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**COUNCIL**

**25 FEBRUARY 2015**

**SUPPLEMENTARY PAPERS**

**TO: ALL MEMBERS OF THE COUNCIL**

The following papers relate to the item set out below.

Alison Sanders  
Director of Corporate Services

	<b>Page No</b>
<b>8. FINANCIAL PLANS AND REVENUE BUDGETS 2015-16</b>	<b>1 - 182</b>
To resolve recommendations in respect of:	
<ul style="list-style-type: none"><li>• Capital Programme 2015/16-2017/18</li><li>• Revenue Budget 2015/16 (including Fees and Charges)</li><li>• Council Tax 2015/16</li></ul>	

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**FINANCIAL PLANS  
AND BUDGETS  
SUPPORTING INFORMATION  
2015/16**

**25 February 2015**

**Alan Nash FCCA CPFA  
Borough Treasurer**



## Contents

		Page Number
<b>Summary of General Fund Revenue Budget Report to Executive</b>	(Ivory)	3
<b>Detailed General Fund Revenue Budget</b>	(Yellow)	
Summary		161
Adult Social Care, Health and Housing		163
Children, Young People and Learning		165
Corporate Services / Chief Executive		167
Environment, Culture and Communities		169
<b>Summary of Capital Programme Report to Executive</b>	(Lilac)	171
Adult Social Care, Health and Housing		176
Children, Young People and Learning		177
Corporate Services / Chief Executive		178
Council Wide		179
Environment, Culture and Communities		180



# Summary of 2015/16 General Fund Revenue Budget Proposals to the Executive

## 1 INTRODUCTION

- 1.1 At its meeting on 16 December 2014, the Executive considered the overall position facing the Council in setting a budget for 2015/16. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced and therefore the report was based on a number of assumptions regarding government funding.
- 1.2 In this broad context, the Executive published its draft budget proposals and these have been consulted on with the public, the Council's Overview & Scrutiny Commission and Scrutiny Panels, with town and parish councils, business ratepayers, the Schools Forum and voluntary organisations.

## 2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 10 DECEMBER 2013

- 2.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular, the scope to invest in new service provision was severely restricted. Many of the pressures accommodated in the budget package are simply unavoidable and respond only to changing demographic trends, particularly as they principally related to increases in client numbers within Adult Social Care.
- 2.2 As in previous years, economies focused as far as possible on central and departmental support rather than on front line services. However, since it became a Unitary Authority in 1998 the Council has successfully delivered savings of more than £62m in total. Against this background of continually bearing down on costs and driving to improve efficiency it is becoming increasingly difficult to find further savings in "back-office" areas, which would not compromise the Council's ability to function effectively.
- 2.3 The draft budget proposals suggested an approach for inflation. The draft proposals, which reflected the Council's current key objectives, are summarised in table 1.

Table 1: Draft Budget Proposals

Department	Commitment Budget 2015/16	Capital programme / Change in investment income	Inflation	Service Pressures / Economies	Changes to Specific Grants	New Homes Bonus / Business Rates	Business Rates transfer to Reserve	Draft Budget 2015/16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Social Care, Health and Housing	36,020	0	0	140	208	0	0	36,368
Children, Young People and Learning	25,473	0	0	-354	426	0	0	25,545
Corporate Services / Chief Executive's	8,235	0	0	-229	0	0	0	8,006
Environment, Culture & Communities	34,001	0	0	-389	0	0	0	33,612
Non Departmental / Council Wide	-12,950	85	1,700	-60	0	-500	-9,322	-21,047
<b>Total</b>	<b>90,779</b>	<b>85</b>	<b>1,700</b>	<b>-892</b>	<b>634</b>	<b>-568</b>	<b>-9,322</b>	<b>82,484</b>

### **3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 16 DECEMBER 2014**

#### **3.1 Local Government Finance Settlement Overview**

3.1.1 The budget proposals, agreed as the basis for consultation on 16th December 2014, were based on indicative funding figures provided in February 2014 as part of the 2014/15 Settlement and were expected to be revised following the actual announcement.

3.1.2 The Final Local Government Settlement was published on the 4 February 2015. Government funding increased by £0.068m compared to the Provisional Settlement, to further support local welfare needs and the improvement of social care provision. This is an overall reduction of £0.129m compared to the indicative settlement received in February 2014. One reason for this reduction relates to the capping of the Business Rates Multiplier at 2% (compared to 2.5% in the indicative figures). This will benefit local business owners, but would otherwise reduce the income received by the Council. The Government have given a commitment to offset this loss through the payment of a Section31 grant during the year (see section 6.3.2). The government have also confirmed the decision to roll into the Council's funding baseline the Council Tax Freeze Grant (CTFG) relating to 2014/15 (-£0.501m).

3.1.3 As such the final Funding Assessment for Bracknell Forest in 2015/16 was -£30.947m (comprising -£15.670m Revenue Support Grant and -£15.277m baseline funding from Business Rates). This is a £3.842m reduction in funding from that received in 2014/15, representing an 11.2% fall.

#### **3.2 Specific Grants**

3.2.1 From 2013/14 almost all Specific Grants have been rolled into the Baseline Funding that Council's receive with only a minority administered outside of the formula mechanism. The draft proposals included reductions to two Specific Grants. A reduction of £0.426m in Education Services Grant (ESG) which is paid to fund education support services which councils provide centrally to maintained schools,



and removal of the Social Fund Grant (£0.208m) which in future would be funded from general grant. The finance settlement confirmed the treatment of Social Fund Grant and revised the reduction in ESG to £0.419m, £0.007m less than originally forecast.

- 3.2.1 The only further significant reduction related to funding for Local Council Tax Support and Housing Benefit Administration Subsidy which will reduce by £0.108m in 2015/16. A number of other minor reductions affecting 2015/16 totalled £0.030m.
- 3.2.2 Two of the largest Specific Grants received by the Council are the ring-fenced Public Health Grant and the NHS funding to support social care and benefit health (-£1.658m in 2014/15). The Public Health Grant for existing services has been maintained at -£3.049m for 2015/16. However, from 1 October 2015, councils will take over responsibility from NHS England for commissioning public health services for children aged 0-5. An additional ring fenced grant allocation of -£0.774m will be received in 2015/16 to meet the half year cost of this transfer. With regards to NHS funding, it has been assumed that the pooling of health and social care services budgets under the Better Care Fund will have a neutral impact on the Council's revenue budget.
- 3.2.3 The Council has been successful in a competitive bidding process and has been awarded a grant of -£0.087m so that it can participate in the Delivering Differently in Neighbourhoods programme. This funding has no impact on the budget as it will be used to fund new initiatives.
- 3.2.4 The Council continues to benefit from the New Homes Bonus (NHB) and following the publication of the provisional figures additional income of -£0.133m over and above that reported in the December Executive report can be budgeted for in 2015/16. The total income included within the budget proposals for 2015/16 from NHB is -£3.292m.
- 3.2.5 A Council Tax Freeze Grant equivalent to a 1% increase in Council Tax equates to -£0.505m in 2015/16 for Bracknell Forest. Any future support will be announced as part of the 2016 Spending Round following the General Election.

### 3.3 Business Rates

- 3.3.1 An important income stream for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases in the multiplier (again capped at 2% for 2015/16) and local growth or decline as local businesses and economic conditions expand or contract.
- 3.3.2 The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. Taking into account the baseline funding level published in December and factoring in local circumstances, the budget projections assume income of -£35.286m (-£20.368m after tariff payments). There is a short term risk associated with these projections due to the impact of the Town Centre regeneration on existing businesses; however officers monitor total yield, revaluations, changes-in-circumstances, appeals and refunds on a monthly basis. The Council will also receive Section 31 grant to cover the loss of income resulting from capping the Business Rates increase to 2% and the continuation or introduction of a number of Business Rate Reliefs (-£0.801m after tariff adjustments).

- 3.3.3 During 2013/14 a large multi-national company transferred on to the Council's valuation list which materially increased the level of business rates collected locally. When setting the budget for 2014/15 the Council's share of the resulting one-off surplus on the Collection Fund for 2013/14 and the on-going additional rates income were transferred into the Business Rates Equalisation Reserve. The draft 2015/16 budget proposes that the on-going transfer to the reserve is reduced by £3m to help balance the budget and that there is an additional one-off transfer of £3.988m out of the reserve to bridge the remaining budget gap. It should be noted that this company has submitted a successful appeal against the rateable value of their fibre optic network. The impact has yet to be quantified by the Valuation Office but this will reduce future year's Business Rate income.
- 3.3.4 The Overview and Scrutiny Commission has completed a review of Business Rates and discretionary relief. They have recommended the introduction of a discretionary Business Rates relief scheme for small businesses within Bracknell Forest. The Executive will consider its response to this proposal and, if agreed, appropriate budgetary provision will need to be made during 2015/16.

### 3.4 2016/17 Funding

- 3.4.1 Future funding will be announced as part of the 2016 Spending Round following the General Election. With all mainstream political parties supporting a continuation of the national deficit reduction programme, combined with commitments to maintain the ring-fence on major public expenditure areas such as Health and Education, further reductions are inevitable in the coming years. These are likely to be of a similar magnitude to those experienced over the last 5 years.

### 3.5 Consultation

- 3.5.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the consultation period, the draft proposals have also been scrutinised by the Council's Overview & Scrutiny Commission and Scrutiny Panels. Extracts from the minutes of these meetings are attached as Annexe B and show the Commission broadly supported the draft proposals presented.
- 3.5.2 The draft fees and charges for 2015/16 have also been considered by the Overview and Scrutiny Commission and Scrutiny Panels and no significant issues were raised. They are included at Annexe G.
- 3.5.3 The Schools' Forum considered the Executive's proposals relating to the Children, Young People and Learning department at its meeting on 15 January.
- 3.5.4 The Forum also requested that the Council's strategy to fund revenue budgets for relevant education services up to the level of grant income be reviewed with a view to considering providing top up funding from the Council's own resources. The overall level of funding for schools has, and will continue to be considered, as part of the Council's overall budget proposals.
- 3.5.5 The draft budget proposals were published on the Council's web site and letters were sent to business ratepayers drawing their attention to the consultation. A total of 12 responses were received including a detailed response from the Labour Group. Although there was broad agreement on the Council's approach a number of specific concerns were expressed. A summary of the responses received is included at Annexe C.

### 3.6 Inflation

- 3.6.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. Inflation allowances have been reviewed further by the Borough Treasurer and the Corporate Management Team and as a consequence the inflation provision has been reduced to £1.511m. The Departmental analysis is shown in Table 2.

Table 2: Inflation Allocations

<b>Department</b>	<b>2015/16 £'000</b>
Adult Social Care, Health and Housing	636
Children, Young People and Learning (excluding schools)	269
Corporate Services / Chief Executive's Office	207
Environment, Culture and Communities	399
Non Departmental / Council Wide	0
<b>Total</b>	<b>1,511</b>

- 3.6.2 This is a saving of -£0.189m compared to the December budget proposals. Inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded by the Dedicated Schools Grant.

### 3.7 Collection Fund

- 3.7.1 A surplus will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a lower than expected take up of the Local Council Tax Benefit Support Scheme. The Council's share of this surplus, which can be used to support the 2015/16 budget, is estimated to be -£0.412m. A surplus is also expected to be generated on the Business Rates element of the Collection Fund and the Council's share is estimated to be -£0.182m.

### 3.8 Other Revisions to the Draft Budget Proposals

- 3.8.1 In the two months since the Executive published the December draft budget proposals more information has inevitably become available. Details of the suggested amendments to the budget proposals are set out in paragraphs a) to g) below with the net impact being a decrease in the net revenue budget for 2015/16 of -£0.122m. These changes have been reflected in the full budget proposals set out in Annexe D and the Commitment Budget (Annexe A). The new proposals included in Annexe D have been shaded to distinguish them from the December proposals that formed part of the consultation process.

- a) Children, Young People and Learning – high needs pupils in schools  
In order to reduce the future cost increases currently being forecast for high needs pupils, a range of key actions have been identified. These are not eligible DSG spend, so fall within the financial responsibilities of the Council. In order to be able to finance these at no cost to the Council it is proposed that the Council fund a new £0.060m growth bid for the Special Educational Needs (SEN) Team with the Schools Budget financing an equivalent cost

transfer from the Council relating to educational support for looked after children. Further details can be found in section 8.1.

- b) Corporate Services – Wildridings Square shops Invest to Save scheme  
The purchase of the head lease for two shops in Wildridings Square will generate rental income of -£0.034m. This will more than cover the revenue impact of the capital transaction included under Non departmental budgets.
- c) Environment, Culture and Communities –waste disposal PFI  
The latest waste projections, which are based on tonnage information from the September 2014 survey, have resulted in a reduction in the additional cost included in the Commitment Budget (-£0.261m).
- d) Environment, Culture and Communities – London Road Landfill Site  
The Environment Agency has recommended that enhancements are made to gas monitoring following an audit of the site. Additional expenditure is required over the next two years (£0.014m in 2015/16 and 2016/17).
- e) Non Departmental / Council Wide – revenue impact of the 2014/15 capital programme  
Changes to the forecast capital expenditure in 2014/15, in particular the purchase of the bus station when the Town Centre Development Agreement goes unconditional, have increased the Minimum Revenue Provision and the loss of interest figures included in the Commitment Budget (£0.170m).
- f) Non Departmental / Council Wide - 2015/16 Capital Programme  
For consistency, the impact of the 2015/16 Capital Programme on investment income has now been reflected in the Commitment Budget. As outlined in section 8.3, the reduction in interest earned has increased from £0.034m to £0.046m since the draft proposals.
- g) Non Departmental / Council Wide – Council Tax Support to Parishes  
The lower take-up of the Local Council Tax Benefit Support Scheme has enabled the support to Parishes to be reduced without impacting on their income levels (-£0.023m).

## **4 OTHER BUDGET ISSUES**

### **4.1 Schools Budget**

- 4.1.1 Whilst spending on the Schools Budget is funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council's funding responsibilities, councils retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, councils must plan to spend at least to the level of estimated DSG. The policy of the Council is to fund the Schools Budget up to the level of grant income, with the Executive Member for Children, Young People and Learning responsible for agreeing individual service budgets.
- 4.1.2 From April 2013, the DSG was split into three notional blocks – schools (which includes delegated school budgets and a small number of centrally managed services) and early years, both of which have their own per pupil funding rate, and the high needs block for pupils with needs above £10,000 which is adjusted each year based on actual numbers of pupils, capped to the level of national DSG. The allocations are not ring-fenced to each block, so more or less can be planned to be

spent within each element, but a ring-fence continues on the DSG as a whole so that it can only be spent on the functions defined within the School Funding Regulations.

- 4.1.3 The Department for Education (DfE) has yet to provide a complete update on grant funding in the Early Years or High Needs Block, but with a confirmed increase in pupil numbers of 277, and an additional £1.555m of funds from the Government's Fairer Funding for Schools in 2015/16 initiative (that is targeted to councils currently receiving the lowest per pupil funding rates), the Schools Block element of DSG will increase by £2.724m to £65.276m with a total provisional DSG allocation for 2015/16 of £82.346m.
- 4.1.4 Despite this increase in income, as previously reported, there continues to be significant financial pressure on budgets for schools and the budgets managed by the Council that support schools and pupils, in particular those with high needs. An estimate of likely High Needs Block DSG income compared to cost indicates a significant pressure and this mainly relates to an increase in the cost of external placements, most notably for those aged 16 and above.
- 4.1.5 This arises from changes in financial responsibility, with the DSG now needing to fund post-16 high needs pupils through to age 25 rather than 19, with insufficient additional funds being allocated by the DfE to meet the extra responsibilities. In terms of funding made available for post 16 students, the budget transferred from the EFA to councils in 2013/14 to meet these commitments was based on 2011/12 pupil numbers and associated funding allocations. On a national scale, demand for Post 16 placements far outstripped the EFA's predictions which the budgets were based on, with a 40% increase in budget costs being seen. This was mirrored in Bracknell Forest with the allocated budget being less than the commitments already identified for 2013/14. Buckinghamshire County Council is proposing a legal challenge around the funding methodology and decision making process of the DfE in this matter. This could result in a Judicial Review, and further developments are awaited on this.
- 4.1.6 Costs supporting high needs pupils are rising and are now estimated at £2.138m above budget for 2015/16, with the pressure reducing to £1.938m after taking account of £0.2m (9%) of savings. A further cost increase of £0.891m is forecast between 2015/16 and 2017/18 as a number of post 16 students will continue in education to 25. The Council has made a request to the DfE for additional funding to help finance these cost increases as have a number of other authorities and a response is awaited.
- 4.1.7 With no significant change expected in the amount of High Needs DSG, the only viable option available to balance the Schools Budget is to use £1.938m of funding intended for schools for high needs pupils. This means that other than for increases in pupil numbers and changes to their characteristics, such as increased numbers eligible to a free school meal, no additional funds will be allocated to schools next year. In the absence of other options, the Schools Forum has agreed this funding transfer.
- 4.1.8 In order to reduce the future cost increases currently being forecast for high needs pupils, a range of actions have been identified. These are labour intensive, estimated at £0.06m to implement, and as they are not eligible DSG spend, fall within the financial responsibilities of the Council. In order to be able to finance this at no cost to the Council, the budget proposals include a funding swap that would see the Council fund a new £0.06m growth bid for the SEN Team with the Schools Budget financing an equivalent cost transfer from the Council relating to educational support for looked after children. The Schools Forum supports this proposal.

4.1.9 To ensure that the most up to date information on DSG income is used in budget setting, final decisions on the Early Years and High Needs areas are planned to be taken by the Executive Member for Children, Young People and Learning in March. Taking these measures is expected to result in sufficient resources being available to finance relevant costs next year and also set in place actions to reduce future cost increases. The Schools Budget is finely balanced and action will be taken during the year to ensure the budget does not fall in to deficit and a reasonable level of reserves is re-established for the future.

#### 4.2 Pensions

4.2.1 Accounting standards on the treatment of pension costs (IAS19) require the inclusion within the total cost of services of a charge that represents the economic benefits of pensions accrued by employees. To simplify the presentation of the budget proposals the IAS19 adjustment were not incorporated into the budget proposals considered by the Executive. However they are included in the supporting information presented to Council. This will not impact upon the Council's net overall budget or the level of Council Tax.

#### 4.3 Investments

4.3.1 The Council generates interest each year from investing its accumulated cash reserves and working capital. The two factors that influence the amount of interest earned are interest rates and the average level of cash balances held over the year.

4.3.2 Investment returns are likely to remain relatively low during 2015/16 and beyond. The Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from as late as Spring 2016. Given the Council's approach to managing risk and keeping investments limited to a maximum of 6 months maturity with the exception of the part-nationalised UK Banks, the opportunity to achieve rates in excess of the Bank Rate is limited.

4.3.3 The 2015/16 budget is therefore based on an average rate of return of approximately 0.5% and reflects the lower cash balances as a result of the proposed 2015/16 Capital Programme. The net impact of these is a £0.097m pressure, being £0.046m related to the Capital Programme (included in the Commitment Budget) and a loss of income of £0.051m from the fall in the expected yield on investments from cash-flow movements.

4.3.4 There is a risk, however, that the Council's cash-flow will differ from past years as a result of the reforms to Business Rates Retention which has a dramatic impact on the cash-profile of the Council. As such any change in interest rates or cash balances will clearly have an impact on the overall investment income generated by the Council with every 0.1% reduction in the average rate of return adding a £0.03m pressure to the General Fund.

4.3.5 The 2015/16 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2014 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2015/16. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-nationalised UK Banks). Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual

Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 28 January 2015, the Treasury Management Strategy remains unchanged from that consulted on in December.

- 4.3.6 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. These require Council approval and are included at Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.3.7 The capital programme proposes council funded capital expenditure of £16.798m and an externally funded programme of £14.315m in 2015/16. After allowing for projected receipts of approximately £2.5m in 2015/16 and carry forwards, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.046m in 2015/16 and £0.492m in 2016/17. These figures include on-going costs associated with the maintenance and support of IT capital purchases.
- 4.3.8 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Department for Communities and Local Government (DCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annexe E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget. The MRP policy was reviewed by the Governance and Audit Committee at its meeting on 28 January 2015 and no changes were proposed.
- 4.3.9 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. In practice the Council is unlikely to borrow externally as it has sufficient revenue investments, arising from the Council's reserves and balances to cover this expenditure. However it will still need to make a charge to revenue for this "internal borrowing".
- 4.3.10 The revised budget proposals include an estimate of £1.489m for the Minimum Revenue Provision required to be made in 2015/16. The actual charge made in 2015/16 will be based on applying the approved MRP policy to the 2014/15 actual capital expenditure and funding decisions.

#### 4.4 Capital Charges

- 4.4.1 Capital charges are made to service departments in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent the opportunity cost to the Council of owning fixed assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.
- 4.4.2 Capital charges do, however, represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges "below the line", i.e. outside service department costs, thereby reducing the net revenue budget whilst not directly affecting the overall cost of each individual service. This means that the

charges do not affect the level of Council Tax. The capital charges in 2015/16 total £14.049m which is an increase of £0.226m compared to the current year. This is largely because of forecast capital expenditure in 2014/15 and annual revaluations.

- 4.4.3 Changes to capital charges do affect internal services recharges (see below) and were not incorporated into the budget proposals considered by the Executive. They are included in the supporting information presented to Council.

#### 4.5 Internal Services Recharges

- 4.5.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2015/16. Due to their corporate nature, some services do not relate to a single service department, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the departments responsible for providing them (mainly Corporate Services). However, all such costs must be charged to the services that receive support from them.

- 4.5.2 The impact of changes in recharges for internal services is neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving them. The overall level of recharges is dependent upon the Executive's budget proposals being approved.

#### 4.6 Statement by the Borough Treasurer

- 4.6.1 Under the Local Government Act 2003, the Borough Treasurer (as the Council's Section 151 Officer) must report to Members each year at the time they are considering the budget and Council Tax on:

- a) The robustness of estimates; and
- b) The adequacy of reserves.

In addition, CIPFA guidance on Local Authority Reserves and Balances states that a statement reporting on the annual review of earmarked reserves should be made to Council at the same time as the budget. The statement should list the various earmarked reserves, the purpose for which they are held and provide advice on the appropriate level.

Robustness of estimates

- 4.6.2 The annual statement on the robustness of the estimates formalises the detailed risk assessments that are undertaken throughout the year and which are a standard part of the budget preparations and are included in the Council's Strategic Risk Register.

This identifies a number of key risk areas including:

- financial and economic factors, in particular the need to maintain services whilst achieving significant savings over the Spending Review period and beyond;
- the impact of demand led services and the need to forecast changes and reshape service delivery to meet changing needs;
- staffing and the need to recruit, train and retain staff with the relevant skills and expertise;
- IT infrastructure availability and information accuracy;
- potential for the Information Commissioner to impose fines if personal sensitive data is misused or stolen;



- failure to design, monitor and control the implementation of major programmes and projects;
- business continuity incidents;
- effective safeguarding of children and vulnerable adults;
- effective maintenance of assets including the highways infrastructure;
- working effectively with partners, residents, service users, the voluntary sector and local businesses;
- impact of litigation and legislation;
- town centre regeneration.

The budget includes resources sufficient to enable the Council to monitor these key risks and where possible to minimise their effects on services in accordance with the strategic risk action plans. Specific risk reduction measures that are in place include the following:

- Budget Setting Process
  - Production and regular monitoring of a robust medium-term financial strategy.
  - Regular analysis of budgets to identify legislative, demographic, essential and desirable service pressures / enhancements.
  - Detailed consideration of budgets by officers and Members to identify potential budget proposals.
  - Robust scrutiny of budget proposals prior to final agreement.
  - Ensuring adequacy and appropriateness of earmarked reserves.
- Budget Monitoring
  - Robust system of budgetary control with regular reporting to the Corporate Management Team (CMT) and through the Quarterly Service Reports (QSRs) to Members.
  - Exception reports to the Executive.
  - Regular review of the Councils' budget monitoring arrangements by both internal and external audit to ensure they remain fit for purpose.
  - Taking corrective action during the year to ensure the budget is delivered every year (as in 2009/10, 2006/07, 2005/06 and 2000/01).
  - Specific regular review by Group Accountants of particularly volatile budget areas.

4.6.3 The Borough Treasurer receives regular updates from Group Accountants on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2015/16 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Leisure Facilities, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Coral Reef improvements, Waste Management PFI, major school redevelopment

proposals (Binfield Learning Village at Blue Mountain in particular) and the achievement of savings proposals;

- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management / Investments** – return on investments is affected by cashflow and the level of the Bank rate;
- **Uninsured losses** – the Council's insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;
- **Contractual Issues** – disputes, contract inflation and renewal of major contracts;
- **Legislative Changes** – for example, the transference of risks resulting from the retention of Business Rates by councils and the localisation of Council Tax support, the introduction of the Better Care Fund and its impact on funding and the way services will be delivered in the future, the implementation of responsibilities under the Care Act 2014 and Children and Families Act 2014, and the transition to universal credit;
- **Clarification of legislation** - the implementation of a recent court ruling regarding the deprivation of liberty safeguards;
- **Independent external providers** – changes in provision by independent service providers may result in increased costs to the Council;
- **Service interdependencies** – the potential impact of service reductions in one area on the demand for other services provided by the Council;
- **External inspections** – improvements identified through external inspection;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.
- **Schools Budget** – impact of post 16 high needs pupil costs.

4.6.4 The probability of some of the above risks occurring is high. However it is unlikely that all will occur at the same time as has been evidenced in the demand led budgets over the past few years. The measures in place, set out in paragraph 9.2, lead the Borough Treasurer and CMT to conclude that the budget proposals have been developed in a sound framework and are therefore robust. However, it needs to be recognised that not all adverse financial issues can be foreseen looking almost fifteen months ahead, e.g. the impact of changes in demand led services or severe weather conditions. It is therefore prudent to include, as in previous years, a contingency sum within the budget proposals.

#### Contingency

4.6.5 During the next year the Council will still face significant risks on its budget particularly in relation to:

- demand led services;
- Business Rates appeals;
- the implementation of a recent court ruling regarding the deprivation of liberty safeguards;
- the Care Act 2014;
- waste – contractual arrangements and variations in tonnages;
- the continuing general economic uncertainty;
- closure of Coral Reef.

The level of risk and uncertainty has increased significantly compared to last year. The Chief Executive and CMT have reflected upon the outlook for the economy as a whole and its impact on the Council and the risks contained within the proposed budget. As a result, the Borough Treasurer recommends that the contingency be set

at £2.000m which is an increase of £1.000m compared to last year and the December proposals.

#### Earmarked Reserves

- 4.6.6 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £18.585m in Earmarked Reserves at the start of 2014/15 which were approved by the Governance and Audit Committee in September 2014. The Borough Treasurer has undertaken a review of existing earmarked reserves and Annex F sets out each reserve considered. The Borough Treasurer will review again the earmarked reserves in light of the changing risks facing the Council as part of the 2014/15 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

## 5 NET REVENUE BUDGET

- 5.1 Table 3 summarises the budget changes for each Department outlined in section 3 and 4 above.

Table 3: Summary of budget changes

	Inflation (Section 3.6)	Revisions to draft budget proposals (Sections 3.3 and 3.8)	Changes to Specific Grants (Section 3.2)	Total Changes Identified
		£'000	£'000	£'000
Adult Social Care, Health and Housing	636	0	108	744
Children, Young People and Learning (excluding schools)	269	0	5	274
Corporate Services / Chief Executive's	207	-34	1	174
Environment, Culture & Communities	399	-247	0	152
Non Departmental / Council Wide	-1,700	-2,829	385	-4,144
<b>TOTAL</b>	<b>-189</b>	<b>-3,110</b>	<b>499</b>	<b>-2,800</b>

These figures were added to the December proposals to produce a revised budget proposal for each department. This is summarised in Table 4.

Table 4: Draft Budget Proposal 2015/16

Department	2015/16 Draft Proposals (Table 1)	Changes Identified (Table 3)	Change in Council Tax Freeze Grant (Section 6.3)	Revised Budget Proposals
	£'000	£'000	£'000	£'000
Adult Social Care, Health and Housing	36,368	744	0	37,112
Children, Young People and Learning (excluding schools)	25,545	274	0	25,819
Corporate Services / Chief Executive's	8,006	174	0	8,180
Environment, Culture & Communities	33,612	152	0	33,764
Non Departmental / Council Wide	-21,047	-4,144	-505	-25,696
<b>Total</b>	<b>82,484</b>	<b>-2,800</b>	<b>-505</b>	<b>79,179</b>

- 5.2 The final budget proposals comprise all the executive proposals plus changes to capital charges, recharges and IAS19 pension adjustments. The final position is summarised in Table 5.

Table 5: Final Draft Budget Proposal 2015/16

Department	Executive Budget Proposals (Table 4) £'000	Changes to Capital Charges, Recharges & Pensions £'000	Final Budget Proposals £'000
Adult Social Care, Health and Housing	37,112	104	37,216
Children, Young People and Learning	25,819	-150	25,669
Corporate Services / Chief Executive's	8,180	-708	7,472
Environment, Culture & Communities	33,764	183	33,947
Non Departmental / Council Wide	-25,696	571	-25,125
<b>Total</b>	<b>79,179</b>	<b>0</b>	<b>79,179</b>

## 6 USE OF BALANCES

- 6.1 The Council needs to maintain reserves to aid cashflow and to protect itself from fluctuations in actual expenditure and income. An allowance for cashflow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.
- 6.2 In deciding the level of any contribution from balances, the Council will wish to have regard to the level of balances available. The Council's General Fund balance at the start of 2015/16 is expected to be £7.2m. This is made up as follows:

Table 5: General Reserves as at 31 March 2015

General Fund	£m
	9.8
Planned use in 2014/15	<u>(2.6)</u>
<b>TOTAL Estimated General Balances</b>	<b><u>7.2</u></b>

- 6.3 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. It is prudent when considering the use of reserves to not only consider the current year's budget but also future years' pressures.
- 6.4 The Council's share of the Business Rates surplus for 2013/14 and the additional Business Rates income in 2014/15 will be transferred into the Business Rates Equalisation Reserve at the year end. It is estimated that there will be a balance of £11.7m available on the reserve at the end of 2014/15.

## 7 FUNDING THE BUDGET PROPOSALS

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £79.179m before the loss of interest on any revenue balances that might be used. This compares with income of -£78.247m from Revenue Support Grant and Business Rates baseline funding (-£30.947m), the Collection Fund surplus

(-£0.594m) and Council Tax at the 2014/15 level (-£46.706m). The Net Revenue Budget is therefore 0.932m above the level of income for 2015/16.

- 7.2 This report is based on the recommendation that there will be no increase in Council Tax and that the Council will receive additional specific grant from central Government of £0.505m as a result. This gap will therefore need to be bridged by a contribution from the Council's revenue balances. The loss of interest on the use of revenue balances increases the gap by £0.002m which will be added to the one off adjustment made against the Business Rates Equalisation Reserve.
- 7.3 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to remain at £1,093.95.

**PROVISIONAL BUDGET SUMMARY STATEMENT**  
**Subject to amendment in the light of final budget decisions**

Line		2014/15	2015/16
		£'000	£'000
	<b>Bracknell Forest's Expenditure</b>		
1	Adult Social Care, Health and Housing	35,967	37,216
2	Children, Young People and Learning	25,447	25,669
3	Corporate Services / Chief Executives	8,038	7,472
4	Environment, Culture and Communities	33,213	33,947
5	Corporate Wide Items (to be allocated)	381	405
6	<b>Sub-Total</b>	<b>103,046</b>	<b>104,709</b>
7	<b>Non Departmental Expenditure</b>		
8	Contingency provision	1,000	2,000
9	Debt Financing Costs (Minimum Revenue Provision)	1,536	1,489
10	Levying Bodies	108	108
11	Interest	(298)	(124)
12	Pension Interest Cost & Administration Expenses	6,126	7,251
13	Other Services	487	463
14	Business Rates Growth	(5,963)	(5,893)
15	Contribution from Capital Resources	(300)	(300)
16	Capital Charges	(13,823)	(14,039)
17	Contribution from Pension Reserve	(10,782)	(11,120)
18	Contribution to/(from) Earmarked Reserves	11,840	(1,542)
19	New Homes Bonus grant	(2,660)	(3,292)
20	Local Services Support Grant	(42)	(26)
21	Council Tax Freeze Grant	(501)	(505)
22	<b>Net Revenue Budget#</b>	<b>89,774</b>	<b>79,179</b>
23	Movement in General Fund Balances	(2,624)	(932)
24	<b>Net Revenue Budget after use of balances</b>	<b>87,150</b>	<b>78,247</b>
25	Less - External Support		
26	Business Rates	(14,990)	(15,277)
27	Revenue Support Grant	(19,297)	(15,670)
28	Collection Fund Adjustment – Council Tax	(597)	(412)
29	Collection Fund Adjustment – Business Rates	(6,322)	(182)
30	<b>Bracknell Forest's Council Tax Requirement</b>	<b>45,944</b>	<b>46,706</b>
31	<b>Collection Fund</b>		
32	Bracknell Forest's Requirement	45,944	46,706
33	divided by the Council Tax Base ('000)	42.00	42.69
34	<b>Council Tax at Band D (excluding Parishes)</b>		
35	Bracknell Forest	£1,093.95	£1,093.95

# The 2014/15 Net Revenue Budget = £83.452m + £6.322m which is the surplus on the business rates element of the Collection Fund.

## Commitment Budget 2015/16 to 2017/18

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>Adult Social Care, Health and Housing</b>				
Approved Budget	32,240	32,276	32,293	32,303
Carers Accommodation Strategy		-10		
Fixed civil penalties - failure to declare changes in circumstances		10	10	
Bracknell Forest Supplement		17		
Net Inter Departmental Virements	36			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>32,276</b>	<b>32,293</b>	<b>32,303</b>	<b>32,303</b>
<b>Children, Young People and Learning</b>				
Approved Budget	15,250	15,254	15,276	15,246
Suitability surveys		20	-20	
Schools Music Festival		10	-10	10
Special Education Needs Team		-35		
Bracknell Forest Supplement		3		
Recruitment and retention payments - Children's Social Care <sup>1</sup>		130		
Aiming High (Provision of Short Breaks)		-106		
Net Inter Departmental Virements	4			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>15,254</b>	<b>15,276</b>	<b>15,246</b>	<b>15,256</b>
<b>Corporate Services / Chief Executive's Office</b>				
Approved Budget	14,102	14,178	14,265	14,200
Vacating Seymour House/Ocean House		-22	-14	
Invest to Save - Time Square lighting		-1		
Invest to Save - Time Square insulation panels		-1		
Borough Elections		80	-80	
Revenue impact of Capital Programme - ICT maintenance & support costs		54		
Community right to bid grant		8		
Community right to challenge grant		9		
Human Resources staffing review		-12		
Residents Survey			29	-29
Motion picture umbrella licence		6		
Capital Invest to Save 2014/15 - Wildridings Square shops		-34		
Net Inter Departmental Virements	76			
<b>Chief Executive / Corporate Services Adjusted Budget</b>	<b>14,178</b>	<b>14,265</b>	<b>14,200</b>	<b>14,171</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	23,754	23,747	24,295	24,415
Waste Disposal PFI		354	87	98
Local Development Framework		149	34	-171
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
Car Parking income				-80
Bracknell Forest Supplement		32		
London Road Landfill Site		14		-14
Capital Invest to Save 2014/15 - Easthampstead Park outdoor wedding gazebo				-13
Net Inter Departmental Virements	-7			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>23,747</b>	<b>24,295</b>	<b>24,415</b>	<b>24,234</b>
<b>Total Service Departments</b>	<b>85,455</b>	<b>86,129</b>	<b>86,164</b>	<b>85,964</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	4,428	4,319	4,562	6,050
2014/15 Capital Programme (Full Year Effect) - Interest		27		
Minimum Revenue Provision		-47	309	520
2014/15 Use of Balances (Full Year Effect) - Interest		7		
Revenue impact of 2015/16 Capital Programme - ICT costs			6	
2015/16 Capital Programme - Interest		46	45	
Ceasing to pay Pension Fund contributions in advance		100	100	
Increase in employers Pension Fund contributions		133	253	300
Removal of the contracted out NI rebate due to the introduction of the new flat rate State Pension			775	
Council Tax Support to Parishes		-23		
Net Inter Departmental Virements	-109			
<b>Non Departmental / Council Wide Adjusted Budget</b>	<b>4,319</b>	<b>4,562</b>	<b>6,050</b>	<b>6,870</b>
<b>TOTAL BUDGET</b>	<b>89,774</b>	<b>90,691</b>	<b>92,214</b>	<b>92,834</b>
<b>Change in commitment budget</b>		<b>917</b>	<b>1,523</b>	<b>620</b>

<sup>1</sup> To be reviewed once the actual number of employees entitled to the payment has been established.

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
Corporate Services	8,114	8,201	8,136	8,107
Children, Young People and Learning	25,451	25,473	25,443	25,453
Adult Social Care and Health	36,003	36,020	36,030	36,030
Environment, Culture & Communities	33,206	33,754	33,874	33,693
Non Departmental/Council Wide	-13,000	-12,757	-11,269	-10,449
	<b>89,774</b>	<b>90,691</b>	<b>92,214</b>	<b>92,834</b>



## MINUTE EXTRACTS OF THE OVERVIEW AND SCRUTINY COMMISSION AND PANELS CONCERNING THE 2015/16 BUDGET CONSULTATION

### Overview and Scrutiny Commission - 29.01.15

The Panel considered the Council's draft budget proposals for 2015/16 in relation to the Corporate Services Department and the Chief Executive's Office, and received feedback from Overview and Scrutiny Panels and overall conclusions.

The Executive agreed the Council's draft budget proposals for 2015/16 at its meeting on 16 December 2014 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period would run until 27 January 2015, after which the Executive would consider the representations made at its meeting on 10 February 2015, before recommending the budget to Council.

Attached to the report were extracts from the 2015/16 Revenue Budget and Capital Programme. The extracts were comprised of Revenue Budget Report, Commitment Budget, Draft Revenue Budget Pressures, Draft Revenue Budget Savings Proposals, Proposed Fees and Charges, Capital Programme Report and Summary and Proposed Capital Schemes.

The Borough Treasurer gave an update on changes to the budget since it was published on 10 December 2014. The Government had announced provision of Local Government Finance Settlement which would result in further loss of central government grant of £195,000. Current forecasts on collection funds showed a £100,000 surplus; the take up of the Council Tax Benefit Reduction Scheme had not been as high as anticipated. There had been savings in relation to waste as tonnages sent to landfill had been revised giving a saving of £260,000, and inflation had continued to fall giving a saving of £200,000 in the budget. There had been changes to the capital budget in relation to schools and the town centre.

The budget gap had fallen from approximately £4.7 million to approximately £4 million. Risks made forecasting more unpredictable, such as the introduction of the Care Act from April and variations in relation to older people and looked after children. There had been a legal ruling in relation to Deprivation of Liberty Safeguards which would pose a cost, and the planned closure of Coral Reef at some point during the year would mean a short term loss of revenue from this site.

There had been some minor changes to the capital budget which included uncertainty regarding schools. There was usually an allocation for schools maintenance of approximately £2 million but the Council had not been advised of this allocation yet, so could not include it in the budget at present. The consultation on the budget had been active for six weeks and there had been a limited but positive response so far.

In response to Members' questions, the following points were made:

- There were funding constraints for young people post-16 with high needs and attention was drawn to a Councillor's concerns in this regard. Proposals had been considered by the Schools Forum regarding how to accommodate young people with high needs. Actions had been considered and it was possible to put more funding into the schools' budget but the Council had so far chosen to fund at the level of Dedicated Schools Grant (DSG). It was a policy issue; there was a separate budget for schools and for education. The Schools Forum made suggestions to the Council on the allocation of funding for schools. Cuts would need to be made in other service budgets in order to increase funding in the schools' budget, and so far the Council

had chosen not to do this. Local authorities who had chosen to do this had then struggled to provide other services.

- A number of local authorities had started the budget consultation process earlier, before more detailed plans had been developed. The Council had chosen not to do this in the past but it could be considered. A short statistical analysis and the themes of comments from the consultation would be included in the report to the Executive on 10 February 2015. Members were welcome to see this information.
- There was a need to ensure that information provided in consultations for the public was understandable and simplified where ever possible.
- Members of the public were aware of the amount of money due to be spent on a new school and grant funding would be used where available.
- There had been an anticipated increase in income at the Peel Centre in Bracknell, of which Bracknell Forest Council had an interest and received some income from this.
- The Council was aware of where asbestos was sited in council buildings as the Council was required to undertake a more in depth survey after changes to the regulations in this area. There would likely be a three year programme to survey council buildings which would start with the schools in the borough.
- Public car parks in Bracknell were considered to be accessible to disabled people but they needed to be checked against the latest regulations. Public car parks did not meet the previous list of defined properties which were accessible and the aim was to add public car parks to this list. An audit had been undertaken and minimal changes were expected.
- The Council used open source technology for its website and was looking into reducing costs in this area. Licences were expensive but the Council used large legacy systems with a range of functions, many of which were integrated with Microsoft suite. Many suppliers had said they did not provide the integration function. Integrations in the council and their impact were being analysed, and the current ICT Strategy was being reviewed. The aim was to include this work in the next ICT Strategy. It was more sensible for the council to operate on the same system rather than different systems.

### **Adult Social Care and Housing Overview and Scrutiny Panel - 20.01.15**

The Panel considered key themes and priorities for Adult Social Care and Housing as outlined in the Council's Draft Budget Proposals for 2015/16.

The Executive agreed the Council's draft budget proposals for 2015/16 at its meeting on 16 December 2014 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period would run until 27 January 2015, after which the Executive would consider the representations made at its meeting on 10 February 2015, before recommending the budget to Council.

Attached to the report were extracts from the 2015/16 Revenue Budget and Capital Programme. The extracts were comprised of Revenue Budget Report, Commitment Budget, Draft Revenue Budget Pressures, Draft Revenue Budget Savings Proposals, Proposed Fees and Charges, Capital Programme Report and Summary and Proposed Capital Schemes.

In response to Members' questions, the following points were made:

- National statistics were used when looking at the demography of the borough. There were increasing numbers of people in the borough, mostly due to the older population growing by approximately 1-2%. Bracknell might have a slightly more accelerating older population than other areas but it was thought to be slowing now. It was likely due to people who moved to the area in the 1960s.

- There was help available to prevent people from going into residential care. The aim was to find ordinary accommodation such as a person's own home and provide more support to enable them to live there.
- The care home near to Popes Meadow was outside of the Council's remit and could be expensive, so would be difficult for the Council to use.

### **Health Overview and Scrutiny Panel - 15.01.15**

The Panel received a report setting out the draft budget proposals for 2015/16.

It was noted that the Public Health budget was almost entirely funded through a ring-fenced grant of £3.049million with an additional contribution of £100,000 from the NHS Money for Social Care Transfer.

The Panel noted that in a change from previous years, the Drug and Alcohol Action Team would be fully funded from the Public Health Grant in 2015/16 however the amount of the Team's budget would remain unchanged.

The Panel noted the budget proposals.

### **Children, Young People and Learning Overview and Scrutiny Panel - 12.01.15**

The Panel considered key themes and priorities for Children, Young People and Learning as outlined in the Council's Draft Budget Proposals for 2015/16.

The Executive agreed the Council's draft budget proposals for 2015/16 at its meeting on 16 December 2014 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period would run until 27 January 2015, after which the Executive would consider the representations made at its meeting on 10 February 2015, before recommending the budget to Council.

Attached to the report were extracts from the 2015/16 Revenue Budget and Capital Programme. The extracts were comprised of Revenue Budget Report, Commitment Budget, Draft Revenue Budget Pressures, Draft Revenue Budget Savings Proposals, Proposed Fees and Charges, Capital Programme Report and Summary and Proposed Capital Schemes.

In response to Members' questions, the following points were made:

- The budget for Independent Reviewing Officers was included in the proposals.
- The grant for additional support for SEN changes finished at the end of March 2015 but additional provision had been made for this.
- There had been a change of responsibility in SEN legislation through the Education Funding Agency (EFA) and the Local Authority had taken on responsibility for the older group. The figures were much higher than the government had anticipated and this had created a funding issue. Buckinghamshire County Council had taken out a case against the government regarding this decision. £1.9 million additional funding was predicted as a result of this decision. Work had been undertaken on modelling and predicting numbers as some young people finished education at 19 years of age and others carried on with further education. Ways of mitigating this were being considered. The Chairman reported that the Executive Member for Children, Young People and Learning and others had challenged the government's decision.

- The Chairman suggested that there be a briefing at the next meeting of the Panel on an analysis of how pupil premium operated in schools and what schools were offering as pupil premium.
- Page 18 of the agenda papers stated savings from the Aiming High programme as -£0.108 million but page 31 stated the savings at -£0.106 million. It was confirmed that -£0.106 million was the correct figure.
- If a child was to be placed in, for example, Edinburgh there was a national set fee for adoption of £27,000 which was brought in two years ago. Children could not be placed in Bracknell if they were confidential placements. Placements were sought far and wide nationally.

### **Environment, Culture and Communities Overview and Scrutiny Panel - 13.01.15**

The Director of Environment, Culture and Communities presented a report on the key themes and priorities for the Environment, Culture and Communities Department as outlined in the Council's Draft Budget Proposals for 2015/16.

Particular attention was drawn to the pressures on the Environment, Culture and Communities budget in the coming year totalling £424,000. This comprised:

- Waste PFI Contract - £160,000 reduced income from recycling.
- Concessionary fares - £107,000 increased payments to bus companies.
- Development Management Section - £129,000 additional resource required to deal with a significant increase in planning applications and enforcement (offset by increased fee income).
- Bracknell Leisure Centre - £28,000 lower annual rent from new lease.

However, budget savings for 2015/16 amounted to £813,000, the most significant of which were £485,000 on the public realm contracts which had been re-let from 1 October 2014 (with no loss of quality) and £129,000 for Development Management increased fee income.

The Capital Programme for 2015/16 for the Directorate totalled £13.852m of which £4.797m was Council funded and £9.055m was externally funded. The outline programme for the two following years was also detailed.

From questions and discussion the following points arose:

Some large percentage increases had been proposed in relation to some fees and charges for highway licences or consents payable by developers or statutory undertakers. It was requested that an explanation and further detail of these proposed charges and the fee for overrunning work be sent to Panel Members following the meeting and that a report describing how the permit scheme was progressing be submitted to a future meeting of the Panel.

Capital works on highway network maintenance totalled £1.65m, funded by a Government cash grant, and £200,000 Council funded work on road and footway re-surfacing, in addition to revenue funded work on pothole repairs where no re-surfacing work was programmed. Cycle paths were included with roads and inspected three times each year to assess what maintenance was required.

The Capital Programme contained provision for £2m to be spent in each of the next three years on Town Centre Infrastructure works. The Finance Review Group would be meeting soon to consider the scheduling of work over the period, rolling forward any unspent sums

as necessary. In addition there were some transport related improvements funded by Section106 developer contributions.

Further traffic signal infrastructure works were programmed. It was requested that the operation of the intelligent transport system now operational at the Twin Bridges roundabout be reviewed since traffic did not appear to flowing freely.

The Community Infrastructure Levy (CIL) was due to be implemented from 6 April 2015. CIL contributions would be collected through 2015/16 for allocation in 2016/17.



**SUMMARY OF RESPONSES TO THE COUNCIL'S 2015/16 BUDGET CONSULTATION**

- The 2015/16 budget proposals were placed on the Council's website on 17 December 2014. During the consultation period, twelve responses were received.
- Respondents were asked to score the Council's capital investment plans and savings proposals from strongly agree through to strongly disagree. The following table summarises the responses:

<b>Question</b>	<b>Strongly Agree/ Agree</b>	<b>Neutral</b>	<b>Strongly Disagree/ Disagree</b>
To what extent do you agree with the Council's capital investment plans for the transformation of Coral Reef?	9	2	1
To what extent do you agree with the Council's capital investment plans for Bracknell Town Centre enabling works?	10	2	0
To what extent do you agree with the Council's capital investment plans for Binfield Learning Village at Blue Mountain?	4	5	3
To what extent do you agree with the Council's other capital investment plans?	5	5	2
To what extent do you agree with the Council's proposed savings?	5	6	1

- In addition to scoring the specific questions some additional comments were also received:

**With regard to the Council's capital investment plans:**

- The plans show a commitment to the long term future of Bracknell.
- You can stop wasting money on dumb traffic lights. If you 'insist' on putting them up, at least make them smart. I'm sick of waiting at lights at twin bridges with no other traffic on the roundabout. The A329 queue from the Honeywell roundabout has never been so bad on a lunch time. This was just the latest in bad moves..... the Horse & Groom roundabout now suffers the same issues of sitting at a red light with no traffic around. If you are doing the same with the sports centre roundabout and the Coral Reef roundabout then god help the motorists of Bracknell.
- So the Council is borrowing tens of millions to build a school that will instantly become an Academy? They get a shiny new school with state of the art facilities and the Taxpayer pays the mortgage for the next 25 years. I strongly object.

- Putting money into the town centre when funds should already have been secured is wasteful. Also social housing should be at the forefront not affordable homes.
- Area in general needs business and housing regeneration.
- Blue Mountain should remain a Golf Course as was originally intended and agreed with the borough council. I view the council current action illegal.
- I disagree with the plan as the Council has stopped funding Superfast Broadband therefore abandoning many hundreds of homes in central Bracknell. How can the council in Bracknell be satisfied with this situation?

**With regard to the Council's proposed savings:**

- Savings descriptions show the amount of thought that has gone into each proposal by those involved in making these difficult decisions.
- Money is being whittled away from disabled children's services; the 16 year olds have NO school whatsoever in Bracknell.

**And in general:**

- Supporting documents were very clear and provided plenty of detail on the proposals. A well laid out and accessible consultation.
- The 4,000 odd residents based in 730 properties in The Parks, Bracknell have been denied access to Superfast Broadband whilst the rest of Bracknell has been upgraded. We have been battling to get the only two street cabinets upgraded so that we can all receive Superfast Broadband and bring us up to date with the Electronic Age. The council should be participating in the Phase Two rollout of Superfast Broadband via Superfast Berkshire and I would urge you to give this matter your urgent consideration so that all the residents on The Parks can enjoy Superfast Broadband like the rest of Bracknell.
- Please ensure that high speed internet connectivity, preferably fibre connections, is planned and programmed into all future considerations. Without this any further growth would be shunted.

4. A full response to the budget consultation was received from the Labour Group. The main points covered in their response are as follows:

- Recognise the difficulties of preparing a budget and going out to consultation with no definite Government Financial Settlement.
- Recognise how fortunate the Council is to have a large multi-national company on its valuation list.
- Support the Council Tax freeze, whilst recognising the impact on future Council budgets.
- Support the investment in the Town Centre Development.
- Support the investment at Binfield Learning Village at Blue Mountain.
- Support the investment in the roof replacement and upgrade of Coral Reef, but concerned that ticket prices will prohibit use by local residents. Would have welcomed a commitment to solar/thermal energy units as part of the project.
- Support funding for the expansion of schools and their improvement.
- Recognise the impact capital projects will have on the revenue budget and will follow them with interest and concern.
- Legislation to support High Needs youngsters up to 25 is welcomed. If this had been introduced by a Labour government without adequate funding there



would have been outcry. Now –nothing. Where will the funding come from and will children in our schools be affected? Why not use the Corporate Contingency budget to fund the deficit?

- With schools receiving less funding they may not be able to pay for help to raise their standards. With 13 schools Requiring Improvement and Bracknell being the third lowest in the country for children attending good or outstanding schools this is not good news.
  - Oppose the cut to the Aiming High programme.
  - Concerned about the dependency on agency workers in Adult and Children's Social Care.
  - Support the Bracknell Forest Supplement.
  - Applaud the re-employment of an Educational Psychologist. Previously opposed this cut and are glad that sense has prevailed.
  - Support continuation of the contract for the IRO and SEN support temporarily employed last year
  - Is support for South Hill Park secure?
  - No mention of cuts to Children's Centres – staff leave but are not replaced.
  - When will officer support for Scrutiny Panel Working Groups be improved?
  - Support the Members' Initiative Fund.
  - Support the end to Members Pensions
  - Support the proposed use of balances to fund the potential budget gap.
5. A written response was received from a member of the public who is concerned about the Council going into debt.
6. In line with statutory requirements all business ratepayers were notified of the Council's budget consultation and a presentation was given to Town and Parish Councils. A number of questions were asked but there were no specific responses to the budget consultation.
7. Copies of all responses received to the budget consultation will be available at the meeting should members of the Executive wish to see them.



## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Customer response officer</b></p> <p>The process for dealing with complaints has been redesigned within the Department. As such a post has been deleted and costs will be reduced.</p>	-22		
<p><b>Property maintenance</b></p> <p>Due to the decommissioning of a number of buildings the budget is no longer required at this level.</p>	-15		
<p><b>E-billing for Homecare</b></p> <p>The introduction of the Finance Manager module of Electronic Monitoring of Homecare will produce efficiency savings in care package costs from the ability to charge per minute for home care.</p>	-25		
<p><b>Housing Benefit administration costs</b></p> <p>Reductions in the use of printing and design services and postage costs. The transfer of prosecution to the single investigation service also means reduced legal fees.</p>	-53		
<p><b>Drugs and Alcohol Action Team (DAAT)</b></p> <p>Public Health grant funding of the DAAT team will be increased.</p>	-73		
<p><b>Assistive Equipment and Technology</b></p> <p>Due to reduced usage of the equipment purchase budget and more use of the Berkshire equipment store, budget can be released in this area. Increased use of the Berkshire Equipment Store means we are getting more credits from returned equipment.</p>	-50		
<p><b>Amber House Rent budget</b></p> <p>The rent budget for Amber House is no longer required.</p>	-55		
<p><b>Learning Disabilities commissioning changes</b></p> <p>Net commissioning changes achieved by the end of the year resulting from changes in circumstances, supported living arrangements and anticipated NHS continuing healthcare funding.</p>	-367		

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Delayed transfer of care fines</b></p> <p>Improved procedures resulting in reduction in fines due to delayed transfer of care from hospitals.</p>	-10		
<p><b>Single Fraud Investigation Service</b></p> <p>Two members of staff will transfer to DWP Single Fraud Investigation Service on 1 December 2014. The requirements for Council Tax benefit fraud has yet to be clarified. Housing Benefit Administration Subsidy Grant has also been reduced, so this represents the anticipated net saving.</p>	-16		
<p><b>Employment service</b></p> <p>The staff establishment in the Employment Service will be reduced by one post. This post is currently vacant so there are no one-off costs.</p>	-12		
<p><b>Adult Social Care Demographic pressures</b></p> <p>The demographic changes impact on the number of people requiring social care support. The Council are legally required to provide support to those meeting its eligibility criteria for Adult Social Care and will provide this in the most cost efficient way.</p> <p>The Department forecast population changes and requisite costs using the "Projecting Older People Population Information" and the "Projecting Adult Needs and Service Information" tools, developed by the Department of Health. These estimate the number of people likely to need support in any given local authority and enable an estimate of the financial impact to be made for budgeting purposes. Other known changes, such as future transfers of large care packages, have also been taken into account.</p> <p>The estimated financial impact of the changes are:</p> <ul style="list-style-type: none"> <li>• Older People</li> <li>• Mental Health</li> <li>• Long Term Conditions</li> </ul>	<p>216</p> <p>31</p> <p>484</p>		
<p><b>New sensory support recipient</b></p> <p>Funding required for a placement at the WESC Foundation in Exeter, a centre that specialises in visual impairment.</p>	30		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<p><b>Support to the Health &amp; Wellbeing Board</b></p> <p>Additional staff resources (0.5 full time equivalent) to provide advice and support for the Health &amp; Wellbeing Board in relation to changes in legislation, policy and practice.</p>	<b>20</b>		
<p><b>Approved Mental Health Practitioner Service</b></p> <p>There is a pressure on the staff budget for Approved Mental Health Practitioners due to a shortage in the market for qualified staff and a reliance on agency staff. Options will be explored for recruiting permanent staff and reducing our reliance on agency, but this is likely to involve additional cost to the Council.</p>	<b>20</b>		
<p><b>Additional welfare and housing caseworker</b></p> <p>There has been a 60% increase in homeless acceptances and a 44% increase in housing advice casework over the last financial year without a commensurate increase in staff resources. Additional staff resources will improve homeless prevention activity.</p>	<b>37</b>		
<b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b>	<b>140</b>	<b>0</b>	<b>0</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Additional income</b></p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, and where this is expected to continue, budgets will be increased accordingly. This relates to Community and Adult Education (£20,000), the Education Welfare Service (£10,000), trading with schools through Service Level Agreements relating to School Improvement, Finance, Human Resources and Education Property (£40,000) and central council costs associated with supporting schools in or in danger of entering Ofsted categories of concern (£60,000).</p>	-130		
<p><b>Looked After Children</b></p> <p>The strategy put in place over the past two years to reduce costs has been successful. The number of children placed with in-house foster carers and therefore less expensive placements has increased from 61% in March 2012 to 67% at July 14. There has also been an increase in the number of children being placed permanently outside the care system which generally results in minimal costs to the Council. During 2013/14, fifteen children were made subject to either an Adoption or Special Guardianship Order, more than double the previous year and in 2010/11 there were none. It has also been possible to de-escalate some young people from high cost residential placements to Independent Fostering. Savings are also continuing to be achieved through commissioning where a rigorous and challenging approach continues to result in savings.</p>	-285		
<p><b>Revised delivery of services and support</b></p> <p>As part of the on-going process to improve efficiency, a number of services have been reviewed to consider alternative ways for their delivery or opportunities for general cost reductions. These relate to Finance (£10,000), Youth Justice (£12,000), Children's Social Care (£7,000), deletion of a 0.5 full time equivalent (FTE) post in Human Resources (£15,000) and seeking agreement of the Schools Forum to in future fund 1 FTE development officer supporting early years providers from the Schools Budget (£35,000).</p>	-79		
<p><b>Education Psychology Service</b></p> <p>The service provides guidance and support to schools on a range of issues including special educational needs. Legislative changes have increased the involvement of parents, carers and young people in decision making about adequate provision which has led to a growing number of tribunals challenging the Council's</p>	35		

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
recommended placements, a situation which is expected to continue in the medium to long term. The team is also playing an increasingly valuable and influential role supporting colleagues in Children's Social Care and Education Services to manage complex cases, as well as fulfilling statutory duties and a key role in the development of Tier 1 and 2 Child and Adolescent Mental Health Services, and promoting emotional health and wellbeing in schools and other educational settings. The proposal funds an additional 0.6 full time equivalent (FTE) appointment.			
<p><b>Quality Assurance and Data Access</b></p> <p>The increase in number of cases and their complexity has placed additional work load pressure on Children's Social Care. In particular, duties around the Conference and Review Team ensuring that the reviews of children who are looked after are undertaken within statutory guidance and timescales, quality assurance work to meet the Working Together to Safeguard Children and increased requests to retrieve archived documents relevant to on-going social care casework has resulted in a 1.6 FTE pressure.</p>	67		
<p><b>Early Intervention Hub</b></p> <p>The Early Intervention Hub involves a wide range of practitioners who are completing the Common Assessment Framework with the objective of securing safe and cost effective support to vulnerable children. Of the 364 referrals in 2013/14 the Hub has prevented 25% (91) cases escalating to Tier 3 high cost intervention. An evaluation of the Hub identified that of the cases that had stepped down from Tier 3, 75% remained outside the scope of Children's Social Care. Increasing capacity in the Hub through a 0.5 FTE post will help achieve greater future cost avoidance.</p>	20		
<p><b>Pupil transport</b></p> <p>There are a small number of exceptional cases where pupil transport needs to be approved outside the existing policy. These relate to vulnerable pupils where value for money solutions are agreed on a case by case basis, thereby avoiding the need for appeals that are expected result in more expensive outcomes. No budget exists for this expenditure which has averaged £18,000 in each of the last 3 years.</p>	18		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<p><b>Special Educational Needs</b></p> <p>The Schools Budget is facing significant financial pressure from</p>	60		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<p>rising costs, mainly in respect of increased numbers of post-16 students, with insufficient funds allocated from the Department for Education. In order to manage down expenditure, a range of actions need to be put into place, including developing an improved educational offer from local providers, more specialist places in maintained schools and reviewing all placements. In order to maximise the opportunities to secure essential cost reductions, an additional 1.5 FTE staff are proposed.</p>			
<p><b>Looked after Children</b></p> <p>A number of looked after children receive both social care and educational services as part of the same support package and these costs are shared between the Council and the Schools Budget. A review of the cost apportionment has identified that a greater share of costs should be charged to the Schools Budget and this change has been agreed with the Schools Forum.</p>	<b>-60</b>		
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>-354</b>	<b>0</b>	<b>0</b>



## CORPORATE SERVICES/CHIEF EXECUTIVE

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Members &amp; Mayoral Services</b></p> <p>Councillors' access to the Local Government Pension Scheme ceases on the 7<sup>th</sup> May 2015.</p>	-27	-3	
<p><b>Operations Unit</b></p> <p>Following the restructure of the Facilities Service, two full time posts have been deleted and several posts have been re-graded.</p>	-60		
<p><b>Committee Services</b></p> <p>Following a staffing review the vacant Support Officer (0.54 FTE) post is to be deleted.</p>	-16		
<p><b>Departmental Supplies &amp; Services</b></p> <p>Reduction in various supplies and services budgets across the Department.</p>	-44		
<p><b>Departmental Third Party Payments</b></p> <p>The costs of the Lord Lieutenants Office and Modern Records Storage Joint Arrangements with Wokingham and Reading Councils have fallen and savings to budgets have been made to reflect this.</p>	-3		
<p><b>Community Safety</b></p> <p>Reduction in the Town Centre CCTV budget through more efficient supervision of the system and a reduction in the budget available to distribute to projects identified by the Crime Disorder Reduction Partnership.</p> <p>The funding received from the Police and Crime Commissioner is also expected to be reduced and this will also impact on the projects the Partnership is able to support.</p>	-8		
<p><b>Unified Training</b></p> <p>Reduction in Social Care training budgets following a revision in methods of delivery and working more closely with partners to maximise cost efficiencies. There should be a limited impact on the service as opportunities for joint working are now available.</p> <p>In addition the Lunchtime Managers forum will be cancelled and there will be no future access to ILM 3 and 5 programmes.</p>	-12		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<b>ICT</b>  Reduction in the service training budget. Will need to ensure skills are kept up to date by investigating alternative methods of training.	-10		
<b>Industrial &amp; Commercial Properties</b>  The income target has been increased to reflect the above inflation increases anticipated for the Peel Centre. Any future void shops would however impact on the income levels achievable.	-135		
<b>Chief Executives Office</b>  The Head of Performance and Policy post will be reduced from a full time post to four days a week, a reduction of 0.20 FTE.  It is anticipated that the necessary cover will be provided by the Performance Officer within the team.	-12		
<b>Operations Unit</b>  Increase to income budgets for the Integrated Transport Unit. Whilst these budgets are volatile, the budget will now reflect actual income projections for 2014/15.	-30		
<b>Legal Services</b>  Increase in the income target relating to S106 agreements, to reflect projected income for 2014/15. This is a demand led service and there is no assurance that these levels can be maintained beyond 2015/16, resulting in a reduction in the saving from 2016/17 onwards.	-28	8	
<b>Local Tax Collection</b>  The Business Rates Collection Allowance received has consistently exceeded the budget in recent years. The saving assumes this will continue, however the allowance is determined by Central Government.	-10		
<b>Departmental Indirect Employee and Travel Costs</b>  Reduction in Long Service Awards, overtime, Staff Public Transport fees and subsistence across the Department.	-7		
<b>Departmental Income</b>  Increases to Graphic Design, various Registrars functions and Education Admission Appeals income targets in line with 2014/15	-9		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
projected income.			
<p><b>Property Services</b></p> <p>Unable to achieve all the maintenance framework savings identified for the repairs and reactive maintenance budgets within the timescale. It is anticipated that the full savings will be achieved in 2016/17 and therefore the pressure is only for 2015/16.</p>	<b>50</b>	<b>-50</b>	
<p><b>Industrial &amp; Commercial Properties</b></p> <p>The use of the Commercial Centre for internal storage, combined with the short to medium term plans for the facility (which mean long term leases cannot be given), have meant that the income target is no longer achievable.</p>	<b>16</b>		
<p><b>Community Engagement</b></p> <p>The Community Partnership project to promote disabled access will require the payment of an annual fee for the Disabled Go online access guide.</p>	<b>7</b>		
<p><b>ICT Services</b></p> <p>Increase in Identikay maintenance costs for Vasco, due to increasing usage of remote token security.</p>	<b>5</b>		
<p><b>ICT Services</b></p> <p>There is a requirement to increase various licence budgets:</p> <p>Huddle shared information services – this product was previously used by Public Health Services and additional licences were purchased for Emergency Planning purposes.</p> <p>MS Office- following increase in desktop and blackberry licences, annual support costs have risen.</p> <p>BlackBerry email on the move service – to provide the same level of security in the new BlackBerry Enterprise Services it is necessary to upgrade the licences.</p>	<b>24</b>		
<p><b>ICT Services</b></p> <p>As other services look to make efficiencies through a reduction in printing volumes and an increase in on line provision, the income target has become less attainable.</p>	<b>30</b>		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<b>Property Services</b>  The Council's all properties Type 2 asbestos surveys are now out of date and an annual programme of surveys is required to comply with the revised Control of Asbestos Regulations 2012.	<b>50</b>		
<b>CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL</b>	<b>-229</b>	<b>-45</b>	<b>0</b>

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>The Look Out</b></p> <p>Additional income from higher than anticipated numbers of customers using the exhibition.</p>	-20		
<p><b>Public Realm Contracts</b></p> <p>The contracts for Street Cleansing, Landscape and Highways have been re-let with effect from 1st October 2014. This has resulted in an annual saving in excess of the £125,000 built into the 2014/15 budget.</p>	-485		
<p><b>Street Naming &amp; Numbering</b></p> <p>Charges were introduced with effect from 1st April 2013 for changes to property names; this has resulted in additional income.</p>	-7		
<p><b>Travel Plan</b></p> <p>Fund part of a Travel Plan Coordinator post from Section 106 contributions the Council has received specifically to fund this activity.</p>	-15		
<p><b>Street Works</b></p> <p>The Traffic Management Act 2004 has introduced permit schemes that allow a local authority to issue permits to applicants carrying out works on the highways, typically this will be utility companies and contractors. This allows the authority to charge for these permits. Bracknell's scheme has been approved and comes into effect in November 2014. This is an estimate of the additional income that will be received in the first full year of operation.</p>	-60		
<p><b>Development Management Section</b></p> <p>Additional income generated through an increased number of planning applications.</p>	-129		
<p><b>Development Control</b></p> <p>Subject to Consultation - review third tier management structure in planning with a view to merging the planning policy team and development management team under one manager.</p>	-60		
<p><b>Performance &amp; Resources Information Technology</b></p> <p>The migration of the library management system to a new software application has resulted in lower annual support costs.</p>	-30		

<b>Description Impact</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<p><b>E+ Smartcard</b></p> <p>The cost of purchasing the cards has decreased resulting in lower annual costs.</p>	-7		
<p><b>Waste PFI Contract</b></p> <p>The current estimate of recycle income, which forms part of the Waste PFI contract, has been reassessed by Reading. Bracknell's share of this potential income will be less per annum than is currently budgeted for.</p>	160		
<p><b>Concessionary Fares</b></p> <p>Increased concessionary fares payments to the bus companies as a result of the new contracts for the provision of bus services.</p>	107		
<p><b>Development Management Section</b></p> <p>Resource required for significant increase in workload from pre-application enquiries, planning applications and enforcement matters. There will be a corresponding increase in income which is included above.</p>	129		
<p><b>Bracknell Leisure Centre</b></p> <p>There is currently a lease for the soft play area at Bracknell Leisure Centre which ran out in September 2014. The market rent for this type of activity has significantly reduced since the previous lease was agreed which has resulted in a lower annual rent from the new lease.</p>	28		
<p><b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b></p>	-389	0	0

## COUNCIL WIDE

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>Finance</b>  A review of Treasury Management activity and the re-financing of capital expenditure have resulted in a saving to the Authority.	-60		
<b>Interest Received</b>  The 2015/16 budget is based on an average rate of return of 0.5% (0.5% 2014/15) and reflects the estimated level of cash balances.	51		
<b>COUNCIL WIDE TOTAL</b>	-9	0	0





**TREASURY MANAGEMENT REPORT**

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council’s prudential indicators for 2015/16 – 2017/18 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
- The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities).
  - The Council’s Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
  - The Treasury Management Strategy Statement which sets out how the Council’s treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This is the Affordable Borrowing Limit required by s3 of the Local Government Act 2003 and shown at Annex E(iii);
  - The Annual Investment Strategy which sets out the Council’s criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the CLG Investment Guidance and is shown in Annex E(iv).
- 1.3 There are few changes between this report and that presented last year. The following highlights are noted to aid comparison
- The Council’s primary investment objectives are the safeguarding of its principal whilst ensuring adequate liquidity. As global economies emerge from very uncertain times the Council will continue to use the highest quality counterparties and maintain short-duration maturities. As such there are no changes to the Council’s Investment Criteria from 2014/15.
  - Interest rates are unlikely to return to their pre-crisis level of 5% in the foreseeable future. Indeed interest rates are unlikely to rise above 1% in the next 12 months. As such the Council’s rate of return on investments are unlikely to be materially impacted by interest rates in the next 12 months – a position similar to 2014/15.
  - The Council is embarking on a period of significant capital expenditure in the Borough that exceeds that which has gone before. This expenditure will require external borrowing and as such the Council will require a strategy for managing this. The Council is fortunate to be undertaking this expenditure at a time when borrowing rates are near an historical low. This expenditure is reflected in a number of the Prudential Indicators which show a departure from previous years and has been allowed for in the General Fund Revenue Account.

## **The Capital Prudential Indicators 2015/16 – 2017/18**

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems.

Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2015/16 to 2017/18 complements these indicators. Some of the prudential indicators are shown in the Treasury Management Strategy to aid understanding.

### **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This unsupported capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants etc., or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below. This forms the first prudential indicator:

<b>Capital Expenditure</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>
Capital Expenditure	32,122	49,714	24,374
<b>Financed by:</b>			
Capital receipts	2,500	2,500	2,500
Capital grants & Contributions	17,804	11,803	8,876
Revenue	0	0	0
<b>Net financing need for the year</b>	<b>16,818</b>	<b>40,411</b>	<b>17,998</b>

### **The Council's Borrowing Need (the Capital Financing Requirement)**

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

The Council is asked to approve the CFR projections below:

	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>
<b>Capital Financing Requirement</b>			
<b>Total CFR</b>	<b>75,913</b>	<b>112,715</b>	<b>125,919</b>
<b>Movement in CFR</b>	<b>17,827</b>	<b>36,802</b>	<b>13,205</b>

<b>Movement in CFR represented by</b>			
Net financing need for CFR purposes #	19,404	38,771	15,488
Less MRP/VRP and other financing movements	-1,577	-1,969	-2,283
<b>Movement in CFR</b>	<b>17,827</b>	<b>36,802</b>	<b>13,205</b>

*# 2015/16 includes impact of carry-forward from 2014/15*

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

**Affordability Prudential Indicators**

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Estimates of the ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	<b>2015/16 Estimate</b>	<b>2016/17 Estimate</b>	<b>2017/18 Estimate</b>
<b>Ratio</b>	-0.16%	0.15%	2.33%

The estimates of financing costs include current commitments and the proposals in the Capital Programme Budget report.

Incremental impact of capital investment decisions on the Council Tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

	<b>Forward Projection 2015/16</b>	<b>Forward Projection 2016/17</b>	<b>Forward Projection 2017/18</b>
<b>Council Tax - Band D</b>	£3.50	£32.18	£20.86

### **Minimum Revenue Provision (MRP) Policy Statement**

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to make an annual charge to the General Fund of 4% of the General Fund Debt.

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

It is a requirement of these new regulations that full Council approve an annual MRP Statement of its policy on making MRP.

As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant the Council’s borrowing need (its Capital Financing Requirement) will be positive and an MRP will be required. In practice the Council is unlikely to need to borrow externally in the short-term as it has sufficient revenue investments to fund the capital programme in the forthcoming 12 months. However it will still need to make a charge to revenue for this “internal borrowing”.

The move to International Financial Reporting Standards (IFRS) in local government brought more PFI schemes on balance sheet and resulted in some leases (or parts of leases) being reclassified as finance lease instead of operating leases. These contracts would become subject to the requirement to provide MRP. IFRS requires these changes to be accounted for retrospectively. With the result that an element of the rental or service charge payable in previous years will be taken to the balance sheet to reduce the liability. On its own this change would result in a one-off increase to the capital financing requirement, and an equal increase in revenue account balances. This is not seen as a prudent course of action and as such the guidance recommends the inclusion in the annual MRP charge of an amount equal to the amount that has been taken to the balance sheet to reduce the liability, including the retrospective element in the first year.

The guidance sets out four options for making MRP. It envisages that authorities can distinguish between borrowing that is “supported” (through the RSG system) and other “unsupported or prudential” borrowing. The first two methods should only be used for “supported” borrowing

- 1) The regulatory method. This involves following the existing practice outlined in the former DCLG regulation. For the Council this is essentially the same as the CFR method.
- 2) The CFR Method. This involves setting the MRP equal to 4% of the Capital Financing Requirement at the end of the preceding year.
- 3) The Asset Life Method. This method requires MRP to be charged over the asset life. The asset life is determined in the year MRP commences and is not changed. MRP will not be charged until the asset becomes operational. Therefore it will be possible to take an MRP holiday for those assets in construction.

- 4) The Depreciation Method. This requires the MRP to equal the actual depreciation based on standard accounting procedures.

**Recommended Policy**

In setting the 2015/16 budget and beyond the following policy is recommended:

- 1) There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 2) The Council will identify the level of “supported borrowing” and use the CFR Method i.e. 4% of this figure as part of the MRP charge. The supported borrowing will be used in full irrespective of the service block the funding was allocated in the grant settlement and will also be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy. For the remaining “unsupported borrowing” the Council will use the asset life method.

The actual charge made in the year will be based on applying the above policy to the previous year’s actual capital expenditure and funding decisions. Therefore the 2015/16 charge will be based on 2014/15 capital out-turn.

The recommended policy is consistent with approach that the Council has adopted in previous years, minimising the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of internal borrowings.

## TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

### **Debt and Investment Projections 2015/16 – 2017/18**

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. As a result of the significant investment planned by the Authority over the next three years the Council will be required to borrow externally during the period 2015/16 to 2017/18. However the exact timing of this borrowing will depend on the progress made in completing the major schemes. As such this table below highlights the expected change in investment balances.

£'000	2015/16 Estimated	2016/17 Estimated	2017/18 Estimated
<b>External Debt</b>			
Debt at 31 March	0	5,000	45,000
<b>Investments</b>			
Investments at 31 March	17,000	0	0

### Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2015/16 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit £000	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Borrowing	65,000	105,000	119,000
Other long term liabilities	17,000	16,000	16,000
Total	82,000	121,000	135,000

### Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary £m	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Borrowing	62,000	100,000	113,000
Other long term liabilities	17,000	16,000	16,000
Total	79,000	116,000	129,000

### Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough



Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

### Expected Movement in Interest Rates

The Council has appointed Capita (previously known as Sector Treasury Services) as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives their central view on the future levels of the Bank Rate

#### Medium-Term Rate Estimates (averages)

Annual Average %	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2014	0.50	2.50	3.90	3.90
Mar 2015	0.50	2.70	4.00	4.00
Jun 2015	0.75	2.70	4.10	4.10
Sep 2015	0.75	2.80	4.30	4.30
Dec 2015	1.00	2.90	4.40	4.40
Mar 2016	1.00	3.00	4.50	4.50
Jun 2016	1.25	3.10	4.60	4.60
Sep 2016	1.25	3.20	4.70	4.70
Dec 2016	1.50	3.30	4.70	4.70
Mar 2017	1.50	3.40	4.80	4.80
Jun 2017	1.75	3.50	4.80	4.80
Sep 2017	2.00	3.50	4.90	4.90
Dec 2017	2.25	3.50	4.90	4.90
Mar 2018	2.50	3.50	5.00	5.00

\* Borrowing Rates

Until 2013, the economic recovery in the UK since 2008 had been the worst and slowest recovery in recent history. However, growth has rebounded during 2013 and especially during 2014, to surpass all expectations, propelled by recovery in consumer spending and the housing market. Forward surveys are also currently very positive in indicating that growth prospects are strong for 2015, particularly in the services and construction sectors. However, growth in the manufacturing sector and in exports has weakened during 2014 due to poor growth in the Eurozone. There does need to be a significant rebalancing of the economy away from consumer spending to manufacturing, business investment and exporting in order for this initial stage in the recovery to become more firmly established. One drag on the economy is that wage inflation has been lower than CPI inflation so eroding disposable income and living standards, although income tax cuts have ameliorated this to some extent. This therefore means that labour productivity must improve significantly for this situation to be corrected by warranting increases in pay rates. In addition, the encouraging rate at which unemployment has been falling must eventually feed through into pressure for wage increases, though current views on the amount of hidden slack in the labour market probably means that this is unlikely to happen in the near future. The US, the main world economy, faces similar debt problems to the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises,

the annual government deficit has been halved from its peak without appearing to do too much damage to growth.

As for the Eurozone, concerns in respect of a major crisis subsided considerably in 2013. However, the downturn in growth and inflation during the second half of 2014, and worries over the Ukraine situation, Middle East and Ebola, have led to a resurgence of those concerns as risks increase that it could be heading into deflation and a triple dip recession since 2008. Sovereign debt difficulties have not gone away and major concerns could return in respect of individual countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise to levels that could result in a loss of investor confidence in the financial viability of such countries. Counterparty risks therefore remain elevated.

This continues to suggest the use of higher quality counterparties for shorter time periods with investment returns likely to remain relatively low during 2015/16 and beyond

### **Borrowing Strategy 2015/16**

The Council still will retain significant levels of investments moving into 2015/16 however given the level of capital investments planned by the authority for 2015/16 and beyond, it will be required to borrow externally within the next 24 months. The Borough Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it is considered that there is a significant risk of a sharp fall in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and short term borrowing will be considered.
- if it is felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in the anticipated rate to US tapering of asset purchases, or in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.

Given the current short-term projections for interest rates, any borrowing undertaken in the next 24 months is likely to be of a longer maturity. Any decisions will be reported to the Executive and the Governance & Audit Committee at the next available opportunity.

As such the Authorised Limit for External Debt has been set to enable the Council to manage its cash flow effectively through the use of temporary borrowing, in the unlikely event that this should be necessary.

## Investment Strategy 2015/16 – 2017/18

### Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

### Key Objectives

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

### Investment Counterparty Selection Criteria

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration.

After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments offer high security and high liquidity and are:

- ◆ Denominated, paid and repaid in sterling;
- ◆ Not long term investments, i.e. they are due to be repaid within 12 months of the date on which the investment was made;
- ◆ Not defined as capital expenditure; and
- ◆ Are made with a body or in an investment scheme which has been awarded a high credit rating by a credit rating agency or are made with the UK Government or a Local Authority in England, Wales, Scotland or Northern Ireland.

Non-Specified Investments are those which do not meet the definition of Specified Investments.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings,

watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services in producing its colour codings which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in appendix under the 'specified' and 'non-specified' investments categories.

### **Creditworthiness policy**

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£7m	
<b>Debt Management Account Deposit Facility</b>	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money market funds	AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£7m	liquid

Our creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1 There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2015/16 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

### **Country and Sector Considerations**

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds. The list of banks and building societies currently available to the Council is limited to Lloyds, Barclays, Santander, Royal Bank of Scotland, HSBC and Nationwide.

### **Economic Investment Considerations**

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The UK Bank Rate is forecast to remain unmoved through to late 2015. However, should the pace of growth pick up more than expected there could be upside risk.

The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

### Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management income for next year.

	2015/16 Estimated + 1%	2015/16 Estimated - 1%
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Investment income	300	-300

### Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2015/16	2016/17	2017/18
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£62m	£100m	£113m
<b>Limits on variable interest rates based on net debt</b>	£62m	£100m	£113m
<b>Maturity Structure of fixed interest rate borrowing 2015/16</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested > 364 days	£m	£m	£m
	0	0	0

### **Performance Indicators**

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2015/16 the Council does not expect to enter into any substantial long-term borrowing and as such the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

### **Treasury Management Advisers**

The Council uses Capita Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

### **Member and Officer Training**

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them



**SPECIFIED INVESTMENTS**

*All investments listed below must be sterling-denominated.*

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Debt Management Agency Deposit Facility*</b> (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
<b>Term deposits</b> with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
<b>Gilts</b> : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Money Market Funds</b> <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&amp;P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
<b>Forward deals</b> with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
<b>Commercial paper</b> <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i>  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
<b>Treasury bills</b> <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

## NON-SPECIFIED INVESTMENTS

*All investments listed below must be sterling-denominated.*

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum credit rating **</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
<b>Term deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
<b>Certificates of Deposit</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

<b>Investment</b>	<b>(A) Why use it? (B) Associated risks?</b>	<b>Share/ Loan Capital?</b>	<b>Repayable/ Redeemable within 12 months?</b>	<b>Security / Minimum Credit Rating?</b>	<b>Circumstance of use</b>	<b>Maximum maturity of investment</b>
<b>Callable deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity.  (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
<b>UK government gilts</b> with maturities in excess of 1 year  <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk  (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

<b>Investment</b>	<b>(A) Why use it? (B) Associated risks?</b>	<b>Share/ Loan Capital?</b>	<b>Repayable/ Redeemable within 12 months?</b>	<b>Security / Minimum credit rating **</b>	<b>Circumstance of use</b>	<b>Maximum maturity of investment</b>
<b>Forward deposits</b> with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning.  (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
<b>Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution</b> : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>



## Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

### General Balances

Balance	Purpose	Policy	Value
<b>General Fund</b>	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level. Using balances to support expenditure results in a loss of investment income.	March 12 £10.266m March 13 £12.982m March 14 £9.813m March 15 £7.189m March 16 £6.189m

**Earmarked Reserves**

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Insurance and other Uninsured Claims</b>	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 12 £2.188m March 13 £2.266m March 14 £2.639m March 15 £2.839m March 16 £2.839m
<b>Budget Carry Forward</b>	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 12 £0.501m March 13 £0.449m March 14 £0.719m March 15 £0.000m March 16 £0.000m
<b>Cost of Structural Change</b>	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 12 £1.500m March 13 £1.975m March 14 £1.664m March 15 £1.460m March 16 £1.460m
<b>Schools' Balances</b>	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 12 £4.531m March 13 £4.471m March 14 £4.371m March 15 £4.021m March 16 £4.021m
<b>Discretionary School Carry Forwards</b>	The statutory requirement to carry forward school balances has been extended to cover those held for the Language & Literacy Unit, Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 12 £0.096m March 13 £0.102m March 14 £0.068m March 15 £0.068m March 16 £0.068m



<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Unused Schools Budget Balance</b>	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 12 £0.398m March 13 £0.517m March 14 £0.950m March 15 £0.000m March 16 £0.000m
<b>SEN Resource Units</b>	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 12 £0.491m March 13 £0.490m March 14 £0.490m March 15 £0.490m March 16 £0.290m
<b>Schools Job Evaluation</b>	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to help finance any additional costs that may arise in schools from the implementation of the Bracknell Forest Supplement.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 12 £0.285m March 13 £0.285m March 14 £0.285m March 15 £0.117m March 16 £0.000m
<b>School Meals Re-tender</b>	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.040m March 15 £0.040m March 16 £0.040m
<b>School Expansion Rates</b>	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.112m March 15 £0.112m March 16 £0.112m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
	provisional and actual figures.		
<b>Education Library Service</b>	A joint arrangement with other Berkshire authorities for the Education Library Service. This reserve is used for the provision of future equipment such as a new mobile library.	The reserve is held in order to finance the renewal or maintenance of specific items of equipment and reduces pressure on maintenance budgets in one particular year. Use of the reserve is subject to the agreement of the Council's participating in the joint arrangement.	March 12 £0.101m March 13 £0.110m March 14 £0.089m March 15 £0.064m March 16 £0.039m
<b>Repairs &amp; Renewals</b>	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 12 £0.029m March 13 £0.046m March 14 £0.051m March 15 £0.051m March 16 £0.051m
<b>Building Regulation Chargeable Account</b>	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 12 £0.000m March 13 £0.000m March 14 £0.000m March 15 £0.000m March 16 £0.000m
<b>Capital Feasibility Studies</b>	To facilitate the delivery of the capital programme a reserve has been created which can be used to finance expenditure on the preparation of capital schemes.	This reserve is used to provide financial support for preparation work on capital schemes contained within future capital programmes.	March 12 £0.149m March 13 £0.086m March 14 £0.005m March 15 £0.005m March 16 £0.000m
<b>Icelandic Banks</b>	A reserve created to cover the potential loss of an element of the Council's deposits held in two Icelandic banks.	This reserve will be used to meet any losses of the Council's investments in two Icelandic banks which have been put into receivership/administration.	March 12 £0.262m March 13 £0.346m March 14 £0.495m March 15 £0.300m March 16 £0.200m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Commuted Maintenance of Land</b>	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 12 £0.142m March 13 £0.217m March 14 £0.239m March 15 £0.239m March 16 £0.239m
<b>S106 and Travel Plan Monitoring</b>	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 12 £0.081m March 13 £0.099m March 14 £0.109m March 15 £0.099m March 16 £0.084m
<b>Financial Systems Upgrade</b>	A reserve to meet additional revenue costs arising from the upgrade of Agresso to version 5.5.	The reserve will be used to meet costs arising from phase two of the upgrade.	March 12 £0.056m March 13 £0.049m March 14 £0.040m March 15 £0.000m
<b>Property Searches Chargeable Account</b>	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 12 £0.026m March 13 £0.063m March 14 £0.117m March 15 £0.100m March 16 £0.100m
<b>Business Rates Equalisation</b>	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals.	March 12 £2.000m March 13 £2.000m March 14 £0.000m March 15 £11.720m March 16 £10.180m
<b>Transformation</b>	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 12 £0.500m March 13 £0.435m March 14 £0.500m March 15 £0.460m March 16 £0.460m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Demographic Pressures and Projects</b>	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements.	March 12 £0.699m March 13 £0.759m March 14 £0.709m March 15 £0.060m March 16 £0.060m
<b>Revenue Grants Unapplied</b>	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 12 £1.179m March 13 £1.802m March 14 £1.941m March 15 £1.941m March 16 £1.941m
<b>Early Intervention</b>	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work.	March 12 £0.500m March 13 £0.465m March 14 £0.353m March 15 £0.294m March 16 £0.194m
<b>Economic Development</b>	A reserve to support economic development.	This reserve will be used to support and increase local economic prosperity.	March 12 £0.657m March 13 £0.456m March 14 £0.550m March 15 £0.350m March 16 £0.050m
<b>School Masterplans and Feasibility Studies</b>	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 13 £0.300m March 14 £0.500m March 15 £0.500m March 16 £0.500m
<b>Repairs and Maintenance</b>	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance.	March 13 £0.500m March 14 £0.494m March 15 £0.144m March 16 £0.000m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Residents Parking Scheme</b>	A new reserve to meet the cost of the trial scheme in six zones surrounding Bracknell Town Centre.	To meet the cost of the trial scheme in the first two years of operation.	March 14 £0.140m March 15 £0.060m March 16 £0.000m
<b>Members Initiatives</b>	A new reserve to fund another round of small projects (£0.015m per member) based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.	The reserve will be used for local ward priorities identified by members	March 14 £0.630m March 15 £0.200m March 16 £0.000m
<b>Public Health Reserve</b>	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 14 £0.286m March 15 £0.361m March 16 £0.361m

**Unusable Revenue Reserves**

Certain reserves are kept to manage the accounting processes and do not represent usable resources for the Council.

<b>Balance</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Collection Fund Adjustment Account</b>	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 12 £0.124m March 13 £0.209m March 14 £6.474m March 15 £0.600m March 16 £0.600m
<b>Accumulated Absences Account</b>	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 12 -£4.902m March 13 -£5.198m March 14 -£5.108m March 15 -£5.108m March 16 -£5.108m
<b>Pensions</b>	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March12 -£134.785m March13 -£145.949m March14 -£164.072m March15 -£164.072m March16 -£164.072m

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

**Service: HOUSING: FORESTCARE, HOMELESSNESS AND SMALL LANDSALES**

**Purpose of the Charge:** To contribute to the costs of the service.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	1,132	1,152

**Are concessions available?** No.

**Link to the Council's Medium Term Objectives:**

To create a borough where people are safe and feel safe and to offer value for money.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %	
<b>Forestcare Community Alarms</b>						
Lifeline Rental and Monitoring	Per week					
- BFBC	4.37	3.64	4.46	3.71	2.0%	
- Others	4.76	3.97	4.76	3.97	0.0%	
Lifeline Monitoring only	Per week					
- BFBC	3.46	2.88	3.53	2.94	2.0%	
- Others	4.19	3.49	4.19	3.49	0.0%	
Extra/Lost Pendants						
- Flat Charge	68.76	57.30	68.76	57.30	0.0%	
- Monthly charge (£10 x6)	New charge		72.00	60.00		
- Admin fee for returned pendant	New charge		24.00	20.00		
Keyholder Service (lifeline customers)	Per week					
- up to 12 visits	7.54	6.28	7.56	6.30	0.3%	
- extra visits	18.00	15.00	18.00	15.00	0.0%	
Keyholder and mobile response	Per week					
- Per additional visit	54.00	45.00	54.00	45.00	0.0%	
Keysafe Supply and fit	One-off	72.00	60.00	60.00	0.0%	
	Monthly (£10 x 6)			60.00		
Installation/moving of keysafes		54.00	45.00	45.00	0.0%	
Monitoring of security diallers	Per week	12.30	10.25	12.54	10.45	2.0%
Monitoring of 2 security diallers	Per week	18.00	15.00	18.36	15.30	2.0%
Lone Workers	per person per year or part person	46.55	38.79	47.48	39.57	2.0%
Lone Workers - with reports	per person per year or part person	49.01	40.84	49.50	41.25	1.0%
Hourly charge for adhoc work		54.00	45.00	54.00	45.00	0.0%
Lifeline Installation Charge	New charge				15.00	
Epilepsy sensor (per week)	New charge				2.50	
<b>Homelessness</b>						
Bed and Breakfast						
Current Tenancies Per Week		**		**		
10a Portman Close						
Rent	Per week		**	**		
Service Charge	Per week		17.99	18.31	1.8%	
Household Equipment	Per week		9.10	9.26	1.8%	
Fuel*	Per week		5.67	5.77	*	
Water*	Per week		2.71	2.76	*	
Private Sector Leasing						
Current Tenancies Per Week		**		**		
Banbury Flats		**		**		
Council Owned Temporary Accommodation		**		**		
<b>* These charges will be uplifted in line with fee increases from utility companies, 1.8% is assumed</b>						
<b>** These rents will be set to accord to the Housing Benefit Subsidy Regulations</b>						
<b>Small Landsales - Administration Fee</b>						
Flat Charge		211.14	175.95	214.94	179.12	1.8%
<b>Passport and Driving Licence Checking Service</b>						
For landlords (new charge)				24.00	20.00	
For employers (new charge)				24.00	20.00	

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

**Service: HOUSING: RENTS FOR LEARNING DISABILITY CLIENTS AND EASTHAMPSTEAD MOBILE HOME PARK**

**Purpose of the Charge:** To contribute to the costs of the service.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	74	75

**Are concessions available?** No.

**Link to the Council's Medium Term Objectives:**

To encourage the provision of a range of appropriate housing.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	%	
<b>Rents - Accommodation for Learning Disability Clients</b>				
151 Holbeck	Per week per bedroom	94.76	96.47	1.8%
9 Portman Close	Per week per bedroom	94.76	96.47	1.8%
<b>Service Charges</b>				
151 Holbeck, 9 Portman	Per week per bedroom	13.27	13.51	1.8%
<b>Waymead</b>				
Rent	Per week per bedroom	153.30	156.06	1.8%
Service Charge	Per week per bedroom	27.08	27.57	1.8%
Fuel*	Per week per bedroom	5.67	5.77	*
Water*	Per week per bedroom	6.64	6.76	*
<b>Easthampstead Mobile Home Park</b>				
Site Rent		47.82	48.68	1.8%
Water Charge		17.87	18.19	1.8%

*The above rents and utility charges are based on a 52 week year*

*\* Charges will be varied in line with increases by the relevant utility companies*



## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

<b>Service: HOUSING BENEFIT SERVICE</b>
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<b>Purpose of the Charge:</b> To set Council Tax Benefit (reduction scheme) Annual uprating for working age people.
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	<b>2014/15 Budget £'000</b>	<b>Proposed 2015/16 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	34,238	34,854

<b>Are concessions available?</b> Yes. The actual contribution will be assessed in accordance with the current
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<b>Link to the Council's Medium Term Objectives:</b> To target financial support to vulnerable households.
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<b>Description</b>	<b>Current Fee (Exc VAT) £.p</b>	<b>Proposed Fee (Exc VAT) £.p</b>	<b>Increase %</b>
<b>Applicable Amounts:</b>			
<b>Personal Allowances</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>Premiums</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>Disregards*</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i>			
<b>Income-related social security benefits</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>Non income-related social security benefits</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>War pensions Scheme Benefits</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>Contributory and non-contributory social security rates</b>	Housing Benefit uprating 2014-15	Housing Benefit uprating 2015-16	
<b>Non dependant deductions and bands.</b>	Council Tax National scheme 2014/15	National prescribed regulations as set for the pensioner scheme	

The 2014-15 rates are available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268414/a24-2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268414/a24-2013.pdf)

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

<b>Service: ADULT RESIDENTIAL AND NURSING CARE - CONTRIBUTIONS FROM PEOPLE SUPPORTED</b>
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<b>Purpose of the Charge:</b> To contribute to the costs of accommodation.
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	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	2,614	2,661

<b>Are concessions available?</b> Yes. The actual contribution will be assessed in accordance with the current
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<b>Link to the Council's Medium Term Objectives:</b>
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To promote independence and choice for vulnerable adults and older people.
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<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under 'CRAG' and so the actual contribution may be lower. Fee increases in 2015/16 will depend on each persons' financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	1.8% (Estimate)
<b>Payments deferred pending sale of property</b> For deferred payment arrangements already in place by			
Interest payable	2% above Lloyds base rate	2% above Lloyds base rate	
Due date: Under deferred payment agreement	56 days from support ceasing	56 days from support ceasing	
Other	Date of support ceasing	Date of support ceasing	

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

**Service: ADULT NON RESIDENTIAL SERVICES - CONTRIBUTIONS FROM PEOPLE SUPPORTED**

**Purpose of the Charge:** To contribute to the costs of support.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	1,767	1,799

**Are concessions available?** Yes. The actual contribution will be assessed in accordance with the current

**Link to the Council's Medium Term Objectives:**

To promote independence and choice for vulnerable adults and older people.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Non Residential Support</b> This includes homecare, day care, meals and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the 'Fairer Contributions' policy and so the actual contribution may be lower. Fee increases in 2015/16 will depend on each persons financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	1.8% (Estimate)

**Service: ADULT RESIDENTIAL CARE - CHARGES WHEN COUNCIL NOT RESPONSIBLE FOR FUNDING (WAYMEAD AND HEATHLANDS)**

**Purpose of the Charge:** To recover the full cost of the service used.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	48	49

**Are concessions available?** No.

**Link to the Council's Medium Term Objectives:**

To promote independence and choice for vulnerable adults and older people.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Residential Care (including Respite)</b>			
<b>Older People</b>			
Residential	680.70	693.00	1.8%
Respite	97.20	98.90	1.8%
<b>Learning Disability</b>			
Residential	1,273.10	1,296.00	1.8%
Respite	182.60	185.90	1.8%

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Service: ADULT DAY CARE

Purpose of the Charge: To recover the costs of the service.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	38	39

Are concessions available? No.

Link to the Council's Medium Term Objectives:

To promote independence and choice for vulnerable adults and older people.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Day Care</b>			
<b>Heathlands Day Centre</b>			
Charge per day	51.80	52.70	1.8%
Carers Drop in Service	6.30	6.40	1.8%
<b>Learning Disability</b>			
Standard Care      Charge per day	40.70	41.40	1.8%
Special Care      Charge per day	119.10	121.20	1.8%

Service: BLUE BADGE SCHEME

Purpose of the Charge: To contribute to the cost of the service.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? No

Link to the Council's Medium Term Objectives:

To promote independence and choice for vulnerable adults and older people.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Blue Badge - Issues and Duplicate Badges	10.00	10.00	0.0%

## ADULT SOCIAL CARE, HEALTH &amp; HOUSING DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Service: HEALTH FUNDED ADULT SOCIAL CARE PROVISION

Purpose of the Charge: To recover the costs of the service.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	4,816	4,903

Are concessions available? No.

Link to the Council's Medium Term Objectives:

To promote independence and choice for vulnerable adults and older people.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Health Funded Provision</b> The Council receives a number of different income streams from health organisations, summarised as:			
- Registered nursing care contribution	£110.89 per week	DH rates to be set in April 2015	1.8% (estimate)
- Continuing health care contributions	Actual costs incurred	Actual costs incurred	1.8% (estimate)
- Joint funded posts and other income.	Actual costs incurred	Actual costs incurred	1.8% (estimate)

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

**Purpose of the Charge:** To fully fund the costs of the service not financed by external grant

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	17	17

**Are concessions available?** Yes. 100% reduction for job seekers on Job Seekers Allowance benefits for work and skills courses. 50% reduction for all on means tested benefits on all courses over 5 hours.

**Link to the Council's Medium Term Objectives:** Promoting health and achievement and sustain economic prosperity

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT) Minimum</b>	<b>Increase</b>
	<b>£.p</b>	<b>£p</b>	<b>%</b>

**Adult and Community Learning Plan**

<b>Course Fees</b>			
Community Learning	3.00 - 6.00	3.00 - 6.00	0.00
Other Courses are fully funded from external grant			

Course fees are agreed on an academic year basis once external funding is confirmed and approved by the Executive Member as part of the Adult Learning Plan.

Flexibility is required in order for charges to be made dependant on the programme, qualification and costs charged by external providers for specialist provision. Concessions are available to those learners meeting set criteria such as the unemployed.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	159	162

Are concessions available? Yes to the voluntary sector, charities and associated learning agenda organisations as well as internal BFC usage

Link to the Council's Medium Term Objectives: Promoting health and achievement and sustain economic prosperity

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Brakenhale Open Learning Centre Room Hire and Refreshments

<b>Room Hire per Hour</b>				
Grant funded courses		11.30	11.55	2.20
Bracknell Forest Council		14.00	14.30	2.10
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		14.00	14.30	2.10
Other external users		17.50	17.85	2.00
IT Suite (specific requirement to use IT)		21.50	21.90	1.90
IT Suite (specific request for large hall)		21.50	21.90	1.90
Insurance		10% room hire	10% room hire	
<b>Refreshments</b>				
Tea & Coffee	Per person per Mug	0.90	0.95	5.60
Lunches		Cost + 10%	Cost + 10%	
Photocopying per copy	Black and White A4	0.08	0.10	25.00
Photocopying per copy	Colour A4	0.70	0.50	-28.60
Photocopying per copy	Black and White A3	0.10	0.20	100.00
Photocopying per copy	Colour A3	1.00	1.00	0.00

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	80	81

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Room Hire Non Bracknell Forest Council

<b>Whole Day</b>			
Newbury	310.00	315.00	1.60
Bedford	195.00	199.00	2.10
Donnington	195.00	199.00	2.10
Sandys	195.00	199.00	2.10
Wimpole	195.00	199.00	2.10
Other	195.00	199.00	2.10
Cromwell Computer Room	285.00	290.00	1.80
<b>Half Day</b>			
Newbury	155.00	160.00	3.20
Bedford	100.00	102.00	2.00
Donnington	100.00	102.00	2.00
Sandys	100.00	102.00	2.00
Wimpole	100.00	102.00	2.00
Other	100.00	102.00	2.00
Cromwell Computer Room	170.00	175.00	2.90
<b>Hourly rate</b>			
All rooms	45.00	46.00	2.20



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	80	81

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Room Hire Non Bracknell Forest Council (cont)

<b>Twilight</b>			
Newbury	115.00	118.00	2.60
Bedford	75.00	77.00	2.70
Donnington	75.00	77.00	2.70
Sandys	75.00	77.00	2.70
Wimpole	75.00	77.00	2.70
Other	75.00	77.00	2.70
Cromwell Computer Room	135.00	138.00	2.20
<b>Evening</b>			
Newbury	130.00	133.00	2.30
Bedford	100.00	102.00	2.00
Donnington	100.00	102.00	2.00
Sandys	100.00	102.00	2.00
Wimpole	100.00	102.00	2.00
Other	100.00	102.00	2.00
Cromwell Computer Room	166.00	169.00	1.80

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	80	81

Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Room Hire Bracknell Forest Council

<b>Whole Day</b>			
Newbury	260.00	265.00	1.90
Bedford	161.00	164.00	1.90
Donnington	161.00	164.00	1.90
Sandys	161.00	164.00	1.90
Wimpole	161.00	164.00	1.90
Other	161.00	164.00	1.90
Cromwell Computer Room	240.00	245.00	2.10
<b>Half Day</b>			
Newbury	130.00	133.00	2.30
Bedford	81.00	83.00	2.50
Donnington	81.00	83.00	2.50
Sandys	81.00	83.00	2.50
Wimpole	81.00	83.00	2.50
Other	81.00	83.00	2.50
Cromwell Computer Room	140.00	143.00	2.10
<b>Hourly rate</b>			
All rooms	33.00	34.00	3.00

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>80</b>	<b>81</b>

Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Room Hire Bracknell Forest Council (cont)

<b>Twilight</b>			
Newbury	98.00	100.00	2.00
Bedford	70.00	72.00	2.90
Donnington	70.00	72.00	2.90
Sandys	70.00	72.00	2.90
Wimpole	70.00	72.00	2.90
Other	70.00	72.00	2.90
Cromwell Computer Room	125.00	128.00	2.40
<b>Evening</b>			
Newbury	110.00	112.00	1.80
Bedford	81.00	83.00	2.50
Donnington	81.00	83.00	2.50
Sandys	81.00	83.00	2.50
Wimpole	81.00	83.00	2.50
Other	81.00	83.00	2.50
Cromwell Computer Room	140.00	143.00	2.10

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>72</b>	<b>73</b>

Are concessions available? Yes, internal fees are lower than those charged to external customers.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Refreshment Charges Non Bracknell Forest Council

<b>Tea and Coffee</b>			
Per Day (Unlimited)	6.80	6.95	2.20
Per Half day	3.40	3.50	2.90
Per Mug	1.70	1.75	2.90
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.40	6.55	2.30
<b>Lunch in Main Restaurant</b>			
Per Person	15.10	15.40	2.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>72</b>	<b>73</b>

Are concessions available? Yes, internal fees are lower than those charged to external customers.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Refreshment Charges Bracknell Forest Council

<b>Tea and Coffee</b>			
Per Day	4.30	4.40	2.30
Per Half day	3.20	3.30	3.10
Per Mug	1.60	1.65	3.10
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.25	6.40	2.40
<b>Lunch in Main Restaurant</b>			
Per Person	14.90	15.20	2.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	7	7

Are concessions available? Yes, internal fees are lower than those charged to external customers.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Education Centre Charges for printing

<b>Photocopying</b>				
Per Copy - Black & White	A3 Single Sided	0.10	0.15	50.00
	A4 Single Sided	0.08	0.08	0.00
	A3 Double Sided	0.15	0.20	33.30
	A4 Double Sided	0.10	0.15	50.00
Per Copy - Colour	A3 Single side	1.00	1.05	5.00
	A4 Single sided	0.70	0.75	7.10
<b>Laminating</b>				
	per metre 25" wide	2.45	2.50	2.00
	Pockets A3	0.90	0.95	5.60
	Pockets A4	0.60	0.65	8.30

To maximise income earned at the Education Centre, room hire rates may be adjusted for multiple bookings and in order to make full use of the rooms when demand is traditionally low (e.g. school holiday periods). Additionally, charges for goods and services need to reflect prices charged by suppliers which may require in-year revisions. New stock items will be purchased if demand justifies with prices to be agreed at the time. Various courses are provided, with charges set at the level required to cover direct costs and contribute to overall running costs.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

Purpose of the Charge: To contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>56</b>	<b>57</b>

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Professional Development Courses

Course Fees and Timings			
<b>Internal and Other LA Schools and Academies</b>			
Full Day (09.15 - 15.45)	130.00	133.00	2.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	70.00	72.00	2.90
Twilight (16.15 - 17.30)	31.00	32.00	3.20
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	260.00	265.00	1.90
Half Day (09.15 - 12.15) or (13.00 - 16.00)	140.00	143.00	2.10
Twilight (16.15 - 17.30)	62.00	64.00	3.20
* Course fees will be increased to take account of any specific additional costs incurred			

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service : Learning and Achievement

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>56</b>	<b>57</b>

**Are concessions available? Yes, internal fees are lower than those charged to external customers see below**

**Link to the Council's Medium Term Objectives: Promoting health and achievement.**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Consultancy Rates**

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
<b>BFC Schools and Academies</b>			
Daily rate	500.00	500.00	0.00
Half Day	280.00	286.00	2.10
Hourly rate	90.00	92.00	2.20
Twilight session (new for 2014-15)	175.00	179.00	2.30
Evening Session (new for 2014-15)	175.00	179.00	2.30
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	570.00	570.00	0.00
Half Day	300.00	306.00	2.00
Hourly rate	115.00	118.00	2.60
Twilight session (new for 2014-15)	195.00	199.00	2.10
Evening Session (new for 2014-15)	195.00	199.00	2.10

Fees for extended work with schools and other agencies will be negotiated and agreed in advance with the Chief Officer. Charges are set at the level required to cover direct costs and contribute to overall running costs.



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Larchwood

**Purpose of the Charge: To cover the costs of the service when used by other Local Authorities**

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>69</b>	<b>70</b>

**Are concessions available? Yes, free service for Bracknell children**

**Link to the Council's Medium Tem Objectives: Promoting health and achievement.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Residential short break care**

<b>Overnight</b> Per Night		420.05	427.65	1.80
<b>Daycare</b>				
Standard	per hour	17.00	17.35	2.10
Additional 1:1 staffing	per hour	14.15	14.45	2.10
Additional 2:1 staffing	per hour	28.30	28.85	1.90
<b>Daycare - New Clients</b>				
Standard	per hour	21.80	22.20	1.80
Additional 1:1 staffing	per hour	17.55	17.90	2.00
Additional 2:1 staffing	per hour	35.05	35.70	1.90

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children Looked After

**Purpose of the Charge:** To cover the costs of fostercare charges when BFC fostercarers are used by other Local Authorities

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>24</b>	<b>24</b>

**Are concessions available?** No

**Link to the Council's Medium Term Objectives:** Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Fostercare charges**

Charge per week	Minimum	236.14	238.85	1.10
	Maximum	565.59	571.75	1.10
Fees are increased in line with guidance from the Fostering Network which has yet to be advised.				
Additional amount: Emergency placement		50.00	50.00	0.00
Additional amount: Long term placement		100.00	100.00	0.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service : Other Children's and Family Services

Purpose of the Charge: To charge for other Local Authority children placed with BF adopters

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>28</b>	<b>28</b>

Are concessions available? No

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Adoption Fees

One child		27,000.00	TBC	
2 children	x 1.5	40,500.00	TBC	
3 or more children	x 2	54,000.00	TBC	
Fees are set nationally by BAAF, with the rate for 2015/16 yet to be notified				

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	11	11

<b>Are concessions available? Yes, for young people from low income families.</b>
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<b>Link to the Council's Medium Tem Objectives: Promoting health and achievement.</b>
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Young Peoples Attendance Fee**

<b>Attendance Fee</b>	per session	0.00 to 1.00	0.00 to 1.00	0.00
<b>Membership Fee</b>	per annum	0.00 to 2.15	0.00 to 2.20	2.30
<b>Activities Fee</b>	per session	0.00 to 2.70	0.00 to 2.75	1.90

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>99</b>	<b>101</b>

Are concessions available? Internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Hire Fees**

<b>Youth &amp; Community Groups - not for profit basis</b>			
Hall	per hour	7.65 to 13.15	7.65 to 13.40 1.90
Meeting Room	per hour	7.65 to 12.15	7.65 to 12.40 2.10
<b>Private &amp; Commercial</b>			
Hall	per hour	11.20 to 29.15	11.20 to 29.70 1.90
Meeting room	per hour	11.20 to 24.35	11.20 to 24.80 1.80
Other income is generated by long term leases			

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>4</b>	<b>4</b>

Are concessions available? No

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Sale of Goods

<b>Tuck Shops</b> Various refreshments  Price changes are determined by rates set by suppliers	0.01 to 1.80	0.01 to 1.85	2.80
<b>Duke of Edinburgh Awards</b> Cost per place  Duke of Edinburgh Awards reflect National Awards fee structure.	17.50 to 26.25	17.50 to 26.75	1.90

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

Purpose of the Charge: To contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>25</b>	<b>25</b>

All concessions are included in the fee structure detailed below

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families (or those with guest cards)	2.50	2.55	2.0
BFC families receiving additional support/benefits	1.00	1.05	5.0
Families from outside BFC	5.00	5.10	2.0

These charges would apply only to those sessions where substantial additional costs are incurred e.g. baby massage/yoga, messy play sessions etc.

Children's Centres Managers are able, within budget limitations, to incentivise registration and engagement of families with the use of promotional offers which may be less than the sessional fees detailed above.

Any other sessions would either be completely free or donations sought to cover refreshment costs.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	3	3

All concessions are included in the fee structure detailed below

Link to the Council's Medium Tem Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Room Hire Fees

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	13.15	13.40	1.9
Squirrel Room	10.95	11.15	1.8
Owl Room	8.80	9.00	2.3
Badger Room	6.60	6.75	2.3
Kitchen (if used for cooking)	10.95	11.15	1.8
Modular Building	13.15	13.40	1.9
<b>Voluntary/non profit making Group</b>			
Hall	9.90	10.10	2.0
Squirrel Room	7.70	7.85	1.9
Owl Room	5.50	5.60	1.8
Badger Room	3.35	3.45	3.0
Kitchen (if used for cooking)	7.70	7.85	1.9
Modular Building	9.90	10.10	2.0
<b>Willows Children's Centre</b>			
New charging rate for 2014/15. Previously within the Youth Service.			
<b>Private group/ Statutory Agencies</b>	13.15	13.40	1.9
Hall & kitchen			
<b>Voluntary/non profit making Group</b>	9.90	10.10	2.0
Hall & kitchen			



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

Purpose of the Charge: To Contribute to the costs of the service.

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

All concessions are included in the fee structure detailed below

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Room Hire Fees

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	9.90	10.10	2.0
Blue Room	8.80	9.00	2.3
Family Room and Kitchen	13.15	13.40	1.9
Pre-school room	15.35	15.65	2.0
<b>Voluntary/non profit making Group</b>			
Green Room	6.60	6.75	2.3
Blue Room	5.50	5.60	1.8
Family Room and Kitchen	9.90	10.10	2.0
Pre-school room	12.05	12.30	2.1
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	10.95	11.15	1.8
Meeting Room 1	7.70	7.85	1.9
Meeting Room 2	6.60	6.75	2.3
<b>Voluntary/non profit making Group</b>			
Family Room	7.70	7.85	1.9
Meeting Room 1	5.50	5.60	1.8
Meeting Room 2	3.35	3.45	3.0

Groups who are directly supporting the delivery of CC services will not be charged.  
Refreshments will be charged at £0.50 per head per session to a maximum of £10.00.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Early Years Workforce Development

Purpose of the Charge: To contribute to the costs of the service

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
Income the proposed fees will generate:	4	4

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Professional Development Courses

Course Fees and Timings			
Non-statutory courses calculated per course to cover direct costs (delegates advised on application)	At cost	At cost	

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service: Legal &amp; Surveyors' Fees

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	88	118

Are concessions available? No
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Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.
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Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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## Legal &amp; Surveyors' Fees for Property Transactions

New Lease	435.00	440.00*	1.1
Licence to Assign	325.00	330.00	1.5
Contracted Out Lease - fee is dependant on complexity	185 / 320	190 / 325	2.0
License to Alter - fee is dependant upon complexity	185 / 320	190 / 325	2.0
Deed of Variation - fee is dependant on complexity	185 / 320	190 / 325	2.0
Sale of Garages & Freehold Reversions	265.00	270.00	1.9
Letter/Deed of Postponement	115.00	120.00	4.3
Transfer (or hourly rate as appropriate)	310.00	315.00	1.6
Section 106 Agreements-£110 per hour	945.00	960.00**	1.6
Processing of subject access requests	n/a	10.00 new	

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £440, at a rate of £160 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £960, at a rate of £160 per hour.

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Service: Electoral Registration

Purpose of the Charge: To Contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	5	5

Are concessions available? No

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

<b>Electoral Registration</b>			
Certificate of current register	21.00	21.00	0.0
Certificate of historical registration	60.00	60.00	0.0
Street Index	21.00	22.00	4.5

<b>Register of Electors:</b>			
- in data format £1.50 for every 1,000 entries of part thereof plus the current fee#	20.00	20.00	0.0
- in paper format £5 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0
<b>Register of Overseas Electors:</b>			
- in data format £1.50 for every 1000 entries or part thereof plus the current fee#	20.00	20.00	0.0
- in paper format £5 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0
<b>Marked copy of the Register of Electors:</b>			
- in data format £1 for every 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0
- in paper format £2 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0

# These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2015/16.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

<b>Household Delivery</b>				
Delivery Administration fee:				
- across more than half of the Borough	n/a	180.00	new	216.00
- across less than half of the Borough	n/a	135.00	new	162.00
Plus charges per leaflet/property				
-rural properties per leaflet/property	n/a	0.20	new	0.24
-urban properties per leaflet/property	n/a	0.15	new	0.18
-each additional leaflet (both urban and rural)	n/a	0.02	new	0.02
Band A properties - per leaflet/property	0.12	n/a		
Band B properties - per leaflet/property	0.13	n/a		
Band C properties - per leaflet/property	0.14	n/a		
Band D properties - per leaflet/property	0.16	n/a		
Band E properties - per leaflet/property	0.19	n/a		

Charges may increase depending on the size and weight of the documents

The Household Delivery Service has been reviewed to ensure that the fees and charges cover the cost of providing the service.

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service: Registration of Births, Deaths and Marriages Services

**Purpose of the Charge: To Contribute to the costs of the service**

The fees and charges have been reviewed to ensure that they cover the cost of providing each service and that they reflect the relocation of the Register Office to Time Square and the potential use of the Register Office for small marriage and citizenship ceremonies. The charges for the Nationality and Settlement Checking Services have also been increased to reflect the longer appointment times required to deal with the increased complexity of the process and the regularity of the requirement for follow-up appointments. The schedule also reflects the introduction of a new service to convert a civil partnership to a marriage under the Marriage (Same Sex Couples) Act 2013.

Charges have been introduced for a two year period to reflect the fact that ceremonies can be booked for future financial years and to capture the rise in fees required to cover costs.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	180	190

**Are concessions available? No, but a variety of services provided at differing prices.**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

**Change of Name Service**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p
Adult	36.67	37.50	2.3	45.00
- Additional deed purchased at time of appointment	6.25	6.25	0.0	7.50
- Copy of archived deed	11.67	12.08	3.5	14.50
Child	41.25	42.08	2.0	50.50
- Additional deed purchased at time of appointment	6.25	6.25	0.0	7.50
- Copy of archived deed	11.67	12.08	3.5	14.50
Family (parents and up to two children)	117.92	120.00	1.8	144.00

**Marriage and Civil Partnership Ceremonies**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2016/17 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
Licensing of premises as marriage venues (three year licence)	1,310.00	1,330.00	1.5		n/a	
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office#	35.00	35.00	0.0		n/a	
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):						
- for a housebound person#	82.00	82.00	0.0		n/a	
- for a detained person#	93.00	103.00	10.8		n/a	
Attendance of Registrar for a marriage or civil partnership:						
- at a registered building#	84.00	86.00	2.4		n/a	
- of a housebound person#	79.00	81.00	2.5		n/a	
- of a detained person#	86.00	88.00	2.3		n/a	
Attendance of Superintendent Registrar for a marriage or civil partnership:						
- of a housebound person#	84.00	84.00	0.0		n/a	
- of a detained person#	94.00	94.00	0.0		n/a	
Attendance of Superintendent Registrar for a marriage or civil partnership at approved premises (including 1/2 hour pre-ceremony appointment):						
- Monday - Friday	310.00	320.00	3.2		330.00	3.1
- Saturday	380.00	390.00	2.6		400.00	2.6
- Sunday/Bank Holiday	440.00	450.00	2.3		460.00	2.2
Marriage or Civil Partnership Ceremony in the Register Office or the Syrett Small Ceremony Room#	46.00	46.00	0.0		n/a	

# These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2015/16.

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2016/17 Proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Marriage and Civil Partnership Ceremonies (Cont)</b>						
Marriage or Civil Partnership Ceremony in the Syrett Large Ceremony Room ( <i>includes Superintendent Registrar's and registrar's attendance</i> ):						
- Monday - Thursday	125.00	130.00	4.0		135.00	3.8
- Friday	150.00	155.00	3.3		160.00	3.2
- Saturday morning	170.00	175.00	2.9		180.00	2.9
- Saturday afternoon	280.00	285.00	1.8		290.00	1.8
- Sunday / Bank Holiday	380.00	385.00	1.3		390.00	1.3
Ceremony service enhancements						
- Friday	31.00	32.00	3.2		33.00	3.1
- Saturday morning	41.00	42.00	2.4		43.00	2.4
- Saturday afternoon	51.00	52.00	2.0		53.00	1.9
Pre-ceremony chat appointments for wedding/civil ceremonies in the Syrett Large Ceremony Room:						
- Monday - Friday	13.75	14.29	3.9	17.00	17.50	3.0
- Saturday morning	18.33	18.58	1.4	22.50	23.00	2.2
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office:						
- 10 December 2014-9 December 2015#	no charge					
- after 10 December 2015#	n/a	45.00	new		45.00	0.0
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building:						
- 10 December 2014-9 December 2015#	no charge					
- after 10 December 2015#	n/a	46.00	new		91.00	97.8
Application to convert a Civil Partnership to a marriage:						
- 10 December 2014-9 December 2015#	n/a	27.00	new		27.00	0.0
- after 10 December 2015#	n/a	27.00	new		27.00	0.0
Attendance of superintendent Registrar for a civil partnership conversion to a marriage with a non-statutory ceremony ( <i>includes 1/2 hour pre-ceremony appointment</i> )						
- Syrett Large Ceremony Room 10 December 2014 - 9 December 2015#	197.50					
- Syrett Large Ceremony Room after 9 December 2015	n/a	242.50	new		245.00	1.0
- other licensed premises 10 December 2014 - 9 December 2015#	209.00					
- other licensed premises after 9 December 2015	n/a	254.00	new		258.00	1.6
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:						
- of a housebound person 10 December 2014 - 9 December 2015#	no charge					
- of a housebound person after 9 December 2015#	n/a	99.00	new		99.00	0.0
- of a detained person 10 December 2014 - 9 December 2015#	no charge					
- of a detained person after 9 December 2015#	n/a	117.00	new		117.00	0.0
- of a seriously ill person not expected to recover 10 December 2014 - 9 December 2015#	no charge					
- of a seriously ill person not expected to recover after 9 December 2015#	n/a	15.00	new		15.00	0.0
# These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2015/16.						

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2016/17 Proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Other Ceremonies and Nationality Checking Service</b>						
<b>Naming Ceremonies</b>						
Attendance of celebrant at a naming ceremony in the Syrett Large Ceremony Room (includes 1/2 hour pre-ceremony appointment)						
- single naming ceremony	161.66	164.71	1.9	197.50	200.00	1.3
- double naming ceremony	201.25	204.83	1.8	246.00	250.00	1.6
- triple naming ceremony	226.95	231.15	1.8	277.50	282.00	1.6
Attendance of celebrant at a naming ceremony in licensed premises (includes 1/2 hour pre-ceremony appointment):						
- single naming ceremony	170.85	174.12	1.9	209.00	213.00	1.9
- double naming ceremony	209.52	213.30	1.8	256.00	260.50	1.8
- triple naming ceremony	244.36	248.98	1.9	299.00	304.50	1.8
Attendance of celebrant at a naming ceremony in non-licensed premises (includes 1/2 hour pre-ceremony appointment and non-refundable risk assessment fee)						
- single naming ceremony	n/a	216.67	new	260.00	265.00	1.9
- double naming ceremony	n/a	254.13	new	305.00	310.00	1.6
- triple naming ceremony	n/a	291.48	new	350.00	355.00	1.4
<b>Other Ceremonies</b>						
Attendance of celebrant at all other ceremonies (includes 1/2 hour pre-ceremony appointment)						
- Syrett Large Ceremony Room	161.66	164.71	1.9	197.50	200.00	1.3
- other licensed premises	170.85	174.12	1.9	209.00	213.00	1.9
- non licensed premises (includes a non-refundable risk assessment fee)	n/a	216.67	new	260.00	265.00	1.9
<b>Certificates</b>						
Birth (short and long), death and marriages certificates(extracts or full):						
- at time of registration#	4.00	4.00	0.0		n/a	
- after registration but in current register#	7.00	7.00	0.0		n/a	
- after registration and after register closed#	10.00	10.00	0.0		n/a	
Civil Partnership certificates (extract or full):						
- at time of registration#	4.00	4.00	0.0		n/a	
- at any other time#	10.00	10.00	0.0		n/a	
<b>Nationality Checking Service</b>						
Single adult application - Monday - Friday	47.50	48.33	1.7	58.00	59.00	1.7
Single adult application - Saturday	63.34	65.00	2.6	78.00	80.00	2.6
Single child application - Monday-Friday	17.50	19.17	9.5	23.00	24.00	4.3
Single child application - Saturday	26.67	27.50	3.1	33.00	34.00	3.0
Single adult and single child - Monday-Friday	57.50	62.50	8.7	75.00	80.00	6.7
Single adult and single child - Saturdays	72.50	78.75	8.6	94.50	96.00	1.6
Single adult and two children - Monday-Friday	63.34	79.17	25.0	95.00	100.00	5.3
Single adult and two children - Saturday	78.34	94.17	20.2	113.00	118.00	4.4
Single adult and three children - Monday-Friday	72.50	95.83	32.2	115.00	120.00	4.4
Single adult and three children - Saturday	88.34	108.33	22.6	130.00	135.00	3.8
Joint spouse application - Monday-Friday	67.50	83.33	23.5	100.00	105.00	5.0
Joint spouse application - Saturday	84.17	100.00	18.8	120.00	125.00	4.2
Joint spouse and up to two children - Monday-Friday	83.34	125.00	50.0	150.00	155.00	3.3
Joint spouse and up to two children -Saturday	98.34	137.50	39.8	165.00	170.00	3.0
Additional fee if a second appointment is required	n/a	16.67	new	20.00	21.00	5.0
<b>Settlement Checking Service</b>						
Single adult application - Monday-Friday	65.83	83.33	26.6	100.00	105.00	5.0
Single adult application and up to two children Monday-Friday	65.83	83.33	26.6	100.00	105.00	5.0
Each additional child - Monday-Friday	18.34	19.17	4.5	23.00	24.00	4.3
Additional fee if a second appointment is required	n/a	16.67	new	20.00	21.00	5.0
<b>Individual Citizenship Ceremonies</b>						
Superintendent Registrar's Room - Monday-Friday	58.34	60.00	2.8	72.00	74.00	2.8
Syrett Small Ceremony Room - Monday-Friday	n/a	104.17	new	125.00	130.00	4.0
Syrett Large Ceremony Room:						
- Monday - Friday	n/a	166.67	new	200.00	210.00	5.0
- Saturday	243.34	248.33	2.1	298.00	305.00	2.4
# These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2015/16.						

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	0	0

Very few requests are made for agendas and therefore the income budget is less than £1,000.

**Are concessions available? Agendas are available online at no charge.**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

**Council Publications**

<b>Agendas/Minutes, etc</b>				
Council agenda – Charge per Annum (Based on 8 per Annum)	162.00	165.00	1.9	
Executive Agenda – Charge per Annum (based on 11 per Annum)	244.00	248.00	1.6	
Planning Committee (based on 12 per Annum)	244.00	248.00	1.6	
Any other Committee or Sub Committee Agendas				
Charge per Annum (Based on 4 per annum)	117.00	119.00	1.7	
Charge per single copy	29.00	30.00	3.4	
Part extract (any Committee) including background papers - administration fee plus....	11.00	11.00	0.0	
Photocopying Charges				
A4 B&W	0.24	0.25	4.2	0.30
A3 B&W	0.38	0.40	5.3	0.48
A4 Colour	0.78	0.79	1.8	0.95
A3 Colour	1.44	1.47	1.8	1.76

## Service: Democratic Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	2.0	2.0

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Appeals Service**

Charges to schools for administration and clerking of appeals			
Up to 5 appeals and 2 ombudsman cases a year for three years	n/a	2,500.00	new
Up to 10 appeals and 2 ombudsmen cases a year for three years	n/a	4,700.00	new
Additional appeal once the maximum has been reached	n/a	250 each	new
Charge for unscheduled occasional appeals	n/a	250 each	new



## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

Purpose of the Charge: To Contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	2.0	2.0

Are concessions available? No

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**STANDARD OTHER CHARGES**

These are chargeable in addition to or as default to recover actual costs for			
Invoice Charge	22.00	23.00	4.5
Hourly Rate	54.00	55.00	1.9
Minimum Charge	28.00	29.00	3.6

## Service: Education Transport

Purpose of the Charge: To contribute to the costs of the service where there is spare capacity on an existing route.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	0.1	0.1

Are concessions available? No

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Home to School Travel			
<i>Farepayer fees per term on existing routes</i>			
Lost Passes	20.00	20.00	0.0

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2015/16 PROPOSED FEES &amp; CHARGES

Service: Town Centre Management

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	65	44

The 2014/15 budget relates to income received from the Indoor Market.

Are concessions available? Yes, charities and not for profit organisations can have the area without the charge for a maximum of 2 weeks per year, however cancellations with less than 48 hours notice will incur a charge of £5 per day. Local SME's may be charged a reduced rate, this degree of discretion is delegated to the Regeneration Manager.

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %	Proposed Fee (Inc VAT) £.p
Stalls/promotions in the Charles Sq area Sun-Thurs daily charge		150.00	new	180.00
Stalls/promotions in the Charles Sq area Fri-Sat daily charge		300.00	new	360.00
Stalls/promotions in the Charles Sq area weekly charge		500.00	new	600.00
Fairground type ride daily		40.00	new	48.00
Fairground type ride weekly		200.00	new	240.00

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,552</b>	<b>1,580</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
For the interment of the body of: a person aged 16 years or over		795.00		810.00	1.9
a child 3 years to 15 years		121.00		124.00	2.5
a stillborn child, foetus or child under 3 years		72.00		74.00	2.8
For the interment of a cremation urn or casket a person aged 16 years or over.		317.00		323.00	1.9
a child 3 years to 16 years		121.00		124.00	2.5
The whole of the foregoing fees and charges will be doubled in the case of any person who, at the time of death, was not a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council or in the case of a stillborn child of which, at the time of death neither of the parents was a Bracknell Forest Borough Council Tax payer or inhabitant or who had not resided at any time within the Borough during the 12 months preceding his or her death. In the event of the body of child being buried in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		880.00		896.00	1.8
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		445.00		453.00	1.8
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		555.00		565.00	1.8
To purchase a grave in reserve for a period of 75 years, with the right to renew for a further period		1,370.00		1,395.00	1.8
a child or person in a grave in respect of which an exclusive right of burial has been granted of a greater depth than 4 feet, the charge for every additional two feet will be		246.00		251.00	2.0
Additional charge for graves alongside roads or pathways		175.00		179.00	2.3
Additional charge for casket shaped grave for a person 16 and over		300.00		306.00	2.0
Right to erect memorial tablet 24" by 12" with one name on inscription		152.00		155.00	2.0
Additional inscription of each name		62.00		64.00	3.2
Plot Selection Fee		36.00		37.00	2.8
Temporary marker on Grave		24.00		25.00	4.2
Transfer of grant of exclusive right of burial		82.00		83.00	1.2
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,552	1,580

Are concessions available? Yes on some services

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CREMATORIUM</b>					
For the cremation of the body of:					
a person aged 16 years or under - (9.00 to 10.30)		FOC		FOC	
a person aged 16 years or under - (10.30 to 15.45)		FOC		FOC	
a person aged 16 years or over		670.00		684.00	2.1
Abatement Charge for each cremation		55.00		55.00	0.0
Scattering of Cremated remains - Sat, Sun & Bank Hol		27.00		28.00	3.7
Body parts		165.00		168.00	1.8
Cremation fee includes Medical Referee fee, use of chapel etc., provision of recorded music, use of organ (organist not included), disposal of cremated remains in the Gardens of Remembrance, provision of polytainer for cremated remains and the cost of recovery for the new cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Cremation Urns		107.00		109.00	1.9
Package and dispatch to an address in the UK		113.00		115.00	1.8
Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		490.00		499.00	1.8
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		240.00		245.00	2.1
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		240.00		245.00	2.1
For disposal of cremated remains when cremation has taken place elsewhere		160.00		163.00	1.9
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		64.00		65.00	1.6
Coffin to Catafalque(24hrs max)		52.00		53.00	1.9
Refridgeration Storage per coffin (per 24hr period)		16.00		17.00	6.3
Certified extract from the Register of Cremation		61.00		62.00	1.6
CD	37.00	30.83	38.00	31.67	2.7
DVD	49.00	40.83	50.00	41.67	2.0
WEBCAST	70.00	58.33	72.00	60.00	2.9
Visual Tribute Single Photo	5.50	4.58	6.00	5.00	9.1
Visual Tribute (with/without music) 1-5 photos	26.00	21.67	27.00	22.50	3.8
Visual Tribute (with/without music) 6-10 photos	36.00	30.00	37.00	30.83	2.8
Visual Tribute (with/without music) for each additional photo	2.00	1.67	2.25	1.88	12.5
DVD of Tribute only	26.00	21.67	27.00	22.50	3.8
DVD of Service incl Tribute	61.00	50.83	63.00	52.50	3.3
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Annexe G

Service : Cemetery & Crematorium

Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,552	1,580

Are concessions available? No

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Memorial Fees</b>					
<b>Entries in The Book of Remembrance</b>					
2 line entry	84.00	70.00	86.00	71.67	2.4
5 line entry	123.00	102.50	126.00	105.00	2.4
8 line entry	149.00	124.17	152.00	126.67	2.0
5 line entry with floral emblem	198.00	165.00	202.00	168.33	2.0
8 line entry with floral emblem	208.00	173.33	212.00	176.67	1.9
5 line entry with badge, bird, crest or shield	219.00	182.50	223.00	185.83	1.8
8 line entry with badge, bird, crest or shield	259.00	215.83	264.00	220.00	1.9
8 line entry with coat of arms	267.00	222.50	272.00	226.67	1.9
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	69.00	57.50	71.00	59.17	2.9
5 line entry	84.00	70.00	86.00	71.67	2.4
8 line entry	92.00	76.67	94.00	78.33	2.2
5 line entry with floral emblem	171.00	142.50	175.00	145.83	2.3
8 line entry with floral emblem	176.00	146.67	180.00	150.00	2.3
5 line entry with badge, bird, crest or shield	186.00	155.00	190.00	158.33	2.2
8 line entry with badge, bird, crest or shield	198.00	165.00	202.00	168.33	2.0
8 line entry with coat of arms	219.00	182.50	223.00	185.83	1.8
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	332.00	276.67	338.00	281.67	1.8
Prepare and display for a 1 year period	195.00	162.50	199.00	165.83	2.1
Annual Renewal	16.00	13.33	16.30	13.58	1.9
Replacement of memorial leather panel	179.00	149.17	182.20	151.83	1.8
Refurbished panel	51.00	42.50	51.90	43.25	1.8
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	332.00	276.67	338.00	281.67	1.8
Babies Picture Book Plaque set up and Year 1 Lease	195.00	162.50	199.00	165.83	2.1
Annual Renewal	16.00	13.33	17.00	14.17	6.3
Babies Standard Plaque Prepare and display for a 10 year period	332.00	276.67	338.00	281.67	1.8
Babies Standard Plaque set up and year 1 Lease	195.00	162.50	199.00	165.83	2.1
Annual Renewal	16.00	13.33	17.00	14.17	6.3
<b>Roses</b>					
Rose standard with plaque for a 7 year period	420.00	350.00	428.00	356.67	1.9
Rose standard with plaque set up and 1st year lease	211.00	175.83	215.00	179.17	1.9
Renewal of standard rose annual lease	35.00	29.17	36.00	30.00	2.9
Standard Plaque (additional or replacement)	49.00	40.83	50.00	41.67	2.0
Classic Plaque (additional or replacement)	60.00	50.00	62.00	51.67	3.3
Cast Bronze Plaque	121.00	100.83	124.00	103.33	2.5
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,271.00	1,059.17	1,294.00	1,078.33	1.8
A commemorative bench, plaque, set up and 1st year lease.	664.00	553.33	676.00	563.33	1.8
Annual renewal of commemorative bench	68.00	56.67	70.00	58.33	2.9
Cast bronze plaque	110.00	91.67	112.00	93.33	1.8
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
Annual renewal of lease	59.00	48.58	61.00	50.83	3.4
Additional letter inscription per letter	2.80	2.33	2.85	2.38	1.8
Second and final interment (including 50 letter inscription)	307.00	255.83	313.00	260.83	2.0

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,552	1,580

Are concessions available? No

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	3 £.p	%
<b>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	485.00	404.17	494.00	411.67	1.9
Plaque Row 1 set up and year 1 lease	255.00	212.50	260.00	216.67	2.0
Plaque Row 2 (10 year lease)	555.00	462.50	565.00	470.83	1.8
Plaque Row 2 set up and year 1 lease	325.00	270.83	331.00	275.83	1.8
Plaque Row 3 (10 year lease)	595.00	495.83	606.00	505.00	1.8
Plaque Row 3 set up and year 1 lease	365.00	304.17	372.00	310.00	1.9
Birdbath Seat Plaque (10 year lease)	370.00	308.33	377.00	314.17	1.9
Birdbath Seat Plaque set up and 1 year lease	140.00	116.67	143.00	119.17	2.1
Annual lease on all Bracken Heal Plaques	26.00	21.67	27.00	22.50	3.8
<b>Personal Plaque designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	77.00	64.17	79.00	65.83	2.6
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	93.00	77.50	95.00	79.17	2.2
Photo Plaque (7x5) with initial order (Sanctum only)	116.00	96.67	119.00	99.17	2.6
Photo Plaque (7x5) added to existing tablet (Sanctum only)	140.00	116.67	143.00	119.17	2.1
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	480.00	400.00	489.00	407.50	1.9
Memorial Granite Rock set up and year 1 lease	250.00	208.33	255.00	212.50	2.0
Annual renewal of lease	26.00	21.67	27.00	22.50	3.8
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD</b>					
<b>MUSHROOM</b>					
3 DISC(10 year lease)	390.00	325.00	397.00	330.83	1.8
3 DISC(set up and year 1 lease)	205.00	170.83	209.00	174.17	2.0
4 DISC(10 year lease)	390.00	325.00	397.00	330.83	1.8
4 DISC(set up and year 1 lease)	205.00	170.83	209.00	174.17	2.0
5 DISC(10 year lease)	390.00	325.00	397.00	330.83	1.8
5 DISC(set up and year 1 lease)	205.00	170.83	209.00	174.17	2.0
Annual renewal of lease	21.00	17.50	22.00	18.33	4.8
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	540.00	450.00	550.00	458.33	1.9
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	310.00	258.33	316.00	263.33	1.9
Annual renewal of lease	26.00	21.67	27.00	22.50	3.8
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	28.00	23.33	29.00	24.17	3.6
<b>Memorial Vase</b>					
Prepare and display for 10 year period	540.00	450.00	550.00	458.33	1.9
Prepare and display for 1 year	310.00	258.33	316.00	263.33	1.9
Replacement plaque (including inscription)	240.00	200.00	245.00	204.17	2.1
Annual renewal of lease	26.00	21.67	27.00	22.50	3.8

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,552	1,580

Are concessions available? No

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	<sup>3</sup> £.p	%
<b>Sanctum 2000® Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,155.00	962.50	1,176.00	980.00	1.8
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	630.00	525.00	642.00	535.00	1.9
Annual renewal of lease	60.00	50.00	62.00	51.67	3.3
Additional inscription per letter	2.80	2.33	2.85	2.38	1.8
Second & final interment (including 50 letter inscription)	307.00	255.83	313.00	260.83	2.0
Photo Plaque with initial order	110.00	91.67	112.00	93.33	1.8
Photo plaque added to existing tablet	132.00	110.00	135.00	112.50	2.3
<b>Personal Plaque Designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	
<b>SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)</b>					
10 Years	2,160.00	1,800.00	2,199.00	1,832.50	1.8
Prepare and display for year 1	1,257.00	1,047.50	1,280.00	1,066.67	1.8
Annual renewal	101.00	84.17	103.00	85.83	2.0

Service : On / Off Street Parking

Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	757	757

Link to the Council's Medium Term Objectives: Regenerate Bracknell Town Centre, Sustain the economic prosperity of the borough and to work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CAR PARKING</b>					
<b>Multi Storey Car Parks</b>					
Charging period.....7 Days a week, 24 hours per day.					
<b>SEASON TICKETS</b>					
High Street and Charles Square mscp					
5 day annual (1-50 Tickets)	800.00	666.67	800.00	666.67	0.0
5 day annual (51 - 100 Tickets)	750.00	625.00	750.00	625.00	0.0
5 day annual (101+ Tickets)	700.00	583.33	700.00	583.33	0.0
Monthly 7 day access	90.00	75.00	90.00	75.00	0.0
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
Early redemption charge Annual Season	90.00	75.00	90.00	75.00	0.0
<b>DAILY CHARGES-Multi-Storey</b>					
Charles Square & High St mscps (mon-sat 6am - 8pm)					
0-1hr	1.10	0.92	1.10	0.92	0.0
1-2hrs	1.60	1.33	1.60	1.33	0.0
2-3hrs	2.10	1.75	2.10	1.75	0.0
3-4hrs	2.60	2.17	2.60	2.17	0.0
4-5hrs	3.70	3.08	3.70	3.08	0.0
5-6hrs	4.50	3.75	4.50	3.75	0.0
over 6 hrs	6.00	5.00	6.00	5.00	0.0
Lost chip coin	10.00	8.33	10.00	8.33	0.0
Charles Square & High St mscps (Sun & Overnight)					
Nightly charge 8pm to 6am (Monday to Sunday)	1.10	0.92	1.10	0.92	0.0
Sunday 6am to 8pm	1.20	1.00	1.20	1.00	0.0
<b>DAILY CHARGES Pay &amp; Display</b>					
Albert Road car park-mon-sat inclusive(7am - 8pm)					
0-2hrs	1.10	0.92	1.10	0.92	0.0
2-4hrs	1.60	1.33	1.60	1.33	0.0
4-6hrs	2.10	1.75	2.10	1.75	0.0
6-8hrs	3.50	2.92	3.50	2.92	0.0
over 8 hrs	5.00	4.17	5.00	4.17	0.0
Sunday 7am to 8pm	1.20	1.00	1.20	1.00	0.0



Service : On / Off Street Parking

**Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	757	757

**Link to the Council's Medium Term Objectives: Regenerate Bracknell Town Centre, Sustain the economic prosperity of the borough and to work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Behind the Banks, Top of High Street					
0-40 mins (Monday to Saturday 6am until 8pm)	0.80	0.67	0.80	0.67	0.0
Sunday (6am until 8pm)	1.20	1.00	1.20	1.00	0.0
Overnight Monday to Sunday 8pm until 6am	1.10	0.92	1.10	0.92	0.0
Easthampstead House (Saturday only 6am until 8pm)					
0-2hrs	1.10	0.92	1.10	0.92	0.0
2-4hrs Maximum	1.60	1.33	1.60	1.33	0.0
Sunday (6am until 8pm)	1.20	1.00	1.20	1.00	0.0
Overnight Monday to Friday (4pm to 6am)	1.10	0.92	1.10	0.92	0.0
Overnight Saturday and Sunday (8pm to 6am)	1.10	0.92	1.10	0.92	0.0
<b>Coral Reef Car Park</b> (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	3.00	2.50	3.00	2.50	0.0
All day charge	5.00	4.17	5.00	4.17	0.0
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.67	0.0
All day charge	4.00	3.33	4.00	3.33	0.0
<b>Season Tickets:</b>					
Annual for Residents of Bracknell Forest	60.00	50.00	60.00	50.00	0.0
Annual for all others	100.00	83.33	100.00	83.33	0.0
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
<b>Penalty Charge Notices ( Car Parks)</b>					
Charge		Set by Regulation		Set by Regulation	
Charge if paid within 14 days		Set by Regulation		Set by Regulation	
<b>Penalty Charge Notices ( On-Street)</b>					
Charge		Set by Regulation		Set by Regulation	
Charge if paid within 14 days		Set by Regulation		Set by Regulation	
<b>Parking place Suspension(On-Street)</b>					
Charge per Suspension		Set by Regulation		Set by Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle		Set by Regulation		Set by Regulation	
Visitor Passes(inclusive of Admin Fee)	7.50	6.25	7.50	6.25	0.0
Service Yard 'E' permits	344.00	286.67	344.00	286.67	0.0
Replacement Permit	5.00	4.17	5.00	4.17	0.0

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	34	35

Are concessions available? Yes. (See Pest Control)

Link to the Council's Medium Term Objectives: Support opportunities for health and wellbeing, work with the police and other partners to ensure Bracknell Forest remains a safe place and to sustain the economic prosperity of the borough.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>DOG CONTROL</b>					
<b>PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs.</b>					
<b>Return of Stray Dog</b>					
Prescribed fee		Set by Regulation		Set by Regulation	
Vet fees		At cost		At cost	
Stray dog charges in office hours		55.00		55.00	0.0
Stray dog charges out of office hours		100.00		100.00	0.0
Dog Fouling fixed penalty charge		Set by Regulation		Set by Regulation	
<b>PEST CONTROL (call out and/or treatment charges)</b>					
<b>PURPOSE OF CHARGE: contribution towards overall costs.</b>					
<b>Rats</b>					
Treatment	52.00	43.33	52.95	44.13	1.8
<b>Mice</b>					
Treatment	64.00	53.33	65.15	54.29	1.8
<b>Wasps (first nest)</b>					
Treatment	51.50	42.92	52.45	43.71	1.8
<b>Wasps (subsequent nest treated during same visit)</b>					
Treatment	18.00	15.00	18.30	15.25	1.7
<b>Bed Bugs</b>					
For up to 3 bedroomed dwelling	215.00	179.17	218.85	182.38	1.8
For each additional room	70.00	58.33	71.25	59.38	1.8
<b>Fleas</b>					
For up to 3 habitable rooms	165.00	137.50	167.95	139.96	1.8
For each additional room	54.00	45.00	54.95	45.79	1.8
<b>Squirrels</b>					
Survey and Treatment	150.00	125.00	152.70	127.25	1.8
<b>Call out Charge</b>					
Flat Fee	27.00	22.50	27.50	22.92	1.9
<b>Cancellation (Before 3pm on the day before treatment)</b>					
Flat Fee	27.00	22.50	27.50	22.92	1.9
<b>Pest treatment in commercial premises (Includes Pigeons)</b>					
		At cost		At cost	
The fees for pest control are collected before the officer provides any treatment or precautionary advice. All pest control fees are increased by 50% where a call is outside normal working hours and by 100% where the visit is deemed necessary on weekends or recognised public holidays.					
Costs may be waived where pest control is carried out in the interest of public health.					
The pest control fees are discounted by 50% and bed bugs fees by 75% where the principal occupant is in receipt of an income related benefit, ie housing benefit or income support, pension creditor similar Government income support.					
<b>ABANDONED VEHICLES</b>					
Removal (prescribed fee)		Set by regulation		Set by regulation	
Daily storage (prescribed fee)		Set by regulation		Set by regulation	
Enforcement disposal costs (prescribed fee)		Set by regulation		Set by regulation	
Enforcement invoice costs		72.50		73.80	1.8

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	88	90

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and wellbeing, work with the police and other partners to ensure Bracknell Forest remains a safe place and to sustain the economic prosperity of the borough.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Miscellaneous</b>					
Health Certificate		17.00		17.30	1.8
Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60.		126.00		128.25	1.8
Immigration reports for Home Office		220.00		223.95	1.8
Certificate for surrender of unsound food (per hour) plus disposal costs		63.00		64.15	1.8
Private Water and Pool Samples (includes cost of testing)	66.00	55.00	67.20	56.00	1.8
<b>Special Treatments: Single Payment</b>					
Premises		220.00		223.95	1.8
Person		40.00		40.70	1.8

**ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES**

The following fees and charges are in respect of Prescribed Processes. Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.

**LAPC Fees and Charges**

<b>Application Fee</b>					
Standard Process		1,579.00		Set by regulation	
Service Stations (PVI and PVII)		246.00		Set by regulation	
Dry Cleaners		148.00		Set by regulation	
Vehicle Refinishers		346.00		Set by regulation	
Waste oil burning appliances under 0.4MWth		148.00		Set by regulation	
Mobile Screening and Crushing Plant		1,579.00		Set by regulation	
For the third to seventh applications		943.00		Set by regulation	
For the eighth and subsequent applications		477.00		Set by regulation	

**Substantial Changes (Sections 10 and 11 of the Act)**

Standard Process		1,005.00		Set by regulation	
Service Stations		98.00		Set by regulation	
Waste Oil Burners under 0.4MW		98.00		Set by regulation	
Dry Cleaners		98.00		Set by regulation	

**Annual Subsistence Charge**

Standard Process LOW		739.00		Set by regulation	
Standard Process MEDIUM		1,111.00		Set by regulation	
Standard Process HIGH		1,672.00		Set by regulation	
Service Stations LOW		108.00		Set by regulation	
Service Stations MEDIUM		216.00		Set by regulation	
Service Stations HIGH		326.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW LOW		76.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW MEDIUM		151.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW HIGH		227.00		Set by regulation	
Mobile Screening and Crushing Plant LOW		618.00		Set by regulation	
Mobile Screening and Crushing Plant MEDIUM		989.00		Set by regulation	
Mobile Screening and Crushing Plant HIGH		1,484.00		Set by regulation	
For the second permit LOW		618.00		Set by regulation	
For the second permit MEDIUM		989.00		Set by regulation	
For the second permit HIGH		1,484.00		Set by regulation	
For the third to seventh permit LOW		368.00		Set by regulation	
For the third to seventh permit MEDIUM		590.00		Set by regulation	
For the third to seventh permit HIGH		884.00		Set by regulation	
For the eighth and subsequent applications LOW		189.00		Set by regulation	
For the eighth and subsequent applications MEDIUM		302.00		Set by regulation	
For the eighth and subsequent applications HIGH		453.00		Set by regulation	
Late payment charge (when invoice issued and not paid within 8 weeks)		50.00		Set by regulation	

Subsistence charges can be paid in four equal quarterly instalments, where payment is made quarterly there is an additional annual amount payable of £35 to cover additional administration costs.

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	88	90

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and wellbeing, work with the police

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Transfer and Surrender</b>					
Transfer		476.00		Set by regulation	
Partial Transfer		162.00		Set by regulation	
Surrender		Nil		Set by regulation	
Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Partial Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		Nil 45.00		Set by regulation Set by regulation	
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
Housing enforcement charge - where appropriate		385.00		391.95	1.8
New 5 Year HMO licence - upto 5 bedrooms		705.00		717.70	1.8
New Additional fee per extra bedroom		61.00		62.10	1.8
New - A reduction where the landlord is accredited		61.00		62.10	1.8
New - A reduction where the landlord is applying for more than one licence		61.00		62.10	1.8
Renewal of 5 Year HMO licence - upto 5 bedrooms		530.00		539.55	1.8
Renewal of Additional fee per extra bedroom		44.00		44.80	1.8
Renewal - A reduction where the landlord is accredited		44.00		44.80	1.8
Renewal- A reduction where the landlord is applying for more than one licence		44.00		44.80	1.8
Request for additional information by letter		67.00		68.20	1.8
<b>DISABLED FACILITIES SUPPORT SERVICE</b>					
Acting as an agent for a client in receipt of a disabled facilities grant or other building works		Works upto £20K - 15 % of the approved amount		Works upto £20K - 15 % of the approved amount	
Acting as an agent for a client in receipt of a disabled facilities grant or other building work		Works over £20K -12 % of the approved amount		Works over £20K - 12 % of the approved amount	
<b>TRAINING</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>Food Hygiene/Health and Safety Courses (per person)</b>					
Basic course	87.00	72.50	88.55	73.79	1.8
Delegates from business outside the Borough	97.00	80.83	98.75	82.29	1.8
Resit fee	40.00	33.33	40.70	33.92	1.8
Replacement certificates	27.00	22.50	27.50	22.92	1.9
One-off specialist courses/seminars	At cost	At cost	At cost	At cost	
<b>HIGH HEDGE ENQUIRIES</b>					
Initial Investigation		195.00		198.50	1.8
Full Investigation (Additional payment to complete investigation)		580.00		590.45	1.8

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	88	90

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and wellbeing.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
Selling Vehicles on Road - Reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Graffiti and fly tipping - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	
Street litter notices and litter clearing notices - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Waste receptacles - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

**Service : Waste Management**

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	457	459

**Are concessions available? Bulky Household Refuse - There is a 50% discount where the principal occupant is in receipt of an income related benefit.**

**Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green and to support opportunities for health and wellbeing.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
Bulky household refuse (excluding DIY material) Up to 3 items.		40.00		40.70	1.8
Between 4 and 7 items (minimum charge 1 hour)		51.00		51.90	1.8
Garden waste sacks(to include collection)		0.50		0.50	0.0
The waste collection charges for bulky and the annual Garden Waste Service are discounted by 50% where the principal occupant is in receipt of an income related benefit, i.e. housing benefit, council tax benefit or income support,pension credit or similar Government income support.					
Replacement of green or blue Wheeled bin - admin charge		23.50		23.90	1.7
Residents request to return and empty bin not presented for collection		23.50		23.90	1.7
Additional Wheeled Bin, under certain circumstances - Charge per annum		35.00		35.65	1.9
Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin - £2 discount for existing customers paying before March 1st 2015.		30.00		30.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 240L Brown Bin.		22.50		22.50	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 240L Brown Bin.		15.00		15.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 240L Brown Bin.		7.50		7.50	0.0
Annual Collection for Garden Waste Service(April to June 14) - 140L Brown Bin - £2 discount for existing customers if they pay before March 1st 2015.		26.00		26.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 140L Brown Bin		19.50		19.50	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 140L Brown Bin		13.00		13.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 140L Brown Bin		6.50		6.50	0.0
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		32.00		32.60	1.9
Brown Bin for Garden Waste Repair		14.00		14.25	1.8

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

**Purpose of the Charge:** To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

**Are concessions available?** No

**Link to the Council's Medium Term Objectives:** Support opportunities for health and well being, work with the police and other partners to ensure Bracknell Forest remains a safe place and to sustain the economic prosperity of the borough.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour)</b>					
1) Automatic or totalising weighing machines		68.50		69.75	1.8
2) Equipment designed to weigh loads in motion		68.50		69.75	1.8
3) Weighing or measuring equipment tested by means of statistical sampling		68.50		69.75	1.8
4) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification		68.50		69.75	1.8
5) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence		68.50		69.75	1.8
6) Other tests - miscellaneous		68.50		69.75	1.8
Where additional costs are incurred in providing the service because of the need to obtain specialised equipment, extra costs will be levied to meet the individual circumstances of each case on a full cost recovery basis. In any circumstance where an officer attends a premise at an appointed time and a delay occurs whether before or during a test and the delay is not attributed to Trading Standards					
<b>Weights</b>					
1) Exceeding 5Kg or not exceeding 500mg or 2CM2		10.50		10.70	1.9
2) Other weights		9.50		9.65	1.6
<b>Measures</b>					
Linear measures not exceeding 3m or for each scale		10.50		10.70	1.9
Cubic ballast measures (other than brim measures)		173.00		176.10	1.8
<b>Weighing Instruments</b>					
<b>Non - EC</b>					
Not exceeding 1 tonne		53.50		54.45	1.8
Exceeding 1 tonne to 10 tonne		85.00		86.55	1.8
Exceeding 10 tonne		184.00		187.30	1.8
<b>EC (NAWI)</b>					
<b>Measuring Instruments for Intoxicating Liquor</b>					
Not exceeding 150ml		20.50		20.85	1.7
Other		22.00		22.40	1.8

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell Forest remains a safe place and to sustain the economic prosperity of the borough.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Measuring Instruments for Liquid Fuel and Lubricants</b>					
1) Container type (unsubdivided)		61.50		62.60	1.8
2) Petrol Pumps - Number of meters tested in one unit	1 meter	112.50		114.50	1.8
	2 meters	157.50		160.50	1.9
	3 meters	217.50		221.50	1.8
	4 meters	277.00		282.00	1.8
	5 meters	337.00		343.00	1.8
	6 meters	397.00		404.00	1.8
	7 meters	457.00		465.00	1.8
	8 meters	517.00		526.50	1.8
Ancillary equipment	a) Electronic console equipment (when tested alone) per hour	77.00		78.50	1.9
	b) Credit Card Acceptors (additional fee)	77.00		78.50	1.9
<b>Road Tanker Measuring Equipment (&gt;100 Litres)</b>					
1) Meter measuring system	Wet hose type with two testing liquids	249.00		253.50	1.8
	Wet hose type with three testing liquids	292.00		297.50	1.9
	Dry hose type with two testing liquids	276.00		281.00	1.8
	Dry hose type with three testing liquids	318.00		323.70	1.8
	Wet/Dry hose type with two testing liquids	385.00		392.00	1.8
	Wet/Dry hose type with three testing liquids	415.00		422.50	1.8
<b>Petroleum Licences</b>					
Not exceeding 2,500 litres		42.00		Set by Statute	
Not exceeding 50,000 litres		58.00		Set by Statute	
Exceeding 50,000 litres		120.00		Set by Statute	
Transfer of Licence		8.00		Set by Statute	
<b>Explosive Licences</b>					
First time application for an Explosive Licence		178.00		Set by Statute	
Renewal of a Licence		83.00		Set by Statute	
First time application for a Registration		105.00		Set by Statute	
Renewal of a registration		52.00		Set by Statute	
Varying, transferring or replacing a licence		35.00		Set by Statute	
Full year registration for fireworks		500.00		Set by Statute	
<b>MISCELLANEOUS</b>					
Administrative charge for provision of a certificate containing results of errors found on testing		41.00		42.00	2.4
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £68		68.50		69.75	1.8
<b>Poisons Act</b>					
Initial registration		33.00		33.60	1.8
Re-registration		18.50		18.85	1.9
Change in details of registration		12.50		12.75	2.0
<b>Primary Authority</b>					
Primary Authority Work Hourly chargeable rate		59.00		60.00	1.7
Annual charge - previous year usage up to 30 hours officer time				500.00	
Annual charge - previous year usage over 30 hours officer time				1,000.00	
<b>Buy with Confidence/Trader Approval Scheme</b>					
Annual Fee	1-5 Employees	125.00	104.17	127.25	106.04
	6-20 Employees	188.00	156.67	191.40	159.50
	21+ Employees	251.00	209.17	255.50	212.92



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LICENSING ACT 2003</b>					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:					
<b>Rateable value band</b>					
A		100.00		Set by Statute	
B		190.00		Set by Statute	
C		315.00		Set by Statute	
D		450.00		Set by Statute	
E		635.00		Set by Statute	
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
<b>Rateable value band</b>					
D		900.00		Set by Statute	
E		1,905.00		Set by Statute	
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
<b>Number of people in attendance at any one time</b>					
5,000 - 9,999			1,000.00	Set by Statute	
10,000 - 14,999			2,000.00	Set by Statute	
15,000 - 19,999			4,000.00	Set by Statute	
20,000 - 29,999			8,000.00	Set by Statute	
30,000 - 39,999			16,000.00	Set by Statute	
40,000 - 49,999			24,000.00	Set by Statute	
50,000 - 59,999			32,000.00	Set by Statute	
60,000 - 69,999			40,000.00	Set by Statute	
70,000 - 79,999			48,000.00	Set by Statute	
80,000 - 89,999			56,000.00	Set by Statute	
90,000 and over			64,000.00	Set by Statute	
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

**Purpose of the Charge:** To recover the cost of processing applications and monitoring compliance with conditions

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

**Are concessions available?** No

**Link to the Council's Medium Term Objectives:** Support opportunities for health and well being, work with the police and other partners to ensure Bracknell Forest remains a safe place and to sustain the economic prosperity of the borough.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>OTHER FEES</b>					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Personal Licence Application		37.00		Set by Statute	
Supply of copies of information contained in register		10.50		Set by Statute	
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		10.50		Set by Statute	
Notification of change of name or address (holder of premises licence)		10.50		Set by Statute	
Application to vary licence to specify an individual as designated premises supervisor		23.00		Set by Statute	
Interim Authority Notice		23.00		Set by Statute	
Application to transfer premises licence		23.00		Set by Statute	
Application for making a provisional statement		315.00		Set by Statute	
Application for copy of certificate or summary on theft, loss etc. of certificate summary		10.50		Set by Statute	
Notification of change of name or alteration of club rules		10.50		Set by Statute	
Change of relevant registered address of club		10.50		Set by Statute	
Temporary Event Notices		21.00		Set by Statute	
Application for copy of notice on theft, loss etc. of temporary event notice		10.50		Set by Statute	
Application for copy of licence on theft, loss etc. of personal licence		10.50		Set by Statute	
Notification of change of name or address (personal licence)		10.50		Set by Statute	
Notice of interest in any premises		21.00		Set by Statute	
(Licensing Act 2003) Minor Variation		89.00		Set by Statute	
(Licensing Act 2003) Removal of DPS Condition		23.00		Set by Statute	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>ANNUAL FEES</b>					
Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:					
Rateable value band					
A		70.00		Set by Statute	
B		180.00		Set by Statute	
C		295.00		Set by Statute	
D		320.00		Set by Statute	
E		350.00		Set by Statute	
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D		640.00		Set by Statute	
E		1,050.00		Set by Statute	
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		500.00		Set by Statute	
10,000 - 14,999		1,000.00		Set by Statute	
15,000 - 19,999		2,000.00		Set by Statute	
20,000 - 29,999		4,000.00		Set by Statute	
30,000 - 39,999		8,000.00		Set by Statute	
40,000 - 49,999		12,000.00		Set by Statute	
50,000 - 59,999		16,000.00		Set by Statute	
60,000 - 69,999		20,000.00		Set by Statute	
70,000 - 79,999		24,000.00		Set by Statute	
80,000 - 89,999		28,000.00		Set by Statute	
90,000 and over		32,000.00		Set by Statute	
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises - Initial		2,473.00		2,517.00	1.8
Premises - Renewal		1,313.00		1,336.00	1.8
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial		440.00		447.00	1.6
Premises - Renewal		255.00		259.00	1.6
<b>Riding Establishment: Annual Licence</b>					
Premises - Initial		475.00		483.00	1.7
Premises - Renewal		247.00		251.00	1.6
Provisional - Initial		277.00		282.00	1.8
Provisional - Renewal		142.00		144.00	1.4
<b>Animal Boarding Establishment: Annual Licence</b>					
1 - 30 animals	Initial	375.00		381.00	1.6
	Renewal	220.00		223.00	1.4
31 - 60 animals	Initial	442.00		449.00	1.6
	Renewal	238.00		242.00	1.7
61 (or more) animals	Initial	538.00		547.00	1.7
	Renewal	291.00		296.00	1.7

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Home Boarding of Dogs: Annual Licence</b>					
Initial		135.00		137.00	1.5
Renewal		113.00		115.00	1.8
<b>Dog Breeders: Annual Licence</b>					
Initial		450.00		458.00	1.8
Renewal		204.00		207.00	1.5
<b>Pet Shops: Annual Licence</b>					
Initial		450.00		458.00	1.8
Renewal		204.00		207.00	1.5
<b>Performing Animals: Single Payment</b>					
Registration		92.00		93.00	1.1
<b>Zoo: Annual Licence</b>					
Initial/Renewal		450.00		458.00	1.8
<b>Hairdresser: Single Payment</b>					
Premises		39.00		39.50	1.3
<b>Street Trading Consents</b>					
Week (minimum charge)		125.00		127.00	1.6
1 month		335.00		341.00	1.8
3 months		787.00		801.00	1.8
6 months		1,287.00		1,310.00	1.8
6 months max trading 2 events per week including Fri,Sat,or Sun 40% reduction		728.00		741.00	1.8
6 months max trading 2 events per week Monday to Thursday 60% reduction		485.00		493.00	1.6
Street Trading Consent variation fee		82.00		83.00	1.2
Ice Cream van 1 month (per van)		168.00		170.00	1.2
Ice Cream van 6 months (per van)		644.00		655.00	1.7
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		457.00		457.00	0.0
Site Licence Renewal		397.00		397.00	0.0
Mobile Collector New		244.00		244.00	0.0
Mobile Collector Renewal		224.00		224.00	0.0
Variation of licence		336.00		336.00	0.0
Change of site manager		62.00		62.00	0.0
Copy Licence		11.00		11.00	0.0
Change of name		33.00		33.00	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

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	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

Are concessions available? No

Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>PURPOSE OF CHARGE: Contribution towards costs</b>					
<b>As agreed by Licensing and Safety Committee on 13/1/2011</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		261.00		265.00	1.5
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		261.00		265.00	1.5
Home to School (annual fee)		133.00		135.00	1.5
<b>Operator Licence: Annual Fee</b>					
1 vehicle		169.00		172.00	1.8
2 - 5 vehicles		293.00		298.00	1.7
6 - 10 vehicles		492.00		500.00	1.6
11 - 15 vehicles		680.00		692.00	1.8
16 - 20 vehicles		922.00		938.00	1.7
more than 20 vehicles		1,110.00		1,130.00	1.8
<b>Operator Licence: 3 year Licences</b>					
1 vehicle		405.00		412.00	1.7
2 - 5 vehicles		712.00		724.00	1.7
6 - 10 vehicles		1,180.00		1,200.00	1.7
11 - 15 vehicles		1,634.00		1,663.00	1.8
16 - 20 vehicles		2,212.00		2,251.00	1.8
more than 20 vehicles		2,664.00		2,711.00	1.8
<b>Driver Licences</b>					
Initial (all driver licence types)		136.00		138.00	1.5
Renewal		104.00		105.00	1.0
Renewal (3 years)		210.00		210.00	0.0
Home to school renewal only		84.00		85.00	1.2
Home to school 3 years		New		170.00	
<b>Other Charges</b>					
Transfer of vehicle to new owner		45.00		45.50	1.1
Conversion of driver licence to another type		72.00		73.00	1.4
Change of vehicle		67.00		68.00	1.5
Transfer of operator licence		45.00		45.50	1.1
Meter Test - Retest after failure		29.00		29.50	1.7
Knowledge Test		29.00		29.50	1.7
First Aid Training for drivers		25.00		25.50	2.0
CRB		At cost		At cost	
Check					
Administrative charge for CRB check		12.00		12.00	0.0
Replacement documents		22.00		22.00	0.0
Advertising on Hackney Carriages (Initial)		35.00		35.50	1.4
Advertising on Hackney Carriages (Renewal)		25.00		25.00	0.0
Replacement Badge		21.00		21.00	0.0
Replacement plate		25.00		25.00	0.0
Replacement backing plate		20.00		20.00	0.0
Medical exemption from carrying assistance dog		20.00		20.00	0.0
Refund processing fee		New		25.00	
Change of vehicle registration		New		47.00	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	281	283

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being, work with the police and other partners to ensure Bracknell**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005</b>					
<b>Bingo Club</b>					
New Application		2,625.00		Set by Statute	
Variation		1,312.50		Set bv Statute	
Transfer/Reinstatement		900.00		Set bv Statute	
Application with Prov Statement		900.00		Set bv Statute	
Prov Statement		2,625.00		Set bv Statute	
Notification of Change		37.50		Set bv Statute	
Annual Fee		750.00		Set bv Statute	
Copy Licence		18.75		Set bv Statute	
<b>Adult Gaming Centre</b>					
New Application		1,500.00		Set by Statute	
Variation		750.00		Set bv Statute	
Transfer/Reinstatement		900.00		Set bv Statute	
Application with Prov Statement		900.00		Set bv Statute	
Prov Statement		1,500.00		Set bv Statute	
Notification of Change		37.50		Set bv Statute	
Annual Fee		750.00		Set bv Statute	
Copy Licence		18.75		Set bv Statute	
<b>Betting (Other)</b>					
New Application		2,250.00		Set by Statute	
Variation		1,125.00		Set bv Statute	
Transfer/Reinstatement		900.00		Set bv Statute	
Application with Prov Statement		900.00		Set bv Statute	
Prov Statement		2,250.00		Set bv Statute	
Notification of Change		37.50		Set bv Statute	
Annual Fee		450.00		Set bv Statute	
Copy Licence		18.75		Set bv Statute	
<b>* Licensed Premises Gaming Machine Permit</b>					
New		150.00		Set by Statute	
Annual Fee		50.00		Set bv Statute	
Variation		100.00		Set bv Statute	
Transfer		25.00		Set bv Statute	
Copy Permit		15.00		Set bv Statute	
Change Name		25.00		Set bv Statute	
<b>**Club Gaming/Permit/Club Machine Permit</b>					
New		200.00		Set by Statute	
Annual Fee		50.00		Set bv Statute	
Renewal		200.00		Set bv Statute	
Variation		100.00		Set bv Statute	
Copy Permit		15.00		Set bv Statute	
<b>Notification of 2 or less gaming machines</b>					
		50.00		Set by Statute	
<b>Registration of non-commercial lottery</b>					
Initial Fee		40.00		Set by Statute	
Annual Fee		20.00		Set by Statute	

\* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

\*\* Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003, or an existing Part II or Part III registration of the Gaming Act 1968, the fee for new permits and renewals is £100.

Service : Building Control

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>334</b>	<b>340</b>

**Are concessions available?** There are some concessions for the disabled, which are detailed in the tables below.

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>BUILDING REGULATIONS</b>					
1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-					
Stage One: (The Plan Charge) - on submission of the application					
Stage Two: (The Inspection Charge) - following the first site inspection.					
You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.					
2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.					
The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the detailed plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.					
CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL					
<b>PROPOSAL</b>					
<b>Domestic Plan Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	180.00	150.00	183.25	152.71	1.8
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	225.00	187.50	229.05	190.88	1.8
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	405.00	337.50	412.30	343.58	1.8
Loft conversion	315.00	262.50	320.65	267.21	1.8
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	105.00	87.50	106.90	89.08	1.8
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	180.00	150.00	183.25	152.71	1.8
Window replacement (non competent persons scheme)	116.00	96.67	118.10	98.42	1.8
Installation of domestic solar panels/wind turbines	157.00	130.83	159.85	133.21	1.8
Re-wiring or new electrical installation of a dwelling	105.00	87.50	106.90	89.08	1.8
Any electrical work other than re-wiring of a dwelling	105.00	87.50	106.90	89.08	1.8
Renovation of a thermal element	188.00	156.67	191.40	159.50	1.8

Service : Building Control

**Purpose of the Charge: To recover the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	334	340

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	317.00	264.17	322.70	268.92	1.8
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	361.00	300.83	367.50	306.25	1.8
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	405.00	337.50	412.30	343.58	1.8
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	316.00	263.33	321.70	268.08	1.8
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	301.00	250.83	306.40	255.33	1.8
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	226.00	188.33	230.05	191.71	1.8
Window replacement (non competent persons scheme)	N/A		N/A		
Installation of domestic solar panels/wind turbines	N/A		N/A		
Re-wiring or new electrical installation of a dwelling	257.00	214.17	261.65	218.04	1.8
Any electrical work other than re-wiring of a dwelling	188.00	156.67	191.40	159.50	1.8
Renovation of a thermal element	N/A		N/A		
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq m floor area	497.00	414.17	505.95	421.63	1.8
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	586.00	488.33	596.55	497.13	1.8
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	810.00	675.00	824.60	687.17	1.8
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	631.00	525.83	642.35	535.29	1.8
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	406.00	338.33	413.30	344.42	1.8
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	406.00	338.33	413.30	344.42	1.8
Window replacement (non competent persons scheme)	116.00	96.67	118.10	98.42	1.8
Installation of domestic solar panels/wind turbines	157.00	130.83	159.85	133.21	1.8
Re-wiring or new electrical installation of a dwelling	362.00	301.67	368.50	307.08	1.8
Any electrical work other than re-wiring of a dwelling	293.00	244.17	298.25	248.54	1.8
Renovation of a thermal element	188.00	156.67	191.40	159.50	1.8



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	334	340

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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NB

Work for the benefit of disabled persons may be exempt from charges

Floor areas are measured internally

If there is more than one domestic extension in any application then the floor areas must be added together up to a maximum of 60 sq m

Full estimated cost means the full cost of the works shown in the plans, but excludes professional fees and VAT. If an estimate is not submitted the estimate will be based on the RICS Building Cost Information Service

Regularisation charges are calculate

**CHARGES FOR OTHER WORK****Plan Charge (Full Plans)****Table A** Where the estimated cost is (£)

0 - 2000	157.00	130.83	159.85	133.21	1.8
2,001 - 5,000	271.00	225.83	275.90	229.92	1.8
5,001 - 10,000	316.00	263.33	321.70	268.08	1.8
10,001 - 20,000	438.00	365.00	445.90	371.58	1.8
20,001 - 30,000	168.00	140.00	171.00	142.50	1.8
30,001 - 40,000	202.00	168.33	205.65	171.38	1.8
40,001 - 50,000	235.00	195.83	239.25	199.38	1.8
50,001 - 60,000	272.00	226.67	276.90	230.75	1.8
60,001 - 70,000	307.00	255.83	312.55	260.46	1.8
70,001 - 80,000	342.00	285.00	348.15	290.13	1.8
80,001 - 90,000	366.00	305.00	372.60	310.50	1.8
90,001 - 100,000	412.00	343.33	419.40	349.50	1.8

**Inspection Charge (Full Plans)****Table A** Where the estimated cost is (£)

0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	385.00	320.83	391.95	326.63	1.8
30,001 - 40,000	469.00	390.83	477.45	397.88	1.8
40,001 - 50,000	552.00	460.00	561.95	468.29	1.8
50,001 - 60,000	632.00	526.67	643.40	536.17	1.8
60,001 - 70,000	714.00	595.00	726.85	605.71	1.8
70,001 - 80,000	796.00	663.33	810.35	675.29	1.8
80,001 - 90,000	851.00	709.17	866.30	721.92	1.8
90,001 - 100,000	959.00	799.17	976.25	813.54	1.8

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	334	340

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	157.00	130.83	159.85	133.21	1.8
2,001 - 5,000	271.00	225.83	275.90	229.92	1.8
5,001 - 10,000	316.00	263.33	321.70	268.08	1.8
10,001 - 20,000	438.00	365.00	445.90	371.58	1.8
20,001 - 30,000	553.00	460.83	562.95	469.13	1.8
30,001 - 40,000	671.00	559.17	683.10	569.25	1.8
40,001 - 50,000	787.00	655.83	801.15	667.63	1.8
50,001 - 60,000	904.00	753.33	920.25	766.88	1.8
60,001 - 70,000	1,021.00	850.83	1,039.40	866.17	1.8
70,001 - 80,000	1,138.00	948.33	1,158.50	965.42	1.8
80,001 - 90,000	1,217.00	1,014.17	1,238.90	1,032.42	1.8
90,001 - 100,000	1,371.00	1,142.50	1,395.70	1,163.08	1.8
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1	405.00	337.50	412.30	343.58	1.8
2	450.00	375.00	458.10	381.75	1.8
3	495.00	412.50	503.90	419.92	1.8
4	540.00	450.00	549.70	458.08	1.8
5	586.00	488.33	596.55	497.13	1.8
<b>Number of Dwellings (Inspection Charge)</b>					
1	407.00	339.17	414.35	345.29	1.8
2	632.00	526.67	643.40	536.17	1.8
3	790.00	658.33	804.20	670.17	1.8
4	948.00	790.00	965.05	804.21	1.8
5	1,103.00	919.17	1,122.85	935.71	1.8

Service : **Building Control**

Purpose of the Charge: **To recover the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	334	340

Are concessions available? **There are some concessions for the disabled, which are detailed in the tables below.**

Link to the Council's Medium Term Objectives: **Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
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**REGULARISATION CERTIFICATES**

Type of Work	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Domestic extension not exceeding 10 sq m floor area		509.10		518.25	1.8
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		600.25		611.05	1.8
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		830.75		845.70	1.8
Loft conversion		646.35		658.00	1.8
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building		415.90		423.40	1.8
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		415.90		423.40	1.8
Window Replacement (Non competent persons scheme)		118.40		120.55	1.8
Installation of domestic solar panels/wind turbines		161.30		164.20	1.8
Re-wiring or new electrical installation of a dwelling		369.80		376.45	1.8
Any electrical work other than re-wiring of a dwelling		300.65		306.05	1.8
Renovation of a thermal element		192.75		196.20	1.8
<b>Estimated Cost £</b>					
0 - 2000		161.30		164.20	1.8
2,001 - 5,000		277.65		282.65	1.8
5,001 - 10,000		323.70		329.55	1.8
10,001 - 20,000		449.40		457.50	1.8
20,001 - 30,000		566.75		576.95	1.8
30,001 - 40,000		687.20		699.55	1.8
40,001 - 50,000		806.60		821.10	1.8
50,001 - 60,000		926.05		942.70	1.8
60,001 - 70,000		1,045.45		1,064.25	1.8
70,001 - 80,000		1,165.95		1,186.95	1.8
80,001 - 90,000		1,246.60		1,269.05	1.8
90,001 - 100,000		1,403.70		1,428.95	1.8

**FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS**

Number of Dwellings (Plan Charge)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
1		831.75		846.70	1.8
2		1,108.30		1,128.25	1.8
3		1,316.80		1,340.50	1.8
4		1,525.25		1,552.70	1.8
5		1,730.55		1,761.70	1.8

NOTE: The following minimum charges apply:

Where an extension to a dwelling, the total floor area of which exceeds 60m2, including means access and work in connection with that extension the sum of the Regularisation charge must not be less than £674.04

**Building Regulations Questions for anyone undertaking a Property Search**

	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0

**Other Charges**

	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Hoarding / Scaffold Licences - Per Licence		153.00		155.75	1.8
Dealing with Demolition Notices		153.00		155.75	1.8
Officer Letter - Confirmation to Solicitor	43.00	35.83	43.75	36.46	1.7

Service : Highways

**Purpose of the Charge: To contribute to the cost of the services**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	232	233

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>HIGHWAY ENQUIRIES</b>					
Standard rate per hour - minimum charge		82.00		83.50	1.8
<b>RECHARGEABLE WORKS</b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b>HIGHWAY ADOPTIONS</b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		1,500.00		1,500.00	0.0
Surety deposit (cash element of total surety value)		3,000.00		3,000.00	0.0
Formal declarations (outside section 38)		1,000.00		1,000.00	0.0
Re-inspection rate per hour - minimum charge		82.00		83.50	1.8
<b>Section 38/Section 278 fees</b>					
Schemes up to £15,000 - minimum charge		1,500.00		1,500.00	0.0
Schemes over £15,000		10% of value		10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums					

Service : Highways

**Purpose of the Charge: To contribute to the cost of the services**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	232	233

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>STREET NAMING &amp; NUMBERING</b>					
Property Name Change (Sole identity)		81.75		83.20	1.8
Addition of Property name (To numbered property)		25.55		26.00	1.8
Amendment to Postal Address		81.75		83.20	1.8
New Build - Individual Property		81.75		83.20	1.8
New Development - Fixed Fee		153.30		156.05	1.8
- Plus fee per Unit		20.45		20.80	1.7
Conversion of Property into Flats - Fee per Flat		40.90		41.65	1.8
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		20.45		20.80	1.7
<b>TRAFFIC SURVEY DATA</b>					
Junction turning counts - Per junction	537.85	448.21	547.55	456.29	1.8
Traffic count information	158.50	132.08	161.35	134.46	1.8
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	566.15	471.79	576.35	480.29	1.8
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request Other data requests will be assessed on their merits and charged at the discretion of the Council	283.05	235.88	288.15	240.13	1.8
<b>Developers Charges</b>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for first six months	19,000.00	15,833.33	19,342.00	16,118.33	1.8
Use of model for each additional month exceeding six months	3,850.00	3,208.33	3,919.30	3,266.08	1.8
Use of model for twelve months	38,500.00	32,083.33	39,193.00	32,660.83	1.8
<b>CONCESSIONARY FARES</b>					
Replacement Pass		5.00		5.00	0.0
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		9.60		9.75	1.6
Renewal of Disabled Person's Railcard		4.00		4.05	1.3

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Local Land Charges

**Purpose of the Charge: To recover the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	164	164

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**LOCAL LAND CHARGES**

Fees for official search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Assisted search (incl photocopies)		22.00		22.00	0.0
Requisition (LLC1)		25.00		25.00	0.0
Search carried out by Authority - Domestic (CON29R)		79.15		79.15	0.0
Search carried out by Authority - Non Domestic (CON29R)		84.15		84.15	0.0
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0
Additional Parcel (eg Garage)					
Garage		13.00		13.00	0.0
Non Garage		25.00		25.00	0.0
Optional Enquiries (each enquiry)		10.50		10.50	0.0
Added Enquiries (each enquiry)		21.00		21.00	0.0
Assisted Search (Including Copies)		22.00		22.00	0.0
Cancellation Administration Fee		36.75		36.75	0.0
Commons Registration Searches		10.50		10.50	0.0

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	809	930

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**PLANNING APPLICATIONS**

<b>Outline Application</b>					
All types (except B1,B4,B6,D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		385.00		Set by regulation
(b) More than 2.5 hectares (£9,527+ (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		115.00		Set by regulation
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			172.00		Set by regulation
Two or more dwelling units			339.00		Set by regulation
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		250,000.00		Set by regulation
	Charge per Unit		385.00		Set by regulation
(b) More than 50 dwellings (£19,049+ £115 for each dwelling	Maximum		250,000.00		Set by regulation
Per dwelling in excess of 50	Charge per Unit		115.00		Set by regulation
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
3. Development (other than dwelling units, agricultural buildings, or glasshouses, or buildings in the nature of plant or machinery) where the floor space created is:					
a) Nil or not more than 40 sq metres (each application)	Charge per Application		195.00		Set by regulation
b) 40 sq metres to 75 sq metres (each application)	Charge per Application		385.00		Set by regulation
c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		385.00		Set by regulation
d) More than 3750 sq m (£19,049+ £115 each additional 75 sq m or part of	Maximum		250,000.00		Set by regulation
	Each 75 sq m or part of		115.00		Set by regulation
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (each 0.1 ha (or part) of site area)	Charge per Unit (0.1ha)		385.00		Set by regulation
(b) More than 5 hectares (£19,409+ £115 each additional 0.1 ha )	Maximum		250,000.00		Set by regulation
	Each Additional 0.1ha		115.00		Set by regulation

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	809	930

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>5. Agricultural buildings (excluding glasshouses)</b>					
a) Up to 465 sq metres (each application)	Each Application		80.00		Set by regulation
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		385.00		Set by regulation
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part))	For the first 540 sq metres		385.00		Set by regulation
	Each additional 75 sq m		385.00		Set by regulation
d) More than 4,215 sq m (£19,049+ £115 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		Set by regulation
	Each additional 75 sq m		115.00		Set by regulation
<b>6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline</b>					
a) Up to 465 sq metres (floor area of building proposed)	Each Application		80.00		Set by regulation
a) More than 465 sq metres (floor area of building proposed)	Each Application		2,150.00		Set by regulation
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		Set by regulation
<b>2. Winning or working of minerals</b>					
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		195.00		Set by regulation
(b) More than 15 hectares (£29,112+ £115 for each 0.1 ha)	Maximum		65,000.00		Set by regulation
	Charge per Unit (0.1ha)		115.00		Set by regulation
(c) In any other case, for each 0.1 ha	Maximum		250,000.00		Set by regulation
	Each Application		170.00		Set by regulation
<b>3. Operations connected with exploratory</b>					
(a) Up to 7.5 hectares	Each 0.1 hectare		335.00		Set by regulation
(b) More than 7.5 hectares (£25,000 + £100 for each 0.1 of a hectare in excess of 7.5 hectares)	Maximum		250,000.00		Set by regulation
	Each 0.1 hectare		100.00		Set by regulation
4. Application to determine whether prior approval required for development under Parts 6,7,24 or 31 of Schedule 2 of General Permitted Development Order (each application)	Each Application		80.00		Set by regulation



Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	809	930

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Uses of Land</b>					
1. Change of use of a building to use as one or more dwelling units					
(a) Up to 50 dwellings (each additional dwelling unit)	Each additional dwelling unit		385.00		Set by regulation
(b) More than 50 dwellings (£19,049+ £115 each additional dwelling in excess of 50)	Maximum		250,000.00		Set by regulation
	Each additional dwelling unit		115.00		Set by regulation
2. Material change of use of land or buildings (including the siting of a caravan/mobile home for residential purposes)	Each Application		385.00		Set by regulation
3. Continuance of use of a building or land or retention of a building or works or land without compliance with previous condition (section 73 application). This includes renewables of temporary permission where the time limit for beginning the development has not expired and the development has not begun (each application)	Maximum		135.00		Set by regulation
	Charge per Unit		135.00		Set by regulation
4. Extension of time limit on a planning permission	Each Application		170.00		Set by regulation
5. Use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from the land or the storage of minerals in the open.					
(a) Up to 15 hectares	Each 0.1 hectare		170.00		Set by regulation
	Maximum		65,000.00		Set by regulation
	Each 0.1 hectare		100.00		Set by regulation
(b) More than 15 hectares (£25,315 + £100 for each 0.1 hectare in excess of 15 hectares)					
6. The making of a material change in the use of the building or land (other than a material change of use in category D1, D4 (a) or D4 (b))	Each Application		335.00		
7. Application for the use of land as playing field or operation ancillary to that use (except erecting buildings) by, or on behalf of, a club, society or other organisation not established for making a profit and whose objectives include the provision of facilities for sport or recreation (each application)	Each Application		335.00		Set by regulation

Service : Development Control

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	809	930

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Pre Application Enquiry Fees</b>					
<b>Householder</b>					
Initial fee	46.10	38.42	46.95	39.13	1.8
<b>Residential Development</b>					
Initial fee (per site)					
1 Home	178.10	148.42	181.30	151.08	1.8
2-5 homes	429.50	357.92	437.25	364.38	1.8
6-10 homes	775.20	646.00	789.15	657.63	1.8
11-30 homes	1,152.30	960.25	1,173.05	977.54	1.8
31-50 homes	2,933.15	2,444.29	2,985.95	2,488.29	1.8
51 + homes	5,237.75	4,364.79	5,332.05	4,443.38	1.8
Change of use from a dwelling and change of use of land to garden	83.80	69.83	85.30	71.08	1.8
<b>Commercial Property Development (including change of use)</b>					
Initial fee (per site)					
Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, shopfronts and other changes relating to external appearance	68.10	56.75	69.35	57.79	1.8
40-250 sq m	188.55	157.13	191.95	159.96	1.8
250-1,000 sq m	419.00	349.17	426.55	355.46	1.8
1,001-10,000 sq m	733.30	611.08	746.50	622.08	1.8
Over 10,000 sq m (1Ha)	1,885.60	1,571.33	1,919.55	1,599.63	1.8
<b>Additional Charges</b>					
Officer recharge rate per officer in attendance at a meeting	89.05	74.21	90.65	75.54	1.8
Non-Material amendments to a planning permission - Householder	Set by regulation		Set by regulation		
Non-Material amendments to a planning permission - Non-Residential	Set by regulation		Set by regulation		
<b>Other Charges</b>					
Research Enquiries - Per Hour	89.05	74.21	90.65	75.54	1.8

**Mixed Developments**

Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	61	122

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Vehicle Access Crossings</b>					
Construction of crossing - actual		Actual cost		Actual cost	
Access Protection Markings	99.00	82.50	100.80	84.00	1.8
<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Skip Operators Licence	annual fee	67.00		78.00	16.4
Skip Licence	application fee including one week occupation of the highway	16.35		19.00	16.2
	per additional week or part there of for those found without a licence	10.90		12.50	14.7
HIPPO Bags (placed on highway)	application fee including one week occupation of the highway	110.00		135.00	22.7
	per additional week or part there of for those found without a licence	16.50		19.00	15.2
		11.00		12.50	13.6
		51.00		51.90	1.8
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		150.00		152.70	1.8
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost + 15% Admin Fee		Advertising Cost + 15% Admin Fee	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost + 15% Admin Fee		Advertising Cost + 15% Admin Fee	
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		245.15		325.00	32.6
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		81.70		83.15	1.8
Temporary Deposit of Materials on Public Highway	application fee including one week occupation of the highway	21.75		22.15	1.8
	per additional week or part there of	16.35		16.65	1.8
	per necessary inspection	51.00		51.90	1.8
Domestic Vehicle Access Application Fee (BFC Contractor)		38.10		38.80	1.8
Domestic Vehicle Access Inspection Fee - Per Occasion		51.00		51.90	1.8
Domestic Vehicle Access Application Fee (Private Contractor)		70.80		72.05	1.8
Domestic Vehicle Access Inspection Fee - Per Occasion		51.00		51.90	1.8
Property Developers or Commercial Vehicle Access	Fee plus	136.20			
	1 Property			250.00	83.6
	2-50 Properties			450.00	230.4
	51 + Properties			700.00	414.0
	per inspection	51.00		51.90	1.8
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit)		51.00		65.00	27.5
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S		102.20		170.00	66.3
Bus Stop Suspensions	Per day	102.20		104.05	1.8
	Maximum charge	209.50		213.25	1.8
Provision of temporary bus stops	Per stop for duration of suspension	51.00		51.90	1.8
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		66.00		67.20	1.8
Application for Street Café (Registered charity)	Fee (Based on number of chairs)		£111 plus £5.20 per square metre		
	01-10 Chairs			75.00	Change in fee basis
	11-20 Chairs			100.00	Change in fee basis
	21 +			125.00	Change in fee basis
Application for Street Café (Commercial)	Fee (Based on number of chairs)		Fee £111 plus £66 per square metre		
	01-10 Chairs			150.00	Change in fee basis
	11-20 Chairs			250.00	Change in fee basis
	21 +			350.00	Change in fee basis
Renewal for Street Café (Unchanged)	Fee (Based on number of chairs)		Fee £68 plus £66 per square metre		
	01-10 Chairs			100.00	Change in fee basis
	11-20 Chairs			150.00	Change in fee basis
	21 +			250.00	Change in fee basis
Crane/Machinery/Structure on Public Highway Licence	Fee plus	132.00		134.40	1.8
	per necessary inspection	51.00		51.90	1.8
Street Works Licence Application Fee	Fee plus	349.00		420.00	20.3
	per inspection	50.00		50.90	1.8

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	61	122

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Planting/Cultivation of Public Highway	Fee plus		100.00	101.80	1.8
	per necessary inspection		51.00	51.90	1.8
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus		349.00	420.00	20.3
	per necessary inspection		51.00	51.90	1.8
Application to place Cables etc. over the Public Highway	Fee plus		132.00	134.40	1.8
	per necessary inspection		51.00	51.90	1.8
Road Occupation with temporary traffic management (no excavation)	Fee plus		132.00	150.00	13.6
	per necessary inspection		51.00	51.90	1.8
Cost per failed core sample (layer thickness test)			Actual cost + 15% administration	Actual cost + 15% administration	
Cost per failed core sample (layer thickness test)			Actual cost + 15% administration	Actual cost + 15% administration	
Traffic Management Costs			Actual cost + 15% administration	Actual cost + 15% administration	
Street Works Permit Scheme	<b>Main Roads</b>				
	Provisional Advance Authorisation (PAA)			91.00	
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.			224.00	
	Major Activity [4 – 10 days]			128.00	
	Major Activity [up to 3 days]			63.00	
	Standard activity			128.00	
	Minor Activity			63.00	
	Immediate activity			57.00	
	Permit Variation			45.00	
	<b>Minor Roads</b>				
	Provisional Advance Authorisation (PAA)			74.00	
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.			143.00	
	Major Activity [4 – 10 days]			0.00	
	Major Activity [up to 3 days]			0.00	
	Standard activity			0.00	
	Minor Activity			0.00	
	Immediate activity			0.00	
	Permit Variation			35.00	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Other Services

**Purpose of the Charge: To recover the costs.**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**MISCELLANEOUS**

**A MISCELLANEOUS CHARGES**

**Documents**

	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	

**Photocopying**

	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
A4 Black & White	0.25	0.21	0.25	0.21	0.0
A3 Black & White	0.40	0.33	0.40	0.33	0.0
A4 Colour	0.90	0.75	0.90	0.75	0.0
A3 Colour	1.75	1.46	1.80	1.50	2.9
Large Plans Black & White	0.85	0.71	0.85	0.71	0.0
Large Plans Colour	2.90	2.42	2.95	2.46	1.7
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	23	24

**Are concessions available? There are concessions for people under 16, students, people over 63 & the disabled which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**PARKS & COUNTRYSIDE**

**WESTMORLAND PARK**

<b>Football Pitch (with changing rooms) exc VAT*</b>					
Senior Pitch	87.40	72.83	88.95	74.13	1.8
Senior Pitch for Junior Use	43.80	36.50	44.60	37.17	1.8
Junior Pitch	29.15	24.29	29.65	24.71	1.7
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	55.10	45.92	56.10	46.75	1.8
Senior Pitch for Junior Use	27.55	22.96	28.05	23.38	1.8
Junior Pitch	18.35	15.29	18.70	15.58	1.9
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	76.85	64.04	78.25	65.21	1.8
Adult Membership	38.45	32.04	39.15	32.63	1.8
Junior Membership	21.00	17.50	21.40	17.83	1.9
<b>Tennis - Pay and Play</b>					
Adult	6.00	5.00	6.10	5.08	1.70
Under 16/63+	4.40	3.67	4.50	3.75	2.30
<b>Hall Hire</b>					
Per Hour	11.95	9.96	12.15	10.13	1.7
<b>Ranger / Officer led activity (Walks &amp; Talks)</b>					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	23.50	19.58	23.90	19.92	1.7
Local Businesses / Commercial Groups	As appropriate		As appropriate		

With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academin year use.

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : The Look Out

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	481	489

Are concessions available? There are concessions for people under 16, students, people over 63 & the disabled which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**THE LOOK OUT**

<b>Admission</b>					
Adult	7.10	5.92	7.25	6.04	2.1
Under 16 / Students / 63+ / Disabled	4.85	4.04	4.95	4.13	2.1
Saver Ticket	19.05	15.88	19.45	16.21	2.1
School Children	4.40	3.67	4.50	3.75	2.3
Under 4s Group Bookings	4.40	3.67	4.50	3.75	2.3
45 minute visit special needs	2.95	2.46	3.00	2.50	1.7
Adult after 4pm	3.70	3.08	3.75	3.13	1.4
Under 16 / Students / 63+ / Disabled, after 4pm	2.45	2.04	2.50	2.08	2.0
Saver Ticket after 4pm	9.60	8.00	9.75	8.13	1.6
Parent & Toddler (Term time only)	6.10	5.08	6.20	5.17	1.6
Carers for disabled	Free		Free		
<b>Birthday Parties</b>					
Hot menu	12.85	10.71	12.85	10.71	0.0
Cold menu	12.15	10.13	12.15	10.13	0.0
Self catering	7.50	6.25	7.50	6.25	0.0
Self catering - no room hire	6.60	5.50	6.60	5.50	0.0
<b>Loyalty Card</b>					
Adult	28.40	23.67	29.00	24.17	2.1
Under 16	19.40	16.17	19.80	16.50	2.1
Family	76.20	63.50	77.80	64.83	2.1
<b>Commercial Hire</b>					
Whole Day	242.00	201.67	242.00	201.67	0.0
Half Day	121.00	100.83	121.00	100.83	0.0
Per Hour	58.50	48.75	58.50	48.75	0.0
Evening hire, per hour	77.00	64.17	77.00	64.17	0.0

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

The concession rates for the over 62's has been changed to over 63's, which is in line with the minimum state retirement age.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Golf Course

Purpose of the Charge: To recover the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	664	664

Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**DOWNSHIRE GOLF COMPLEX**

**Membership**

Family in Area	60.30	50.25	61.50	51.25	2.0
Adult in Area	34.65	28.88	35.35	29.46	2.0
Under 16 / 63+ in Area	16.95	14.13	17.30	14.42	2.1
Family out Area	80.25	66.88	81.85	68.21	2.0
Adult out Area	54.15	45.13	55.25	46.04	2.0
Under 16 / 63+ out Area	26.35	21.96	26.90	22.42	2.1
Adult Temporary Membership	2.00	1.67	2.10	1.75	5.0
Under 16 / 63+	1.45	1.21	1.50	1.25	3.4

**Main Course**

Adult Summer - Monday - Friday	20.50	17.08	20.50	17.08	0.0
Adult Summer - Weekend & BH	26.60	22.17	26.60	22.17	0.0
Adult Winter - Monday - Friday	16.40	13.67	16.40	13.67	0.0
Adult Winter - Weekend & BH	24.60	20.50	24.60	20.50	0.0
Under 16 Summer - Monday - Friday	7.75	6.46	7.75	6.46	0.0
Under 16 Summer - Weekend & BH	12.35	10.29	12.35	10.29	0.0
Under 16 Winter - Monday - Friday	6.75	5.63	6.75	5.63	0.0
Under 16 Winter - Weekend & BH	11.85	9.88	11.85	9.88	0.0
63+ Summer - Monday - Friday	12.35	10.29	12.35	10.29	0.0
63+ Winter - Monday - Friday	11.35	9.46	11.35	9.46	0.0

**Limited Time**

Summer Rate - Monday - Friday	13.90	11.58	13.90	11.58	0.0
Summer Rate - Weekend	14.90	12.42	14.90	12.42	0.0
Winter Rate - Monday - Friday	11.85	9.88	11.85	9.88	0.0
Winter Rate - Weekend	13.90	11.58	13.90	11.58	0.0

**9 Holes**

Summer Rate - Monday - Friday	10.85	9.04	10.85	9.04	0.0
Winter Rate - Monday - Friday	9.80	8.17	9.80	8.17	0.0

**Season Tickets**

5 Day (Monday to Friday only)	595.00	495.83	595.00	495.83	0.0
5 Day Plus (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	695.00	579.17	695.00	579.17	0.0
7 Day (Unlimited play 7 days a week)	895.00	745.83	895.00	745.83	0.0
Junior (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	175.00	145.83	175.00	145.83	0.0

**Pitch & Putt**

Adults	4.60	3.83	4.60	3.83	0.0
Under 16	2.25	1.88	2.25	1.88	0.0
Family ( 2 adults & 2 under 18's)	10.20	8.50	10.20	8.50	0.0

**Driving Range**

20 balls	1.65	1.38	1.65	1.38	0.0
50 balls	3.60	3.00	3.60	3.00	0.0

Where applicable customers will pay the annual or temporary membership charge in additional to the activity price shown for main course green fees.

\* Includes leisure membership. If a customer has already purchased a leisure membership elsewhere, this price will be adjusted accordingly.

Disabled people will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Golf Course

**Purpose of the Charge: To recover the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	664	664

**Are concessions available? There are concessions for people under 16, people over 62, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Leisure Saver Pass Prices</b> Availability, Summer - Monday to Friday after 5.00pm. Winter Monday to Friday after 12 noon. NB no pre booking is permitted under this scheme..					
<b>Main Course</b>					
Adult Monday - Friday	6.15	5.13	6.15	5.13	0.0
Adult Monday - Friday Dusk Rate	4.20	3.50	4.20	3.50	0.0
Under 16/63+ - Monday - Friday	4.15	3.46	4.15	3.46	0.0
Under 16/63+ - Monday - Friday Dusk Rate	2.55	2.13	2.55	2.13	0.0
<b>Driving Range Exclusions Monday-Friday after 5pm.</b>					
20 balls	0.45	0.38	0.45	0.38	0.0
50 balls	1.20	1.00	1.20	1.00	0.0
<b>Pitch &amp; Putt</b>					
Adults	1.45	1.21	1.45	1.21	0.0
Under 16	0.70	0.58	0.70	0.58	0.0
Family ( 2 adults & 2 under 16's)	3.05	2.54	3.05	2.54	0.0

The concession rates for the over 62's has been changed to over 63's, which is in line with the minimum state retirement age.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	297	301

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**EDGBARROW & SANDHURST SPORTS CENTRES**

<b>Memberships</b>						
Family In Area	60.30	50.25	61.50	51.25	2.0	
Adult In Area	34.65	28.88	35.35	29.46	2.0	
Under 16 / 63+ In Area	16.95	14.13	17.30	14.42	2.1	
Family Out Area	80.25	66.88	81.85	68.21	2.0	
Adult Out Area	54.15	45.13	55.25	46.04	2.0	
Under 16 / 63+ Out Area	26.35	21.96	26.90	22.42	2.1	
Adult Temporary Membership	2.00	1.67	2.10	1.75	5.0	
Under 16 / 63+ Temporary Membership	1.45	1.21	1.50	1.25	3.4	
<b>Indoor Activity - Adult</b>						
Badminton Court Per Hour	10.20	8.50	10.40	8.67	2.0	
Badminton Court 30 Minutes	5.30	4.42	5.40	4.50	1.9	
5-a-side Football	42.50	35.42	43.25	36.04	1.8	
Cricket Nets	42.50	35.42	43.25	36.04	1.8	
Archery	42.50	35.42	43.25	36.04	1.8	
Main Hall	42.50	35.42	43.25	36.04	1.8	
Small Hall / Bar	25.85	21.54	26.30	21.92	1.7	
Café/Bar Activity Space	20.05	16.71	20.40	17.00	1.7	
Squash (ESC)	8.10	6.75	8.25	6.88	1.9	
<b>Indoor Activity - Under 16 / 63+</b>						
Badminton Court Per Hour	6.70	5.58	6.80	5.67	1.5	
Badminton Court 30 Minutes	4.10	3.42	4.20	3.50	2.4	
5-a-side Football	28.90	24.08	29.40	24.50	1.7	
Cricket Nets	28.90	24.08	29.40	24.50	1.7	
Archery	28.90	24.08	29.40	24.50	1.7	
Main Hall	28.90	24.08	29.40	24.50	1.7	
Small Hall / Bar	23.05	19.21	23.45	19.54	1.7	
Café/Bar	17.35	14.46	17.65	14.71	1.7	
Squash (ESC)	5.10	4.25	5.20	4.33	2.0	
<b>Outdoor Activity - Adult</b>						
Small Synthetic Pitch(SSC)	39.60	33.00	40.30	33.58	1.8	
Large Tarmac	31.20	26.00	31.75	26.46	1.8	
Synthetic Pitch ( 1 Hour )	76.25	63.54	77.60	64.67	1.8	
Synthetic Pitch ( 1.5 Hour )	114.40	95.33	116.45	97.04	1.8	
1/3 Synthetic Pitch	30.50	25.42	31.05	25.88	1.8	
Netball Court	11.50	9.58	11.70	9.75	1.7	
Tennis Court	6.00	5.00	6.10	5.08	1.7	
<b>Outdoor Activity - Under 16 / 63+</b>						
Small Synthetic Pitch(SSC)	23.90	19.92	24.35	20.29	1.9	
Large Tarmac	21.25	17.71	21.65	18.04	1.9	
Synthetic Pitch ( 1 Hour )	41.10	34.25	41.85	34.88	1.8	
Synthetic Pitch ( 1.5 Hour )	61.60	51.33	62.70	52.25	1.8	
1/3 Synthetic Pitch	16.85	14.04	17.15	14.29	1.8	
Netball Court	7.70	6.42	7.85	6.54	1.9	
Tennis Court	4.40	3.67	4.50	3.75	2.3	
<b>Body Logic Fitness Room</b>						
Casual Use	6.30	5.25	6.30	5.25	0.0	
Monthly Direct Debit (Individual)	35.00	29.17	35.00	29.17	0.0	
Monthly Direct Debit (Couple)	61.60	51.33	61.60	51.33	0.0	
Annual	350.00	291.67	350.00	291.67	0.0	
Be active @ Sandhurst	15.00	12.50	15.00	12.50	0.0	
Be active Xpress (Daytime at Crowthorne)	15.00	12.50	15.00	12.50	0.0	
Induction (free monthly/annual payees)	23.80	19.83	23.80	19.83	0.0	
Health Assessment (free monthly/annual payees)	7.65	6.38	7.65	6.38	0.0	
Personal Programme Card (free monthly/annual payees)	7.65	6.38	7.65	6.38	0.0	
Personal Training Session	27.65	23.04	27.65	23.04	0.0	
Personal Training Session (10 sessions)	246.60	205.50	246.60	205.50	0.0	
GP Referral	4.30	3.58	4.30	3.58	0.0	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/165 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	297	301

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
<b>Body Logic Fitness Room - Student / 63+</b>						
Casual Use	4.40	3.67	4.40	3.67	0.0	
Monthly Direct Debit (Individual)	24.60	20.50	24.60	20.50	0.0	
Monthly Direct Debit (Couple)	42.80	35.67	42.80	35.67	0.0	
Annual	246.00	205.00	246.00	205.00	0.0	
Induction (free monthly/annual payees)	23.80	19.83	23.80	19.83	0.0	
Health Assessment (free monthly/annual payees)	7.65	6.38	7.65	6.38	0.0	
Personal Programme Card	7.65	6.38	7.65	6.38	0.0	
Personal Training Session	25.30	21.08	25.30	21.08	0.0	
Personal Training Session (10 sessions)	227.65	189.71	227.65	189.71	0.0	
<b>Children's Birthday Parties</b>						
Standard	92.10	76.75	93.75	78.13	1.8	
Combination	129.65	108.04	132.00	110.00	1.8	
Where applicable customers will pay the annual or temporary membership charge in addition to the above activity prices.						
Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.						
Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.						
Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.						
<b>Leisure Saver Pass Prices</b>						
Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.						
Badminton	Adult	3.15	2.63	3.20	2.67	1.6
	Under 16/63+	2.00	1.67	2.05	1.71	2.5
Fitness Suite	Adult	1.95	1.63	2.00	1.67	2.6
	Under 16/63+	1.40	1.17	1.45	1.21	3.6
	Induction - Adult	7.80	6.50	7.95	6.63	1.9
	Induction - Under 16 / 63+	6.80	5.67	6.90	5.75	1.5
	Health Assessment - Adult	2.50	2.08	2.55	2.13	2.0
	Health Assessment - Under 16/63+	2.20	1.83	2.25	1.88	2.3
	Personal Training Card - Adult	2.60	2.17	2.65	2.21	1.9
	Personal Training Card - Under 16 / 63+	2.30	1.92	2.35	1.96	2.2
Squash (ESC)	Adult	2.45	2.04	2.50	2.08	2.0
	Under 16/63+	1.60	1.33	1.65	1.38	3.1

**The concession rates for the over 62's has been changed to over 63's, which is in line with the minimum state retirement age.**

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES

Service : Indoor Sports and Recreation facilities

**Purpose of the Charge: To contribute to the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,829	1,862

**Are concessions available? There are concessions for people under 16, students, people over 63 & the disabled which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**Coral Reef World**

Adult	8.20	6.83	8.35	6.96	1.8
Under 16	5.60	4.67	5.70	4.75	1.8
Family (2 adults and 2 under 16's)	22.50	18.75	22.90	19.08	1.8
Under 4's	free		free		
Sauna World (includes access to Coral Pools)	10.80	9.00	11.00	9.17	1.9
Sunbed (In addition to Entrance Price)	5.40	4.50	5.50	4.58	1.9
Spectator	2.55	2.13	2.60	2.17	2.0
<b>The following Off Peak charges</b>					
Adult	4.80	4.00	4.90	4.08	2.1
Under 16	4.80	4.00	4.90	4.08	2.1
Over 63	4.80	4.00	4.90	4.08	2.1
Parent & Toddler (1 adult and 2 pre-school children)	4.80	4.00	4.90	4.08	2.1
Sauna World	8.60	7.17	8.75	7.29	1.7
Over 63 Sauna	8.00	6.67	8.15	6.79	1.9
Sunbed (In addition to Entrance Price)	5.40	4.50	5.50	4.58	1.9

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

Off Peak is defined as: Monday - Friday 10.30 a.m. - 3.30 p.m. ( during school term time )

**The concession rates for the over 62's has been changed to over 63's, which is in line with the minimum state retirement age.**

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,611	1,625

Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**BRACKNELL LEISURE CENTRE**

<b>Membership</b>						
Family In Area		60.30	50.25	61.50	51.25	2.0
Adult In Area		34.65	28.88	35.35	29.46	2.0
Under 16 / 63+ In Area		16.95	14.13	17.30	14.42	2.1
Family Out Area		80.25	66.88	81.85	68.21	2.0
Adult Out Area		54.15	45.13	55.25	46.04	2.0
Under 16 / 63+ Out Area		26.35	21.96	26.90	22.42	2.1
<b>Temporary Membership</b>						
Adult		2.00	1.67	2.10	1.75	5.0
Under 16 / 63+		1.45	1.21	1.50	1.25	3.4
<b>Facility Hire per hour</b>						
Badminton Court Per Hour	Peak	10.20	8.50	10.40	8.67	2.00
	Peak Junior W/E only	6.70	5.58	6.80	5.67	1.50
	Off Peak Adult	8.20	6.83	8.40	7.00	2.40
	Off Peak Under16 / 63+	6.70	5.58	6.80	5.67	1.50
Badminton Court 30 Minutes	Peak	5.30	4.42	5.40	4.50	1.90
	Peak Junior W/E only	4.10	3.42	4.20	3.50	2.40
	Off Peak	4.10	3.42	4.20	3.50	2.40
Table Tennis Table	Peak	4.80	4.00	4.90	4.08	2.10
	Peak Junior W/E only	4.10	3.42	4.20	3.50	2.40
	Off Peak Adult	4.50	3.75	4.60	3.83	2.20
	Off Peak Under16 / 63+	4.10	3.42	4.20	3.50	2.40
Main Hall	Peak	92.00	76.67	94.00	78.33	2.2
	Off Peak	69.00	57.50	71.00	59.17	2.9
Main Hall (Half)	Peak	51.00	42.50	52.00	43.33	2.0
	Off Peak	37.00	30.83	38.00	31.67	2.7
3M Hall	Peak	56.00	46.67	57.00	47.50	1.8
	Off Peak	43.00	35.83	44.00	36.67	2.3
Squash Court (40 mins)	Peak	8.10	6.75	8.20	6.83	1.2
	Peak Junior	5.30	4.42	5.40	4.50	1.9
	Off Peak Adult	6.90	5.75	7.00	5.83	1.4
	Off Peak Under16 / 63+	5.30	4.42	5.40	4.50	1.9
<b>Pool Complex for Swimming Galas:</b>						
Clubs etc.	Inside Borough	363.00	302.50	370.00	308.33	1.9
	Outside Borough	440.00	366.67	450.00	375.00	2.3
Grass Pitch per game	Adult	69.60	58.00	71.00	59.17	2.0
	Under 16	37.00	30.83	38.00	31.67	2.7
3G Pitch Prices	Peak 11 a-side	84.00	70.00	84.00	70.00	0.0
	Peak 8 a-side	60.00	50.00	60.00	50.00	0.0
	Peak 5 a-side	40.00	33.33	40.00	33.33	0.0
	Off Peak 11 a-side	60.00	50.00	60.00	50.00	0.0
	Off Peak 8 a-side	40.00	33.33	40.00	33.33	0.0
	Off Peak 5 a-side	23.00	19.17	23.00	19.17	0.0
Athletics Training (Use of Track)	Adult	1.75	1.46	1.80	1.50	2.9
	Under 16	1.00	0.83	1.00	0.83	0.0
<b>Athletic Arena per hour</b>						
Clubs etc. Inside Borough	Weekday	40.50	33.75	41.30	34.42	2.0
	Weekend / Bank Holiday	67.00	55.83	68.20	56.83	1.8
Clubs etc. Outside Borough	Weekday	50.00	41.67	50.90	42.42	1.8
	Weekend / Bank Holiday	79.00	65.83	80.40	67.00	1.8

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
Income the proposed fees will generate:	1,611	1,625

Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
<b>Activity Charges</b>						
Swimming Per session	Family (2+2)or (1+3)	10.15	8.46	10.50	8.75	3.4
	Adult	3.40	2.83	3.50	2.92	2.9
	16 and under / 63+	2.30	1.92	2.40	2.00	4.3
	Under 5 (Free)	free		free		
6 months	Adult	N/A		N/A		
	16 and under / 63+	N/A		N/A		
Swimming Pool Per Month DD	Adult	30.00	25.00	30.00	25.00	0.0
	16 and under / 63+	20.00	16.67	20.00	16.67	0.0
Annual Swim Membership 12 Months up front payment	Adult	300.00	250.00	300.00	250.00	0.0
	16 and under / 63+	200.00	166.67	200.00	166.67	0.0
Early Bird Per session	Adult	4.30	3.58	N/A		
3 months	Adult	N/A		N/A		
3 months	63+	N/A		N/A		
6 months	Adult	N/A		N/A		
6 months	63+	N/A		N/A		
Swim & Spa	Peak	10.10	8.42	10.35	8.63	2.5
	Off Peak	9.10	7.58	9.25	7.71	1.6
Gym, Swim & Spa	Peak	15.10	12.58	15.50	12.92	2.6
	Off Peak	13.60	11.33	13.85	11.54	1.8
Sauna Suite Per session (Forest Spa Health Suite)	Peak Adult	8.70	7.25	8.90	7.42	2.3
	Off Peak Adult	7.60	6.33	7.70	6.42	1.3
	Off Peak 63+	6.70	5.58	6.80	5.67	1.5
	Disabled Peak	6.20	5.17	6.30	5.25	1.6
	Disabled Off Peak	5.30	4.42	5.40	4.50	1.9
Sauna & sunbed combo (per session) based on 5 minutes Sunbed	Peak	9.65	8.04	9.90	8.25	2.6
	Off Peak	8.35	6.96	8.50	7.08	1.8
Sunbed - Sold in 5 minutes blocks dependant on skin type - Maximum 15 minutes.	Peak Adult	3.30	2.75	3.40	2.83	3.0
	Off Peak Adult	2.50	2.08	2.60	2.17	4.0
Fitness Room (Bodyworks)	Peak	7.30	6.08	7.50	6.25	2.7
	Off Peak	6.35	5.29	6.50	5.42	2.4
	TeenWorx	2.35	1.96	2.40	2.00	2.1
	Student/63+ peak	4.70	3.92	4.80	4.00	2.1
	Student/63+ off peak	2.95	2.46	3.10	2.58	5.1
	63+ ( Restricted Times )	3.00	2.50	3.10	2.58	3.3
Platinum Card 12 Months (up front payment 12 month for price of 10) No refund	Single Adult Peak	495.00	412.50	495.00	412.50	0.0
	Single Adult Off Peak	329.00	274.17	329.00	274.17	0.0
	Per Couple Peak	780.00	650.00	780.00	650.00	0.0
	Per Couple Off Peak	522.00	435.00	522.00	435.00	0.0
	Disabled Adult Peak	346.50	288.75	346.50	288.75	0.0
	Disabled Adult Off Peak	229.50	191.25	229.50	191.25	0.0
Platinum Card Per Month	Single Adult Peak	49.50	41.25	49.50	41.25	0.0
	Single Adult Off Peak	32.90	27.42	32.90	27.42	0.0
	Per Couple Peak	78.00	65.00	78.00	65.00	0.0
	Per Couple Off Peak	52.20	43.50	52.20	43.50	0.0
	Disabled Adult Peak	34.65	28.88	34.65	28.88	0.0
	Disabled Adult Off Peak	22.95	19.13	22.95	19.13	0.0
Direct Debit Memberships	Finance Fee		30.00		0.00	
GP Referral		4.40	3.67	4.50	3.75	2.3
Keep Active Recreational	Keep Active	4.40	3.67	4.50	3.75	2.3
<b>Children's Activities</b>						
Crèche	Per child 1 hour	2.95		3.00		1.7
	Per child 1.5 hours	4.45		4.50		1.1
	Per child 2 hours (maximum)	5.90		6.00		1.7
Please note the creche is for children aged 6 weeks to 5 years. No children in full time education.						

Service : Indoor Sports and Recreation facilities

**Purpose of the Charge:** To contribute to the costs of the service

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	1,611	1,625

**Are concessions available?** There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

**Link to the Council's Medium Term Objectives:** Support opportunities for health and well being.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Equipment Hire Charges</b>					
Racquet	2.10	1.75	2.10	1.75	0.0
Table Tennis Bat	2.10	1.75	2.10	1.75	0.0

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%.

If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Off Peak is defined as: Monday-Friday 9.00am - 5.00pm and Weekends after 2.00pm.

Where applicable customers will pay the applicable annual or temporary membership charge in addition to the above activity prices.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**Leisure Saver Scheme**

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Badminton	Peak	3.60	3.00	3.65	3.04	1.4
	Off Peak Adult	2.60	2.17	2.65	2.21	1.9
	Off Peak Under 16 / 63+	2.20	1.83	2.25	1.88	2.3
Fitness Suite (Exclusions Monday-Friday after 5pm)	Peak	2.40	2.00	2.45	2.04	2.1
	Off Peak	2.20	1.83	2.25	1.88	2.3
Squash	Peak Adult	2.60	2.17	2.65	2.21	1.9
	Off Peak Adult	2.20	1.83	2.25	1.88	2.3
	Off Peak - Under 16	1.70	1.42	1.75	1.46	2.9
Swimming	Adult	1.20	1.00	1.25	1.04	4.2
	Under 16	0.80	0.67	0.85	0.71	6.2
Table Tennis	Peak Adult	1.50	1.25	1.55	1.29	3.3
	Off Peak Adult	1.40	1.17	1.45	1.21	3.6
	Off Peak Under 16	1.30	1.08	1.35	1.13	3.8
Track	Adult	0.55	0.46	0.55	0.46	0.0
	Under 16	0.30	0.25	0.30	0.25	0.0

The concession rates for the over 62's has been changed to over 63s, which is in line with the minimum state retirement age.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

**Purpose of the Charge: To recover the costs of the service**

	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,699</b>	<b>1,699</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Deliver value for money.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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**EASTHAMPTREAD PARK CONFERENCE CENTRE**

<b>Delegate Rates:</b>					
Day Executive Service	58.38	48.65	58.38	48.65	0.0
Bed & Breakfast Single En-suite	99.12	82.60	99.12	82.60	0.0
Shared En-suite Per Person	67.80	56.50	67.80	56.50	0.0
Standard Single	53.46	44.55	53.46	44.55	0.0
Half Day Executive Service	50.82	42.35	50.82	42.35	0.0
Meals: Dinner	20.58	17.15	20.58	17.15	0.0
Breakfast - Full English	9.84	8.20	9.84	8.20	0.0
Lunch	15.78	13.15	15.78	13.15	0.0
Sandwiches	6.42	5.35	6.42	5.35	0.0
Tea/Coffee	2.34	1.95	2.34	1.95	0.0
<b>Room Hire:</b>					
Downshire (Day or part day)	2,611.92	2,176.60	2,611.92	2,176.60	0.0
Downshire (Evening)	1,069.38	891.15	1,069.38	891.15	0.0
Lecture Room (Day or part day)	534.06	445.05	534.06	445.05	0.0
Lecture Room (Evening)	534.06	445.05	534.06	445.05	0.0
Syndicate room	134.28	111.90	134.28	111.90	0.0
<b>Grounds Hire:</b>					
From	2,608.20	2,173.50	2,608.20	2,173.50	0.0
<b>Special Weekend Rate:</b>					
Standard singles only	178.86	149.05	178.86	149.05	0.0
<b>Education Centre:</b>					
Lunch	17.52	14.60	17.52	14.60	0.0
Buffet	10.86	9.05	10.86	9.05	0.0
Sandwiches	6.60	5.50	6.60	5.50	0.0

The above prices are maximum charges, where applicable and where not specifically identified courses/retail/catering/weddings/bedrooms/birthday parties/commercial bookings are charged at market rates.



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>92</b>	<b>93</b>

<b>Are concessions available? No</b>
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<b>Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**Overdue Charges Per Loan Period**

Adult Books, inc multimedia - Daily		0.20		0.20	0.0
Max Per item		7.90		8.05	1.9
Childrens Books borrowed by adults - Daily		0.10		0.10	0.0
Max Per item		3.95		4.00	1.3
Childrens Books borrowed by children - Daily		0.05		0.05	0.0
Max Per item		1.95		2.00	2.6
Teenage Books borrowed by young people 13-17		0.10		0.10	0.0
Max Per item		3.95		4.00	1.3

**Fines - Library Books**

Spoken Word Cassettes/ CD's	Daily		0.20		0.20	0.0
Max Per item			7.90		8.05	1.9
Music CD's	Daily		0.20		0.20	0.0
Max Per item			7.90		8.05	1.9
DVD's	Daily		0.60		0.60	0.0
Max Per item			7.90		8.05	1.9
Computer Games	Daily		0.60		0.60	0.0
Max Per item			7.90		8.05	1.9

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
---

	<b>2014/15 Budget £'000</b>	<b>Proposed 2015/16 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	92	93

<b>Are concessions available? No</b>
--------------------------------------

<b>Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.</b>
--

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Loan Charges**

Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.50	0.0
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.50	0.0

**Requests****Books/Periodical Articles - All per item**

All items held in BFC Libraries		Free		Free	
Requests for children's books		0.50		0.50	0.0
Requests for all other books		0.20		0.20	0.0
Requests for all other books if a registered disabled person or those with a leisure saver scheme					
Annual subscription - Unlimited Requests					
- April -March (12 Months)		15.00		16.00	6.7
- October -March (6 Months)		10.20		11.00	7.8
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.50		4.60	2.2
British Library Requests (Subsequent Books)		14.10		15.00	6.4
British Library Requests (Subsequent Periodicals)		10.45		10.25	-1.9
British Library Urgent Service		24.10		25.65	6.4
British Library Urgent Service (Student Concession)		19.50		20.00	2.6

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2015/16 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	2014/15 Budget £'000	Proposed 2015/16 Budget £'000
<b>Income the proposed fees will generate:</b>	92	93

<b>Are concessions available? No</b>
--------------------------------------

<b>Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.</b>
--

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**Internet printing fees**

Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use	Half Hour	3.30	2.75	3.35	2.79	1.5
Head Phones	Each	1.75	1.46	1.80	1.50	2.9
CD Rom	Each	1.05	0.88	1.05	0.88	0.0
USB Sticks	CD Rom	3.60	3.00	3.65	3.04	1.4
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff	A4 Page	4.70	3.92	4.80	4.00	2.1
Scan and Print on Photo Paper	A4 Page	5.30	4.42	5.40	4.50	1.9

**Fax Charges**

Fax - UK First Page	1st Page	1.15	0.96	1.15	0.96	0.0
Fax - UK additional pages	A4 Page	0.80	0.67	0.80	0.67	0.0
Fax - EU First Page	1st Page	2.75	2.29	2.75	2.29	0.0
Fax - EU additional pages	A4 Page	1.30	1.08	1.30	1.08	0.0
Fax - Rest of World First Page	1st Page	4.00	3.33	4.05	3.38	1.3
Fax - Rest of World Extra Pages	A4 Page	2.00	1.67	2.05	1.71	2.5

**Photocopying Charges**

Black & White	A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.0
Colour	A4 Page	0.80	0.67	0.80	0.67	0.0
Colour	A3 Page	1.65	1.38	1.70	1.42	3.0

**Other Charges**

Printing from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.0
Facilities Hire at Libraries	Half day		27.00		30.00	11.1
Facilities Hire at Libraries	Full day		41.00		45.00	9.8



## GENERAL FUND REVENUE BUDGET

### SUMMARY

	<b>2015/16 Budget</b>
	<b>£'000</b>
<b><u>Services</u></b>	
Adult Social Care and Health	37,216
Children, Young People and Learning	25,669
Chief Executive/Corporate Services	7,472
Environment, Culture & Communities	33,947
Corporate Wide issues (to be allocated)	405
Sub Total	<u>104,709</u>
<b><u>Other Expenditure</u></b>	
Contingency	2,000
MRP (Debt Financing Costs)	1,489
Levying Bodies	108
Interest	-124
Pension Interest Cost	7,092
Other Pension Administration Expenses	159
Other Services	463
Business Rates Growth	-5,893
Contribution from Capital Resources	-300
Capital Charges	-14,039
Contribution to/from Pension Reserve	-11,120
Contribution from Earmarked Reserve	-1,542
New Homes Bonus Grant	-3,292
Local Services Support Grant	-26
Council Tax Freeze Grant	-505
Net Revenue Budget	<u>79,179</u>
Use of General Fund Balances	<u>-932</u>
Net Revenue Budget after use of Balances	<b>78,247</b>
<b><u>Less External Support</u></b>	
Business Rates Baseline Funding	-15,277
Revenue Support Grant	<u>-15,670</u>
Total External Support	-30,947
Collection Fund Adjustment	-594
<b>Bracknell Forest's Council Tax Requirement</b>	<b>46,706</b>
Bracknell Forest's Council Tax Base (Band D equivalents)	42,695
Council Tax at Band D	£1,093.95



## Adult Social Care Health & Housing - Revenue Budget

	2014/15 Original Budget £'000	2014/15 Revised Budget £'000	2015/16 Original Budget £'000
Physical Support	6,783	6,780	6,879
Learning Disability Support	13084	13079	13,388
Mental Health Support	2082	2,189	2,264
Support with Memory & Cognition	3730	3,665	3,869
Sensory Support	0	0	30
Assistive Equipment & Technology	388	388	345
Community, Response & Reablement	2049	2254	2,245
Substance Misuse Support	137	140	100
Social Care Activities	1004	1004	1,046
Internal Services	1174	954	1,169
Housing Strategy	177	176	177
Enabling	234	234	236
Homelessness	521	518	473
Housing Benefit Payments	102	102	108
Housing Benefit Administration	460	464	757
Other Council Property	26	26	88
Supporting People	1055	1,085	1,088
Other Welfare Services	117	120	126
Housing Management and Support Services	-47	-48	-48
Public Health - Sexual Health Services	805	805	918
Public Health - NHS Health Check Programme	83	83	88
Public Health - Health Protection	0	0	9
Public Health - National Child Measurement Programme	0	0	10
Public Health - Public Health Advice	0	0	18
Public Health - Obesity Programmes	33	33	33
Public Health - Substance Misuse Programmes	744	744	809
Public Health - Smoking and Tobacco Programmes	268	268	268
Public Health - Children 5-19 Programmes	234	234	187
Public Health - Miscellaneous Services	-2,081	-1,955	-2,204
Performance & Resources	1,802	1,920	1,709
Director & Commissioning	1,003	866	1,031
	<b>35,967</b>	<b>36,128</b>	<b>37,216</b>

### Variation Analysis

	£'000
Original Approved Budget 2014/15	35,967
Virements (Ongoing)	36
Commitments	18
Inflation	636
Pressures	838
Economies	-698
Grant Adjustments	316
Pension (IAS19) Adjustment	-36
Capital Financing Charges	-88
Allocation of Recharges	227
	<b>37,216</b>





## Children, Young People & Learning - Revenue Budget

	2014/15 Original Budget £'000	2014/15 Revised Budget £'000	2015/16 Original Budget £'000
Service Strategy	74	74	21
Children's Support & Management Costs	-18	-14	-213
Children's services-Commissioning & SW	2,574	2,675	3,297
Children Looked After (CLA)	6,152	6,175	6,265
Family Support Services	1,774	1,508	1,592
Youth Justice	475	473	416
Other Children's & Family Services	1,356	1,373	1,253
Service Strategy	124	130	131
Traffic Management & Road Safety	30	32	32
Primary Schools	40,126	41,628	39,264
Secondary Schools	35,380	31,975	33,505
Special Schools	11,012	10,995	14,709
Other Special Related Expenditure	-3	-3	-3
Pre-School Education	6,401	6,790	6,507
Youth Services	1,039	1,050	928
Adult & Community Learning	148	177	664
Student Support	241	241	179
Non-School Funding	650	650	659
Post 16 Provision	0	0	738
Other School Related Education Services	30	30	30
Dedicated Schools Budget	-79,736	-76,122	-79,623
DSB - Growth in DSG	1,352	0	0
Education Management & Support Service	-3,934	-4,434	-4,682
Democratic Representation & Management	160	160	0
Corporate Management	40	40	0
	<b>25,447</b>	<b>25,603</b>	<b>25,669</b>

Variation Analysis	£'000
Original Approved Budget 2014/15	25,447
Virements (Ongoing)	4
Commitments	22
Inflation	269
Pressures	200
Economies	-554
Grant Adjustments	431
Pension (IAS19) Adjustment	-295
Capital Financing Charges	55
Allocation of Recharges	90
	<b>25,669</b>



## Corporate Services - Revenue Budget

	2014/15 Original Budget £'000	2014/15 Revised Budget £'000	2015/16 Original Budget £'000
Other Adult Services (Substance Abuse)	26	26	0
Support Services & Management Costs (Unified Training - Adults)	207	207	199
Community Safety (Crime Reduction)	312	281	336
Recreation, Sports and Leisure (Community Centres)	393	401	407
Economic Development	-858	-857	-1,145
Community Development	248	252	237
Education Management & Support Service (Home to School Transport)	1,959	1,959	1,940
Democratic Representation & Management	1,942	1,949	1,857
Corporate Management	1,831	1,830	1,824
Registration of Electors	257	260	259
Conducting Elections	29	30	114
Local Tax Collection	581	602	619
General Grants, Bequests & Donations	397	396	394
Registration Births, Deaths & Marriages	63	89	57
Non Distributed Costs	91	91	88
Central Support Services	560	883	286
	<b>8,038</b>	<b>8,399</b>	<b>7,472</b>

### Variation Analysis

	£'000
Original Approved Budget 2014/15	8,038
Virements (Ongoing)	76
Commitments	86
Inflation	207
Pressures	182
Economies	-411
Grant Adjustments	1
Pension (IAS19) Adjustment	-274
Capital Financing Charges	147
Allocation of Recharges	-580
	<b>7,472</b>



## Environment, Culture & Communities - Revenue Budget

	2014/15 Original Budget £'000	2014/15 Revised Budget £'000	2015/16 Original Budget £'000
Cemeteries, Crematoria & Mortuary Services	-752	-748	-767
Flood Defence & Land Drainage	169	203	195
Waste Collection	753	969	977
Waste Disposal	5,822	5,622	6,267
Street Cleansing	1,363	1,270	859
Recycling	824	809	886
Culture and Heritage	788	840	804
Open Spaces	2,700	2,787	2,534
Recreation, Sports and Leisure	3,095	3554	3047
Libraries	2,175	2200	2266
Building Control	251	258	271
Development Control	861	787	736
Environmental Initiatives	223	229	232
Planning Policy	750	1,067	939
Business Support	515	519	632
Transport Planning, Policy & Strategy	837	841	751
Structural Maintenance	968	970	706
Capital Charges re Construction Projects	914	914	1,980
Environment, Safety & Routine Maintenance	2,062	2,024	1,928
Traffic Management & Road Safety	1,596	1,552	1,024
Parking Services	715	705	773
Public Transport	1,553	1,629	1,718
Street Lighting (including Energy Costs)	1,300	1,376	1,305
Winter Service	1,312	1,349	1,382
Democratic Representation & Management	176	156	155
Corporate Management	109	108	110
Local Land Charges	-26	-22	-17
Emergency Planning	103	99	104
Central Support Services	32	32	33
Coroners Courts Service	126	126	127
Regulatory Services	1,899	1,914	1,990
	<b>33,213</b>	<b>34,139</b>	<b>33,947</b>

### Variation Analysis

	£'000
Original Approved Budget 2014/15	33,213
Virements (Ongoing)	-7
Commitments	548
Inflation	399
Pressures	424
Economies	-813
Pension (IAS19) Adjustment	-183
Capital Financing Charges	103
Allocation of Recharges	263
	<b>33,947</b>



## **Summary of Capital Programme Report to Executive**

### **1 Introduction**

As part of the Council's financial and policy planning process, the Executive issued draft Capital Programme proposals for 2015/16 - 2017/18 for consultation on 16 December 2014. The main focus was inevitably departmental spending needs for 2015/16, although future year's schemes do also form an important part of the programme. The Executive considered the results of the consultation on 10<sup>th</sup> February 2015 and has put forward its Capital Programme proposals to the Council. The financial implications of the decisions within this report are reflected in the Council's revenue budget proposals for 2015/16.

### **1 Background**

The Local Government Act 2003 requires councils to have regard to the Prudential Code for Capital Finance in Local Authorities when setting their capital expenditure plans, which must be affordable, prudent and sustainable.

The proposed capital programme for 2015/16 has been developed, therefore, with particular regard to affordability and the impact of the Council's capital expenditure plans on the revenue budget. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans.

In addition to those schemes funded directly by the Council, the capital programme is supplemented by schemes funded by government grants and other external contributions. Details of these schemes are also included in the proposals for 2015/16 – 2017/18.

### **2 New Schemes**

The Executive's proposals for the Council's Capital Programme for 2015/16 – 2017/18 were evaluated and prioritised into several broad categories in accordance with the Council's existing Corporate Capital Strategy and Asset Management Plan.

#### **Town Centre Redevelopment Works**

Now that the stage has been reached the Development Agreement with Bracknell Regeneration Partnership (BRP) will become unconditional, the Council will need to undertake its own planned investment on wider Town Centre infrastructure. In order to facilitate the Town Centre redevelopment works. The Council agreed on 21st January to include £12.4m over the period 2014/15 to 2017/18 to fund the purchase of the Bracknell Town Centre Bus Station alongside investment in a new replacement Park and further public realm and highway works. All of these items have a much wider impact than the new development itself and will benefit the whole Borough.

#### **Town Centre Infrastructure Works**

To facilitate transport movements around the Borough, including the planned Town Centre redevelopment, it is necessary to continue to fund a number of other infrastructure schemes. An on-going funding need of £2.0m per annum has been included in the 2015/16 proposals with further commitments required in future years to ensure that the regenerated town centre functions as a "whole centre" and not just as an isolated shopping outlet. These spending levels are likely to be required until the new Northern Retail Quarter area is open for trading and is aimed at maximising the positive experience of visiting the regenerated town centre, thereby

helping ensure that new economic, social and cultural heart of the borough is an immediate success.

### **Binfield Learning Village at Blue Mountain**

The Binfield Learning Village at Blue Mountain is a priority for the Council. The programme will deliver statutory school places required in the Borough whilst helping meet the need for new housing and the associated community facilities. Based on the most recent feasibility study the total cost of the Learning Village, if commenced now, is £39.07m plus £3m contingency costs. The Executive agreed the Funding Model in October 2014 and as such the approvals for 2014/15 through to 2017/18 are sought in this report.

### **Coral Reef Transformation**

The main roof structures at Coral Reef are complex and have required extensive monitoring and maintenance for the latter part of its life. They are now reaching the end of their practical lifespan and will need to be replaced in a planned way. In addition a number of new facilities, including two additional flumes and a new flume tower, to improve the leisure offer are being proposed alongside a significant refurbishment of the building to enhance the Borough's "signature" leisure offer. The Council agreed the details of the scheme on 21st January 2015. The overall capital cost of the scheme is estimated to be £11.229m and this is now included in the Capital Programme.

### **Other Unavoidable & Committed schemes**

This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2014/15 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

Within this category, provision has been made to address the rolling programme of disabled access requirements to Council buildings (£0.1m). The works have been identified through independent access audits and have been prioritised to meet the needs of users of these buildings. Significant progress has been made in past years and a programme of works has been planned across a range of service areas for the coming year.

### **Maintenance (Improvements and capitalised repairs)**

The Council is responsible for a significant number of properties and assets. As part of the established asset management planning process, property condition surveys are carried out and updated annually to assess the overall maintenance needs. An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required.

From an analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2015/16 Revenue Budget proposals to meet these liabilities. In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.235m is recommended to address the majority of the 1C & 1D priorities.



Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education (DfE). The allocations from the DfE are expected before the start of the financial year and will be used to tackle the highest priority items identified in the condition surveys.

The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme.

### **Rolling programmes / Other Desirable**

These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans. In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward. Given the financial challenges facing the Council, schemes included within this category are minimal.

### **Invest To Save Schemes**

These are schemes where the additional revenue income or savings arising from their implementation exceeds the additional revenue costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy a further £1m is included in the 2015/16 capital programme for potential Invest to Save schemes.

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £16.798m in 2015/16. A list of these new schemes, for each service, is included in the Annexes A – E.

<b>Capital Programme 2015/16-2017/18</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2015/16 £000</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>
B	Adult Social Care, Health & Housing	2,383	0	0
C	Children, Young People & Learning	7,315	23,550	10,550
D	Corporate Services	50	0	0
E	Council Wide	7,387	5,580	3,901
F	Environment Culture & Communities	13,978	15,036	8,752
	<b>Total Capital Programme</b>	<b>31,113</b>	<b>44,166</b>	<b>23,203</b>
	<b>Externally Funded</b>	<b>14,315</b>	<b>3,755</b>	<b>5,205</b>
	<b>Total request for Council funding</b>	<b>16,798</b>	<b>40,411</b>	<b>17,998</b>

### **3 Externally Funded Schemes**

A number of external funding sources are also available to fund schemes within the capital programme. Amounting to an additional £14.315m. External support has been identified from a number of sources.

#### Government Grants

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme reflects the highest priority schemes identified by the Department. The 2015/16 Basic Need block has been announced as part of a 2-year settlement in 2014/15 and is £3.477m. Historically the Schools Maintenance Grant has been approximately £2m but confirmation of the final award is still pending. The Department will review and reprioritise its schemes, bringing the total costs in line with the final external grant allocations.

A second key constituent of capital grant funding relates to the Highway Maintenance and Integrated Transport Block. Grant approvals of £2.421m have been allocated for 2015/16.

#### Section 106 (£2.219m)

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £4.2m, although conditions restricting its use apply to almost all of this.

#### Local Growth Fund (£5.6m in 15/16 and a further £1.4m in 2017/18)

Working with the Thames Valley Local Enterprise Partnership (LEP), the Council was successful in bidding to include various Infrastructure improvement schemes as part the Thames Valley Strategic Economic plan and was awarded £7m. This funding was awarded as part of the Local Growth Fund which is aimed creating economic growth such as unlocking housing and commercial development. The funding breakdown includes £2.1m for Coral Reef Junction (Anticipated spend 2015/16), £3.5m towards Warfield link road (Anticipated spend 2015/16), and £1.4m towards improvements to Martins Heron Junction and London Rd (Anticipated spend 2017/18).

### **4 Funding Options**

The proposed capital programme for 2015/16 has been developed on the assumption that it will be funded by a combination of £2.5m of capital receipts, Government grants, other external contributions and some internal borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans. Should any additional capital receipts be generated in 2015/16 the interest earned on these will be used to mitigate the revenue cost of the capital programme.

For 2015/16 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise resources held internally, however there remains the possibility given the substantial investment proposed in the Town Centre, Coral Reef and the Binfield Learning Village at Blue Mountain that short term borrowing for cash-flow purposes may be required in this year. Given the investment proposed in 2016/17 for these schemes it is inevitable that the Council will be required to borrow externally and may decide, from a treasury management standpoint, to borrow earlier in the cycle.

Given the known revenue gap, Members will need to carefully balance the level of the capital programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2016/17 onwards, will need to be undertaken later in the year. Consequently, the programme for those years needs to be regarded as indicative only at this stage.

## CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Committed</b>			
Affordable Housing	1,176	tbc	tbc
	<u>1,176</u>	<u>0</u>	<u>0</u>
<b>Unavoidable</b>			
None	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>			
See Council Wide	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>			
Choice Based Letting System	30	0	0
Older Person Accommodation Strategy	385	0	0
	<u>415</u>	<u>0</u>	<u>0</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>1,591</u>	<u>0</u>	<u>0</u>
<b>External Funding</b>			
Affordable Housing - s106	777	0	0
Older Person Accommodation Strategy	15	0	0
Community Capacity Grant	tbc	tbc	tbc
	<u>792</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXTERNAL FUNDING</b>	<u>792</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>2,383</u>	<u>0</u>	<u>0</u>

## CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Committed</b>			
<i>None</i>	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unavoidable</b>			
Children's Social Care ICT Systems Replacement	150	0	0
	<b>150</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>			
<i>Capital Maintenance Grant</i>			
<i>To be funded at level of DfE Grant (when announced)</i>	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rolling Programme / Other Desirable</b>			
	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>150</b>	<b>0</b>	<b>0</b>
<b>External Funding</b>			
<b>Basic Needs Grant</b>			
Amen Corner North	10	-	-
Amen Corner South	13	-	-
Cranbourne Classrooms and Nursery	294	-	-
Crown Wood Surge Classrooms	25	-	-
Great Hollands Expansion	1,190	-	-
Harmans Water Surge Classrooms	25	-	-
Meadow Vale Surge Classrooms	10	-	-
Owlsmoor Expansion	707	-	-
TRL	17	-	-
Warfield West	13	-	-
Easthampstead Park Classrooms	15	-	-
Edgbarrow Expansion	608	-	-
Easter Road SEN Facility	350	-	-
Project management Overhead	200	-	-
<b>Other Grants</b>			
Basic Needs Grant	-	tbc	tbc
Capital Maintenance Grant	tbc	tbc	tbc
Universal Infant Free School Meals	tbc	tbc	tbc
Devolved Formulae Capital	tbc	tbc	tbc
<b>S106 Funding</b>			
Garth Hill College	164		
General Contributions	175	250	250
<b>TOTAL EXTERNAL FUNDING</b>	<b>3,816</b>	<b>250</b>	<b>250</b>
Binfield Learning Village at Blue Mountain	3,349	23,300	10,300
<b>TOTAL CAPITAL PROGRAMME</b>	<b>7,315</b>	<b>23,550</b>	<b>10,550</b>

## CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Committed</b>			
Replacement HR and Payroll System	50	0	
	50	0	0
<b>Unavoidable</b>			
	0	0	0
<b>Maintenance</b>			
See Council Wide	0	0	
	0	0	0
<b>Rolling Programme / Other Desirable</b>			
	0	0	0
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	50	0	0
<b>External Funding</b>			
<b>TOTAL EXTERNAL FUNDING</b>	0	0	0
<b>TOTAL CAPITAL PROGRAMME</b>	50	0	0

**CAPITAL PROGRAMME - COUNCIL WIDE**

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Town Centre Redevelopment - Committed</b>			
Town Centre Redevelopment	3,500	3,300	1,400
Town Centre Redevelopment - Stamp Duty	100	0	300
	<b>3,600</b>	<b>3,300</b>	<b>1,700</b>
<b>Committed</b>			
Capitalisation of buildings, highways and ITC project management included in revenue budget proposals	400	400	400
MFD - Printer Refresh	20	0	0
Superfast Broadband Match Funding	0	0	0
	<b>420</b>	<b>400</b>	<b>400</b>
<b>Unavoidable</b>			
Access Improvement Programme (Equalities Act)	100	100	100
Asbestos Control	30	0	0
IT Schemes - Unavoidable	631	470	331
	<b>761</b>	<b>570</b>	<b>431</b>
<b>Maintenance</b>			
Improvements & Capitalised Repairs	1,235	1,300	1,370
	<b>1,235</b>	<b>1,300</b>	<b>1,370</b>
<b>Rolling Programme / Other Desirable</b>			
Harmans Water Community Centre & Library	750	0	0
IT Schemes - Desirable	95	10	0
	<b>845</b>	<b>10</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>6,861</b>	<b>5,580</b>	<b>3,901</b>
<b>External Funding</b>			
Harmans Water Community Centre & Library - Invest to Save	133	0	0
Harmans Water Community Centre & Library - S106	393	0	0
<b>TOTAL EXTERNAL FUNDING</b>	<b>526</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>7,387</b>	<b>5,580</b>	<b>3,901</b>

## CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Committed</b>			
Roads & Footway Resurfacing #(HNM)	200	200	200
Improvements & Capitalised Repairs Street Lighting # (HNM)	28	28	28
Equipment Replacement Downshire Golf Complex #	35	35	35
Maintenance Car Parks #	190	190	190
	<b>453</b>	<b>453</b>	<b>453</b>
<b>Unavoidable</b>			
Disabled Facility Grants - Mandatory	150	250	300
Land Drainage	80	100	100
Replacement of Leisure Mgt System Card Payment Devices	22	0	0
Upgrade CONFIRM Mobile Software	30	0	0
	<b>282</b>	<b>350</b>	<b>400</b>
<b>Town Centre Highway Works</b>			
Town Centre Highway Works	2,000	2,000	2,000
	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Coral Reef Transformation</b>			
Coral Reef Roof and Flumes	1,557	8,358	574
	<b>1,557</b>	<b>8,358</b>	<b>574</b>
<b>Maintenance</b>			
Refurbishment / Replacement in Leisure Sites	150	150	150
Maintenance of Play Areas	70	70	70
Cemetery & Crematorium Improvements	75	0	0
Improvements to Library buildings	0	50	50
Update Traffic Signal Infrastructure	210	100	100
	<b>505</b>	<b>370</b>	<b>370</b>
<b>Rolling Programme / Other Desirable</b>			
	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,797</b>	<b>11,531</b>	<b>3,797</b>
<b>External Funding</b>			
Highway Network Maintenance (HNM)	1,701	1,650	1,650
Integrated Transport & Maintenance	720	720	720
Section 106 Schemes (LTP)	600	650	700
Disabled Facilities Grants (cash grant to be confirmed)	300	300	300
Sustainable Alternative Natural Green Space (SANGS)	150	75	75
Section 106 Leisure & Culture (smaller schemes)	110	110	110
Local Growth Fund - Coral Reef Junction	2,100	0	0
Local Growth Fund - Warfield Link Road	3,500	0	0
Local Growth Fund - Martins Heron	0	0	1,400
<b>TOTAL EXTERNAL FUNDING</b>	<b>9,181</b>	<b>3,505</b>	<b>4,955</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>13,978</b>	<b>15,036</b>	<b>8,752</b>

# Part Capitalisation of Revenue