

To: Deputy Leader and Members of the Resources Board

Councillors Symonds, Barnett, Chapman, Clews, Davey, Humphreys, Parsons, O Phillips, Simpson, Stuart, Taylor and Watson

For the information of other Members of the Council

For general enquiries please contact Democratic Services on 01827 719226 or via email – democraticservices@northwarks.gov.

For enquiries about specific reports please contact the Officer named in the reports.

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RESOURCES BOARD AGENDA

29 JANUARY 2024

The Resources Board will meet on Monday 29 January 2024 at 7.00pm in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire.

The meeting can also be viewed on the Council's YouTube channel at www.youtube.com/user/northwarks

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

4 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members.

Members of the public wishing to address the Board must register their intention to do so by 9:30am two working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by email to democraticservices@northwarks.gov.uk or telephone 01827 719221 / 719226 / 719237.

Once registered to speak, the person asking the question has the option to either:

- (a) attend the meeting in person at the Council Chamber.
- (b) attend remotely via Teams; or
- (c) request that the Chair reads out their written question.

The Council Chamber has level access via a lift to assist those with limited mobility who attend in person however, it may be more convenient to attend remotely.

If attending remotely an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able to hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so, they made need to mute the sound on YouTube when they speak on the phone to prevent feedback).

- 5 **Minutes of the Resources Board held on 13 November 2023** – copy herewith, to be approved as a correct record and signed by the Chairman.

ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)

- 6 **General Fund Capital Programme 203/24 to 2026/27** - Report of the Interim Corporate Director – Resources (Section 151 Officer)

Summary

This report identifies proposals for Resources Board capital schemes to be included within the Council's General Fund Capital programme over the next three years.

The Contact Officer for this report is Nicholas Harris (719320).

- 7 **Housing Revenue Account - 2023/24 Revised and 2024/25 Estimates, Capital Programme, 30 Year Business, Rent Review and Fees and Charges** – Report of the Interim Corporate Director – Resources (Section 151 Officer).

This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with the 30 years business plan detailed in Appendix I. It also includes the detailed HRA capital programme for 3 years in Appendix H.

This report also details the recommended rent increase of 7.7% in line with the Governments social rent policy and increases for service charges, garages and fees and charges all from 1 April 2024.

The Contact Officer for this report is Nigel Lane (719371)

- 8 **Land at Trinity Road – Use of Urgent Business Powers** – Report of the Interim Corporate Director – Streetscape

Summary:

This report seeks the Board’s endorsement of action taken under the Chief Executive’s Urgent Business Powers to dispose of land at Trinity Road, Kingsbury, and asks Members to approve that the Chief Executive has the power to dispose of this land accordingly.

The Contact Officer for this report is Cath James (719295).

- 9 **Private Sector Shared Service** – Report of the Director of Housing

Summary:

The Council has a shared service with Nuneaton and Bedworth Borough Council to deliver its private sector housing condition oversight and enforcement duties. This report informs the Board about the current position for the service and proposes a change.

The Contact Officer for this report is Angela Coates (719369)

- 10 **General Fund Revenue Budget - 2023/24 Revised and 2024/25 Estimates - Services Recharged Across All Boards** - Report of the Interim Corporate Director – Resources (Section 151 Officer)

Summary:

This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28.

The Contact Officer for this report is Alison Turner (719374)

- 11 **General Fund Revenue Budget – Services Remaining 2023/24 Revised and 2024/25 Estimates and Fees and Charges** - Report of the Interim Corporate Director – Resources (Section 151 Officer).

Summary:

This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28 for the services remaining in the Resources Board that are not recharged to other services. It also includes a review of the fees and charges in Appendix C with recommendations for increases.

The Contact Officer for this report is Alison Turner (719374)

- 12 **Irrecoverable Debts** – Report of the Interim Corporate Director – Resources (Section 151 Officer).

The purpose of this report is to provide details to Members of debts which are considered to be irrecoverable.

The Contact Officer for this report is Katie Hines (719374)

- 13 **Exclusion of the Public and Press**

To consider, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is in the public interest that the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

- 14 **Housing Maintenance Matter** – Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369)

- 15 **Property Adaptation** – Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369)

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

13 November 2023

Present: Councillor Symonds in the Chair

Councillors Barnett, Bell, Chapman, Clews, Davey,
O Phillips, Parsons, Reilly Stuart, Taylor and Watson

Apologies for absence were received from Councillors
Simpson (Substitute Cllr Reilly) and Humphreys (Substitute
Cllr Bell)

16 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

17 **Minutes of the Resources Board held on 5 September 2023**

The minutes of the Resources Board held on 5 September 2023, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

18 **Supplementary Estimate – Open Space and Play Provision in Abbey Green Park, Polesworth**

The Director of Leisure and Community Development sought approval for the provision of a supplementary estimate within the capital programme through which to enhance open space and play provision in Abbey Green Park, Polesworth.

Resolved:

That the supplementary estimate of £44,963 for the enhancement of open space and play provision in Abbey Green Park, Polesworth, as detailed in section 4.5.1 of the appended report of the Director of Leisure and Community Development, be approved.

19 **General Fund Budgetary Control Report 2023/24 Period Ended 30 September 2023**

The Corporate Director – Resources detailed revenue expenditure and income for the period from 1 April 2023 to 30 September 2023. The 2023/24 budget and the actual position for the period, compared with the estimate at that date, were given, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

20 Housing Revenue Account Budgetary Control Report 2023/2024 Period Ended 30 September 2023

The Corporate Director – Resources reported on the total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2023.

Resolved:

That the report be noted.

21 Capital Programme 2023/24 – Period 6 Update

The Corporate Director – Resources updated Members on the progress of the 2023/24 Capital Programme in terms of expenditure up to the end of September 2023.

Resolved:

a That the virement of the Old Bank House electrical upgrade budget £225,000, to enable year one of the fire doors replacement programme to be delivered, be approved and it be noted that additional funding would be required in next year; and

b That progress made against the 2023/24 Capital Programme be noted.

22 Replacement Housing Vehicles – Capital Programme 2023/2024

The Corporate Director – Streetscape updated Members on the outcome of the procurement exercise for the purchase of various Housing vehicles and proposed changes to the capital programme to reflect the revised replacement costs.

Resolved:

That a supplementary estimate for the additional cost of £56,555 for replacing 19 vehicles be added to the 2023/24 capital programme.

Councillor Symonds
Chair

Agenda Item No 6

Resources Board

29 January 2024

Report of the Interim Corporate Director - Resources (Section 151 Officer)

Resources Board - General Fund Capital Programme 2023/24 to 2026/27

1 Summary

- 1.1 This report identifies proposals for Resources Board capital schemes to be included within the Council's General Fund Capital programme over the next three years.

Recommendation to the Board

That the Board supports the schemes detailed in Appendix A as the Council's three-year General Fund capital programme for Resources Board services.

2 Introduction

- 2.1 The Capital programme presented in Appendix A is mainly existing schemes carried forward where they will not be delivered in the current year, there are new schemes such as year 2 and 3 fire doors. The Council has a shortfall of capital resources when compared against potential capital schemes, as a result borrowing may be required to ensure the schemes can be funded. To minimise this requirement only essential new schemes have been included in the three-year capital programme for 2024/25 to 2026/27. Borrowing has revenue implications for the cost of borrowing in terms of interest and repayment of the loan that will need to be factored into the revenue budget. The funding of the General fund capital programme will be presented as part of the full programme in the Executive Board report.

3 Schemes Included in the Capital Programme

- 3.1 Within the General Fund programme, provision for Car parking in Coleshill and the structural maintenance programme of car parks has been moved into 2024/25.
- 3.2 Provision for an electrical upgrade to Old Bank House has been taken out of the programme and that budget has been vired to fund essential replacement of fire doors, with budget provision built in for years 2 & 3 to continue delivery of the programme to meet Health and safety requirements.

3.3 Within Information Services, the additional work involved in implementing the environmental health and finance systems have had an impact on other planned work. Allocations for the replacement planning system have been moved back into 2024/25, with work on the telephone system also being carried forward into 2024/25.

3.4 A summary of these schemes can be found in Appendix A.

4 Schemes for Inclusion in the Approved Capital Programme

4.1 A number of schemes relating to this Board were included in the 2023/24 to 2025/26 approved capital programme and these are detailed in Appendix A, including any 2026/27 allocations. The timing of schemes has been reviewed and updated where required.

4.2 The programme presented in Appendix A includes new bids for year 2 and 3 of the fire door programme and an upgrade to the Council's payment system to meet new requirements, all new bids are considered to be essential.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 In terms of the overall capital programme, the bids for schemes included in Appendix A of this report will be collated into an overall programme which will be submitted to the Executive Board for final approval in February.

5.1.2 The programme will need to be funded and this could include borrowing, this will be presented in the report to the Executive Board in February.

5.2 Environment and Sustainability Implications

5.2.1 Capital investment is required if the Council is to maintain and enhance both its assets and the quality and consistency of its services to the community.

5.3 Risk Management Implications

5.3.1 The risks associated with the failure to undertake the proposed schemes are taken into account in assessing whether the schemes are essential or non-essential.

5.4 Equality Implications

5.4.1 Public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Under the general duties public authorities, in the exercise of their functions, must have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations within the protected characteristics. In the case of the capital programme the Council is required to ensure that as far as it is reasonably practicable, it has taken appropriate steps to ensure

compliance with the provisions of the Equality Act. Failure to do so could result in limiting access to services provided from our buildings and facilities by disabled people and the potential for legal challenges being taken against the Council.

5.5 Legal Implications

5.5.1 The Council is under a statutory duty to obtain 'best value' under s 3(1) of the Local Government Act 1999 in making arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

5.6 Links to Council's Priorities

5.6.1 The capital projects proposed for inclusion will contribute to providing easier access to Council services, particularly through the internet and improvements to our assets.

The Contact Officer for this report is Nicolas Harris.(719320)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Draft Capital Programme - Resources Board

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	Total
		2024/25	2025/26	2026/27	3 Year Programm
Decent Homes Grants and Works (Private Sector)	Assistance with repairs and replacements targeted at vulnerable households on a means tested basis to prevent deterioration and associated health effects.	20,000	20,000	20,000	60,000
Computer hardware and software, purchase and replacement	To continue to provide PC's that meet the requirements of the increasingly complex software that is used to deliver Council services and back office functions. This budget includes the renewal of the Microsoft Software licenses.	35,000	35,000	35,000	105,000
ICT Infrastructure Development	To further develop the network and hardware structures to ensure that the Council's aspirations of home and mobile working and self service delivery are possible.	20,000	20,000	20,000	60,000
Network Infrastructure	Replacement of the existing network infrastructure.	50,000	-	-	50,000
Telephone System	Replacement of the existing telephone system.	20,000	-	-	20,000
Server Virtualisation	Replacement of the existing virtual server.	-	50,000	-	50,000
Backing Up	Primarily used at two levels; the day to day use of the recovery of lost data or damaged systems that need to be rolled back to a previous state. The major use is in the event of fire or theft where the backups we hold would be used to restore systems.	-	-	25,000	25,000
Mobile Devices	Due to Covid the Council has greatly increased the use of mobile devices over and above the use of PC's and laptops. 100 devices will have to be replaced on a 4 year cycle. This will also be used to replace the Housing direct works equipment.	5,000	5,000	5,000	15,000
Replacement Planning and Enforcement and Local Land Charges Systems	To review and assess system to ensure it still meets user needs and replace if required.	27,920	-	-	27,920
Payment Management System	Upgrade to Payment Management System to meet new encryption standards and introduce contactless payments.	15,000	15,000	15,000	45,000
Refurbishment of Council Owned Buildings	To carry out necessary improvements to all council owned property.	50,000	-	-	50,000

Car Parking in Coleshill		1,000,000	-	-	1,000,000
Council Firedoors	The Replacement of out of date Firedoors in council buildings.	106,100	175,400	-	281,500
Structural Maintenance Programme of Car Parks and Unadopted Roads	A detailed analysis of the councils car parks and unadopted roads has been carried out and has identified that the thickness of many of the surfaces is below the required levels.	345,000	-	-	345,000
Capital Salaries - Management	General Fund staffing.	17,120	17,640	18,120	52,880
TOTAL		1,711,140	338,040	138,120	2,187,300

**Report of the Interim Corporate
Director – Resources (Section 151 Officer) Housing Revenue Account-
2023/24 Revised and 2024/25
Estimates, Capital Programme, 30
Year Business, Rent Review and
Fees and Charges**

1 Summary

- 1.1 This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with the 30 years business plan detailed in Appendix I. It also includes the detailed HRA capital programme for 3 years in Appendix H.
- 1.2 This report also details the recommended rent increase of 7.7% in line with the Governments social rent policy and increases for service charges, garages and fees and charges all from 1 April 2024.

Recommendations to the Board

- a To approve the revised estimates for 2023/24;**
- b To approve the 2024/25 estimates for revenue as presented in this report.**
- c To approve the 3 year capital programme detailed in Appendix H.**
- d To approve the 30 year business plan detailed in Appendix I.**
- e To approve increasing rent by 7.7% in 2024/25 in line with the social rent policy set by the government;**
- f To increase garage rents by 50 pence per week from £7.58 to £8.08 per week as detailed in Appendix D;**
- g To approve the proposed fees and charges for 2024/25 as set out in Appendix D;**
- h To approve the service charges for cleaning, as detailed in Appendix E, from April 2024;**
- i To approve the service charges for window cleaning, as detailed in Appendix F, from April 2024; and**
- j To support further work on the New Build scheme to utilise the Right to Buy receipts before March 2025.**

2 In consultation with the budget officers and Director of Housing this report presents the Housing Revenue Account (HRA) estimates for 2024/25 along with the revised budgets for 2023/24, the details figures are in Appendix A. this report also includes the 3 year capital programme for the HRA and the 30 year business plan.

3 **Comments on the 2023/24 Revised Budget**

3.1 The revised budget for 2023/24 as detailed in Appendix A shows an expected surplus of £234,770 which is £195,470 higher than the approved budget surplus of £39,300. The main variations are;

3.2 **Management Services**

3.2.1 The costs within general Management Services have increased by £30,100 due to a number of cost pressures. There has been an increase in the recharge to the Housing Revenue Account for bank charges and Members Allowances. In addition building insurance costs have increased.

3.2.2 Flats and community centres budget has been reduced as the full increase in utility costs has not materialised by £108,970. This has been partially offset by an increased in software maintenance costs of £23,840 and an increase in the allowance for council tax on void properties held in the Rent Collection budget by £7,750.

3.3 **Revenue Funding of Capital Expenditure**

3.3.1 Additional revenue funding of £1,464,310 is required to support the capital programme for the HRA, as some large projects are needed on blocks of flats and all costs are being inflated due to the current economic climate.

3.3.2 The Revenue Account cannot afford to fund all capital expenditure, so additional borrowing of £1.550m above the original budget of £5.050m will be needed to enable the capital programme to be funded. The cost of borrowing will reduce by £105,660 due to changes in assumed borrowing for 21/22 and 22/23.

3.4 **Gross Rents Provision for Bad Debts**

3.5.1 An increase in rental income of £37,390 due to a lower level of void properties and earlier letting of the new build properties in Atherstone.

3.5 **Interest on Balances**

3.5.1 The lower level of balances has reduced investment income by £46,290 for the balances held by the HRA.

4 **Rent Setting**

4.1 The Welfare Reform and Work Act 2016 enables the Government to set rent policy. In October 2017 the Government announced a new long term policy on social rents to allow authorities to increase rents by CPI + 1% for a period of

at least 5 years. This policy came into effect on 1 April 2020.

4.2 CPI at September 2023 was 6.7% (the appropriate month of the previous year, identified in the policy), which with the additional 1%, would equate to a rent increase from 1 April 2024 of 7.7%.

4.3 The effect on this authority's rent figures for 2024/25 is that the average rent increase will be £7.51 per week (7.7%), although individual rent changes will vary from increases of £6.10 to £13.83 per week.

4.4 The impact of the new rent policy had been built into the 30 year Business Plan detailed in Appendix I, but has been amended to reflect the revised position in 2024/25.

5 **Comments on the 2024/25 Estimates**

5.1 The Housing Revenue Account has been prepared, taking into account the following assumptions:

- A 4% pay award from 1 April 2024;
- Premise costs increasing by 5% and supplies and services by 3%;
- To adopt the government policy of a maximum 7.7% increase for all rents.

5.2 The estimated balance on the Housing Revenue account at 1 April 2024 is £491,030, which is lower than the £1,102,845 balance at the start of 2023/24. Looking in greater detail at the coming year, the budget for 2024/25 shows an expected surplus of £373,470.

5.3 **Repairs Fund**

5.3.1 The contribution to the Repairs Fund has increased by £138,240 which has been calculated with an inflationary increase of 3%, adjusted for the assumed sale of 15 council houses and an assumed 2 new build properties. In addition, there are increases in departmental and central support relating to pay awards, and some increased premise costs relating to the use of the depot. The increase

5.4 **Management Services**

5.4.1 The increase of £131,640 relates largely to pay awards, increments and inflation.

5.5 **Revenue Funding of Capital Expenditure**

5.5.1 Direct revenue funding of capital has reduced by £4,755,640 as major refurbishments of flats comes to a conclusion. There will be a reduction in new borrowing taken out down to £1,500,000. Interest on borrowing overall has increased by £190,430.

5.6 Interest on Balances

5.6.1 The interest earned has decreased by £16,910 due to the expected reduction in interest rates available.

5.7 Garage Rent Income

5.7.1 There is an increase in garage rental income of £25,660 with the proposed increase in rent from £7.58 per week to £8.08 per week.

5.8 Gross Rents

5.8.1 There is an increase in council house rental income to reflect the rent increase of 7.7% £940,700. This has been partially offset by the expected sale of 15 Council houses.

6 Housing Repairs Fund

6.1 The HRA makes an annual contribution to the Repairs Fund. Part of the contribution is set aside for the day to day maintenance, with the remainder used for planned maintenance work. The fund covers payments to both Housing Direct Works and outside contractors. Approximately 54% of the current workload is completed by Housing Direct Works (see Appendix B).

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6.2 A balance is usually maintained on the Housing Repairs Fund, which is used to meet fluctuations in the timing of repair work.

7 Housing Direct Works

7.1 Estimates for Housing Direct Works (HDW) have been prepared for 2024/25, along with the revised position for 2023/24, and these are attached as Appendix C.

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7.2 Revised Estimate 2023/24

7.2.1 Net controllable expenditure has increased by £392,690. Employee costs have increased by £248,150 due to an increase in the settled pay award and the use of agency staff to cover work requirements. In addition, supplies and services materials have increased by £99,780 and transport costs have increased by £45,650.

7.3 Estimate for 2024/25

7.3.1 The net controllable expenditure has reduced by £49,270. This is due to employee costs being reduced by £36,880 as a result of less agency costs, however this will need to be monitored to ensure it does not exceed the budget as in the current year. Materials costs have increased by inflation of £19,600. There is a decrease in transport running costs of £30,190 as the vehicle fleet was renewed in the current year.

8 Fees and Charges

- 8.1 There is only an increase for Allotment Rents and garage rents in the proposed fees and charges, as use of facilities needs to be encouraged to try and increase income through usage. The detailed list of fees and charges is attached as Appendix D to the report.
- ...

9 Service Charges

- 9.1 There is a requirement for service charges to be paid by those tenants who actually receive specific services. NWBC makes specific charges for window cleaning and cleaning costs of communal areas in blocks of flats. The current and proposed charges are attached in Appendices E and F. There is a small increase of £0.13 per week proposed for the cleaning of communal areas, to reflect the increase in expenditure anticipated. There are some small changes ranging between £0.12 increase to £0.22 reductions per week reflecting the charge made Window Cleaning contract costs.
- ...

- 9.2 The Council also makes a service charge to the lease holders of flats that have been sold under the Right to Buy legislation. This reflects the actual costs of management and maintenance.

10 Growth Items

10.1 Capital

10.1.1 Adaptation to Council Property

A separate report on this agenda is requesting £70,000 one off capital funding to build an extension on a Council owned property. The reason for this being an urgent requirement is the tenant cannot access the upstairs of the property and currently we have no alternative suitable accommodation to offer. If members support this request this funding will need to be added to the figures presented in this report.

10.2.1 Revenue

This agenda also includes a separate report from the Director of Housing with regard to the Housing Maintenance Service. The report is requesting a restructure to ensure the section is fit for purpose, if members approve this report additional revenue of £93,620 will need to be added to the figures presented from 2024/25.

11 Four Year HRA Forecast – 2024/25 to 2027/28

- 11.1 A detailed four year estimate has been developed, to cover the medium term position of the HRA. This is summarised in the table below, with some additional detail given in Appendix G.
- ...

	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000
Management and Maintenance	6,515	6,657	6,842	7,020
Interest on borrowing	1,747	1,797	1,784	1,763
Net Repayment of borrowing	850	1,150	1,300	1,100
Capital expend funded by revenue	5,041	5,153	5,265	5,660
Total Expenditure	14,153	14,757	15,191	15,543
Income	(14,404)	(14,770)	(15,163)	(15,540)
Interest on Balances	(122)	(98)	(95)	(77)
Total Income	(14,526)	(14,868)	(15,258)	(15,617)
(Surplus)/Deficit on the year	(373)	(111)	(67)	(74)
Balance at 31 March	(864)	(975)	(1,042)	(1,116)

11.2 The figures show an increase in level of balances at the end of 2027/28, which feeds into the 30-year business plan detailed in section 13 of this report.

12 3 Year Capital Programme 2024/25 to 2026/27

12.1 The detailed HRA capital programme is in Appendix H this gives a breakdown of the categories of spend under decent homes such as electrics, heating but also includes funding for New Build schemes which is important to both utilise the right to buy receipts and continue to add properties to the stock. The total over the 3 years is estimated at £16.6m. The 30 year business plan projects the capital expenditure required for the like of the plan but is at a higher level than the figures in Appendix H.

13. New Build – Right To Buy Receipts

13.1 The Director of Housing is seeking development opportunities to ensure that Right To Buy receipts that need to be spent by March 2025 are used. There are no Section 106 opportunities available to use the funding. A local social enterprise, Cornerstone, has approached the Council with a proposal to convert a building on Long Street, Atherstone into flats. Considerations are at an early stage however this development would enable the Council to spend its Right To Buy receipts productively to provide flats which will be developed by Cornerstone, will transfer into Council ownership on completion and will be available to let from the Council's Housing Register.

14. 30 Year HRA Business Plan

14.1 As management of the housing stock is a long-term requirement, a business plan has been put together for 30 years, although expenditure is difficult to predict so far in advance. This has been updated as part of the estimates process and the revised business plan is attached as Appendix I.

14.2 In updating the business plan, a number of assumptions have been made:

- New build budget will continue to be set each year of the plan;
- Management and maintenance costs increase with inflation through the plan
- The additional receipts that the Council is able to use for new build will continue;
- Right to Buy Sales will continue at 15 dwellings per year of the plan;

- Rents will continue to increase at an assumed 2% (CPI) + 1% in 2025/26 onwards.
- Total temporary borrowing of £23.050m between year 1 (2023/24) through to year 10 (2032/33) will be taken out, which can be repaid in years 11 (2033/34) to 16 (2038/39).

14.3 The expected position on the Housing Revenue Account at the end of the 30 years is a surplus of £83.352 million. This is after funding capital expenditure of £213.995 million, with £31.341 million of that funding set aside for new build schemes or other improvement schemes. Borrowing of £47 million will also have been repaid.

14.4 However the expected surplus is less than £10 million until the end of year 21.

15 Risks to the Business Plan

15.1 In addition to the new payments detailed above, the expected surplus on the Business Plan is dependent on adherence to the assumptions used in the forecast. Varying these would impact on the achievement of a surplus. The key risks to the budgetary position of the Housing Revenue Account include:

- The potential ongoing impact of sustaining rent income levels with the changes economic conditions;
- The requirement on the Council to meet statutory housing needs and support tenants to sustain their tenancies as well as manage them in moving on as secure tenancies are replaced with flexible ones;
- A change in interest rates, as funds need to be borrowed externally;
- Any extension of the rent cap which reduces the rent levels assumed in the Business Plan, as this could impact significantly on the expected surpluses;
- More attractive Right to Buy conditions could encourage higher sales;
- The requirements of an ageing stock and the need to meet the Decent Homes Standard are likely to continue to increase the demand for capital works. Work to keep the Council's assets in good condition will be prioritised and accommodated within existing budgets;
- Any reduction in the performance of Housing Direct Works will put pressure on the Council to use external contractors and therefore will impact on the level of expenditure;
- The impact of the Social Housing (Regulation) Act 2023 which sets out the Government's intention to change and strengthen the regulatory framework in conjunction with enhancing the roles of the Regulator and Housing Ombudsman alongside the Building Safety Regulator.

15.2 A risk analysis of the likelihood and impact of the risks identified above are included in Appendix J.

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15.3 The aim is to maintain a minimum working balance in the region of £750,000. The Housing Revenue Account was expected to go below this in 2023/24 but it is expected to return above this level in 24-25. Future years increase the balance held. The Council can continue with services at current levels over the next four years. The service will still need to demonstrate value for money and rent collection rates will have to remain at the current level to remain sustainable.

16 Report Implications

16.1 Finance and Value for Money Implications

16.1.1 As above.

16.2 Environment and Sustainability Implications

16.2.1 Operating in line with the Business Plan will ensure the long-term sustainability of the Housing Revenue Account.

16.3 Equality Implications

16.3.1 The impact of cost of living crisis and Universal Credit on Council tenants and income collections has previously been reported to Resources Board. Work being undertaken will help to inform the Council's understanding of the impacts from the rent restructuring changes and the increases being applied. Monitoring of the impacts will be carried out as any changes are implemented.

16.4 Risk Management Implications

16.4.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

16.5 Legal Implications

16.5.1 The Council may not budget for a deficit in the housing revenue account.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

HOUSING REVENUE ACCOUNT

ACTUALS 2022/23	DESCRIPTION	APPROVED BUDGET 2023/24 £	REVISED BUDGET 2023/24 £	ORIGINAL BUDGET 2024/25 £
	EXPENDITURE			
120,730	Provision for Bad Debts (1%)	128,880	129,250	138,660
	Repairs Fund			
360,680	Departmental Support Services	390,650	390,650	421,740
178,330	Central Support Services	222,770	222,770	226,960
2,891,200	Contribution to Fund	2,967,060	2,981,540	3,084,500
	Management			
668,670	General Administration	695,910	726,010	761,690
316,334	Housing Registration & Lettings	325,390	325,720	322,760
400,352	Tenancy & Estates Management	436,040	435,740	450,520
393,558	Rent Collection & Arrears	429,130	466,240	502,020
56,178	Tenant Participation	49,750	49,450	51,860
13,893	New-build properties	15,230	20,520	21,070
350,632	Flats & Communal Centres	554,890	445,920	480,630
20,571	Laundries	22,380	21,590	23,840
2,924	Cesspools and Management of Shops	17,480	20,390	28,830
	Debt Management			
1,405,570	Interest on Loans (as per Business Plan) (External)	1,347,650	1,347,650	1,284,170
-	Interest on Loans (as per Business Plan) (Internal)	39,780	207,740	166,380
2,260,000	Revenue set aside (as per Business Plan) (External)	2,350,000	2,350,000	2,350,000
-	Revenue set aside (as per Business Plan) (Repay Internal)	50,000	-	-
(4,700,000)	New External Borrowing	(5,050,000)	(6,600,000)	(1,500,000)
610	Interest on new Loans	224,430	810	296,080
	Capital			
7,072,370	Revenue funding of capital spending on existing stock	7,026,720	8,491,030	3,709,270
-	Revenue funding of capital spending on existing stock - Additional spend	-	-	-
1,280,170	Revenue funding of capital spending on new build (2%)	1,305,770	1,305,770	1,331,890
13,092,772	Gross Expenditure	13,549,910	13,338,790	14,152,870
	INCOME			
53,438	Service Charges - Leaseholders	44,470	46,470	46,470
21,430	Service Charges - Window Cleaning	15,760	16,110	14,820
48,546	Service Charges - Cleaning & Caretaking	54,600	54,600	57,480
296,899	Garage Rents	297,680	289,990	315,650
104,039	Shop Rents	103,570	102,160	103,900
50,770	Interest on Balances	185,280	138,990	122,080
-	Pensions reserve	-	-	-
12,120,782	Gross Rents (less voids 1.3%)	12,887,850	12,925,240	13,865,940
12,695,904	Gross Income	13,589,210	13,573,560	14,526,340
396,868	(Surplus)/Deficit for Year	(39,300)	(234,770)	(373,470)
(653,128)	Revenue Fund balance at start of year	(1,102,845)	(256,260)	(491,030)
(256,260)	Revenue Fund balance at end of year	(1,142,145)	(491,030)	(864,500)
141	Average no. of properties (New)	161	160	164
2,453	Average no. of properties (other)	2,408	2,419	2,404

Appendix B

HOUSING REPAIRS FUND

£

Balance at 1 April 2023	1,234,654
Contribution 2023/24	3,594,960
Expected Use of Fund - Housing Direct Works	(2,229,560)
Expected Use of Fund - Other Contractors	(1,272,970)
Expected Use of Fund - Departmental and Central Support	(613,420)
Balance at 1 April 2024	713,664
Contribution 2024/25	3,721,410
Expected Use of Fund - Housing Direct Works	(2,196,500)
Expected Use of Fund - Other Contractors	(888,000)
Expected Use of Fund - Departmental and Central Support	(636,910)
Balance at 1 April 2025	713,664

1502 - 1505 - HOUSING DIRECT WORKS				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2022/23	BUDGET	BUDGET	BUDGET
		2023/24	2023/24	2024/25
Employee Expenditure	959,238	995,830	1,243,970	1,207,090
Supplies & Services	476,851	465,670	565,450	585,050
Transport	125,364	115,660	161,310	131,120
GROSS EXPENDITURE	1,561,453	1,577,160	1,970,730	1,923,260
GROSS INCOME	(39,296)	(45,060)	(45,940)	(47,740)
NET CONTROLLABLE EXPENDITURE	1,522,157	1,532,100	1,924,790	1,875,520
Departmental Support	142,700	153,330	153,330	163,990
Central Support Services	111,390	147,500	147,500	153,700
Capital Charges	3,680	3,940	3,940	3,940
Net Costs to Repairs Fund	1,779,927	1,836,870	2,229,560	2,197,150

NORTH WARWICKSHIRE BOROUGH COUNCIL**HOUSING****FEEES AND CHARGES FROM 1 APRIL 2024**

	2023/24	2023/24		2024/25	2024/25	
	NET CHARGE	NET CHARGE	VAT RATING	NET CHARGE	NET CHARGE	VAT RATING
	£	£		£	£	
COMMUNAL CENTRES						
	Voluntary Groups	Private		Voluntary Groups	Private	
Communal Centres						
Use of lounge (per 2 hours)	5.00	10.00	Exempt	5.00	10.00	Exempt
Use of kitchen	1.00	2.00	"	1.00	2.00	"
Purpose Built Community Centres						
Use of lounge (per 2 hours)	7.50	15.00	Exempt	7.50	15.00	Exempt
Use of kitchen	1.50	3.00	"	1.50	3.00	"
Multi-Purpose Centres						
Use of lounge (per 2 hours)	10.00	20.00	Exempt	10.00	20.00	Exempt
Use of kitchen	2.00	4.00	"	2.00	4.00	"
GUEST BEDROOMS						
Per night	1.00	Exempt	1.00	1.00	Exempt	1.00
Per week	7.00	"	7.00	7.00	"	7.00
ALLOTMENT RENT						
Waverton Avenue, Warton	3.40	Exempt	3.40	3.50	Exempt	3.50
GARAGE PLOTS						
Bracebridge Road, Lister Road & St.George's Road, Atherstone						
NWBC council house tenants	26.00	Exempt	26.00	26.00	Exempt	26.00
Others	26.25	Incl. VAT at Standard Rate	31.50	26.25	Incl. VAT at Standard Rate	31.50
COUNCIL OWNED GARAGES						
NWBC council house tenants	7.58	Exempt	7.58	8.08	Exempt	8.08
Others	7.58	Incl. VAT at Standard Rate	9.10	8.08	Incl. VAT at Standard Rate	9.70

Proposed Cleaning Service Charges per week**Appendix E**

Name of Scheme	Cost Per Property	Cost per week (48 wks)	Cost Per Property	Cost per week (48 wks)
	2023/24	2023/24	2024/25	2024/25
	£	£	£	£
Alder Court and Heather Atherstone	118.11	2.46	124.16	2.59
Alexandra Court, Atherstone	118.11	2.46	124.16	2.59
St Benedicts Close, Atherstone	118.11	2.46	124.16	2.59
Welcome Street, Atherstone	118.11	2.46	124.16	2.59
Arden Forest Estate, Ridge Lane	118.11	2.46	124.16	2.59
Church Road/Long Street,Dordon	118.11	2.46	124.16	2.59
Chancery Court, Chapel End	118.11	2.46	124.16	2.59
Gramer Court, Mancetter	118.11	2.46	124.16	2.59
Monument View/Sycamore Ave Polesworth	118.11	2.46	124.16	2.59
Abbey Green Court, Polesworth	118.11	2.46	124.16	2.59
Jubilee Court, Kingsbury	118.11	2.46	124.16	2.59
Drayton Court, Hartshill	118.11	2.46	124.16	2.59
Eastlang Road, Fillongley	118.11	2.46	124.16	2.59
Hudson/Wall Avenue, Coleshill	118.11	2.46	124.16	2.59
Digby Road & Clinton Road, Coleshill	118.11	2.46	124.16	2.59
George Road, Water Orton	118.11	2.46	124.16	2.59
Church Hill Coleshill	118.11	2.46	124.16	2.59

Proposed Window Cleaning Charges per Week from April 2024

Appendix F

Name of Scheme	Cost Per Property	Cost per Week (48)	Cost Per Property	Cost per Week (48)
	2023/24	2023/24	2024/25	2024/25
	£	£	£	£
Alder Court and Heather Atherstone	38.00	0.79	39.38	0.82
Alexandra Court, Atherstone	25.09	0.52	25.20	0.53
St Benedicts Close, Atherstone	30.17	0.63	30.45	0.63
Welcome Street, Atherstone	51.11	1.06	52.50	1.09
Arden Forest Estate, Ridge Lane	27.25	0.57	26.51	0.55
Church Road, Dordon	35.06	0.73	25.57	0.53
Long Street, Dordon	35.00	0.73	26.78	0.56
St Leonards Close, Dordon	30.12	0.63	27.05	0.56
Chancery Court, Chapel End	34.15	0.71	29.56	0.62
Gramer Court, Mancetter	28.96	0.60	26.37	0.55
Joseph Cadman Court	31.29	0.65	25.65	0.53
Monument View/Sycamore Ave Polesworth	34.82	0.73	27.05	0.56
Abbey Green Court, Polesworth	28.22	0.59	26.08	0.54
Jubilee Court, Kingsbury	30.91	0.64	26.35	0.55
Oldbury View, Hartshill	37.00	0.77	28.35	0.59
Drayton Court, Hartshill	28.38	0.59	25.95	0.54
Eastlang Road, Fillongley	32.67	0.68	26.37	0.55
Hudson/Wall Avenue, Coleshill	36.00	0.75	26.37	0.55
Stewart Court Arley	9.67	0.20	15.23	0.32
Digby Road, Coleshill	36.56	0.76	26.95	0.56
Clinton Road, Coleshill	40.44	0.84	28.70	0.60
Delves Cresent, Wood End	36.00	0.75	27.83	0.58
George Road, Water Orton	36.44	0.76	25.90	0.54
Church Hill Coleshill	36.71	0.76	26.33	0.55

HOUSING REVENUE ACCOUNT (2024/25- 2027/28)

DESCRIPTION	ORIGINAL BUDGET 2024/25 £	ORIGINAL BUDGET 2025/26 £	ORIGINAL BUDGET 2026/27 £	ORIGINAL BUDGET 2027/28 £
EXPENDITURE				
Provision for Bad Debts (2%)	138,660	142,300	145,950	149,700
Repairs Fund				
Departmental Support Services	421,740	434,610	447,290	460,340
Central Support Services	226,960	223,960	230,150	236,540
Contribution to Fund	3,084,500	3,161,080	3,239,370	3,319,550
Management				
General Administration	761,690	763,430	767,530	787,660
Housing Register & Lettings	322,760	331,970	365,550	375,900
Tenancy & Estate Management	450,520	463,520	476,600	490,110
Rent Collection & Arrears	502,020	513,990	527,010	537,020
	-			
Tenant Participation	51,860	53,200	54,610	56,050
New-build properties	21,070	21,600	22,160	22,730
Flats & Communal Centres	480,630	493,610	510,230	527,500
Laundries	23,840	24,370	24,910	25,460
Cesspools and Management of Shops	28,830	29,450	30,180	30,910
Debt Management				
Interest on Loans (as per Business Plan) (External)	1,284,170	1,217,850	1,146,230	1,067,780
Interest on Loans (as per Business Plan) (Internal)	166,380	-	-	-
Revenue set aside (as per Business Plan) (External)	2,350,000	2,450,000	2,600,000	3,100,000
Revenue set aside (as per Business Plan) (Internal)	-	-	-	-
New External Borrowing	(1,500,000)	(1,300,000)	(1,300,000)	(2,000,000)
Interest on New Loans	296,080	579,160	637,270	695,470
Capital				
Capital Spend (as per Business Plan)	3,709,270	3,794,220	3,880,170	4,247,010
Capital Spend (as per Business Plan) - Additional Spend	-	-	-	-
Capital Spend - New Build and Reserve	1,331,890	1,358,530	1,385,700	1,413,410
Gross Expenditure	14,152,870	14,756,850	15,190,910	15,543,140
INCOME				
Service Charges - Leaseholders	46,470	46,470	46,470	46,470
Service Charges - Window Cleaning	14,820	15,260	15,720	16,190
Service Charges - Cleaning & Caretaking	57,480	59,200	60,980	62,200
Garage Rents	315,650	315,650	341,310	341,310
Shop Rents	103,900	103,900	103,900	103,900
Interest on Balances	122,080	97,810	94,500	77,010
Gross Rents (less voids @ 1.3%)	13,865,940	14,229,700	14,595,120	14,969,680
Gross Income	14,526,340	14,867,990	15,258,000	15,616,760
(Surplus)/Deficit for Year	(373,470)	(111,140)	(67,090)	(73,620)
Revenue Fund balance at start of year	(491,030)	(864,500)	(975,640)	(1,042,730)
Revenue Fund balance at end of year	(864,500)	(975,640)	(1,042,730)	(1,116,350)
Average no. of properties (other)	164	167	168	170
Average no. of properties (other)	2,404	2,389	2,374	2,359

HRA 3 Year Capital Programme 2024/25 to 2026/27

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	Total
		2024/25	2025/26	2026/27	3 Year Programme
Electrics	A scheduled programme to replace consumer units and to bring wiring in Council properties up to date.	309,000	315,180	321,480	945,660
Staffing	Housing officers who deliver the capital programme to Council properties.	330,590	340,970	350,770	1,022,330
Kitchens and Bathrooms	Replacement programme to ensure these facilities meet the Decent Homes Standard.	618,000	630,360	642,970	1,891,330
Heating	To replace heating systems which are at the end of their component life time, can't be repaired or to provide for controllable systems to meet the Decent Homes Standard.	515,000	525,300	535,810	1,576,110
Windows	Programmes of window and door replacements to address older installations that are not energy efficient and those that are defective.	257,500	262,650	267,900	788,050
Fire Doors	A programme of inspection and replacement to ensure fire doors are effective	206,000	210,120	214,320	630,440
Energy Saving Measures	External Wall Insulation and Loft Insulation programmes to ensure properties meet the necessary levels for energy usage.	257,500	262,650	267,900	788,050
Adaptations	Undertake adaptations to properties to improve accessibility in accordance with recommendations from social care assessors.	206,000	210,120	214,320	630,440
Roofing	To replace roofs (flat or pitched) which do not meet the Decent Homes Standard and cannot be repaired to extend their use.	412,000	420,240	428,640	1,260,880
Improvement works for blocks of flats - external and common areas	In 2019 we started a rolling priority programme of remedial works to blocks of flats. The works will deal with blocks of flats that require extensive structural repairs.	618,000	630,360	642,970	1,891,330
New Build Schemes	Funding to progress new schemes.	1,331,890	1,358,530	1,385,700	4,076,120
Multi Trade Contract	To cover a range of capital works including remedial work following fire risk assessments and schemes for garages and sheltered scheme communal rooms as well as external works and structural works.	360,500	367,710	375,060	1,103,270
TOTAL HRA EXPENDITURE		5,421,980	5,534,190	5,647,840	16,604,010

HRA 30 Year Business Plan - 2023/24 to 2052/53

30 year total	SELF FINANCING Operating Account	HRA	2023/24 to 2027/28	2028/29 to 2032/33	2033/34 to 2037/38	2038/39 to 2042/43	2043/44 to 2047/48	2048/49 to 2052/53
(618,862)	Gross income		(73,286)	(83,852)	(94,981)	(107,532)	(121,651)	(137,560)
	Expenditure							
113,385	Management (incl DME)		13,482	15,374	17,394	19,679	22,266	25,190
151,174	Maintenance		19,081	21,359	23,645	26,165	28,937	31,987
5,962	Bad debt provision		706	806	914	1,036	1,172	1,328
270,521	Operating expenditure		33,269	37,539	41,953	46,880	52,375	58,505
(348,341)	Net Cost of Services		(40,017)	(46,313)	(53,028)	(60,652)	(69,276)	(79,055)
26,990	Interest payments		8,646	8,516	6,848	2,889	91	0
(10,827)	Interest received		(532)	(386)	(430)	(523)	(2,554)	(6,402)
(332,178)	Net operating expenditure		(31,903)	(38,183)	(46,610)	(58,286)	(71,739)	(85,457)
46,680	Revenue set aside (debt repayment)		12,850	19,130	0	14,700	0	0
0	New Borrowing and Repayments		(12,700)	(10,350)	16,250	6,800	0	0
202,402	Direct revenue financing (RCCO fund cap Prog)		30,917	29,366	29,072	32,934	37,434	42,679
(83,096)	In year (surplus)/deficit		(836)	(37)	(1,288)	(3,852)	(34,305)	(42,778)
	HRA reserve b/fwd (-ve = Surplus)		(256)	(1,092)	(1,129)	(2,417)	(6,269)	(40,574)
	HRA reserve c/fwd (-ve = Surplus)		(1,092)	(1,129)	(2,417)	(6,269)	(40,574)	(83,352)
	CAPITAL PROGRAMME							
182,654	Expenditure (Cap spend with Inflation)		27,335	23,671	26,011	30,155	34,957	40,525
31,341	New Build		5,490	7,615	4,991	4,718	4,423	4,104
	Financed by...							
0	Allowable debt from receipts		0	0	0	0	0	0
11,593	RTB receipts and other resources		1,908	1,920	1,930	1,939	1,946	1,950
202,402	Direct revenue financing		30,917	29,366	29,072	32,934	37,434	42,679
213,995	Total financing		32,825	31,286	31,002	34,873	39,380	44,629

Risk Analysis

	Likelihood	Potential impact on Budget
Change in interest rates	High	Medium
Reduction in rent levels	Medium	Medium
Increase in capital expenditure	Medium	Medium
An increase in the demand for repairs	Medium	Medium
Reduction in Housing Direct Works performance	Low	Medium
Asbestos removal	Medium	Medium
The impact of the Social Housing White paper	High	Medium

Agenda Item No 8

Resources Board

29 January 2024

**Report of the
Interim Corporate Director
(Streetscape)**

**Land at Trinity Road – Use of
Urgent Business Powers**

1 Summary

- 1.1 This report seeks the Board’s endorsement of action taken under the Chief Executive’s Urgent Business Powers to dispose of land at Trinity Road, Kingsbury, and asks Members to approve that the Chief Executive has the power to dispose of this land accordingly.

<p>Recommendation to the Board</p> <p>That the action taken under the Chief Executive’s Urgent Business Powers to dispose of land at Trinity Road be approved.</p>
--

2 Consultation

- 2.1 The leader of the Council and all local Ward members have been consulted on the content of this report.

3 Report

- 3.1 The council has been approached in the last few months regarding the possible sale of a strip of land off Trinity Road at Kingsbury. This land abuts the railway line and Network Rail have asked if the council would be prepared to dispose of it as soon as practicable to create a hard standing and refuge area to protect the health and safety of employees working in and around the line – see Appendix A.

...

- 3.2 The land is a grassed bund and is not suitable for any future development or community use. Officers across the council were consulted and no other future usage requirements were identified.

- 3.3 The Facilities Manager commissioned a valuation report on the land which is attached as Appendix A. The report values the site at £2,000 Ex VAT.

- 3.4 Given that the land has no future purpose for the Council; alongside Network Rail’s desire to upgrade their health and safety in this location, it is proposed that the chief Executive be granted urgent powers to dispose of the land for

the sum of £2,000 Ex Vat plus all associated legal and disposal costs to be covered by Network Rail to cover all the council's costs in full.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The Facilities Manager commissioned a valuation report on the land which is attached as Appendix A. The report values the site at £2,000 Ex VAT.

4.1.2 The sale value to Network Rail will include the land value plus all associated legal and disposal costs that the council will incur.

4.2 Safer Communities Implications

4.2.1 The land is to be used to provide a safer working environment for employees of network Rail.

4.3 Legal and Human Rights Implications

4.3.1 None recorded.

4.4 Environment and Sustainability Implications

4.4.1 None.

4.5 Human Resources Implications

4.5.1 There is no human resource implication arising directly out of this report.

4.6 Risk Management Implications

4.6.1 The corporate risk management process identifies and scores risks associated with the provision and maintenance of green space, including play areas. Services must manage operational risks to be as low as practicably possible. Implementation of the Play Area Development Programme is a control measure that helps to maintain low risk scores, as set out in the report to the Community and Environment Board in October 2015.

4.7 Equalities Implications

4.7.1 None.

4.8 Links to Council's Priorities

4.8.1 The Council is required to demonstrate best value in relation to the management of its assets and links to the corporate priority in respect of Responsible financial and resource management.

The Contact Officer for this report is Cath James (719295)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

none			

**A REPORT AND VALUATION
UPON
A PARCEL OF LAND OFF TRINITY ROAD
AND ELM TREE CLOSE KINGSBURY B78 2JG**



Prepared upon behalf of:-

North Warwickshire Borough Council
Council House
South Street
Atherstone CV9 1DE

Upon instructions from:-
Mr Chris Jones
Facilities Manager

RDC/JRS/R27699
24.11.23

REGULATED BY RICS
PRINCIPAL: RICHARD D. CALDER, B.S.C., (Est. Man), F.R.I.C.S.
RICS REGISTERED VALUER
REGISTERED NUMBER 10698859 ENGLAND

3 VICTORIA ROAD TAMWORTH
STAFFORDSHIRE B79 7HL
TELEPHONE: 01827 61144 FACSIMILE: 01827 310820

E-mail: enquiries@calderssurveyors.com
www.calderssurveyors.com



1. **ACKNOWLEDGEMENT OF INSTRUCTIONS**

- 1.1 It is understood that this report is required to provide an opinion of the current market value of the subject parcel of land as described herein on a tenure of freehold with assumed vacant possession.
- 1.2 The report is prepared in accordance with verbal instructions received from Mr Chris Jones of North Warwickshire Borough Council, by email, on 8th November 2023. The report is prepared by Richard D. Calder BSc, FRICS, RICS Registered Valuer 0058364 whom has the necessary experience and is furthermore based on an inspection of the land made on 21st November 2023.
- 1.3 The approach and reasoning adopted in the preparation of the opinion given in this report is by an analysis and appropriate adjustment of the results of transactions of similar or comparable parcels of land within the nearby area.
- 1.4 It is confirmed that we act as external valuers and have no conflict of interest in accepting these instructions.
- 1.5 This report is not intended as a ground investigation survey and is subject to our conditions of engagement as are appended hereto and as may have been given previously either verbally or in writing.

2. **VALUATION**

2.1 In our opinion the current market value of the subject parcel of land, as described herein on a tenure of freehold with vacant possession, in a condition as at the date of our inspection is £2,000 (two thousand pounds) net of any applicable value added tax.

A handwritten signature in blue ink, appearing to read 'Richard D. Calder', is centered on the page. The signature is written in a cursive style and is positioned above a horizontal line.

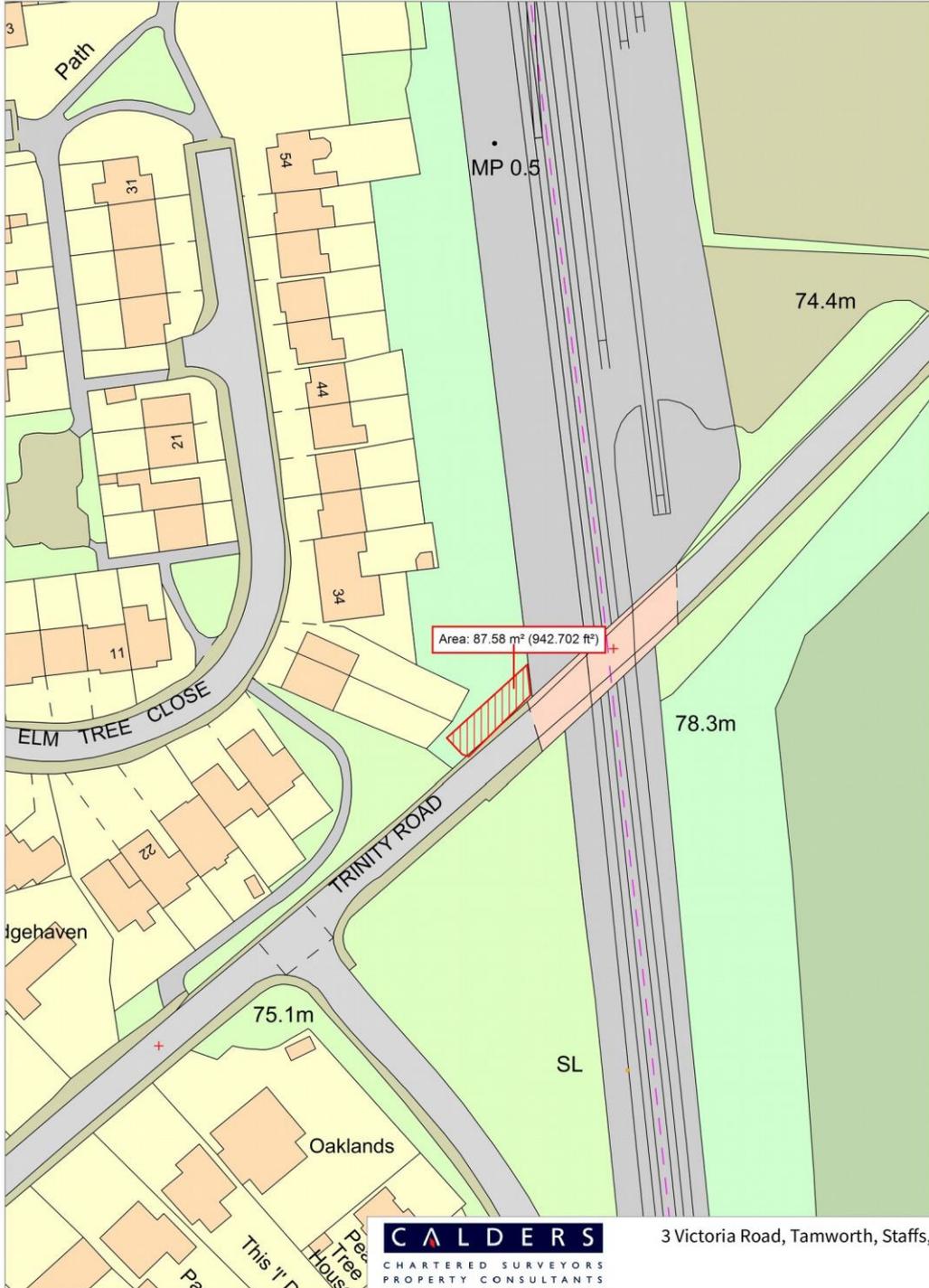
.....
RICHARD D. CALDER BSc. FRICS RICS REGISTERED VALUER 0058364
FOR AND ON BEHALF OF CALDERS CHARTERED SURVEYORS

RDC/JRS/R27699
24.11.23

3. **DESCRIPTION**

- 3.1 A portfolio of photography, taken at the date of inspection follows hereto together with an Ordnance Survey based plan upon which the subject parcel of land is shown outlined and hatched in red.
- 3.2 This has been digitally calculated to have an area of 87.5 square meters (942 sq.ft) or thereabouts.
- 3.3 The land is overgrown including semi matured trees and assuming access can be gained to it the majority of potential users would have to incur a clearance cost to allow beneficial use.
- 3.4 It is not clear whether there is any practical and legal access to the land. It is not possible to access it from Trinity Road which is on an embankment adjacent to the land and there is a significant drop to the height to the land itself from the road surface.
- 3.5 For the purposes of inspection the land was approached over the grassland adjacent to the public footpath running between Elm Tree Close and Trinity Road but this is assumed not to be publicly adopted and furthermore, therefore, the subject land has no existing rights for pedestrians or vehicles to approach it.
- 3.6 It is further assumed that there are no service connections to the land.





CALDERS
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PROPERTY CONSULTANTS
01827 61144
3 VICTORIA ROAD TAMWORTH

3 Victoria Road, Tamworth, Staffs, B79 7HL

0182761144

calderssurveyors.com

Client: **NWBC**

Project: **Land off Em Tree Close Kingsbury B78 2JG**

Title: **site plan**

Scale: 1:1250 @A4

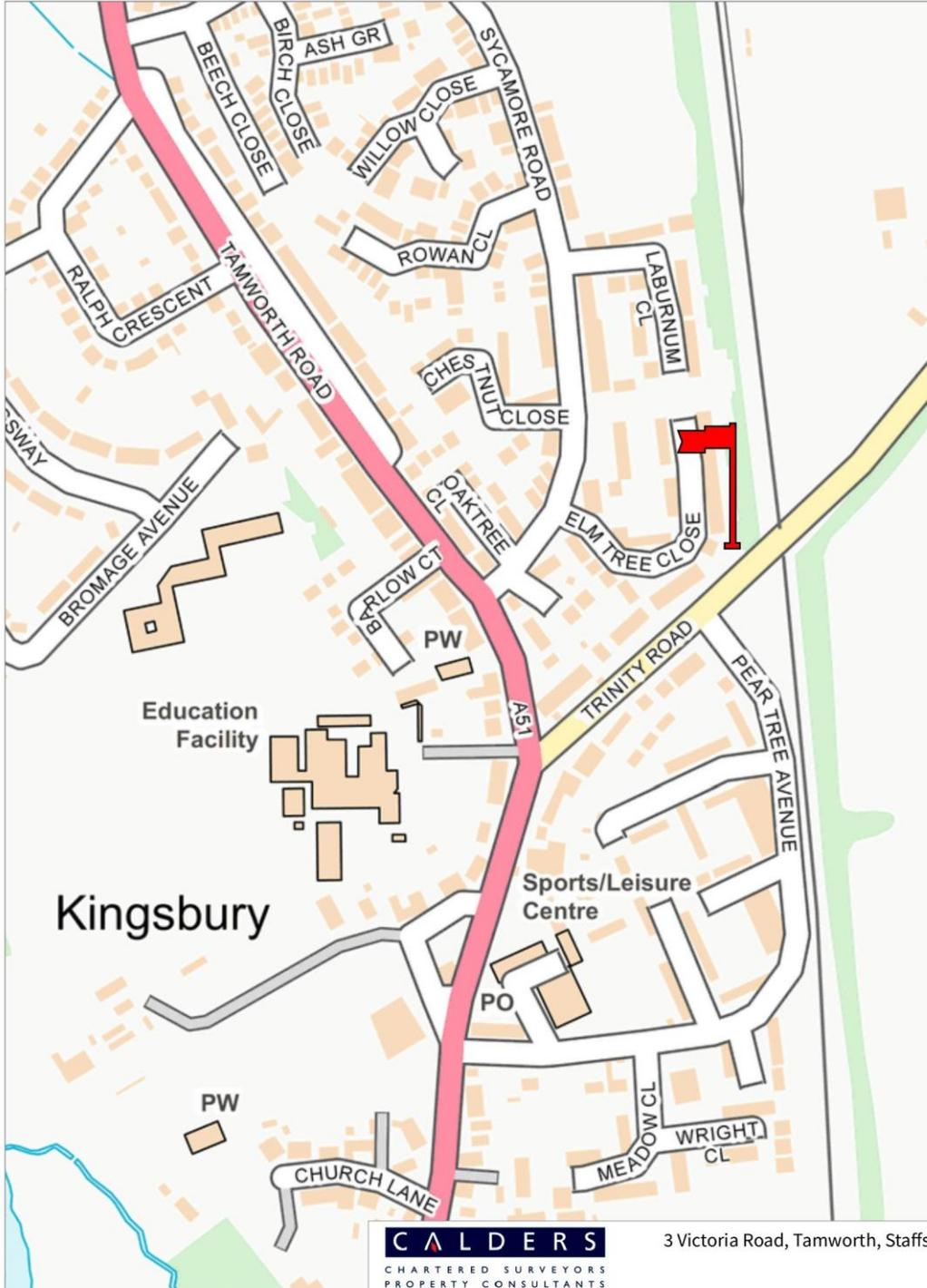
Date: 23 Nov 2023

Drawn By: rdc

Drawing No:

4. **LOCATION**

- 4.1 A location plan follows hereto.
- 4.2 The subject parcel of land is situated on the eastern outskirts of the village of Kingsbury and adjoins a main railway line to the eastern boundary an elevated public highway (Trinity Road) to the southern boundary, further open land to the northern boundary, and cultivated grassland adjoining the public footpath to the western boundary.
- 4.3 There is existing private housing to the north and west of this land.



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Client: **NWBC**

Project: **Land off Elm Tree Close Kingsbury**

Title: **location**

Scale: 1:5000 @A4

Date: 23 Nov 2023

Drawn By: rdc

Drawing No:

5. **CONDITION AT THE DATE OF OUR INSPECTION**

5.1 The land was overgrown with scrub and semi mature trees and uncultivated.

6. **TENURE**

- 6.1 It is understood from our instructing client that they North Warwickshire Borough Council own the freehold interest with vacant possession in this land.
- 6.2 At the date of our inspection there was no sign of occupation.
- 6.3 No formal legal report upon the title to the land has been seen for the purpose of this report.

7. **PLANNING**

- 7.1 No formal planning investigation has been undertaken for the purposes of this report but we are advised by our instructing client that informal discussions with the NWBC Planning Department indicate that there are no development possibilities for this land in isolation.
- 7.2 In our opinion this would appear to be a practical conclusion.

8. **COMMENT**

- 8.1 On the basis that the assumptions stated within this report are correct, there is in our opinion no practical open market for this land because of the lack of a practical and legal access.
- 8.2 Therefore any potential transaction is limited to adjacent owners being either Network Rail, or the owners of adjacent housing and in particular numbers 30 or 32 Elm Tree Close, although, from the title plan provided, it would seem that there may be a strip of land between the back gardens of these two houses and the subject land which is in a different ownership. However, we suspect the owners of these two houses assuming interest in principle, would take a 'view' upon that point.
- 8.3 Given the relatively low value advised for this land this report assumes that the purchaser will be responsible for refunding to North Warwickshire Borough Council their reasonable valuation and legal fees incurred in connection with the transaction.

9. **EXECUTIVE SUMMARY**

a) **Valuation**

£2,000.00 (two thousand pounds) net of any applicable Value Added Tax.

b) **Tenure for Valuation**

Freehold with assumed vacant possession

c) **Summary Statement of Condition**

Overgrown

d) **Summary Planning Use**

General Industrial

e) **Summary Planning Use**

Landscape buffer

f) **Brief Description**

A parcel of land having an area of 87.5 sq.m.(941 sq.ft) or thereabouts

g) **Suitability for Purpose of Valuation**

Suitable

h) **Summary Comment**

A parcel of land seemingly with no practical access nor service connections and in need of expenditure to bring it to any form of use. It therefore has an extremely limited market.

**CONDITIONS AND STIPULATIONS OF
ENGAGEMENT**

CONDITIONS AND STIPULATIONS OF ENGAGEMENT

1. **Date of Valuation:**

All figures in the valuation are taken as at 24th November 2023.

2. **Information:**

All information supplied by you/your Company/the Company's solicitors/the officers of the Company/etc. has been accepted as being correct, except where otherwise stated.

3. **Tenure and Title Deeds:**

We understand from Mr Chris Jones of NWBC that the land is held freehold. We have not inspected any original Title Deeds or documents or land registry certificates, leases or ground leases and it is consequently assumed that the property is free from any onerous covenants, easements or other undisclosed restrictions or liabilities including mortgages which may adversely affect the value.

4. **Plans:**

Plans for identification purposes only is attached.

5. **Ground Conditions:**

Mining, geological and soil investigation reports have not been undertaken, nor have any such reports been inspected. It is, therefore, not possible for us to certify that all land is capable of development at a reasonable cost for the use for which it is zoned. We have made our instructing client aware of any concerns that we may have or have observed during the course of our inspection.

Either:

- (a) We are not aware of the content of any environmental audit or other environmental investigation or soil survey which may have been carried out on the property and which may draw attention to any contamination or the possibility of any such contamination. In undertaking our work we have been instructed to assume that no contaminative or potentially contaminative uses have ever been carried out in the property. We have not carried out any investigation into past or present uses either of the property or of any neighbouring land to establish whether there is any contamination or potential contamination to the subject property from these uses or sites and have therefore assumed that none exists.

However, should it be established subsequently that contamination, seepage or pollution exists at the property or on any neighbouring land or that the premises have been or are being put to a contaminative use this might reduce the values now reported.

6. **Harmful or Hazardous Materials:**

We have not arranged for any investigation to be carried out to determine whether or not any deleterious or hazardous materials such as asbestos were used in the construction of this property or have since been incorporated and we are therefore unable to report that the property is free from risk in this respect. Our valuation assumes that such investigation would not disclose the presence of any such material unless concerns discovered during our inspection have been reported to our client and an alternative basis to proceed upon has been agreed. However should it be established subsequently that any hazardous materials including asbestos are present within the property this might reduce the values now reported.

7. **Town Planning:**

From our verbal enquiries, we understand that the property is in an area zoned for business and housing. Oral enquiries only have been made about contingent liabilities such as road widening, road charges, redevelopment proposals etc. and the possible effect of any Town Planning restrictions. A local search has not been submitted nor any previous such documents inspected. Nor have adopted or draft planning policy documents been inspected.

It is assumed that the buildings have been constructed in accordance with valid Town Planning Consents and Building Regulation Approvals to the full satisfaction of the Local Authority and that there are no outstanding statutory or other notices in connection with the property nor its present intended use.

8. **Reproduction and Use:**

Neither the whole nor any part of this valuation report or any reference hereto may be included in any published document, circular or statement or published in any way without the Valuer's written approval of the form and context in which it may appear.

This valuation report is provided for the stated purpose and for the sole use of the named client. It is confidential to the client and his professional advisers and the Valuer accepts no responsibility whatsoever to any other person.

9. **Value Added Tax:**

All valuation figures shown in this report are exclusive of Value Added Tax (if applicable)

10. **Standards:**

This opinion has been undertaken in accordance with The Royal Institution of Chartered Surveyors Appraisal and Valuation Standards (the Red Book).

Agenda Item 9

Resources Board

29 January 2024

Report of the Director of Housing

Private Sector Shared Service

1 Summary

- 1.1 The Council has a shared service with Nuneaton and Bedworth Borough Council to deliver its private sector housing condition oversight and enforcement duties. This report informs the Board about the current position for the service and proposes a change.

Recommendation to the Resources Board

- a That the work undertaken by the Private Sector Housing shared service be noted; and**
- b That the proposal to bring the service back in house be agreed; and**
- c That a growth bid in 2024/25 for £25,000 be agreed to cover the additional costs of bringing the service in house.**

2 Consultation

- 2.1 The Housing Task and Finish Group support, in principal, the proposal to bring the Private Sector Housing Team back in house.

3 Introduction

- 3.1 The Council has had a service level agreement with Nuneaton and Bedworth Borough Council to provide a reactive private sector housing service to meet statutory regulations on behalf of the Councils since April 2019. The Agreement does not make any provision for strategic direction or oversight of house conditions generally.
- 3.2 The Housing Act 2004 and other legislation set out requirements on local housing authorities about housing conditions in their district. Requirements include dealing with dwellings that fail to meet the minimum standard for housing, oversight and licensing of Houses in Multiple Occupation, licencing for mobile homes sites, the need for provision of assistance with housing renewal and the need to assist with the adaptation of dwellings for disabled persons. Operational matters to deliver these requirements are undertaken by the shared services.

- 3.3 The Nuneaton/North Warwickshire Private Sector shared service is reactive. The service acts on reports (usually by tenants) about the poor condition of private sector tenancies and ensures Houses in Multiple Occupation meet the standards required by regulations. It also undertakes licence inspections of mobile home sites. The only proactive part of the current service is the delivery of grants for private owners to improve the energy efficiency of their homes.

4 Service Activity

- 4.1 There are 43 Houses in Multiple Occupation in the Borough. Each of these is actively monitored by the Private Sector Housing team to ensure that they are safe and meet regulatory standards.
- 4.2 During the first three quarters of this year the team acted on 37 requests for service by privately renting tenants. They had cause to serve one enforcement notice. Usually landlords respond positively to contact by the team when their tenant has raised a concern. The assessment of condition is based on the Housing Health and Safety Rating System for hazards.
- 4.3 Whilst most of the work of the shared service is reactive the partnership has been successful in attracting funding to help private owners to improve the efficiency of their homes over the last three years. This has allowed some owners to take up grant funding to install measures such as external wall insulation. There are a range of funding schemes – ECO4, LAD3 (Local Authority Delivery), HUG1 (Home Upgrade Grant)– that the Councils have engaged with successfully and delivered against. The new funding stream is HUG 2. The mechanisms for delivery are prescribed and subject to detailed reporting and there is no take up by the private rented sector. Nonetheless it is important for the Council to engage with these opportunities and promote them with residents. As part of the grant schemes funding is provided for staff resource to manage applications and administration.

5 Proposal

- 5.1 The delivery provided by the shared service has been uneven because of difficulties in recruitment. The Board will note that the number of service requests from private sector tenants is not high. This means that it has been manageable by the service but whilst not high the response and ongoing management of a case is important – in regulatory terms and for those tenants trying to get their landlord to act to improve the condition of the property.
- 5.2 Following the Coroner's report about the death of Awaab Ishak, Government has been considering how to respond with the introduction of new legislation. Consultation has been launched for new, statutory requirements for social housing landlords. In January 2023 the Department for Levelling Up, Housing and Communities has asked Local Authorities to account for their activity and intervention into private sector house conditions. It is expected that the Department will give guidance about responding to house conditions in the private housing sector in due course. Prompt and assured response to requests for help and intervention continue to be important. We also need to consider how the service can be facilitated to be more proactive.

- 5.3 Whilst anticipating possible changes to regulation this report is concerned with how the private sector housing service delivers now. Staff turnover and lack of resilience in the team has reduced the ability of the Director of Housing to provide oversight for this service and for some cases which have been come to her attention there are concerns about case management. A recent Freedom of Information request and enquiry by a Planning Officer revealed that public information provided about Houses in Multiple Occupation was not correct.
- 5.4 As noted elsewhere on this agenda a renewed national focus on house conditions in the private sector links strongly with the Housing Regulator's new Consumer Standards and forthcoming statutory requirements on social housing landlords to respond in a prescribed manner to reports of damp and mould. The appointment of a Maintenance Manager provides an opportunity to bring the delivery of statutory services for rented properties in the private sector back in house. There are some clear synergies in how both services assess the condition of properties and ensure compliance with statutory requirements. The Maintenance Team will be in a strong position technically to assess housing conditions in the private sector and, with the appointment of a professionally qualified manager to deliver the private sector housing service, the Director of Housing can work in liaison with the Environmental Health and Planning Teams to provide for the enforcement element of the service. Having this service at arms length from the Council has caused it to be disconnected from complimentary services – Housing Options, Planning and Environmental Health. This proposal will provide a more joined up response to delivery.
- 5.5 An in house private sector housing service would work in conjunction with the HEART partnership. The condition of their property is the responsibility of the owners however the Council can offer means tested interventions through the HEART service.
- 5.6 The Service Level Agreement had a three year term. Nuneaton and Bedworth Borough Council have asked whether the Council will be renewing the agreement. If the Board agrees with this proposal we will propose giving 3 months notice to allow for recruitment and services and systems to be established.
- 5.7 Nuneaton and Bedworth are reviewing how they deliver their private sector housing service. The alternative option would be to engage with them to understand their proposal and seek to renew the service level agreement and make it more robust. The current agreement provides for a reactive service only and that has been unevenly delivered. There is no provision for strategic oversight or direction which remains with this Council this could be part of the considerations.

6 Report Implications

6.1 Financial and Value for Money

6.1.5 The Council pays £75,000 to Nuneaton and Bedworth Borough Council for them to provide private sector housing services. This funding would be used to recruit staff to establish an in-house, reactive service initially. It is expected that to bring the service in house to meet statutory obligations a budget of £100,000 would be required, requiring a growth of £25,000 in the budget. Further funding may be required if the Council decides to develop a proactive service but that is not specifically proposed in this report and will probably only be affordable if Government provides additional funding for these services. In addition, grant funding has been provided for the delivery of energy efficiency measures into private properties. To date this has been given to Nuneaton and Bedworth to deliver these services. Bringing the service back in house would allow the Council to make use of grant funding directly if future opportunities are taken up.

6.1.6 There is an opportunity to cover some of our costs with fees and charges made for the services provided. These have been reviewed recently and are shown in the relevant report for fees and charges to the Community and Environment Board. Charges can be made for licensing activity to mobile home sites and Houses in Multiple Occupation as well as penalty charges. As mentioned above, the use of the provision currently in the contingency for the remaining cost would mean there is no impact on the Council's overall financial position.

6.1.7 Funding for staff/ administrative support for Green Homes initiatives is provided as part of the overall funding package. To date £23,000 has been provided for HUG and £28,500 for LAD 3 and is funding the team resource used by Nuneaton to deliver the grant and works.

6.2 Legal and Human Rights Implications

6.2.1 The legislation regarding Disabled Facilities Grants is principally contained in the Housing Grants, (Construction and Regeneration Act 1996) and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. Formal guidance on delivery was provided in March 2022 by the Department for Levelling Up, Housing and Communities and Department of Health and Social Care published guidance for 'Disabled Facilities Grant delivery' which local authorities must consider in exercising its functions under this legislation.

6.2.2 The partnership arrangements ensure that all the Local Authorities involved can contribute to the Care Act 2014 principle of universal assessment of need.

6.2.3 The shared service provisions must comply with Section 101 of the Local Government Act 1972 and the Local Government (Arrangements for the Discharge of Functions) (England) Regulations 2012 specifically, in addition to any contractual arrangements between the authorities concerned, the Council must delegate the relevant functions to the host authority so that officers appointed to deliver the services may lawfully exercise those functions. Only

Full Council may delegate functions to another local authority. Accordingly, if Board agrees to renew the current arrangement, it will also need to recommend that Council delegates these functions accordingly. The requirement to review and affirm these delegations is further emphasised by the implementation of additional legislation since the arrangements were initially made.

6.2.4 The “Integration and Better Care Fund planning requirements document for 2017 -19” explicitly states that the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 enables authorities to use specific funding for wider purposes and it invites Council to act to use the funding to improve delivery and reduce bureaucracy involved in the grant application process.

6.2.5 The work undertaken by the Private Sector Housing Team is regulated by the Housing Act 2004 and the Landlord and Tenant Act 1985 which has been updated in the Homes (Fitness for Human Habitation) Act 2018, along with various regulations made under those and other Acts. The Council must ensure that any arrangements for the shared service properly delegate those powers to the authority carrying out that role.

6.3 Human Resources Implications

6.3.1 To date Nuneaton and Bedworth Borough Council have provided a private sector housing service as part of the HEART management structure. They have undergone their own review and decided to provide the service as a separate endeavour given the likelihood of new legislation to dictate how services should be provided. The Director of Housing has not been provided with any detail about how the service will be delivered or overseen. The manager of the service left in September 2023 and has not been replaced. The Senior officer for the service has now resigned and will be leaving this month.

6.3.2 If the Service Level Agreement with Nuneaton and Bedworth Borough Council is ended and the Private Sector Housing Team is established in house there may be TUPE implications. This will be explored with Nuneaton and Bedworth Borough Council if the proposal is agreed.

6.3.3 When the service was managed by the Council prior to 2019 there was a manager in post, an Environmental Health Officer and a Technical Officer. To bring the service back in house under the management of the Maintenance Manager we expect to recruit a Senior Environmental Health Officer and a Technical Officer.

6.4 Environment and Sustainability Implications

6.4.1 By supporting people to be able to live independently the Council is contributing directly towards the developing healthier communities’ priority of the Health and Well Being Strategy.

6.4.2 Improvements to the HEART and continued delivery of this service should provide our customers with consistent information, advice and adaptations that will assist in improving their quality of life.

6.4.3 The improvement of home efficiency through measures such as improved insulation and ventilation will likely provide a reduction on the emissions of homes. Whilst private tenancies are not represented in the council's own carbon emissions reducing emissions across the region is required to meet national net-zero targets and halt climate change.

6.5 Equality Implications

6.5.1 The aim of the HEART is to improve the delivery of the Disabled Facilities Grants service both in quality and timescales and offer a holistic assessment which is much more than just delivering adaptations. This should result in a positive impact for people with disabilities and other service users as defined under the protected characteristics in the Equality Act 2010.

6.5.2 The service aims to improve the quality of life and social justice for residents in the north of the County so it is much closer to that enjoyed by the rest of Warwickshire it also aims to provide a choice of housing to meet the needs of the residents of the Borough. In addition, we are working in partnership to improve health and reduce health inequalities for residents in the Borough

6.6 Risk Management

6.6.1 If the proposal is agreed the Council will be setting up a new service. Recruitment will be required and this might take time. Arrangements will have to be in place to deliver statutory duties. Responding to concerns from private tenants and necessary inspections can be undertaken by technical officers until we recruit. Agency staff will be used until permanent staff are recruited.

The Contact Officer for this report is Angela Coates (719369).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
Disabled Facilities Grant delivery – Guidance for Local Authorities	DLUHC & Department of Health and Social Care	Government Guidance	2022

Agenda Item No 10

Resources Board

29 January 2024

Report of the
Interim Corporate Director – Resources
(Section 151 Officer)

General Fund Revenue Budget -
2023/24 Revised and 2024/25
Estimates - Services Recharged
Across All Boards

1 Summary

- 1.1 This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28.

Recommendation to the Board

- a To approve the revised for 2023/24; and
- b To approve the 2024/25 estimates, as presented in this report for inclusion in the overall Tax Set 2024/25 report for Executive Board on 12 February 2024.

2 Introduction

- 2.1 In consultation with the budget officers and Directors, this report presents the Resources Board estimates for the services recharges across all boards for 2024/25 along with the revised budgets for 2023/24, the detailed figures are in in Appendices A and B.

- 2.2 At its meeting in November 2023, the Executive Board agreed the Medium Term Financial Strategy (MTFS) for 2024-2028, which required savings of £2 million over a four-year period. This required budget savings of £500,000 in 2025/26 with additional savings of £500,000 in 2026/27 and £1 million in 2027/28. A savings target was not included for 2027/28 at that time. Only limited growth was built into the strategy therefore any additional expenditure will impact on the funding position.

- 2.3 The figures for the revised 2023/24 and the estimates for 2024/25 are presented in Table 1. The summary figures are presented at subjective level. Appendix A and B provide a more detailed breakdown of the figures. (The detailed cost centre pages are available but are not included as part of this report).

Table 1 - A Summary of the Resources Board recharges Services budgets at subjective analysis level.

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
Employee Costs	8,772,700	8,750,570	9,225,760
Premises Related	686,360	686,230	630,340
Supplies and Services	1,059,670	1,058,990	1,301,580
Transport	713,210	755,600	732,690
Miscellaneous Expenditure	-	-	-
Earmarked Reserves	(46,920)	(46,920)	(41,500)
Gross Expenditure	11,185,020	11,204,470	11,848,870
Income	(250,490)	(250,490)	(242,160)
Net Controllable Expenditure	10,934,530	10,953,980	11,606,710
Recharged to Other Services	(13,146,490)	(13,165,940)	(13,946,590)
Departmental Support	30,320	30,320	32,250
Central Support Charges	1,760,380	1,760,380	1,886,370
Capital Charges	421,260	421,260	421,260
Net Expenditure	-	-	-

3 Comments on the 2023/24 Revised Budget

- 3.1 The revised budget shown above to be recharged across all Boards for 2023/24 is estimated to be £13,165,940; an increase of £19,450 on the approved provision. This increase doesn't include the additional pay award costs as they are not allocated out to the recharged services during the year and are budgeted elsewhere. They are included in the Interim Corporate Director - Resources report on the General Fund Revenue Estimates 2024/25 Summary presented to the Executive Board 12th February.

4 Comments on the 2024/25 Estimates

- 4.1 The 2024/25 estimates have been prepared, considering the following assumptions:
- A 4% pay award from 1 April 2024;
 - Inflationary increases of 3% in supplies and services; and
 - An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda
- 4.2 The original budget to be recharged across all Boards for 2024/25 is estimated to be £13,946,590; an increase of £780,650 on the 2023/24 revised budget. The main variations from the revised estimate are set out below.

- 4.3 Employee costs have increased by £475,190 relating primarily to the increase included for the 2024/25 pay award and any required increments within the pay-scales. This budget includes a high number of employees therefore any percentage increase will be material.
- 4.4 Premises costs have decreased by £55,890 relating primarily to gas and electricity budgets for Council Offices and Depot, where these were previously increased above normal inflation.
- 4.5 Supplies and Services expenditure has increased by £242,590. In addition to general inflationary increases, there are increased software costs relating to the new financial management system and an increase of £101,800 in the corporate subscriptions for software systems which are essential for delivering Council Services. Along with these costs there is also an additional £41,220 paid out for housing services.
- 4.6 Transport costs have decreased by £22,910. In addition to normal inflationary increases, additional provision has been made for fuel, insurance and overheads, reductions have been assumed in maintenance due to newer vehicles and reductions in hired fleet.
- 4.7 Departmental and Central Support charges have increased by £172,920 due to pay award and increments, and increased accommodation costs.

5 Risks to Services

- 5.1 The key risks to the budgetary position of the Council from services covered by this report are:
- Higher pay awards than have been included in the budget and ongoing forecasts
 - Additional increases in pension contribution rates above those already included
 - Continued volatility in utility markets (electricity, gas and water)
 - Changes in legislation that affect service delivery and/or software requirements
 - Above inflation increases in vehicle replacements and running costs
 - Increased insurance costs at the next contract renewal, above those assumed.

6 Future Year Forecasts

...

- 6.1 In order to assist with medium-term financial planning, Members are provided with budgets for the three years following 2024/25. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2025/2026	Forecast Budget 2026/2027	Forecast Budget 2027/2028
	£	£	£
Employee Costs	9,453,580	9,734,360	10,001,180
Premises Related	650,190	670,770	692,140
Supplies and Services	1,299,180	1,330,260	1,362,670
Transport	744,030	759,280	774,690
Miscellaneous Expenditure	-	-	-
Earmarked Reserves	(42,940)	(44,650)	(47,360)
Gross Expenditure	12,104,040	12,450,020	12,783,320
Income	(251,840)	(261,910)	(272,380)
Net Controllable Expenditure	11,852,200	12,188,110	12,510,940
Recharged to Other Services	(14,231,110)	(14,620,510)	(14,998,350)
Departmental Support	33,230	34,170	35,160
Central Support Charges	1,924,420	1,976,970	2,030,990
Capital Charges	421,260	421,260	421,260
Net Expenditure	-	-	-

6.2 The forecasts given above have used several assumptions, which include pay awards of 4% in 2025/26 and 3% in 2026/27 & 2027/28, increases in premises costs of 3-5%, increases in supplies and services of 3% in 2025/26 and 2% in 2026/27 and 2027/28. In total, the amount recharged to services is expected to increase by 1.45% in 2025/26, 2.72% in 2026/27 and 2.58% in 2027/28.

6.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

7 Report Implications

7.1 Finance and Value for Money Implications.

7.1.1 As detailed in the body of the report.

7.2 Environment and Sustainability Implications

7.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

7.3 Risk Management Implications

7.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Alison Turner (719234).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Resources (Recharged) Board: Total

Appendix A

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	8,772,700	8,750,570	9,225,760	(22,130)	475,190
Premises Related	686,360	686,230	630,340	(130)	(55,890)
Supplies and Services	1,059,670	1,058,990	1,301,580	(680)	242,590
Transport	713,210	755,600	732,690	42,390	(22,910)
Earmarked Reserves	(46,920)	(46,920)	(41,500)	-	5,420
Gross Expenditure	11,185,020	11,204,470	11,848,870	19,450	644,400
Income	(250,490)	(250,490)	(242,160)	-	8,330
Net Controllable Expenditure	10,934,530	10,953,980	11,606,710	19,450	652,730
Departmental Support	30,320	30,320	32,250	-	1,930
Central Support	1,760,380	1,760,380	1,886,370	-	125,990
Capital Charges	421,260	421,260	421,260	-	-
Net Expenditure (Recharged to Other Services)	13,146,490	13,165,940	13,946,590	19,450	780,650

Alison Turner

Finance and HR

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	1,069,920	1,069,920	1,203,900	-	133,980
Supplies and Services	245,140	245,140	264,540	-	19,400
Transport	3,820	3,820	3,830	-	10
Gross Expenditure	1,318,880	1,318,880	1,472,270	-	153,390
Income	-	-	-	-	-
Net Controllable Expenditure	1,318,880	1,318,880	1,472,270	-	153,390
Central Support	284,400	284,400	268,470	-	(15,930)
Capital Charges	38,350	38,350	38,350	-	-
Net Expenditure (Recharged to Other Services)	1,641,630	1,641,630	1,779,090	-	137,460

Angela Coates

Housing

	Approved	Revised	Original	Variance	
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Resources (Recharged) Board: Total

Appendix A

	Budget 2023/2024 £	Budget 2023/2024 £	Budget 2024/2025 £	Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	1,907,780	1,907,780	2,029,310	-	121,530
Supplies and Services	69,280	69,280	130,630	-	61,350
Transport	9,170	9,170	9,340	-	170
Gross Expenditure	1,986,230	1,986,230	2,169,280	-	183,050
Income	-	-	-	-	-
Net Controllable Expenditure	1,986,230	1,986,230	2,169,280	-	183,050
Central Support	324,770	324,770	336,260	-	11,490
Capital Charges	39,710	39,710	39,710	-	-
Net Expenditure (Recharged to Other Services)	2,350,710	2,350,710	2,545,250	-	194,540

Cath James

Streetscape

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	936,900	914,770	968,970	(22,130)	54,200
Premises Related	686,360	686,230	630,340	(130)	(55,890)
Supplies and Services	132,870	132,190	154,540	(680)	22,350
Transport	679,580	721,970	700,590	42,390	(21,380)
Gross Expenditure	2,435,710	2,455,160	2,454,440	19,450	(720)
Income	(181,490)	(181,490)	(196,800)	-	(15,310)
Net Controllable Expenditure	2,254,220	2,273,670	2,257,640	19,450	(16,030)
Departmental Support	30,320	30,320	32,250	-	1,930
Central Support	289,570	289,570	346,130	-	56,560
Capital Charges	86,710	86,710	86,710	-	-
Net Expenditure (Recharged to Other Services)	2,660,820	2,680,270	2,722,730	19,450	42,460

Jeff Brown

Development Control

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	622,380	622,380	655,280	-	32,900
Supplies and Services	15,550	15,550	19,970	-	4,420
Transport	2,750	2,750	2,800	-	50
Gross Expenditure	640,680	640,680	678,050	-	37,370
Income	-	-	-	-	-
Net Controllable Expenditure	640,680	640,680	678,050	-	37,370
Central Support	69,160	69,160	79,330	-	10,170
Capital Charges	9,550	9,550	9,550	-	-
Net Expenditure (Recharged to Other Services)	719,390	719,390	766,930	-	47,540

Katie Hines

Community

Resources (Recharged) Board: Total

Appendix A

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	1,371,120	1,371,120	1,459,410	-	88,290
Supplies and Services	239,930	239,930	255,890	-	15,960
Transport	3,300	3,300	910	-	(2,390)
Earmarked Reserves	(38,920)	(38,920)	(41,500)	-	(2,580)
Gross Expenditure	1,575,430	1,575,430	1,674,710	-	99,280
Income	(55,480)	(55,480)	(31,300)	-	24,180
Net Controllable Expenditure	1,519,950	1,519,950	1,643,410	-	123,460
Central Support	351,820	351,820	360,710	-	8,890
Capital Charges	48,040	48,040	48,040	-	-
Net Expenditure (Recharged to Other Services)	1,919,810	1,919,810	2,052,160	-	132,350

Resources (Recharged) Board: Total

Appendix A

Simon Powell

Leisure

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	620,460	620,460	669,300	-	48,840
Supplies and Services	9,330	9,330	14,770	-	5,440
Transport	3,790	3,790	4,040	-	250
Gross Expenditure	633,580	633,580	688,110	-	54,530
Income	-	-	-	-	-
Net Controllable Expenditure	633,580	633,580	688,110	-	54,530
Central Support	97,460	97,460	111,150	-	13,690
Capital Charges	13,280	13,280	13,280	-	-
Net Expenditure (Recharged to Other Services)	744,320	744,320	812,540	-	68,220

Steve Maxey CE

Chief Executive

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	238,800	238,800	244,360	-	5,560
Supplies and Services	4,080	4,080	5,180	-	1,100
Transport	450	450	450	-	-
Gross Expenditure	243,330	243,330	249,990	-	6,660
Income	-	-	-	-	-
Net Controllable Expenditure	243,330	243,330	249,990	-	6,660
Central Support	30,320	30,320	32,030	-	1,710
Capital Charges	3,700	3,700	3,700	-	-
Net Expenditure (Recharged to Other Services)	277,350	277,350	285,720	-	8,370

Steve Maxey ENV

Environment

	Approved Budget	Revised Budget	Original Budget	Variance Approved to

Resources (Recharged) Board: Total
Appendix A

	2023/2024 £	2023/2024 £	2024/2025 £	Revised Budget £	Variance Revised to Original Budget £
Employee Costs	1,227,160	1,227,160	1,165,700	-	(61,460)
Supplies and Services	58,230	58,230	69,000	-	10,770
Transport	9,830	9,830	10,210	-	380
Earmarked Reserves	(8,000)	(8,000)	-	-	8,000
Gross Expenditure	1,287,220	1,287,220	1,244,910	-	(42,310)
Income	(13,520)	(13,520)	(14,060)	-	(540)
Net Controllable Expenditure	1,273,700	1,273,700	1,230,850	-	(42,850)
Central Support	182,050	182,050	200,260	-	18,210
Capital Charges	23,380	23,380	23,380	-	-
Net Expenditure (Recharged to Other Services)	1,479,130	1,479,130	1,454,490	-	(24,640)

Trudi Barnsley
Corporate

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance Approved to Revised Budget £	Variance Revised to Original Budget £
Employee Costs	778,180	778,180	829,530	-	51,350
Supplies and Services	285,260	285,260	387,060	-	101,800
Transport	520	520	520	-	-
Gross Expenditure	1,063,960	1,063,960	1,217,110	-	153,150
Income	-	-	-	-	-
Net Controllable Expenditure	1,063,960	1,063,960	1,217,110	-	153,150
Central Support	130,830	130,830	152,030	-	21,200
Capital Charges	158,540	158,540	158,540	-	-
Net Expenditure (Recharged to Other Services)	1,353,330	1,353,330	1,527,680	-	174,350

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (RECHARGED) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3206	Valuer	30,780	42,170	42,170	43,430
3272	Corporate Director-Resources	144,417	132,620	132,620	154,690
3273	Financial Services	545,817	609,980	609,980	716,160
3275	Human Resources	199,048	243,660	243,660	261,090
3276	Internal Audit	95,559	152,570	152,570	152,260
3200	Chief Executive	159,303	165,590	165,590	164,970
3201	Management Support Unit	66,183	77,740	77,740	85,020
3202	Corporate Director- Environment's Division	673,284	744,870	744,870	656,290
3243	Development Control	551,414	640,680	640,680	678,050
3280	Revenues and Benefits	924,697	1,036,580	1,036,580	1,151,590
3283	Customer Contact	408,514	483,370	483,370	491,820
3222	Private Sector Housing	80,776	77,380	77,380	122,160
3230	Housing Strategy	149,625	156,090	156,090	161,890
3231	Housing Management	1,077,305	1,002,280	1,002,280	1,083,880
3232	Housing Maintenance	719,649	747,670	747,670	796,730
3261	Community Support	67,579	2,810	2,810	4,620
3253	Transport, Waste Management and Streetscape	344,025	363,760	363,760	385,270
3221	Environmental Health General	456,581	528,830	528,830	574,560
3254	Facilities Management	121,655	131,760	131,760	135,220
3257	Corporate Director - Streetscape	130,948	106,260	106,260	106,390
3252	Leisure Centres	143,653	148,640	148,640	158,130
3255	Landscape Management	9,822	98,200	98,200	100,410
3260	Director of Leisure and Community Development	100,645	104,200	104,200	107,320
3262	Community Development	129,601	282,540	282,540	322,250
3006	Building Maintenance Fund (3006-3039)	230,340	248,100	248,100	256,830
3040	Council Offices	112,323	259,160	259,160	217,830
3041	Old Bank House	60,447	63,740	63,740	67,250

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (RECHARGED) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3043	Central Telephones	11,110	11,390	11,390	15,240
3045	Recruitment	38,101	25,950	25,950	26,720
3046	Printing and Stationery	26,209	30,190	30,190	30,110
3047	Training	25,471	84,510	84,510	85,760
3048	Depot and Stores	88,368	141,730	141,730	109,400
3110	Postal Services	31,810	30,000	30,000	30,100
3290	Information Services	851,632	882,400	882,400	1,023,670
3291	Procurement	100,656	109,980	109,980	117,990
3292	Staff Welfare	22,036	27,420	27,420	32,160
3300	Transport (3300-3999)	882,180	939,710	959,160	979,450
	Net Controllable Expenditure	9,811,563	10,934,530	10,953,980	11,606,710
3300	Transport (3300-3999)	25,940	30,320	30,320	32,250
	Departmental Support	25,940	30,320	30,320	32,250
3206	Valuer	1,430	7,420	7,420	7,420
3272	Corporate Director-Resources	15,700	14,620	14,620	15,960
3273	Financial Services	100,015	134,030	134,030	140,470
3275	Human Resources	63,236	56,670	56,670	60,080
3276	Internal Audit	20,630	20,860	20,860	23,680
3200	Chief Executive	17,560	14,120	14,120	14,320
3201	Management Support Unit	19,523	16,200	16,200	17,710
3202	Corporate Director- Environment's Division	111,302	116,000	116,000	121,230
3243	Development Control	56,690	69,160	69,160	79,330
3280	Revenues and Benefits	213,076	206,100	206,100	226,130
3283	Customer Contact	107,330	145,720	145,720	134,580
3222	Private Sector Housing	5,010	6,720	6,720	10,020
3230	Housing Strategy	13,640	29,880	29,880	19,840
3231	Housing Management	122,790	154,920	154,920	166,610

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (RECHARGED) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3232	Housing Maintenance	74,935	91,620	91,620	102,640
3261	Community Support	36,933	41,630	41,630	37,150
3253	Transport, Waste Management and Streetscape	36,850	44,120	44,120	50,730
3221	Environmental Health General	69,982	66,050	66,050	79,030
3254	Facilities Management	15,080	19,480	19,480	21,290
3257	Corporate Director - Streetscape	8,329	9,420	9,420	9,900
3252	Leisure Centres	24,475	28,540	28,540	28,980
3255	Landscape Management	8,330	10,750	10,750	14,160
3260	Director of Leisure and Community Development	12,900	14,080	14,080	14,000
3262	Community Development	32,397	44,090	44,090	54,010
3006	Building Maintenance Fund (3006-3039)	15,310	15,030	15,030	16,660
3040	Council Offices	74,015	143,520	143,520	203,260
3041	Old Bank House	20,380	-	-	-
3043	Central Telephones	970	1,190	1,190	1,180
3045	Recruitment	2,880	3,560	3,560	2,610
3046	Printing and Stationery	42,670	17,600	17,600	18,580
3047	Training	62,140	46,060	46,060	17,010
3048	Depot and Stores	11,750	16,150	16,150	15,180
3110	Postal Services	26,430	4,370	4,370	4,560
3290	Information Services	48,788	72,870	72,870	109,370
3291	Procurement	13,020	34,800	34,800	18,340
3292	Staff Welfare	1,020	1,180	1,180	1,240
3300	Transport (3300-3999)	30,680	41,850	41,850	29,110
	Central Support	1,538,195	1,760,380	1,760,380	1,886,370
3206	Valuer	-	-	-	-
3272	Corporate Director-Resources	730	1,350	1,350	1,350
3273	Financial Services	25,740	27,760	27,760	27,760

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (RECHARGED) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3275	Human Resources	3,020	4,610	4,610	4,610
3276	Internal Audit	2,270	2,710	2,710	2,710
3200	Chief Executive	1,050	1,960	1,960	1,960
3201	Management Support Unit	1,230	1,740	1,740	1,740
3202	Corporate Director- Environment's Division	14,460	13,930	13,930	13,930
3243	Development Control	9,700	9,550	9,550	9,550
3280	Revenues and Benefits	27,030	23,700	23,700	23,700
3283	Customer Contact	24,280	24,340	24,340	24,340
3230	Housing Strategy	2,370	2,520	2,520	2,520
3231	Housing Management	20,330	21,610	21,610	21,610
3232	Housing Maintenance	9,060	9,510	9,510	9,510
3261	Community Support	8,520	6,070	6,070	6,070
3253	Transport, Waste Management and Streetscape	5,830	6,150	6,150	6,150
3221	Environmental Health General	6,580	9,450	9,450	9,450
3254	Facilities Management	2,420	2,540	2,540	2,540
3257	Corporate Director - Streetscape	1,430	1,120	1,120	1,120
3252	Leisure Centres	3,500	3,700	3,700	3,700
3255	Landscape Management	1,320	1,380	1,380	1,380
3260	Director of Leisure and Community Development	1,320	1,350	1,350	1,350
3262	Community Development	6,590	6,850	6,850	6,850
3040	Council Offices	66,220	66,280	66,280	66,280
3041	Old Bank House	3,300	3,300	3,300	3,300
3043	Central Telephones	8,010	8,010	8,010	8,010
3046	Printing and Stationery	2,610	2,540	2,540	2,540
3047	Training	2,040	1,920	1,920	1,920
3048	Depot and Stores	3,390	3,420	3,420	3,420
3110	Postal Services	-	-	-	-
3290	Information Services	146,180	145,990	145,990	145,990

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (RECHARGED) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3291	Procurement	1,890	2,000	2,000	2,000
3292	Staff Welfare	-	-	-	-
3300	Transport (3300-3999)	3,900	3,900	3,900	3,900
	Capital Charges	416,320	421,260	421,260	421,260
	RESOURCES (RECHARGED) BOARD Total	11,792,019	13,146,490	13,165,940	13,946,590

Agenda Item No 11

Resources Board

29 January 2024

**Report of the Interim
Corporate Director – Resources
(Section 151 Officer)**

**General Fund Revenue Budget –
Services Remaining 2023/24
Revised and 2024/25 Estimates
and Fees and Charges**

1 Summary

- 1.1 This report covers the revised budget for 2023/24 and an estimate of expenditure for 2024/25, together with forward commitments for 2025/26, 2026/27 and 2027/28 for the services remaining in the Resources Board that are not recharged to other services. It also includes a review of the fees and charges in Appendix C with recommendations for increases.

Recommendation to the Board

- a To approve the revised budget for 2023/24; and**
- b To approve the 2024/25 estimates, as presented in this report for inclusion in the overall Tax Set 2024/25 report for the Executive Board on 12 February 2024; and**
- c To approve the fees and charges as detailed in Appendix C and section 5 of this report.**

2 Introduction

- 2.1 In consultation with the budget officers and Directors this report presents the Resources Board Remaining Services estimates for 2024/25 along with the revised budgets for 2023/24, the detailed figures are in Appendices A and B.
- 2.2 At its meeting in November 2023, the Executive Board approved the Medium Term Financial Strategy (MTFS) for 2024-2028, which required savings of £2 million over a four-year period. This required budget savings of £500,000 in 2025/26 with additional savings of £500,000 in 2026/27 and £1 million in 2027/28. Only limited growth was built into the strategy therefore any additional expenditure will impact on the funding position.
- 2.3 The figures for the revised 2023/24 and the estimates for 2024/25 are presented in Table 1. The summary figures for the Remaining Resources Board Services are presented at subjective level. Appendix A and B provide a more detailed breakdown of the figures. (the detailed cost centre pages are available but are not included as part of this report).

Table 1 - A summary of the Resources Board Remaining Services requirement is shown below:

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
Employee Costs	1,331,940	1,423,370	1,407,910
Premises Related	203,110	206,860	210,350
Supplies and Services	662,040	806,210	697,110
Transport	12,050	12,270	12,360
Miscellaneous Expenditure	8,597,930	8,664,370	8,675,600
Earmarked Reserves	(189,740)	(50,920)	(215,190)
Gross Expenditure	10,617,330	11,062,160	10,788,140
Income	(9,501,280)	(9,627,800)	(9,251,430)
Net Controllable Expenditure	1,116,050	1,434,360	1,536,710
Departmental Support	1,030,710	1,131,590	1,187,500
Central Support	851,420	851,420	1,036,930
Capital Charges	229,490	104,420	84,610
Net Expenditure	3,227,670	3,521,790	3,845,750

3 **Comments on the 2023/24 Revised Budget**

3.1 The revised budget for 2023/24 is estimated to be £3,521,790; an increase of £294,120 on the approved position. The main variations are given below.

3.2 **Housing Services**

3.2.1 The housing general fund services including homelessness have increased employee costs by £88,820 due to the additional staff employed to deal with the Government schemes such as Ukraine asylum seekers, these costs are funded by Government and show income to negate the overall impact.

3.3 **Housing Benefits**

3.3.1 The increase in miscellaneous expenditure is largely due to the reduced recovery of rent allowance and rent rebates overpayments, as recovery was put on hold during the pandemic. Recovery work is now underway, but only a part year's recovery has been undertaken and therefore the impact will not be reflected in the figures.

3.4 **Corporate and Democratic Core**

3.4.1 Additional costs above budget have incurred totalling £129,180 for partner contributions towards Sherbourne recycling facility company valuation report, plus the additional external audit fees.

4 **Comments on the 2024/25 Estimates**

4.1 The 2024/25 estimates have been prepared, considering the following assumptions:

- A 4% pay award from 1 April 2024.
- Inflationary increases of 3% in supplies and services; and
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda.

4.2 The estimated budget for 2024/25 is £3,845,750 an increase of an increase of £323,960 on the revised 2023/24 budget. The main reasons for variations from the revised budget are set out below.

4.3 **Cost of Democratic Services**

4.3.1 The cost of Democratic Services has increased by £33,250 due to employee costs have increased due to changes in the Democratic Services team. Supplies and services and transport costs have increased as some budgets have been reinstated in anticipation of a resumption of normal activity. Member allowances have risen by more than the pay award as an additional allowance has been added for the Vice Chair of the Executive Board.

4.4 **Election Expenses**

4.4.1 The increase on election costs of £15,170 is due to inflation on supplies and services, and support costs including pay award.

4.5 **Non-Domestic Rates and Council Tax Collection**

4.5.1 Increase of £152,030 due to inflation on supplies and services, and revisions to support costs including pay awards.

4.6 **Car Parks**

4.6.1 Increase of £25,550 due to reduced income from non-increased parking fees and penalties, plus inflation on supplies and services and increased support costs.

4.7 **Homelessness**

4.7.1 The increase is due to a reduction in the income towards this function. A number of the costs are funded from Government schemes and the expenditure is balanced by the income therefore there is also a reduction in supplies and services costs but the difference is a loss of income £53,700.

4.8 **Private Sector Housing Assistance**

4.8.1 Increase cost of £55,500 due to loss of contribution from of Warwickshire County Council contribution.

4.9 Departmental and Central Support

4.9.1 Departmental support has risen by £55,910 and central support by £185,510. These costs have increased due to pay awards and allocation of staff time.

5 Income - Fees and Charges

5.1 The Council has reviewed fees and charges on an annual basis and increased by inflation if appropriate. Any other changes have tended to be on an ad hoc basis. Income Generation is an important part of the Medium-Term Financial Strategy (MTFS) with a budget of £3.4m in 2023/24 and as such members adopted a Fees & Charges Strategy with the following key guiding principles:

- All fees and Charges should be increased at least by September CPI unless there is a robust reason why this is not appropriate – Planning fees set by Government, requirement to demonstrate break even in terms of cost and charge, increase would have a detrimental impact on demand reducing income overall.
- The charge should at least cover the cost of providing the service, no subsidy.
- All services should be reviewed to explore opportunities for new charges.

5.2 The fees and charges for the Remaining Resource Board Services are detailed in Appendix C along with the Community and Environment Services which still needed review Cess Pool emptying, Trade Waste and Bulky Collections. It is proposed that any services such as these where NWBC are charged for a part or all of the service from a third party that the cost of this element of the service be 100% directly passed onto the customer, for example Severn Trent charge for cess pool emptying so this charge should be directly passed onto the customer. All other elements of the charge are increased by September CPI 6.7% as detailed in Appendix C.

5.3 The car park charges did not increase last year, for 2024/25 the proposal is to increase them by September CPI in line with the policy rounded up. Proposed increases are largely in line with Sept CPI (6.7%). If relevant charges are benchmarked against other providers of the service to ensure they are comparable.

6 Risks to Services

6.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Increases in homelessness, which adds to the cost of the service;
- Increases in vacancies at industrial estates that will impact on the level of rental income the Council receives and the amount of business rates that the Council is liable for;
- A higher level of maintenance on property assets and car parks, over and above that which is budgeted for. Some of this may be driven by changes in legislation;
- An increase in the level of Local Authority error made in processing benefit payments could lead to a loss of subsidy;

- The effect of planned Government changes in how benefits services are delivered and the structure of benefit payments;
- A fall in the level of recovery of Housing Benefit overpayments would impact on the level of expenditure borne by the Council;
- Above inflation increases to contracts and continued volatility in utility markets.

7 Future Year Forecasts

7.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2024/25. The table below provides a subjective summary for those Remaining Resources Board services:

	Forecast Budget 2025/2026 £	Forecast Budget 2026/2027 £	Forecast Budget 2027/2028 £
Employee Costs	1,446,540	1,486,580	1,512,830
Premises Related	216,540	222,930	229,500
Supplies and Services	708,060	725,420	740,120
Transport	12,630	12,900	13,180
Miscellaneous Expenditure	8,684,650	8,693,970	8,703,570
Earmarked Reserves	(221,150)	(227,020)	(233,040)
Gross Expenditure	10,847,270	10,914,780	10,966,160
Income	(9,267,770)	(9,277,650)	(9,291,690)
Net Controllable Expenditure	1,579,500	1,637,130	1,674,470
Departmental Support	1,211,460	1,237,210	1,261,230
Central Support	1,168,760	1,201,690	1,235,260
Capital Charges	84,890	85,180	85,470
Net Expenditure	4,044,610	4,161,210	4,256,430

7.2 The forecasts given above have used several assumptions, which include pay awards of 4% in 2025/26 and 3% in 2026/27 and 2027/28; increases in premises costs by 3-5%, increases in contracts and general increases in supplies and services of 3% in 2025/26 and 2% increase in 2026/27 and 2027/28. In total, net expenditure is expected to increase by 6.9% in 2025/26, 2.95% in 2026/27, and 2.36% in 2027/28. The removal of election costs in 2025/26 has reduced the overall increase.

7.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 As detailed in the body of the report.

8.2 Environment and Sustainability Implications

8.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

8.3 Risk Management Implications

8.3.1 There are several risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using experience and knowledge of the past, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Alison Turner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Resources (Remaining) Board : Total

Appendix A

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	1,331,940	1,423,370	1,407,910	91,430	(15,460)
Premises Related	203,110	206,860	210,350	3,750	3,490
Supplies and Services	662,040	806,210	697,110	144,170	(109,100)
Transport	12,050	12,270	12,360	220	90
Miscellaneous Expenditure	8,597,930	8,664,370	8,675,600	66,440	11,230
Earmarked Reserves	(189,740)	(50,920)	(215,190)	138,820	(164,270)
Gross Expenditure	10,617,330	11,062,160	10,788,140	444,830	(274,020)
Income	(9,501,280)	(9,627,800)	(9,251,430)	(126,520)	376,370
Net Controllable Expenditure	1,116,050	1,434,360	1,536,710	318,310	102,350
Departmental Support	1,030,710	1,131,590	1,187,500	100,880	55,910
Central Support	851,420	851,420	1,036,930	-	185,510
Capital Charges	229,490	104,420	84,610	(125,070)	(19,810)
Net Expenditure	3,227,670	3,521,790	3,845,750	294,120	323,960

Alison Turner

Finance and HR

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	571,420	570,860	589,770	(560)	18,910
Premises Related	21,900	28,020	21,960	6,120	(6,060)
Supplies and Services	104,710	122,490	116,600	17,780	(5,890)
Transport	12,050	12,050	12,360	-	310
Miscellaneous Expenditure	277,960	291,450	302,650	13,490	11,200
Gross Expenditure	988,040	1,024,870	1,043,340	36,830	18,470
Income	(25,690)	(25,690)	(26,710)	-	(1,020)
Net Controllable Expenditure	962,350	999,180	1,016,630	36,830	17,450

Resources (Remaining) Board : Total
Appendix A

Departmental Support	7,960	108,840	103,570	100,880	(5,270)
Central Support	723,330	723,330	853,660	-	130,330
Capital Charges	32,910	32,910	33,320	-	410
Net Expenditure	1,726,550	1,864,260	2,007,180	137,710	142,920

Steve Maxey ENV
Environment

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	1,570	1,570	1,570	-	-
Premises Related	-	-	-	-	-
Supplies and Services	141,810	141,810	144,920	-	3,110
Transport	-	-	-	-	-
Miscellaneous Expenditure	-	-	-	-	-
Earmarked Reserves	(13,000)	(13,000)	(13,000)	-	-
Gross Expenditure	130,380	130,380	133,490	-	3,110
Income	(1,640)	(1,640)	(1,640)	-	-
Net Controllable Expenditure	128,740	128,740	131,850	-	3,110
Departmental Support	53,600	53,600	61,580	-	7,980
Central Support	11,930	11,930	31,070	-	19,140
Capital Charges	3,300	3,300	3,300	-	-
Net Expenditure	197,570	197,570	227,800	-	30,230

Katie Hines

Community

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	621,990	621,990	677,210	-	55,220
Premises Related	-	-	-	-	-
Supplies and Services	189,120	171,270	174,900	(17,850)	3,630
Transport	-	-	-	-	-
Miscellaneous Expenditure	8,318,970	8,371,920	8,371,920	52,950	-
Earmarked Reserves	(2,560)	(2,560)	(2,640)	-	(80)
Gross Expenditure	9,127,520	9,162,620	9,221,390	35,100	58,770
Income	(8,825,770)	(8,727,430)	(8,732,840)	98,340	(5,410)
Net Controllable Expenditure	301,750	435,190	488,550	133,440	53,360
Departmental Support	781,580	781,580	785,530	-	3,950
Central Support	38,480	38,480	51,120	-	12,640
Capital Charges	27,320	27,320	27,320	-	-
Net Expenditure	1,149,130	1,282,570	1,352,520	133,440	69,950

Cath James

Streetscape

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	-	3,170	-	3,170	(3,170)
Premises Related	137,030	142,450	150,320	5,420	7,870
Supplies and Services	79,100	82,040	88,600	2,940	6,560
Transport	-	-	-	-	-
Miscellaneous Expenditure	1,000	1,000	1,030	-	30
Earmarked Reserves	-	-	-	-	-
Gross Expenditure	217,130	228,660	239,950	11,530	11,290

Resources (Remaining) Board : Total
Appendix A

Income	(633,770)	(495,510)	(478,910)	138,260	16,600
Net Controllable Expenditure	(416,640)	(266,850)	(238,960)	149,790	27,890
Departmental Support	42,050	42,050	44,870	-	2,820
Central Support	63,080	63,080	81,650	-	18,570
Capital Charges	146,620	21,550	1,330	(125,070)	(20,220)
Net Expenditure	(164,890)	(140,170)	(111,110)	24,720	29,060

Angela Coates
Housing

	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £	Variance approved to Revised Budget Variance £	Variance Revised to Original Budget £
Employee Costs	136,960	225,780	139,360	88,820	(86,420)
Premises Related	44,180	36,390	38,070	(7,790)	1,680
Supplies and Services	147,300	288,600	172,090	141,300	(116,510)
Transport	-	220	-	220	(220)
Miscellaneous Expenditure	-	-	-	-	-
Earmarked Reserves	(174,180)	(35,360)	(199,550)	138,820	(164,190)
Gross Expenditure	154,260	515,630	149,970	361,370	(365,660)
Income	(14,410)	(377,530)	(11,330)	(363,120)	366,200
Net Controllable Expenditure	139,850	138,100	138,640	(1,750)	540
Departmental Support	145,520	145,520	191,950	-	46,430
Central Support	14,600	14,600	19,430	-	4,830
Capital Charges	19,340	19,340	19,340	-	-
Net Expenditure	319,310	317,560	369,360	(1,750)	51,800

**NORTH WARWICKSHIRE BOROUGH COUNCIL
RESOURCES (REMAINING) BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

Appendix B

Code	Description	Actual 2022/2023 £	Approved Budget 2023/2024 £	Revised Budget 2023/2024 £	Original Budget 2024/2025 £
3000	Cost of Democratic Services	469,115	585,560	588,410	621,660
3050	Finance Miscellaneous	3,618,039	580	580	1,420
3051	Compensation and Pension Increases	254,204	235,920	235,480	244,380
3052	Assisted Car Purchase	331	520	520	1,040
3054	Electricity at Work	25,265	28,760	28,760	29,160
3059	Finance Unused Land	3,297	1,670	7,790	2,540
3060	Corporate and Democratic Core	768,895	688,200	817,380	818,690
3061	Unallocated Central Support Services	48,660	185,340	185,340	288,290
	Net Expenditure Alison Turner	5,187,806	1,726,550	1,864,260	2,007,180
3001	Election Expenses	33,071	119,350	119,350	134,410
3002	Registration of Electors	64,234	78,220	78,220	93,390
	Net Expenditure Steve Maxey ENV	97,305	197,570	197,570	227,800
3003	Non Domestic Business Rates	193,328	91,200	84,170	112,040
3004	Council Tax Collection	462,086	331,160	342,360	466,520
3094	Customer Contact	60,700	48,670	48,670	-
3097	Rent Allowances	(3,850,795)	150,240	222,510	213,620
3098	Housing Benefit Administration and Rent Rebates	(3,843,744)	157,860	209,860	202,910
3101	Council Tax Support	233,376	370,000	375,000	357,430
	Net Expenditure Katie Hines	(6,745,049)	1,149,130	1,282,570	1,352,520
3065	Coleshill Shops and Flats	(62,723)	-	-	-
3067	The Pavilions, Holly Lane	(81,058)	(83,740)	(80,760)	(77,300)
3068	Carlyon Road Industrial Estate	(127,262)	(120,810)	(117,530)	(122,820)
3069	Innage Park Industrial Estate	(76,687)	(91,930)	(69,640)	(68,740)
3079	Maya Bar & Restaurant	(17,561)	(17,790)	(17,770)	(13,330)
3080	Football Stadium	1,115	-	-	-
3089	Public Conveniences	23,390	-	770	770
3102	Car Parks	73,775	149,380	144,760	170,310
	Net Expenditure Cath James	(267,011)	(164,890)	(140,170)	(111,110)
3084	Homeless Persons	142,700	148,790	145,740	199,440
3085	Meadow House Young People Support	-	-	-	-
3086	Homeless Project Watling Street Dordon	59,538	-	-	-
5008	Private Sector Housing Assistance	90,845	92,060	91,810	147,310
5035	CCTV	93,381	78,460	80,010	22,610
	Net Expenditure Angela Coates	386,463	319,310	317,560	369,360
	Net Expenditure TOTAL	(1,340,486)	3,227,670	3,521,790	3,845,750

	2023/24 CHARGE	2024/25 CHARGE
	TOTAL CHARGE £	TOTAL CHARGE £
TRADE REFUSE SERVICE		
(weekly collection)		
a) Collection Only		
1100 litre container per annum	261.00	279.00
660 litre container per annum	233.00	249.00
330/360 litre container per annum	219.00	234.00
240 litre container per annum	187.00	200.00
140 litre container per annum	146.00	156.00
Sack per annum	78.00	83.00
b) Hire & Collection		
1100 litre container per annum	407.00	434.00
660 litre container per annum	368.00	393.00
330/360 litre container per annum	266.00	284.00
240 litre container per annum	208.00	222.00
140 litre Container per annum	153.00	163.00
Reduction for first container at mixed commercial / domestic premises (per annum).	-44.00	-47.00
TRADE RECYCLING		
Hire & Collection		
1100 Litre container	407.00	434.00
660 Litre container	368.00	393.00
360 Litre container	266.00	284.00
240 Litre container	208.00	222.00
140 Litre container	153.00	163.00
Sack	78.00	83.00

Council

all disposal costs and charges by WCC operate on a pass-through basis with 100% of that cost covered by the recharge to the customer.

Services provided to customers located outside the North Warwickshire Borough Council boundary will be subject to VAT at the standard rate.

	2023/24 CHARGE	2024/25 CHARGE
	TOTAL CHARGE	TOTAL CHARGE
	£	£
REMOVAL OF BULKY HOUSEHOLD WASTE		
1-3 Items	29.00	34.00
Items in excess of 3 charged £6.50 per each item up to (maximum 3 items)	6.00	6.50
CESSPOOL/SEPTIC TANK EMPTYING SERVICE		
Collection & Disposal per load or part load - weak strength (on a contract paying by direct debit)	150.00	160.00
Collection & Disposal per load or part load - standard strength (on a contract paying by direct debit)	250.00	267.00
Additional charge to the above fees if not on a contract paying by direct debit	20.00	23.00
100% of the Severn Trent cost will be passed directly onto the Customer		

RESOURCES BOARD

FEES AND CHARGES FROM 1 APRIL 2024

	2023/24 CHARGE	2024/25 CHARGE
	TOTAL CHARGE £	TOTAL CHARGE £
REGISTER OF ELECTORS (statutory)		
a) Paper form	10.00+ 5.00 per 1,000 names or part thereof plus postage	10.00+ 5.00 per 1,000 names or part thereof plus postage
b) Charge per full register in paper form	260.00 plus postage	260.00 plus postage
c) Data form	20.00+ 1.50 per 1,000 names	20.00+ 1.50 per 1,000 names
d) Charge per full register in data form	95.00	95.00
e) Overseas electors-paper form	10.00+ 5.00 per 1,000 names or part thereof plus postage	10.00+ 5.00 per 1,000 names or part thereof plus postage
COURT COSTS		
Summons Costs (Council Tax and NDR)	100.00	100.00
FAILURE TO NOTIFY A CHANGE TO A COUNCIL TAX SINGLE PERSON DISCOUNT (Statutory)		
	70.00	70.00
PAY AND DISPLAY PARKING CHARGES		
Monday to Saturday (between 08.00 to 18.00)		
Up to 2 hours	Free	Free
Up to 3 hours	2.00	2.20
Up to 4 hours	2.50	2.70
Over 4 hours	3.00	3.20
Monday to Saturday (between 08.00 to 18.00) - Atherstone Memorial Hall car park only		
Up to 2 hours	Free	Free
Up to 3 hours	1.50	1.60
Up to 4 hours	2.00	2.20
Over 4 hours	2.50	2.70
Monday to Saturday (between 18.00 and 8.00)		
Sunday (All day)	Free	Free
Monday to Saturday (between 08.00 to 18.00)		
Blus badge holders (upto 3 hours)	Free	Free
Blus badge holders (upto 4 hours)	2.50	2.79
Blus badge holders (Over 4 hours)	3.00	3.20
Blue badge holders - Monday to Saturday (between 18.00 and 8.00)		
Blue badge holders - Sunday (All day)	Free	Free
Season Tickets - for a period of 3 months (valid in all Long Stay car parks)	150.00	160.00

RESOURCES BOARD**FEES AND CHARGES FROM 1 APRIL 2024**

Please check website for other restrictions

PARKING PENALTIES (Lower Level)

	2023/24 CHARGE	2024/25 CHARGE
If paid within 14 days	25.00	25.00
If paid after 14 days	50.00	50.00
If paid following service of a charge certificate	75.00	75.00

PARKING PENALTIES (Higher Level)

If paid within 14 days	35.00	35.00
If paid after 14 days	70.00	70.00
If paid following service of a charge certificate	105.00	105.00

STATEMENTS OF ACCOUNT (per copy)

	13.50	14.00
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INSPECTION AND COPYING OF BACKGROUND PAPERS UNDER SECTION 100H OF THE LOCAL GOVERNMENT ACT 1972

a) Inspection of background papers to a part 1 report per item of business	3.20	3.30
b) Photocopying of background papers to a part 1 report per copy	0.10	0.10
minimum charge	0.50	0.50

PROVISION OF CCTV IMAGES TO THIRD PARTIES

Requests taking up to 1 hour of officer time	69.80	73.00
Requests taking over 1 hour of officer time	138.60	144.00

Agenda Item No 12

Resources Board

29 January 2024

**Report of the Interim Corporate Director – Irrecoverable Debts
Resources (Section 151 Officer)**

1 Summary

- 1.1 The purpose of this report is to provide details to Members of debts which are considered to be irrecoverable.

Recommendation to the Board

That the debts detailed in Appendix A and Appendix B of this report are approved for write off:

- a Total Irrecoverable Non-Domestic Rates Debts totalling £262,218.59; and**
- b Total Irrecoverable Council Tax Debts totalling £9197.25**

2 Background

- 2.1 At times it becomes necessary to write off, as irrecoverable, certain items of income, whether the debtor is either untraceable, deceased, where legal procedures for recovery have been exhausted, or because the amount involved does not justify further action.
- 2.2 The Write-Off policy recommends a realistic approach to write offs, based on the principles of reasonableness and value for money and should ensure that the Council's resources are deployed in the most effective way to recover monies due. This is particularly relevant in respect of Council Tax debts where the Council only retains approximately 10.3% of monies collected despite being responsible for 100% of the staffing and administration costs to recover monies due.
- 2.3 Since March 2020 there have been restrictions on recovery due to the closure of Courts to escalate proceedings and also that the priority of the Revenues Team has been to award Covid Grants and Energy Rebate payments to help support our residents and businesses. As the recovery is now back to full status the team are focusing on bringing customers who owe debt to the authority up to date. We have needed to contact all our customers again with reminders of debt owed and expectation of repayments.

- 2.4 The Revenues Team make every effort to ensure monies due to the Council are recovered in line with the Authority's write off policy. Where this is not possible, individual cases are considered for write-off.
- 2.5 The types of situations mentioned later in this report where enforcement action cannot be taken by any creditors for debts are covered under the following:
- Individual Voluntary Arrangement (IVA), a dividend is paid by the debtor through an insolvency practitioner to cover all, or part of their debt. Creditors may receive a percentage of the amount owed or nothing. Any balance declared in the IVA and not covered by the dividend payment must be written off.
 - Debt Relief Order (DRO) – Once agreed, the debt under the DRO is set aside for a period of 12 months. No recovery action can be taken to recover the debt during this time. If the debtors' financial circumstances do not improve significantly during the 12 months, the debt cannot be recovered and must be written off.
 - Winding up / Insolvency / Liquidation - All recovery is held while assets are realised, usually dealt with by a Court appointed administrator. Once proof of debt is submitted, we may or may not receive any money, any money that is received will be paid off the debt.

3 **Business Rates**

- ... 3.1 The Business rate cases put forward for consideration in Appendix A relate to 6 separate businesses and involve 5 cases of insolvency and 1 where the debtor has absconded and cannot be traced.

4 **Council Tax Debt**

- ... 4.1 The 2 Council Tax cases put forward for consideration in Appendix B relate to 1 account where the debtor has absconded and cannot be traced and 1 case of insolvency.

6 **Report Implications**

6.1 **Finance and Value for money Implications**

6.1.1 The total amount to be written off for National Non-Domestic Rates is £262,218.59, equating to 0.36% of debt raised to date in 2023/24. The loss of income will be written back to the individual service.

6.1.2 The total amount to be written off for Council Tax is £9197.25, equating to 0.01% of debt raised to date in 2023/24. The loss of income will be written back to the individual service.

6.2 **Legal Implications**

6.2.1 The Council has a statutory duty to recover Council Tax and non-domestic rates and a general fiduciary duty to the inhabitants of its area to safeguard the public funds entrusted to it. Notwithstanding these duties where a debtor is subject to

statutory processes such as insolvency or an IVA as referred to above, the Council is barred from taking further action and must write off any sums which are not realised through that process. Similarly, where a debtor cannot be traced or where it is not cost effective to recover the debt, the Council may write off the debt provided it is satisfied that the steps taken to do so are reasonable in all the circumstances.

The Contact Officer for this report is Katie Hines (719374)

Appendix A

Recovery Year	Liability Year	Transaction Code	Amount
	2021	2021 3CEASE	100.00
	2022	2022 3CEASE	5,314.69
	2021	2021 3CEASE	3,184.03
Totals for Transaction Sub Code :		3CEASE	
Total Number of Authorised Requests :			3
Total Value of Authorised Requests :			8598.72

Recovery Year	Liability Year	Transaction Code	Amount
	2019	2019 3INSOLV	21,254.76
	2017	2017 3INSOLV	11,350.00
	2018	2018 3INSOLV	6,478.68
	2017	2017 3INSOLV	1,694.84
	2020	2020 3INSOLV	2,300.32
	2021	2021 3INSOLV	4,690.60
	2022	2022 3INSOLV	4,690.60
	2023	2023 3INSOLV	134.57
	2021	2021 3INSOLV	33,727.12
	2022	2022 3INSOLV	92,252.58

2022	2022 3INSOLV	64,134.32
2023	2023 3INSOLV	10,911.48

Totals for Transaction Sub Code :	3INSOLV	
Total Number of Authorised Requests :		12
Total Value of Authorised Requests :		253,619.87
Grand Total Number of Authorised Requests		15
Grand Total Value of Authorised Requests		262,218.59

Appendix B

Recovery Year	Liability Year	Transaction Code	Amount
	2022	2022 3AWAY	647.91
Totals for Transaction Sub Code :		3AWAY	
Total Number of Authorised Requests :			1
Total Value of Authorised Requests :			647.91

Recovery Year	Liability Year	Transaction Code	Amount
	2023	2023 3INSOLV	1,230.00
	2022	2022 3INSOLV	1,271.67
	2021	2021 3INSOLV	1,372.19
	2020	2020 3INSOLV	1,328.60
	2019	2019 3INSOLV	1,279.66
	2019	2019 3INSOLV	100.00
	2018	2018 3INSOLV	466.61
	2017	2017 3INSOLV	907.48
	2015	2015 3INSOLV	593.13
Totals for Transaction Sub Code :		3INSOLV	
Total Number of Authorised Requests :			9
Total Value of Authorised Requests :			8549.34

Grand Total Number of Authorised Requests 10

Grand Total Value of Authorised Requests

9197.25

Agenda Item No 13

Resources Board

29 January 2024

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

To consider, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is in the public interest that the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda item No 14

Housing Maintenance Matter - Report of the Director of Housing.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda Item No 15

Property Adaptation - Polesworth – Report of the Director of Housing.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

In relation to the items listed above members should only exclude the public if the public interest in doing so outweighs the public interest in disclosing the information, giving their reasons as to why that is the case.

The Contact Officer for this report is Marina Wallace (719226)