 4,627.20       | 1,156.80           | 5,784.00   |
| 51036778    | Oasis of Love International Ctre | Crosbie Coatings Ltd, Walsall St, Wton               | 10,989.60      | 2,747.40           | 13,737.00  |
| 50098197    | Our Lady & St Chads RC School    | Old Fallings Lane, Wton,                             | 77,120.00      | 19,280.00          | 96,400.00  |
| 50219821    | P D S A                          | P D S A Centre, Tuxford Close, Wton                  | 10,314.80      | 2,578.70           | 12,893.50  |
| 50451558    | P D S A                          | 94A Church St, Bilston                               | 10,218.40      | 2,554.60           | 12,773.00  |
| 50493054    | P D S A                          | 12 St Johns Arcade, Mander Ctre, Wton                | 3,663.20       | 915.80             | 4,579.00   |

| Account Ref | Organisation                               | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|--|--|----------------|--------------------|------------|
| 50079509    | Portobello Community Assoc.                | Hill Rd, Willenhall                                  | 2,313.60       | 578.40             | 2,892.00   |
| 50205517    | Re-Entry Project                           | 80 Ellerton Walk, Wton                               | 1,330.32       | 332.58             | 1,662.90   |
| 50374830    | Re-Entry Project                           | 29-30, Gower St, Wton                                | 2,236.48       | 559.12             | 2,795.60   |
| 50377715    | Re-Entry Project                           | St Chads House 2, Russell Rd, Bilston                | 1,638.80       | 409.70             | 2,048.50   |
| 50434270    | Re-Entry Project                           | 1 Hawksford Cres, Wton                               | 1,272.48       | 318.12             | 1,590.60   |
| 50560879    | Refugee & Migrant Ctre                     | 1st Floor 9, Waterloo Rd, Wton                       | 6,169.60       | 1,542.40           | 7,712.00   |
| 50299748    | Relate Wton                                | 346 Newhampton Rd East, Wton                         | 5,880.40       | 1,470.10           | 7,350.50   |
| 50076758    | Sea Cadet Corps                            | R/O Woden Rd School, Springfield Rd, Wton            | 1,098.96       | 274.74             | 1,373.70   |
| 50486611    | Sickle Cell & Thalassaemia Support Project | Rms S1/S2 St Johns Hse, St Johns Sq, Wton            | 4,820.00       | 1,205.00           | 6,025.00   |
| 51036413    | Spurgeons                                  | East Wing, Pt 1st Flr Workspace, All Saints Rd, Wton | 5,012.80       | 1,253.20           | 6,266.00   |
| 50570560    | St George's House Charity                  | St Georges Hub, St Marks Rd, Wton                    | 2,390.72       | 597.68             | 2,988.40   |
| 50374243    | St John Ambulance (Wton)                   | Wharf St, Wton                                       | 8,483.20       | 2,120.80           | 10,604.00  |
| 50098257    | St Johns Methodist Church                  | 164 Dudley Rd, Wton                                  | 636.24         | 159.06             | 795.30     |
| 50583165    | St Lukes C of E Primary School             | Part St South, Wton                                  | 46,657.60      | 11,664.40          | 58,322.00  |
| 50381869    | St Michaels Parish Ctre                    | Upper St, Wton                                       | 1,426.72       | 356.68             | 1,783.40   |
| 50486309    | Steps To Work (Walsall) Ltd                | Rms F12-F14 St Johns Hse, St Johns Sq, Wton          | 1,715.92       | 428.98             | 2,144.90   |
| 50486315    | Steps To Work (Walsall) Ltd                | Rms F10-F11 St Johns Hse, St Johns Sq, Wton          | 2,082.24       | 520.56             | 2,602.80   |
| 50077752    | Tettenhall Wood Community Assoc.           | Wood Rd, Tettenhall, Wton                            | 1,021.84       | 255.46             | 1,277.30   |
| 51051192    | The African Caribbean Community Initiative | 222 Newhampton Rd East, Wton                         | 1,966.56       | 491.64             | 2,458.20   |
| 50312911    | The African Caribbean Initiative           | 217 Newhampton Rd East, Wton                         | 3,161.92       | 790.48             | 3,952.40   |
| 50029440    | The Good Shepherd Trust                    | Thornley St, Wton                                    | 23,521.60      | 5,880.40           | 29,402.00  |
| 50417337    | The Good Shepherd Trust                    | 53 Wellington Rd, Bilston                            | 549.48         | 137.37             | 686.85     |
| 50024833    | The Haven Wolverhampton                    | PO Box 105, Wton                                     | 4,048.80       | 1,012.20           | 5,061.00   |

| Account Ref | Organisation                                | Address  | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|---|--|----------------|--------------------|------------|
| 50097810    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 6,362.40       | 1,590.60           | 7,953.00   |
| 50097826    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 5,784.00       | 1,446.00           | 7,230.00   |
| 50474890    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 2,737.76       | 684.44             | 3,422.20   |
| 50501859    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 15,462.39      | 3,865.60           | 19,327.99  |
| 50512805    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 1,773.76       | 443.44             | 2,217.20   |
| 50520532    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 5,205.60       | 1,301.40           | 6,507.00   |
| 51016959    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 1,465.28       | 366.32             | 1,831.60   |
| 51030132    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 4,434.40       | 1,108.60           | 5,543.00   |
| 51033018    | The Haven Wolverhampton                     | PO Box 105, Wton                                   | 5,012.80       | 1,253.20           | 6,266.00   |
| 50091350    | The Royal Wolverhampton School              | Penn Rd, Wton                                      | 26,992.00      | 2,361.80           | 29,353.80  |
| 50091367    | The Royal Wolverhampton School              | 163 Penn Rd, Wton                                  | 65,166.40      | 5,702.06           | 70,868.46  |
| 50420351    | The Terrence Higgins Trust                  | Rms 242 243 244 2nd Fl Bond Hse, St Johns Sq, Wton | 1,966.56       | 491.64             | 2,458.20   |
| 50497419    | The Terrence Higgins Trust                  | Room 41 Pt Gnd Flr Bond Hse, St Johns Sq, Wton     | 674.80         | 168.70             | 843.50     |
| 51075028    | The Well                                    | 6 Wulfrun Trdg Est, Stafford Rd, Wton,             | 2,313.60       | 578.40             | 2,892.00   |
| 50098317    | Trustees of Wton Samaritans                 | 54 Newhampton Rd West, Wton                        | 3,701.76       | 925.44             | 4,627.20   |
| 51037996    | Volunteer Reading Help                      | Office 19 Planetary Hse, Planetary Rd, Willenhall  | 568.76         | 142.19             | 710.95     |
| 50521951    | West Mercia Guides                          | Horden Rd, Wton                                    | 3,508.96       | 877.24             | 4,386.20   |
| 50409935    | West Mercia Scout County Assoc Wton         | R/O St Matthews Church, East Park Way, Wton        | 588.04         | 147.01             | 735.05     |
| 50275475    | West Mid Caribbean Parents & Friends Assoc. | 372 Newhampton Rd West, Wton                       | 1,793.04       | 448.26             | 2,241.30   |
| 50351408    | West Mids Reserve Forces & Cadets Assoc.    | Bee Lane, Wton                                     | 520.56         | 130.14             | 650.70     |

| Account Ref | Organisation                             | Address   | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|--|---|----------------|--------------------|------------|
| 50351443    | West Mids Reserve Forces & Cadets Assoc. | Great Hampton St, Wton                            | 462.72         | 115.68             | 578.40     |
| 50351472    | West Mids Reserve Forces & Cadets Assoc. | Lichfield Rd, Wton                                | 491.64         | 122.91             | 614.55     |
| 50351555    | West Mids Reserve Forces & Cadets Assoc. | Warstones Dr, Wton                                | 626.60         | 156.65             | 783.25     |
| 50351578    | West Mids Reserve Forces & Cadets Assoc. | Cadet Ctre (ACF), Wton St, Bilston                | 549.48         | 137.37             | 686.85     |
| 51011063    | West Mids Special Needs Transport        | Ring & Ride, Pool St, Wton                        | 18,123.20      | 4,530.80           | 22,654.00  |
| 50266335    | Wildside Activity Ctre                   | Hordern Rd, Wton                                  | 2,043.68       | 510.92             | 2,554.60   |
| 51058225    | Women of Wton                            | Office 10 Newhampton Arts Ctre, Dunkley St, Wton  | 462.72         | 115.68             | 578.40     |
| 50021579    | Woodfield Sports & Soc Club              | Woodfield Ave, Wton                               | 11,664.40      | 1,458.05           | 13,122.45  |
| 50097619    | Wton & District M.S. Therapy Ctre Ltd    | Meadow View Wharf, Tettenhall Rd, Wton            | 4,723.60       | 1,180.90           | 5,904.50   |
| 50095796    | Wton 15th Boyscout Group                 | Wton 15th Boy Scouts Grp, Skidmore Ave, Wton      | 723.00         | 180.75             | 903.75     |
| 50561436    | Wton Amateur Boxing Club                 | 9 Willenhall Rd, Wton                             | 2,583.52       | 645.88             | 3,229.40   |
| 50021645    | Wton CC - Education                      | Corpus Christie RC Primary Sch. Ashmore Ave, Wton | 9,929.20       | 2,482.30           | 12,411.50  |
| 50021651    | Wton CC - Education                      | St Patricks RC Primary Sch. Graiseley Lane, Wton  | 9,447.20       | 2,361.80           | 11,809.00  |
| 50080613    | Wton CC - Education                      | St Michaels CE Primary Sch. Lower St, Wton        | 9,350.80       | 2,337.70           | 11,688.50  |
| 50098100    | Wton CC - Education                      | St Mary's RC Primary Sch. Cannock Rd, Wton        | 11,471.60      | 2,867.90           | 14,339.50  |
| 50098139    | Wton CC - Education                      | Holy Rosary RC Primary Sch. Hickman Ave, Wton     | 7,712.00       | 1,928.00           | 9,640.00   |
| 50098211    | Wton CC - Education                      | Holy Trinity RC Nursery Sch. Ashley St, Bilston   | 2,583.52       | 645.88             | 3,229.40   |
| 50101189    | Wton CC - Education                      | St Anthony's RC Primary Sch. Stafford Rd, Wton    | 13,110.40      | 3,277.60           | 16,388.00  |
| 50265560    | Wton CC - Education                      | Holy Trinity RC Primary Sch., Fraser St, Bilston  | 17,737.60      | 4,434.40           | 22,172.00  |

| Account Ref  | Organisation                                 | Address   | Mandatory<br>£      | Discretionary<br>£ | Total<br>£          |
|--|--|---|---------------------|--------------------|---------------------|
| 51015799   | Wton CC - Education                          | St Pauls CE Sch. Emsworth Cres, Wton            | 13,206.80           | 3,301.70           | 16,508.50           |
| 50384000   | Wton Central Youth Theatre                   | Dunkley St, Wton                                | 1,233.92            | 308.48             | 1,542.40            |
| 50344101   | Wton Community Radio Trg                     | City of Wton College, Newhampton Rd East        | 4,338.00            | 1,084.50           | 5,422.50            |
| 50361223   | Wton Grand Theatre (1982) Ltd                | Lichfield St, Wton                              | 44,151.20           | 11,037.80          | 55,189.00           |
| 50411040   | Wton Multi Handicap Care & Relief Service    | Easterling House, Hilton St, Wton               | 4,048.80            | 1,012.20           | 5,061.00            |
| 50509358   | Wton North District Scouts                   | 4th Wfield Scouts, Moathouse Lane West, Wton    | 1,330.32            | 332.58             | 1,662.90            |
| 50518707   | Wton Sickle Cell Care & Social Activity Ctre | Gnd Flr Chancel Court 2, Wellington Rd, Bilston | 5,784.00            | 1,446.00           | 7,230.00            |
| 51037387   | Wton Sickle Cell Care & Social Activity Ctre | 2nd Flr Chancel Court 2, Wellington Rd, Bilston | 4,627.20            | 1,156.80           | 5,784.00            |
| 50445641   | Wton Voluntary Sector Council                | 16 Temple St, Wton                              | 7,037.20            | 1,759.30           | 8,796.50            |
| 50335243   | Wton Y M C A                                 | 50 High St, Wfield, Wton                        | 4,434.40            | 1,108.60           | 5,543.00            |
| 50414468   | Wton Y M C A                                 | 29-31, Temple St, Wton                          | 14,942.00           | 3,735.50           | 18,677.50           |
| 51012039   | Wton Y M C A                                 | 15-25 Catisfield Cres, Pendeford, Wton          | 5,880.40            | 1,470.10           | 7,350.50            |
| 51064817   | Ymca Charity Shops Services                  | 8 Cleveland St, Wton                            | 6,844.40            | 855.55             | 7,699.95            |
| 50424248   | YMCA Wton                                    | Portakabin Badger Court, Badger Dr, Wton        | 374.03              | 93.51              | 467.54              |
| 50547382   | Young in Wton Clubs                          | Windmill Ctre, Castlecroft Ave, Wton            | 2,583.52            | 645.88             | 3,229.40            |
| 50547399   | Young in Wton Clubs                          | Compton Youth Ctre, Henwood Rd, Wton            | 3,354.72            | 838.68             | 4,193.40            |
| 50547407   | Young in Wton Clubs                          | Wton MBC, Aldersley Rd, Wton                    | 3,586.08            | 896.52             | 4,482.60            |
| 51032591   | Youth Organisations Wton                     | Pt 1st Flr The Workspace, All Saints Rd, Wton   | 1,542.40            | 385.60             | 1,928.00            |
| 50093219   | ZIP Theatre Group                            | Newhampton Arts Ctre, Dunkley St, Wton          | 8,772.40            | 2,193.10           | 10,965.50           |
|  |  |   |                     |                    |                     |
| <b>Discretionary and Mandatory relief Total</b>          |  |   | <b>1,236,548.54</b> | <b>287,694.17</b>  | <b>1,524,242.71</b> |
| <b>Discretionary and Mandatory Relief (Sports Clubs)</b> |  |   |                     |                    |                     |

| Account Ref  | Organisation                                      | Address                                      | Mandatory<br>£   | Discretionary<br>£ | Total<br>£       |
|--|---|--|------------------|--------------------|------------------|
| 50038261   | Albert Lawn Tennis Club                           | Aldersley Rd, Wton                           | 2,699.20         | 337.40             | 3,036.60         |
| 50045670   | Wton United F.C                                   | Prestwood Rd West, Wton                      | 2,429.28         | 303.66             | 2,732.94         |
| 50084172   | Wton Cricket Club                                 | Danescourt Rd, Wton                          | 7,712.00         | 964.00             | 8,676.00         |
| 50372280   | Hanbury Tennis Club                               | Hanbury Cres, Wton                           | 761.56           | 190.39             | 951.95           |
|  |   |  |                  |                    |                  |
| <b>Discretionary and Mandatory Relief (Sports Clubs) Total</b> |   |  | <b>13,602.04</b> | <b>1,795.45</b>    | <b>15,397.49</b> |
| <b>Mandatory Relief Only</b>                                   |   |  |                  |                    |                  |
| 51052458   | Acorns Children's Hospice Trust                   | 9 Bargate Drive, Wton                        | 2,506.40         |                    | 2,506.40         |
| 50413730   | Acorns Childrens Hospice                          | 100B Church St, Bilston                      | 7,133.60         |                    | 7,133.60         |
| 51073986   | Age Uk  | 12 Market Way, Bilston                       | 8,579.60         |                    | 8,579.60         |
| 50214611   | Aldersley School                                  | Barnhurst Lane, Codsall, Wton                | 101,220.00       |                    | 101,220.00       |
| 51077464   | Asra Housing Assoc                                | 50 Johnson St, Wton                          | 2,043.68         |                    | 2,043.68         |
| 50435683   | Barnardo's  | 98A Church St, Bilston                       | 9,543.60         |                    | 9,543.60         |
| 50473040   | Barnardo's  | 10 Lichfield St, Wton                        | 6,266.00         |                    | 6,266.00         |
| 50101195   | Berrybrook School                                 | Greenacres Ave, Wton                         | 12,242.80        |                    | 12,242.80        |
| 50367993   | Black & Minority Ethnic Hsg Consortium            | 4 at 2nd Flr Royal London Bldgs, Princes Sq. | 1,021.84         |                    | 1,021.84         |
| 50058430   | Cancer Research Uk                                | 9 Queen St, Wton                             | 9,447.20         |                    | 9,447.20         |
| 51077493   | Central Learn Partnr Trust T/A Moseley Pk Academy | Moseley Park Foundation, Holland Rd, Bilston | 118,572.00       |                    | 118,572.00       |
| 51050583   | Central Learn Ptnr Trust T/A Moseley Pk Academy   | Heath Park , Prestwood Rd,                   | 73,264.00        |                    | 73,264.00        |
| 51071728   | Central Learn Ptnr Trust T/A Moseley Pk Academy   | Woden Primary , Springfield Rd,              | 14,556.40        |                    | 14,556.40        |
| 51085819   | Church Of God 7th Day Wton                        | 141 Caledonia Rd, Wton                       | 2,506.40         |                    | 2,506.40         |
| 51067968   | City Of Wton Academy Trust T/A South              | S W B Academy, Dudley St, Bilston            | 175,448.00       |                    | 175,448.00       |

| Account Ref | Organisation                                  | Address   | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|---|---|----------------|--------------------|------------|
|             | Wton  |   |                |                    |            |
| 51016847    | City of Wton Academy Trust t/a South Wton     | 5 Pendeford Pl, Pendeford Off Pk, Wobaston Rd, Wton | 7,230.00       |                    | 7,230.00   |
| 50179228    | City of Wton College                          | Paget Rd, Wton                                      | 76,734.40      |                    | 76,734.40  |
| 50179240    | City of Wton College                          | Newhampton Rd East, Wton                            | 13,303.20      |                    | 13,303.20  |
| 50179286    | City of Wton College                          | Bilston Campus, Wellington Rd, Bilston              | 223,648.00     |                    | 223,648.00 |
| 50470946    | City of Wton College                          | Metro One Campus, Bilston St, Wton                  | 38,560.00      |                    | 38,560.00  |
| 50265844    | CLC International (UK)                        | 69 Worcester St, Wton                               | 2,197.92       |                    | 2,197.92   |
| 51016876    | Divine Onkar Mission                          | Drayton St, Wton                                    | 10,989.60      |                    | 10,989.60  |
| 50066866    | Dudley & Wton Life                            | 1st Flr 34, Berry St, Wton                          | 751.92         |                    | 751.92     |
| 51097324    | Ecmat Smestow Academy                         | Windmill Cres, Wton                                 | 59,768.00      |                    | 59,768.00  |
| 51079279    | Gifford Catholic Primary Academy & Nursery    | Hordern Rd, Wton                                    | 8,772.40       |                    | 8,772.40   |
| 51004169    | Groundwork West Mids                          | Westacre Cres, Wton                                 | 2,043.68       |                    | 2,043.68   |
| 50473011    | Heantun Care Hsg Assoc Ltd Triangle Childcare | Bushbury Triangle Nursery, Stanley Rd, Wton         | 8,001.20       |                    | 8,001.20   |
| 50508502    | Heantun Care Hsg Assoc Ltd Triangle Childcare | 35 Cromwell Rd, Wton                                | 5,784.00       |                    | 5,784.00   |
| 50511059    | Heantun Care Hsg Assoc Ltd Triangle Childcare | Sunflowers Day Nursery, Ingestre Rd, Wton           | 6,073.20       |                    | 6,073.20   |
| 50549369    | Heantun Care Hsg Assoc Ltd Triangle Childcare | 72A Stanley Rd, Wton                                | 1,735.20       |                    | 1,735.20   |
| 50196066    | Heantun Hsg Assoc Ltd                         | 3 Wellington Rd, Bilston                            | 5,109.20       |                    | 5,109.20   |
| 50285261    | Heantun Hsg Assoc Ltd                         | 5 Wellington Rd, Bilston                            | 4,820.00       |                    | 4,820.00   |
| 50328987    | Heantun Hsg Assoc Ltd                         | 218 Newhampton Rd East, Wton                        | 3,007.68       |                    | 3,007.68   |
| 50338891    | Heantun Hsg Assoc Ltd                         | Bst 219 Waterloo Terrace, Newhampton Rd             | 906.16         |                    | 906.16     |

| Account Ref | Organisation                         | Address   | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|--------------------------------------|---|----------------|--------------------|------------|
|             |                                      | East, Wton  |                |                    |            |
| 50353270    | Heantun Hsg Assoc Ltd                | R/O Springvale Hse, Millfields Rd, Bilston                | 3,046.24       |                    | 3,046.24   |
| 50445799    | Heantun Hsg Assoc Ltd                | New Springvale Co-op Ltd Springvale Hse,<br>Millfields Rd | 14,170.80      |                    | 14,170.80  |
| 50589995    | Heantun Hsg Assoc Ltd                | Wellsby, Green Lanes, Bilston                             | 1,156.80       |                    | 1,156.80   |
| 50579212    | Housing 21                           | 1st Flr 43, Bell Place, Wton                              | 6,362.40       |                    | 6,362.40   |
| 50092065    | Jericho Society                      | 75 Albert Rd, Wton  | 2,583.52       |                    | 2,583.52   |
| 50037706    | Lanesfield British Legion            | Ward Grove, Wton  | 3,316.16       |                    | 3,316.16   |
| 50520130    | Leonard Cheshire Disability          | 4th Flr West Wing Waterloo Ct 31, Waterloo Rd,<br>Wton    | 27,377.60      |                    | 27,377.60  |
| 51013524    | Living Waters Church (Wton)          | Units 3-8 Culwell Trdg Est, Hobgate Close,<br>Wton        | 9,061.60       |                    | 9,061.60   |
| 51090312    | Living Waters Church (Wton)          | Advance Micro Imaging Ltd, Woden Rd, Wton                 | 12,242.80      |                    | 12,242.80  |
| 50300612    | MENCAP Wton                          | 13 Lloyd St, Wton   | 2,969.12       |                    | 2,969.12   |
| 51010394    | Nehemiah UCHA                        | Adj 33, Field St, Wton                                    | 404.88         |                    | 404.88     |
| 50078616    | Newbridge Prep School                | 51 Newbridge Cres, Wton                                   | 17,255.60      |                    | 17,255.60  |
| 50071844    | Nuffield Health                      | Nuffield Hospital, Wood Rd, Tettenhall, Wton              | 83,675.20      |                    | 83,675.20  |
| 50549783    | Open College Network West            | Aldersley Hse Pendeford Bus Pk, Wobaston Rd               | 32,197.60      |                    | 32,197.60  |
| 50072619    | OXFAM                                | 54 Victoria St, Wton                                      | 7,519.20       |                    | 7,519.20   |
| 50343604    | Paycare LTD                          | Gnd & 1st Flr Paycare Hse 11, George St, Wton             | 11,278.80      |                    | 11,278.80  |
| 51079256    | Perry Hall Primary Sch Academy Trust | Perry Hall Jnr Sch, Colman Ave, Wto,                      | 14,267.20      |                    | 14,267.20  |
| 51012855    | Pioneer Logistics Foundation         | Unit 11 Delta Trdg Est, Bilston Rd, Wton                  | 1,446.00       |                    | 1,446.00   |
| 51025728    | Promise Dreams                       | Suite 3 Edwin Hse, Boundary Ind Est, Stafford<br>Rd, Wton | 1,503.84       |                    | 1,503.84   |
| 51080118    | Punjab Buddhist Society Uk           | Owen Rd, Wton   | 2,043.68       |                    | 2,043.68   |
| 50074050    | R.A.F. Assoc.                        | 26 Goldthorn Rd, Wton                                     | 3,547.52       |                    | 3,547.52   |



| Account Ref | Organisation                              | Address   | Mandatory<br>£ | Discretionary<br>£ | Total<br>£ |
|-------------|---|---|----------------|--------------------|------------|
| 50343610    | Rathbone Training Ltd                     | 2nd Flr Paycare Hse 11, George St, Wton                 | 8,386.80       |                    | 8,386.80   |
| 51079380    | S S Mary & Johns Catholic Primary Academy | Caledonia Rd, Wton                                      | 9,061.60       |                    | 9,061.60   |
| 51052553    | Sandwell Crossroads Care Attendant Scheme | Offices Merry Hill Hse, Bassett Close, Merry Hill, Wton | 723.00         |                    | 723.00     |
| 50043807    | SENSE (Deaf Blind & Rubella Assoc)        | 1 Hampton Walk, Queen Sq, Wton                          | 10,218.40      |                    | 10,218.40  |
| 51085831    | St Giles Hospice                          | 82 Church St, Bilston                                   | 5,591.20       |                    | 5,591.20   |
| 50512685    | St Judes School                           | Paget Rd, Wton  | 46,272.00      |                    | 46,272.00  |
| 51079463    | St Michael's Catholic Primary Academy     | Telford Gdns, Wton                                      | 11,953.60      |                    | 11,953.60  |
| 51088657    | St Peter'S Collegiate C O E Academy       | St Peters Sch Compton Pk, Compton Rd West, Wton         | 102,184.00     |                    | 102,184.00 |
| 51079322    | St Teresa'S Catholic Primary Academy      | Malins Rd, Wton   | 7,037.20       |                    | 7,037.20   |
| 50482292    | Sue Ryder Care                            | 7 Bargate Dr, Wton                                      | 2,506.40       |                    | 2,506.40   |
| 50485296    | Sue Ryder Care                            | 15 Marsh Lane Parade, Stafford Rd, Wton                 | 3,354.72       |                    | 3,354.72   |
| 51024657    | Sue Ryder Care                            | 8 Bargate Dr, Wton                                      | 2,506.40       |                    | 2,506.40   |
| 50077404    | Tettenhall College                        | College Rd, Wton  | 103,148.00     |                    | 103,148.00 |
| 50584510    | The British Heart Foundation              | 58-59, Victoria St, Wton                                | 26,028.00      |                    | 26,028.00  |
| 51051163    | The British Heart Foundation              | 10/11, Queen St, Wton                                   | 14,170.80      |                    | 14,170.80  |
| 51056195    | The British Heart Foundation              | 5 Victoria Fold, Wton                                   | 510.92         |                    | 510.92     |
| 50389090    | The Extracare Charitable Trust            | 96 High St, Wfield, Wton                                | 5,012.80       |                    | 5,012.80   |
| 50594170    | The North East Academy                    | Northicote High Sch. Northwood Pk Rd, Wton              | 52,441.60      |                    | 52,441.60  |
| 50594186    | The North East Academy                    | North East Wton Academy, Marsh Lane, Wton               | 94,472.00      |                    | 94,472.00  |
| 51037074    | The North East Academy                    | R/O 60, Renton Rd, Wton                                 | 954.36         |                    | 954.36     |
| 51076826    | The Penderels Trust Ltd                   | G5 Saturn Centre, Spring Rd, Wton                       | 1,272.48       |                    | 1,272.48   |
| 51008598    | The Pioneer Logistics Foundation Ltd      | Unit 8 Delta Trdg Est, Bilston Rd, Wton                 | 2,892.00       |                    | 2,892.00   |
| 51008612    | The Pioneer Logistics Foundation Ltd      | Unit 7B Delta Trdg Est, Bilston Rd, Wton                | 6,458.80       |                    | 6,458.80   |

| Account Ref                        | Organisation                           | Address  | Mandatory<br>£      | Discretionary<br>£ | Total<br>£          |
|------------------------------------|--|--|---------------------|--------------------|---------------------|
| 51008629                           | The Pioneer Logistics Foundation Ltd   | Unit 2 Delta Trdg Est, Bilston Rd, Wton                | 7,230.00            |                    | 7,230.00            |
| 50091373                           | The Royal Wton School                  | Goldthorn Rd, Wton                                     | 41,259.20           |                    | 41,259.20           |
| 51082732                           | Trinity Training Servs                 | 1St Flr Chancel Court 2, Wellington Rd, Bilston        | 5,976.80            |                    | 5,976.80            |
| 51066816                           | Triumphant Christ Chapel               | Office 14 Bizspace Hse, Upper Villiers St, Wton        | 2,599.92            |                    | 2,599.92            |
| 50085190                           | University of Wton                     | Wulfruna St, Wton                                      | 482,000.00          |                    | 482,000.00          |
| 50502988                           | University of Wton                     | Glaisher Dr, Wton                                      | 36,632.00           |                    | 36,632.00           |
| 50545940                           | University of Wton                     | MX Building, Camp St, Wton                             | 123,392.00          |                    | 123,392.00          |
| 51014877                           | University of Wton                     | 5 Victoria Arcade, Mander Ctre, Wton                   | 13,014.00           |                    | 13,014.00           |
| 51038837                           | University of Wton                     | Rms PA 122-123 Block A, Tech Ctre Wton<br>Science Park | 4,338.00            |                    | 4,338.00            |
| 51069513                           | University Of Wton                     | Pt Block A, Wton Science Pk, Coxwell Ave,<br>Wton      | 67,094.40           |                    | 67,094.40           |
| 51069648                           | University Of Wton                     | Main Campus North, Stafford St, Wton                   | 174,484.00          |                    | 174,484.00          |
| 50056431                           | Wfield & Wood End Royal British Legion | Vicarage Rd, Wfield                                    | 8,579.60            |                    | 8,579.60            |
| 50077924                           | Wton Artists Group                     | Alexandra St, Wton                                     | 2,313.60            |                    | 2,313.60            |
| 50097418                           | Wton Girls High School                 | Tettenhall Rd, Wton                                    | 57,454.40           |                    | 57,454.40           |
| 50091456                           | Wton Grammar School                    | Compton Rd, Wton                                       | 141,708.00          |                    | 141,708.00          |
|                                    |  |  |                     |                    |                     |
| <b>Mandatory Relief Only Total</b> |  |  | <b>2,966,446.84</b> |                    | <b>2,966,446.84</b> |
| <b>Annual Total</b>                |  |  | <b>4,216,597.42</b> | <b>662,003.54</b>  | <b>4,878,600.96</b> |

**WOLVERHAMPTON CITY COUNCIL**

**SCHEME FOR DISCRETIONARY RATE RELIEF WEF 25 JUNE 2013**

1. The following criteria is taken into account when considering applications for discretionary rate relief and each application will be treated on its merits. The criteria set out below are consistent with recommendations of the Department for Communities and Local Government and local authority associations.

1.1. The organisation should ensure that membership is open to all sections of the community and membership rates/subscriptions should not be set at such a high level as to exclude the general community. The club should, if required, be able to demonstrate the criteria by which applications for membership are consistent with the principle of 'open membership' and in accordance with equal opportunities policies.

1.2. Sympathetic consideration will be given to applications from groups who actively encourage membership from particularly disadvantaged groups in the community, e.g. young people or the disabled, elderly people and ethnic minorities.

1.3. Sympathetic consideration will be given to organisations who make their facilities available to people other than members e.g. schools.

1.4. Whether the organisation provide training for its members particularly the young.

1.5. Have the facilities available been provided by self help or grants from other bodies? Self help organisations may be considered more sympathetically for discretionary relief.

1.6. Does the organisation provide facilities which indirectly relieve the Authority of the need to do so or do the facilities complement those provided by the Authority?

**Local Criteria**

2. In addition, the following local criteria have been adopted by the Authority.

2.1. Generally no discretionary relief should be allowed to national charitable organisations - unless there are exceptional circumstances, *e.g. charitable animal welfare organisations providing local facilities.*

2.2. Relief should not be given to sports or social clubs of industrial firms or other business organisations (assistance should be provided by the firm or organisation).

2.3 Organisations who receive direct grant aid from the Council will receive maximum discretionary relief with a corresponding reduction in their grant, providing that this does not apply to schemes funded by the Government. However, in cases where the Government funding regime assumes that local relief is being granted, this will be given providing that all other criteria is met. Relief will not be granted where government funding is available to meet the liability.

2.4. Generally the facility should be provided for the benefit of people living in the City.

2.5. The Authority has generally agreed not to allow any relief where in its opinion the body is capable of supporting itself financially without the need for assistance from the Council in the form of discretionary rate relief.

### Sports Clubs

3. The following additional criteria apply specifically for sports clubs:

3.1. More than 50% of the members should be active playing members.

3.2. Generally no relief should be allowed where a public admission fee is charged unless there are exceptional circumstances.

3.3. Sympathetic consideration to be given to minority sports and where facilities are not provided by the Council.

3.4. For those sports clubs that operate a bar, relief should not generally exceed 50% unless there are exceptional circumstances.

3.5. Sympathetic consideration to be given to those organisations that are affiliated to local or national organisations with a view to developing their own interests and promoting Wolverhampton as a national or international venue.

## Equality Analysis - Stage One – Initial Analysis

### What you are analysing?

#### Award of Discretionary Rate Relief (Charitable and Voluntary Organisations)2014/15

Is it a; service  function  policy  procedure

Is it? A new service, function, policy or procedure

An existing service, function, policy or procedure

An amended or revised service/ function/ policy/ or procedure

|   |  |
|---|--|
| <p>1. What are the main aims and objectives or purpose of the service, function, policy or procedure (proposal)? What needs or duties is it designed to meet?</p> | <p><b>To allow continuation of discretionary rate relief to charitable, not for profit and voluntary organisations for 2014/15 based on existing policy.</b></p>   |
| <p>2. Who is or will be affected by this proposal?</p>  | <p><b>Charitable, not for profit and voluntary organisations that are liable to pay business rates.</b></p>  |
| <p>3. Is the proposal affected by external drivers for change? (e.g. new or amended legislation, national policy, external inspections etc.)</p>                  | <p><b>No.<br/>The policy allows the Council to exercise a discretionary power to reduce the business rates bills of qualifying organisations. The power is granted under section 47 of the Local Government Finance Act 1988 and has been in place for many years.</b></p>   |
| <p>4. Who is responsible for defining and implementing this proposal?</p>   | <p><b>Revenues and Benefits Service</b></p>  |
| <p>5. How does Wolverhampton City Council interact with other bodies or organisations in relation to the implementation of the proposal?</p>                      | <p><b>A copy of the policy and details of how to apply are published on the council's website. Information is provided to each organisation as part of an annual review to verify ongoing entitlement.</b></p> <p><b>No formal consultation has been conducted in respect of the decision being requested of Cabinet (Resources) Panel as the policy is unchanged.</b></p> |
| <p>6. What analyses, information or data relating to the proposal already exist?</p>  | <p><b>WCC holds some information on those organisations that apply for discretionary relief.<br/>This is limited to information that is required in order to determine an application for relief.</b></p>  |

|  |   |
|--|---|
| <p>7. Is there any evidence of higher or lower take up under the proposal for any particular groups? (from formal monitoring or informal anecdotal evidence)</p> | <p><b>No</b><br/> <b>The underlying policy only applies to organisations (not individuals) that are liable for business rates.</b></p>  |
| <p>8. Is there any evidence that the proposal may be directly or indirectly discriminatory?</p>  | <p><b>No</b><br/> <b>The underlying policy is based on Government guidance and sets out clear eligibility criteria against which applications are assessed.</b></p> <p><b>Eligibility for relief is triggered by the status of the organisation (i.e. charitable / not for profit) and not by the function of the organisation. There are however additional qualifying criteria that require the organisation to demonstrate open access and compliance with equal opportunities.</b></p>  |
| <p>9. If the proposal is discriminatory, can it be justified?</p>  | <p><b>N/A – see comments in box 8</b></p>   |
| <p>10. If the proposal is not discriminatory, is there any evidence that it has a differential impact?</p>   | <p><b>Registered charities will be granted 80% mandatory relief and are granted 20% discretionary relief if their activities satisfy the scheme criteria and there is direct benefit to the local community.</b></p> <p><b>Other not for profit and voluntary organisations can be granted up to 100% discretionary rate relief. The proposal is to continue to grant relief in 2014/15 on the same basis as 2013/14 provided they still satisfy the criteria for the scheme.</b></p> <p><b>Any differential impact is assessed as being positive in nature. The underlying policy states that:</b><br/> <b>“Sympathetic consideration will be given to applications from groups who actively encourage membership from particularly disadvantaged groups in the community, e.g. young people or the disabled, elderly people and ethnic minorities.”</b></p> |
| <p>11. If there is a differential impact, is it likely to have an adverse impact on any group?</p>   | <p><b>No – see comments in box 10</b></p>   |

|   |   |
|---|---|
| <p>12. If there is an adverse impact, can that impact be justified?</p>   | <p><b>N/A – see comments in box 10</b></p>  |
| <p>13. What evidence have you used to make your judgment of discrimination and/or adverse impact?</p>   | <p><b>The scheme is open to any organisation provided it satisfies the policy criteria.</b></p>   |
| <p>14. If the discrimination/adverse impact cannot be justified, how do you intend to deal with it? Is there any alternative measure which would achieve the desired aim without the adverse impact identified?</p>   | <p><b>The finding of this screening is that there is no discrimination or adverse impact.</b></p>   |
| <p>15. Does or could, the proposal contribute to a specific duty in equality law?</p> <ul style="list-style-type: none"> <li>• eliminate discrimination, harassment and victimisation</li> <li>• advance equality of opportunity between people from different groups</li> <li>• foster good relations between people from different groups.</li> </ul> | <p><b>The policy is to grant business rates relief to charitable, not for profit and voluntary organisations based on government guidance.</b></p> <p><b>The effect of the policy is to reduce the amount of business rates payable by qualifying organisations. Many of these organisations assist individuals from protected groups and the financial assistance provided under this policy contributes to the viability of the organisation.</b></p> |
| <p>16. Are there any groups which might be expected to benefit from the intended outcomes but do not?</p>   | <p><b>There is no evidence to suggest that any particular group could benefit but does not.</b></p> <p><b>This judgement is based on the fact that applications are assessed on clear eligibility criteria, based on Government Guidance and described above.</b></p>   |
| <p>17. Is the proposal intended to increase equality of opportunity by permitting or requiring action to redress disadvantages? If yes, is it lawful?</p>   | <p><b>Although this is not a specific policy intention, applications are assessed against a requirement that the organisation must demonstrate open access.</b></p>   |
| <p>18. Have you consulted as part of your analysis? Who have you consulted? What methods did you use?</p>   | <p><b>No – see comments in box 5</b></p>  |
| <p>19. Is there any public concern (in the media etc.) that the proposal is being operated in a discriminatory manner?</p>  | <p><b>No</b></p>  |

|  |  |
|--|--|
| 20. Have there been any important demographic changes or trends locally? If so, are these anticipated or dealt with by the proposal? | <b>No</b><br><b>New applications do not indicate any changes in the type of organisation applying for relief</b>   |
| 21. How is information about the proposal publicised?  | <b>A copy of the policy and details of how to apply are published on the council website and provided to each organisation as part on an annual review. Information is provided with all annual rates bills.</b>   |
| 22. How will you monitor in future?  | <b>The level of relief and types of organisations will be taken into account with any reviews of the scheme. It is likely that a new scheme for discretionary rate relief will be developed for 2015/16 onwards and appropriate consultation will be carried out at that time.</b> |
| 23. Is there any other relevant information?   | <b>No</b>  |

**Officer(s) completing the analysis**

**Karen Hampshire**

**Job Title**

**Revenues and Benefits Manager**

**Tel 5840**

**Date 13/02/2014**

**Upon completion of this form please record the date sent to:**

Authorising Officer

Date sent

Head of Equalities

Date sent

Equality Project Group (if appropriate)

Date sent





# Cabinet (Resources) Panel

11 March 2014

|  |  |   |
|--|--|---|
| <b>Report title</b>                            | City and Town Centre Management (City Centre - WV One and Bilston – New Bilston Ltd) |   |
| <b>Decision designation</b>                    | AMBER  |   |
| <b>Cabinet member with lead responsibility</b> | Councillor Peter Bilson<br>Economic Regeneration and Prosperity                      |   |
| <b>Key decision</b>                            | Yes  |   |
| <b>In forward plan</b>                         | Yes  |   |
| <b>Wards affected</b>                          | All (Specifically St Peters and Bilston)   |   |
| <b>Accountable director</b>                    | Tim Johnson, Education and Enterprise  |   |
| <b>Originating service</b>                     | Economic Partnerships and Investment   |   |
| <b>Accountable employee(s)</b>                 | Corin Crane<br>Tel<br>Email  | Head of Economic Partnerships<br>01902 550166<br>corin.crane@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | City Centre Board  | 14 February 2014  |

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## Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Seek delegated authority from Cabinet (Resources) Panel for the Cabinet Member for Economic Regeneration & Prosperity in consultation with the Strategic Director Education and Enterprise to agree grants to third parties as follows:
  - £45,000 to WV One for City Centre Management.
  - £40,000 to New Bilston Ltd (Heantun Housing) for their Town Centre management role for Bilston.
2. To consider approval of an additional grant to New Bilston Ltd of £30,000 to fund the development phase of a Business Improvement District for Bilston Town Centre.

## **1.0 Purpose**

- 1.1 To agree a grant of £45,000 for WV One to deliver city centre management functions and £40,000 to New Bilston Ltd for town centre management functions for 2014/15. To present a business case for a further £30,000 for the development phase of a Business Improvement District for Bilston Town Centre to enable Bilston's town centre management function to be sustainable without a financial contribution from the council in future years.

## **2.0 Background**

- 2.1 The purpose of city centre management, delivered by WV One and Bilston town centre management, delivered by New Bilston Ltd, is to support the economic growth and contribute to the development, vitality and viability of the City and Bilston town centres. Town and city centre management functions bring together local stakeholders across all sectors of the business community, local residents and a wide range of public and third sector partners. The functions co-ordinate and facilitate the development and delivery of initiatives and projects, as set out in the WV One business plan and Bilston town centre action plan, including securing new sources of external funding.
- 2.2 A Business Improvement District (BID) is an arrangement whereby businesses get together, decide what improvements they want to make in their area, how they will manage these and what it will cost them. BID's deliver services and projects that are additional to those provided by the public agencies including the local authority and police and can include services such as cleaning streets, security, environmental improvements and marketing the area as prioritised by businesses. A BID is currently being developed for Wolverhampton City Centre and could provide a sustainable means of funding town centre management going forward for both the City Centre and Bilston town centre.
- 2.3 The Council has funded WV One since 2003, initially £61,600 to employ a town centre manager but later reduced to £45,000 due to budgetary pressures. In 2011/12 and 2012/13, an additional £30,000 was provided as a grant to WV One to continue to provide its core functions during the Business Improvement District (BID) development phase. WV One provides services in accordance with a contract which is based on their service specification (formerly a Service Level Agreement).
- 2.4 Partnerships Economy and Culture Service has provided funding to the New Bilston Ltd (Heantun Housing) since 2010/11 of £40,000 per annum.

## **3.0 WV One – City Centre Management Company**

- 3.1 WV One have identified that a priority for city partners is to shape, develop, improve, market and manage a new city centre offer to visitors, businesses and residents. An offer that results in:
- New business: increase in footfall, trading and visitor numbers

- New investment: attraction of investment
- New reputation: improved reputation for the City Centre, and the wider city, nationally regionally and locally
- New lifestyles: increased demand for city centre living

3.2 WV One is a not for profit company, set up in 2003. It is Independent, non-political and is currently funded through voluntary contributions from Wolverhampton City Council, retailers and the University with 25% of its income is from commercial activities and sponsorships. The primary role of WV One is to be the lead agency in communicating, facilitating and championing the views of the stakeholders (private businesses, the council, retailers, the police, education and other statutory sectors) to achieve the best outcomes for the visitors and businesses of Wolverhampton City Centre. Wolverhampton City Council has supported WV One to put new Governance arrangements in place including a business led board of Directors.

3.3 WV One have requested £45,000 grant funding for the year 2014/15 to deliver a range of services to the City Council as set out in the attached Service Specification for 2014/15 (appendix A). WV One has revised their Business Plan to align its activities to support the BID. It has appointed The Mosaic Partnership to provide expert advice to the BID Director and WV One team through the development phase leading to a ballot in autumn 2014. If successful, it is anticipated that the BID could fund the city centre management function going forward depending on business priorities.

#### **4.0 Bilston Town Centre Management (Heantun Housing / New Bilston Ltd)**

4.1 Bilston town centre management is part of the integrated approach to economic development, cultural development and the regeneration of Bilston, the town centre and urban village. The purpose of Bilston town centre management is to support the economic growth and development, vitality and viability of Bilston town centre, by bringing together all local stakeholders. This includes all sectors of the business community, local residents and a wide range of public and third sector partners. The town centre manager co-ordinates and facilitates the development and delivery of initiatives and projects as set out in the town centre action plan and works to secure new sources of external funding. This includes activities supporting the physical regeneration activities of Wolverhampton City Council as outlined in its Bilston centre regeneration project plan.

4.2 Bilston town centre management will deliver the following activities in 2014/15:

- Co-ordinate the development and delivery of the town centre action plan, engaging the wider business community in its implementation.
- Build and expand business development by promoting and expanding links with the business support network that will provide training, support, grants and guidance.
- Develop and agree a funding strategy going forward including exploring the feasibility of a Business Improvement District (BID) to secure long-term sustainability of the function.

- Develop cultural events and local activities aimed at promoting the town across the region including co-ordination of a cultural working group.
- Provide quarterly monitoring reports to Wolverhampton City Council as part of the Bilston project delivery plan.

4.3 A comprehensive project management framework has been put in place to monitor performance against these activities. The town centre manager reports progress on a monthly basis to the Strategic Projects and Funding Manager.

4.4 It is proposed to provide funding of £40,000 to New Bilston Ltd for 2014/15 to provide town centre management services in accordance with a grant agreement to deliver the projects as set out in the attached Appendix B. Heantun Housing part fund the current role of Town Centre Manager and will also contribute £7,700 for office accommodation costs for the year 2014/15.

4.5 Subject to agreement by their board, New Bilston Ltd is requesting a further £30,000 for 2014/15 matched with £5,000 from Heantun Housing to support the development of a BID. If successful, the BID could provide funding for the sustainability of the function without the need for council funding.

## **5.0 Financial implications**

5.1 The contribution of £45,000 to WV One Ltd and £40,000 to New Bilston Ltd is included in the mid-term budget so can be met from the 2014/15 approved revenue budget for Economic Partnerships and Investment. The additional contribution of £30,000 to New Bilston Limited to fund a BID is subject to an Invest to Save request. [TK/25022014/P]

## **6.0 Legal implications**

6.1 Separate contracts will be required for 2014/15 between the council and WV One and New Bilston Ltd setting out the terms of the grant payments to the individual companies to ensure delivery of the city centre and Bilston town centre management functions. Separate contracts will be required for 2014/15 between the council and WV One and New Bilston Ltd setting out the terms of the grant payments to the individual companies to ensure delivery of the city centre and Bilston town centre management functions. [RB/25021014/G]

## **7.0 Equality opportunities implications**

7.1 A stage 1 equalities impact assessment has been completed and there are no adverse equalities implications. City centre management and Bilston town centre management brings together businesses and co-ordinates services to increase vitality in the town and meet the needs of the local resident, shoppers and visitors. As part of the Bilston Town Team, they are running a number of initiatives aimed at supporting young people and attracting them into the Town Centre.

## **8.0 Environmental implications**

- 8.1 Through the work of the city centre management and Bilston town centre management, there will be positive environmental impacts through ensuring effective management including collaboration on public realm improvements, de-cluttering of Bilston Town Centre and work on Bilston and Wolverhampton in bloom.

## **9.0 Background papers**

Appendix A – WV One Financial Statement and Service Specification

Appendix B – Bilston Town Centre Project Plan

## **SERVICE SPECIFICATION FOR PROPOSED REVISIONS FOR CITY CENTRE MANAGEMENT AND DEVELOPMENT – WV ONE**

### **OVERVIEW OF SERVICE**

WV One is a not for profit company, set up in 2003, it is independent, non political and is currently funded through voluntary contributions from Wolverhampton City Council, retailers and the University. In the calendar year 2013 approximately £35,000 of its income (approximately 25%) was from commercial activities and sponsorships. Part of this was from the commercialisation of highways space for promotional activities agreed through a Service Level Agreement between the City Council and WV One. Currently the grant provided to the Company is £45,000. In addition, over the last two years the Council has provided a top up grant of £30,000 while WV One has sought to move to a more sustainable business model. From 2014/5 the top up grant will no longer be available.

WV One's purpose, as set out in its articles of association is to work with the local authority, businesses, West Midlands Police and other agencies and partners to make Wolverhampton City Centre a more attractive place to its citizens and visitors with an enhanced pride of place by:

- Improving the image and perception of the City Centre;
- Maintaining a safe City Centre in the day and evening;
- Ensuring a high quality, clean, green and accessibly City Centre;
- Becoming an influential voice for City Centre businesses and visitors;
- Improving Wolverhampton's competitive position.

Through this grant agreement, Wolverhampton City Council provides financial support to WV One to:

- a) communicate and champion the views of the stakeholders (private businesses, City Council, retailers, the police, education and other statutory sectors),
- b) facilitate partnership working among stakeholders that contributes to the development and improvement of the City centre offer for residents, visitors and businesses.

In the service year 2014/15 the focus of WV One will primarily be on the delivery of a Business Improvement District (BID) and managing and integrating the existing services which need to be retained within a BID Delivery model.

Planning also needs to take place for any future city centre partnership in the unlikely event that the BID ballot is not successful and this will be the role of the newly formed WV One board working with Mosaic Partnerships which has been appointed to oversee the BID delivery phase. A separate contract exists between WV One board and Mosaic Partnership to deliver the BID utilising grant funding previously awarded to WV One in 2012/13.

## 1. DEVELOPING THE BID

| <u>SERVICE</u>  | <u>DELIVERABLE/ACTIVITY</u>  |
|---|--|
| 1.1 Support the BID Director in all aspects of BID Development  | <ul style="list-style-type: none"> <li>Office and administrative set up and support</li> <li>Provide research and information to support the BID</li> </ul>  |
| 1.2 To utilise existing contacts to assist with consultation, setting up steering/task groups and communication through to the final campaign | <ul style="list-style-type: none"> <li>No of one to one and group meetings facilitated</li> <li>Updated database of relevant contacts</li> <li>Successful set up of BID Task Group and development of City Centre Marketing Partnership and/or other stakeholder groups into themed BID groups if required after consultation</li> </ul> |
| 1.3. Integrate WV One and BID communications and raise the profile of WV One/BID within the BID target audience                               | <ul style="list-style-type: none"> <li>No of newsletters produced (BID specific)</li> <li>BID web site integrated in WV One web site</li> <li>Support in the transition of WV One external facing web sites and social media post BID ballot</li> </ul>  |
| 1.4 Migration of existing services into BID or proposing alternate business models  | <ul style="list-style-type: none"> <li>Consider options and best practice for the integration of Business Crime Partnership activities within the BID Company</li> <li>Agree Service Level Agreement with WCC for the management of promotional space pos BID ballot.</li> </ul>   |

## 2. SHAPING THE OFFER

| <u>SERVICE</u>   | <u>DELIVERABLE/ACTIVITY</u>  |
|--|--|
| 2.1 Business and Stakeholder Engagement and Communication. Subsequent feedback to the right partners/officers to proactively respond | <ul style="list-style-type: none"> <li>No of retailers and stakeholder groups arranged or attended</li> <li>Key issues raised and resolved</li> <li>Reports to WV One Board on stakeholder engagement</li> </ul> |
| 2.3 To provide a consultation mechanism for key city centre issues, e.g. Youth Zone, Area Action Plan, Empty Homes Fund, THI etc.    | <ul style="list-style-type: none"> <li>No of consultations arranged</li> </ul>   |
| 2.4. Undertake City Centre Health Check as part of ATCM Portas Review  | <ul style="list-style-type: none"> <li>Run survey for one month and ensure findings contribute to city centre strategies and BID Development</li> </ul>  |

|  |   |
|--|---|
| 2.5 Contribute to key partner strategies so that they have additional information, intelligence and advice from local businesses and in respect of good practice in Town Centre Management | <ul style="list-style-type: none"> <li>• Remain an active member of ATCM, British BIDs, UK BID Advisory service</li> <li>• Report on partners strategies to WV One Board</li> </ul> |
|--|---|

### 3. DEVELOPING THE OFFER

| <u>SERVICE</u>   | <u>DELIVERABLE/ACTIVITY</u>   |
|--|---|
| 3.1 Identify any new funding opportunities that can be taken forward directly by WV One/BID or can be forwarded to other appropriate partners of the City Cross Sector External funding groups | <ul style="list-style-type: none"> <li>• Communicate with partners regularly on potential funding schemes and joint projects</li> <li>• Develop proposals, secure funding, deliver projects and manage funds within guidelines</li> <li>• Report regularly to WV One Board</li> </ul> |

### 4. IMPROVING THE OFFER

| <u>SERVICE</u>   | <u>DELIVERABLE/ACTIVITY</u>   |
|--|---|
| 4.1 Oversee delivery of Portas Pilot to achieve its planned outcomes and/or put in place exit strategy plans to ensure sustainability of the projects where possible<br>Projects are: <ul style="list-style-type: none"> <li>▪ I2R entrepreneurs</li> <li>▪ Shop in the Square</li> <li>▪ Privilege Card</li> <li>▪ Independents (WIN project)</li> <li>▪ Sights and Sounds</li> </ul> | <ul style="list-style-type: none"> <li>• Report to the Portas Steering Group on finance and budgetary control, progress on WIN, engagement with external stakeholders (ATCM, BITC Retail Champion, Tesco etc)</li> <li>• In conjunction with the Steering Group develop an Exit Strategy for each of the strands of work</li> </ul> |
| 4.2 Assist, where resources allow, partners to develop innovative ways of filling/ improving units/vacant buildings on both a permanent and temporary basis  | <ul style="list-style-type: none"> <li>• Update of vacant unit list and shop movements to create historical trends</li> </ul>   |

### 5. MARKETING THE OFFER

| <u>SERVICE</u>   | <u>DELIVERABLE/ACTIVITY</u>  |
|--|--|
| 5.1. To contribute to the development of the City Centre campaigns and activities                                    | <ul style="list-style-type: none"> <li>• Attendance at meetings and contribution to marketing campaigns and activities</li> </ul>  |
| 5.2 With other partners facilitate/support other groups and organisations to put on quality events to drive footfall | <ul style="list-style-type: none"> <li>• Number of events facilitated</li> </ul>   |
| 5.3 To promote the City Centre in a proactive manner to increase footfall and improve perceptions                    | <ul style="list-style-type: none"> <li>• Communication via newsletters, social media and reports to WV One Board</li> <li>• Maintenance of web site, social media sites and regular newsletters</li> </ul> |



## 6. MANAGING THE OFFER

| <u>SERVICE</u>   | <u>DELIVERABLE/ACTIVITY</u>  |
|--|--|
| 6.1 Contribute to the development and improvement of the City's approach to tackling anti-social behaviour   | <ul style="list-style-type: none"><li>• Report any evidence of Anti-Social Behaviour and encourage others to report it</li><li>• Monitor crime levels/ASB incidents and report to WV One Board</li></ul> |
| 6.2 Improve community safety and support businesses through the CCTV pilot.  | <ul style="list-style-type: none"><li>• Facilitate the CCTV working group to improve camera coverage.</li></ul>  |
| 6.3 Manage the CitySafe Business Crime Partnership/Radio Link (BCP) through a Steering Group, and facilitate Pub Watch/ Shop Watch and SIA Forum. Contribute to the Partnership Business Support Group, Safety Advisory Group and other groups | <ul style="list-style-type: none"><li>• No of meetings and attendance, achievement of recognised standards for BCP, development and progress against adopted Action Plan</li></ul>                       |

## Appendix B – Bilston Town Centre Project Plan

| Aim  | Activity   | Target   | Result  | Lead & Partners   |
|--|--|--|---|---|
| Establish baseline data for Bilston town centre  | Customer survey undertaken <ul style="list-style-type: none"> <li>• Face to face</li> <li>• Online</li> </ul>  | 1000 surveys completed May 2014                              | Definitive data from a customer/visitor perspective to inform project plan and BID  | <b>Town Centre Manager</b> <ul style="list-style-type: none"> <li>• Wolverhampton City Council</li> </ul>   |
| Establish support for and progress a Business Improvement District proposal for Bilston town centre            | <b>Wolverhampton City Council</b> to support New Bilston Limited to consult and market a Business Improvement District Proposal to Bilston Town Centre within a designated boundary                | March 2014   | BID Result by June 2015   | <b>New Bilston Limited</b> <ul style="list-style-type: none"> <li>• Wolverhampton City Council</li> <li>• Mosaic Consulting</li> <li>• Town Centre Management</li> <li>• Business Sector</li> </ul> |
| Promote and facilitate access to business support and training opportunities by Bilston town centre businesses | <b>Skills Shop (Business Skills)</b> a division of Stourbridge College to provide training support around marketing, business performance, customer service and specialisms to meet business needs | 10 businesses signed up to training in first quarter 2014/15 | Increase in the number of businesses signed up to training on a rolling quarterly basis<br><br>Improved marketing, customer service and performance of town centre businesses | <b>Business Skills</b> <ul style="list-style-type: none"> <li>• Town Centre Manager</li> <li>• Town Centre Businesses</li> </ul>  |

| Aim   | Activity  | Target | Result  | Lead & Partners   |
|---|---|--------|---|---|
| Improved retail, cultural and leisure offer for young people in Bilston town centre | Young person customer survey to establish baseline data around footfall and use |        | Measureable increase in the number of young people visiting the town centre | <b>Bilston Town Centre Manager</b> <ul style="list-style-type: none"> <li>• LSD Speciality Markets (contract holder)</li> </ul> |

|  |   |   |   |  |
|--|---|---|---|--|
| Entrepreneurial and start up business opportunities for young people       | of town centre<br>Youth market<br>Cultural and leisure events and projects                          | Summer 2014<br>Summer 2014  | Measurable growth and performance of Youth Market                       | <ul style="list-style-type: none"> <li>Wolverhampton City Council Markets Division</li> <li>Local schools and youth groups</li> <li>Creative Industries</li> <li>Wolverhampton University</li> </ul>   |
| Improve the management and performance of the Public Realm and Environment | Public Realm and Environment Action Group meets monthly<br>Public Realm and Environment Action Plan | To assess and resolve environmental issues in Bilston town centre against individual targets and milestones | Clean and attractive town centre which promotes and attracts investment | <b>Town Centre Manager</b> <ul style="list-style-type: none"> <li>WCC Highways, Public Protection, Parking, Street Scene</li> <li>West Midlands Police</li> <li>Town Centre Business Forums</li> </ul> |

| Aim  | Activity   | Target  | Result  | Lead & Partners   |
|--|--|---|---|---|
| To sustain the Bilston in Bloom campaign as a promotional tool for the town centre | Ensure Bilston town centre continues to enter the Heart of England in Bloom campaign and receive an annual award<br><br>Promote the participation of Bilston groups and assist groups to establish their own in Bloom entry or partnership | 3 pubs to enter<br>6 Primary Schools to enter<br>3 Carder Crescent gardens on the route 2014<br>Judging date Friday 4 <sup>th</sup> July 2014<br>Raise £5k external funding to support campaign | Sustained Bilston in Bloom campaign with strengthened community participation<br><br>Positive press coverage for the town | <b>Bilston in Bloom Steering Group</b> <ul style="list-style-type: none"> <li>Town Centre Manager</li> <li>Local Schools</li> <li>Neighbourhood Groups</li> <li>Tenants &amp; Residents Groups</li> <li>Historical Societies</li> </ul> |

|   |  |  |  |  |
|---|--|--|--|--|
| <p>Improve and enhance the marketing of Bilston town centre</p> | <p>Improved use of social networking sites</p> <p>Press releases to Express &amp; Star, One City News, Wolverhampton Magazine, local radio and WCC</p> | <p>50 posts per month</p> <p>Minimum of 10 press releases per year</p> | <p>Marketing strategy and action plan for Bilston town centre in collaboration with Wolverhampton City Council Communications Team and Bilston Centre Regeneration Project Team</p> <p>Marketing proposals to fit in with Bilston Business Improvement District project plan</p> | <p><b>Town Centre Manager</b></p> <ul style="list-style-type: none"> <li>• Wolverhampton City Council</li> <li>• Local press</li> <li>• Social Networking</li> </ul> |
|---|--|--|--|--|



# Cabinet (Resources) Panel

## 11 March 2014

|  |  |
|--|--|
| <b>Report title</b>                            | External Funding Update  |
| <b>Decision designation</b>                    | AMBER  |
| <b>Cabinet member with lead responsibility</b> | Councillor Peter Bilson<br>Economic Regeneration and Prosperity  |
| <b>Key decision</b>                            | Yes  |
| <b>In forward plan</b>                         | Yes  |
| <b>Wards affected</b>                          | All  |
| <b>Accountable director</b>                    | Tim Johnson, Education and Enterprise  |
| <b>Originating service</b>                     | Partnerships Economy and Culture   |
| <b>Accountable employee(s)</b>                 | Heather Clark                      Strategic Projects and Funding Manager<br>Tel                                      01902 555614<br>Email                                  Heather.clark2@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | Delegated authority is sought from full Council for grants to third parties  |

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Provide authority to incur expenditure on externally funded projects in accordance with bids submitted and any changes subsequently agreed with external funding providers as set out in the grant determination.
2. Seek delegated authority from Cabinet (Resources) Panel for the Cabinet Member for Economic Regeneration & Prosperity in consultation with the Strategic Director, Education and Enterprise, to agree grants to the third parties as already approved by Council, as part of the delivery of these externally funded projects.

## 1.0 Purpose

- 1.1 The purpose of the report is to seek approval to spend in relation to three externally funded projects and delegated authority to issue grants to third parties from full Council.

## 2.0 Background

- 2.1 Attracting external resources is becoming increasingly important in order to implement our strategic priorities. Wolverhampton City Council has led on a number of successful bids for external funding supporting the corporate objective encouraging enterprise and business. Previous reports have been agreed by Cabinet Resources Panel (18 December 2012, 29 January 2013, 11 September 2013 and 26 November 2013) seeking approval to bid, act as accountable body and enter into collaboration agreements for externally funded projects.

## 3.0 Overview of Black Country Externally Funded Projects

- 3.1 Wolverhampton City Council has been successful in bidding for external funding for a number of Black Country wide projects.
- 3.2 **Black Country Growth Opportunities Local Delivery (GOLD):** £1.96 million project, partially funded by the European Regional Development Fund (ERDF), providing tailored one-to-one advice, diagnostic resulting in a development plan, workshops, business grant funding and follow up support for Small Medium Sized Enterprises (SMEs) unable to exploit growth opportunities due to lack of capacity.
- 3.3 **Black Country Growth Factory:** £3.1 million Regional Growth Fund (RGF) has been awarded to deliver Black Country Growth Factory as part of City Deal. The Growth Factory which will fund a one stop shop approach to business assistance across the Black Country with packages of support available to all local businesses. It aims to equip the Black Country's manufacturing SMEs with the tools and support they need to compete, innovate and take advantage of supply chain opportunities on offer to them.
- 3.4 **Black Country Broadband Business Support Project:** £0.25 million has been awarded from Growing Places enabling us to draw down £0.25 million from European Regional Development Fund to fund a broadband business support project. The project aims to support businesses to take up and use technologies enabled by superfast broadband in recognition of the positive correlation on growth for highly digitalised SME's.
- 3.5 Black Country GOLD and Growth Factory involve an element of allocation of grants to Black Country SME's. As part of the Black Country GOLD programme of tailored support to identify and realise growth opportunities, Black Country SMEs and Social Enterprises will be invited to apply for a business grant of up to £5,000 for equipment or £16,000 for specialist professional services to implement their growth plans. The allocation for grants is £820,000 funded from ERDF attracting £820,000 private sector leverage. Grants will

only be available following a programme of tailored support including one-to-one diagnostic, specialist workshops and support to develop growth plans. £1.68 million of Black Country Growth Factory has been allocated to grants attracting £6.028 million private sector leverage and leading to the creation of 105 jobs, safeguarding 145, engaging 30 businesses, with 9 assisted to approval performance. Delegated authority is sought from full Council in relation to the issuing of grants to third parties across the Black Country. Grant are issued on competitive basis with SME's must apply for grants which must meet a minimum quality threshold.

| Externally funded project   | Amount allocated to Grants | Leverage       |
|-----------------------------|----------------------------|----------------|
| Black Country GOLD          | £820,000                   | Private sector |
| Black Country Growth Factor | £1.68 million              | Private sector |

#### 4.0 Financial implications

4.1 Cabinet (Resources) Panel has previously approved that Wolverhampton City Council will act as Accountable Body and contribute match funding for the projects set out in this report. This report now seeks approval to incur expenditure on externally funded projects in accordance with bids submitted and any changes subsequently agreed with external funding providers as set out in the grant determination.

4.2 The latest grant determination details for each project successfully securing grant are as follows:

##### Black Country GOLD

|                              | 2013/14<br>£000 | 2014/15<br>£000 | 2015/16<br>£000 | Total<br>£000 |
|------------------------------|-----------------|-----------------|-----------------|---------------|
| ERDF Capital Grant           | 0               | 336             | 84              | 420           |
| Public Sector Capital Match  | 0               | 0               | 0               | 0             |
| Private Sector Capital Match | 0               | 336             | 84              | 420           |
| <b>Capital Sub Total</b>     | <b>0</b>        | <b>672</b>      | <b>168</b>      | <b>840</b>    |
| ERDF Revenue Grant           | 26              | 428             | 111             | 565           |
| Public Sector Revenue Match  | 26              | 108             | 30              | 164           |
| Private Sector Revenue Match | 0               | 320             | 80              | 400           |
| <b>Revenue Sub Total</b>     | <b>52</b>       | <b>856</b>      | <b>221</b>      | <b>1,129</b>  |
| <b>Grand Total</b>           | <b>52</b>       | <b>1,528</b>    | <b>389</b>      | <b>1,969</b>  |

Public sector match for this project is made up of £32,000 from each Black Country authority and match from the Business Solution Centre and Black Country LEP totalling £35,000.

Grants payable to Black Country businesses comprise of £420,000 capital and £400,000 revenue to be matched by equivalent private sector funding.

### **Black Country Growth Factory**

|                    | <b>2013/14<br/>£000</b> | <b>2014/15<br/>£000</b> | <b>2015/16<br/>£000</b> | <b>Total<br/>£000</b> |
|--------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| RGF Capital Grant  | 0                       | 15                      | 0                       | 15                    |
| RGF Revenue Grant  | 95                      | 2,986                   | 0                       | 3,081                 |
|                    |                         |                         |                         |                       |
| <b>Grand Total</b> | <b>95</b>               | <b>3,001</b>            | <b>0</b>                | <b>3,096</b>          |

There is no public sector match required for this project but an expected outcome of £7.4M private sector investment through delivery of this scheme.

Grants payable to Black Country businesses comprise of £1.68M revenue.

### **Black Country Broadband Business Support Project**

|  | <b>2013/14<br/>£000</b> | <b>2014/15<br/>£000</b> | <b>2015/16<br/>£000</b> | <b>Total<br/>£000</b> |
|--|-------------------------|-------------------------|-------------------------|-----------------------|
| ERDF Revenue Grant                       | 0                       | 196                     | 54                      | 250                   |
| Anticipated Growing Places Revenue Grant | 0                       | 196                     | 54                      | 250                   |
|  |                         |                         |                         |                       |
| <b>Grand Total</b>                       | <b>0</b>                | <b>392</b>              | <b>108</b>              | <b>500</b>            |

ERDF funding has been secured for this scheme but this is subject to an equivalent contribution from Growing Places which has not yet been approved. This budget will only be included once all funding sources have been confirmed.

- 4.3 Previous reports have identified that risk of grant clawback will be managed through collaboration agreements and grant agreements with third party recipients. Clawback risk is split equally amongst the four Black Country authorities in the first instance and then if and when any grants are distributed to businesses the spread of risk will then be based on the distribution of benefit. Should Wolverhampton businesses secure more business grants than businesses in the other Black Country authority areas this would increase the potential clawback risk to Wolverhampton City Council if the grant cannot be recovered from the business receiving the benefit. Mitigation measures for each project are in place to minimise this risk. [ES/24022014/P]



## **5.0 Legal implications**

5.1 There are no direct legal implications to this report. Previous reports have been approved by Cabinet Resources seeking agreement to enter into collaboration agreement to share the risk across the Black Country. [RB/25022014/E]

## **6.0 Equalities implications**

6.1 All ERDF funded projects must demonstrate how equality and diversity issues and opportunities are taken into account.

## **7.0 Environmental implications**

7.1 All ERDF funded projects must demonstrate how sustainability issues and opportunities are taken into account.

## **8.0 Human resources implications**

8.1 There are no direct human resource implications from this report. The costs of grants/claims administrators have been built into the project costs of Black Country GOLD, Broadband Business Support and Growth Factory.

## **9.0 Schedule of background papers**

9.1 None



# Cabinet (Resources) Panel

11 March 2014

|  |  |                                    |
|--|--|------------------------------------|
| <b>Report title</b>                            | Police & Crime Commissioner Community Safety Fund Allocation 2014/15 |                                    |
| <b>Decision designation</b>                    | AMBER  |                                    |
| <b>Cabinet member with lead responsibility</b> | Councillor Elias Mattu<br>Leisure and Communities                    |                                    |
| <b>Key decision</b>                            | Yes  |                                    |
| <b>In forward plan</b>                         | No   |                                    |
| <b>Wards affected</b>                          | All  |                                    |
| <b>Accountable director</b>                    | Tim Johnson, Education and Enterprise                                |                                    |
| <b>Originating service</b>                     | Community Safety Team  |                                    |
| <b>Accountable employee(s)</b>                 | Karen Samuels  | Head of Community Safety           |
|  | Tel  | 01902 551341                       |
|  | Email  | Karen.samuels@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     |  |                                    |

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## Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve delegation of the 2014/15 ring-fenced allocation from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) for the purposes of delivering the Community Safety programme outlined within this report.

## **1.0 Purpose**

- 1.1 To seek delegation of the ring-fenced Community Safety Fund (CSF) allocation (2014/15) from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) in line with conditions of grant, to aid delivery of agreed city-wide crime and community safety objectives.
- 1.2 To present a proposed programme of Community Safety services in line with SWP strategic objectives.

## **2.0 Background**

- 2.1 Following successful delivery against the Crime, Community Safety and Drugs Strategy 2011-14, which resulted in significant improvements in both performance and outcomes for service users, SWP has been engaged in a process of priority setting during 2013 to inform a revised Crime Reduction Community Safety and Drugs Strategy for the City covering 2014-17. At its meeting on 18 October 2013 the strategic priorities of reducing reoffending, substance misuse, gangs/youth crime and violence against women and girls were agreed; the revised crime and community safety strategy reflects these priorities and the direct contribution they all make towards delivery of the City Strategy.
- 2.2 Since the introduction of elected PCCs in November 2012, the Home Office funding of CSF previously received by local statutory organisations has been diverted to PCCs. Across the West Midlands Police Force Area (WMPFA), the PCC has opted to passport CSF subject to establishment of Local Police and Crime Boards (LPCB). SWP Board extended its membership in July 2013 to include voluntary, community sector and resident representation to fulfil these requirements.

## **3.0 Police and Crime Commissioner – Conditions of Funding**

- 3.1 The following conditions of funding apply to Wolverhampton's receipt of CSF:

*CSF is to be used solely for the purpose of achieving the priorities outlined in the Local Policing and Crime Plan, as agreed by the Local Police and Crime Board.*

- 3.2 The grant will be paid to the accountable body (local authority) in whose areas the LPCB is to be established, and the accountable body will be responsible for ensuring the grant is expended and accounted for in accordance with recognised accounting practice, the accountable body's own standing orders and financial regulations and legal and statutory requirements.
- 3.3 The CSP grant is to be used for revenue purposes only.

## **4.0 Funding Availability**

- 4.1 In previous years the Home Office awarded three separate grants in support of the Drugs Intervention Programme (DIP), the Community Safety Programme and the work of the

Youth Offending Team (YOT). From April 2013, these Home Office funding streams were diverted to the PCC. The DIP which was provided through the Primary Care Trust became a function of the Council with the transfer of Public Health in April 2013. The PCC has decided to passport the Home Office CSF grant to local areas subject to the conditions of funding being met.

- 4.2 Home Office grant received for 2013/14 was reduced by 12% resulting in an allocation for Wolverhampton of £492,000. The PCC has confirmed that the same financial allocation will be made for 2014/15.

## **5.0 Programme Proposals**

- 5.1 At its meeting on 17 January 2014, SWP Board agreed to continue funding allocations to Public Health to support DIP delivery, YOT and Community Safety; this would ensure financial support for the three year substance misuse contract 2013-16 continues; crime prevention interventions delivered through YOT are maintained and delivery of statutory functions and commissioning against strategic priorities are safeguarded.
- 5.2 The programme includes continuation of the core team functions to ensure statutory requirements of SWP are met; continuation of priority services within offender management; delivery of city-wide domestic violence services, continuation of the agreed specification within the substance misuse contract and delivery of youth crime / gangs specialist services. The programme is detailed at Appendix 1 attached.

## **6.0 Financial implications**

- 6.1 The PCC has confirmed an allocation of £492,000 to support community safety objectives in 2014/15 in line with grant conditions detailed in section three. Cabinet (Resources) Panel approval is now sought to delegate this resource to SWP to support delivery of the programme detailed in Appendix 1 attached. [CF/25022014/P]

## **7.0 Legal implications**

- 7.1 Sections five and six of the Crime and Disorder Act 1998 require the Council and other responsible authorities to formulate and implement strategies to reduce crime and disorder in the area. Subsequent revisions to the Act (Police and Justice Act 2006) places a duty on Community Safety Partnerships to prepare strategic assessments with the purpose of informing the partnership plan revisions. [AS/26022014/Q]

## **8.0 Equalities implications**

- 8.1 The programme of delivery for 2013/14 has been based on an assessment of need and contribution towards meeting strategic priorities. Delivery will directly support implementation of the revised Crime and Community Safety Strategy tackling crime within some of the City's most deprived neighbourhoods and providing support to some of the City's most vulnerable residents through targeted interventions. A full equality analysis is being undertaken on the revised strategy.

## **9.0 Environmental implications**

- 9.1 Delivery of the programme detailed in this report will impact positively across all areas of the City; particularly those neighbourhoods adversely affected by crime and anti-social behaviour and will contribute towards an improved city image.

## Appendix 1 - Proposed SWP Delivery Programme 2014-15

PCC Allocation - £492,000

| Priority   | Cost (£)       | Details   |
|--|----------------|---|
| <b>Core Costs</b>                                  |                |   |
| Office Costs                                       | 5,000          | Providing basic core functions for community safety team and statutory delivery. Team co-location within Police premises planned to reduce operating costs.   |
| SWP Analyst  | 37,000         | Providing basic core functions for community safety team and statutory delivery   |
| Domestic Homicide Reviews                          | 10,000         | Statutory duty to undertake DHR for every domestic violence-related death. Resource required for commissioning independent Chair/Author. Reduction in allocation.   |
| PACT/Domehawk deployment                           | 7,000          | Minimum resource required to support existing PACT infrastructure and deploy/maintain available domehawk resources. Reduction in allocation.  |
| <b>Reducing Reoffending</b>                        |                |   |
| IOM Coordinator                                    | 27,000         | A review of the Coordinator role will be undertaken during summer 2014 to inform requirements in light Transforming Rehabilitation programme, coordination of OM services for young people and options for the host organisation. Previous provision for sourcing accommodation for offenders has been incorporated within new contract issued by WCC Housing Support Services. |
| <b>Substance Misuse</b>                            |                |   |
| DIP contribution towards substance misuse contract | 237,000        | Support for criminal justice pathway delivery as part of existing 3 year (2013-16) contract   |
| <b>Gangs/Youth Crime</b>                           |                |   |
| Youth Crime Prevention                             | 66,000         | Continuation of youth crime prevention delivery via Youth Offending Team  |
| Gangs specialist commissioning                     | 30,000         | Contracting for gang exit and quick response interventions using a reduced financial allocation   |
| <b>Violence Against Women &amp; Girls</b>          |                |   |
| Delivery of VAWG strategy and infrastructure       | 59,000         | Core provision for city-wide coordination and delivery of VAWG services. Delivery of VAWG strategy and MARAC arrangements   |
| SARC   | 14,000         | Contribution towards West Midlands pooled SARC budget   |
| <b>Total</b>                                       | <b>492,000</b> |   |



# Cabinet (Resources) Panel

11 March 2014

|  |   |                                     |
|--|---|-------------------------------------|
| <b>Report title</b>                            | Queen Street Gateway Enhancement<br>Townscape Heritage          |                                     |
| <b>Decision designation</b>                    | AMBER   |                                     |
| <b>Cabinet member with lead responsibility</b> | Councillor Peter Bilson<br>Economic Regeneration and Prosperity |                                     |
| <b>Key decision</b>                            | No  |                                     |
| <b>In forward plan</b>                         | No  |                                     |
| <b>Wards affected</b>                          | St Peter's  |                                     |
| <b>Accountable director</b>                    | Tim Johnson, Education and Enterprise                           |                                     |
| <b>Originating service</b>                     | Planning  |                                     |
| <b>Accountable employee(s)</b>                 | Sue Whitehouse  | Historic Environment Officer        |
|  | Tel   | 01902 555617                        |
|  | Email   | sue.whitehouse@wolverhampton.gov.uk |
| <b>Report has been considered by</b>           | City Centre Regeneration Programme<br>Board                     | 14 February 2014                    |

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## Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the allocation of £10,000 from the revenue budget to match fund the grant from the Heritage Lottery Fund in order to support the preparation of the second round submission for the Queen Street Gateway Enhancement Townscape Heritage scheme.
2. Authorise delegated authority to the Cabinet Member for Economic Prosperity and Regeneration, in consultation with the Strategic Director, Education and Enterprise, to approve any actions necessary within the project budget limitations to secure the delivery of the second round submission.

**Recommendations for noting:**

The Cabinet (Resources) Panel is asked to:

1. Note the successful award of a first round pass by the Heritage Lottery Fund and the likelihood of securing further second round funding for the delivery stage of the Queen Street Gateway Townscape Heritage scheme.



## **1.0 Purpose**

- 1.1 To inform Cabinet of the first round pass and award of grant up to £40,000 from the Heritage Lottery Fund for the Queen Street Gateway Enhancement Townscape Heritage Scheme.
- 1.2 To seek the necessary match funding and authorisations to develop the second round submission in order to secure funding for the delivery stage of the project.

## **2.0 Background**

- 2.1 A successful application has been made to the Heritage Lottery Fund (HLF) under their Townscape Heritage funding programme, for a scheme based on the eastern part of Queen Street, between Pipers Row and Princess Street, in the Wolverhampton City Centre Conservation Area. The Townscape Heritage programme provides funding to regenerate economically disadvantaged historic areas that must be designated as conservation areas. Queen Street contains an important concentration of important historic buildings many of which are in poor condition. It also plays a strategic role in the Council's regeneration strategy for the City Centre and in particular will support the City's Interchange scheme, improving the built environment along an important pedestrian route from the bus and rail stations, through to the main retail shopping area.
- 2.2 Cabinet (Resources) Panel received a report of 11 September 2013 which endorsed the submission of an application to the HLF for the Queen Street Townscape Heritage Enhancement Scheme. It was agreed that should the first round submission be successful then a further report seeking confirmation of match funding of £10,000 for the development stage of the scheme would be submitted for approval.

## **3.0 Progress**

- 3.1 Townscape Heritage applications go through a two stage process. The first round pass was confirmed by the HLF on 12 February and means that a total of £904,100 has been set aside by them for the scheme, of which £40,000 of development funding becomes available immediately to support the Council in the preparation of a detailed delivery plan for the second round submission. The Council must match this award with an additional £10,000 from the revenue budget. Once the detailed second round submission has been approved by the HLF, the further £864,100 will be released to implement the scheme over a five year period. A further progress report will be submitted to Cabinet at this stage.
- 3.2 The Queen Street Gateway Enhancement Townscape Heritage Scheme will provide grants for structural repairs, restoration and improvements to historic buildings, many of which are listed. A series of complimentary activities will include training in property maintenance and energy efficiency for historic buildings: a community research project into the history of the street, its buildings and people; walks, talks and exhibitions; and development of a smartphone app to promote the area. The programme will be delivered

over a five year period in partnership with WVOne and the Wolverhampton Civic and Historical Society; the Council being the lead partner.

- 3.3 In order to progress the second round delivery plan, approval is required to appoint consultants to assist the Council with specialist aspects of the work, including input from conservation architects and advice on the complimentary activity plan. These are skills not available in-house. A temporary full time project officer will also need to be appointed to co-ordinate the detailed second round submission and to liaise with the HLF, potential grantees and community volunteers. This approach is endorsed by the HLF because of the amount of work required, and funding is included in the development grant. It is proposed that responsibility for any decisions required to achieve the submission of the second round submission to the HLF is delegated to the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise.

#### **4.0 Financial implications**

- 4.1 The HLF has made a first round grant offer of up to £40,000 which will be matched by £10,000 of Council revenue funds to provide a total project development budget of £50,000. The grant is paid in three instalments with 50% being paid as soon as formal permission to start has been signed off by HLF. . The matched contribution of £10,000 can be met from the city centre reserve. [MF/21022014/M]

#### **5.0 Legal implications**

- 5.1 There are no direct legal implications arising from this report. Save that it should be noted that the Council must comply with the HLF terms of grant. The Council must also address any issues identified by the HLF in the course of monitoring, and follow the requirements specified in the Townscape Heritage Application guidance. Any further legal issues arising from the delivery stage of the project will be addressed at the appropriate time. [JH/24022014/Q]

#### **6.0 Equalities implications**

- 6.1 Stage One equalities analysis has been undertaken and there are no significant equalities issues arising from this report or the project. Grant aid to for enhancement of business premises may provide opportunities to improve access to buildings and services, subject to consideration of statutory obligations in respect of the preservation of listed buildings. Where planning and building regulations applications are required access issues will be given full consideration.
- 6.2 Consideration will be given to the requirement to make any training activities and promotional material available in formats that will not discriminate against those with disabilities wherever possible. Every effort will be made to ensure that involvement in community activities will be inclusive.

## **7.0 Environmental implications**

- 7.1 The Queen Street Gateway Enhancement Townscape Heritage will bring significant enhancement to historic buildings, many of which are statutorily listed, located within the Wolverhampton City Centre Conservation Area. Improvement to the visual amenity and raising the profile of this key gateway into the City Centre will also attract customers, visitors and new job opportunities to an area that is currently underutilised and physically run down.

## **8.0 Human resources implications**

- 8.1 Delivery of the detailed delivery plan for the project to secure further significant funding for the implementation stage will require the appointment of a full time experienced project officer for a period of six months. The post will be funded through the project development budget.

## **9.0 Schedule of background papers**

- 9.1 Report to Cabinet Resources Panel 11 September 2013: Capital resources for City Centre & Bilston regeneration priorities. (EXEMPT)
- 9.2 Heritage Lottery Fund Townscape Heritage Application Guidance. December 2013 ([www.hlf.org.uk](http://www.hlf.org.uk))



# Cabinet (Resources) Panel

11 March 2014

|  |  |  |
|--|--|--|
| <b>Report title</b>                            | Human Resources Policies phase four                                      |  |
| <b>Decision designation</b>                    | AMBER  |  |
| <b>Cabinet member with lead responsibility</b> | Councillor Paul Sweet<br>Performance and Governance                      |  |
| <b>Key decision</b>                            | No   |  |
| <b>In forward plan</b>                         | No   |  |
| <b>Wards affected</b>                          | N/A  |  |
| <b>Accountable director</b>                    | Keith Ireland, Delivery  |  |
| <b>Originating service</b>                     | Human Resources  |  |
| <b>Accountable employee(s)</b>                 | Sue Davies<br>Tel<br>Email   | Chief Human Resources Officer<br>01902 55(5046)<br>sue.davies@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | Strategic Executive Board<br>Confident Capable Council Scrutiny<br>Panel | 26 February 2014<br>6 March 2014   |

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## Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. approve in principle the new probation policy and revised capability policy, subject to the outcomes of ongoing consultation

## **1.0 Purpose**

- 1.1 The purpose of this report is to seek Cabinet (Resources) Panel approval of the proposed new and revised employment policies on probation and capability management.

## **2.0 Background**

- 2.1 Under the Human Resources (HR) Improvement Programme, a number of key workstreams were established to create modern and effective HR services for the Council. One of these was the introduction of a new HR policy framework.
- 2.2 The Confident Capable Council (C3) Scrutiny Panel has received regular and comprehensive updates on progress made towards implementing the policy framework for pre-decision consideration and comment. Cabinet (Resources) Panel has approved all revised policies prior to their implementation. At its meeting in October 2013, the scrutiny panel approved a revised approach to phases four and five of policy development to support more effectively the integration of HR policies with the organisation's revised priorities as a result of the budget challenge and the implementation requirements of the Futureworks programme and the Agresso system.
- 2.3 This report now seeks approval for new and revised policies in the fourth phase of the HR policy framework.
- 2.4 The HR policy framework is designed to align policies closer to corporate objectives and business needs, and to modernise them to make them simpler, relevant and in accordance with changes in employment law
- 2.5 There has been on-going consultation on the policy framework to capture the views of key stakeholders within the Council. The stakeholders identified for consultation include: Strategic Executive Board, Corporate Delivery Board, a managers' reference group, HR operational staff and the trade unions as required by the contract of employment. Feedback from the managers' reference group has demonstrated support for change and in general the need to simplify and streamline policies has been well received. The outcome of the consultation sessions has been positive and has significantly shaped the policies, procedures, guidance notes and supporting materials. Consultation with trade unions has likewise generally been constructive and the comments from the trade unions have been taken into account to shape the guidance and many of the comments and issues have been really helpful for this purpose. The trade unions have generally agreed in principle with the policies.
- 2.6 Feedback from the consultation process has been used to further define policy (where appropriate) and to shape supporting guidance. Any comments of principle affecting the policies and procedures are subject to review at a consultation moderation panel, comprising the Chief HR Officer, HR Policy and Strategy Manager and the operations HR managers.

- 2.7 Performance, Governances and Support Services (PGSS) Scrutiny Panel reviewed and endorsed phase one policies at its 30 October 2012 meeting. These policies (Discipline, Grievance, Bullying and Harassment, Appraisal and Management of Attendance) were subsequently approved by Cabinet (Resources) Panel at its 27 November 2012 meeting. The Discipline, Grievance, Bullying and Harassment policies were implemented from 1 February 2013 and the Appraisal and Management of Attendance policies were implemented from 1 April 2013.
- 2.8 PGSS Scrutiny Panel reviewed and endorsed phase two policies at its 7 March 2013 meeting and Cabinet (Resources) Panel approved them at the 12 March 2013 meeting. They were implemented with effect from 1 April 2013; the policies covered: Recruitment and Selection, Agency Workers, Job Carving; Induction, Capability; Redeployment, Redundancy, Retirement; Equality & Diversity.
- 2.9 C3 Scrutiny Panel reviewed and endorsed phase three policies at its 20 June meeting and Cabinet (Resources) Panel approved them on 26 June 2013. The following policies were implemented in July 2013: Working hours, Leave, Support for Carers (maternity/paternity/adoption/fostering), Secondments and acting up, Market forces supplements, External secondments, Casual workers, Personal use of Council ICT and employee privacy statement, Employees' codes on travel, subsistence and hospitality, Liability of employees, service on outside bodies. Policies on Flexible working and the Employee's Code of Conduct were approved and implemented in September 2013 following more detailed consultation.
- 2.10 Implementation of policies includes the development of management and employee guidance where appropriate, development of learning resources and skills support sessions and positioning and promoting the policies to employees through the HR Intranet.

### 3.0 Phase four policies

- 3.1 Phase four policies are now appended for approval in principle as follows:

|                      |   |                |
|----------------------|---|----------------|
| Probation            | - | <b>Annex 1</b> |
| Capability (revised) | - | <b>Annex 2</b> |

- 3.2 The probation policy provides a more robust and consistent format for managing probationary periods, which completes the performance management 'cycle' supported through the policy framework. This is a new policy for Wolverhampton City Council as historically there has been insubstantial and inconsistent probationary period management and support. The policy has been designed to integrate with the probationary management module of the Agresso system. It introduces a shift away from the default setting of the National Joint Council for local government services by providing for probationary period management for any new appointment.
- 3.3 The capability policy is a revision of the policy approved in March 2013 and implemented in April 2013, following feedback from managers on its application and development work

for the HR Agresso system. Feedback has indicated that it is not fit for purpose as a result of the issuing of warnings or sanctions (along the lines of the disciplinary policy) at the earlier stages. Further research has led to the policy being re-oriented so that, whilst maintaining the same process stages and principles, the earlier stages have an advisory outcome rather than a 'warning'-based outcome and as such do not attract the right to appeal until the final stage where a sanction or dismissal may result. This should enable the policy to be applied supportively, but retain the ability for it to result, where necessary, in the ending of the employment relationship on the grounds of capability.

3.4 Consultation is ongoing with the recognised trade unions and the managers' reference group.

#### **4.0 Financial implications**

4.1 There are no financial implications associated with the recommendation in this report. It is anticipated that the proposed new and revised employment policies on probation and capability management will be implemented using existing council resources.  
[GE/26022014/W]

#### **5.0 Legal implications**

5.1 The Policy reviews take into account up to date employment law and case law.  
[RB/25022014/D]

#### **6.0 Equalities implications**

6.1 An initial equality analysis for each policy has been carried out.

6.2 The application of any employment policy for Council employees is set in the context of the Council's obligation as an employer to ensure it meets employment law, including the duties and principles of the Equality Act (which would also encompass the duty to make reasonable adjustments) and the principles of natural justice.

6.3 The impact of the application of the policies will be monitored including on the grounds of protected characteristics where data is available/disclosed.

#### **7.0 Environmental implications**

7.1 There are no environmental implications arising from this report.

#### **8.0 Human resources implications**

8.1 This report has direct HR implications as it proposes new and revised policies to support the effective management of Council employees. Managers will be given guidance and support in delivering these policies. The consultation framework ensures that key

stakeholders are engaged. The policies seek to incorporate modernised employment practice into Council terms. The recognised trade unions are consulted.

## **9.0 Schedule of background papers**

- 9.1 HR Improvement Plan Policy Phase 3 - Report to Cabinet (Resources) Panel – 11 September 2013
- HR Improvement Plan Policy Phase 3 - Report to Cabinet (Resources) Panel – 26 June 2013
- HR Improvement Plan Policy Phase 2 - Report to Cabinet (Resources) Panel – 12 March 2013
- HR Improvement Plan Policy Phase 1 - Report to Cabinet (Resources) Panel – 27 November 2012



**PROBATION POLICY**

1. The probation policy which has been developed to meet business objectives is appended.
2. The policy seeks to introduce a consistent and modernised approach to managing probationary periods in the interests both of supporting organisational and individual performance and supporting employees into new roles with the Council. The policy is based on relevant regulations and codes of practice, up to date good organisational practice and is in line with case law development.
3. Consultation with HR, a senior managers' reference group has taken place and the revised policy is supported. Consultation with the trade unions is on going.
4. Detailed management guidelines are being developed to support the policy implementation. Many of the outcomes of the consultation meetings will be fed into the management guidance and managers, HR and trade unions will continue to be consulted on the guidance. An implementation plan including communications and training has been developed.

# Wolverhampton City Council



## Human Resources Policy Framework

### Probation Policy

|                     |   |
|---------------------|---|
| <b>Approved by:</b> | <i>Cabinet Resources Panel (xx.xx.2014)</i> |
| <i>Published:</i>   | <i>xx.xx.2014</i>                           |
| <i>Review date:</i> | <i>xx.xx.2014</i>                           |

#### **CONSULTATION**

The following officers and/or bodies have been consulted on this policy:

| Officers and/or Bodies    | From         | To            |
|---------------------------|--------------|---------------|
| <b>HR</b>                 | October 2013 | December 2013 |
| <b>MRG</b>                | October 2013 | November 2013 |
| <b>CDB/SEB</b>            |              |               |
| <b>CCC Scrutiny Panel</b> |              | 6 March 2014  |

The following Trade Unions have been consulted on this policy:

|               | From          | To |
|---------------|---------------|----|
| <b>Unison</b> | November 2013 |    |
| <b>GMB</b>    | November 2013 |    |
| <b>Unite</b>  | November 2013 |    |

| REVIEW LOG |         |                 |             |
|------------|---------|-----------------|-------------|
| Date       | Version | Comments/Review | Approved by |
|            |         |                 |             |
|            |         |                 |             |

| EQUALITY ANALYSIS   |
|---|
| <p>An equality analysis has been carried out on this policy and procedure. Contact HR Strategy and Policy Team for a copy on 01902 552345 or by email to <a href="mailto:HR.supportdesk@wolverhampton.gov.uk">HR.supportdesk@wolverhampton.gov.uk</a></p> |

| ADVICE  |
|---|
| <p>Contact HR on 01902 552345 or email <a href="mailto:HR.supportdesk@wolverhampton.gov.uk">HR.support desk@wolverhampton.gov.uk</a> for HR advice.</p> |

| COMMENTS AND AMENDMENTS  |
|--|
| <p>Contact HR on 01902 552345 or email <a href="mailto:HR.support@wolverhampton.gov.uk">HR.support@wolverhampton.gov.uk</a> to make any comments or suggest any feedback on this policy.</p> |

| DISTRIBUTION  |
|---|
| <p>This policy and procedure is available on the HR intranet for managers and employees to view. Copies can be provided to recognised Trade Unions and managers electronically.</p> |

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## **1. Policy Statement**

- 1.1 This policy covers Wolverhampton City Council's practice on probationary periods for all employees
- 1.2 Managers and employees are advised to familiarise themselves with the policy to ensure that they are aware of the expected standards of performance and conduct.

## **2. Scope**

- 2.1 This policy and procedure applies to all employees of the Council, including senior managers and employees based in schools e.g. teaching assistants. It is designed to ensure prompt, reasonable and consistent treatment for all employees.

### **2.2 Variations**

Employees appointed under terms and conditions for specific roles, which have additional professional probation requirements, such as social workers and teachers are required to complete a longer assessment e.g. 12 months, before their appointment is confirmed.

## **3. Principles**

- 3.1 All Wolverhampton City Council's employees are required to satisfactorily complete a 6 month probationary period before they can be confirmed in post.
- 3.2 The probation period includes employees who have been recruited to posts within Wolverhampton City Council or from another local authority.
- 3.3 The Council's Probation Policy is intended to help new employees establish their suitability for the post to which they have been appointed and to provide a "settling in" period.
- 3.4 The probationary period should be a constructive process that assists managers when determining whether or not to confirm an employee into their new role. It provides a framework that enables managers to assess the performance of new employees, and to provide any necessary support.

## **4. Process and Procedure**

### **4.1 Induction**

Wolverhampton City Council's Probation Policy will work alongside the induction process with relevant support and guidance provided throughout this period. (For further information on Induction, see the Council's Induction Policy and Procedure).

#### 4.2 One-to-One support and Personal Development Reviews (PDR)

Managers will assess the employee's knowledge and skills in the new role and provide coaching, support and guidance throughout their probationary period to enable them to reach the expected standards.

The manager should keep a record of the one –to- one (1-1) meetings and should use the Probationary Review Form as a checklist to review the standards of performance of their employees. (See attachment A).

The probation process will link to the Council's Appraisal process which will measure the performance objectives set at the beginning of the employee's probationary period. (For further information, refer to the Appraisal policy). Once the new employee completes their probationary period they will receive their first performance appraisal.

### 5. Probation Review Meetings

Probation review meetings will be carried out at 1, 3 and 6 months for all employees and there may be further review periods for specific professional areas, such as teachers or social workers.

Managers will provide continuous encouragement, praise, support and guidance to employees new to their roles enabling them to reach the agreed objectives and performance targets during their probation.

The manager is expected to carry out regular 1-1 meetings throughout the employee's probationary period. These meetings are an important part of the probation process as it provides both the manager and employee with the opportunity to meet regularly to discuss the employee's work performance achievements and areas for development.

An employee has the right to be accompanied by a trade union representative or work colleague to attend formal review meetings. HR will send a letter to the employee that gives a minimum of 5 working days' notice.

#### 5.1 Initial Review – 1 Month

This review meeting will be held when the employee has been appointed to a new role. The review meeting should be held between the manager and employee that include a discussion about:

- The requirements of the job role
- The expected standards of performance, conduct and attendance
- The objectives to be achieved
- The desired outcomes
- Timescales
- How performance will be assessed and monitored
- When the employee will know whether they have passed their probation.

## 5.2 First Formal Review - 3 Months

An employee will receive regular 1-1 meetings with their manager to check that they are on target to achieving their performance objectives. The manager will offer relevant coaching, guidance and support to assist with any identified development opportunities.

The manager should have a formal 3 month review meeting with the employee to discuss their work performance, conduct and attendance. Employees should be advised at the meeting whether they have met performance standards satisfactorily during this period of probation.

Where the review reveals doubts about whether their performance is satisfactory, a discussion should take place to:

- identify the problem(s);
- specify what improvements are required; and
- what arrangements (e.g. coaching, training, etc.) will be made available to facilitate this improvement within an agreed timescale).

The manager should advise the employee that an improvement is required, but they will continue to receive support, training and guidance, where necessary, throughout the probationary period.

The outcome of this review meeting will be confirmed in writing by HR within five working days of the meeting.

## 5.3 Final Formal Review - 6 Months

Managers should provide all employees new to their respective roles with constructive feedback, encouragement and advice before their probationary period ends.

All employees will have a formal 6 month review meeting with their manager at the end of the probationary period to discuss their work performance, conduct and attendance.

There will be 3 possible outcomes following the formal review meeting:

- Passed probation
- Extension to probation
- Not passed probation

## 6. Outcomes

### 6.1 Passed Probation

The manager will inform the employee that they have satisfactorily met the required standard to complete their probationary period and a letter from Human Resources will be sent to confirm the appointment. OR

### 6.2 Extension to Probation

Where the manager identifies that there has been some improvement in the employee's performance which has just fallen short of the agreed improvement timescale, a decision will be made on whether to extend the probationary period up to a further 12 weeks; but **not** beyond.

Managers should consult with HR prior to extending the probationary period. **Any decision made to extend the probationary period will be at the discretion of the employee's manager.**

The probation period will only be extended where there is a clear indication and expectation that the employee's performance will improve by the extended timescale; OR where the employee has been absent from work due to mitigating circumstances.

Where an extension to the probation has been agreed, the manager will explain to the employee at a formal meeting the reasons for the extension, agree an action plan and continue to have regular reviews with them detailing the additional support that will be given throughout the review process to enable them to reach the required standard. A letter will be sent from HR outlining the decision.

Managers should provide constructive feedback, support and guidance to the employee and continue to monitor their performance against the agreed objectives during the extended probationary period.

The employee should be advised at the review meeting that if they fail to improve to the required standard during the extension period, their employment will be terminated. A letter will be sent by HR to confirm the decision. **This decision will be final and the employee will have no right of appeal.** OR



### **6.3 Not Passed Probation**

Managers will discuss the employee's performance against the agreed objectives that had been set at the review meetings together with the training and support that has been provided throughout the probationary period.

Where the employee's work performance has remained unsatisfactory and it is considered that further training or support would not lead to them reaching the required standard, their employment will be terminated at the end of the probationary period. HR will send a letter to the employee to confirm the decision with the necessary notice period.

Employees who have additional 'professional or vocational probationary requirements to meet will have their employment terminated at the end of their specified probationary period.

## **7. Roles and Responsibilities**

### **7.1 Roles and Responsibilities of Employees**

- Demonstrate their suitability for the post in their conduct and behaviour
- Meet the agreed objectives within the specified timescales
- Identify to their manager at the earliest opportunity whether they are experiencing any difficulties.

### **7.2 Role and Responsibilities of Managers**

- Establish and communicate the standards of performance of the Council
- Hold regular one-to-one meetings with the employee to form a good working relationship and to provide feedback to the employee on their progress
- Arrange and conduct formal probation review meetings at the intervals as prescribed in the performance management procedure
- Provide supervision to monitor progress or identify difficulties and provide opportunity for resolution by providing training and guidance as necessary
- Advise Human Resources on the outcome of the probation following an extension of any difficulties during the probation period
- Confirm the decision verbally on whether or not the employee has completed their probationary period successfully at their final review meeting.

### **7.3 Role and Responsibilities of Human Resources**

- Provide support and guidance to managers and employees on the policy

- Ensure the policy is communicated, reviewed and updated in line with legislation and where possible
- Monitor and review the process by sending out probation review reminders, where necessary
- Advise on cases of unsatisfactory performance and progress and, where appropriate, support managers during formal meetings
- Confirm in writing the outcome of the probation following an extension of or difficulties that have been identified during the probationary period.

#### **7.4 Role and Responsibilities of Chief Human Resources Officer**

In consultation with the recognised trade unions, the Chief Human Resources Officer will exercise delegated authority for and be responsible for the on-going review and updating of this policy to ensure compliance with changes in statutory requirements and operational delivery, including responsibility for identifying the appropriate process for the regular evaluation of the effectiveness of this policy. Any fundamental changes will be brought before Cabinet (Resources) Panel for approval.

#### **7.5 Role of Trade Union**

Any review and revisions of this policy will be undertaken by Human Resources and this will be in consultation with the Council's recognised trade unions.

### **8. Monitoring and Review**

- 8.1 The Probation policy and procedure will be reviewed and updated annually and will be available to managers and employees via the Human Resources intranet.

### **9. Links to other Policies and Procedures and Terms and Conditions**

- 9.1 The probation policy cannot be seen in isolation, it is closely linked with the following policies:
- Induction
  - Capability
  - Grievance
  - Appraisals
  - Recruitment and Selection Policy and Procedure

## 10. Equality

- 10.1 This policy has been subject to an equality analysis.
- 10.2 The Council has a duty to monitor the application of the policy in relation to protected characteristics under the Equality Act 2010.
- 10.3 If any aspect of this policy causes difficulty on account of any disability that you may have, or if you need assistance as English is not your first language, employees should raise this issue with Human Resources, who will make appropriate arrangements.

DRAFT

## APPENDIX A

### PROBATIONARY PERIOD REVIEW FORM

Please complete a new form for each review; ensure you have previous evaluation forms available to you

#### • EMPLOYEE'S DETAILS

Name: ..... Job Title: .....

Directorate: ..... Start Date: .....

#### AT WHAT STAGE IS THIS REVIEW? (Please tick)

1 month       3 month       6 month     

Other

Date: .....      Date: .....      Date: .....      Date: .....

The assessment necessary to complete this form should be made during an interview with the employee who should sign the form at the appropriate place to indicate: understanding of the comments, any action plan, targets and the possible consequences of failure to meet these. A copy of the form should be given to the employee after each review interview and a copy sent to HR to be put on the individual's personal file.

Please rate items 1-9 as appropriate:

**A = Excellent – no area for improvement, goes beyond what is expected**

**B = Above requirements – goes the “extra mile”, a high standard**

**C = Meets requirements – satisfactory, adequate**

**D = Just falls short of requirements**

**E = Poor**

|  | 1 Month | 3 Month | 6 Month | Other (e.g. 12 Months) |
|--|---------|---------|---------|------------------------|
| <b>Date</b>  |         |         |         |                        |
| 1. Meeting targets   |         |         |         |                        |
| 2. Standard of work  |         |         |         |                        |
| 3. Initiative  |         |         |         |                        |
| 4. Relationship with colleagues  |         |         |         |                        |
| 5. Relationship with managers  |         |         |         |                        |
| 6. Relationship with subordinates (if applicable)  |         |         |         |                        |
| 7. Relationship with partners  |         |         |         |                        |
| 8. Awareness of corporate policies   |         |         |         |                        |
| 9. Sickness Record:<br>No. of <u>working days</u> absence during period<br>No. of <u>occasions</u> of absence during period<br>Please add extra information on sickness record if required |         |         |         |                        |

|                    |  |  |  |  |
|--------------------|--|--|--|--|
| 10. Other comments |  |  |  |  |
|--------------------|--|--|--|--|

Please answer "yes" or "no" to the following questions.

|  | 1 Month | 3 Month | 6 Month | Other (e.g. 12 Months) |
|--|---------|---------|---------|------------------------|
| <b>Date</b>  |         |         |         |                        |
| 11. Is the employee's timekeeping satisfactory?  |         |         |         |                        |
| 12. Has it been necessary to discuss with the employee:<br>a) Any recurring issues in the performance of his/her duties?<br>b) Any misconduct?<br>c) Any non-compliance with policies? |         |         |         |                        |
| 13. Has it been necessary to give:<br>a) Any additional training?<br>b) More than normal supervision?  |         |         |         |                        |

Employees who are not meeting the required standards of work or conduct at any stage during their probationary period should be set aims and objectives with reasonable target dates which will enable them to overcome any of these difficulties. These must be discussed with the employee to ensure that they understand the aims and objectives, the reasons for setting them, as well as the consequences of failing to achieve them. These may be set at any time but details must be entered on the probationary form as well as the employee's personal file.

14. If improvement in some areas is required, please complete the table below:

| In what area(s) is improvement required?<br>(e.g. customer service, punctuality, report-writing etc.) | What standards of performance or conduct are required? (i.e. what is expected of the employee?) | By when? | What support / training / development will be provided? (if applicable*) |
|---|---|----------|--|
|   |   |          |  |

\* May not be applicable if related to conduct e.g. punctuality

**My current assessment is that:**

- I consider the employee's performance to be satisfactory, or better
- I consider the employee's performance to be **unsatisfactory**

**Manager Comments:**

.....  
**Manager signature**

.....  
**Date**

**Employee Comments:**

I understand the above comments, action plan and targets which have been discussed with me. I understand that failure to achieve these targets to the agreed standards will jeopardise my continuing employment with the organisation.

.....  
**Employee's signature**

.....  
**Date**

**Next steps for the manager**

- Send a copy of this form to the employee and HR.
- Book the next review or meeting date, as necessary.
- Arrange support and follow-up to make sure it happens.
- Complete Probationary Form and submit to HR.

**CAPABILITY POLICY**

1. The capability policy which has been developed to meet business objectives is appended.
2. The revised policy was introduced April 2013 and has been reviewed following 9 months of operation and detailed design workshops as part of the Futureworks programme for the implementation of the Agresso system.
3. The revisions emphasise the management of performance in the earlier stages and introduces advisory/improvement notifications as outcomes. The final stage of the policy provides for sanctions, including dismissal, for incapability and therefore has a right of appeal.
4. Consultation with HR, a senior managers' reference group has taken place and the revised policy is supported. Consultation with the trade unions is on going.
5. Detailed management guidelines already exist, but will be amended to reflect the revisions and support implementation. Many of the outcomes of the consultation meetings will be fed into the management guidance and managers, HR and trade unions will continue to be consulted on the guidance. An implementation plan including communications and training has been developed.

# Wolverhampton City Council



## Human Resources Policy Framework

### Capability Policy and Procedure

|                     |   |
|---------------------|---|
| <b>Approved by:</b> | <i>Cabinet Resources Panel (12.03.2013)</i> |
| <i>Published:</i>   | <i>01.10.2013</i>                           |
| <i>Review date:</i> | <i>01.10.2014</i>                           |

#### **CONSULTATION**

The following officer and or bodies have been consulted on this policy:

| Officers and or Bodies | From        | To          |
|------------------------|-------------|-------------|
| <b>HR</b>              | 04.12. 2012 | 22.02. 2013 |
| <b>MRG</b>             | 20.12.2012  | 31.01.2013  |
| <b>CDB</b>             | 12.12.2012  | 21.02.2013  |
| <b>SEB</b>             | 12.12.2012  | 21.02.2013  |
| <b>PGSS</b>            | 07.03.2013  |             |

The following Trade Unions have been consulted on the policy

|               | From      | To          |
|---------------|-----------|-------------|
| <b>Unison</b> | 15.012013 | 31.01. 2013 |
| <b>GMB</b>    | 15.012013 | 31.01. 2013 |
| <b>Unite</b>  | 15.012013 | 31.01. 2013 |



## REVIEW LOG

| Date       | Version | Comments/Review                  | Approved by |
|------------|---------|----------------------------------|-------------|
| 20.11.2012 | 0.1     | LH                               |             |
| 30.11.2012 | 0.2     | LH/SS                            |             |
| 15.01.2013 | 0.4     | LH following HR moderation panel |             |
| 18.02.2013 | 0.5     | HR Review                        |             |

## EQUALITY ANALYSIS

An equality analysis has been carried out on this policy and procedure. Contact HR Strategy and Policy Team for a copy. Contact HR on 01902 552345 or by email on [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) for HR advice.

## ADVICE

Contact HR on 01902 552345 or email [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) for HR advice.

## COMMENTS AND AMENDMENTS

Contact HR on 01902 552345 or email [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) to make any comments or suggest any feedback on this policy.

## DISTRIBUTION

This policy and procedure is placed on the HR intranet for managers and employees to view. Copies will be provided to recognised Trade Unions and managers electronically.

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## **1. Policy Statement**

- 1.1 This policy is designed to help and encourage all employees to achieve and maintain standards of good performance. The formal process should be followed once all other informal avenues have been exhausted. It is the employee's manager's responsibility to follow the procedure where performance is shown to be below the standards required for the role.
- 1.2 Wolverhampton City Council has a commitment to assist employees to achieve and maintain a high standard of performance in their work. It will ensure that standards are clearly defined and communicated, performance is monitored and employees are given appropriate training and support to meet these standards.
- 1.3 Cases of poor performance should be identified and tackled promptly and the manager's focus and the employee's efforts must be to work together to meet the required standards.
- 1.4 The annual performance appraisal process is where objectives and development need are discussed and agreed. Cases of poor performance should not be left to be dealt with under this process. The appraisal sets the standards for monitoring and reviewing the objective achievements.
- 1.5 Issues of poor performance should be identified at an employee's 1:1 meeting and tackled promptly.
- 1.6 Employees have a statutory right to be accompanied by a trade union representative, or work colleague, at any formal meeting or appeal hearing.
- 1.7 The Council will review this policy and procedure from time to time in line with statutory procedure and best practice.

## **2. Scope**

- 2.1 This policy and procedure applies to all employees of the Council, excluding those employees directly employed by schools, JNC officers and employees who are within their probationary period, in which case, the probationary procedure applies.

## **3. Principles**

Wolverhampton City Council recognises that its employees are essential to achieving its strategic objectives.

- 3.1 The policy aim is to help employees to perform competently in his/her job role.

### 3.2 In applying this policy the Council will:

- Ensure that staff are competent and confident in their roles by encouraging a continuous cycle of personal development including:
  - Induction
  - 1:1 meetings
  - Group supervisory meetings – where appropriate
  - Performance appraisal
- Identify and tackle cases of poor performance promptly
- Establish the facts before taking action
- Not normally dismiss an employee for poor performance unless a chance to improve has been given
- Ensure that objectives and performance measurements are discussed at the annual appraisal meeting
- Ensure that matters of poor performance are addressed throughout the year through 1:1s or group supervisory meetings and that the annual appraisal process contains no surprises for employees or managers over performance levels
- Consider whether poor performance may be related to a disability and if so, whether there are any reasonable adjustments that can be made to overcome difficulties caused by workplace arrangements
- Assess each case on its merits.

3.3 Address issues relating to attendance and health through the Managing of Attendance Policy/Procedure.

3.4 Address issues relating to misconduct through the disciplinary procedure.

3.5 Any refusal to comply with reasonable instructions relating to performance standards will be tackled under the disciplinary procedure.

3.6 Before taking any formal action managers should first seek to establish the facts and decide whether a more positive approach is likely to be more effective.

## 4. Process and Procedure

The policy is written with the purpose of helping employees to improve on their work performance. Managers will assess each capability issue on its merits providing support, guidance and the offer of any available training, where applicable to enable the employee to reach the expected level to perform in his/her job role competently.

Human Resources will be involved in **all** formal review stages of the capability process to offer coaching, support and guidance to managers, enabling them to resolve performance issues at the earliest intervention.

Employees will have the right to be accompanied by a work colleague or trade union representative at any formal capability meetings or at an appeal hearing. Managers should keep records of all 1-1's and formal review meetings.

#### **4.1 Informal Action – (Informal meeting)**

Cases of minor or unsatisfactory performance are usually best dealt with informally. A quiet word may be all that is necessary to improve an employee's performance. In some cases, additional support, coaching and advice may be necessary.

The cause of the poor performance should be discussed with the employee and the appropriate action to rectify the issues taken.

Where managers monitoring an employee's performance identify the cause for the underperformance is due to the lack of skills required to do the job, the employee should be offered training, coaching or some other appropriate assistance, if applicable.

A reasonable timescale to achieve and maintain the required standard should also be agreed between the manager and employee. Managers should keep brief notes of any informal discussions held with the employee.

#### **4.2 Formal Action**

##### **Stage 1 – Improvement Review Meeting (Formal Review Meeting)**

Where an employee shows little (or insufficient) improvement following informal attempts to deal with the performance issues, the manager will write to the employee inviting him/her to attend a formal capability review meeting.

Managers are responsible for setting realistic standards of performance, for explaining these standards to employees and for the provision of training, support and guidance, where applicable, so that the employee has the opportunity to perform well.

The employee should be given five working days' notice of the meeting. The letter should advise them of:

- The specific nature of the poor performance issue along with supporting documents, where appropriate
- Time and date of the formal review meeting
- The right to be accompanied by their trade union representative or work colleague.

At the formal review meeting the manager will present evidence of the informal actions/support that has been given to assist the employee to reach and maintain the required standard of performance.

The employee will be encouraged to give his/her view of the performance issues raised and asked whether any further support is needed to improve.

At the end of the formal review meeting, the employee will be notified within 5 working days of the outcome, unless it is not practicable to do so.

### **Unable to attend meeting**

Employees who are unable to attend the formal review meetings because their trade union representative or work colleague cannot attend may offer a reasonable alternative date within five working days of the original date.

In instances where the employee becomes sick or has a stress related illness the review meeting can be re-scheduled once. If the employee still remains sick, the hearing should go ahead and a decision made in his/her absence.

### **The decision at the formal review meeting may be one of the following:**

- No further action is required and the employee will receive written notification confirming this decision.
- The finding of poor performance for which a formal improvement letter is issued to the employee. The letter will cover the following:
  - The performance issue
  - The improvement required
  - The timescales for achieving the improvement
  - Review date
  - Any support the manager will give to assist the employee
  - Potential to progress to stage 2 if insufficient improvement is demonstrated at the review.

The length of the improvement period will be dependent upon the performance issues identified. A reasonable length of time should be agreed for improvement to be made. The precise time for the improvement will depend upon the complexity of the issue and the potential adverse impact on the service delivery.

Managers should provide support, guidance and training as available, throughout the review periods to help enable employees to improve to the required level of competence.

An inability to demonstrate an improvement in performance following a review could result in the matter being progressed to stage 2 of the procedure.

#### 4.3 **Stage 2 - Improvement Review Meeting (Insufficient Improvement) (Formal Review Meeting)**

Where an employee's work performance does not improve sufficiently within the review period, **OR** if there is further evidence of poor performance, the manager will write to the employee advising him/her of the:

- Issues of concern on the employee's performance during the review period along with any supporting documents, if appropriate
- Time and date of the formal review meeting, giving at least five working days' notice unless not practicable to do so
- Right to be accompanied at the meeting by a trade union representative or a work colleague.

**There will be three possible decisions made at the formal review meeting:**

No further action required

- There has been satisfactory improvement in the employee's performance and no further action is required.

**OR**

Some improvement but not to the expected level

- There has been some improvement in the employee's performance but not to the expected level required; the review period will be extended for a specific period.
- The manager will continue to monitor the employee's performance and will offer training, development advice, guidance or other support to enable the employee to achieve to the required standard during this review period.
- The letter sent to the employee will make it clear that failure to meet the required standard may potentially result in the employee being progressed to stage 3 of the procedure which in turn could potentially result in dismissal.

**OR**

Insufficient Improvement

- There has been insufficient improvement in the employee's performance and the manager will issue a final improvement letter. This will include details of the underperformance and the expected level of improvement required.

The final improvement letter will include specific, reasonable timescales for the employee to make the improvements in his/her work performance, where

the expected standards have not been met. The letter will be disregarded for capability purposes after 24 months or such other period as specified at the time it is issued.

#### 4.4 **Stage 3 – Final Decision Hearing (Dismissal or Other Action)**

Where there has been insufficient improvement in the employee's performance, the manager will write to the employee advising them of the:

- Time and date of the hearing
- Right to be accompanied at the meeting by a trade union representative or a work colleague
- Their right to ask relevant witnesses to appear to support his/her case
- Issues of concern regarding performance during the review period along with supporting documents, if appropriate. Supporting documents may include notes of one to ones or supervisory meetings, the appraisal documentation showing agreed objectives and/or notes from appraisal meetings.

The capability hearing will be conducted by a panel and arranged within **15 working days** of the decision to proceed. The panel will be chaired by an appropriate senior manager with the authority to dismiss, who has no previous involvement in the case and normally from the respective Directorate or Service area.

#### **Following the stage 3 hearing the following options may be considered:**

##### Dismissal on Capability Grounds

An employee will receive a formal failure to improve letter that explains that they are being dismissed on capability grounds and given the appropriate notice period as set out in their contract of employment.

In some cases the employer may be prepared to offer the employee an alternative to dismissal, which may be one of the following:

##### Transfer

A transfer to a single, specified and available post of the same grade which the employee would be competent to fill as an alternative to dismissal.

**OR**

##### Demotion

Demotion to a lower graded post. In this instance there will be no protection of pay and the employee will automatically serve a 6 month probationary period in the new post. The recording of this sanction will remain on file for 24 months.



Should the Chair of the capability hearing be contemplating a transfer or demotion, then the hearing must be adjourned and the case discussed with the Chief Human Resources Officer before any alternative job offer is made. If this sanction is approved and the employee agrees to this offer; the right of appeal will be removed. If the employee does not agree to an offer on these terms, as an alternative to dismissal, then dismissal will take place and he/she will be informed of his/her right of appeal.

## **5. Appeals against Dismissal (Appeal Hearing)**

- 5.1 The right of appeal against dismissal will be to the Human Resources Appeal Panel. The notice of intention to appeal against dismissal should be made in writing to the relevant Strategic Director within **5 working days** of written confirmation of dismissal.
- 5.2 The purpose of an appeal against dismissal is for an employee to have his/her case reviewed and for the Chair to decide whether or not the dismissal applied is fair, reasonable, consistent and soundly based.

## **6. Roles and Responsibilities Roles and Responsibilities of Employees**

- 6.1 Employees have a responsibility to comply with this policy adhering to its terms and conditions, and be responsible for their performance.

### **Roles and Responsibilities of Managers**

- 6.2 Managers have a responsibility to communicate this policy to their staff and sanctions for breaches.

Managers should ensure that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with HR prior to any action being taken for breaches.

### **Roles and Responsibilities of HR**

- 6.3 HR will provide operational support and advice to the organisation to enable the effective management of capability issues under this policy.

Specifically, HR has a responsibility to:

- Produce and maintain managers guidance notes
- Ensure the communication, maintenance, regular review and up dating of this policy
- Monitor and review delivery and impact of this policy.

## **Role of Head of HR**

- 6.4 In consultation with the recognised Trade Unions, The Chief HR Officer will exercise delegated authority for and be responsible for the on-going review and updating of this Policy to ensure compliance with changes in statutory requirements and operational delivery, including responsibility for identifying the appropriate process for the regular evaluation of the effectiveness of this policy. Any fundamental changes to this policy will be brought before the Resources Panel for approval.

## **Role of Trade Unions**

- 6.5 Any review and revisions of this policy will be undertaken by HR and will be in consultation with the Council's recognised trade unions.

## **7. Monitoring and Review**

- 7.1 The Capability policy and procedure will be reviewed and updated annually and be available to managers and employees via the HR intranet.

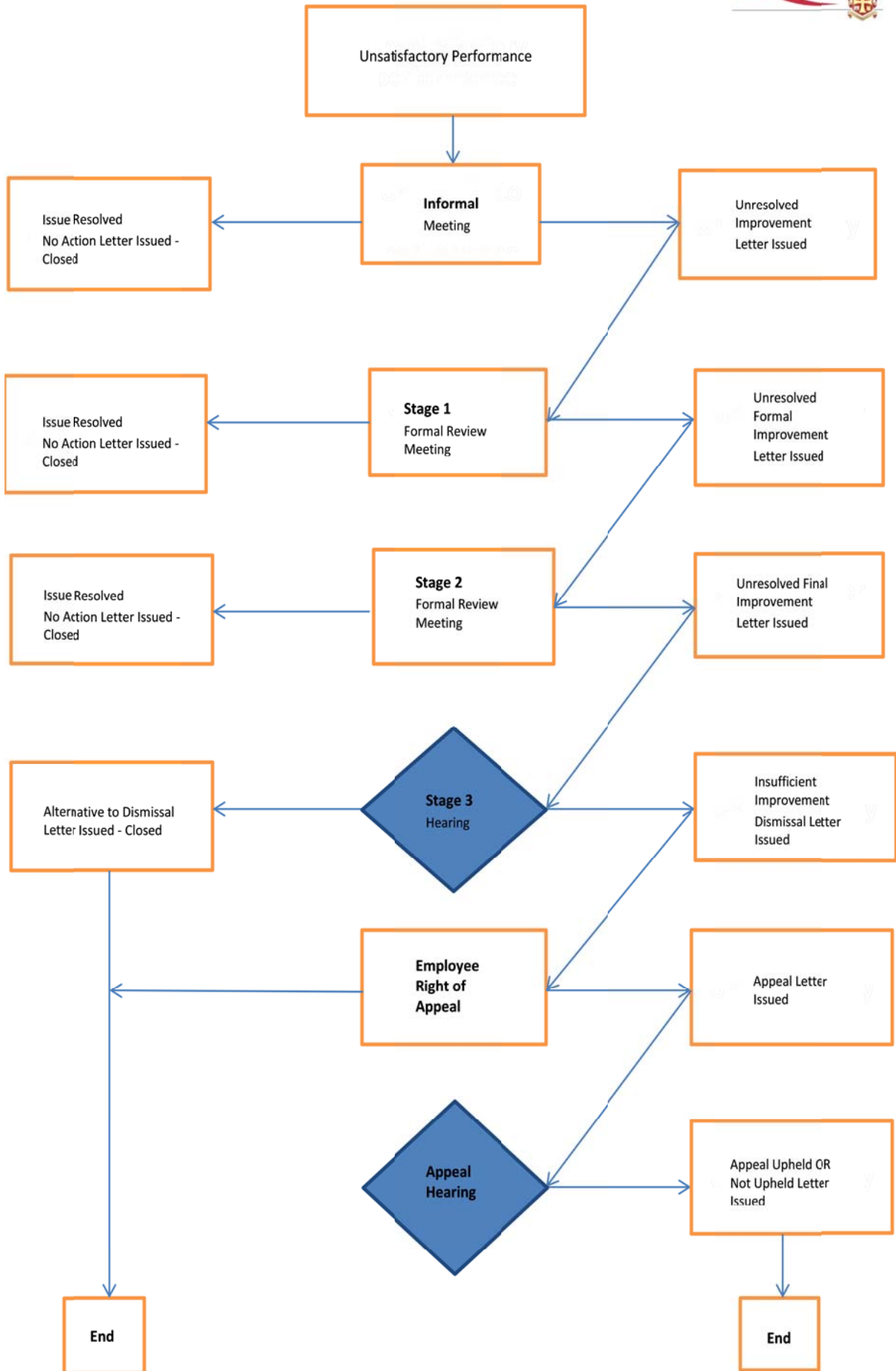
## **8. Links to other Policies and Procedures**

- Performance Appraisal and Personal Development Review Policy and Procedure
- Grievance Policy
- Disciplinary Policy

## **9. Equality**

- 9.1 An Equality Analysis has been carried out on this policy and procedure.
- 9.2 The Council has a duty to monitor the application of the policy in relation to protected characteristics under the Equality Act 2010. This is reported annually in the Council's Equality Monitoring Report.
- 9.3 If any aspect of the capability procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this issue with HR, who will make appropriate arrangements.

Capability Process Flowchart



## **Glossary**

### **Capability**

The ability to perform the duties required of the role. Capability differs from disciplinary which is concerned with (mis)behaviour whereas capability deals with ability.

### **Poor Performance**

Performance is the required work standard and expectation of employees. The appraisal process will be where the employee's objectives are set and will identify the measurement of these objectives. Poor performance is where an employee is not achieving the required standard for the role and this should be dealt with promptly to rectify the situation.

### **Annual Appraisal**

The yearly appraisal meeting where objectives are reviewed, new ones are established and the personal development requirements are agreed.

### **One to one (1:1)**

A one to one (1:1) is a regular formal meeting between the manager and the employee, sometimes referred to as supervision.

### **Appeal**

Where an employee feels that the outcome issued following the hearing is inappropriate they have the right to appeal this decision. For a sanction short of dismissal, the employee should let their Assistant Director know the grounds for their appeal in writing in accordance with this policy. If the appeal is against dismissal then this will be heard by the Human Resources Appeal Panel and the intention to appeal should be made in writing to the relevant Strategic Director. The appeal will be heard without unreasonable delay and the arrangements for this will be notified to the employee in advance. The outcome of the Appeal will be final.



# Cabinet (Resources) Panel

11 March 2014

|  |                             |                                   |
|--|-----------------------------|-----------------------------------|
| <b>Report title</b>                            | Schedule of Green Decisions |                                   |
| <b>Decision designation</b>                    | AMBER                       |                                   |
| <b>Cabinet member with lead responsibility</b> | All                         |                                   |
| <b>Key decision</b>                            | No                          |                                   |
| <b>In forward plan</b>                         | No                          |                                   |
| <b>Wards affected</b>                          | All                         |                                   |
| <b>Accountable director</b>                    | Keith Ireland, Delivery     |                                   |
| <b>Originating service</b>                     | Democratic Services         |                                   |
| <b>Accountable employee(s)</b>                 | Matthew Vins                | Graduate Management Trainee       |
|  | Tel                         | 01902 554070                      |
|  | Email                       | Matthew.vins@wolverhampton.gov.uk |
| <b>Report to be/has been considered by</b>     | N/A                         |                                   |

---

## Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

The summary of open and exempt green decisions approved by the Designated Officer following consultation with the appropriate Cabinet Member.

**SCHEDULE OF GREEN DECISIONS**

**PART I - OPEN ITEMS**

| <u>Originating Service</u>              | <u>Title and Summary of Decision</u>   | <u>Designated Director/Officer</u>  | <u>Cabinet Member Consulted</u>                   | <u>Date Approved</u> | <u>Contact Officer</u> |
|---|--|---|---|----------------------|------------------------|
| <b>1. Office of the Chief Executive</b> | -  | -   | -   | -                    | -                      |
| <b>2. Community</b>                     |  |   |   |                      |                        |
| <b>3. Delivery</b>                      | <p><b>(a) Delivery of Innovate to Save Fund 2013/14</b><br/>That the Cabinet Members for Leisure and Communities, and Resources, in consultation with the Strategic Director, Community, and the Assistant Director, Finance:</p> <p>(i) Approve an Innovate to Save Fund initiative totaling £40,820 covered by a transfer of funds from the efficiency reserves.</p> | <p>Strategic Director<br/>Community</p> <p>Assistant Director Finance</p> | <p>Councillor Mattu</p> <p>Councillor Johnson</p> | 30.01.14             | V Griffin<br>Ext: 5370 |
| <b>4. Education and Enterprise</b>      |  |   |   |                      |                        |

**PART II - EXEMPT ITEMS**

| <u>Originating Service</u>       | <u>Title and Summary of Decision</u>  | <u>Designated Director/Officer</u> | <u>Cabinet Member Consulted</u> | <u>Date Approved</u> | <u>Contact Officer</u> |
|----------------------------------|---|------------------------------------|---------------------------------|----------------------|------------------------|
| 1. Office of the Chief Executive |   |                                    |                                 |                      |                        |
| 2. Community                     | <p><b>(a) Revised plans for Learning Disability Employment Hub</b><br/>That the Cabinet Member for Adult Services, in consultation with the Strategic Director, Community:</p> <ul style="list-style-type: none"> <li>(i) Agree to change the proposed base for the Employment Hub, as Unit 14 Eturia Way is no longer required as the site of the Employment Hub and the City Council formally withdraws its interest in the site.</li> <li>(ii) Agree that the Neil Dougherty Centre is used to provide a base for the Therapeutic Support service which supports nine adults who are to receive this service.</li> <li>(iii) Agree that the employment pathway team and the enablement team use 2 Cullwick Street in Bilston as a base for their services and training.</li> </ul> | Strategic Director<br>Community    | Councillor S Evans              | 03.02.14             | J Linighan<br>Ext 1733 |

| <u>Originating Service</u> | <u>Title and Summary of Decision</u>  | <u>Designated Director/Officer</u> | <u>Cabinet Member Consulted</u> | <u>Date Approved</u> | <u>Contact Officer</u> |
|----------------------------|---|------------------------------------|---------------------------------|----------------------|------------------------|
| 3. Delivery                | <p><b>(a) Delegated Authority to Sign Settlement Agreements</b><br/>That the Cabinet Member for Governance and Performance, in consultation with the Chief Human Resources Officer:</p> <ul style="list-style-type: none"> <li>(i) Agree that delegated authority be given to the Interim Chief Legal Officer, to sign settlement agreements for employees terminating on grounds of redundancy.</li> <li>(ii) Approve that in the absence of the Interim Chief Legal Officer, delegated authority is extended to Head of Service, Legal Services.</li> </ul> <p><b>(b) Voluntary redundancy payments and transitional pay arrangements</b><br/>That the Cabinet Member for Performance and Governance, in consultation with the Strategic Director, Delivery:</p> <ul style="list-style-type: none"> <li>(i) Approve that voluntary redundancy applications from employees in receipt of transitional pay (TPA), which have been agreed by Strategic Executive Board, but where the leaving date has been amended by SEB to a date after the end of the TPA period (31 March 2014), will have the TPA included as</li> </ul> | Strategic Director Delivery        | Councillor Sweet                | 05.02.14             | S Davies<br>Ext: 4056  |
|                            |   | Strategic Director Delivery        | Councillor Sweet                | 05.02.14             | S Davies<br>Ext: 4056  |



| <u>Originating Service</u>         | <u>Title and Summary of Decision</u>   | <u>Designated Director/Officer</u>          | <u>Cabinet Member Consulted</u> | <u>Date Approved</u> | <u>Contact Officer</u> |
|------------------------------------|--|---|---------------------------------|----------------------|------------------------|
|                                    | part of the redundancy calculation.  |   |                                 |                      |                        |
| <b>4. Education and Enterprise</b> | <p><b>(a) Land and Property Transactions</b><br/>           That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise:</p> <p>(i) Approve the completion of the transactions with regard to the disposal, acquisition and lease of properties.</p> | Strategic Director Education and Enterprise | Councillor Bilson               | 03.02.14             | D Harris<br>Ext: 5576  |