



NOTICE OF MEETING

The Executive

Tuesday 15 December 2015, 5.00 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Executive

Councillor Bettison (Chairman), Councillor Dr Barnard (Vice-Chairman), Councillors D Birch, Brunel-Walker, Mrs Hayes MBE, Heydon, McCracken and Turrell

ALISON SANDERS

Director of Corporate Services

EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Katharine Simpson

Telephone: 01344 352308

Email: katharine.simpson@bracknell-forest.gov.uk

Published: 7 December 2015



The Executive
Tuesday 15 December 2015, 5.00 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

AGENDA

| | Page No |
|---|-----------|
| 1. Apologies | |
| 2. Declarations of Interest | |
| Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. | |
| 3. Minutes | |
| To consider and approve the minutes of the meeting of the Executive held on 17 November 2015. | 5 - 22 |
| 4. Urgent Items of Business | |
| Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent. | |
| 5. Capital Budget 2016/17 | |
| To seek approval of the draft Capital Programme 2016/17 – 2018/19 for consultation purposes. | 23 - 56 |
| 6. Revenue Budget 2016/17 | |
| To seek approval of the draft General Fund Revenue Budget 2016/17 for consultation purposes. | 57 - 252 |
| 7. Annual Audit Letter | |
| To receive the external Auditor's Annual Audit Letter for 2014/15. | 253 - 268 |
| 8. Draft Homeless Strategy | |
| To seek approval of the draft Homelessness Strategy 2015-20 for consultation purposes.. | 269 - 292 |

- | | | |
|-----|---|-----------|
| 9. | Council Tax Reduction Scheme To seek approval to changes to the Local Council tax Reduction Scheme with a view to referring the scheme to Council for formal adoption. | 293 - 338 |
| 10. | Suitable Alternative Natural Green Spaces (SANGs) Capital Spending (External Funding) To seek approval to increase the annual spending limit on suitable alternative natural green spaces during 2015/16. | 339 - 342 |
| 11. | Local Government Ombudsman Investigation Report - Notification of Outcome by Monitoring Officer To consider the decision of the Local Government Ombudsman in relation to a complaint against the Emergency Duty Service. | 343 - 358 |
| 12. | Corporate Performance Overview Report To consider the performance of the Council over the second quarter of 2015/16. | 359 - 382 |

This page is intentionally left blank

**EXECUTIVE
17 NOVEMBER 2015
5.00 - 5.50 PM**



Present:

Councillors Bettison (Chairman), Dr Barnard (Vice-Chairman), D Birch, Mrs Hayes MBE, Heydon, McCracken and Turrell

Apologies for absence were received from:

Councillor Brunel-Walker

16. Declarations of Interest

There were no declarations of interest.

17. Minutes

RESOLVED that the minutes of the meeting of the Executive on 20 October 2015 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

18. Executive Decisions

The Executive considered the reports submitted on the items listed below and the decisions taken are recorded in the decision sheets attached to these minutes and summarised below

Item 5. Council Tax and Business Rates Recovery

RESOLVED that the Executive agree both the Council Tax Recovery Policy attached as Appendix A, and the Business Rates Recovery Policy attached as Appendix B to the Director of Corporate Services' report for immediate implementation

Item 6. Implementation of the Care Act

RESOLVED that:

- i. the responses received during the consultation period be noted.
- ii. That the Executive agree the following options for charging:
 1. That the Council continues to charge for Residential and Nursing care on the basis of the detailed regulations set out in the Charging for Residential Accommodation Guide
 2. That the Council changes its policy on the financial assessment of couples to be compliant with the Care Act, and approves the interim arrangements for people who are adversely affected by this change (see

paragraph 5.7 of the Director of Adult Social Care, Health and Housing's report).

3. That the Council charges interest on Universal Deferred Payments at the rate set by the Department of Health, currently 2.25%.
 4. That the Council charges interest on discretionary Deferred Payments at the maximum rate set by the Department of Health, currently 2.25%.
 5. That the Council charges an administration fee of £900 for setting up a Universal or discretionary Deferred Payment, and an annual fee of £300 for managing that Deferred Payment.
 6. That the Council charges a fee to self funders in community based settings of £300 for setting up care arrangements, and £200 per annum for ongoing management of the those arrangements.
- iii. That the Executive notes that there was overwhelming support for its policy of not introducing charges for Carers Services (see paragraph 7.3 of the Director of Adult Social Care, Health and Housing's report)

Item 7. School Provider Processes and Update to the Arrangements for a Sponsor for the Binfield Learning Village

RESOLVED that:

- i. The updated terms of reference and membership of the Education Review Group (Annex 1 of the Director of Children, Young People and Learning's Report) be agreed.
- ii. To agree the updated application evaluation criteria (Annex 2 of the Director of Children, Young People and Learning's Report) be agreed.

To note the updated timeline for the appointment of school providers for the new school at Binfield Learning Village (Annex 3 of the Director of Children, Young People and Learning's Report) be noted

Item 8. Appointment of a School Provider for Amen Corner North

RESOLVED that:

- i. the School Sponsor Appointment Plan for the new school to the north of Amen Corner be endorsed.
- ii. the updated timeline for the appointment of a school provider for the new school at Amen Corner North (Annex 1 of the Director of Children, Young People and Learning's report) be noted.

Item 9. Implementing a Multi Agency Safeguarding Hub (MASH) in Bracknell Forest

RESOLVED that

- i. The Executive formally endorses the proposed implementation of a MASH in Bracknell Forest
- ii. The MASH funding proposal is included in the budget plans.

Item 10. Review of Statement of Licensing Policy

RESOLVED that the Executive agrees the submission of the Statement of Licensing Policy to Council on 25 November 2015 for formal adoption with effect from 7 January 2016.

Item 11. Review of Statement of Gambling Principles

RESOLVED that the Executive agrees the submission of the Statement of Gambling Principles to Council on 25 November 2015 for formal adoption with effect from 31 January 2016.

Item 12. Examination and Test Performance in Bracknell Forest Schools: Academic Year 2014 – 2015

RESOLVED that the Executive:

- i. notes school results for the academic year 2014-15 and
- ii. endorses the priorities and direction of travel for the School Improvement Service for the academic year 2015-16. All results quoted in this report and the annex A of the Director of Children, Young People and Learning's report are provisional and are awaiting validation

19. Exclusion of Public and Press

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of items 14 and 15 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person (including the authority).

Item 14. Smoking Cessation Procurement

RESOLVED that the smoking cessation service contract be awarded to Solutions4Health Ltd to begin on 1st April 2016 for a duration of 3 years in the first instance (with an option to be extended for a further two years) with a maximum contract annual value of £1.38 million (shared across five local authorities).

Item 15. Request for Sale of Property – Harmans Water

RESOLVED that the sale of 50a Ripplesmere to Dr K Rijal for the sum of £280,000 be approved.

CHAIRMAN

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I055823 |
|---------------------------------|----------------|

1. **TITLE:** Council Tax and Business Rates Recovery

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To seek the permission of the Executive to implement a revised debt recovery policy for both Council Tax and Business Rates.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agree both the Council Tax Recovery Policy attached as Appendix A, and the Business Rates Recovery Policy attached as Appendix B to the Director of Corporate Services' report for immediate implementation

7. **REASON FOR DECISION**

There are a variety of debt recovery options available for both Council Tax and Business Rates and most of these options are utilised routinely by the Revenue Services Team at the present time in order to collect outstanding debts.

There are, however, harsher powers of recovery (as detailed in paragraph 5.1 of the Director of Corporate Services' report) that are not currently exercised in Bracknell Forest and it is therefore deemed that Executive approval of these methods should be obtained in order to employ these powers going forward.

8. **ALTERNATIVE OPTIONS CONSIDERED**

When debts reach a stage where one of the aforementioned harsher methods is deemed to be appropriate, it is likely that the taxpayer is an evasive and serial non-payer. It will mean that the debt is a significant size and that the debtor is unwilling to make contact or to make any reasonable payments towards their debt. When a debt reaches this point the only alternative option to consider, if a harsh recovery power is not to be used, is writing the debt off. All write offs must be authorised by the Borough Treasurer or a Group Accountant under delegated powers.

Writing off these types of debt will give serial non-payers the impression that Bracknell Forest is unable or willing to pursue them for outstanding debts and could create a culture of non-payment. The act of writing debts off would also create bad feeling and potentially generate complaints from taxpayers who do make their payments as required and feel aggrieved that those who don't pay are not sufficiently pursued

9. **PRINCIPAL GROUPS CONSULTED:** None.

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

11. **DECLARED CONFLICTS OF INTEREST:** None

| Date Decision Made | Final Day of Call-in Period |
|---------------------------|------------------------------------|
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056585 |
|---------------------------------|----------------|

1. **TITLE:** Implementation of the Care Act
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To decide on charging options for Adult Social Care arising out of new powers and duties in the Care Act, following the recent Consultation approved by the Executive on 21st July 2015.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That:

- i. the responses received during the consultation period be noted.
- ii. That the Executive agree the following options for charging:
 1. That the Council continues to charge for Residential and Nursing care on the basis of the detailed regulations set out in the Charging for Residential Accommodation Guide
 2. That the Council changes its policy on the financial assessment of couples to be compliant with the Care Act, and approves the interim arrangements for people who are adversely affected by this change (see paragraph 5.7 of the Director of Adult Social Care, Health and Housing's report).
 3. That the Council charges interest on Universal Deferred Payments at the rate set by the Department of Health, currently 2.25%.
 4. That the Council charges interest on discretionary Deferred Payments at the maximum rate set by the Department of Health, currently 2.25%.
 5. That the Council charges an administration fee of £900 for setting up a Universal or discretionary Deferred Payment, and an annual fee of £300 for managing that Deferred Payment.
 6. That the Council charges a fee to self funders in community based settings of £300 for setting up care arrangements, and £200 per annum for ongoing management of the those arrangements.
- iii. That the Executive notes that there was overwhelming support for its policy of not introducing charges for Carers Services (see paragraph 7.3 of the Director of Adult Social Care, Health and Housing's report)

7. **REASON FOR DECISION**

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Care Act 2014 imposes powers and duties on Local Authorities in relation to these matters from April 2015. The Executive decided to consult first before making any changes to current policies.

There is no alternative to implementing the requirements of the Care Act 2014 however there are decisions to be made regarding details of local implementation.

9. **PRINCIPAL GROUPS CONSULTED:** People in receipt of social care
Voluntary organisations
General population

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

11. **DECLARED CONFLICTS OF INTEREST:** None

| Date Decision Made | Final Day of Call-in Period |
|---------------------------|------------------------------------|
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056240 |
|---------------------------------|----------------|

1. **TITLE:** School Provider Processes and Update to the Arrangements for a Sponsor for the Binfield Learning Village

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

To confirm the process for the appointment of school sponsors for proposed new academy schools and to note an update to the timeline in relation to the Binfield Learning Village.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. The updated terms of reference and membership of the Education Review Group (Annex 1 of the Director of Children, Young People and Learning's Report) be agreed.
- ii. To agree the updated application evaluation criteria (Annex 2 of the Director of Children, Young People and Learning's Report) be agreed.
- iii. To note the updated timeline for the appointment of school providers for the new school at Binfield Learning Village (Annex 3 of the Director of Children, Young People and Learning's Report) be noted

7. **REASON FOR DECISION**

In June 2015, the Executive agreed arrangements to appoint a school sponsor for the Binfield Learning Village. So that the Council can be in a robust position to appoint a sponsor the timeline has been revised. Also further sub criteria have been added to the set of application evaluation criteria agreed by the Executive in June 2015 so that the Council can be assured that all areas of interest are fully covered by the criteria. The overall structure has not changed.

The Executive agreed in June 2013 the process for assessing applications for new schools in Bracknell Forest. A standing, consultative Education Review Group was established, and criteria agreed which potential providers should meet if they wish to be commissioned to run a school in the borough. These processes were intended to ensure that any providers will be equipped to deliver schools with the potential to be outstanding. The terms of reference have been sharpened in the light of Government advice and the Council's current needs.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable. It is important that stakeholders are involved in the process through the

Education Review Group and the Executive is best placed to make the decision on providers to recommend to the Regional Schools Commissioner.

9. **PRINCIPAL GROUPS CONSULTED:** The Education Review Group includes local stakeholder representatives.
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None

| Date Decision Made | Final Day of Call-in Period |
|--------------------|-----------------------------|
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056969 |
|---------------------------------|----------------|

1. **TITLE:** Appointment of a School Provider for Amen Corner North

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

To confirm the process and timeline for the appointment of a school sponsor for the proposed new primary school to the north of Amen Corner.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. the School Sponsor Appointment Plan for the new school to the north of Amen Corner be endorsed.
- ii. the updated timeline for the appointment of a school provider for the new school at Amen Corner North (Annex 1 of the Director of Children, Young People and Learning's report) be noted.

7. **REASON FOR DECISION**

In order for the scheme to progress, Executive endorsement is required.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable. The Executive is best placed to make the decision on providers to recommend to the Regional Schools Commissioner.

9. **PRINCIPAL GROUPS CONSULTED:** The Education Review Group includes local stakeholder representatives.

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

11. **DECLARED CONFLICTS OF INTEREST:** None

| | |
|---------------------------|------------------------------------|
| Date Decision Made | Final Day of Call-in Period |
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056174 |
|---------------------------------|----------------|

1. **TITLE:** Implementing a Multi Agency Safeguarding Hub (MASH) in Bracknell Forest

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

To inform the Executive about the progress with the MASH project and to endorse the MASH implementation programme to be fully operational from May 2016.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That

- i. The Executive formally endorses the proposed implementation of a MASH in Bracknell Forest
- ii. The MASH funding proposal is included in the budget plans.

7. **REASON FOR DECISION**

The need for effective multi-agency working and information sharing in order to secure improved safeguarding outcomes is clearly stated in a number of reviews, policy documentation and statutory guidance. To achieve greater multi agency information sharing MASH have been implemented across the Country.

At the time of a national review 26 of the 37 local authorities in scope, said that they had multi-agency models in place at the time of interview (between January and April 2013). (Multi Agency Working and Information Sharing Project Final report July 2014). Since 2013 many more have been established.

According to the Office of Children's Commissioner's –Inquiry into Child Sexual Exploitation in Gangs and Groups effective multi-agency working needs to become more widespread.

The Children's Commissioner's 2013 Inquiry into Child Sexual Exploitation in Gangs and Groups found that both police and local authorities still identified the inability to share information as a key barrier to safeguarding children from sexual exploitation. The report cited MASH as an encouraging development, combining the expertise and resources of several bodies in order to identify children at risk of sexual exploitation. This co-ordination was identified as particularly important for children and young people who face several different risks. The inquiry found that: in 2013 23% of LSCBs reported having a MASH in their area. 18% had one under development

MASH are demonstrating benefits to both children and to Local Authorities. The five other Local Authorities in Berkshire are implementing MASH over the next year and Bracknell-Forest needs to be part of these arrangements ensuring that children and families in the Bracknell Forest area receive the same level of service as others in Berkshire.

8. ALTERNATIVE OPTIONS CONSIDERED

There is no workable alternative. Thames Valley Police (TVP) who currently supplies the majority of referrals to Duty and Assessment Teams across Berkshire have agreed to support MASH across the six unitary authorities. If BF continued with its present arrangements i.e. continuing with a Children’s Duty and Assessment Team, TVP would not support this by providing different arrangements for one authority.

Do nothing: this is not a viable option as TVP will not now be developing a referral centre.

Do minimum: a minimal change is not viable given the premises and ICT issues, the need to recruit staff and the need to redesign the deployment of current police, as well as Bracknell Forest and partner staffing resources to achieve the necessary change.

A Co-located MASH arrangement: will deliver the full benefits of a MASH.

9. PRINCIPAL GROUPS CONSULTED: Not applicable.

10. DOCUMENT CONSIDERED: Report of the Director of Children, Young People & Learning.

11. DECLARED CONFLICTS OF INTEREST: None

| Date Decision Made | Final Day of Call-in Period |
|---------------------------|------------------------------------|
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I055760 |
|---------------------------------|----------------|

1. **TITLE:** Review of Statement of Licensing Policy
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

The purpose of the report is to gain Council approval for the publication of a revised Statement of Licensing Policy by 7 January 2016. If a policy is not produced, agreed and published by that date, the Council will not be able to carry out its decision making functions under the Licensing Act 2003.

The Executive is invited to endorse the Policy prior to submission to Council.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That the Executive agrees the submission of the Statement of Licensing Policy to Council on 25 November 2015 for formal adoption with effect from 7 January 2016.

7. **REASON FOR DECISION**

Section 5 of the Licensing Act 2003 ('the Act') requires the licensing authority to prepare and publish a SLP every five years. The SLP outlines the general approach of the licensing authority when making licensing decisions under the Act and can be reviewed and revised by the authority at any time.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There are no alternative options as the revision of the SLP is a legal requirement.

9. **PRINCIPAL GROUPS CONSULTED:** An agreed list of consultees
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None

| | | |
|---------------------------|------------------------------------|--|
| Date Decision Made | Final Day of Call-in Period | |
| 17 November 2015 | 25 November 2015 | |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I055761 |
|---------------------------------|----------------|

1. **TITLE:** Review of Statement of Gambling Principles
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

The purpose of the report is to gain Council approval for the publication of a revised Statement of Gambling Policy by 30 January 2016. If a policy is not produced, agreed and published by that date, the Council will not be able to carry out its decision making functions under the Licensing Act 2003.

The Executive is invited to endorse the Policy prior to submission to Council.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That the Executive agrees the submission of the Statement of Gambling Principles to Council on 25 November 2015 for formal adoption with effect from 31 January 2016.

7. **REASON FOR DECISION**

Section 349 of the Gambling Act 2005 requires all licensing authorities to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Act. The Statement will last for a maximum of three years and can be reviewed and revised by the authority at any time. The present Statement was published on 31 January 2013 and therefore must undergo a review and be re-published on or before 31 January 2016

8. **ALTERNATIVE OPTIONS CONSIDERED**

There are no alternative options as the revision of the Statement is a legal requirement.

9. **PRINCIPAL GROUPS CONSULTED:** An agreed list of consultees
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None

| | |
|---------------------------|------------------------------------|
| Date Decision Made | Final Day of Call-in Period |
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056903 |
|---------------------------------|----------------|

1. **TITLE:** Examination and Test Performance in Bracknell Forest Schools: Academic Year 2014 – 2015

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

To inform the Executive of the work of the School Improvement Service and schools' end of year results for the academic year 2014-15

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i. notes school results for the academic year 2014-15 and
- ii. endorses the priorities and direction of travel for the School Improvement Service for the academic year 2015-16. All results quoted in this report and the annex A of the Director of Children, Young People and Learning's report are provisional and are awaiting validation

7. **REASON FOR DECISION**

To ensure the Executive are briefed on the results and priorities for the academic year 2015-16.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** None

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

11. **DECLARED CONFLICTS OF INTEREST:** None

| | |
|---------------------------|------------------------------------|
| Date Decision Made | Final Day of Call-in Period |
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I055948 |
|---------------------------------|----------------|

1. **TITLE:** Smoking Cessation Procurement
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To seek a decision for approval of the chosen provider after the procurement has been completed. The Smoking Cessation contract went to competitive tender in August 2015 with a 'chosen' provider to be identified by 9th October 2015.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That the smoking cessation service contract be awarded to Solutions4Health Ltd to begin on 1st April 2016 for a duration of 3 years in the first instance (with an option to be extended for a further two years) with a maximum contract annual value of £1.38 million (shared across five local authorities).

7. **REASON FOR DECISION**

Smoking is a key determinant of poor health and well-being. Smoking cessation services have been shown to be effective in helping people stop smoking.

The current contract for the delivery smoking cessation services ends on 31st March 2016.

A competitive procurement process has been conducted and the selection of Solutions4Health Ltd as the preferred provider was unanimous across the 5 participating authorities.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Discontinuation of stop smoking service commissioning. This would be likely to have a significant and adverse effect on public health outcomes.

9. **PRINCIPAL GROUPS CONSULTED:** Public and Stakeholders
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
11. **DECLARED CONFLICTS OF INTEREST:** None

| | |
|---------------------------|------------------------------------|
| Date Decision Made | Final Day of Call-in Period |
| 17 November 2015 | 25 November 2015 |

**Bracknell Forest Council
Record of Decision**

| | |
|---------------------------------|----------------|
| Work Programme Reference | I056684 |
|---------------------------------|----------------|

1. **TITLE:** Request for Sale of Property – Harmans Water

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To recommend that an offer from the tenant of 51a Ripplesmere to purchase the property from the Council is considered by the Executive.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the sale of 50a Ripplesmere to Dr K Rijal for the sum of £280,000 be approved

7. **REASON FOR DECISION**

To sell the property in order to make a capital receipt to support the Council's budget plans.

This property is a single unit, it is not part of a parade and the offer is substantially above the open market value. This provides an opportunity for the Council to maximise its return at this time.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Retain the property and continue with the current tenancy arrangement.

9. **PRINCIPAL GROUPS CONSULTED:** Asset Management Group attendees

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

11. **DECLARED CONFLICTS OF INTEREST:** None

| | |
|---------------------------|------------------------------------|
| Date Decision Made | Final Day of Call-in Period |
| 17 November 2015 | 25 November 2015 |

**TO: THE EXECUTIVE
15 DECEMBER 2015**

**CAPITAL PROGRAMME 2016/2017 - 2018/2019
(Borough Treasurer/Chief Executive)**

1 PURPOSE OF DECISION

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's Capital Programme budget preparations for 2016/17.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2016/17-2018/19 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2016/17, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent report on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Approves, for consultation, an initial Council funded capital programme of £55.037m for 2016/17 as set out in paragraph 5.30 and summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.2 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes in addition to the specific schemes identified in paragraph 5.24 subject to the detailed business case being reviewed and agreed by the Borough Treasurer.**
- 2.3 **Approves, for consultation, the inclusion of £2.092m of expenditure to be funded from S106 as outlined in paragraph 5.31.**
- 2.4 **Approves, for consultation, the inclusion of £17.498m of expenditure to be externally funded as outlined in paragraph 5.31.**
- 2.5 **Recommends to Full Council the approval of virements totalling £0.481m to the 2015/16 Children Young People and Learning Programme, as set out in Annex G, in order to meet the demands of the School Places Plan.**
- 2.6 **Recommends to Full Council the approval of £0.05m in 2015/16 from unallocated Basic Need Grant for Ascot Heath Schools as outlined in paragraph 5.35**

3 REASONS FOR RECOMMENDATIONS

3.1 The reasons for the recommendations are set out in the report.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 The alternative options are considered in the report.

5 SUPPORTING INFORMATION

Capital Resources

5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:

- the Council's accumulated capital receipts
- Government Grants
- other external contributions

5.2 The Local Government Act 2003 brought in radical changes to the financing of capital expenditure and from that date, the Government no longer issued borrowing approvals. Instead, under a new "prudential framework", Councils can set their own borrowing limits based on the affordability of the debt.

5.3 As the Council's accumulated capital receipts have been fully utilised, the Council returned to a position of internal borrowing in 2010 and as such a revenue contribution is required each year to repay this internal borrowing. Once the Council's current level of investments is exhausted, which is expected to be within the next 18 months the Council will need to borrow externally.

5.4 The Council's estimated total usable capital receipts at 31st March 2015 are zero. As a debt free authority the Council is partly reliant on capital receipts to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. The Council still receives a share of any Right-To-Buy proceeds from Bracknell Forest Homes in addition to a share of capital receipts from the VAT Shelter scheme.

5.5 The proposed capital programme for 2016/17 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and borrowing in addition to £5m of capital receipts. With such a large programme there is a likelihood that the Council may need to borrow externally however this will depend largely on the progress made at Binfield Learning Village and at Coral Reef. Internal resources will be used in the first instance and borrowing from external sources (eg the PWLB or the Green Investment Bank) will be used when necessary. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

New Schemes

5.6 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2016/17 – 2018/19. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's Asset Management Plan. Having done

this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

Town Centre

- 5.7 Following the conclusion of the Development Agreement with Bracknell Regeneration Partnership (BRP) the Council set out its own planned investment on wider Town Centre infrastructure as part of the 2015/16 Capital Programme. These investment plans follow through into 2016/17 and beyond.
- 5.8 Similarly in order to facilitate transport movements around the Borough, including the planned Town Centre redevelopment, it is necessary to continue to fund a number of infrastructure schemes. As such a funding need of £2.0m has been identified in the 2016/17 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. As such spending levels of around £2m per annum are likely to be required until the new Northern Retail Quarter area is open and established for trading. This additional expenditure is aimed at maximising the positive experience of visiting the regenerated town centre.
- 5.9 All of these items have a much wider impact than the new development itself and will benefit the whole Borough. However the expenditure needs to be co-ordinated with the specific work that BRP are planning to carry out.

Binfield Learning Village

- 5.10 The Binfield Learning Village is a priority for the Council. The programme will deliver statutory places required in the Borough alongside meeting the need for new housing and the associated community facilities. The plans for the development continue to be progressed and the main construction works will shortly be tendered in the market and an update will be provided once these have been evaluated. The figures included in the Capital Programme are prior to the addition of inflation which will be calculated from the time of the original estimates to the date of the contract award. With the heightened level of demand for construction in the South East of England over the last 24 months this could add up to 15% to the final cost.

Coral Reef Transformation

- 5.11 The main roof structures at Coral Reef are complex and have required extensive monitoring and maintenance for the latter part of its life. The contracts for the main works are currently out to tender the evaluation will be reviewed by Executive in February 2016. The figures included in the Capital Programme are prior to the addition of inflation which will be calculated from the time of the original estimates in Q12014 up to the date of the contract award. With the heightened level of demand for construction in the South East of England over the last 24 months this could add up to 15% to the final budgeted cost and will be agreed in February 2016.

Old Magistrates' Court Property

- 5.12 Funding is requested to acquire the former magistrates' court at £650,000 for the freehold premises. The Council is seeking to acquire this site to join with its own holdings for a significant and comprehensive future phase to support the development and vitality of the new town centre. There will be limited provision for some claw-back if sold/developed within 3 years, but this is unlikely to happen. Funding for this request also includes legal costs (£15,000), stamp-duty (£35,000) and refurbishment costs (£75,000) needed if the property is to be used pending any future redevelopment.

Other Unavoidable & Committed schemes

- 5.13 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 2015/16 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.
- 5.14 Within these categories, provision has been made to address the rolling programme of disabled access requirements to Council buildings (£0.035m). 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.

Maintenance (Improvements and capitalised repairs)

- 5.15 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. An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency.
- 5.16 The figures below are based on the information held in the Construction and Maintenance Groups' property management system. They have been adjusted to exclude those works that are already budgeted for within existing 2015/16 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

Maintenance Backlog

| | | £ (000) | £ (000) |
|----------------------|------------------|---------------|---------------|
| Schools | Priority 1C & 1D | 4,799 | |
| | Priority 2C & 2D | 8,919 | |
| | Lower Priorities | 22,600 | 36,318 |
| Corporate Properties | Priority 1C & 1D | 1,677 | |
| | Priority 2C & 2D | 4,187 | |
| | Lower Priorities | 10,300 | 16,164 |
| Total | | <u>10,300</u> | <u>52,482</u> |

- 5.17 The overall maintenance liability has increased from £25.2m in 2015/16 to £52.5m. The last couple of years have seen large increases in building costs. As the Council is now running a five year programme of condition surveys, some of the older data was quickly becoming out-of-date and, as a consequence, adjustments have been applied to that data to bring it in line with current costs. Secondly, the nature of the condition surveys has evolved such that more emphasis is now given to predicting the need for works further in advance than was previously the case. This is partly because of the five year programme approach mentioned above and partly because the asset management package that we now use to manage this data lends itself to better recording. As such much of the value attributed to lower priority works is for things that are likely to be required over the next several years.

Schools

- 5.18 Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education (DfE). The allocation from the DfE for 2016/17 of £2.105m will be used to tackle the highest priority items identified in the condition surveys indicated above.

Non-schools

- 5.19 From an initial 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 2016/17 Revenue Budget proposals to meet these liabilities.
- 5.20 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 £1.670m is recommended to address the most pressing 1C & 1D priorities.
- 5.21 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

- 5.22 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 established Asset Management Plans.

Other Desirable Schemes

- 5.23 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. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Invest-To-Save Schemes

- 5.24 These are schemes where the additional revenue income or savings arising from their implementation exceeds the Council's borrowing costs. In the past the Council has allocated £1m per annum to fund potential Invest-to-Save (ITS) schemes that may present themselves during the year. However in addition to this, two significant schemes have come forward that are best considered within the overall programme as a whole. These are to invest £1m on a new Chapel at the Cemetery and Crematorium and to redevelop the Waymead Flats at a cost of £0.580m creating additional emergency accommodation for care leavers.

Additional Chapel

- 5.25 Over the past five years, business at the Cemetery and Crematorium has grown significantly at the expense of local competitors. This growth is believed to be largely due to the investment, attractiveness of the site and the attitude of the staff. All of the feedback received from funeral directors confirms that they are promoting Easthampstead Park Cemetery and Crematorium as their preferred facility. A second chapel could potentially double capacity and generate income to recover the capital investment and deliver future additional income. A feasibility report has been commissioned and an operationally acceptable solution has been devised and costed. The proposal includes for additional car parking with the minimal visual impact to the grounds. The estimated cost would be £1m.

- 5.26 It is believed that demand for the facility will increase both as a result of population growth and the diminishing burial plots as local churchyards reach capacity. In order to fund the investment, a net income stream of approximately £67,000 per annum will be required based on a 25 year life and current interest rates for a 25-year loan of 3.5%. Based on past performance and future demand it is believed this level of additional cremations can be easily met. Annual running costs of the Chapel are estimated to be in the region of £60,000 and include Business Rates (£16,000), Utilities (£10,000), Staffing (£24,000), Cleaning (£5,000) and miscellaneous expenditure (£5,000). To fund this level of net income an additional 15 cremations a month would need to be undertaken generating income of £127,000 per annum.
- 5.27 The existing Chapel is currently supporting up to 150 cremations a month and as such there is scope to increase the net income from the new facility in future years. Any additional income over and above that needed to payback the initial investment will be used to support the budget savings required by the Council over the medium-term and will be monitored as part of the Council's normal budget monitoring processes.
- Waymead Flats
- 5.28 Waymead Flats is currently void and a plan is proposed to refurbish the property in order to provide accommodation for a supported housing group (Care Leavers) which in turn will generate revenue savings for the Council. Through a combination of rental income and savings in the current budget for care leavers accommodation an Invest-to-Save bid can be successfully developed that will bring back into use Waymead Flats as a viable asset and improve the level of service provided by the Council. In addition, by working closely with a Registered Social Landlord who will take a long-lease of the newly refurbished Waymead Flats, this proposal offers the opportunity of developing an additional site for redevelopment.
- 5.29 These two schemes are proposed for inclusion within the Council's 2016/17 Capital Programme and a further £1m made available for opportunities that arise during the year.

Capital Programme 2016/17 – 2018/19

- 5.30 A summary of the cost of schemes proposed by Departments is set out in the table below and in Annex A. A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F. Total Council funding amounts to £55.037m. However excluding the funding for Binfield Learning Village, Coral Reef Transformation, the Invest to Save Schemes, the Local Housing Company, the Magistrates' Court, the Town Centre Redevelopment and the LED Streetlight Replacement scheme (approved in 2015/16 as part of a two-year scheme) the total Council funding requested is £8.054m in 2016/17 and this is in line with previous programmes and the amount allowed for in the Revenue Budget proposals.

| Capital Programme 2016/17-2018/19 | | | | |
|--|--|-------------------------|-------------------------|-------------------------|
| Annex | Service Area | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
| B | Adult Social Care, Health & Housing | 9,227 | 500 | 0 |
| C | Children, Young People & Learning | 36,465 | 19,759 | 8,850 |
| D | Corporate Services | 165 | 0 | 0 |
| E | Council Wide | 6,493 | 2,180 | 544 |
| F | Environment Culture & Communities | 20,185 | 8,956 | 6,509 |
| | Total Capital Programme | 72,535 | 31,395 | 15,903 |
| | Externally Funded | 17,498 | 14,096 | 11,014 |
| | Total request for Council funding | 55,037 | 17,299 | 4,889 |

Externally Funded Schemes

- 5.31 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from two main 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 included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. Excluding Binfield Learning Village, the total identified investment for Schools is £10.030m.

A second key constituent of capital grant funding relates to the Highway Maintenance and Integrated Transport Block. Grant approvals of £2.28m are currently anticipated for 2016/17.

Section 106 (£2.092m)

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 £3.8m, although conditions restricting its use will apply to almost all of this.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2016/17, where funding becomes available. These are summarised below

| Department | Schemes | Budget |
|------------|------------------------|--------|
| | | £000 |
| ASCHH | Affordable Housing | 501 |
| CYPL | Various School Schemes | 601 |
| ECC | Leisure & Culture | 125 |
| ECC | Local Transport Plan | 865 |
| | Total | 2,092 |

The level of new funding available through Section 106 is expected to reduce in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

On-going Revenue Costs

- 5.32 Schemes may have associated on-going revenue costs and tend to become payable in the year after implementation. As such these costs will be included within the Council's Commitment Budget for 2016/17. These total £36,000 and relate to the licence and maintenance contracts associated with the new IT hardware investment.

2015/16 CYPL (Schools) Capital Programme

- 5.33 The CYPL Education Capital Programme is monitored on a monthly basis to assess progress against individual schemes and to track issues that impact on the costs and progress of schemes in the programme; e.g. inflationary pressures, planning delays, changes to requirements. This process leads to recommendations being put to the Education Capital Programme Board (ECPB) to approve virements within the programme at its regular meetings, enabling the impact of such issues to be best managed.
- 5.34 At its meetings in June and September the ECPB approved a number of virements to the allocation of Basic Need Grant within the programme which exceeded £0.25m in value; thereby requiring the final approval of the full Council. The Borough Treasurer has delegated authority to give final approval for virements up to this amount. The net change to the programme as a result of these changes is nil. The detailed schemes for which final approval is required is set out in Annex G
- 5.35 To ensure that the council is able to provide sufficient school places, advance design for new schemes is sometimes required ahead of a final decision on the individual schemes themselves. One such scheme is that of the proposed rebuild and expansion of the Ascot Heath Schools and in order to incur spending against this project, approval is sought for the scheme to be added to the 2015-16 capital programme.
- 5.36 There is the potential to move both the infant and junior schools into a single, bespoke building offering the opportunity to increase capacity in each of the infant and junior schools to 3FE from 2FE. Each school would occupy its own self contained wing within the single building. The scheme would involve a land swap for use of the existing school site by the developer for a housing project. However this scheme is still in its early stages and is subject to further consultation and planning permission. It is expected this scheme will require initial funding of £0.05m which is proposed to be financed from unallocated Basic Need Grant. Approval is being sought as Financial Regulations require Council approval to add new schemes to the capital programme.

Funding Options

- 5.37 Following the transfer of the housing stock in 2008, the Council's capital receipts are limited to miscellaneous asset sales, the contribution from the VAT Shelter Scheme and Right-to-Buy claw back agreed as part of the transfer and the new Community Infrastructure Levy (CIL).
- 5.38 The Council introduced CIL in April 2015 and it is expected that this will begin to generate capital receipts in the latter half of 2015/16. It is difficult to estimate the potential amount of CIL that will be generated as this will depend on the delivery of additional housing development in the Borough, which is to a large extent outside of the control of the authority. However based on the most recent housing trajectory estimates and knowledge of development schemes that will come forward in the next 18 months, it is estimated that £2m is an appropriate assumption for 2016/17.
- 5.39 The Council will also be bringing forward the sale of land at Sandy Lane during 2016/17. The aim is to market the land with the benefit of outline planning permission which should maximise the potential receipt. However this will increase the time taken to dispose of the site and at this stage it is not certain that this can be achieved in 2016/17, as such it has been excluded from the projected value of receipts in 2016/17. It is also hoped that other small scale miscellaneous receipts will arise over the year.
- 5.40 The proposed capital programme for 2016/17 has been developed, therefore, on the assumption that it will be funded by a combination of £5m of capital receipts, Government grants, other external contributions and 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 2016/17 the interest earned on these will be used to mitigate the revenue cost of the capital programme.
- 5.41 Given the level of investment proposed in 2016/17, in particular Binfield Learning Village and Coral Reef, it is inevitable that the Council will be required to borrow externally over the short-to-medium term. The timing of this will depend on the level of surplus cash held by the Council which will be used in the first instance to fund the Capital Programme commitments.
- 5.42 The use of these monies is known as internal borrowing and the Capital Finance regulations require the Council, through the General Fund, to set aside an amount, the Minimum Revenue Provision (MRP), which would be broadly equivalent to the amount the Council would need to re-pay if it borrowed externally. Any external borrowing will also require MRP in addition to an interest charge depending on the maturity of the loan.
- 5.43 If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.
- 5.44 Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.45 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and

keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2016/17 to 2018/19 in February 2016, alongside its consideration of the specific budget proposals for 2016/17 and the Council's medium-term financial prospects.

- 5.46 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 2017/18 onwards, will need to be undertaken during next summer.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

Borough Treasurer

- 6.2 The financial implications are contained within the report.

Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2016/17 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.
- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
 - Planning issues and potential delays
 - Uncertainty of external funding
 - Building delays due to unavailability of materials or inclement weather
 - Availability of staff with appropriate skills to implement schemes
- 6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2016/17, there will be a further build up in the maintenance backlog and a

risk that the deterioration in Council assets will hamper the ability to deliver good services.

7 CONSULTATION

7.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.

7.2 The timetable for the approval of the 2016/17 Budget is as follows

| | |
|---|------------------------------------|
| Executive agree proposals as basis for consultation | 15 December 2015 |
| Consultation period | 16 December 2015 - 31 January 2016 |
| Executive considers representations made and recommends budget. | 9 February 2016 |
| Council considers Executive budget proposals | 24 February 2016 |

Background Papers

None

Contact for further information

Alan Nash -01344 352180
alan.nash@bracknell-forest.gov.uk

Calvin Orr – 01344 352125
calvin.orr@bracknell-forest.gov.uk

CAPITAL PROGRAMME - BY CATEGORY

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | TOTAL £000 |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Committed | 895 | 495 | 425 | 1,815 |
| Unavoidable | 1,141 | 821 | 935 | 2,897 |
| Town Centre Highway Works | 2,000 | 2,000 | 2,000 | 6,000 |
| Maintenance | 2,165 | 470 | 470 | 3,105 |
| Rolling Programme / Other Desirable | 1,853 | 939 | 59 | 2,851 |
| Council Funding | 8,054 | 4,725 | 3,889 | 16,668 |
| LED Streetlight Replacement | 3,650 | 0 | 0 | 3,650 |
| Town Centre Improvements | 3,300 | 1,700 | 0 | 5,000 |
| Local Housing Company | 6,020 | 0 | 0 | 6,020 |
| Coral Reef Roof & Flumes | 8,358 | 574 | 0 | 8,932 |
| Binfield Learning Village | 23,300 | 10,300 | 1,000 | 34,600 |
| Magistrates Court Building | 775 | 0 | 0 | 775 |
| Invest-to-Save Scheme | 1,580 | 0 | 0 | 1,580 |
| Total Council Funding | 55,037 | 17,299 | 4,889 | 77,225 |
| Total External Funding | 17,498 | 14,096 | 11,014 | 42,608 |
| Total Capital Programme | 72,535 | 31,395 | 15,903 | 119,833 |

CAPITAL PROGRAMME - ALL DEPARTMENTS

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | TOTAL £000 |
|--------------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| ASCH | 9,227 | 500 | 0 | 9,727 |
| CYPL | 36,465 | 19,759 | 8,850 | 65,074 |
| Corporate Services | 165 | 0 | 0 | 165 |
| Council Wide | 6,493 | 2,180 | 544 | 9,217 |
| ECC | 20,185 | 8,956 | 6,509 | 35,650 |
| Total Capital Programme | 72,535 | 31,395 | 15,903 | 119,833 |
| External Funding | 17,498 | 14,096 | 11,014 | 42,608 |
| Council Funding | 55,037 | 17,299 | 4,889 | 77,225 |

CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
|--|-----------------|-----------------|-----------------|
| Committed | | | |
| Older person accommodation and support services strategy | 400 | 0 | 0 |
| Local Housing Company | 6,020 | 0 | 0 |
| | 6,420 | 0 | 0 |
| Unavoidable | | | |
| | 0 | 0 | 0 |
| Maintenance | | | |
| See Council Wide | 0 | 0 | 0 |
| Rolling Programme / Other Desirable | | | |
| Capital Programme for Housing | 1,525 | 500 | 0 |
| | 1,525 | 500 | 0 |
| TOTAL REQUEST FOR COUNCIL FUNDING | 7,945 | 500 | 0 |
| Invest-to-Save | | | |
| Waymead Flats | 580 | 0 | 0 |
| | 580 | 0 | 0 |
| External Funding | | | |
| Community Capacity Grant | 201 | 0 | 0 |
| Capital Programme for Housing - S106 | 501 | 0 | 0 |
| | 1,282 | 0 | 0 |
| TOTAL EXTERNAL FUNDING | 1,282 | 0 | 0 |
| TOTAL CAPITAL PROGRAMME | 9,227 | 500 | 0 |

Adult Social Care, Health & Housing - New Schemes

| | |
|--|--|
| Older person accommodation and support services strategy | £400,000 |
| <p>Dennis Pilcher House is being acquired by the Council from Bracknell Forest Homes (BFH) through an asset swap of the Ladybank site. The relocation of the services provided at the Ladybank site to Dennis Pilcher House forms part of the older person accommodation and support services strategy. The Bridgewell Centre on the Ladybank site posed capital costs close to £400,000 to address immediate repair issues and thus moving the service mitigates those costs and also provides facilities that are able to meet standards as set by Care Quality Commission.</p> <p>This represents a major plank of the strategy. A budget of £400,000 has already been approved as part of the 2015/16 capital programme. Latest estimates of the cost of works to meet the specification provided by Atkins indicate a total of £800,000 (inclusive of fees) will be required. Thus a bid is made for the balance of funding required, £400,000.</p> | |
| Downshire Homes – Local Housing Company | £6,020,000 |
| <p>Downshire Homes, a Council owned local housing company, will borrow from the Council £6,020,000 at a borrowing rate of 4.5% in order to purchase 15 properties for homeless households and 5 properties for households with learning disabilities. The Council's loan will be secured on the properties purchased. Downshire Homes will repay the loan interest from net rental income. The Council's use of bed and breakfast accommodation will reduce. The current net cost of B&B is £284 a week and so 15 households for 52 weeks represent a reduction of £221,520 (£284 x 15 x 52) and will be used to support the repayment of the loan. The other five properties will prevent households with learning disabilities presenting as homeless and thus mitigate future costs. The proposal is self-financing, albeit that the Council owned company will benefit from the equity growth of the properties.</p> | |
| Capital Programme for Housing | £1,525,000 (+ £501,000 Commuted Sums) |
| <p>As part of the transfer of the Authority's housing stock to Bracknell Forest Homes in 2008 the Council gave a commitment to invest a substantial proportion of the capital receipt in new affordable housing. A total of £17.5 million was identified to achieve this goal and a number of capital schemes that have been developed by the Council since the transfer. It is proposed to continue with the My Home Buy (£23k), Cash Incentive Scheme (£300k) and Temp-to-Permanent (£1,702k). The £501k commuted sum is yet to be agreed in the form the section 106 agreement but will contribute towards the Temp-to-Permanent programme.</p> | |

| | |
|---|---|
| Waymead Flats | £580,000 |
| <p>Waymead Flats is currently void and a plan is proposed to refurbish the property in order to provide accommodation for a supported housing group (Care Leavers) which in turn will generate revenue savings for the Council. Through a combination of rental income and savings in the current budget for care leavers accommodation an Invest-to-Save bid can be successfully developed that will bring back into use Waymead Flats as a viable asset and improve the level of service provided by the Council. In addition, by working closely with a Registered Social Landlord who will take a long-lease of the newly refurbished Waymead Flats, this proposal offers the opportunity of developing an additional site for redevelopment.</p> | |
| Community Capacity Grant | £201,000 (Externally funded) |
| <p>This bid is for various projects in Adult Social Care funded by the Community Capacity Grant, inline with the purposes of the grant which are:</p> <ul style="list-style-type: none"> - Innovative alternatives to residential care which can help people live in the most appropriate accommodation via a range of housing options for differing levels of needs and lifestyle. This supports a personalised community based approach. - Alternatives to residential care via community based services investment – specifically capital investment in telecare, simple aids to daily living and reablement infrastructure. These underpin the aim to enable people to remain in their homes for as long as possible. <p>The allocation for 2016/17 is to be confirmed.</p> | |

CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

| | 2016/17 | 2017/18 | 2018/19 | TOTAL |
|--|---------------|---------------|--------------|---------------|
| | £000 | £000 | £000 | £000 |
| Committed | | | | |
| Priestwood Early Years Facility - Non Schools | 70 | 70 | 0 | 140 |
| | <u>70</u> | <u>70</u> | <u>0</u> | <u>140</u> |
| Unavoidable | | | | |
| | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Rolling Programme / Other Desirable | | | | |
| Multi Agency Safeguarding Hub - Non Schools | 32 | 0 | 0 | 32 |
| Total | <u>32</u> | <u>0</u> | <u>0</u> | <u>32</u> |
| TOTAL REQUEST FOR COUNCIL FUNDING (Ex BLV) | <u>102</u> | <u>70</u> | <u>0</u> | <u>172</u> |
| Binfield Learning Village | 23,300 | 10,300 | 1,000 | 34,600 |
| TOTAL REQUEST FOR COUNCIL FUNDING (including BLV) | <u>23,402</u> | <u>10,370</u> | <u>1,000</u> | <u>34,772</u> |
| External Funding - DfE basic Need Grant* | | | | |
| Binfield Learning Village | 0 | 1,000 | 1,000 | 2,000 |
| Warfield Expansion (Warfield West) | 360 | 310 | 10 | 680 |
| Crowthorne Expansion (TRL) | 10 | 10 | 350 | 370 |
| Amen Corner North | 105 | 313 | 0 | 418 |
| Warfield East | 10 | 10 | 20 | 40 |
| Amen Corner South | 21 | 141 | 479 | 641 |
| Edgbarrow Expansion | 3,147 | 1,234 | 1,065 | 5,446 |
| Great Hollands Expansion | 4,749 | 983 | 0 | 5,732 |
| Surge Classrooms | 517 | 134 | 1,210 | 1,861 |
| Sandhurst Redevelopment | 103 | 0 | 0 | 103 |
| Ascot Heath Redevelopment | 156 | 751 | 0 | 907 |
| Jennett's Park FFE | 5 | 5 | 5 | 15 |
| The Pines - Phase 2 | 10 | 140 | 140 | 290 |
| Wildmoor Heath Kitchen | 10 | 0 | 0 | 10 |
| Brakenhale Expansion - Phase 1 | 463 | 1,500 | 1,465 | 3,428 |
| Easthampstead Park Classroom Refurbishment | 52 | 1,981 | 1,556 | 3,589 |
| Eastern Road | 12 | 0 | 0 | 12 |
| Project Management Office (PMO) | 300 | 300 | 300 | 900 |
| | <u>10,030</u> | <u>8,812</u> | <u>7,600</u> | <u>26,442</u> |
| External Funding - Other | | | | |
| Schools Capital Maintenance Grant | 2,105 | 0 | 0 | 2,105 |
| | <u>2,105</u> | <u>0</u> | <u>0</u> | <u>2,105</u> |
| Section 106 | 250 | 250 | 250 | 750 |
| Section 106 (over £50k) - Great Hollands | 66 | 0 | 0 | 66 |
| Section 106 (over £50k) - Easthampstead Park | 285 | 0 | 0 | 285 |
| Devolved Formula Capital (estimate) | 327 | 327 | tbc | 654 |
| | <u>928</u> | <u>577</u> | <u>250</u> | <u>1,755</u> |
| TOTAL EXTERNAL FUNDING | <u>13,063</u> | <u>9,389</u> | <u>7,850</u> | <u>30,302</u> |
| TOTAL CAPITAL PROGRAMME | <u>36,465</u> | <u>19,759</u> | <u>8,850</u> | <u>65,074</u> |

Children, Young People and Learning - New Schemes – Non Schools

| | |
|--|----------------|
| Multi Agency Safeguarding Hub (MASH) | £32,000 |
| <p>Bracknell Forest are establishing a MASH which will enable better information exchange and awareness, better informed multi agency risk based decisions and more coordinated responses. It is a co-located team of people drawn from the relevant local partners and agencies e.g. Children's Social Care, Thames Valley Police & Health. Other agencies will join the hub as it is established through virtual links such as CAMHS, Adult Mental Health, Housing, Probation, Schools etc.</p> <p>Once the children's MASH is fully established, Adult Social Care will consider referrals for vulnerable adults coming through it. A Programme Board has been established to oversee the development of the MASH. Five work streams have been established and this bid relates to two of those namely accommodation and IT support.</p> <p>Accommodation Considerable work has gone into identifying a suitable base which is cost effective for the MASH. Total overall cost of accommodation project is estimated at £22k.</p> <p>ICT The MASH IT requirements are currently being specified and will require to meet the needs of BF IT users and also partners accessing TVP and Health databases. There will be a need for additional BF work stations and phone lines. Estimated cost: £10k.</p> | |

CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
|--|-----------------|-----------------|-----------------|
| Committed | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Unavoidable | | | |
| Financial Systems Upgrade (Agresso) | 50 | 0 | 0 |
| | 50 | 0 | 0 |
| Maintenance | | | |
| See Council Wide | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Rolling Programme / Other Desirable | | | |
| Disposal of Land at Sandy Lane | 100 | 0 | 0 |
| Capita Payment Portal - Surcharge Module | 15 | 0 | 0 |
| | 115 | 0 | 0 |
| TOTAL REQUEST FOR COUNCIL FUNDING | 165 | 0 | 0 |
| External Funding | | | |
| TOTAL EXTERNAL FUNDING | 0 | 0 | 0 |

Corporate Services and Chief Executive - New Schemes

| | |
|---|----------------|
| Financial System (Agresso) Upgrade | £50,000 |
| <p>The Council relies on Agresso as its primary accounting and financial reporting system, delivering a General Ledger, Accounts Payable and Receivable function that is used to manage, control and report on the Council's expenditure, as well as deliver on its statutory financial reporting requirements.</p> <p>The current version of Agresso used by the Council, Version 5.5, went out of "support" in December 2013. Whist Unit4 still provide maintenance for the software, it is no longer being developed or patched, and the vendor will no longer provide any updates. The current stable release, Milestone 4 will go out of support in November 2016, and as such Unit4 are delivering Milestone 5 to new clients which will be the preferred route for the Council.</p> | |
| Capita Payment Portal - Surcharge Modules | £15,000 |
| <p>All payments that are received electronically via a credit or debit card are charged a surcharge (cost of transaction processing) by the card provider. This charge has always been met by the Council. These costs are escalating, and following the introduction of an EU (European Union) cap on charges the costs associated with debit card payments will in future be charged at a % of the transaction amount, having previously been a fixed charge. This will increase the charge for the use of debit cards both electronically, on-line and over the phone. The debit card surcharge rate is currently lower than the rate for credit card payments, although this may well increase over time. The Council receives the majority of payments on-line via a debit card; there has been a 16% increase in 2014/15 over the previous year, showing evidence that payments received electronically are increasing substantially as customers are more mobile, wish to use self service and carry out automated payments.</p> <p>The Capita Payment Portal, a hosted system used to administer payments, such as Council tax or Planning applications, provides modules for passing this surcharge on to customers, rather than the Council meeting the cost. This is a practice adopted by many other service providers. The Payment Portal is being upgraded during 2015 and the introduction of passing on the transaction surcharge to the customer will be introduced, if approved, during Q2 of 2016.</p> <p>The surcharging modules can be set up to pass on the charge for credit cards, or for debit cards, or for both. Currently the use of credit cards is expected to cost the authority approx. £40,000 in 2015/2016. The cost of the use of debit cards over the same period is expected to be in the region of £21,000. Failure to implement the surcharging modules would result in a significant pressure on the Revenue budget, as the allocated budget falls far short of the costs anticipated in 2015/2016 and 2016/2017. The proposal at this point is to implement the surcharging for credit cards, and to review the situation with debit cards in due course, with the option to implement that at a later date. Any decision to pass on this charge may require Members' approval.</p> <p>The licence cost is £12,000 and will have a revenue support charge of £500 per year. The total cost of this module is estimated to be £15,000, allowing for consultancy and set-up charges.</p> | |

CAPITAL PROGRAMME - COUNCIL WIDE

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | TOTAL £000 |
|---|-----------------|-----------------|-----------------|---------------|
| Committed | | | | |
| Town Centre Redevelopment | 3,300 | 1,400 | 0 | 4,700 |
| Town Centre Redevelopment - Stamp Duty | 0 | 300 | 0 | 300 |
| | 3,300 | 1,700 | 0 | 5,000 |
| Unavoidable | | | | |
| Microsoft Office Licences | 60 | 0 | 0 | 60 |
| Multi Functional Device & Desktop Printer Refresh | 24 | 24 | 20 | 68 |
| Network Refresh | 57 | 50 | 50 | 157 |
| Server Refresh | 45 | 98 | 35 | 178 |
| Desktop Services Estate Management | 423 | 269 | 430 | 1,122 |
| Server Anti-Virus/Intrusion Prevention | 65 | 0 | 0 | 65 |
| Access Improvement Programme (Equalities Act) | 35 | 0 | 0 | 35 |
| Asbestos | 30 | 30 | 0 | 60 |
| | 739 | 471 | 535 | 1,745 |
| Maintenance | | | | |
| Buildings Planned Maintenance Programme | 1,670 | n/a | n/a | 1,670 |
| | 1,670 | 0 | 0 | 1,670 |
| Rolling Programme / Other Desirable | | | | |
| Purchase of Magistrates' Court Building | 775 | 0 | 0 | 775 |
| Replacement of JEL Building Mgt System Controls | 9 | 9 | 9 | 27 |
| | 784 | 9 | 9 | 802 |
| TOTAL REQUEST FOR COUNCIL FUNDING | 6,493 | 2,180 | 544 | 9,217 |
| External Funding | | | | |
| TOTAL EXTERNAL FUNDING | 0 | 0 | 0 | 0 |
| TOTAL CAPITAL PROGRAMME | 6,493 | 2,180 | 544 | 9,217 |

Council Wide – New Schemes

| | |
|--|----------------|
| Microsoft Office licences | £60,000 |
| <p>The Council has 1,650 workstations that previously had Microsoft Office 2003 installed. The licencing that covered this with made up from two areas; 1,400 x Office 2010 licences and 250 x Office 2003 Licences. When the Council upgraded corporately to Office 2010 there was a shortfall of 250 Office 2010 licences. An initiative to acquire “recycled” Office 2010 licences from the Crown Commercial Services has not been possible, and as such full licences will need to be purchased.</p> | |
| Multi Functional Device Refresh, Desktop Printer Refresh, plotter | £24,000 |
| <p>Following a recent tender process for MFDs, local printers and network printers, Konica Minolta was awarded a four year contract (2014-2017) that allows Bracknell Forest Council and Schools under BFC Local Authority control to purchase printers and MFDs at the lowest possible purchase price and click rates for day to day printing. Since the contract was awarded, the Bracknell Forest Council estate now has 54 Konica devices which the user base has reported as having a better print quality and cheaper click rates, reducing the on-going revenue costs for each department.</p> <p>It is not proposed to refresh all the Ricoh MFDs in the financial year 2016/17 and 2017/18 as some MFDs will only be 3-4 years old and the print volumes on the these MFDs will still be very low as some are located at small remote locations where only a handful of staff are based. The budget request is based on a strategy of refreshing MFD's & printers where hardware is old / printer failures are frequent and colour is required. A list of MFDs and Printers was reviewed by the ICT Steering Group and the budget request was deemed appropriate.</p> | |
| Network Refresh | £57,000 |
| <p>Funding is required to cover a number of ICT Network infrastructure replacements to ensure equipment is both current and supportable. The budget is also to maintain the network and ensure that it has the capacity to serve the business in the forthcoming budget year.</p> <p>The replacements include 13 Local Area Network (LAN) switches, 1 Digital Subscriber Line Access Multiplexer (DSLAM- equipment used to connect smaller remote sites), various IP Telephone handsets, and various battery back-up/ Uninterruptable Power Supplies (UPS) that were all procured prior to 2010 and are now obsolete and out of support.</p> <p>When the above devices go end of life, they will no longer receive any software updates including bug fixes, and no faults will be investigated by the manufacturer or their agents. The GCSX/PSN code of connection forbids the use of unsupported software or hardware on our network and therefore we would be at risk of losing our connected status, causing loss of access to services such as GCSX email, DWP, and NHS's RiO etc. if these devices are not replaced.</p> | |

| | |
|--|----------------|
| Server Refresh | £45,000 |
| <p>Proposal for budget to cover a number of ICT infrastructure replacements to ensure equipment is both current and supportable and to provide consultation to support the design of the new Citrix farm. The budget is also to maintain the server hardware estate and ensure that it has the capacity to serve the business in the forthcoming budget year.</p> <p>The replacements include battery replacements for the Time Square Server Room Uninterruptable Power Supply (UPS) that was procured prior to 2008 and is now end of life. The remainder of the hardware costs is for servers coming out of warranty in 2016/17.</p> <p>Consultancy costs will be incurred required for the update of the Citrix Farm, as the current version is unsupported from 2016 and will no longer receive any software updates including bug fixes, and no faults will be investigated by the manufacturer or their agents.</p> | |

| | |
|--|-----------------|
| Desktop Services Estate Management | £358,000 |
| <p>It is clear that rather than expecting Directorates to try and build contingency in to already stretched budgets to deal with in-year changes to requirements, Corporate ICT should be responsible for managing and funding of desktop equipment. This includes new starters, changes to work styles and mobile solutions. During 2015/2016 Corporate ICT carried out a piece of work to bring all laptops and desktops out on the estate up to the maximum warranty of 5 years. However on-going additions to the estate are required on an annual basis. This budget request is broken down into the following areas:</p> <p><u>Computer Refresh</u></p> <p>252 laptops - £202,000 4 desktops - £2,000 Maintenance total - £58,000</p> <p>This equates to about 30% of the laptop estate that will be 5 years old during 2016/7. The Communication and Marketing team has an Apple Mac Pro that needs to be refreshed. Based on previous years there will be a requirement for a maintenance budget for equipment damaged or that fails in the year but was not due to be replaced.</p> <p><u>Dual Monitors & Monitor refresh</u></p> <p>There are more requests coming in asking for dual monitor to be implemented in certain teams. In the past this has been funded by the directorates who required them but now this is to be funded corporately. There have been discussions with ASCH&H, CYP&L and ECC who are looking to expand on usage of dual monitors to improve productivity. It should be noted that CYP&L and EC&C have had a programme of providing dual monitors where required. To date this has not been the cases in ASCH&H. Funds are also required to maintain a stock of monitors for hardware failures.</p> <p>Total = £20,000</p> | |

Loan Projector Refresh

While the meeting rooms at the council offices have had ICT equipment refreshed in 2015 the loan projector hardware was not. These projectors are held by the ICT Helpdesk and Customer Services and loaned out to staff where they are holding meetings or conferences away from council buildings. There is a need to refresh the loan projector stock as none of the current stock has the correct connectors for a large proportion of our laptop estate to connect to them.

Total = £3,000

Mobile Devices

Blackberry users are currently tied into 2 year contracts (Aug-Dec 2016 approx. end dates). Having reviewed previous working styles it is estimated that there could be as many as 30 new starters or working style changes who will need either an iPad or a Blackberry. The cost of an iPad is £390 per device and a Blackberry is £30 per device. Please note this does depend on the outcome of ongoing Mobile Technology project

Total = £12,000

New Starter and Working Style Change Requests

Using service request information from 2014/2015 it is estimated that there will be up to 40 new starter requests and 10 working style changes that will require the procurement of additional ICT equipment. We will continue to carefully monitor actual numbers throughout the year.

Total = £61,000

Server Anti-Virus /Intrusion Prevention**£65,000**

Funding is required to cover the procurement of a system to help defend the BFC server estate against security vulnerabilities. Currently, each server has an Anti-Virus (AV) program installed on the Microsoft Windows Operating System (OS). This program can scan the server for malicious files, controlled by a central policy.

We are seeing increasing vulnerabilities in our systems mainly due to business applications not being updated by the vendors, and in many cases we are unable to apply critical software patches issued for Java, Oracle, etc. because the vendor has not validated their software against the latest versions.

This situation leaves us with outstanding vulnerabilities that are then flagged up by our annual PSN health-check. To help mitigate these vulnerabilities, we can use a different technology to protect our servers and applications that adds an Intrusion Prevention System (IPS) to the AV component. Although not a panacea for all of our server security vulnerabilities, this new system would add another layer of defence and help us achieve and maintain compliance with PSN (and PCI-DSS if required).

| | |
|---|-------------------|
| Access Improvement Programme | £35,000 |
| <p>Access Improvement is an annual programme of construction works to improve the accessibility of our corporate buildings for people with disabilities. Originally designed to ensure that our publically accessible buildings met the appropriate standards, its' scope has been expanded in recent years to include all corporate buildings. The works included in the programme are identified through access audits undertaken at each property. Most of our buildings have been surveyed in this fashion although a small number remain outstanding due to changes in usage and responsibilities.</p> <p>The works identified by audits range from small items like signage and decorations up to complete new installations of facilities such as ramps, toilets and lifts.</p> <p>The works proposed for 2016/17 include the following properties:</p> <ul style="list-style-type: none"> - The Oaks Children's Centre - Wick Hill Cottage - The Willows Children's Centre - Margaret Wells-Furby Centre - New Hope | |
| Asbestos Control | £30,000 |
| <p>A budget is required to cover any asbestos removal or encapsulating works in corporate properties that is identified in future Asbestos Management Surveys. The surveys are currently being carried out and started in April 2015. The survey programme will be phased over three years. £30k has been allocated for this financial year (2015/2016) but further funding for asbestos removal works will be required for the next two years of the programme (2016/2017 & 2017/2018).</p> <p>This is a Health & Safety compliance issue. In April 2012 the Control of Asbestos Regulations (CAR) 2006 were amended resulting in changes to the licensing category of certain types of Asbestos Containing Materials (ACMs).</p> | |
| Buildings Planned Maintenance | £1,670,000 |
| <p>Buildings planned maintenance is an annual programme of repairs and maintenance to the Councils' building stock and associated assets. It encompasses a wide range of activities but typically includes the repair or replacement of elements of building fabric, fixtures or fittings that are worn, obsolete or otherwise damaged. The purpose of the work is to maintain the Councils' buildings to a sufficient standard to provide a safe and appropriate environment from which its' various services can operate.</p> <p>The works included in the programme are identified through a series of condition surveys, which are currently undertaken on our behalf by external engineers and surveyors. The present arrangement generally allows for each property to be surveyed every five years and we are currently three years into our first five year programme. As a consequence, a combination of both new and much older data is used in the creation of each individual programme. The backlog figures shown in the supporting data have been arrived at following detailed analysis of all of our condition survey records as well as consideration of wider property issues and intentions.</p> | |

As such, based on previous instructions or knowledge of impending project works, the values of maintenance works to the following properties are **not** included:

- Commercial Centre
- Coopers Hill
- Easthampstead House
- Eastern Road
- Edgbarrow Sports Centre
- Harmans Water Community Centre
- Heathlands Residential and Day Centres
- High Street Car Park
- Ladybank (Bridgewell)
- North Ascot Youth Centre
- Sandhurst Sports Centre
- Whitegrove Youth Centre
- Commercial properties let on full repairing leases

With the above properties excluded, the estimated value of the remaining high priority works currently stands at £1.67m.

| | |
|--|-----------------|
| Purchase of Magistrates' Court Building | £775,000 |
|--|-----------------|

Funding is requested to acquire the former magistrates' court at £650,000 for the freehold premises. The Council is seeking to acquire this site to join with its own holdings for a significant and comprehensive future phase to support the development and vitality of the new town centre. There will be limited provision for some claw-back if sold/developed within 3 years, but this is unlikely to happen. Funding for this request also includes legal costs (£15,000), stamp-duty (£35,000) and refurbishment costs (£75,000) needed if the property is to be used pending any future redevelopment.

| | |
|--|---------------|
| Replacement of JEL Building Mgt System Controls | £9,000 |
|--|---------------|

The scope of this project involves replacing existing JEL BMS controls in Corporate Buildings namely libraries, Crematorium and Community Centres by up to date modern BMS controls with IT network capability or Conventional controls. The JEL systems are typically used for heating, hot water and boiler plant control. All of JEL systems for these buildings are not linked back to the JEL central supervisor in Times Square as such they are not monitored for heating coming on outside hours etc. It has been found that for controls that are not remotely monitored-heating has been found to left on out of hours, left on during public holidays and during the Summer period. In addition controller time is typically is 1 hour out due to BST/GMT changeover.

CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | TOTAL £000 |
|---|-----------------|-----------------|-----------------|---------------|
| Committed | | | | |
| LED Streetlights | 3,650 | 0 | 0 | 3,650 |
| Roads & Footway Resurfacing # | 200 | 200 | 200 | 600 |
| Equipment Replacement Downshire Golf Complex # | 35 | 35 | 35 | 105 |
| Maintenance Car Parks # | 190 | 190 | 190 | 570 |
| | 4,075 | 425 | 425 | 4,925 |
| Unavoidable | | | | |
| Disabled Facility Grants - Mandatory | 180 | 250 | 300 | 730 |
| Land Drainage | 80 | 100 | 100 | 280 |
| Leisure Replacement Catering System | 92 | 0 | 0 | 92 |
| | 352 | 350 | 400 | 1,102 |
| Town Centre Highway Works | | | | |
| Town Centre Highway Works | 2,000 | 2,000 | 2,000 | 6,000 |
| | 2,000 | 2,000 | 2,000 | 6,000 |
| Coral Reef Transformation | | | | |
| Coral Reef Roof and Flumes | 8,358 | 574 | 0 | 8,932 |
| | 8,358 | 574 | 0 | 8,932 |
| Maintenance | | | | |
| Refurbishment / Replacement in Leisure Sites | 150 | 150 | 150 | 450 |
| BLC Main Sports Hall Refurbishment | 75 | 0 | 0 | 75 |
| Maintenance of Play Areas | 70 | 70 | 70 | 210 |
| Update Traffic Signal Infrastructure | 200 | 200 | 200 | 600 |
| | 495 | 470 | 470 | 1,435 |
| Rolling Programme / Other Desirable | | | | |
| Trees and Woodland Management | 75 | 50 | 50 | 175 |
| Bracknell Athletics Track Replacement | 0 | 200 | 0 | 200 |
| Bracknell Athletics Track Replacement Lighting | 0 | 180 | 0 | 180 |
| Bracknell Library Introduction Self Service | 97 | 0 | 0 | 97 |
| | 172 | 430 | 50 | 652 |
| TOTAL REQUEST FOR COUNCIL FUNDING | 15,452 | 4,249 | 3,345 | 23,046 |
| Invest-to-Save | | | | |
| Cemetery & Crematorium Additional Chapel | 1,000 | 0 | 0 | 1,000 |
| | 1,000 | 0 | 0 | 1,000 |
| External Funding | | | | |
| Highways Maintenance | 1,560 | 1,512 | 1,369 | 4,441 |
| Local Growth Fund - Martins Heron | 0 | 1,400 | 0 | 1,400 |
| Integrated Transport & Maintenance | 720 | 720 | 720 | 2,160 |
| Section 106 Schemes (LTP) | 865 | 500 | 500 | 1,865 |
| Disabled Facilities Grants (cash grant to be confirmed) | 300 | 300 | 300 | 900 |
| Sustainable Alternative Natural Green Space (SANGS) | 150 | 150 | 150 | 450 |
| Section 106 Leisure & Culture (smaller schemes) | 125 | 125 | 125 | 375 |
| Bracknell Library Introduction Self Service | 13 | 0 | 0 | 13 |
| | 3,733 | 4,707 | 3,164 | 11,591 |
| TOTAL EXTERNAL FUNDING | 4,733 | 4,707 | 3,164 | 12,591 |
| TOTAL CAPITAL PROGRAMME | 20,185 | 8,956 | 6,509 | 35,637 |

Part Capitalisation of Revenue

Environment, Culture and Communities – New Schemes

| | |
|--|---|
| Highway Network Maintenance | £200,000 (+ £1,560,000 external funding) |
| <p>Maintaining the highway network (roads, footpaths, bridges, street lights etc) in a safe condition is a statutory duty. Arguably, the highway network is the most valuable asset within the Council's control. Without continual investment the condition of the network will deteriorate (the effects of the past seasons poor weather are evident) albeit the rate of deterioration is unpredictable given the several factors that contribute. To delay re-surfacing streets at the optimum stage, whilst the substrata of the original structures are in a largely sound condition, will result in continuing deterioration of the whole and the very much more expensive option being the (up to twice or more the cost of the preferred option) complete re-construction with consequent local disruption to pedestrian and vehicle traffic will become necessary to protect the asset.</p> | |
| Equipment Replacement – Downshire Golf Complex | £35,000 |
| <p>Downshire golf complex generates an income of circa £1.5 million per year returning a net operating surplus. In order to maintain this income stream it is necessary to maintain the course to a standard commensurate with the fees charged. In order to do this specialist plant/equipment/machinery is required. The machine to be replaced is our Toro Groundskeeper Greens Mower, which is approx. 12 years old and suffering from worn away cutting cylinders, to the extent that repair would not be cost effective. The site will also consider replacing the current Fairway mower, depending on final formalised quotes and trade-in values. The machine is exhibiting major issues which are making repairs non cost effective.</p> | |
| Car Park Structures | £190,000 |
| <p>A condition survey commissioned in 2009 identified a number of urgent actions that were necessary to rectify a number of defects in both car parks. The work on the Charles Square car park was completed in March 2015. However, the work on the High Street car park has yet to be completed.</p> <p>Currently the works outstanding on the High Street car park includes essential structural deck repairs and relining to maintain the structural integrity along with redecoration to support columns, stairwells and lift lobbies in both car parks to compliment works being undertaken as part of the Town Centre regeneration. This work will bring the Council's multi storey car parks to a standard similar to others in the regenerated town centre and ensure the standard and future income levels are maintained in the future. Without investment the facility will continue to decay and without improvement the visitor appeal will suffer along with income, and to the detriment of the Town Centre.</p> | |
| Disabled Facilities Grants (DFG) | £180,000 (+ £300,000 external funding) |
| <p>To provide sufficient funding to enable the provision of disabled facilities grants to continue during 2016-2017. There is a mandatory requirement to provide disabled facilities grants in appropriate circumstances. The Council also has a policy to offer discretionary assistance where the circumstances warrant it.</p> | |

Over the last 3 year period, 228 adaptations have been undertaken to improve home environments and to assist a householder to continue to live independently in their own home. This is an increase upon previous 3 year periods. The provision of a DFG is not restricted to tenure type; however Bracknell Forest Homes fund adaptations in their properties if the cost of the work is below £7,000.

| | |
|-------------------------------|----------------|
| Drainage/Land Drainage | £80,000 |
|-------------------------------|----------------|

Under the Floods and Water Management Act 2010 the council has a responsibility to take the lead role in managing (and reducing) the risk of surface water flooding throughout the Borough. There is a continuing need to improve land drainage and watercourses throughout the Borough to reduce the risk of flooding to properties and roads. Operational experience and past seasons rainfall volumes indicate that the risk of flooding in both rural and urban areas has increased. Preliminary investigations indicate that a number of sites would benefit from local (often modest) improvements reducing the risk or frequency and severity of flooding incidents.

| | |
|---|----------------|
| Replacement of Leisure Catering System to include Coral Reef | £92,000 |
|---|----------------|

The catering software at Bracknell Leisure Centre, Downshire Golf Centre and Edgbarrow Sports Centre was upgraded to Clarity Hospitality in 2011. It was hoped by the business that this software would continue to be fit for purpose for a number of years. During the MS Windows 7 upgrade in 2014 it was found that the back office software had not been written to work in a Windows 7 64-bit environment even though it had been installed four years after Windows 7 was released. The current server that runs the catering system has been out of warranty since January 2014. The Council's chief information officer and the business are very concerned about the overall security of the current catering system.

There are a number of issues with the current system that are impacting on the business needs of the service including

- Random system shut-downs
- Limited discounting facilities
- Lack of independent control on login
- Slow and cumbersome payment system

Currently Coral Reef has an EPoS system consisting of seven tills used in reception, sauna world, the restaurant and the beach bar. They are supplied by Citedal and run on a system called Total Control. The tills are linked to a back office PC. Both the tills and PC are not on the corporate network. The system is considered basic with bookings still taken manually. This system is managing an annual income of £2.6 million of which £546,000 is taken at the catering tills. As part of the replacement roof project, the reception area in Coral Reef is being refurbished to include a new café. There is an opportunity to include the catering elements at Coral Reef on a new catering solution for the four leisure sites.

The system will be geared for the Hospitality sector, fast and efficient for customer satisfaction and easy to use so that training new staff will be quicker. Additional benefits will include; initiatives to save money and increase profits, potentially with marketing and loyalty applications. Finally by moving away from staff cards to fobs it will provide improved security and enable ID monitoring.

| | |
|---|--|
| Local Transport Plan (LTP3) – Integrated Transport | £2,000,000 (+ £720,000 Grant) (+ £865,000 S106) |
| <p>The new Local Transport Plan (LTP3) sets out the Council's proposed strategy for capital expenditure over a 15 year period from April 2011 to March 2026 for Integrated Transport to fit with the Local Development Framework.</p> <p>LTP3 includes an Implementation Plan based upon realistic funding assumptions to demonstrate how the overall strategy will be delivered and will run for 3 years at a time to align with the Government's block allocation. The overall Integrated Transport Capital Programme is funded from the Integrated Transport Direct Grant, Borough Capital and S106/CIL developer contributions for transport related improvements.</p> <p>Transport improvements featured within the overall programme are key to facilitating existing and future development within the Borough and thus contribute to the growth agenda.</p> | |

| | |
|--|-----------------|
| Minor Works – Refurbishment – Leisure Sites | £150,000 |
| <p>This £150k fund provides for some facility/site refurbishment and replacement of plant/equipment/machinery across 7 Leisure sites. These sites include complex facilities containing sophisticated plant and equipment and represent a significant investment for the authority. Sites include a listed mansion, one of the largest indoor/outdoor wet/dry centres in the region, a state of the art leisure pool with many innovative features, an interactive science centre, two centres located on school sites and a golf complex. Current levels of customer visits to these sites is around 2.3 million/year. Failure to refurbish these facilities will result in a poorer quality product which in turn will result in decreased income. The £150,000, if approved, represents less than 1.5% of annual income.</p> <p>The 7 leisure sites have a significant need for investment but currently there are discussions relating to The Look Out, Edgbarrow & Sandhurst Sports Centres and Easthampstead Park. These are expected to crystallise in the not to distant future. Consequently the list of proposals will be presented once this work has been completed.</p> | |

| | |
|--|----------------|
| Main Sports Hall Refurbishment | £75,000 |
| <p>The current sports hall floor was laid in 1992 and over the past 24 years it has been well maintained with regular cleaning and sealing to preserve its integrity. There are areas of the floor now which require major refurbishment, sections running down the middle of the hall are crumbling due to wear and tear, and repair works cannot be carried out without involving the whole floor. The seal is becoming slippery and the colour of the floor has darkened to the extent that the markings are indistinguishable from each other due to the glare from the windows. This can make racquet sports and ball sports difficult to play in the hall. The whole floor now requires sanding, relining and resealing to bring it back to its original condition and colour.</p> | |

| | |
|---|-----------------|
| Play Area Renewal Programme | £70,000 |
| <p>There are currently 25 equipped play areas managed by Bracknell Forest Council. These have predominantly been provided through the planning process; either through funding contributions and/or as part of land transfers secured through Section 106 Agreements. Annual management and maintenance is co-ordinated by the Parks & Countryside service. This includes carrying out weekly inspections, routine maintenance, and repairs. Capital monies are needed to refurbish sites as part of a rolling programme, with some of the play areas old and in poor condition. The project priority for 2016/17 is to refurbish the play area at Westmorland Park, Warfield.</p> | |
| Traffic Signal Preventative Maintenance | £200,000 |
| <p>Since becoming a Unitary Authority, and inheriting a network of traffic signal infrastructure, no preventative maintenance regime has extended locally. This situation has resulted in the gradual degradation of the traffic signal assets and vulnerability of sites. Some of these are major sites and failure to address issues will inevitably result in consequences including non operational sites, increased disruption to the network and inflated reactive repair costs.</p> <p>The aim of the project is to ensure the longevity of the assets and smooth operation of the signal installations which benefits the public, the Council and local economy. These works also reduce energy costs by means of extra low voltage signals equipment. It is hoped that by targeting aging equipment the future maintenance will be easier and financially more manageable.</p> | |
| Tree and Woodland Management | £75,000 |
| <p>Officers within the Parks & Countryside Service are currently drafting a Tree Woodland and Hedgerow Strategy. This is being led by the biodiversity officer and is a key action within the Biodiversity Action Plan (as approved on 26 May 2012).</p> <p>Bracknell Forest has an ageing stock of plantation pines, left after the construction of the new town. These are excellent landscape features and are recognised as giving the borough character and creating a desirable area in which to live, work and visit. However, these are reaching maturity and will increasingly become a risk to people and property. A strategic approach to the management of these areas of significant landscape trees will ensure their health, safety and long term security in Bracknell Forest. The proposal is to carry out a pilot project to selectively fell an area of pines and replant with a higher proportion of native, deciduous trees. The initial area identified is on amenity land adjacent to Crowthorne Road (between Mill Lane and Nine Mile Ride).</p> | |

| | |
|--|--|
| Introduction of Self Service at Bracknell Library | £97,000 (+ £13,000 S106 funding) subject to Member approval |
| <p>The library service is looking to better employ limited staffing resources on the promotion of the service, outreach to target client groups and better management of stock and other assets. We are also looking to maintain or possibly extend opening hours in Bracknell Library.</p> <p>These goals can be achieved by automating routine tasks such as the issue and return of books and creating an environment in which library users carry out these simple tasks themselves. Various technologies exist that allow users to issue, return, renew and pay for items borrowed from the library with minimum or no staff intervention. Bracknell Forest is lagging behind many other library services in the country in providing self service to its customers.</p> <p>The most successful and widely used system is based on Radio Frequency Identification (RFID), in which the current item barcode is replaced by a tag containing information about that item. This tag can then be scanned and read by a terminal connected to the Library Management System which then updates the borrower's record as appropriate. It also acts as a trigger for the security system, helping to prevent theft.</p> <p>Based on the experience of other public library authorities; both staff and public benefit from the properly managed introduction of RFID technology. Staff time is freed up to concentrate more on helping users find information, in promoting and marketing the service and in ensuring stock is accounted for and correctly displayed. Customers benefit from quicker service with fewer queues, more accurate stock information and availability and increased interaction with library staff. It may also be possible to extend opening hours within existing resources, as staff can be deployed over longer hours without any reduction in service or increase in staff costs. It is also claimed that RFID technology is also more effective in preventing stock loss, even when items such as DVDs are left on open access.</p> <p>Another benefit is that payment of fines and for the loan of chargeable items can be automated, either through cash payments or by credit/debit cards. The RFID system would be integrated and managed through the Library Service's new library management system. Lastly large counter areas are made redundant, freeing up space for display, promotion, more stock or more public PCs.</p> <p>Although this bid only covers <u>Bracknell Library</u> it will include the development of the interface to the Council's smartcard system and tagging of all library stock. Thus further implementation of self service at other branches will only require purchase of RFID equipment kiosk, security gates, if existing ones are not suitable and appropriate cabling. The Library Service is also currently investigating the ability to open libraries outside staffing hours which would be dependent on self-service to work. Once self-service is live in Bracknell library, its usage will be assessed to determine whether there is a business case to expand to other library branches.</p> | |

| Easthampstead Cemetery & Crematorium – Additional Chapel | £1,000,000 (Invest-to-save) |
|---|--|
| <p>Over the past five years the business has grown at the expense of our competitors. This growth is believed to be largely due to the investment, attractiveness of the site and the attitude of the staff. All of the feedback we get from funeral directors and officiants confirms that they are promoting Easthampstead Park Cemetery and Crematorium as their preferred facility. Our ability to meet their needs is determined by the availability of the Chapel. A three week wait, for example, is not acceptable and they will and do go elsewhere</p> <p>Aware of this we have looked at the options and it's clear that, if we had a reasonable sized second chapel we could potentially over time double our capacity. Services would be staggered and coffins would be cremated over a longer day. In doing so the cremators would operate with improved efficiency, although obviously maintenance costs would be higher. The facility has potentially the equipment and space to enable this (subject to planning consent).</p> <p>Currently we are budgeted on the basis of providing for 1,800 cremations a year. This represents a gross income of £1.3m (£1.054m not including the cemetery). We have been consistently increasing the income target over time.</p> <p>The demand for the facilities will increase with the population growth but also as the number of burial opportunities also decline as the local churchyards are almost full. The current population of Bracknell Forest is 118,500. In ten years this is forecast to be 129,400. This equates to an 8% increase.</p> | |

| S106 Leisure and Culture | £125,000 (S106 funding) |
|--|------------------------------------|
| <p>The capital programme for 2015/16 includes an allocation of £110,000 towards quality and quantity improvements for parks and open spaces, libraries, and built sports. The proposal is to allocate £125,000 in 2016/17. Project priorities are being drawn up in consultation with local community groups, site users and partners including town and parish councils.</p> <p>Projects will support the delivery of Spatial Planning strategies (particularly targets relating to provision standards for Open Space of Public Value, Libraries and Built Sports) and directly contribute to delivery of the Parks & Open Spaces strategy (particularly re. raising quality standards). Projects will also support the emerging Playing Pitch strategy.</p> | |

| | |
|--|------------------------------------|
| Suitable Alternative Natural Green Spaces (SANGs) | £150,000 (S106 funding) |
| <p>This proposal is for an allowance of £150,000 to be allocated in 2016/17.</p> <p>The provision of alternative recreational land to attract new residents away from the SPA is a key part of avoiding the effects of new development on the Thames Basin Heaths SPA. Within Bracknell Forest there are two ways for developers to provide new SANGs:</p> <p>a) Make a payment contribution towards strategic SANGs b) Make an in-kind, bespoke provision (based upon defined principles)</p> <p>Guidance is set out within the Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document (TBH SPD) which was adopted and published in accordance with the Executive Decision made on 20 March 2012 (plus the Planning Obligations SPD February 2015).</p> <p>With regards to strategic SANGs (ref. a) above); the TBH SPD identifies that £1,128,000 is required to fund improvement works to identified sites managed by Bracknell Forest Council. The money for this is provided through s106 contributions from different developments to facilitate and implement enhancements and make these sites available for SPA mitigation purposes.</p> | |

ECPB Approved Basic Need Grant Virements Seeking Final Approval

| | Approver | |
|--|---|---|
| | Borough Treasurer up to £0.25m £m | Full Council over £0.25m £m |
| Approved at ECPB meeting 22 June 2015 | | |
| Fox Hill Primary Net under £250k | 0.472 | -0.472 |
| Approved at ECPB meeting 30 September 2015 | | |
| Cranbourne Primary | | -0.372 |
| Great Hollands Surge & Expansion Phases 1a, 2, 3 | | 0.418 |
| Owlsmoor Suitability (modernisation) | | 0.300 |
| Easthampstead Park Refurbishment | | -0.254 |
| Edgbarrow School Expansion | | -0.380 |
| Edgbarrow Phase 1 - Sports Centre Net under £250k | 0.009 | 0.280 |
| Totals | 0.481 | -0.481 |
| Net Change to CYPL Capital Programme | | 0.000 |

Note: Figures are rounded.

**TO: THE EXECUTIVE
15 DECEMBER 2015**

**GENERAL FUND REVENUE BUDGET 2016/17
Chief Executive/Borough Treasurer**

1. PURPOSE OF REPORT

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2016/17.
- 1.2 At the time the Executive agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until late December 2015. Therefore, in the absence of the Provisional Settlement, the report is based on a number of assumptions regarding government funding.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 9 February along with details of the final Financial Settlement. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, who will formally approve the 2016/17 budget and Council Tax on 24 February 2016.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Agree the draft budget proposals for 2016/17 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **Agree the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agree that the 2016/17 Schools Budget be set at the eventual level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.**
- 2.4 **Approve the virements relating to the 2015/16 budget as set out in Annexes F and G and recommend those that are over £0.100m for approval by Council.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2016/17 as required by the Local Government Act 2003.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The range of options being considered is included in the report and its Annexes.

SUPPORTING INFORMATION

5 INTRODUCTION

- 5.1 Following the national elections in May 2015, the overriding message from Government has been extremely clear. The priority is to eliminate the deficit and reduce the national debt. This is to be achieved through a continuation of austerity measures, with the focus principally on reducing public expenditure. The Chancellor of the Exchequer announced the plans in his Spending Review on the 25th November 2015. The Spending Review determines how the Government will spend public money over the course of this Parliament by setting budgets for each central department. The level of detail provided will not enable individual councils to identify their exact funding for 2016/17 but this will become clear once the Provisional Local Government Finance Settlement (LGFS) is published in late December.
- 5.2 Core central government funding to local government, comprising Business Rates and Revenue Support Grant, will fall by 24% in real terms over the period to 2019/20, however this masks a larger reduction of £6.1bn or 53% in cash funding between 2015/16 (£11.5bn) and 2019/20 (£5.4bn). In recognition of the funding pressures faced by local government however, the Chancellor announced a further £1.5bn to be added to the Better Care Fund over the period alongside the introduction of a “Social Care Precept” enabling authorities to levy an additional 2% increase in Council Tax over and above the threshold (above which a referendum is required) that is set each year. Further announcements included a 3.9% cut in the ring-fenced Public Health Grant, a £600m cut in the Education Services Grant and a reform of the New Homes Bonus.
- 5.3 The implications of the above for Bracknell Forest will become apparent when the Department for Communities and Local Government publishes the Provisional LGFS in December, however the assumptions included in this report remain valid based on the information that is currently available following the Chancellor’s announcements.
- 5.4 In response to this challenging financial climate a new Council Plan covering the period 2015 to 2019 has been adopted. Underpinning the Plan is a new narrative or philosophy for the organisation which contains the following key messages:
- many residents are affluent, well educated and independent. The Council wants to continue to support that by providing core services that all residents can benefit from
 - but we recognise that we need to prioritise if we are to live within our means, and that will mean making difficult decisions
 - we will prioritise people and areas with the greatest need and provide early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent.
- 5.4 Future Council budgets will reflect both the national context within which local government operates and specifically the Council’s new narrative. 2016/17 is the first of those budgets.

6 COMMITMENT BUDGET 2016/17 – 2020/21

- 6.1 Initial preparations for the 2016/17 budget have focussed on the Council’s Commitment Budget for 2016/17 – 2020/21. This brings together the Council’s existing expenditure plans, taking account of approved commitments and the

Unrestricted

ongoing effects of service developments and efficiencies that were agreed when the 2015/16 budget was set.

6.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in September and are reflected in the summary in Table 1. The most significant are set out below:

- The inclusion of recruitment and retention proposals for Children's' Social Care approved by the Executive on the 21 July (£1.118m).
- The projection for the Minimum Revenue Provision now incorporates the latest forecast for capital spend and receipts (£0.064m).
- The departmental saving resulting from the Street Lighting Invest to Save Scheme has been included, following the supplementary capital estimate being approved by Council on 25 November (-£0.175m).
- Reductions in Bed and Breakfast accommodation costs and Home to School Transport costs resulting from the purchase of Tenterden Lodge have been added (-£0.182m).
- Updated Waste Disposal projections based on the latest tonnages and recycling data (£0.179m).
- Interest on external borrowing required to finance the construction of Binfield Learning Village (£0.075m).

The overall impact of these changes is to increase the Council's Commitment Budget by £1.032m compared to the position reported in September.

6.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to increase by £1.556m to £80.735m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2016/17. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2016/17-2020/21

| | Planned Expenditure | | | | |
|---|----------------------------|----------------|----------------|----------------|----------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
| | £000 | £000 | £000 | £000 | £000 |
| Base Budget | 79,179 | 80,735 | 81,946 | 82,978 | 83,883 |
| <i>Movements in Year:</i> | | | | | |
| Adult Social Care, Health and Housing | -152 | 0 | 0 | 0 | 0 |
| Children, Young People and Learning (excluding schools) | 1,088 | 36 | 10 | -10 | -10 |
| Corporate Services / Chief Executive's Office | -159 | -44 | 29 | 51 | 29 |
| Environment, Culture & Communities | 42 | -376 | 184 | 152 | 226 |
| Non Departmental / Council Wide | 737 | 1,595 | 809 | 712 | 400 |
| <i>Total Movements</i> | 1,556 | 1,211 | 1,032 | 905 | 645 |
| Adjusted Base | 80,735 | 81,946 | 82,978 | 83,883 | 84,528 |

7 SPENDING REVIEW 2015 AND PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2016/17

- 7.1 Following the General Election in May 2015, the Government announced a Spending Review to be concluded and published on 25 November 2015. The Spending Review was duly delivered by the Chancellor of the Exchequer and provided a high-level overview of the Government's spending totals over the next 4 years to 2019/20. Although there has been some improvement in public finances, the headline news was that Local Government will see a more than 50% reduction in central government support over the next 4 years. This, in part, relates to the forthcoming review of Business Rates where the Government plans to remove all central government support through the Revenue Support Grant (RSG) by 2019/20. This reduction in Government support will undoubtedly place substantial financial pressure on all councils with total local government spending expected to remain at 2015/16 levels by 2019/20.
- 7.2 On a more positive note, the Government also announced it will allow councils with social care responsibilities to increase Council Tax income by 2%, in the form of a "social care precept", with the criteria that it is spent fully on relieving Adult Social Care pressures. This is understood to be in addition to the 2% threshold that currently exists before a referendum must be called for a Council Tax rise. Further details will be announced in December. In addition, a further £1.5bn of funding will be earmarked and ring-fenced for the Better Care Fund by 2019/20, although it is not yet clear where this funding has been found from.
- 7.3 The Government will also protect the schools budget in real terms, enabling a per pupil protection for the Dedicated Schools Grant and the pupil premium. However, this will involve making around £600 million savings from the Education Services Grant (ESG) and supporting schools to realise efficiencies, including phasing out the additional funding schools receive through the ESG. The government will reduce the local authority role in running schools and remove a number of statutory duties.
- 7.4 Consultations on the following areas were also announced as part of the Spending Review:
- Changes to the local government finance system to pave the way for the implementation of 100% Business Rates retention and to rebalance support to those councils with Social Care responsibilities;
 - Options to fully fund Public Health from retained Business Rates receipts as part of the move towards 100% Business Rates retention;
 - A national funding formula for schools, high needs and early year, which will be introduced in 2017/18.
- 7.5 Other announcements which are likely to impact on the Council included the following.
- Extension of the doubling of small Business Rates relief until April 2017.
 - Councils will have the flexibility to spend capital receipts (excluding Right to Buy receipts) from asset sales on the revenue costs of reform projects.
 - An apprentice levy will be introduced in April 2017 at the rate of 0.5% of an employer's pay bill.
 - Additional capital funds for infrastructure and schools.

7.6 As with past Spending Reviews, the information is provided at a Government Department level and is of limited value in terms of identifying the impact on Bracknell Forest as an individual council. Some of this detail will be provided as part of the provisional LGFS which is expected to be announced in mid to late December. Even then, however, uncertainties will exist due to the consultations referred to in paragraph 7.4

7.7 Funding from central government is currently received through RSG and Specific Grants. For planning purposes an estimate of the reduction in central government support has been incorporated within these Budget Projections reflecting a further cut of £3.0m in RSG for 2016/17. For the remaining period of the Commitment Budget, a reduction of 6% per annum in overall government support has been assumed. This would amount to an overall reduction over the next five years of a real terms cut of 30%. These figures will be refined when the provisional LGFS is received. As details are still awaited on the phasing out of RSG by 2020 (as the retention of Business Rates is increased), this has not been incorporated into the budget proposals. Further information on the potential impact is included in paragraph 7.10.

7.8 The Council also receives substantial external funding through a number of specific grants for which the following assumptions have been included within the latest budget projections.

a) New Homes Bonus

This non-ringfenced grant is designed to reward and encourage development of new properties in local communities and will generate -£3.290m for the Council in 2015/16. An increase of £0.600m has been incorporated at this stage of the budget process, bringing the total level of budget support to -£3.890m. The funding mechanism was initially designed to deliver a rolling 6-year's worth of funding and with the scheme starting in 2011/12, that years funding will fall out in 2017/18. The Government will be consulting on reforms to the New Homes Bonus, including the means of sharpening the incentive to reward communities for additional homes and reducing the length of payments from 6 years to 4 years. This will include a preferred option for savings of at least £800 million, which will be used to fund social care. This would result in income tapering off at a faster rate than currently forecast.

b) Other Specific Grants

Some of the largest specific grants received by the Council are the ring-fenced Public Health, NHS funding streams and Better Care Fund, totalling over -£11m in 2015/16. The Government has confirmed that the ring-fence on Public Health spending will be maintained in 2016/17 and 2017/18 and that a 3.9% cut in funding will be required. The Government will also consult on options to fully fund Public Health spending from retained Business Rates receipts, as part of the move towards 100% Business Rates retention. The Spending Review also refers to additional social care funds being made available to local government from 2017/18, rising to £1.5 billion by 2019/20 and to be included as part of an improved Better Care Fund.

It has been assumed that these funding streams will be used to support services and initiatives within the health and social care area and as such are financially neutral for planning purposes at this stage in the budget cycle.

- 7.9 A third important stream of income 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 change each year due to inflationary increases (set by central government) and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government.
- 7.10 The Government has announced that by 2020, local government will be able to retain 100% of Business Rates, RSG will be phased out and local government will be expected to take on new responsibilities. The government will abolish the Uniform Business Rate and give councils the power to cut Business Rates to boost economic activity in their areas. The Department for Communities and Local Government will consult on changes to the local government finance system to pave the way for the implementation of the 100% Business Rates retention. Currently the Council collects significantly more Business Rates than it is allowed to keep (although presumably a baseline will need to be established under the new arrangements) and only receives approximately a quarter of any Business Rates growth. However, until the finer details of the scheme are announced, any potential benefits need to be viewed with caution bearing in mind the need to take on new responsibilities, the overall deficit reduction programme and the increased exposure to volatility from appeals and business movements that will arise as a consequence.
- 7.11 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. The 2015/16 base-budget was supported by an on-going transfer of £3m from this additional income on top of a one-off transfer of £3.988m from accumulated surpluses held in the Business Rates Equalisation Reserve. This company has successfully appealed against the rateable value of its business and details are awaited on the impact of the appeal from the Valuation Office. The timing of this information is uncertain but for the budget projections it has been assumed that a 50% reduction in rateable value will result from the appeal. A significant deficit is now projected on the Business Rates element of the Collection Fund as a result and ongoing income will also be reduced if this level of reduction is confirmed. Assuming baseline funding is increased by September RPI and taking into account known changes in section 31 income and local circumstances, the budget projections assume overall income of -£17.986m. This projection is subject to change and will be revised when the provisional LGFS is received, the annual Business Rates forecast is completed in January and any appeal notifications are received. There is a risk associated with these projections due to the impact of the outstanding appeals, the Town Centre regeneration and changes in the local economic conditions; however officers monitor total yield, revaluations, changes-in-circumstances, appeals and refunds on a monthly basis.

8 COLLECTION FUND

- 8.1 Following the acceptance of Council Tax Freeze Grant and the resultant zero increase for the last five years, Council Tax at present levels will generate total income of -£46.706m in 2016/17. The Local Council Tax Benefit Support Scheme is treated as a discount i.e. a reduction in the calculation of the Council Tax Base. The latest information on the take-up of Council Tax support indicates that it will be significantly less than that budgeted for in 2015/16. Based on the latest forecast, Council Tax income will increase by £0.345m as a result in 2016/17. If the proposed changes to the Scheme, which are included elsewhere on the agenda, are approved this will increase Council Tax income by a further £0.302m. An increase in the Tax

Unrestricted

Base arising from the occupation of new properties during 2016/17 is expected to contribute an additional £0.655m. Based on these provisional figures, Council Tax income is therefore expected to be -£48.008m for 2016/17. These figures will be updated when the Council Tax Base is finalised during December.

- 8.2 The Spending Review made no reference to Council Tax Freeze Grant and it has been assumed that the existing funding received by the Council up to 2015/16 will be maintained, but that there will be no new support going forward.
- 8.3 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases in excess of a threshold percentage which is normally included in the final Local Government Financial Settlement. No guidance is therefore currently available for 2016/17 but in 2015/16 a referendum was required for Council Tax increases of 2% or more. A 2% increase in Council Tax would generate approximately -£1m of additional income. As a council with Social Care responsibilities, it will now also be possible for Council Tax to be raised by a further 2% to support Social Care pressures.
- 8.4 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 2016/17 budget, is estimated to be -£0.425m.
- 8.5 A deficit is expected to be generated on the Business Rates element of the Collection Fund and the Council's share is estimated to be £10.516m. This deficit will be funded from a one-off transfer out of the Business Rate Equalisation Reserve.
- 8.6 The Executive at its meeting in February will recommend to Council the level of Council Tax in light of the Final Settlement, the results of the consultation and the final budget proposals.

9 BUDGET PROPOSALS 2016/17

Service Pressures and Developments

- 9.1 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 is self evidently severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to deliver the Council's six strategic themes. In preparing the 2016/17 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe B. Table 2 summarises the pressures by department.

Table 2: Service Pressures/Development

| Department | £'000 |
|---|--------------|
| Adult Social Care, Health and Housing | 708 |
| Children, Young People and Learning (excluding schools) | 246 |
| Corporate Services / Chief Executive's Office | 291 |
| Environment, Culture & Communities | 263 |
| Non Departmental / Council Wide | 841 |
| Total Pressures/Developments | 2,349 |

- 9.2 Many of the pressures are simply unavoidable as they relate to demographic trends, changes in funding and new legislation. They do, however, also support the six strategic themes included in the new Council Plan in the following way:
- A strong and resilient economy (0151.m)
 - people have the life skills and education opportunities they need to thrive (£0.100m);
 - people live active and healthy lifestyles (£0.614m);
 - a clean, green, growing and sustainable place (0.099m);
 - strong, safe, supportive and self-reliant communities (£0.260m);
- 9.3 Service pressures will be kept under review throughout the budget consultation period. There is always the risk in Social Care in particular, that the numbers of people requiring care packages, the content of existing care packages and contract inflation will vary considerably from the assumptions included in these draft budget proposals. Any revisions to service pressures will be reported to the Executive in February.
- 9.4 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure. A substantial investment in the long term future of the Borough is planned, to secure the delivery of regeneration in Bracknell town centre, to ensure that there are sufficient school places for our children and young people, and to protect and enhance the Borough's outstanding leisure offer. Details of these major investments are contained in the capital programme report, but the cost of funding all potential commitments arising from these various proposals is included in these draft budget proposals.

Service Economies /Balancing the Budget

- 9.5 Members and officers have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed. This list totals -£3.687m and is attached at Annexe C and summarised in Table 3. As in previous years, these economies focus as far as possible on central and departmental support rather than on front-line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £65m 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 these areas, which would not compromise the Council's ability to function effectively. Additional economies identified by Adult Social Care, Health and Housing that result from changes to the Local Council Tax Benefit Support Scheme have now been incorporated into the Council Tax calculation as outlined in paragraph 8.1.

Table 3: Summary Service Economies

| Department | £'000 |
|---|---------------|
| Adult Social Care, Health and Housing | -710 |
| Children, Young People and Learning (excluding schools) | -714 |
| Corporate Services / Chief Executive's Office | -756 |
| Environment, Culture & Communities | -1,161 |
| Non Departmental / Council Wide | -346 |
| Total Savings | -3,687 |

Significant Budget Decisions

- 9.6 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals, some of which in themselves represent important policy decisions. More details on each of the proposals are included in Annexe C.
- 9.7 As the budget report is a policy document and is subject to at least six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

Council Wide Issues

- 9.8 Apart from the specific departmental budget proposals contained in Annexes B and C there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended, however the current view on these issues is outlined in the following paragraphs.

a) Capital Programme

As outlined above, the scale of the Council's Capital Programme for 2016/17 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts, government grants, developer contributions or borrowing. The proposed Council Funded Capital Programme of £51.387m and externally funded programme of £17.498m for 2016/17 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £5m in 2016/17 and carry forwards, the additional revenue costs will be £0.041m in 2016/17 and £0.971m in 2017/18. These figures include on-going costs associated with the maintenance and support of IT capital purchases.

b) Interest and Investments

Investment returns are likely to remain relatively low during 2016/17 and for some time to come compared to historic averages rates. The Bank of England in its latest Inflation Report (November 2015) forecast the Bank Rate to remain unchanged at 0.5% during the next nine months before starting to rise in the last months of 2016. With inflation low and predicted to stay low for the next 12 months, the decision to raise rates by the Bank of England will be a difficult one with risks coming from concerns on declining global trade and geo-political tensions. 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.

The 2016/17 budget is therefore based on an average rate of return of approximately 0.5% on its investments and reflects the lower cash balances as a result of the proposed 2016/17 Capital Programme. This programme is substantially larger than any previous plans and includes some major long-term projects (Binfield Learning Village, Local Housing Company, Street Lighting Replacement) that will span a number of years and which are reliant on a range of complex factors including agreements with partners, planning

approvals and other issues outside of the control of the Council. The timing of the cash-flows related to these schemes will to a large extent be dependent on these factors. Given that taken together these major schemes cannot be funded completely from existing resources and will require external borrowing to complete, the projection of investment income is particularly difficult this year.

Maximum use of internal cash will be used in the first instance before going to the external market for borrowing, the timing of which will depend largely on the progress made on completing the major capital projects. However over the last two years underlying cash balances have been higher than predicted, enabling the Council to earn a greater income than budgeted (this has been reported as part of the budget monitoring process). It has also enabled the Council to maximise the opportunity of paying pension contributions 12 months up-front (rather than monthly in arrears) benefitting from a much higher return than could be achieved in the cash markets.

Taking these factors into account (the higher cash balances, the low interest rates and the benefit from pension pre-payments) the net impact of the capital programme, excluding the Binfield Learning Village, is an economy of -£0.034m - a gain of -£0.075m from the higher than expected cash balances less the £0.041m pressure from the Capital Programme.

There is an expectation that the cash flows required to complete the Binfield Learning Village will require external finance and this has been allowed for in the Commitment Budget (£0.075m).

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. With a number of outstanding large scale appeals and the shortly to be announced reforms to Business Rates this area represents a further layer of uncertainty.

As such any change in interest rates or cash balances will clearly have an impact on the overall investment income generated by the Council and may require the Council to borrow externally sooner than expected. It is difficult to estimate the impact given this transition between internal and external borrowing. Long-term interest rates are at historical lows with 25-year Public Works Loan Board rates at 3.5% compared to an internal investment return of 0.5%.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Local Government Act 2003 required the Council to "have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable". Annex E outlines the Council's prudential indicators for 2016/17 – 2018/19 and sets out the expected treasury management activities for this period. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the underlying budget gap, although pay awards have been fully funded. In the context of the Council's overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions or to meet contractual commitments. In particular it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £0.800m (£1.511m 2015/16) has been added to the budget. This will be achieved by:

- Assuming a pay award of no more than 1%;
- Negotiating to minimise inflation on contracts;
- Reviewing the Bracknell Forest Supplement;
- Increasing fees and charges in line with the Council's income policy.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2016.

d) Fees and Charges

Increases in fees and charges are determined by the overall economic conditions, the willingness of customers to pay the higher charges and continued demand for Council services. The Council policy for fees and charges requires each Department to consider the level of charges against the following criteria:

- fees and charges should aim, as a minimum, to cover the costs of delivering the service;
- where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

Certain other fees will attract the percentage determined by statute. The proposed fees and charges are included in Annexe D. These exclude the Fees and Charges for Coral Reef which will need to be reviewed before it is re-opened.

e) Corporate Contingency

The Council manages risks and uncertainties in the budget through the use of a general contingency added to the Council's budget. Every year the Council faces risks on its budget in relation to demand led services, Business Rates and the general economic climate.

A range of significant risks were identified in preparing the 2015/16 Budget and it was deemed prudent to increase the Contingency from £1m to £2m. Whilst the Council continues to face uncertain times, given the level of reserves held by the Council and progress made on some of these factors at this stage, it is proposed to reduce the level back to £1m for 2016/17.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

Spending on Schools

- 9.9 The Schools Budget continues to be funded by grants, the most significant of which is the specific ring-fenced Dedicated Schools Grant (DSG). This comprises three notional blocks; schools, which includes delegated school budgets and a small number of centrally managed services aimed at 5 – 16 year olds; early years, which again includes funds to pay providers and a limited range of central support services for 2 – 4 year olds; and the high needs block, which is generally centrally managed and is intended to fund the cost of education for 0 – 25 year olds when individual needs exceed £10,000. The gross DSG totalled -£83.081m in 2015/16.
- 9.10 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 and Early Years Finance Regulations.
- 9.11 In setting the 2015/16 Schools Budget, the Schools Forum agreed that £2.093m of funding allocated by the Department for Education (DfE) for schools needed to be diverted to fund an unavoidable cost increase on statutory provisions supporting high needs pupils. The cost pressure mainly arose from changes introduced through the Children and Families Act, the most significant of which related to extending LA funding responsibilities for the provision of education to young people with special educational needs up to age 25 rather than the existing age 19. Whilst additional resources were added into the DSG for these changes, the amount was based on 2011/12 student numbers, which typically rose by 40% by the time actual funding responsibility changed.
- 9.12 In terms of the 2016/17 funding settlement for the Schools Budget, the DfE has confirmed that DSG per pupil funding rates for the Schools and Early Years Blocks will remain unchanged from 2015/16. For the High Needs Block, the DfE has indicated that councils should also plan for no change in funding from 2015/16.
- 9.13 Many of the financial difficulties faced by the council on non-school services also impact on schools, with pressures arising on pay and other inflationary cost increases, a 2.5% increase in contributions to the teachers' pension fund and increases in National Insurance contributions which coupled with other pressures indicate an average cost pressure next year on individual school budgets of 4.5%. In the longer term, further cost pressures will arise from the school building programme which is responding to new housing developments. These new schools will generally open with relatively low pupil numbers and will need additional financial support until

Unrestricted

pupil numbers grow to a sustainable level. This pressure will ordinarily need to be managed through the DSG and even with inflationary increases in funding settlements now expected over the next four years, reductions to individual school budgets to finance future, unavoidable pressures, cannot be ruled out. The impact of the Government's proposed consultation on a national funding formula for schools is also unknown at this stage.

- 9.14 Whilst it is expected that the schools and early years block elements of the DSG will be confirmed by the end of December, it is unlikely that the high needs block amount will be known until March 2016. However, the DfE requires councils to confirm the basis on which actual school budgets will be allocated, including per pupil and all other funding rates, by 21 January 2016 even though relevant information required to calculate budgets will not be supplied before 10 December 2015. To meet this requirement, 2016/17 school budgets will have to be set on the basis of the estimated level of DSG plus any other grants and accumulated balances. The draft budget proposals therefore assume the Schools Budget is set at the estimated level of grants and that any accumulated deficit or surplus is managed to a nil balance by the end of the funding period.
- 9.15 In addition to the DSG, schools also receive revenue funding from other specific grants including School Sixth Forms (currently -£4.643m), the Pupil Premium (-£3.345m), Primary PE and Sports Premium (-0.292m) and the Universal Infant Free School Meals Grant (-£1.487m). All of these amounts are subject to change in 2016/17.
- 9.16 Decisions around the final balance of the budget between spending by schools and that on services managed by the Council is the responsibility of the Executive Member for Children, Young People and Learning, although the Schools Forum must be consulted, and in certain circumstances, agree to budget proposals.

Summary

- 9.17 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £72.035m as shown in Table 5.

Table 5: Summary of proposals:

| | |
|--|---------------|
| | £'000 |
| Commitment Budget | 80,735 |
| Budget Pressures | 2,349 |
| Budget Economies | -3,687 |
| Capital Programme | 41 |
| Changes in Investment Income | -75 |
| Inflation Provision | 800 |
| Reversal of one-off transfer from Business Rates Equalisation Reserve used to balance the Budget in 2015/16 | 3,988 |
| Change in Contingency | -1,000 |
| One-off transfer from the Business Rates Equalisation Reserve to meet the Collection Fund - Business Rates Deficit | -10,516 |
| New Homes Bonus 2016/17 | -600 |
| | |
| Draft Budget Requirement 2016/17 | 72,035 |

Unrestricted

- 9.18 Without the Provisional Finance Settlement assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to -£65.991m. This arises from Revenue Support Grant and Business Rates baseline funding (-£28.074m), the Collection Fund – Council Tax surplus (-£0.425m), Council Tax at the 2015/16 level (-£48.008m) less the deficit of £10.516m on the Collection Fund – Business Rates.
- 9.19 With the potential overall cost of the budget package being consulted on in the region of £72.035m, this leaves a potential gap of around £6.044m. Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an increase in Council Tax;
 - an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term Financial Strategy;
 - identifying further expenditure reductions.
- 9.20 With regards to identifying additional economies the Council has established a Transformation Board which will take the lead on reviewing the way in which all Council services are delivered over the next four years. This represents a continuous programme of work, with the aim of identifying significant savings that can be incorporated into the 2016/17 budget and beyond. The following services have been included in the first phase of Transformation Board's work programme:
- Adult Social Care Commissioning
 - Highways and Transport
 - Housing Benefits
 - Cultural and Leisure Services
 - Public Health
- 9.21 It is anticipated that a significant proportion of the budget gap identified in paragraph 9.19 (£6.044m) will be met from the five service areas above.

10 RESERVES

- 10.1 The Council has an estimated £10.0m available in General Reserves at 31 March 2016. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2016

| | £m |
|--|-------------|
| General Fund | 10.9 |
| Planned use in 2015/16 | (0.9) |
| Estimated Balance as at 31 March 2016 | 10.0 |

- 10.2 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next five years.

11 CONCLUSION

- 11.1 The Council's constitution requires a consultation period of at least six week on the draft budget proposals. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February. When the Final Settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.
- 11.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation.
- 11.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 09 February 2016. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 24 February 2016.

12 BUDGET MONITORING 2015/16- VIREMENT REQUEST

- 12.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. During 2015/16 a number of virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of virements between departments are set out in Annexe F. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

13 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 13.1 Nothing to add to the report.

Borough Treasurer

- 13.2 The financial implications of this report are included in the supporting information.

Equalities Impact Assessment

- 13.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views

of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe H. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

Strategic Risk Management Issues

- 13.4 A sum of £1m is currently included in the draft proposals to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. The Executive will need to make a judgement on the level of Contingency at its meeting in February.
- 13.5 The Borough Treasurer, as the Council’s Chief Finance Officer (Section 151 Officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and Contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

14 CONSULTATION

Principal Groups Consulted

- 14.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council’s web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.
- 14.2 The timetable for the approval of the 2016/17 Budget is as follows

| | |
|---|------------------------------------|
| Executive agree proposals as basis for consultation | 15 December 2015 |
| Consultation period | 16 December 2015 - 31 January 2016 |
| Executive considers representations made and recommends budget. | 09 February 2016 |
| Council considers Executive budget proposals | 24 February 2016 |

Background Papers

None

Contacts for further information

Timothy Wheadon – 01344 355601
Timothy.wheadon@bracknell-forest.gov.uk

Alan Nash – 01344 352180

Alan.nash@bracknell-forest.gov.uk

Arthur Parker – 01344 352158

Arthur.parker@bracknell-forest.gov.uk

This page is intentionally left blank

Commitment Budget 2016/17 to 2020/21

| | 2015/16 £'000 | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 | 2019/20 £'000 | 2020/21 £'000 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Adult Social Care, Health and Housing | | | | | | |
| Approved Budget | 33,386 | 33,424 | 33,272 | 33,272 | 33,272 | 33,272 |
| Fixed civil penalties - failure to declare changes in circumstances | | 10 | | | | |
| Tenterden Lodge - Bed and Breakfast Accommodation | | -162 | | | | |
| Net Inter Departmental Virements | 38 | | | | | |
| Adult Social Care and Health Adjusted Budget | 33,424 | 33,272 | 33,272 | 33,272 | 33,272 | 33,272 |
| Children, Young People and Learning | | | | | | |
| Approved Budget | 15,622 | 15,648 | 16,736 | 16,772 | 16,782 | 16,772 |
| Suitability surveys | | -20 | | 20 | -20 | |
| Schools Music Festival | | -10 | 10 | -10 | 10 | -10 |
| Recruitment and retention of social workers in Children's Social Care | | 1118 | 26 | | | |
| Net Inter Departmental Virements | 26 | | | | | |
| Children, Young People and Learning Adjusted Budget | 15,648 | 16,736 | 16,772 | 16,782 | 16,772 | 16,762 |
| Corporate Services / Chief Executive's Office | | | | | | |
| Approved Budget | 14,243 | 14,362 | 14,203 | 14,159 | 14,188 | 14,239 |
| Vacating Seymour House/Ocean House | | -14 | | | | |
| Borough Elections | | -80 | | | 80 | |
| Residents Survey | | 29 | -29 | 29 | -29 | 29 |
| Councillors access to the Local Government Pension Scheme | | -3 | | | | |
| Legal Services income relating to S106 agreements | | 8 | | | | |
| Facilities Management Category Savings | | -50 | | | | |
| Revenue impact of 2015/16 Capital Programme - ICT costs | | 6 | | | | |
| Capital Invest to Save 2015/16- ICT Backup System | | -35 | -15 | | | |
| Tenterden Lodge - impact on Home to School Transport | | -20 | | | | |
| Net Inter Departmental Virements | 119 | | | | | |
| Chief Executive / Corporate Services Adjusted Budget | 14,362 | 14,203 | 14,159 | 14,188 | 14,239 | 14,268 |
| Environment, Culture and Communities | | | | | | |
| Approved Budget | 24,305 | 24,330 | 24,372 | 23,996 | 24,180 | 24,332 |
| Waste Disposal PFI | | 266 | 255 | 252 | 231 | 244 |
| Local Development Framework | | -39 | -130 | -26 | | |
| Capital Invest to Save 2006/07 - Easthampstead Park | | -1 | -1 | -1 | -1 | -1 |
| Car Parking income | | | -80 | | | |
| London Road Landfill Site | | | -14 | | | |
| Capital Invest to Save 2014/15 - Easthampstead Park outdoor wedding gazebo | | | -13 | | | |
| Capital Invest to Save 2015/16 - IDOX Regulatory Services ICT system | | -9 | -3 | | | |
| Capital Invest to Save 2015/16 - Street Lighting LED | | -175 | -376 | -41 | -25 | -17 |
| Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium | | | -14 | | -53 | |
| Net Inter Departmental Virements | 25 | | | | | |
| Environment, Culture and Communities Adjusted Budget | 24,330 | 24,372 | 23,996 | 24,180 | 24,332 | 24,558 |
| Total Service Departments | 87,764 | 88,583 | 88,199 | 88,422 | 88,615 | 88,860 |
| Non Departmental / Council Wide | | | | | | |
| Approved Budget | -8,377 | -8,585 | -7,848 | -6,253 | -5,444 | -4,732 |
| 2015/16 Capital Programme (Full Year Effect) - Interest | | 40 | | | | |
| Minimum Revenue Provision | | 364 | 852 | 230 | 400 | 100 |
| 2015/16 Use of Balances (Full Year Effect) - Interest | | 2 | | | | |
| Ceasing to pay Pension Fund contributions in advance | | | 100 | | | |
| Increase in employers Pension Fund contributions | | 256 | 300 | 300 | 300 | 300 |
| Interest on External Borrowing | | 75 | 343 | 279 | 12 | |
| Net Inter Departmental Virements | -208 | | | | | |
| Non Departmental / Council Wide Adjusted Budget | -8,585 | -7,848 | -6,253 | -5,444 | -4,732 | -4,332 |
| TOTAL BUDGET | 79,179 | 80,735 | 81,946 | 82,978 | 83,883 | 84,528 |
| Change in commitment budget | | 1,556 | 1,211 | 1,032 | 905 | 645 |

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:

| | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 | 2017/18 £'000 | 2016/17 £'000 | 2017/18 £'000 |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Adult Social Care and Health | 37,254 | 37,102 | 37,102 | 37,102 | 37,102 | 37,102 |
| Children, Young People and Learning | 25,695 | 26,783 | 26,819 | 26,829 | 26,819 | 26,809 |
| Corporate Services | 7,591 | 7,432 | 7,388 | 7,417 | 7,468 | 7,497 |
| Environment, Culture & Communities | 33,972 | 34,014 | 33,638 | 33,822 | 33,974 | 34,200 |
| Non Departmental/Council Wide | -25,333 | -24,596 | -23,001 | -22,192 | -21,480 | -21,080 |
| | 79,179 | 80,735 | 81,946 | 82,978 | 83,883 | 84,528 |

Description of Commitment Budget Items for 2016/17 to 2018/19

| Department and Item | Description |
|---|--|
| Adult Social Care, Health and Housing | |
| Fixed civil penalties - failure to declare changes in circumstances | Households who deliberately or negligently generate an overpayment in benefit for failing to inform a change in circumstance will be fined. An income budget was therefore created in 2014/15. However, it is expected that the number of fixed penalties issued will reduce in the two subsequent years. |
| Tenterden Lodge - Bed and Breakfast Accommodation | Tenterden Lodge has been purchased by the Council to house homeless families on a temporary basis which will reduce the costs associated with private Bed and Breakfast accommodation. |
| Children, Young People and Learning | |
| Suitability surveys | Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme. |
| Schools Music Festival | Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art. |
| Recruitment and retention of social workers in Children's Social Care | A package of measures from the Children's Social Care Programme Board seeking permanent ways of addressing staff shortages and improving the efficiency of the service. |
| Corporate Services / Chief Executive's Office | |
| Vacating Seymour House/Ocean House | The demolition of Seymour House is now complete and staff have moved from Ocean House to Time Square. The Council was liable for the lease of the building and associated costs until August 2015. |
| Borough Elections | Borough Elections were held in May 2015 and the budget will therefore not be required again until May 2019. |
| Residents Survey | The Council commission Qa Research to carry out a biennial survey of residents in the Borough in order to help guide future policies. Undertaken in 2014/15, it is next due in 2016/17. |
| Councillors access to the Local Government Pension Scheme | Councillor's access to the Local Government Pension Scheme ceased on the 7 May 2015. |
| Legal Services income relating to S106 Agreements | The income target in 2015/16 was increased 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. |
| Facilities Management Category Saving | Framework saving were built into the 2014/15 budget but it was not possible to identify the full amount within the year. A pressure was therefore built into the budget for 2015/16 only to allow for the phasing of the saving over two years. It is anticipated that the full savings will be achieved in 2016/17. |

| Department and Item | Description |
|--|--|
| Revenue impact of 2015/16 Capital Programme – ICT costs | ICT have additional annual support and maintenance costs for maintaining the network following a refresh of ICT infrastructure to ensure equipment is both current and supportable. |
| Capital Invest to Save 2015/16 – ICT Backup System | This investment will provide a technically superior backup system and deliver ongoing revenue savings. |
| Tenterden Lodge - Impact on Home to School Transport | Homeless families with children attending schools in Bracknell Forest, who are currently in Bed and Breakfast accommodation outside of the Borough, will be housed in Tenterden Lodge, thus reducing Home To School Transport costs. |
| Environment, Culture and Communities | |
| Waste Disposal PFI | Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils. |
| Local Development Framework | <p>The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas. The Council is required to produce evidence to support their policies and to be able to demonstrate that they are sound to an independent Inspector. This requires a large amount of specialist consultancy advice to provide information on the levels of need for housing, employment, leisure, retail and other forms of development. The identification of areas for development requires assessments of many factors such as archaeological potential, landscape quality, ecology, accessibility and flood risk.</p> <p>The regulations covering the preparation of Local Plans also require the Council to carry out extensive consultation at various stages in the process and the Council has to cover the cost of holding public examinations into Local Plans.</p> |
| Capital Invest to Save 2006/07 - Easthampstead Park | An Invest to Save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue after repayment of the capital investment. |
| Car Parking income | The loss of income in the Town Centre during its regeneration can be reversed in 2017/18. |
| London Road Landfill Site | Improvement works in respect of gas monitoring as a result of recommendations made by the Environment Agency following an audit carried out on the site. The additional investment will not be required from 2017/18 onwards. |
| Capital Invest to Save 2014/15 – Easthampstead Park outdoor wedding gazebo | An Invest to Save scheme to provide an outdoor wedding venue. This is the estimated net increase in revenue arising from providing this additional facility. |
| Capital Invest to Save 2015/16 - IDOX Regulatory Services ICT system | An Invest to Save scheme to migrate the software system to a new provider which will result in net saving. |

| Department and Item | Description |
|---|--|
| Capital Invest to Save 2015/16 - Street Lighting LED | An Invest to Save scheme to change street lights to LED resulting in a saving in energy and maintenance costs. |
| Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium | An Invest to Save scheme to build an additional chapel to enable more cremations to take place, this is the estimated net additional income. |
| Non Departmental / Council Wide | |
| 2015/16 capital programme (full year effect) -Interest | The full year effect of the loss of interest based on the 2015/16 capital programme. |
| Minimum Revenue Provision | The change in the principal repayment on loans used to finance capital expenditure. |
| 2015/16 use of balances (full year effect) -Interest | The full year effect of the interest loss on the use of balances in 2015/16. |
| Ceasing to pay Pension Fund contributions in advance | The Council is unlikely to have the cash resources available to pay any employers and employees contributions, in advance, from 2017/18. |
| Increase in employers Pension Fund contributions | Increase in payments required to meet prior year deficits. |
| Interest on External Borrowing | Interest on borrowing required to finance the construction of Binfield Learning Village. |

ADULT SOCIAL CARE, HEALTH AND HOUSING

| Description | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|------------------|------------------|------------------|
| <p>Former recipients of the Independent Living Fund (ILF)</p> <p>The Independent Living fund closed on 30 June 2015. A number of recipients of care from the Council were in receipt of ILF funding, and it was therefore income taken into account when calculating client contributions. Although specific grant was received to cover the additional costs to the Council up to 31 March 2016, from 2016/17 it is likely the Council will have to meet these costs from the existing budget.</p> | 256 | | |
| <p>Young people moving into Adult Social Care</p> <p>Known individuals who will transfer from Children, Young People and Learning during the year and who will often require high cost care packages.</p> | 358 | | |
| <p>Capacity in the residential care market</p> <p>The Council is finding it increasingly difficult to make residential placements at the ordinary rate. This is due to a combination of limited capacity in the local market and increasing costs for care home providers. As a result there is a budget shortfall arising from the increasing unit cost of residential placements.</p> | 94 | | |
| ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL | 708 | 0 | 0 |

CHILDREN, YOUNG PEOPLE AND LEARNING

| Description | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|------------------|------------------|------------------|
| <p>Multi-agency Safeguarding Hub (MASH)</p> <p>A MASH is designed to improve sharing of information indicating risk between appropriate agencies. MASH's are being established both nationally and within the Thames Valley region and are showing good outcomes both for children and the councils involved by ensuring all known concerns are highlighted at an early stage. The pressure relates to the Council's costs and a contribution to those being incurred by Thames Valley Police.</p> | 50 | | |
| <p>Post 16 Education Transport</p> <p>New legislation under the Children and Families Act 2014 extended an individual's right for educational support from age 19 to 25. The new legislation does not however extend the duties placed on a Council to provide transport for Post 16 learners. The net pressure seen is as a result of the discretionary transport policy being available to the extended number of older SEN learners who are continuing on educational courses. It is anticipated that a new Transport Policy for implementation in September 2016 will need to consider charging for transport for new Post 16 learners.</p> | 50 | | |
| <p>Special Educational Needs (SEN)</p> <p>Statutory guidance in the SEN Code of Practice 2014 requires all SEN Statements to be converted into Education Health Care Plans before April 2018. Grants have been available in the previous two financial years to support the necessary staffing increase but there is no indication that these will continue. 190 statements will be required to be converted within the next financial year, to a shorter, 20 week timeframe which it is estimated will require additional short term capacity of 4.5 Full Time Equivalent staff. This will be funded from earmarked reserves.</p> | 146 | -73 | -73 |
| CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL | 246 | -73 | -73 |

CORPORATE SERVICES / CHIEF EXECUTIVE 'S OFFICE

| Description | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| <p>Human Resources</p> <p>Renewing the licencing agreement with Learning Pool, which expires in February 2016. Learning Pool provide the e-learning platform for the Council. The Council's Learning & Development strategy is to develop e-learning as an alternative/supplementary approach to traditional forms of learning/training. The new e-learning system has the ability to link into the new iTrent HR system which presents opportunities to improve business processes.</p> | 15 | | |
| <p>Home To School Transport</p> <p>Fewer available places in schools are leading to children being allocated places in schools which may not be nearest to their home address. This is a particular problem for primary school children as they are not expected to travel alone so bus passes are also issued to parents.</p> | 20 | | |
| <p>Finance</p> <p>Due to an increase in insurance premiums together with the increase in the annual provision for insurance claim excess payments.</p> | 105 | | |
| <p>Chief Executive's Office</p> <p>Cost of providing the Business and Enterprise Team, a new priority area of work for the Council, agreed by members in December 2013. The first two years of the team has been funded from the Economic Development Reserve, as agreed by the Executive, on the basis that the costs would be brought into the revenue budget for 2016/17.</p> <p>The cost includes two Full Time Equivalent posts, together with funding to promote the Council's priorities including inward investment and work to support local firms.</p> | 151 | | |
| CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL | 291 | 0 | 0 |

ENVIRONMENT, CULTURE AND COMMUNITIES

| Description | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| Bracknell Leisure Centre Reduction in income caused by rapid expansion of several small scale local leisure facilities. | 145 | | |
| Trading Standards Loss of primary authority relationship with a large local company has resulted in reduced income. | 8 | | |
| Coroners Service There have been a number of changes to this service, a joint arrangement with the other authorities in Berkshire, which has resulted in increased costs. | 11 | | |
| Planning & Transportation Strategic Planner (New Communities) post - Project Management, Master planning and implementation expertise for Major Development Sites | 56 | | |
| Planning & Transportation Development Engineer post to carry out additional work in respect of major development sites. | 43 | | |
| ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL | 263 | 0 | 0 |

COUNCIL WIDE

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| <p>Employers National Insurance Contributions</p> <p>Removal of the contracted out rebate for occupational pension schemes will significantly increase employer National Insurance contributions. The Council has no option but to implement this change in legislation.</p> | 841 | | |
| COUNCIL WIDE TOTAL | 841 | 0 | 0 |

ADULT SOCIAL CARE, HEALTH AND HOUSING

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| <p>Vacant staff posts not filled</p> <p>Vacant staff posts in Joint Commissioning and Business Intelligence will no longer be filled, with duties redistributed over the remaining team.</p> | -80 | | |
| <p>Head of Service</p> <p>Reduction in one Heads of Service post. The post is currently filled by an interim and existing duties can be redistributed over the remaining Heads of Service.</p> | -65 | | |
| <p>Property Budget</p> <p>Based on the previous year's outturn the full budget for property maintenance should not be required on an ongoing basis.</p> | -30 | | |
| <p>Training</p> <p>The training budget, which has not been fully utilised in previous periods, will be reduced.</p> | -10 | | |
| <p>Local Housing Company</p> <p>Establishment of a Local Housing Company which will acquire properties for leasing to recipients of Learning Disability related care. This will reduce rents currently paid to external providers.</p> | -15 | | |
| <p>Housing Related Support Contracts</p> <p>Re-tendering of Housing Related Support Service contracts will be widened to incorporate the Public Health befriending service which should reduce costs.</p> | -40 | | |
| <p>Adult Social Care Charging Policy for Couples</p> <p>The charging policy for adult social care services will be amended so that the financial assessment for couples is no longer offered. Instead all financial assessments will be carried out as they are for single people. This change will increase the level of recipient contributions.</p> | -100 | | |
| <p>Adult Social Care skill mix / restructure</p> <p>A departmental restructure has been proposed that has included identification of posts that can be filled by staff with fewer professional qualifications, and thereby at a lower grade.</p> | -30 | | |

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|------------------|------------------|------------------|
| Adult Social Care Packages High cost care packages will be reviewed to ensure the services provided do not exceed the assessed need. | -340 | | |
| ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL | -710 | 0 | 0 |

CHILDREN, YOUNG PEOPLE AND LEARNING

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|------------------|------------------|------------------|
| <p>Additional income</p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, either through improved trading, or additional external contributions. Where this is expected to continue, budgets will be increased accordingly. This relates to Community Learning (£50,000), the Larchwood short break unit (£32,000) and aspects of support to the Schools Budget (£10,000).</p> | -92 | | |
| <p>Looked After Children</p> <p>The strategy put in place over the past three years to reduce costs continues to be successful. The number of children placed with in-house foster carers and therefore less expensive placements has increased from 61% in March 2012 to 64% at September 2015. There has also been an increase in the number of children being placed permanently outside the care system at minimal cost through either an Adoption or Special Guardianship Order. 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> | -275 | | |
| <p>Revised delivery of services and support</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 cost reductions through reduced take up or general efficiencies. The main reviews of service relate to the Early Help Offer where the Children's Centres management structure has been streamlined (£72,000) along with the youth offer (£58,000), and the Joint Legal Team that provides a Berkshire wide service, hosted by Reading Borough Council (£40,000).</p> <p>Other changes are proposed to Information, Advice and Guidance to young people where service provision can be reduced in response to evidence of low uptake (£70,000), Children's Social Care specialist contracts and externally commissioned assessments (£30,000), Youth Justice support to parenting services (£27,000), the share of cost from the Emergency Duty Team that provides an out of hours social work service (£25,000), the Finance Team (£20,000), and general Departmental resources used to respond to new initiatives (£5,000).</p> | -347 | | |
| CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL | -714 | 0 | 0 |

CORPORATE SERVICES / CHIEF EXECUTIVE'S OFFICE

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| <p>Finance</p> <p>The Audit Commission confirmed a reduction in the contract costs before being wound down on 31 March 2015 of £0.035m. In addition there has been a reduction of £0.016m for the audit costs of the certification of the Housing Benefit subsidy claim.</p> | -51 | | |
| <p>Finance/Human Resources</p> <p>Annual licence costs reduced following the implementation of the new HR/Payroll system. The total saving is split evenly between HR and Finance</p> | -20 | | |
| <p>Finance</p> <p>Reduction in costs following the retender of the banking service contract</p> | -18 | | |
| <p>Legal Services</p> <p>The increased income target is based on the assumption that income will be maintained at current levels. However, this is a demand led service and there can be no assurance that the existing levels of income will continue.</p> | -23 | | |
| <p>ICT</p> <p>Renegotiated software support contracts, including Zenworks, and network maintenance costs have resulted in a saving. The assumption is the estate remains the same, however if it increases annual support and licencing costs also increase.</p> | -72 | | |
| <p>ICT</p> <p>New contract with BT for fixed line telephony on a call inclusive tariff has resulted in a saving of £0.010m. Further the re-negotiation of the wide area network connection contract has reduced costs by £0.012m.</p> | -22 | | |
| <p>Property Services</p> <p>The electric vehicle will reduce fuel charges. However, we may have to reduce charges on the new vehicle as it is cheaper to run.</p> | -5 | | |
| <p>Member & Mayoral Services</p> <p>Members' allowances have been previously underspent and</p> | -13 | | |

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|-----------------------|---------|---------|---------------------------|---------|---------|-----------------------|---------|---------|-------------------|---------|---------|------------------|---------|---------|-----------------|---------|---------|-------------------|---------|---------|-------------|--|-----------|
| there has been no increase in the cost of Special Responsibility Allowances for the new administration. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Revenue Services</p> <p>Implementation of the Surcharging module of the Capita payments system would allow the Council to pass the charge for using a credit card back to the customer. Currently the use of credit cards is costing the authority approximately £37,600 per annum (based on June 2015 income, managed through the Capita payment system). Failure to implement these changes would result in a significant pressure on the Revenues budget, as the allocated budget falls far short of the costs anticipated in 2015/2016 and 2016/2017 due to an increase in charges by banks.</p> | -11 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Property Services</p> <p>Home to School Transport savings are anticipated following the review of school runs, new tender process and the review of the services.</p> | -60 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Electoral Services</p> <p>This was seasonal spend on temporary staff used to support the canvass which has changed with the advent of Individual Electoral Registration.</p> | -3 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Human Resources</p> <p>Reduction in Occupational Health budget. This may result in longer turn around times on occupational health appointments/more limited availability of the Occupational Health Advisor.</p> | -5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Departmental Posts</p> <p>The Department will reduce it's Full Time Equivalent (FTE) establishment in the following areas:</p> <table border="0" data-bbox="143 1646 869 1915"> <tr> <td>Finance</td> <td>FTE 1.0</td> <td>£0.031m</td> </tr> <tr> <td>Community Safety Team</td> <td>FTE 1.0</td> <td>£0.021m</td> </tr> <tr> <td>Member & Mayoral Services</td> <td>FTE 0.6</td> <td>£0.007m</td> </tr> <tr> <td>Registration Services</td> <td>FTE 0.4</td> <td>£0.008m</td> </tr> <tr> <td>Customer Services</td> <td>FTE 1.0</td> <td>£0.037m</td> </tr> <tr> <td>Digital Services</td> <td>FTE 0.5</td> <td>£0.012m</td> </tr> <tr> <td>Human Resources</td> <td>FTE 0.5</td> <td>£0.018m</td> </tr> <tr> <td>Property Services</td> <td>FTE 1.0</td> <td>£0.015m</td> </tr> </table> <p>These vacant posts currently help the Department achieve its managed vacancy target. By reducing the number of vacancies held there will be a need to slow the recruitment process</p> | Finance | FTE 1.0 | £0.031m | Community Safety Team | FTE 1.0 | £0.021m | Member & Mayoral Services | FTE 0.6 | £0.007m | Registration Services | FTE 0.4 | £0.008m | Customer Services | FTE 1.0 | £0.037m | Digital Services | FTE 0.5 | £0.012m | Human Resources | FTE 0.5 | £0.018m | Property Services | FTE 1.0 | £0.015m | -149 | | 15 |
| Finance | FTE 1.0 | £0.031m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Safety Team | FTE 1.0 | £0.021m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Member & Mayoral Services | FTE 0.6 | £0.007m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Registration Services | FTE 0.4 | £0.008m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer Services | FTE 1.0 | £0.037m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Digital Services | FTE 0.5 | £0.012m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Human Resources | FTE 0.5 | £0.018m | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property Services | FTE 1.0 | £0.015m | | | | | | | | | | | | | | | | | | | | | | | | | |

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|--------------------------|--------------------------|--------------------------|
| generally and there will be less flexibility to enable the recruitment to critical service posts which may need to be held vacant for longer leading to potential non-delivery of key objectives. | | | |
| Departmental Supplies & Services Reduction in various supplies and services budgets across the Department | -84 | | |
| Departmental Indirect Employee and Travel Costs Reduction in mileage, training, seminars and subsistence across the Department. | -9 | | |
| Departmental Income There have been above inflation increases to Digital Services, Unified Training and Transport income targets in line with 2015/16 estimated income. | -12 | | |
| Departmental Third Party Payments The costs of the Lord Lieutenants Office joint arrangement with Reading have fallen and the Molly Millars joint arrangement with Wokingham has come to an end. | -22 | | |
| Human Resources The Councils policy of Disclosure and Barring Service re-checks of existing staff will be revised to require them only for posts where there is a statutory requirement for them to be carried out. | -27 | | |
| Revenue Services At the present time there is a discretionary Council Tax discount of 100% for a maximum period of one month when a property becomes empty; this was agreed by Council in February 2013 for implementation with effect from 1 April 2013. It is proposed that this discount be removed with effect from 1 April 2016 and the full charge will then be payable when a property becomes empty, unless certain specific conditions apply. | -150 | | |
| CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL | -756 | 0 | 15 |

ENVIRONMENT, CULTURE AND COMMUNITIES

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| Local Development Framework (LDF) Reduction in consultancy budget. Additional evidence gathering will need to be undertaken in- house which will put pressure on the small team in place to deliver the comprehensive Local Plan. It introduces the possibility of delay. | -100 | | |
| Planning Policy Restructure of the planning service will result in a reduction in 1 Team leader post. | -50 | | |
| Reduction in Energy Management Reduction in management and redefinition of the energy management/ climate change role and relocation of Energy Management to Property Services. | -50 | | |
| Development Control A series of minor changes within the planning section but which will reduce officer capacity. | -38 | | |
| Development Control Removal of the microfiche archiving budget. Information on planning applications pre 1993 are still on microfiche and will not therefore be available electronically. | -16 | | |
| Transport Strategy & Implementation Reduction in Contracted Services, Publicity and Marketing and Summer Cycling Training budgets. | -33 | | |
| Sustainable Urban Drainage Systems (SUDS) Funding for the Building Control Trainee is now to be provided from Building Control income. | -20 | | |
| Waste PFI Contract Assuming the legal dispute is settled, additional recycle income will be received. | -86 | | |
| Waste Recycling Additional income from increasing the charges for brown bin emptying by £10 which will reduce the overall subsidy for the provision of the service. | -100 | | |
| Public Realm Contracts Final efficiency savings realised from the Landscape & Street Cleansing contracts. | -65 | | |
| Environment Enhancements Reduction in the budget for enhancement schemes. | -10 | | |

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|--|--------------------------|--------------------------|--------------------------|
| Car Parks As a result of the installation of LED lighting in Charles Square car park and the closure of escalators, there will be a reduction in energy costs. | -11 | | |
| Car Parks Additional income from the sale of tickets to the contractors working on the redevelopment of the Town Centre. | -17 | | |
| Cemetery & Crematorium Increase in fees & charges | -120 | | |
| Parks & Countryside Income derived from a new partnership with a neighbouring council. | -213 | | |
| Libraries Savings can be made as a result of further staff efficiencies. | -10 | | |
| The Look Out Additional income to be achieved. | -70 | | |
| Policy & Resources – Finance Team Deletion of Assistant Head of Finance post. | -42 | | |
| Policy & Resources Deletion of Programme & Project Manager post. | -48 | | |
| Policy & Resources – Business Systems Reclassification of a GIS officer post to a GIS technician. | -7 | | |
| e+Card Reduction in consultancy, card purchasing and discount booklet budgets. | -25 | | |
| Departmental Services Reduction in general office services budget. | -10 | | |
| Departmental IT Reduction in IT related budgets. | -20 | | |
| ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL | -1,161 | 0 | 0 |

COUNCIL WIDE

| Description Impact | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|---|------------------|------------------|------------------|
| Senior Leadership Group A restructure of the senior leadership group. | -200 | | |
| Earmarked Reserves Statutory guidance in the SEN Code of Practice 2014 requires all SEN Statements to be converted into Education Health Care Plans before April 2018. 190 statements will be required to be converted within the next financial year, to a shorter, 20 week timeframe which it is estimated will require additional short term capacity of 4.5 FTE staff. This has been shown as a pressure under the Children, Young People and Learning Department but will be funded from a transfer out of earmarked reserves. | -146 | 73 | 73 |
| COUNCIL WIDE TOTAL | -346 | 73 | 73 |

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

| |
|--|
| Service : Adult Residential and Nursing Care - Contributions from people supported |
|--|

| |
|--|
| Purpose of the Charge: To contribute to the costs of accommodation |
|--|

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 2,301 | 2,347 |

| |
|--|
| Are concessions available? Yes - The actual contribution will be assessed in accordance with the current 'CRAG' (Charging for Residential Guide) issued by the Department of Health (DoH). |
|--|

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|--|---------------------------------|----------------------------------|---------------|
| Residential and Nursing Care 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 DH charging guidance and so the actual contribution may be lower. Fee increases in 2015/16 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive. | Various | Various | 2.00% |
| Deferred Payments (new charges from 1 January 2015) | | | |
| Interest payable* | 2.25% | 2.25% | 0.00% |
| Deferred Payment Arrangement Fee * | 900.00 | 900.00 | 0.00% |
| Deferred Payment Annual administration fee * | 300.00 | 300.00 | 0.00% |
| Arrangement of self funder social care (new charge from 1 January 2015) | | | |
| Arrangement Fee * | 550.00 | 550.00 | 0.00% |
| Annual Administration Fee * | 300.00 | 300.00 | 0.00% |
| Provider Failure (new charge from 1 January 2015) Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.* | 265.00 | 265.00 | 0.00% |

* These fees are new fees under the Care Act and are currently being consulted on. The maximum interest rate for deferred payments is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health. It is proposed in the consultation to adhere to these rates, so the rate of 2.25% is an estimate.

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service : Adult non residential services - Contributions from people supported

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 2,004 | 2,044 |

Are concessions available? Yes - The actual contribution will be assessed in accordance with the current 'Fairer Contributions Policy' issued by the Council which complies with national guidance issued by the DoH.

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|--|---------------------------------|----------------------------------|---------------|
| Non Residential Support 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 person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive. | Various | Various | 2% (Estimate) |

Service : Adult Residential Care - Charges when the council is not responsible for funding (Waymead and Heathlands)

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|----------------------------|--|
| Income the proposed fees will generate:* | 0 | 0 |

Are concessions available? No

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|---|---------------------------------|----------------------------------|---------------|
| Residential Care (including Respite) | | | |
| Older People | | | |
| Residential Charge per week | 693.00 | 706.90 | 2.0% |
| Respite Charge per night | 99.00 | 101.00 | 2.0% |
| Learning Disability | | | |
| Residential Charge per week | 1,296.00 | 1,321.90 | 2.0% |
| Respite Charge per night | 185.90 | 189.60 | 2.0% |

* The income budget for these services is included within the "contributions from people supported" sections above.

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service : Adult Day Care

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 138 | 138 |

Are concessions available? No

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|--|---------------------------------|----------------------------------|---------------|
| Day Care | | | |
| Heathlands Day Centre | | | |
| Per day | 51.60 | 51.60 | 0.0% |
| Carers Drop in Service | 6.00 | 6.00 | 0.0% |
| Meal | 3.00 | 3.00 | 0.0% |
| Meal for external provider | 3.50 | 3.50 | 0.0% |
| Waymead Day Services | | | |
| Per hour | 15.44 | 15.75 | 2.0% |
| Bracknell Day Centre | | | |
| Per day | 52.70 | 53.75 | 2.0% |
| Glenfield (new charge from 9 November 2015) | | | |
| Hourly rate | 15.89 | 15.89 | 0.0% |

Service : Blue Badge Scheme

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 1 | 1 |

Are concessions available? No

| 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 & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

| |
|--|
| Service : Health funded adult social care provision |
|--|

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|----------------------------|--|
| Income the proposed fees will generate: | 4,916 | 4,916 |

| |
|--------------------------------------|
| Are concessions available? No |
|--------------------------------------|

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|---|---------------------------------|-----------------------------------|---------------|
| Health Funded Provision The Council receives a number of different income streams from health organisations, summarised as: | | | |
| Registered nursing care contribution | £112 per week | DH rates to be set in April 2016* | 0.0% |
| Continuing health care contributions | Actual costs incurred | Actual costs incurred* | |
| Joint funded posts and other income (including s256 transfer) | Actual costs incurred | Actual costs incurred* | |

* Percentage increases are estimates. RNCC is now charged direct to the NHS by providers so there is no budget.

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

| |
|--------------------------|
| Service : Housing |
|--------------------------|

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 1,652 | 1,652 |

Are concessions available? No

| Description | | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|-----------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | | £.p | £.p | £.p | £.p | % |
| Forestcare Community Alarms | | | | | | |
| Lifeline Installation Charge | | 18.00 | 15.00 | 18.00 | 15.00 | 0.0% |
| Lifeline Rental and Monitoring | | | | | | |
| - BFBC | Per week | 4.46 | 3.71 | 4.46 | 3.71 | 0.0% |
| - Others | Per week | 4.76 | 3.97 | 5.76 | 3.97 | 0.0% |
| Lifeline Monitoring only | | | | | | |
| - BFBC | Per week | 3.53 | 2.94 | 3.53 | 2.94 | 0.0% |
| - Others | Per week | 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 | | 72.00 | 60.00 | 72.00 | 60.00 | 0.0% |
| - Admin fee | | 24.00 | 20.00 | 72.00 | 60.00 | 0.0% |
| Lost IV Pendants | | | | 96.00 | 80.00 | |
| Rental of additional pendant | Per week | | | 0.89 | 0.74 | |
| Telecare sensors | Per week | | | 0.98 | 0.82 | |
| Extension lead | | | | 7.20 | 6.00 | |
| Care calls | | | | | | |
| - 1 care call per day | Per week | 4.20 | 3.50 | 4.20 | 3.50 | 0.0% |
| - 2 care calls per day | Per week | 7.20 | 6.00 | 7.20 | 6.00 | 0.0% |
| - 3 care calls per day | Per week | 8.40 | 7.00 | 8.40 | 7.00 | 0.0% |
| Keyholder Service (lifeline customers) | | | | | | |
| - up to 12 visits | Per week | 7.56 | 6.30 | 6.30 | 6.30 | 0.0% |
| - extra visits | | 18.00 | 15.00 | 18.00 | 15.00 | 0.0% |
| Keyholder and mobile response | Per week | 7.56 | 6.30 | 7.56 | 6.30 | 0.0% |
| - per additional visit | | 54.00 | 45.00 | 54.00 | 45.00 | 0.0% |
| Keysafe Supply and Fit | Supply | | | 66.00 | 55.00 | |
| | Supply+fit 1st visit | 72.00 | 60.00 | 72.00 | 60.00 | 0.0% |
| | Supply+fit subsequent visit | | | 90.00 | 75.00 | |
| Monitoring of security diallers | Per week | 12.54 | 10.45 | 12.54 | 10.45 | 0.0% |
| Monitoring of two security diallers | Per week | 18.36 | 15.30 | 18.36 | 15.30 | 0.0% |
| Lone Workers | Per person per year | 47.48 | 39.57 | 47.48 | 39.57 | 0.0% |
| Lone Workers - with reports | Per person per year | 49.50 | 41.25 | 49.50 | 41.25 | 0.0% |
| Hourly charge for adhoc work | | 54.00 | 45.00 | 54.00 | 45.00 | 0.0% |
| Epilepsy sensor | Per week | 3.00 | 2.50 | 3.00 | 2.50 | 0.0% |
| "Brain in hand" smartphone service | Per week | | | 3.60 | 3.00 | |
| "Brain in hand" call out | Per call out | | | 54.00 | 45.00 | |
| Purchase mindme unit | | | | 102.00 | 85.00 | |
| Sim card rental | Monthly | | | 19.20 | 16.00 | |
| Mindme rental + sim card rental | Per week | | | 7.80 | 6.50 | |
| Bed sensors | Per week | | | 2.70 | 2.25 | |
| Homelessness | | | | | | |
| Bed and Breakfast | | | | | | |
| - Current Tenancies | Per week | | ** | | ** | |
| 10a Portman | | | | | | |
| - Rent | Per week | | ** | | ** | |
| - Service Charge | Per week | | 18.31 | | 18.31 | 0.0% |
| - Household equipment | Per week | | 9.26 | | 9.26 | 0.0% |
| - Fuel* | Per week | | 5.77 | | 5.77 | 0.0% |
| - Water* | Per week | | 2.76 | | 2.76 | 0.0% |
| Tenterden Lodge | | | | | | |
| - Rent | Per week | | ** | | ** | |
| - Service Charge | Per week | | | | 18.46 | |
| - Fuel* | Per week | | | | 6.36 | |
| -Water* | Per week | | | | 2.76 | |
| * These charges will be uplifted in line with fee increases from utility companies, 0% is assumed based on current CPI | | | | | | |
| ** These rents will be set to accord to the Housing Benefit and Universal Credit Regulations for different household sizes. | | | | | | |
| Small Landsales - Administration Fee | | | | | | |
| Flat Charge | | 210.31 | 175.26 | 210.31 | 175.26 | 0.0% |
| Passport and Driving Licence Checking Service | | | | | | |
| For landlords | | 24.00 | 20.00 | 24.00 | 20.00 | 0.0% |
| For employers | | 24.00 | 20.00 | 24.00 | 20.00 | 0.0% |

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service : Housing

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 72 | 75 |

Are concessions available? No

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|--|---------------------------------|----------------------------------|---------------|
| Rents - Learning Disability Accommodation | | | |
| 151 Holbeck Per week per bedroom | 96.47 | 96.47 | 0.0% |
| 9 Portman Close Per week per bedroom | 96.47 | 96.47 | 0.0% |
| Service Charges | | | |
| 151 Holbeck, 9 Portman Per week per bedroom | 13.51 | 13.51 | 0.0% |
| Waymead | | | |
| Rent Per week per bedroom | 156.06 | 156.06 | 0.0% |
| Service Charge Per week per bedroom | 27.57 | 27.57 | 0.0% |
| Fuel* Per week per bedroom | 5.77 | 5.77 | 0.0% |
| Water* Per week per bedroom | 6.76 | 6.76 | 0.0% |
| Easthampstead Mobile Home Park | | | |
| Site Rent | 48.68 | 48.68 | 0.0% |
| Water Charge | 18.19 | 23.38 | 28.6% |
| The above rents and utility charges are based on a 52 week year Water charges reflect the actual water costs in 2015/16 | | | |

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service : Housing Benefit Service

Purpose of the Charge: To set Council Tax Benefit (reduction scheme) annual uprating for working age people (people who have not reached the qualifying age for State Pension Credit).

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate:* | 0 | 0 |

* The budget is held corporately

Are concessions available? No

| Description | Current Fee (Exc VAT) £.p | Proposed Fee (Exc VAT) | Increase % |
|---|---|---|---------------|
| Applicable amounts Personal allowances for people who have not reached the qualifying age for State Pension Credit. | Housing Benefit uprating 2015-16 Circular A18/2014 | Applicable amounts frozen to 2015/16 rates | |
| Premiums | Housing Benefit uprating 2015-16 Circular A18/2014 | Applicable amounts frozen to 2015/16 rates | |
| Disregards* | Housing Benefit uprating 2015-16 Circular A18/2014 | Subject to executive decision Dec 2015. Proposal to increase the income disregards in the Local Council Tax Benefit Scheme for working age claimants as follows: •A single person disregard will increase from £5 a week to £10 •A couple from £10 to £15 a week •A single parent from £25 to £30 a week | |
| <i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i> | | | |
| Income-related social security benefits | Housing Benefit uprating 2015-16 Circular A18/2014 | Housing Benefit Circular: 2016-17 Uprating | |
| Non income-related social security benefits | Housing Benefit uprating 2015-16 Circular A18/2014 | Housing Benefit Circular: 2016-17 Uprating | |
| War pensions scheme benefits | Housing Benefit uprating 2015-16 Circular A18/2014 & Circular A2/2015 | Housing Benefit Circular: 2016-17 Uprating | |
| Contributory and non-contributory social security rates | Housing Benefit uprating 2015-16 Circular A18/2014 | Housing Benefit Circular: 2016-17 Uprating | |
| Non dependent deductions and bands | National prescribed regulations as set for the pensioner scheme | National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution. | |
| Universal Credit Rates | | Housing Benefit Circular: 2016-17 Uprating | |
| Non-social security payments and rates | Housing Benefit uprating 2015-16 Circular A18/2014 | Housing Benefit Circular: 2016-17 Uprating | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

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

| | | |
|--|---------------------------|--|
| | 2015/16 Budget | Proposed 2016/17 Budget |
| | £'000 | £'000 |
| Income the proposed fees will generate: | 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. |
|--|

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

Adult and Community Learning Plan

| Course Fees | | | |
|--|-------------|-------------|------|
| 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. |
|--|

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 182 | 182 |

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

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

Brakenhale Open Learning Centre Room Hire and Refreshments

| | | | | |
|---|--------------------|---------------|------------|------|
| Room Hire per Hour | | | | |
| Grant funded courses | 11.55 | 11.55 | 0.00 | |
| Bracknell Forest Council | 14.30 | 14.50 | 1.40 | |
| External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations | 14.30 | 14.50 | 1.40 | |
| Other external users | 17.85 | 18.00 | 0.80 | |
| IT Suite (specific requirement to use IT) | 21.90 | 22.00 | 0.50 | |
| IT Suite (specific request for large hall) | 21.90 | 22.00 | 0.50 | |
| Insurance | 10% room hire | 10% room hire | | |
| Refreshments | | | | |
| Tea & Coffee | Per person per Mug | 0.95 | 0.95 | 0.00 |
| Lunches | | Cost + 10% | Cost + 10% | |
| Photocopying per copy | Black and White A4 | 0.10 | 0.10 | 0.00 |
| Photocopying per copy | Colour A4 | 0.50 | 0.50 | 0.00 |
| Photocopying per copy | Black and White A3 | 0.20 | 0.20 | 0.00 |
| Photocopying per copy | Colour A3 | 1.00 | 1.00 | 0.00 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 82 | 83 |

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

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

Education Centre Room Hire Non Bracknell Forest Council

| | | | |
|------------------------|--------|--------|------|
| Whole Day | | | |
| Newbury | 315.00 | 319.00 | 1.30 |
| Bedford | 199.00 | 201.00 | 1.00 |
| Donnington | 199.00 | 201.00 | 1.00 |
| Sandys | 199.00 | 201.00 | 1.00 |
| Wimpole | 199.00 | 201.00 | 1.00 |
| Other | 199.00 | 201.00 | 1.00 |
| Cromwell Computer Room | 290.00 | 293.00 | 1.00 |
| Half Day | | | |
| Newbury | 160.00 | 162.00 | 1.30 |
| Bedford | 102.00 | 104.00 | 2.00 |
| Donnington | 102.00 | 104.00 | 2.00 |
| Sandys | 102.00 | 104.00 | 2.00 |
| Wimpole | 102.00 | 104.00 | 2.00 |
| Other | 102.00 | 104.00 | 2.00 |
| Cromwell Computer Room | 175.00 | 177.00 | 1.10 |
| Hourly rate | | | |
| All rooms | 46.00 | 47.00 | 2.20 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 82 | 83 |

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

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

Education Centre Room Hire Non Bracknell Forest Council (cont)

| | | | |
|------------------------|--------|--------|------|
| Twilight | | | |
| Newbury | 118.00 | 120.00 | 1.70 |
| Bedford | 77.00 | 78.00 | 1.30 |
| Donnington | 77.00 | 78.00 | 1.30 |
| Sandys | 77.00 | 78.00 | 1.30 |
| Wimpole | 77.00 | 78.00 | 1.30 |
| Other | 77.00 | 78.00 | 1.30 |
| Cromwell Computer Room | 138.00 | 140.00 | 1.40 |
| Evening | | | |
| Newbury | 133.00 | 135.00 | 1.50 |
| Bedford | 102.00 | 104.00 | 2.00 |
| Donnington | 102.00 | 104.00 | 2.00 |
| Sandys | 102.00 | 104.00 | 2.00 |
| Wimpole | 102.00 | 104.00 | 2.00 |
| Other | 102.00 | 104.00 | 2.00 |
| Cromwell Computer Room | 169.00 | 171.00 | 1.20 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 82 | 83 |

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

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

Education Centre Room Hire Bracknell Forest Council

| | | | |
|------------------------|--------|--------|------|
| Whole Day | | | |
| Newbury | 265.00 | 268.00 | 1.10 |
| Bedford | 164.00 | 166.00 | 1.20 |
| Donnington | 164.00 | 166.00 | 1.20 |
| Sandys | 164.00 | 166.00 | 1.20 |
| Wimpole | 164.00 | 166.00 | 1.20 |
| Other | 164.00 | 166.00 | 1.20 |
| Cromwell Computer Room | 245.00 | 248.00 | 1.20 |
| Half Day | | | |
| Newbury | 133.00 | 135.00 | 1.50 |
| Bedford | 83.00 | 84.00 | 1.20 |
| Donnington | 83.00 | 84.00 | 1.20 |
| Sandys | 83.00 | 84.00 | 1.20 |
| Wimpole | 83.00 | 84.00 | 1.20 |
| Other | 83.00 | 84.00 | 1.20 |
| Cromwell Computer Room | 143.00 | 145.00 | 1.40 |
| Hourly rate | | | |
| All rooms | 34.00 | 35.00 | 2.90 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 82 | 83 |

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

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

Education Centre Room Hire Bracknell Forest Council (cont)

| | | | |
|------------------------|--------|--------|------|
| Twilight | | | |
| Newbury | 100.00 | 101.00 | 1.00 |
| Bedford | 72.00 | 73.00 | 1.40 |
| Donnington | 72.00 | 73.00 | 1.40 |
| Sandys | 72.00 | 73.00 | 1.40 |
| Wimpole | 72.00 | 73.00 | 1.40 |
| Other | 72.00 | 73.00 | 1.40 |
| Cromwell Computer Room | 128.00 | 130.00 | 1.60 |
| Evening | | | |
| Newbury | 112.00 | 114.00 | 1.80 |
| Bedford | 83.00 | 84.00 | 1.20 |
| Donnington | 83.00 | 84.00 | 1.20 |
| Sandys | 83.00 | 84.00 | 1.20 |
| Wimpole | 83.00 | 84.00 | 1.20 |
| Other | 83.00 | 84.00 | 1.20 |
| Cromwell Computer Room | 143.00 | 145.00 | 1.40 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | | |
|--|---------------------------|--|
| | 2015/16 Budget | Proposed 2016/17 Budget |
| | £'000 | £'000 |
| Income the proposed fees will generate: | 74 | 75 |

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

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

Education Centre Refreshment Charges Non Bracknell Forest Council

| | | | |
|----------------------------------|----------------------------------|-------|------|
| Tea and Coffee | | | |
| Per Day (Unlimited) | 6.95 | 7.05 | 1.40 |
| Per Half day | 3.50 | 3.55 | 1.40 |
| Per Mug | 1.75 | 1.80 | 2.90 |
| Sandwiches | | | |
| With cakes, crisps, fruit and OJ | 6.55 | 6.55 | 0.00 |
| Lunch in Main Restaurant | | | |
| Per Person | 15.40 | 15.40 | 0.00 |
| Finger Buffet | | | |
| By arrangement | prices dependent on requirements | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | | |
|--|---------------------------|--|
| | 2015/16 Budget | Proposed 2016/17 Budget |
| | £'000 | £'000 |
| Income the proposed fees will generate: | 74 | 75 |

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

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

Education Centre Refreshment Charges Bracknell Forest Council

| | | | |
|----------------------------------|----------------------------------|-------|------|
| Tea and Coffee | | | |
| Per Day | 4.40 | 4.45 | 1.10 |
| Per Half day | 3.30 | 3.35 | 1.50 |
| Per Mug | 1.65 | 1.70 | 3.00 |
| Sandwiches | | | |
| With cakes, crisps, fruit and OJ | 6.40 | 6.40 | 0.00 |
| Lunch in Main Restaurant | | | |
| Per Person | 15.20 | 15.20 | 0.00 |
| Finger Buffet | | | |
| By arrangement | prices dependent on requirements | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Education Centre

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

| | | |
|--|---------------------------|--|
| | 2015/16 Budget | Proposed 2016/17 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. |
|--|

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

Education Centre Charges for printing

| | | | | |
|--------------------------|--------------------|------|------|------|
| Photocopying | | | | |
| Per Copy - Black & White | A3 Single Sided | 0.15 | 0.15 | 0.00 |
| | A4 Single Sided | 0.08 | 0.08 | 0.00 |
| | A3 Double Sided | 0.20 | 0.20 | 0.00 |
| | A4 Double Sided | 0.15 | 0.15 | 0.00 |
| Per Copy - Colour | A3 Single side | 1.05 | 1.05 | 0.00 |
| | A4 Single sided | 0.75 | 0.75 | 0.00 |
| Laminating | per metre 25" wide | 2.50 | 2.50 | 0.00 |
| | Pockets A3 | 0.95 | 0.95 | 0.00 |
| | Pockets A4 | 0.65 | 0.65 | 0.00 |

| |
|--|
| <p>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.</p> |
|--|

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Learning and Achievement

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 57 | 58 |

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

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

Professional Development Courses

| Course Fees and Timings | | | |
|---|--------|--------|------|
| Internal and Other LA Schools and Academies | | | |
| Full Day (09.15 - 15.45) | 133.00 | 135.00 | 1.50 |
| Half Day (09.15 - 12.15) or (13.00 - 16.00) | 72.00 | 73.00 | 1.40 |
| Twilight (16.15 - 17.30) | 32.00 | 33.00 | 3.10 |
| Independent Schools | | | |
| Full Day (09.15 - 15.45) | 265.00 | 268.00 | 1.10 |
| Half Day (09.15 - 12.15) or (13.00 - 16.00) | 143.00 | 145.00 | 1.40 |
| Twilight (16.15 - 17.30) | 64.00 | 65.00 | 1.60 |
| * Course fees will be increased to take account of any specific additional costs incurred | | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Learning and Achievement

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 57 | 58 |

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

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

Consultancy Rates

| Chargeable Activities | | | |
|--|--------|--------|------|
| 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 | | | |
| BFC Schools and Academies | | | |
| Daily rate | 500.00 | 500.00 | 0.00 |
| Half Day | 286.00 | 289.00 | 1.00 |
| Hourly rate | 92.00 | 93.00 | 1.10 |
| Twilight session (new for 2014-15) | 179.00 | 181.00 | 1.10 |
| Evening Session (new for 2014-15) | 179.00 | 181.00 | 1.10 |
| Non BFC Schools, Independent Schools and Academies | | | |
| Daily rate | 570.00 | 570.00 | 0.00 |
| Half Day | 306.00 | 310.00 | 1.30 |
| Hourly rate | 118.00 | 120.00 | 1.70 |
| Twilight session (new for 2014-15) | 199.00 | 201.00 | 1.00 |
| Evening Session (new for 2014-15) | 199.00 | 201.00 | 1.00 |

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.

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Larchwood

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 70 | 71 |

| |
|--|
| Are concessions available? Yes, free service for Bracknell children |
|--|

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

Residential short break care

| | | | | |
|------------------------------|----------|--------|--------|------|
| Overnight | | | | |
| Per Night | | 427.65 | 431.95 | 1.00 |
| Daycare | | | | |
| Standard | per hour | 17.35 | 17.55 | 1.20 |
| Additional 1:1 staffing | per hour | 14.45 | 14.60 | 1.00 |
| Additional 2:1 staffing | per hour | 28.85 | 29.15 | 1.00 |
| Daycare - New Clients | | | | |
| Standard | per hour | 22.20 | 22.45 | 1.10 |
| Additional 1:1 staffing | per hour | 17.90 | 18.10 | 1.10 |
| Additional 2:1 staffing | per hour | 35.70 | 36.10 | 1.10 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & 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 |
|--|

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 24 | 24 |

| |
|--------------------------------------|
| Are concessions available? No |
|--------------------------------------|

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

Fostercare charges

| | | | | |
|--|---------|--------|--------|------|
| Charge per week | Minimum | 238.85 | 243.60 | 2.00 |
| | Maximum | 571.75 | 583.20 | 2.00 |
| 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. | | | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Youth Offending Service

Purpose of the Charge: To charge for Training provided by Bracknell Youth Offending Service

| | | |
|---|----------------------|----------------------|
| | 0.00 £'000 | 0.00 £'000 |
| Income the proposed fees will generate: | 2 | 2 |

Are concessions available? No

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

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

Training Fees

| | | | | |
|---|---------|--|--------|--|
| Supply training to external organisations | per day | | 300.00 | |
|---|---------|--|--------|--|

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Youth Service

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------------------|--|
| Income the proposed fees will generate: | 11 | 11 |

| |
|---|
| Are concessions available? Yes, for young people from low income families. |
|---|

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

Young Peoples Attendance Fee

| | | | | |
|-----------------------|-------------|-----------------|-----------------|------|
| Attendance Fee | per session | 0.00 to 1.00 | 0.00 to 1.00 | 0.00 |
| Membership Fee | per annum | 0.00 to 2.12 | 0.00 to 2.15 | 1.40 |
| Activities Fee | per session | 0.00 to 2.75 | 0.00 to 2.80 | 1.80 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Youth Service

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 101 | 102 |

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

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

Hire Fees

| | | | |
|--|----------|-------------------|---------------------------|
| Youth & Community Groups - not for profit basis | | | |
| Hall | per hour | 7.65 to 13.40 | 7.65 to 13.55 1.10 |
| Meeting Room | per hour | 7.65 to 12.40 | 7.65 to 12.55 1.20 |
| Private & Commercial | | | |
| Hall | per hour | 11.20 to 29.70 | 11.20 to 30.00 1.00 |
| Meeting room | per hour | 11.20 to 24.80 | 11.20 to 25.05 1.00 |
| Other income is generated by long term leases | | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Youth Service

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

| | | |
|--|---------------------------|--|
| | 2015/16 Budget | Proposed 2016/17 Budget |
| | £'000 | £'000 |
| Income the proposed fees will generate: | 4 | 4 |

| |
|--------------------------------------|
| Are concessions available? No |
|--------------------------------------|

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

Sale of Goods

| | | | |
|--|-------------------|-------------------|------|
| Tuck Shops Various refreshments Price changes are determined by rates set by suppliers | 0.01 to 1.85 | 0.01 to 1.90 | 2.70 |
| Duke of Edinburgh Awards Cost per place Duke of Edinburgh Awards reflect National Awards fee structure. | 17.50 to 26.75 | 17.50 to 27.05 | 1.10 |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Children's Centres

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 19 | 19 |

| |
|---|
| All concessions are included in the fee structure detailed below |
|---|

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

Sessional Fees

| Sessional Fees | | | |
|--|------|------|-----|
| BFC families | 2.55 | 2.60 | 2.0 |
| BFC families receiving additional support/benefits | 1.05 | 1.10 | 4.8 |
| Families from outside BFC | 5.10 | 5.20 | 2.0 |

These charges would apply only to those sessions where 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.

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Children's Centres

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 6 | 6 |

| |
|---|
| All concessions are included in the fee structure detailed below |
|---|

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

Room Hire Fees

| | | | |
|--|-------|-------|-----|
| Rowans Children's Centre | | | |
| Private group/ Statutory Agencies | | | |
| Hall | 13.40 | 13.55 | 1.1 |
| Squirrel Room | 11.15 | 11.30 | 1.3 |
| Owl Room | 9.00 | 9.10 | 1.1 |
| Badger Room | 6.75 | 6.85 | 1.5 |
| Kitchen (if used for cooking) | 11.15 | 11.30 | 1.3 |
| Modular Building | 13.40 | 13.55 | 1.1 |
| Voluntary/non profit making Group | | | |
| Hall | 10.10 | 10.25 | 1.5 |
| Squirrel Room | 7.85 | 7.95 | 1.3 |
| Owl Room | 5.60 | 5.70 | 1.8 |
| Badger Room | 3.45 | 3.50 | 1.4 |
| Kitchen (if used for cooking) | 7.85 | 7.95 | 1.3 |
| Modular Building | 10.10 | 10.25 | 1.5 |
| Willows Children's Centre | | | |
| Private group/ Statutory Agencies | 13.40 | 13.55 | 1.1 |
| Hall & kitchen | | | |
| Voluntary/non profit making Group | 10.10 | 10.25 | 1.5 |
| Hall & kitchen | | | |

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Children's Centres

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|---------------------------|--|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 0 | 0 |

| |
|---|
| All concessions are included in the fee structure detailed below |
|---|

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

Room Hire Fees

| | | | |
|--|-------|-------|-----|
| Oaks Children's Centre: | | | |
| Private group/ Statutory Agencies | | | |
| Green Room | 10.10 | 10.25 | 1.5 |
| Blue Room | 9.00 | 9.10 | 1.1 |
| Family Room and Kitchen | 13.40 | 13.55 | 1.1 |
| Pre-school room | 15.65 | 15.85 | 1.3 |
| Voluntary/non profit making Group | | | |
| Green Room | 6.75 | 6.85 | 1.5 |
| Blue Room | 5.60 | 5.70 | 1.8 |
| Family Room and Kitchen | 10.10 | 10.25 | 1.5 |
| Pre-school room | 12.30 | 12.45 | 1.2 |
| Alders Children's Centre | | | |
| Private group/ Statutory Agencies | | | |
| Family Room | 11.15 | 11.30 | 1.3 |
| Meeting Room 1 | 7.85 | 7.95 | 1.3 |
| Meeting Room 2 | 6.75 | 6.85 | 1.5 |
| Voluntary/non profit making Group | | | |
| Family Room | 7.85 | 7.95 | 1.3 |
| Meeting Room 1 | 5.60 | 5.70 | 1.8 |
| Meeting Room 2 | 3.45 | 3.50 | 1.4 |

| |
|--|
| Groups who are directly supporting the delivery of CC services will not be charged. |
|--|

CHILDREN, YOUNG PEOPLE AND LEARNING

2016/17 PROPOSED FEES & CHARGES

Service : Early Years Workforce Development

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|-------------------|-------------------------------|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 4 | 4 |

Are concessions available? Yes, fees to BFC based childcare providers, including Local Authority schools, are lower than those charged to customers from outside the borough.

Course cancellation fees will be charged ((based on cost of course/number of delegates) as follows:

- * 7 days (or less) written notification - full course cost will be charged
- * 8-30 days' written notice - 50% of full course cost will be charged
- * 31 or more days' written notice - no fees/charges will be incurred

| 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 & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|----------------------------|--|
| Income the proposed fees will generate: | 117 | 131 |

| |
|--------------------------------------|
| Are concessions available? No |
|--------------------------------------|

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

Legal & Surveyors' Fees for Property Transactions

| | | | |
|---|---------|---------|-----|
| New Lease | 440* | 450* | 2.3 |
| Licence to Assign | 330 | 340 | 3.0 |
| Contracted Out Lease - fee is dependant on complexity | 190/325 | 195/330 | 1.9 |
| License to Alter - fee is dependant upon complexity | 190/325 | 195/330 | 1.9 |
| Deed of Variation - fee is dependant on complexity | 190/325 | 195/330 | 1.9 |
| Sale of Garages & Freehold Reversions | 270 | 275 | 1.9 |
| Letter/Deed of Postponement | 120 | 125 | 4.2 |
| Transfer (or hourly rate as appropriate) | 315 | 320 | 1.6 |
| Section 106 Agreements-£135 per hour | 960** | 975** | 1.6 |
| Processing of subject access requests | 10 | 10 | 0.0 |

* With discretion for the Borough Solicitor to increase if time recorded costs exceed £450, at a rate of £160 per hour.

** With discretion for the Borough Solicitor to increase if time recorded costs exceed £975, at a rate of £160 per hour.

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 5 | 5 |

Are concessions available? No

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

| | | | |
|--|-------|-------|-----|
| Electoral Registration | | | |
| Certificate of current register | 21.00 | 22.00 | 4.5 |
| Certificate of historical registration | 60.00 | 62.00 | 3.2 |
| Street Index | 22.00 | 23.00 | 4.3 |

| | | | |
|---|-------|-------|-----|
| Register of Electors: | | | |
| -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 |
| Register of Overseas Electors: | | | |
| - 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 |
| Marked copy of the Register of Electors: | | | |
| - 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.

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

| | | | | |
|---|--------|--------|------|--------|
| Household Delivery | | | | |
| Delivery Administration fee: | | | | |
| - across more than half of the Borough | 180.00 | 185.00 | 2.8 | 222.00 |
| - across less than half of the Borough | 135.00 | 140.00 | 3.7 | 168.00 |
| Plus charges per leaflet/property | | | | |
| -rural properties per leaflet/property | 0.20 | 0.21 | 5.0 | 0.25 |
| -urban properties per leaflet/property | 0.15 | 0.16 | 6.7 | 0.19 |
| -each additional leaflet (both urban and rural) | 0.02 | 0.03 | 50.0 | 0.04 |

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 & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 190 | 190 |

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

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) | 2017/18 Proposed Fee (Inc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|------------------------------|---|----------|
| | £.p | £.p | % | £.p | £.p | % |

Change of Name Service

| | | | | | | |
|--|--------|--------|-----|--------|--------|------|
| Adult | 37.50 | 38.33 | 2.2 | 46.00 | 48.00 | 4.4 |
| - Additional deed purchased at time of appointment | 6.25 | 6.67 | 6.7 | 8.00 | 10.00 | 24.9 |
| - Copy of archived deed | 12.08 | 12.50 | 3.5 | 15.00 | 17.50 | 16.7 |
| Child | 42.08 | 42.92 | 2.0 | 51.50 | 53.00 | 2.9 |
| - Additional deed purchased at time of appointment | 6.25 | 6.67 | 6.7 | 8.00 | 10.00 | 24.9 |
| - Copy of archived deed | 12.08 | 12.50 | 3.5 | 15.00 | 17.50 | 16.7 |
| Family (parents and up to two children) | 120.00 | 122.08 | 1.7 | 146.50 | 150.00 | 2.4 |

Marriage and Civil Partnership Ceremonies

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) | 2017/18 proposed Fee (incl VAT where applicable) | Increase |
|-------------|--------------------------|------------------------------|----------|------------------------------|--|----------|
| | £.p | £.p | % | £.p | £.p | % |

| | | | | | | |
|---|----------|----------|------|-----|---------|-----|
| Licensing of premises as marriage venues (three year licence) | 1,330.00 | n/a | | n/a | n/a | |
| New Licence | n/a | 1,750.00 | | | 1790.00 | 2.3 |
| Licence Renewal | n/a | 1,500.00 | | | 1530.00 | 2.0 |
| Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office# | 35.00 | 35.00 | 0.0 | | 35.00 | 0.0 |
| 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 | | | | | |
| - for a detained person# | 103.00 | | | | | |
| Attendance of Registrar for a marriage or civil partnership: | | | | | | |
| - at a registered building# | 86.00 | | | | | |
| - of a housebound person# | 81.00 | | | | | |
| - of a detained person# | 88.00 | | | | | |
| Attendance of Superintendent Registrar for a marriage or civil partnership: | | | | | | |
| - of a housebound person# | 84.00 | | | | | |
| - of a detained person# | 94.00 | | | | | |
| Attendance of Superintendent Registrar for a marriage or civil partnership at approved premises | | | | | | |
| - Monday - Thursday | 320.00 | 355.00 | 10.9 | | 365.00 | 2.8 |
| - Friday | n/a | 400.00 | n/a | | 420.00 | 5.0 |
| - Saturday | 390.00 | 450.00 | 15.4 | | 465.00 | 3.3 |
| - Sunday/Bank Holiday | 450.00 | 500.00 | 11.1 | | 520.00 | 4.0 |
| Marriage or Civil Partnership Ceremony in the Register Office or the Syrett Small Ceremony Room# | 46.00 | 46.00 | 0.0 | | 46.00 | 0.0 |

These are statutory charges that are determined nationally through legislation. There are a number of additional statutory charges available on request

Note - Appointment fees will be taken at the time of booking

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Marriage and Civil Partnership Ceremonies (Cont)

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) | 2017/18 proposed Fee (incl VAT where applicable) | Increase |
|---|--------------------------|---------------------------|----------|---------------------------|--|----------|
| | £.p | £.p | % | £.p | £.p | % |
| Marriage or Civil Partnership Ceremony in the Syrett Large Ceremony Room (<i>includes Superintendent Registrar's and registrar's attendance</i>): | | | | | | |
| - Monday - Thursday | 130.00 | 140.00 | 7.7 | | 150.00 | 7.1 |
| - Friday | 155.00 | 195.00 | 25.8 | | 210.00 | 7.7 |
| - Saturday morning | 175.00 | n/a | | | n/a | |
| - Saturday | 285.00 | 295.00 | 3.5 | | 300.00 | 1.7 |
| - Sunday / Bank Holiday | 385.00 | 395.00 | 2.6 | | 400.00 | 1.3 |
| Ceremony service enhancements | | | | | | |
| - Friday | 32.00 | n/a | | | n/a | |
| - Saturday morning | 42.00 | n/a | | | n/a | |
| - Saturday afternoon | 52.00 | n/a | | | n/a | |
| Pre-ceremony chat appointments for wedding/civil and other ceremonies | | | | | | |
| - Monday - Friday | 14.29 | 15.00 | 5.0 | 17.85 | 18.00 | 0.8 |
| - Saturday morning | 18.58 | n/a | | n/a | n/a | |
| Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office# | 45.00 | | | | | |
| Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building# | 46.00 | | | | | |
| Application to convert a Civil Partnership to a marriage# | 27.00 | | | | | |
| Attendance of superintendent Registrar for a civil partnership conversion to a marriage with a non-statutory ceremony | | | | | | |
| - Syrett Large Ceremony Room | 242.50 | 245.00 | 1.0 | | 247.50 | 1.0 |
| - other licensed premises | 254.00 | 258.00 | 1.6 | | 262.50 | 1.7 |
| Attendance of Superintendent Registrar for a civil partnership conversion to a marriage: | | | | | | |
| - of a housebound person # | 99.00 | | | | | |
| - of a detained person# | 117.00 | | | | | |
| - of a seriously ill person not expected to recover# | 15.00 | | | | | |
| # These are statutory charges that are determined nationally through legislation. There are a number of additional statutory charges available on request | | | | | | |
| Note - Appointment fees will be taken at the time of booking | | | | | | |

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Other Ceremonies and Nationality Checking Service

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) | 2017/18 proposed Fee (incl VAT where applicable) | Increase |
|--|--------------------------|------------------------------|----------|------------------------------|--|----------|
| | £.p | £.p | % | £.p | £.p | % |
| Naming Ceremonies/Renewal of Vows | | | | | | |
| Attendance of celebrant at a ceremony in the Syrett Large Ceremony Room | | | | | | |
| - single naming ceremony | 164.71 | n/a | | n/a | n/a | |
| - double naming ceremony | 204.83 | n/a | | n/a | n/a | |
| - triple naming ceremony | 231.15 | n/a | | n/a | n/a | |
| Monday-Thursday | n/a | 166.67 | | 200.00 | 205.00 | 2.5 |
| Friday | n/a | 204.17 | | 245.00 | 255.00 | 4.1 |
| Saturday | n/a | 229.16 | | 275.00 | 280.00 | 1.8 |
| Sunday/Bank Holiday | n/a | 187.50 | | 225.00 | 230.00 | 2.2 |
| Attendance of celebrant at a naming ceremony in licensed premises | | | | | | |
| - single naming ceremony | 174.12 | n/a | | n/a | n/a | |
| - double naming ceremony | 213.30 | n/a | | n/a | n/a | |
| - triple naming ceremony | 248.98 | n/a | | n/a | n/a | |
| Monday-Thursday | n/a | 177.50 | | 213.00 | 218.00 | 2.3 |
| Friday | n/a | 220.83 | | 265.00 | 275.00 | 3.8 |
| Saturday | n/a | 253.75 | | 304.50 | 310.00 | 1.8 |
| Sunday/Bank Holiday | n/a | 295.83 | | 355.00 | 370.00 | 4.2 |
| Attendance of celebrant at a naming ceremony in non-licensed premises (<i>includes 1/2 hour pre-ceremony appointment and non-refundable risk assessment fee</i>) | | | | | | |
| - single naming ceremony | 216.67 | n/a | | n/a | n/a | |
| - double naming ceremony | 254.13 | n/a | | n/a | n/a | |
| - triple naming ceremony | 291.48 | n/a | | n/a | n/a | |
| Other Ceremonies | | | | | | |
| Attendance of celebrant at all other ceremonies (<i>includes 1/2 hour pre-ceremony appointment</i>) | | | | | | |
| - Syrett Large Ceremony Room | 164.71 | n/a | | n/a | n/a | |
| - other licensed premises | 174.12 | n/a | | n/a | n/a | |
| - non licensed premises (<i>includes a non-refundable risk assessment fee</i>) | 216.67 | n/a | | n/a | n/a | |

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) | 2017/18 proposed Fee (incl VAT where applicable) | Increase |
|---|--------------------------|------------------------------|----------|------------------------------|--|----------|
| | £.p | £.p | % | £.p | £.p | % |
| Other Ceremonies and Nationality Checking Service cont. | | | | | | |
| Certificates | | | | | | |
| 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 | |
| Additional fee - certificates | | | | | | |
| Premium Service (in addition to statutory fee) | n/a | 20.00 | | | 22.00 | 10.0 |
| Postage admin per certificate | n/a | 2.60 | | | 2.70 | 3.8 |
| Additional fee | | | | | | |
| Personal search (up to 6 hours) | n/a | 18.00 | | | 19.00 | 5.6 |
| Nationality Checking Service | | | | | | |
| Single adult application - Monday - Friday | 48.33 | 54.17 | 12.1 | 65.00 | 75.00 | 15.4 |
| Single adult application - Saturday/evenings | 65.00 | 75.00 | 15.4 | 90.00 | 100.00 | 11.1 |
| Single child application - Monday-Friday | 19.17 | 29.17 | 52.2 | 35.00 | 45.00 | 28.6 |
| Single child application - Saturday/evenings | 27.50 | 45.83 | 66.7 | 55.00 | 65.00 | 18.2 |
| Single adult and single child - Monday-Friday | 62.50 | n/a | | n/a | n/a | |
| Single adult and single child - Saturdays | 78.75 | n/a | | n/a | n/a | |
| Single adult and two children - Monday-Friday | 79.17 | n/a | | n/a | n/a | |
| Single adult and two children - Saturday | 94.17 | n/a | | n/a | n/a | |
| Single adult and three children - Monday-Friday | 95.83 | n/a | | n/a | n/a | |
| Single adult and three children - Saturday | 108.33 | n/a | | n/a | n/a | |
| Joint spouse application - Monday-Friday | 83.33 | n/a | | n/a | n/a | |
| Joint spouse application - Saturday | 100.00 | n/a | | n/a | n/a | |
| Joint spouse and up to two children - Monday-Friday | 125.00 | n/a | | n/a | n/a | |
| Joint spouse and up to two children -Saturday | 137.50 | n/a | | n/a | n/a | |
| Additional fee if a second appointment is required | 16.67 | n/a | | n/a | n/a | |
| Settlement Checking Service | | | | | | |
| Single adult application - Monday-Friday | 83.33 | 87.50 | 5.0 | 105.00 | 110.00 | 4.8 |
| Single adult application and up to two children Monday-Friday | 83.33 | 87.50 | 5.0 | 105.00 | 110.00 | 4.8 |
| Each additional child - Monday-Friday | 19.17 | 20.00 | 4.3 | 24.00 | 25.00 | 4.2 |
| Additional fee if a second appointment is required | 16.67 | n/a | | n/a | n/a | |
| Individual Citizenship Ceremonies | | | | | | |
| Superintendent Registrar's Room - Monday-Friday | 60.00 | n/a | | n/a | n/a | |
| Syrett Small Ceremony Room - Monday-Friday | 104.17 | n/a | | n/a | n/a | |
| Syrett Large Ceremony Room: | | | | | | |
| - Monday - Friday | 166.67 | n/a | | n/a | n/a | |
| - Monday - Friday | 104.17 | 108.33 | 4.0 | 130.00 | 135.00 | 3.8 |
| Additional fee for cancellation/amendment/follow-up appointment | n/a | 20.83 | n/a | 25.00 | 30.00 | 20.0 |
| # These are statutory charges that are determined nationally through legislation. | | | | | | |
| Note - Appointment fees will be taken at the time of booking | | | | | | |

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Democratic Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|----------------------------|--|
| Income the proposed fees will generate: | 0 | 0 |
| Very few requests are made for agendas and the income budgets are below £1,000 | | |

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

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

Council Publications

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|------------------------------|----------|
| Agendas/Minutes, etc | | | |
| Council agenda – Charge per Annum (Based on 8 per Annum) | 165.00 | 168.00 | 1.8 |
| Executive Agenda – Charge per Annum (based on 11 per Annum) | 248.00 | 252.00 | 1.6 |
| Planning Committee (based on 12 per Annum) | 248.00 | 252.00 | 1.6 |
| Any other Committee or Sub Committee Agendas | | | |
| Charge per Annum (Based on 4 per annum) | 119.00 | 121.00 | 1.7 |
| Charge per single copy | 30.00 | 31.00 | 3.3 |
| Part extract (any Committee) including background papers - administration fee | 11.00 | 11.00 | 0.0 |

Service: Democratic Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|----------------------------|--|
| Income the proposed fees will generate: | 3.0 | 3.0 |

Are concessions available? No

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

Appeals Service

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|------------------------------|----------|
| Charges to Schools for administration and clerking of appeals | | | |
| Up to 5 appeals and 2 ombudsman cases a year for three years | 2,500.00 | 2,550.00 | 2.0 |
| Up to 10 appeals and 2 ombudsmen cases a year for three years | 4,700.00 | 4,800.00 | 2.1 |
| Additional appeal once the maximum has been reached | 250 each | 255 each | 2.0 |
| Charge for unscheduled occasional appeals | 250 each | 255 each | 2.0 |

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Democratic Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 2.0 | 2.0 |

Are concessions available? No

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

STANDARD OTHER CHARGES FOR DEMOCRATIC & REGISTRATION

| These are chargeable in addition or as default to recover actual costs for | | | | |
|--|-------|-------|-----|------|
| Invoice Charge | 23.00 | 24.00 | 4.3 | |
| Hourly Rate | 55.00 | 56.00 | 1.8 | |
| Minimum Charge | 29.00 | 30.00 | 3.4 | |
| Photocopying Charges | | | | |
| A4 B&W | 0.25 | 0.26 | 4.0 | 0.31 |
| A3 B&W | 0.40 | 0.42 | 5.0 | 0.50 |
| A4 Colour | 0.79 | 0.82 | 3.3 | 0.98 |
| A3 Colour | 1.47 | 1.50 | 2.3 | 1.80 |

Service: Education Transport

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 0.1 | 0.1 |

Are concessions available? No

| 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 & CHIEF EXECUTIVE'S DEPARTMENT

2016/17 PROPOSED FEES & CHARGES

Service: Town Centre Management

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 44 | 44 |

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.

| Description | Current Fee (Exc VAT) | Proposed Fee (Exc VAT) | Increase | Proposed Fee (Inc VAT) |
|---|--------------------------|------------------------------|----------|------------------------------|
| | £.p | £.p | % | £.p |
| Stalls/promotions in the Charles Sq area Sun-Thurs daily charge | 150.00 | 150.00 | 0.0 | 180.00 |
| Stalls/promotions in the Charles Sq area Fri-Sat daily charge | 300.00 | 300.00 | 0.0 | 360.00 |
| Stalls/promotions in the Charles Sq area weekly charge | 500.00 | 500.00 | 0.0 | 600.00 |
| Fairground type ride daily | 40.00 | 40.00 | 0.0 | 48.00 |
| Fairground type ride weekly | 200.00 | 200.00 | 0.0 | 240.00 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 1,580 | 1,700 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| CEMETERY & CREMATORIUM | | | | | |
| A CEMETERY & CREMATORIUM | | | | | |
| PURPOSE OF CHARGE: to recover costs. | | | | | |
| CEMETERY | | | | | |
| For the interment of the body of: a person aged 16 years or over | | 810.00 | | 842.00 | 4.0 |
| a child 3 years to 15 years | | 124.00 | | 129.00 | 4.0 |
| a stillborn child, foetus or child under 3 years | | 74.00 | | 77.00 | 4.1 |
| For the interment of a cremation urn or casket a person aged 16 years or over. | | 323.00 | | 336.00 | 4.0 |
| a child 3 years to 16 years | | 124.00 | | 129.00 | 4.0 |
| 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 | | 896.00 | | 932.00 | 4.0 |
| For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) | | 453.00 | | 471.00 | 4.0 |
| For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max) | | 565.00 | | 588.00 | 4.1 |
| To purchase a grave in reserve for a period of 75 years, with the right to renew for a further period | | 1,395.00 | | 1,451.00 | 4.0 |
| 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 | | 251.00 | | 261.00 | 4.0 |
| Additional charge for graves alongside roads or pathways | | 179.00 | | 186.00 | 3.9 |
| Additional charge for casket shaped grave for a person 16 and over | | 306.00 | | 318.00 | 3.9 |
| Right to erect memorial tablet 24" by 12" with one name on inscription | | 155.00 | | 161.00 | 3.9 |
| Additional inscription of each name | | 64.00 | | 67.00 | 4.7 |
| Plot Selection Fee | | 37.00 | | 38.00 | 2.7 |
| Temporary marker on Grave | | 25.00 | | 26.00 | 4.0 |
| Transfer of grant of exclusive right of burial | | 83.00 | | 86.00 | 3.6 |
| 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 | |

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|-----------------------|------------------------------------|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 1,580 | 1,700 |

Are concessions available? Yes on some services

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| CREMATORIUM | | | | | |
| 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 | | 684.00 | | 718.00 | 5.0 |
| Abatement Charge for each cremation | | 55.00 | | 55.00 | 0.0 |
| Scattering of Cremated remains - Sat, Sun & Bank Hol | | 28.00 | | 29.00 | 3.6 |
| Body parts | | 168.00 | | 176.00 | 4.8 |
| 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 | | 109.00 | | 113.00 | 3.7 |
| Package and dispatch to an address in the UK | | 115.00 | | 120.00 | 4.3 |
| Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours. | | 499.00 | | 519.00 | 4.0 |
| Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music | | 245.00 | | 255.00 | 4.1 |
| Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee | | 245.00 | | 255.00 | 4.1 |
| For disposal of cremated remains when cremation has taken place elsewhere | | 163.00 | | 170.00 | 4.3 |
| Retention of cremated remains on temporary deposit per month after first month for a maximum of three months | | 65.00 | | 68.00 | 4.6 |
| Coffin to Catafalque(24hrs max) | | 53.00 | | 55.00 | 3.8 |
| Refrigeration Storage per coffin (per 24hr period) | | 17.00 | | 18.00 | 5.9 |
| Certified extract from the Register of Cremation | | 62.00 | | 64.00 | 3.2 |
| CD | 38.00 | 31.67 | 39.00 | 32.50 | 2.6 |
| DVD | 50.00 | 41.67 | 52.00 | 43.33 | 4.0 |
| WEBCAST | 72.00 | 60.00 | 75.00 | 62.50 | 4.2 |
| Visual Tribute Single Photo | 6.00 | 5.00 | 6.00 | 5.00 | 0.0 |
| Visual Tribute (with/without music) 1-5 photos | 27.00 | 22.50 | 27.00 | 22.50 | 0.0 |
| Visual Tribute (with/without music) 6-10 photos | 37.00 | 30.83 | 37.00 | 30.83 | 0.0 |
| Visual Tribute (with/without music) for each additional photo | 2.25 | 1.88 | 2.25 | 1.88 | 0.0 |
| DVD of Tribute only | 27.00 | 22.50 | 28.00 | 23.33 | 3.7 |
| DVD of Service incl Tribute | 63.00 | 52.50 | 66.00 | 55.00 | 4.8 |
| 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
2016/17 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 1,580 | 1,700 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Memorial Fees | | | | | |
| Entries in The Book of Remembrance | | | | | |
| 2 line entry | 86.00 | 71.67 | 89.00 | 74.17 | 3.5 |
| 5 line entry | 126.00 | 105.00 | 131.00 | 109.17 | 4.0 |
| 8 line entry | 152.00 | 126.67 | 158.00 | 131.67 | 3.9 |
| 5 line entry with floral emblem | 202.00 | 168.33 | 210.00 | 175.00 | 4.0 |
| 8 line entry with floral emblem | 212.00 | 176.67 | 220.00 | 183.33 | 3.8 |
| 5 line entry with badge, bird, crest or shield | 223.00 | 185.83 | 232.00 | 193.33 | 4.0 |
| 8 line entry with badge, bird, crest or shield | 264.00 | 220.00 | 275.00 | 229.17 | 4.2 |
| 8 line entry with coat of arms | 272.00 | 226.67 | 283.00 | 235.83 | 4.0 |
| Copy of an entry from The Book of Remembrance in a folded remembrance card | | | | | |
| 2 line entry | 71.00 | 59.17 | 74.00 | 61.67 | 4.2 |
| 5 line entry | 86.00 | 71.67 | 89.00 | 74.17 | 3.5 |
| 8 line entry | 94.00 | 78.33 | 98.00 | 81.67 | 4.3 |
| 5 line entry with floral emblem | 175.00 | 145.83 | 182.00 | 151.67 | 4.0 |
| 8 line entry with floral emblem | 180.00 | 150.00 | 187.00 | 155.83 | 3.9 |
| 5 line entry with badge, bird, crest or shield | 190.00 | 158.33 | 198.00 | 165.00 | 4.2 |
| 8 line entry with badge, bird, crest or shield | 202.00 | 168.33 | 210.00 | 175.00 | 4.0 |
| 8 line entry with coat of arms | 223.00 | 185.83 | 232.00 | 193.33 | 4.0 |
| Memorial Leather Panel | | | | | |
| Prepare and display for a 10 year period | 338.00 | 281.67 | 352.00 | 293.33 | 4.1 |
| Prepare and display for a 1 year period | 199.00 | 165.83 | 207.00 | 172.50 | 4.0 |
| Annual Renewal | 17.00 | 14.17 | 18.00 | 15.00 | 5.9 |
| Replacement of memorial leather panel | 183.00 | 152.50 | 190.00 | 158.33 | 3.8 |
| Refurbished panel | 52.00 | 43.33 | 54.00 | 45.00 | 3.8 |
| Babies' Garden of remembrance Plaque | | | | | |
| Babies Picture Book Plaque (10 years) | 338.00 | 281.67 | 352.00 | 293.33 | 4.1 |
| Babies Picture Book Plaque set up and Year 1 Lease | 199.00 | 165.83 | 207.00 | 172.50 | 4.0 |
| Annual Renewal | 17.00 | 14.17 | 18.00 | 15.00 | 5.9 |
| Babies Standard Plaque Prepare and display for a 10 year period | 338.00 | 281.67 | 352.00 | 293.33 | 4.1 |
| Babies Standard Plaque set up and year 1 Lease | 199.00 | 165.83 | 207.00 | 172.50 | 4.0 |
| Annual Renewal | 17.00 | 14.17 | 18.00 | 15.00 | 5.9 |
| Roses | | | | | |
| Rose standard with plaque for a 7 year period | 428.00 | 356.67 | 445.00 | 370.83 | 4.0 |
| Rose standard with plaque set up and 1st year lease | 215.00 | 179.17 | 224.00 | 186.67 | 4.2 |
| Renewal of standard rose annual lease | 36.00 | 30.00 | 37.00 | 30.83 | 2.8 |
| Standard Plaque (additional or replacement) | 50.00 | 41.67 | 52.00 | 43.33 | 4.0 |
| Classic Plaque (additional or replacement) | 62.00 | 51.67 | 64.00 | 53.33 | 3.2 |
| Cast Bronze Plaque | 124.00 | 103.33 | 129.00 | 107.50 | 4.0 |
| Memorial Garden Seats | | | | | |
| A commemorative bench with plaque for a 10 year period | 1,294.00 | 1,078.33 | 1,346.00 | 1,121.67 | 4.0 |
| A commemorative bench, plaque, set up and 1st year lease. | 676.00 | 563.33 | 703.00 | 585.83 | 4.0 |
| Annual renewal of commemorative bench | 70.00 | 58.33 | 73.00 | 60.83 | 4.3 |
| Cast bronze plaque | 112.00 | 93.33 | 116.00 | 96.67 | 3.6 |
| Cremated Remains Desk Tablet (with flower holder) | | | | | |
| Annual renewal of lease | 61.00 | 50.83 | 63.00 | 52.50 | 3.3 |
| Additional letter inscription per letter | 2.85 | 2.38 | 3.00 | 2.50 | 5.3 |
| Second and final interment (including 50 letter inscription) | 313.00 | 260.83 | 326.00 | 271.67 | 4.2 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 1,580 | 1,700 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | 3 £.p | % |
| Bracken Heal Birdbath | | | | | |
| Plaque Row 1(10 year lease) | 494.00 | 411.67 | 514.00 | 428.33 | 4.0 |
| Plaque Row 1 set up and year 1 lease | 260.00 | 216.67 | 270.00 | 225.00 | 3.8 |
| Plaque Row 2 (10 year lease) | 565.00 | 470.83 | 588.00 | 490.00 | 4.1 |
| Plaque Row 2 set up and year 1 lease | 331.00 | 275.83 | 344.00 | 286.67 | 3.9 |
| Plaque Row 3 (10 year lease) | 606.00 | 505.00 | 630.00 | 525.00 | 4.0 |
| Plaque Row 3 set up and year 1 lease | 372.00 | 310.00 | 387.00 | 322.50 | 4.0 |
| Birdbath Seat Plaque (10 year lease) | 377.00 | 314.17 | 392.00 | 326.67 | 4.0 |
| Birdbath Seat Plaque set up and 1 year lease | 143.00 | 119.17 | 149.00 | 124.17 | 4.2 |
| Annual lease on all Bracken Heal Plaques | 27.00 | 22.50 | 28.00 | 23.33 | 3.7 |
| Personal Plaque designs | | | | | |
| 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) | 79.00 | 65.83 | 82.00 | 68.33 | 3.8 |
| Photo Plaque (4x3) added to existing tablet (Planter, Birdbath rows 2&3) | 95.00 | 79.17 | 99.00 | 82.50 | 4.2 |
| Photo Plaque (7x5) with initial order (Sanctum only) | 119.00 | 99.17 | 124.00 | 103.33 | 4.2 |
| Photo Plaque (7x5) added to existing tablet (Sanctum only) | 143.00 | 119.17 | 149.00 | 124.17 | 4.2 |
| AILSA CRAIG | | | | | |
| Memorial Granite Rock 10 year lease | 489.00 | 407.50 | 509.00 | 424.17 | 4.1 |
| Memorial Granite Rock set up and year 1 lease | 255.00 | 212.50 | 265.00 | 220.83 | 3.9 |
| Annual renewal of lease | 27.00 | 22.50 | 28.00 | 23.33 | 3.7 |
| Personal Plaque designs | POA | POA | POA | POA | |
| BLUEBELL WOOD | | | | | |
| MUSHROOM | | | | | |
| 3 DISC(10 year lease) | 397.00 | POA | 413.00 | 344.17 | 4.0 |
| 3 DISC(set up and year 1 lease) | 209.00 | 174.17 | 217.00 | 180.83 | 3.8 |
| 4 DISC(10 year lease) | 397.00 | 330.83 | 413.00 | 344.17 | 4.0 |
| 4 DISC(set up and year 1 lease) | 209.00 | 174.17 | 217.00 | 180.83 | 3.8 |
| 5 DISC(10 year lease) | 397.00 | 330.83 | 413.00 | 344.17 | 4.0 |
| 5 DISC(set up and year 1 lease) | 209.00 | 174.17 | 217.00 | 180.83 | 3.8 |
| Annual renewal of lease | 22.00 | 18.33 | 23.00 | 19.17 | 4.5 |
| Granite 2000 | | | | | |
| Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period | 550.00 | 458.33 | 572.00 | 476.67 | 4.0 |
| Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease | 316.00 | 263.33 | 329.00 | 274.17 | 4.1 |
| Annual renewal of lease | 27.00 | 22.50 | 28.00 | 23.33 | 3.7 |
| Hand Crafted designs | POA | POA | POA | POA | |
| Photo on Memorial | POA | POA | POA | POA | |
| Additional lines (max three - Black granite only) | 29.00 | 24.17 | 30.00 | 25.00 | 3.4 |
| Memorial Vase | | | | | |
| Prepare and display for 10 year period | 550.00 | 458.33 | 572.00 | 476.67 | 4.0 |
| Prepare and display for 1 year | 316.00 | 263.33 | 329.00 | 274.17 | 4.1 |
| Replacement plaque (including inscription) | 245.00 | 204.17 | 255.00 | 212.50 | 4.1 |
| Annual renewal of lease | 27.00 | 22.50 | 28.00 | 23.33 | 3.7 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 1,580 | 1,700 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | 3 £.p | % |
| Sanctum 2000® Cremated Remains (with flower holder) | | | | | |
| Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription | 1,176.00 | 980.00 | 1,223.00 | 1,019.17 | 4.0 |
| Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription | 642.00 | 535.00 | 668.00 | 556.67 | 4.0 |
| Annual renewal of lease | 62.00 | 51.67 | 64.00 | 53.33 | 3.2 |
| Additional inscription per letter | 2.85 | 2.38 | 2.90 | 2.42 | 1.8 |
| Second & final interment (including 50 letter inscription) | 313.00 | 260.83 | 326.00 | 271.67 | 4.2 |
| Photo Plaque with initial order | 112.00 | 93.33 | 116.00 | 96.67 | 3.6 |
| Photo plaque added to existing tablet | 135.00 | 112.50 | 140.00 | 116.67 | 3.7 |
| Personal Plaque Designs | | | | | |
| small design | POA | POA | POA | POA | |
| medium design | POA | POA | POA | POA | |
| large design | POA | POA | POA | POA | |
| SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R) | | | | | |
| 10 Years | 2,199.00 | 1,832.50 | 2,287.00 | 1,905.83 | 4.0 |
| Prepare and display for year 1 | 1,280.00 | 1,066.67 | 1,331.00 | 1,109.17 | 4.0 |
| Annual renewal | 103.00 | 85.83 | 107.00 | 89.17 | 3.9 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

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.

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 757 | 757 |

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| CAR PARKING | | | | | |
| Multi Storey Car Parks Charging period.....7 Days a week, 24 hours per day. | | | | | |
| SEASON TICKETS | | | | | |
| 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 |
| 7 day annual | 950.00 | 791.67 | 950.00 | 791.67 | 0.0 |
| 7 day monthly | 90.00 | 75.00 | 90.00 | 75.00 | 0.0 |
| 5 day monthly | 80.00 | 66.67 | 80.00 | 66.67 | 0.0 |
| Replacement season ticket | 35.00 | 29.17 | 35.00 | 29.17 | 0.0 |
| Early redemption charge 7 day annual Season | 90.00 | 75.00 | 90.00 | 75.00 | 0.0 |
| Early redemption charge 5 Day annual Season | 80.00 | 66.67 | 80.00 | 66.67 | 0.0 |
| DAILY CHARGES-Multi-Storey | | | | | |
| 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 |
| DAILY CHARGES Pay & Display | | | | | |
| 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 |
| | | | | | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

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.

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 757 | 757 |

| 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) Sunday (6am until 8pm) Overnight Monday to Sunday 8pm until 6am | 0.80 1.20 1.10 | 0.67 1.00 0.92 | 0.80 1.20 1.10 | 0.67 1.00 0.92 | 0.0 0.0 0.0 |
| Easthampstead House (Saturday only 6am until 8pm) 0-2hrs 2-4hrs Maximum Sunday (6am until 8pm) Overnight Monday to Friday (4pm to 6am) Overnight Saturday and Sunday (8pm to 6am) | 1.10 1.60 1.20 1.10 1.10 | 0.92 1.33 1.00 0.92 0.92 | 1.10 1.60 1.20 1.10 1.10 | 0.92 1.33 1.00 0.92 0.92 | 0.0 0.0 0.0 0.0 0.0 |
| Coral Reef Car Park (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm) No charge for first 10 minutes 0-5 hrs All day charge | 3.00 5.00 | 2.50 4.17 | 3.00 5.00 | 2.50 4.17 | 0.0 0.0 |
| The Look Out Discovery Centre Car Park (April to September 7am to 8.30pm, October to March 7am to 6pm) No charge for first 10 minutes 0-4 hrs All day charge Season Tickets: Annual for Residents of Bracknell Forest Annual for all others Replacement season ticket | 2.00 4.00 60.00 100.00 35.00 | 1.67 3.33 0.00 83.33 29.17 | 2.00 4.00 60.00 100.00 35.00 | 1.67 3.33 50.00 83.33 29.17 | 0.0 0.0 0.0 0.0 0.0 |
| Penalty Charge Notices (Off Street) | | | | | |
| Charge | | Set by Regulation | | Set by Regulation | |
| Charge if paid within 14 days | | Set by Regulation | | Set by Regulation | |
| Penalty Charge Notices (On-Street) | | | | | |
| Charge | | Set by Regulation | | Set by Regulation | |
| Charge if paid within 14 days | | Set by Regulation | | Set by Regulation | |
| Parking place Suspension(On-Street) | | | | | |
| Charge per Suspension | | Set by Regulation | | Set by Regulation | |
| Parking place Dispensation Permit (On-Street) | | | | | |
| 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 |
| Replacement Permit - where original is surrendered | 5.00 | 4.17 | 5.00 | 4.17 | 0.0 |
| Replacement Permit - where original is not surrendered | 20.00 | 16.67 | 20.00 | 16.67 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 90 | 91 |

Are concessions available? Yes. (See Pest Control)

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| DOG CONTROL | | | | | |
| PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs. | | | | | |
| Return of Stray Dog | | | | | |
| Prescribed fee | | 25.00 | | 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 | | 75.00 | | Set by Regulation | |
| PEST CONTROL (call out and/or treatment charges) | | | | | |
| PURPOSE OF CHARGE: contribution towards overall costs. | | | | | |
| Rats | | | | | |
| Treatment | 52.95 | 44.13 | 53.00 | 44.17 | 0.1 |
| Mice | | | | | |
| Treatment | 65.15 | 54.29 | 66.00 | 55.00 | 1.3 |
| Wasps (first nest) | | | | | |
| Treatment | 52.45 | 43.71 | 53.00 | 44.17 | 1.0 |
| Wasps (subsequent nest treated during same visit) | | | | | |
| Treatment | 18.30 | 15.25 | 18.00 | 15.00 | -1.6 |
| Bed Bugs | | | | | |
| For up to 3 bedroomed dwelling | 218.85 | 182.38 | 221.00 | 184.17 | 1.0 |
| For each additional room | 71.25 | 59.38 | 72.00 | 60.00 | 1.1 |
| Fleas | | | | | |
| For up to 3 habitable rooms | 167.95 | 139.96 | 170.00 | 141.67 | 1.2 |
| For each additional room | 54.95 | 45.79 | 55.00 | 45.83 | 0.1 |
| Squirrels | | | | | |
| Survey and Treatment | 152.70 | 127.25 | 154.00 | 128.33 | 0.9 |
| Call out Charge | | | | | |
| Flat Fee | 27.50 | 22.92 | 28.00 | 23.33 | 1.8 |
| Cancellation (Before 3pm on the day before treatment) | | | | | |
| Flat Fee | 27.50 | 22.92 | 28.00 | 23.33 | 1.8 |
| Pest treatment in commercial premises (Includes Pigeons) | | | | | |
| | | At cost | | At cost | |
| <p>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.</p> <p>Costs may be waived where pest control is carried out in the interest of public health.</p> <p>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.</p> | | | | | |
| ABANDONED VEHICLES | | | | | |
| 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 | | 73.80 | | 75.00 | 1.6 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 90 | 91 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Miscellaneous | | | | | |
| Health Certificate | | 17.30 | | 18.00 | 4.0 |
| Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60. | | 128.25 | | 120.00 60.00 | |
| Immigration reports for Home Office | | 223.95 | | 226.00 | 0.9 |
| Certificate for surrender of unsound food (per hour) plus disposal costs | | 64.15 | | 65.00 | 1.3 |
| Private Water and Pool Samples(includes cost of testing) | 67.20 | 56.00 | 68.00 | 56.67 | 1.2 |
| Special Treatments: Single Payment | | | | | |
| Premises | | 223.95 | | 226.00 | 0.9 |
| Person | | 40.70 | | 41.00 | 0.7 |
| 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 | | | | | |
| Application Fee | | | | | |
| 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. | | | | | |

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES

Service : **Regulatory Services**

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 90 | 91 |

Are concessions available? **No**

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--|---------------------------|--|----------|
| | £.p | £.p | £.p | £.p | % |
| Transfer and Surrender | | | | | |
| 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 | |
| PRIVATE SECTOR HOUSING ENFORCEMENT ACTION | | | | | |
| Housing enforcement charge - where appropriate | | 391.95 | | 396.00 | 1.0 |
| New 5 Year HMO licence - up to 5 bedrooms | | 717.70 | | 725.00 | 1.0 |
| New Additional fee per extra bedroom | | 62.10 | | 63.00 | 1.4 |
| New - A reduction where the landlord is accredited | | 62.10 | | 63.00 | 1.4 |
| New - A reduction where the landlord is applying for more than one licence | | 62.10 | | 63.00 | 1.4 |
| Renewal of 5 Year HMO licence - up to 5 bedrooms | | 539.55 | | 545.00 | 1.0 |
| Renewal of Additional fee per extra bedroom | | 44.80 | | 45.00 | 0.4 |
| Renewal - A reduction where the landlord is accredited | | 44.80 | | 45.00 | 0.4 |
| Renewal- A reduction where the landlord is applying for more than one licence | | 44.80 | | 45.00 | 0.4 |
| Request for additional information by letter | | 68.20 | | 69.00 | 1.2 |
| DISABLED FACILITIES SUPPORT SERVICE | | | | | |
| Acting as an agent for a client in receipt of a disabled facilities grant or other building works | | Works up to £20K - 15 % of the approved amount | | Works up to £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 | |
| TRAINING | | | | | |
| PURPOSE OF CHARGE: to recover costs. | | | | | |
| Food Hygiene/Health and Safety Courses (per person) | | | | | |
| Basic course | 88.55 | 73.79 | 89.00 | 74.17 | 0.5 |
| Delegates from business outside the Borough | 98.75 | 82.29 | 100.00 | 83.33 | 1.3 |
| Resit fee | 40.70 | 33.92 | 41.00 | 34.17 | 0.7 |
| Replacement certificates | 27.50 | 22.92 | 28.00 | 23.33 | 1.8 |
| One-off specialist courses/seminars | At cost | At cost | At cost | At cost | |
| HIGH HEDGE ENQUIRIES | | | | | |
| Initial Investigation | | 198.50 | | 201.00 | 1.3 |
| Full Investigation (Additional payment to complete investigation) | | 590.45 | | 596.00 | 0.9 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|-----------------------|------------------------------------|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 90 | 91 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT | | | | | |
| FIXED PENALTY NOTICES | | | | | |
| 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
2016/17 PROPOSED FEES & CHARGES**

Service : Waste Management

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 459 | 559 |

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

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS | | | | | |
| PURPOSE OF CHARGE: to recover costs. | | | | | |
| Bulky household refuse (excluding DIY material) Up to 3 items. | | 40.70 | | 41.10 | 1.0 |
| Between 4 and 7 items (minimum charge 1 hour) | | 51.90 | | 52.40 | 1.0 |
| Garden waste sacks(to include collection) | | 0.50 | | 0.70 | 40.0 |
| 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 | | 27.05 | | 27.30 | 0.9 |
| Residents request to return and empty bin not presented for collection | | 23.90 | | 24.15 | 1.0 |
| Additional Wheeled Bin, under certain circumstances - Charge per annum | | 35.65 | | 36.00 | 1.0 |
| Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin - no longer a discount for early payment | | 30.00 | | 40.00 | 33.3 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 240L Brown Bin. | | 22.50 | | 30.00 | 33.3 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 240L Brown Bin. | | 15.00 | | 20.00 | 33.3 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 240L Brown Bin. | | 7.50 | | 10.00 | 33.3 |
| Annual Collection for Garden Waste Service(April to June 14) - 140L Brown Bin - no longer a discount for early payment | | 26.00 | | 36.00 | 38.5 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 140L Brown Bin | | 19.50 | | 27.00 | 38.5 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 140L Brown Bin | | 13.00 | | 18.00 | 38.5 |
| Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 140L Brown Bin | | 6.50 | | 9.00 | 38.5 |
| Brown Bin for Garden Waste(140L/240L) - one off purchase cost | | 32.60 | | 33.00 | 1.2 |
| Brown Bin for Garden Waste Repair | | 14.25 | | 14.40 | 1.1 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | | |
|--|---|--|
| | 2015/16 Budget £'000 283 | Proposed 2016/17 Budget £'000 285 |
| Income the proposed fees will generate: | | |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| WEIGHTS AND MEASURES | | | | | |
| The fee basis is to change from 2016-17, with the current charges for 2015-16 shown below and the proposals for 2016-17 following. | | | | | |
| 2015-16 | | | | | |
| The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour) | | | | | |
| 1) Automatic or totalising weighing machines | | 69.75 | | N/A | |
| 2) Equipment designed to weigh loads in motion | | 69.75 | | N/A | |
| 3) Weighing or measuring equipment tested by means of statistical sampling | | 69.75 | | N/A | |
| 4) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification | | 69.75 | | N/A | |
| 5) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence | | 69.75 | | N/A | |
| 6) Other tests - miscellaneous | | 69.75 | | N/A | |
| 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. | | | | | |
| Weights | | | | | |
| 1) Exceeding 5Kg or not exceeding 500mg or 2CM2 | | 10.70 | | N/A | |
| 2) Other weights | | 9.65 | | N/A | |
| Measures | | | | | |
| Linear measures not exceeding 3m or for each scale | | 10.70 | | N/A | |
| Cubic ballast measures (other than brim measures) | | 176.10 | | N/A | |
| Weighing Instruments | | | | | |
| Non - EC | | | | | |
| Not exceeding 1 tonne | | 54.45 | | N/A | |
| Exceeding 1 tonne to 10 tonne | | 86.55 | | N/A | |
| Exceeding 10 tonne | | 187.30 | | N/A | |
| EC (NAWI) | | | | | |
| Measuring Instruments for Intoxicating Liquor | | | | | |
| Not exceeding 150ml | | 20.85 | | N/A | |
| Other | | 22.40 | | N/A | |
| Measuring Instruments for Liquid Fuel and Lubricants | | | | | |
| 1) Container type (unsubdivided) | | 62.60 | | N/A | |
| 2) Petrol Pumps - Number of meters tested in one unit | | | | | |
| 1 meter | | 114.50 | | N/A | |
| 2 meters | | 160.50 | | N/A | |
| 3 meters | | 221.50 | | N/A | |
| 4 meters | | 282.00 | | N/A | |
| 5 meters | | 343.00 | | N/A | |
| 6 meters | | 404.00 | | N/A | |
| 7 meters | | 465.00 | | N/A | |
| 8 meters | | 526.50 | | N/A | |
| Ancillary equipment | | | | | |
| a) Electronic console equipment (when teste | | 78.50 | | N/A | |
| b) Credit Card Acceptors (additional fee) | | 78.50 | | N/A | |
| Road Tanker Measuring Equipment (>100 Litres) | | | | | |
| 1) Meter measuring system | | | | | |
| Wet hose type with two | | 253.50 | | N/A | |
| Wet hose type with three | | 297.50 | | N/A | |
| Dry hose type with two | | 281.00 | | N/A | |
| Dry hose type with three | | 323.70 | | N/A | |
| Wet/Dry hose type with two | | 392.00 | | N/A | |
| Wet/Dry hose type with | | 422.50 | | N/A | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 283 | 285 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| WEIGHTS AND MEASURES | | | | | |
| From 2016-17 | | | | | |
| <p>All tests to be charged at the prevailing hourly rate. All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.</p> <p>When calculating the charges they will be influenced by whether one of more officers are required to conduct the test, whether a certificate is required and whether office transportation is used. Please contact us for further information.</p> <p>The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.</p> <p>The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.</p> <p>The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.</p> <p>Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.</p> <p>Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.</p> <p>All charges are subject to VAT unless otherwise specified. VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988</p> <p>Hourly rate of Charge The hourly rate of charge is based on the average cost of supplying an officer, including the provision of technical and administrative support staff and relevant overheads. The charge is based on the number of officers required and is based on the time involved and is not restricted to the time taken for the individual test.</p> <p>Certificate of errors Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.</p> <p>Out of hours working (subject to staff being available) A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. I.e. £60 becomes £120 before VAT.</p> | N/A | N/A | 72.00 | 60.00 | |
| <p>Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.</p> | N/A | N/A | 72.00 | 60.00 | |
| <p>A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. I.e. £60 becomes £120 before VAT.</p> | N/A | N/A | 144.00 | 120.00 | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Licensing

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

| | | |
|--|---|--|
| | 2015/16 Budget £'000 283 | Proposed 2016/17 Budget £'000 285 |
| Income the proposed fees will generate: | | |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Explosives Licences | | | | | |
| Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 meters is prescribed | | | | | |
| 1 year | | 178.00 | | Set by Statute | |
| 2 years | | 234.00 | | Set by Statute | |
| 3 years | | 292.00 | | Set by Statute | |
| 4 years | | 360.00 | | Set by Statute | |
| 5 years | | 407.00 | | Set by Statute | |
| Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed | | | | | |
| 1 year | | 83.00 | | Set by Statute | |
| 2 years | | 141.00 | | Set by Statute | |
| 3 years | | 198.00 | | Set by Statute | |
| 4 years | | 256.00 | | Set by Statute | |
| 5 years | | 313.00 | | Set by Statute | |
| Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed | | | | | |
| 1 year | | 105.00 | | Set by Statute | |
| 2 years | | 136.00 | | Set by Statute | |
| 3 years | | 166.00 | | Set by Statute | |
| 4 years | | 198.00 | | Set by Statute | |
| 5 years | | 229.00 | | Set by Statute | |
| Renewal of licence to store explosives where no minimum separation distance or a 0 metres separation distance is prescribed | | | | | |
| 1 year | | 52.00 | | Set by Statute | |
| 2 years | | 83.00 | | Set by Statute | |
| 3 years | | 115.00 | | Set by Statute | |
| 4 years | | 146.00 | | Set by Statute | |
| 5 years | | 178.00 | | Set by Statute | |
| Licence variation | | | | | |
| Varying the name of licensee or address of site | | 35.00 | | Set by Statute | |
| Any other kind of variation | | Reasonable cost | | Set by Statute | |
| Transfer of Licence | | 35.00 | | Set by Statute | |
| Replacement of licence if lost | | 35.00 | | Set by Statute | |
| Full year registration for fireworks | | 500.00 | | Set by Statute | |
| Petroleum Licences - per year of licence | | | | | |
| 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 | |
| Miscellaneous | | | | | |
| Administrative charge for provision of a certificate containing results of errors found on testing | | 42.00 | | 42.00 | 0.0 |
| 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 | | 69.75 | | 70.00 | 0.4 |
| Primary Authority | | | | | |
| Primary Authority Work Hourly chargeable rate | | 60.00 | | 60.00 | 0.0 |
| Annual charge - previous year usage up to 30 hours officer time | | 500.00 | | 500.00 | |
| Annual charge - previous year usage over 30 hours officer time | | 1,000.00 | | 1,000.00 | |
| Buy with Confidence Trader Approval Scheme | | | | | |
| Annual Fee | | | | | |
| 1-5 Employees | 127.25 | 106.04 | 128.50 | 107.08 | 1.0 |
| 6-20 Employees | 191.40 | 159.50 | 193.00 | 160.83 | 0.8 |
| 21+ Employees | 255.50 | 212.92 | 258.00 | 215.00 | 1.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Licensing

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

| | | |
|--|---------------------------------|--|
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 283 | 285 |

Are concessions available? No

| LICENSING ACT 2003 | | | | | |
|--|-------------|-------------|--------------|----------------|----------|
| 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: | | | | | |
| Description | Current Fee | Current Fee | Proposed Fee | Proposed Fee | Increase |
| | £.p | £.p | £.p | £.p | % |
| Rateable value band | | | | | |
| 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: | | | | | |
| Rateable value band | | | | | |
| 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: | | | | | |
| Number of people in attendance at any one time | | | | | |
| 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 | | | | | |
| OTHER FEES | | | | | |
| 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 | |
| Minor Variation | | 89.00 | | Set by Statute | |
| Removal of DPS Condition | | 23.00 | | Set by Statute | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | | |
|--|---------------------------------|--|
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 283 | 285 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| ANNUAL FEES | | | | | |
| 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 | |
| OTHER PREMISES LICENSING | | | | | |
| Sex Establishment: Annual Licence | | | | | |
| Premises - Initial | | 2,517.00 | | 2,542.00 | 1.0 |
| Premises - Renewal | | 1,336.00 | | 1,349.00 | 1.0 |
| Dangerous Wild Animal: Annual Licence | | | | | |
| Premises - Initial | | 447.00 | | 451.00 | 0.9 |
| Premises - Renewal | | 259.00 | | 261.00 | 0.8 |
| Riding Establishment: Annual Licence | | | | | |
| Premises - Initial | | 483.00 | | 487.00 | 0.8 |
| Premises - Renewal | | 251.00 | | 253.00 | 0.8 |
| Provisional - Initial | | 282.00 | | 284.00 | 0.7 |
| Provisional - Renewal | | 144.00 | | 145.00 | 0.7 |
| Animal Boarding Establishment: Annual Licence | | | | | |
| 1 - 30 animals | Initial | 381.00 | | 384.00 | 0.8 |
| | Renewal | 223.00 | | 225.00 | 0.9 |
| 31 - 60 animals | Initial | 449.00 | | 453.00 | 0.9 |
| | Renewal | 242.00 | | 244.00 | 0.8 |
| 61 (or more) animals | Initial | 547.00 | | 552.00 | 0.9 |
| | Renewal | 296.00 | | 298.00 | 0.7 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Licensing

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

| | | |
|--|---|--|
| | 2015/16 Budget £'000 283 | Proposed 2016/17 Budget £'000 285 |
| Income the proposed fees will generate: | | |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Home Boarding of Dogs: Annual Licence | | | | | |
| Initial | | 137.00 | | 138.00 | 0.7 |
| Renewal | | 115.00 | | 116.00 | 0.9 |
| Dog Breeders: Annual Licence | | | | | |
| Initial | | 458.00 | | 463.00 | 1.1 |
| Renewal | | 207.00 | | 209.00 | 1.0 |
| Pet Shops: Annual Licence | | | | | |
| Initial | | 458.00 | | 463.00 | 1.1 |
| Renewal | | 207.00 | | 209.00 | 1.0 |
| Performing Animals: Single Payment | | | | | |
| Registration | | 93.00 | | 94.00 | 1.1 |
| Zoo: Annual Licence | | | | | |
| Initial/Renewal | | 458.00 | | 463.00 | 1.1 |
| Hairdresser: Single Payment | | | | | |
| Premises | | 39.50 | | 40.00 | 1.3 |
| Street Trading Consents | | | | | |
| Week (minimum charge) | | 127.00 | | 128.00 | 0.8 |
| 1 month | | 341.00 | | 344.00 | 0.9 |
| 3 months | | 801.00 | | 809.00 | 1.0 |
| 6 months | | 1,310.00 | | 1,323.00 | 1.0 |
| 6 months max trading 2 events per week including Fri, Sat or Sun 40% reduction | | 741.00 | | 748.00 | 0.9 |
| 6 months max trading 2 events per week Monday to Thursday 60% reduction | | 493.00 | | 498.00 | 1.0 |
| Street Trading Consent variation fee | | 83.00 | | 84.00 | 1.2 |
| Ice Cream van 1 month (per van) | | 170.00 | | 172.00 | 1.2 |
| Ice Cream van 6 months (per van) | | 655.00 | | 662.00 | 1.1 |
| Scrap Metal Dealers: Three Year Licence | | | | | |
| Site Licence New | | 457.00 | | 462.00 | 1.1 |
| Site Licence Renewal | | 397.00 | | 401.00 | 1.0 |
| Mobile Collector New | | 244.00 | | 247.00 | 1.2 |
| Mobile Collector Renewal | | 224.00 | | 226.00 | 0.9 |
| Variation of licence | | 336.00 | | 340.00 | 1.2 |
| Change of site manager | | 62.00 | | 63.00 | 1.6 |
| Copy Licence | | 11.00 | | 11.00 | 0.0 |
| Change of name | | 33.00 | | 33.00 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 283 | 285 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| HACKNEY CARRIAGES | | | | | |
| Hackney Carriages Vehicle: Annual Fee | | | | | |
| Licensing (annual fee) | | 265.00 | | 268.00 | 1.1 |
| Private Hire Vehicle: Annual Fee | | | | | |
| Licensing (annual fee) | | 265.00 | | 268.00 | 1.1 |
| Home to School (annual fee) | | 135.00 | | 136.00 | 0.7 |
| Operator Licence: Annual Fee | | | | | |
| 1 vehicle | | 172.00 | | 174.00 | 1.2 |
| 2 - 5 vehicles | | 298.00 | | 301.00 | 1.0 |
| 6 - 10 vehicles | | 500.00 | | 505.00 | 1.0 |
| 11 - 15 vehicles | | 692.00 | | 699.00 | 1.0 |
| 16 - 20 vehicles | | 938.00 | | 947.00 | 1.0 |
| more than 20 vehicles | | 1,130.00 | | 1,141.00 | 1.0 |
| Operator Licence: 3 year Licences | | | | | |
| 1 vehicle | | 412.00 | | 416.00 | 1.0 |
| 2 - 5 vehicles | | 724.00 | | 731.00 | 1.0 |
| 6 - 10 vehicles | | 1,200.00 | | 1,212.00 | 1.0 |
| 11 - 15 vehicles | | 1,663.00 | | 1,680.00 | 1.0 |
| 16 - 20 vehicles | | 2,251.00 | | 2,273.00 | 1.0 |
| more than 20 vehicles | | 2,711.00 | | 2,738.00 | 1.0 |
| Operator Licence: 5 year Licences | | | | | |
| 1 vehicle | | New | | 652.00 | 0.0 |
| 2 - 5 vehicles | | New | | 1,150.00 | 0.0 |
| 6 - 10 vehicles | | New | | 1,900.00 | 0.0 |
| 11 - 15 vehicles | | New | | 2,634.00 | 0.0 |
| 16 - 20 vehicles | | New | | 3,564.00 | 0.0 |
| more than 20 vehicles | | New | | 4,292.00 | 0.0 |
| Driver Licences | | | | | |
| New 1 year (all driver licence types) | | 138.00 | | 139.00 | 0.7 |
| Renewal 1 year | | 105.00 | | 106.00 | 1.0 |
| New 3 years | | 243.00 | | 245.00 | 0.8 |
| Renewal (3 years- 33% discount on annual fee) | | 210.00 | | 212.00 | 1.0 |
| Home to school renewal only | | 85.00 | | 86.00 | 1.2 |
| Home to school 3 years | | 170.00 | | 172.00 | 1.2 |
| Other Charges | | | | | |
| Transfer of vehicle to new owner | | 45.50 | | 46.00 | 1.1 |
| Conversion of driver licence to another type | | 73.00 | | 74.00 | 1.4 |
| Change of vehicle | | 68.00 | | 69.00 | 1.5 |
| Transfer of operator licence | | 45.50 | | 46.00 | 1.1 |
| Meter Test - Retest after failure | | 29.50 | | 30.00 | 1.7 |
| Knowledge Test | | 29.50 | | 30.00 | 1.7 |
| First Aid Training for drivers | | 25.50 | | 26.00 | 2.0 |
| DBS | | At cost | | At cost | |
| Check | | | | | |
| Administrative charge for DBS check | | 12.00 | | 12.00 | 0.0 |
| Replacement documents | | 22.00 | | 22.00 | 0.0 |
| Advertising on Hackney Carriages (Initial) | | 35.50 | | 36.00 | 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 | | 25.00 | | 25.00 | 0.0 |
| Change of vehicle registration | | 47.00 | | 47.00 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Licensing

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

| | | |
|--|---------------------------------------|--|
| | 2015/16 Budget £'000 283 | Proposed 2016/17 Budget £'000 285 |
| Income the proposed fees will generate: | | |

| |
|--------------------------------------|
| Are concessions available? No |
|--------------------------------------|

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

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Licensing

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

| | | |
|--|---|--|
| | 2015/16 Budget £'000 283 | Proposed 2016/17 Budget £'000 285 |
| Income the proposed fees will generate: | | |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|------------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Park Homes | | | | | |
| New licence | | 402.00 | | 406.00 | 1.0 |
| Per pitch | | 16.00 | | 16.00 | 0.0 |
| Transfer of licence | | 170.00 | | 172.00 | 1.2 |
| Alteration of conditions | | 312.00 | | 315.00 | 1.0 |
| Annual fee | | 13.35 | | 13.48 | 1.0 |
| Enforcement action - per hour | | 48.00 | | 48.00 | 0.0 |
| Deposit, vary or delete site rules | | 107.00 | | 108.00 | 0.9 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Building Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 340 | 344 |

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

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

BUILDING REGULATIONS

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

PROPOSAL

Domestic Plan Charge (Full Plans)

| | | | | | |
|---|--------|--------|--------|--------|-----|
| Domestic extension not exceeding 10 sq m floor area | 183.25 | 152.71 | 186.00 | 155.00 | 1.5 |
| Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area | 229.05 | 190.88 | 232.00 | 193.33 | 1.3 |
| Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area | 412.30 | 343.58 | 417.00 | 347.50 | 1.1 |
| 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. | 320.65 | 267.21 | 324.00 | 270.00 | 1.0 |
| 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 | 106.90 | 89.08 | 108.00 | 90.00 | 1.0 |
| Conversion of garage into habitable use (Cost of works not exceeding £10,000). | 183.25 | 152.71 | 186.00 | 155.00 | 1.5 |
| Window replacement (non competent persons scheme) | 118.10 | 98.42 | 120.00 | 100.00 | 1.6 |
| Installation of domestic solar panels/wind turbines | 159.85 | 133.21 | 162.00 | 135.00 | 1.3 |
| Re-wiring or new electrical installation of a dwelling | 106.90 | 89.08 | 108.00 | 90.00 | 1.0 |
| Any electrical work other than re-wiring of a dwelling | 106.90 | 89.08 | 108.00 | 90.00 | 1.0 |
| Renovation of a thermal element | 191.40 | 159.50 | 194.00 | 161.67 | 1.4 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Building Control

| | | |
|--|---------------------------------|--|
| Purpose of the Charge: To recover the costs of the service | | |
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 340 | 344 |
| Are concessions available? There are some concessions for the disabled, which are detailed in the tables below. | | |

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Domestic Inspection Charge (Full Plans) | | | | | |
| Domestic extension not exceeding 10 sq m floor area | 319.40 | 266.17 | 323.00 | 269.17 | 1.1 |
| Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area | 363.40 | 302.83 | 368.00 | 306.67 | 1.3 |
| Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area | 404.85 | 337.38 | 409.00 | 340.83 | 1.0 |
| 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. | 315.95 | 263.29 | 320.00 | 266.67 | 1.3 |
| 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 | 304.50 | 253.75 | 308.00 | 256.67 | 1.1 |
| Conversion of garage into habitable use (Cost of works not exceeding £10,000). | 226.75 | 188.96 | 230.00 | 191.67 | 1.4 |
| 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 | 261.65 | 218.04 | 265.00 | 220.83 | 1.3 |
| Any electrical work other than re-wiring of a dwelling | 191.40 | 159.50 | 194.00 | 161.67 | 1.4 |
| Renovation of a thermal element | N/A | | N/A | | |
| Domestic Charge (Building Notice) | | | | | |
| Domestic extension not exceeding 10 sq m floor area | 505.95 | 421.63 | 512.00 | 426.67 | 1.2 |
| Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area | 596.55 | 497.13 | 603.00 | 502.50 | 1.1 |
| Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area | 824.60 | 687.17 | 833.00 | 694.17 | 1.0 |
| 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. | 642.35 | 535.29 | 649.00 | 540.83 | 1.0 |
| 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 | 413.30 | 344.42 | 418.00 | 348.33 | 1.1 |
| Conversion of garage into habitable use (Cost of works not exceeding £10,000). | 413.30 | 344.42 | 418.00 | 348.33 | 1.1 |
| Window replacement (non competent persons scheme) | 118.10 | 98.42 | 120.00 | 100.00 | 1.6 |
| Installation of domestic solar panels/wind turbines | 159.85 | 133.21 | 162.00 | 135.00 | 1.3 |
| Re-wiring or new electrical installation of a dwelling | 368.50 | 307.08 | 373.00 | 310.83 | 1.2 |
| Any electrical work other than re-wiring of a dwelling | 298.25 | 248.54 | 302.00 | 251.67 | 1.3 |
| Renovation of a thermal element | 191.40 | 159.50 | 194.00 | 161.67 | 1.4 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Building Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 340 | 344 |

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

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

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 (£) | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase % |
|---|--------------------------|--------------------------|---------------------------|---------------------------|---------------|
| 0 - 2000 | 159.85 | 133.21 | 162.00 | 135.00 | 1.3 |
| 2,001 - 5,000 | 275.90 | 229.92 | 279.00 | 232.50 | 1.1 |
| 5,001 - 10,000 | 321.70 | 268.08 | 325.00 | 270.83 | 1.0 |
| 10,001 - 20,000 | 445.90 | 371.58 | 451.00 | 375.83 | 1.1 |
| 20,001 - 30,000 | 171.00 | 142.50 | 173.00 | 144.17 | 1.2 |
| 30,001 - 40,000 | 205.65 | 171.38 | 208.00 | 173.33 | 1.1 |
| 40,001 - 50,000 | 239.25 | 199.38 | 242.00 | 201.67 | 1.1 |
| 50,001 - 60,000 | 276.90 | 230.75 | 280.00 | 233.33 | 1.1 |
| 60,001 - 70,000 | 312.55 | 260.46 | 316.00 | 263.33 | 1.1 |
| 70,001 - 80,000 | 348.15 | 290.13 | 352.00 | 293.33 | 1.1 |
| 80,001 - 90,000 | 372.60 | 310.50 | 377.00 | 314.17 | 1.2 |
| 90,001 - 100,000 | 419.40 | 349.50 | 424.00 | 353.33 | 1.1 |

Inspection Charge (Full Plans)

| Table A Where the estimated cost is (£) | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase % |
|---|--------------------------|--------------------------|---------------------------|---------------------------|---------------|
| 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 | 391.95 | 326.63 | 396.00 | 330.00 | 1.0 |
| 30,001 - 40,000 | 477.45 | 397.88 | 483.00 | 402.50 | 1.2 |
| 40,001 - 50,000 | 561.95 | 468.29 | 568.00 | 473.33 | 1.1 |
| 50,001 - 60,000 | 643.40 | 536.17 | 650.00 | 541.67 | 1.0 |
| 60,001 - 70,000 | 726.85 | 605.71 | 735.00 | 612.50 | 1.1 |
| 70,001 - 80,000 | 810.35 | 675.29 | 819.00 | 682.50 | 1.1 |
| 80,001 - 90,000 | 866.30 | 721.92 | 875.00 | 729.17 | 1.0 |
| 90,001 - 100,000 | 976.25 | 813.54 | 987.00 | 822.50 | 1.1 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Building Control

| | | |
|---|---------------------------------|--|
| Purpose of the Charge: To recover the costs of the service | | |
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 340 | 344 |

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

| Description | Current Fee (Inc VAT) £.p | Current Fee (Exc VAT) £.p | Proposed Fee (Inc VAT) £.p | Proposed Fee (Exc VAT) £.p | Increase % |
|---|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| Building Notice Charge (Building Notice) | | | | | |
| Table A Where the estimated cost is (£) | | | | | |
| 0 - 2000 | 159.85 | 133.21 | 162.00 | 135.00 | 1.3 |
| 2,001 - 5,000 | 275.90 | 229.92 | 279.00 | 232.50 | 1.1 |
| 5,001 - 10,000 | 321.70 | 268.08 | 325.00 | 270.83 | 1.0 |
| 10,001 - 20,000 | 445.90 | 371.58 | 451.00 | 375.83 | 1.1 |
| 20,001 - 30,000 | 562.95 | 469.13 | 569.00 | 474.17 | 1.1 |
| 30,001 - 40,000 | 683.10 | 569.25 | 690.00 | 575.00 | 1.0 |
| 40,001 - 50,000 | 801.15 | 667.63 | 810.00 | 675.00 | 1.1 |
| 50,001 - 60,000 | 920.25 | 766.88 | 930.00 | 775.00 | 1.1 |
| 60,001 - 70,000 | 1,039.40 | 866.17 | 1,050.00 | 875.00 | 1.0 |
| 70,001 - 80,000 | 1,158.50 | 965.42 | 1,171.00 | 975.83 | 1.1 |
| 80,001 - 90,000 | 1,238.90 | 1,032.42 | 1,252.00 | 1,043.33 | 1.1 |
| 90,001 - 100,000 | 1,395.70 | 1,163.08 | 1,410.00 | 1,175.00 | 1.0 |
| FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS | | | | | |
| Number of Dwellings (Plan Charge) | | | | | |
| 1 | 412.30 | 343.58 | 417.00 | 347.50 | 1.1 |
| 2 | 458.10 | 381.75 | 463.00 | 385.83 | 1.1 |
| 3 | 503.90 | 419.92 | 509.00 | 424.17 | 1.0 |
| 4 | 549.70 | 458.08 | 556.00 | 463.33 | 1.1 |
| 5 | 596.55 | 497.13 | 603.00 | 502.50 | 1.1 |
| Number of Dwellings (Inspection Charge) | | | | | |
| 1 | 414.35 | 345.29 | 419.00 | 349.17 | 1.1 |
| 2 | 643.40 | 536.17 | 650.00 | 541.67 | 1.0 |
| 3 | 804.20 | 670.17 | 813.00 | 677.50 | 1.1 |
| 4 | 965.05 | 804.21 | 975.00 | 812.50 | 1.0 |
| 5 | 1,122.85 | 935.71 | 1,135.00 | 945.83 | 1.1 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Building Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 340 | 344 |

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

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | | | | | |

REGULARISATION CERTIFICATES

| Type of Work | | | | | |
|--|-------|----------|-------|----------|-----|
| Domestic extension not exceeding 10 sq m floor area | | 518.25 | | 524.00 | 1.1 |
| Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area | | 611.05 | | 618.00 | 1.1 |
| Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area | | 845.70 | | 855.00 | 1.1 |
| Loft conversion | | 658.00 | | 665.00 | 1.1 |
| 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 | | 423.40 | | 428.00 | 1.1 |
| Conversion of garage into habitable use (Cost of the works not exceeding £10,000), | | 423.40 | | 428.00 | 1.1 |
| Window Replacement (Non competent persons scheme) | | 120.55 | | 122.00 | 1.2 |
| Installation of domestic solar panels/wind turbines | | 164.20 | | 166.00 | 1.1 |
| Re-wiring or new electrical installation of a dwelling | | 376.45 | | 381.00 | 1.2 |
| Any electrical work other than re-wiring of a dwelling | | 306.05 | | 310.00 | 1.3 |
| Renovation of a thermal element | | 196.20 | | 199.00 | 1.4 |
| Estimated Cost £ | | | | | |
| 0 - 2000 | | 164.20 | | 166.00 | 1.1 |
| 2,001 - 5,000 | | 282.65 | | 286.00 | 1.2 |
| 5,001 - 10,000 | | 329.55 | | 333.00 | 1.0 |
| 10,001 - 20,000 | | 457.50 | | 463.00 | 1.2 |
| 20,001 - 30,000 | | 576.95 | | 583.00 | 1.0 |
| 30,001 - 40,000 | | 699.55 | | 707.00 | 1.1 |
| 40,001 - 50,000 | | 821.10 | | 830.00 | 1.1 |
| 50,001 - 60,000 | | 942.70 | | 953.00 | 1.1 |
| 60,001 - 70,000 | | 1,064.25 | | 1,075.00 | 1.0 |
| 70,001 - 80,000 | | 1,186.95 | | 1,199.00 | 1.0 |
| 80,001 - 90,000 | | 1,269.05 | | 1,282.00 | 1.0 |
| 90,001 - 100,000 | | 1,428.95 | | 1,444.00 | 1.1 |
| FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS | | | | | |
| Number of Dwellings (Plan Charge) | | | | | |
| 1 | | 846.70 | | 856.00 | 1.1 |
| 2 | | 1,128.25 | | 1,140.00 | 1.0 |
| 3 | | 1,340.50 | | 1,354.00 | 1.0 |
| 4 | | 1,552.70 | | 1,569.00 | 1.0 |
| 5 | | 1,761.70 | | 1,780.00 | 1.0 |
| 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 | | | | | |
| 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 | | | | | |
| Hoarding / Scaffold Licences - Per Licence | | 155.75 | | 158.00 | 1.4 |
| Dealing with Demolition Notices | | 155.75 | | 158.00 | 1.4 |
| Officer Letter - Confirmation to Solicitor | 43.75 | 36.46 | 45.00 | 37.50 | 2.9 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Highways

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 233 | 233 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| <u>HIGHWAY ENQUIRIES</u> | | | | | |
| Standard rate per hour - minimum charge | | 83.50 | | 60.00 | -28.1 |
| <u>RECHARGEABLE WORKS</u> | | | | | |
| All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge | | | | | |
| <u>HIGHWAY ADOPTIONS</u> | | | | | |
| Road Adoptions | | | | | |
| 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 | | 83.50 | | 84.35 | 1.0 |
| <u>Section 38/Section 278 fees</u> | | | | | |
| 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 | 0.0 |
| <u>Commutated sums in respect of additional highway maintenance costs</u> | | | | | |
| 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 Street scene Supplementary Planning Document - Commuted Sums | | | | | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Highways

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 233 | 233 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| <u>STREET NAMING & NUMBERING</u> | | | | | |
| Property Name Change (Sole identity) | | 83.20 | | 84.05 | 1.0 |
| Addition of Property name (To numbered property) | | 26.00 | | 26.25 | 1.0 |
| Amendment to Postal Address | | 83.20 | | 84.05 | 1.0 |
| New Build - Individual Property | | 83.20 | | 84.05 | 1.0 |
| New Development - Fixed Fee | | 156.05 | | 157.60 | 1.0 |
| - Plus fee per Unit | | 20.80 | | 21.00 | 1.0 |
| Conversion of Property into Flats - Fee per Flat | | 41.65 | | 42.05 | 1.0 |
| Renumbering of a Development or Block of Flats - Fee per Unit/Flat | | 20.80 | | 21.00 | 1.0 |
| <u>TRAFFIC SURVEY DATA</u> | | | | | |
| Junction turning counts - Per junction | 547.55 | 456.29 | 553.05 | 460.88 | 1.0 |
| Traffic count information | 161.35 | 134.46 | 162.95 | 135.79 | 1.0 |
| 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. | 576.35 | 480.29 | 582.10 | 485.08 | 1.0 |
| Select link information to show indicative origin-destination movements of traffic on a specific link - Per request | 288.15 | 240.13 | 291.05 | 242.54 | 1.0 |
| Other data requests will be assessed on their merits and charged at the discretion of the Council | | | | | |
| <u>Developers Charges</u> | | | | | |
| Bracknell Forest Multi-Modal Transport Model (BFMMTM) | | | | | |
| Use of model for first six months | 19,342.00 | 16,118.33 | 19,535.00 | 16,279.17 | 1.0 |
| Use of model for each additional month exceeding six months | 3,919.30 | 3,266.08 | 3,960.00 | 3,300.00 | 1.0 |
| Use of model for twelve months | 39,193.00 | 32,660.83 | 39,580.00 | 32,983.33 | 1.0 |
| <u>CONCESSIONARY FARES</u> | | | | | |
| 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) | | 11.60 | | 11.70 | 0.9 |
| Renewal of Disabled Person's Railcard | | 4.00 | | 4.00 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Local Land Charges

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 164 | 164 |

Are concessions available? No

| 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 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Development Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|----------------------------------|
| Income the proposed fees will generate: | 930 | 931 |

Are concessions available? No

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

PLANNING APPLICATIONS

| Outline Application | | | | | |
|---|---|--|------------|--|-------------------|
| 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) | Charge per 0.1 hectares | | 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 |
| | Standard charge PLUS | | 9,527.00 | | Set by regulation |
| | Charge per 0.1 hectares in excess of 2.5 hectares | | 115.00 | | Set by regulation |
| Full Application | | | | | |
| 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 | | 19,250.00 | | 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 |
| | Standard charge | | 19,049.00 | | Set by regulation |
| | Charge per Unit above 50 | | 115.00 | | Set by regulation |
| Approval of Reserved Matters for dwelling units | | | | | |
| 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 | | | | |
| 3. Development (other than dwelling units, agricultural buildings, or glasshouses, 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 |
| | Standard charge | | 19,049.00 | | Set by regulation |
| | Each additional 75 sq m or part of | | 115.00 | | Set by regulation |
| Approval of Reserved Matters for development other than dwelling units | | | | | |
| 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 | | | | |
| 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 |
| | Standard charge | | 19,049.00 | | Set by regulation |
| | Each Additional 0.1ha | | 115.00 | | Set by regulation |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Development Control

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

| | | |
|--|---------------------------------|--|
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 930 | 931 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------------------|--------------------------|---------------------------|---------------------------|-------------------|
| | £.p | £.p | £.p | £.p | % |
| 5. Agricultural buildings (excluding glasshouses) | | | | | |
| 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 |
| 6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline | | | | | |
| a) Up to 465 sq metres (floor area of building proposed) | Each Application | | 80.00 | | Set by regulation |
| b) More than 465 sq metres (floor area of building proposed) | Each Application | | 2,150.00 | | Set by regulation |
| Operations, Etc other than Building Works | | | | | |
| 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 |
| 2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) | | | | | |
| (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 |
| 3. Operations connected with exploratory drilling for oil or natural gas | | | | | |
| (a) Up to 7.5 hectares | Each 0.1 hectare or part of | | 423.00 | | Set by regulation |
| (b) More than 7.5 hectares (£31,725 + £126 for each 0.1 of a hectare in excess of 7.5 hectares) | Each 0.1 hectares above 7.5 hectares | | 126.00 | | Set by regulation |
| | Maximum | | 250,000.00 | | Set by regulation |

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES

Service : Development Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|----------------------------------|
| Income the proposed fees will generate: | 930 | 931 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|-------------------------------|---|---------------------------|---------------------------|----------|
| | | £.p | £.p | £.p | % |
| 4. Operations (other than exploratory drilling) for the winning and working of oil or natural gas | | | | | |
| a) Site area not more than 15 hectares | Per 0.1 hectares (or part of) | 214.00 | | Set by regulation | |
| b) Site area more than 15 hectares | | £32,100 + additional £126 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000 | | Set by regulation | |
| 5. Other operations for the winning and working of minerals excluding oil and natural gas | | | | | |
| a) Site area not more than 15 hectares | Per 0.1 hectares (or part of) | 195.00 | | Set by regulation | |
| b) Site area more than 15 hectares | | £29,112 + additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000 | | Set by regulation | |
| 6. Other operations not coming into any of the above categories | | £195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690 | | Set by regulation | |
| Lawful Development Certificate | | | | | |
| Existing use - in breach of a planning condition | | Same as full | | Set by regulation | |
| Existing use - lawful not to comply with a particular condition | | 195.00 | | Set by regulation | |
| Proposed use | | Half the normal planning fee | | Set by regulation | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Development Control

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|----------------------------------|
| Income the proposed fees will generate: | 930 | 931 |

Are concessions available? No

| Description | | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | | £.p | £.p | £.p | £.p | % |
| 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 | |
| Agricultural and forestry buildings and operations or demolition of buildings | Each Application | | 80.00 | | Set by regulation | |
| Telecommunications code systems operators | Each Application | | 385.00 | | Set by regulation | |
| Proposed Change of Use to State Funded school or Registered Nursery | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of Agricultural Building to a State-Funded School or registered Nursery | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of a building from Office (Use class B1) Use to a use falling within Use Class C3 (Dwellinghouse) | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations | Each Application | | 172.00 | | Set by regulation | |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations | Each Application | | 80.00 | | Set by regulation | |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations | Each Application | | 172.00 | | Set by regulation | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Development Control

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

| | 2015/16 Budget | Proposed 2016/17 Budget |
|--|----------------|-------------------------|
| | £'000 | £'000 |
| Income the proposed fees will generate: | 930 | 931 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Pre Application Enquiry Fees | | | | | |
| Householder | | | | | |
| Initial fee | 46.95 | 39.13 | 47.40 | 39.50 | 1.0 |
| Residential Development | | | | | |
| Initial fee (per site) | | | | | |
| 1 Home | 181.30 | 151.08 | 183.10 | 152.58 | 1.0 |
| 2-5 homes | 437.25 | 364.38 | 441.60 | 368.00 | 1.0 |
| 6-10 homes | 789.15 | 657.63 | 797.05 | 664.21 | 1.0 |
| 11-30 homes | 1,173.05 | 977.54 | 1,184.80 | 987.33 | 1.0 |
| 31-50 homes | 2,985.95 | 2,488.29 | 3,015.80 | 2,513.17 | 1.0 |
| 51 + homes | 5,332.05 | 4,443.38 | 5,385.35 | 4,487.79 | 1.0 |
| Change of use from a dwelling and change of use of land to garden | 85.30 | 71.08 | 86.15 | 71.79 | 1.0 |
| Commercial Property Development (including change of use) | | | | | |
| Initial fee (per site) | | | | | |
| Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, shop fronts and other changes relating to external appearance | 69.35 | 57.79 | 70.05 | 58.38 | 1.0 |
| 40-250 sq m | 191.95 | 159.96 | 193.85 | 161.54 | 1.0 |
| 250-1,000 sq m | 426.55 | 355.46 | 430.80 | 359.00 | 1.0 |
| 1,001-10,000 sq m | 746.50 | 622.08 | 753.95 | 628.29 | 1.0 |
| Over 10,000 sq m (1Ha) | 1,919.55 | 1,599.63 | 1,938.75 | 1,615.63 | 1.0 |
| Additional Charges | | | | | |
| Officer recharge rate per officer in attendance at a meeting | 90.65 | 75.54 | 91.55 | 76.29 | 1.0 |
| Non-Material amendments to a planning permission - Householder | 28.00 | 23.33 | Set by regulation | | |
| Non-Material amendments to a planning permission - Non-Residential | 195.00 | 162.50 | Set by regulation | | |
| Other Charges | | | | | |
| Research Enquiries - Per Hour | 90.65 | 75.54 | 91.55 | 76.29 | 1.0 |
| 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. | | | | | |
| Advertising | | | | | |
| Relating to the business on the premises | | 110.00 | | Set by regulation | |
| Advance signs which are not situated on or visible from the site, directing the public to a business | | 110.00 | | Set by regulation | |
| Other advertisements | | 385.00 | | Set by regulation | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Highways

| Purpose of the Charge: To contribute to the costs of the service | | | | | |
|--|--------------------------|----------------------------------|--|----------------------------------|----------|
| | | 2015/16 Budget £'000 122 | Proposed 2016/17 Budget £'000 123 | | |
| Income the proposed fees will generate: | | | | | |
| Are concessions available? No | | | | | |
| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
| | £.p | £.p | £.p | £.p | % |
| Vehicle Access Crossings | | | | | |
| Construction of crossing - actual | | Actual cost | | Actual cost | |
| Access Protection Markings | 100.80 | 84.00 | 101.80 | 84.83 | 1.0 |
| Highway Licences and Consents | | | | | |
| Sample Inspection Fee | | 50.00 | | 50.00 | 0.0 |
| Defect Inspection Fee | | 47.50 | | 47.50 | 0.0 |
| Third Party Report Inspection Fee | | 68.00 | | 68.00 | 0.0 |
| Skip Operators Licence annual fee | | 78.00 | | 78.80 | 1.0 |
| Skip Licence application fee including one week occupation of the highway | | 19.00 | | 19.20 | 1.1 |
| per additional week or part there of | | 12.50 | | 12.65 | 1.2 |
| for those found without a licence | | 135.00 | | 136.35 | 1.0 |
| HIPPO Bags (placed on highway) application fee including one week occupation of the highway | | 19.00 | | 19.20 | 1.1 |
| per additional week or part there of | | 12.50 | | 12.65 | 1.2 |
| for those found without a licence | | 51.90 | | 52.40 | 1.0 |
| Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee) | | 152.70 | | 252.00 | 65.0 |
| 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 | | 325.00 | | 328.25 | 1.0 |
| Traffic Management Technical Advice (Officers time per hour - 1 hour minimum) | | 83.15 | | 84.00 | 1.0 |
| Temporary Deposit of Materials on Public Highway application fee including one week occupation of the highway | | 22.15 | | 22.35 | 0.9 |
| per additional week or part there of | | 16.65 | | 16.80 | 0.9 |
| per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| Domestic Vehicle Access Application Fee (BFC Contractor) | | 38.80 | | 39.20 | 1.0 |
| Domestic Vehicle Access Inspection Fee - Per Occasion | | 51.90 | | 52.40 | 1.0 |
| Domestic Vehicle Access Application Fee (Private Contractor) | | 72.05 | | 72.75 | 1.0 |
| Domestic Vehicle Access Inspection Fee - Per Occasion | | 51.90 | | 52.40 | 1.0 |
| Property Developers or Commercial Vehicle Access Fee plus | | 138.00 | | 139.40 | 1.0 |
| 1 Property | | 250.00 | | 252.50 | 1.0 |
| 2-50 Properties | | 450.00 | | 454.50 | 1.0 |
| 51 + Properties | | 700.00 | | 707.00 | 1.0 |
| per inspection | | 51.90 | | 52.40 | 1.0 |
| Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) | | 65.00 | | 65.65 | 1.0 |
| 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 | | 170.00 | | 171.70 | 1.0 |
| Bus Stop Suspensions Per day | | 104.05 | | 105.10 | 1.0 |
| Maximum charge | | 213.25 | | 215.40 | 1.0 |
| Provision of temporary bus stops Per stop for duration of suspension | | 51.90 | | 52.40 | 1.0 |
| Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee) | | 67.20 | | 67.85 | 1.0 |
| Application for Street Café (Registered charity) Fee (Based on number of chairs) | | £113 plus number of chairs fee | | £114 plus number of chairs fee | |
| 01-10 Chairs | | 75.00 | | 75.75 | 1.0 |
| 11-20 Chairs | | 100.00 | | 101.00 | 1.0 |
| 21 + | | 125.00 | | 126.25 | 1.0 |
| Application for Street Café (Commercial) Fee (Based on number of chairs) | | £113 plus number of chairs fee | | £114 plus number of chairs fee | |
| 01-10 Chairs | | 150.00 | | 151.50 | 1.0 |
| 11-20 Chairs | | 250.00 | | 252.50 | 1.0 |
| 21 + | | 350.00 | | 353.50 | 1.0 |
| Renewal for Street Café Fee (Based on number of chairs) | | £69 plus number of chairs fee | | £70 plus number of chairs fee | |
| 01-10 Chairs | | 100.00 | | 101.00 | 1.0 |
| 11-20 Chairs | | 150.00 | | 151.50 | 1.0 |
| 21 + | | 250.00 | | 252.50 | 1.0 |
| Crane/Machinery/Structure on Public Highway Licence Fee plus | | 134.40 | | 135.75 | 1.0 |
| per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| Street Works Licence Application Fee Fee plus | | 420.00 | | 424.20 | 1.0 |
| per inspection | | 50.90 | | 51.40 | 1.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Highways

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

| | | |
|--|---|--|
| | 2015/16 Budget £'000 122 | Proposed 2016/17 Budget £'000 123 |
| Income the proposed fees will generate: | | |

Are concessions available? No

| 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 | | 101.80 | | 102.80 | 1.0 |
| | per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| Temporary Excavations in Public Highway (Road Opening) Licence | Fee plus | | 420.00 | | 424.20 | 1.0 |
| | per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| Application to place Cables etc. over the Public Highway | Fee plus | | 134.40 | | 135.75 | 1.0 |
| | per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| Road Occupation with temporary traffic management (no excavation) | Fee plus | | 150.00 | | 151.50 | 1.0 |
| | per necessary inspection | | 51.90 | | 52.40 | 1.0 |
| 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 | Main Roads | | | | | |
| | Provisional Advance Authorisation (PAA) | | 91.00 | | 91.00 | 0.0 |
| | Major Activity [over 10 days] and all major works requiring a traffic regulation order. | | 224.00 | | 224.00 | 0.0 |
| | Major Activity [4 – 10 days] | | 128.00 | | 128.00 | 0.0 |
| | Major Activity [up to 3 days] | | 63.00 | | 63.00 | 0.0 |
| | Standard activity | | 128.00 | | 128.00 | 0.0 |
| | Minor Activity | | 63.00 | | 63.00 | 0.0 |
| | Immediate activity | | 57.00 | | 57.00 | 0.0 |
| | Permit Variation | | 45.00 | | 45.00 | 0.0 |
| | Minor Roads | | | | 0.00 | |
| | Provisional Advance Authorisation (PAA) | | 74.00 | | 74.00 | 0.0 |
| | Major Activity [over 10 days] and all major works requiring a traffic regulation order. | | 143.00 | | 143.00 | 0.0 |
| | Major Activity [4 – 10 days] | | 0.00 | | 0.00 | |
| | Major Activity [up to 3 days] | | 0.00 | | 0.00 | |
| | Standard activity | | 0.00 | | 0.00 | |
| | Minor Activity | | 0.00 | | 0.00 | |
| | Immediate activity | | 0.00 | | 0.00 | |
| | Permit Variation | | 35.00 | | 35.00 | 0.0 |
| Rechargeable Street Works | Repair/Replacement | Actual cost + 15% administration | | Actual cost + 15% administration | | 0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Other Services

Purpose of the Charge: To recover the costs.

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 1 | 1 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|-------------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| <u>MISCELLANEOUS</u> | | | | | |
| Documents | | | | | |
| Sale of local plans/planning briefs | | Fixed At Publication | | Fixed At Publication | |
| Sale of minutes | | Set corporately | | Set corporately | |
| Photocopying | | | | | |
| 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 | 1.80 | 1.50 | 1.80 | 1.50 | 0.0 |
| Large Plans Black & White | 0.85 | 0.71 | 0.85 | 0.71 | 0.0 |
| Large Plans Colour | 2.95 | 2.46 | 2.95 | 2.46 | 0.0 |
| Microfiche A4 Black & White | 0.30 | 0.25 | 0.30 | 0.25 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 24 | 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.

| 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 | | | | | |
| Football Pitch (with changing rooms) exc VAT* | | | | | |
| Senior Pitch | 88.95 | 74.13 | 89.90 | 74.92 | 1.1 |
| Senior Pitch for Junior Use | 44.60 | 37.17 | 45.10 | 37.58 | 1.1 |
| Junior Pitch | 29.65 | 24.71 | 30.00 | 25.00 | 1.2 |
| PRIORY FIELD | | | | | |
| Football Pitch (without changing rooms) exc VAT* | | | | | |
| Senior Pitch | 56.10 | 46.75 | 56.70 | 47.25 | 1.1 |
| Senior Pitch for Junior Use | 28.05 | 23.38 | 28.40 | 23.67 | 1.2 |
| Junior Pitch | 18.70 | 15.58 | 18.90 | 15.75 | 1.1 |
| *Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT | | | | | |
| Tennis Association | | | | | |
| Family Membership | 78.25 | 65.21 | 79.10 | 65.92 | 1.1 |
| Adult Membership | 39.15 | 32.63 | 39.60 | 33.00 | 1.1 |
| Junior Membership | 21.40 | 17.83 | 21.70 | 18.08 | 1.4 |
| Tennis - Pay and Play | | | | | |
| Adult | 6.10 | 5.08 | 6.20 | 5.17 | 1.60 |
| Under 16/63+ | 4.50 | 3.75 | 4.60 | 3.83 | 2.20 |
| Hall Hire | | | | | |
| Per Hour | 12.15 | 10.13 | 12.30 | 10.25 | 1.2 |
| Ranger / Officer led activity (Walks & Talks) | | | | | |
| Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management) | 23.90 | 19.92 | 24.20 | 20.17 | 1.3 |
| Local Businesses / Commercial Groups | As appropriate | | As appropriate | | |
| Rights of Way | | | | | |
| Basic charge to process an application, add to register of deposits and posting notices on site | | | | 250.00 | New charge |
| Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices | | | | 50.00 | New charge |
| Subsequent declaration to renew Deposit (at up to 20 years intervals) | | | | 50.00 | New charge |
| 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 academic year use. | | | | | |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Museums & Galleries

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 489 | 559 |

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

| 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 | | | | | |
| Admission | | | | | |
| Adult | 7.25 | 6.04 | 7.30 | 6.08 | 0.7 |
| Under 16 / Students / 63+ / Disabled | 4.95 | 4.13 | 5.00 | 4.17 | 1.0 |
| Saver Ticket | 19.45 | 16.21 | 19.60 | 16.33 | 0.8 |
| School Children | 4.50 | 3.75 | 4.55 | 3.79 | 1.1 |
| Under 4s Group Bookings | 4.50 | 3.75 | 4.55 | 3.79 | 1.1 |
| 45 minute visit special needs | 3.00 | 2.50 | 3.05 | 2.54 | 1.7 |
| Adult after 4pm | 3.75 | 3.13 | 3.80 | 3.17 | 1.3 |
| Under 16 / Students / 63+ / Disabled, after 4pm | 2.50 | 2.08 | 2.55 | 2.13 | 2.0 |
| Saver Ticket after 4pm | 9.75 | 8.13 | 9.80 | 8.17 | 0.5 |
| Parent & Toddler (Term time only) | 6.20 | 5.17 | 6.25 | 5.21 | 0.8 |
| Carers for disabled | Free | | Free | | |
| Birthday Parties* | | | | | |
| Hot menu | 12.85 | 10.71 | Note 1 | | |
| Cold menu | 12.15 | 10.13 | Note 1 | | |
| Self catering | 7.50 | 6.25 | Note 1 | | |
| Self catering - no room hire | 6.60 | 5.50 | Note 1 | | |
| Loyalty Card | | | | | |
| Adult | 29.00 | 24.17 | 29.20 | 24.33 | 0.7 |
| Under 16 | 19.80 | 16.50 | 20.00 | 16.67 | 1.0 |
| Family | 77.80 | 64.83 | 78.40 | 65.33 | 0.8 |
| Commercial Hire | | | | | |
| Whole Day | 242.00 | 201.67 | 245.00 | 204.17 | 1.2 |
| Half Day | 121.00 | 100.83 | 123.00 | 102.50 | 1.7 |
| Per Hour | 58.50 | 48.75 | 59.00 | 49.17 | 0.9 |
| Evening hire, per hour | 77.00 | 64.17 | 78.00 | 65.00 | 1.3 |

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

Note 1

The coffee shop is closed at present so there is not a full catering offer available. Once a decision has been made on the future running of the facility, a review of these prices will be carried out.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Golf Course

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 664 | 667 |

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.

| 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 | 61.50 | 51.25 | 62.00 | 51.67 | 0.8 |
| Adult in Area | 35.35 | 29.46 | 35.70 | 29.75 | 1.0 |
| Under 16 / 63+ in Area | 17.30 | 14.42 | 17.45 | 14.54 | 0.9 |
| Family out Area | 81.85 | 68.21 | 82.65 | 68.88 | 1.0 |
| Adult out Area | 55.25 | 46.04 | 55.80 | 46.50 | 1.0 |
| Under 16 / 63+ out Area | 26.90 | 22.42 | 27.15 | 22.63 | 0.9 |
| Adult Temporary Membership | 2.10 | 1.75 | 2.10 | 1.75 | 0.0 |
| Under 16 / 63+ | 1.50 | 1.25 | 1.50 | 1.25 | 0.0 |
| Main Course | | | | | |
| Adult Member Summer - Monday - Friday | 20.50 | 17.08 | 20.70 | 17.25 | 1.0 |
| Adult Member Summer - Weekend & BH | 26.60 | 22.17 | 26.60 | 22.17 | 0.0 |
| Adult Winter - Monday - Friday | 16.40 | 13.67 | 16.55 | 13.79 | 0.9 |
| Adult Winter - Weekend & BH | 24.60 | 20.50 | 24.60 | 20.50 | 0.0 |
| Under 16 Summer - Monday - Friday | 7.75 | 6.46 | 7.85 | 6.54 | 1.3 |
| Under 16 Summer - Weekend & BH | 12.35 | 10.29 | 12.35 | 10.29 | 0.0 |
| Under 16 Winter - Monday - Friday | 6.75 | 5.63 | 6.80 | 5.67 | 0.7 |
| Under 16 Winter - Weekend & BH | 11.85 | 9.88 | 11.85 | 9.88 | 0.0 |
| 63+ Summer - Monday - Friday | 12.35 | 10.29 | 12.50 | 10.42 | 1.2 |
| 63+ Winter - Monday - Friday | 11.35 | 9.46 | 11.50 | 9.58 | 1.3 |
| 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 | 600.00 | 500.00 | 0.8 |
| 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 | 700.00 | 583.33 | 0.7 |
| 7 Day (Unlimited play 7 days a week) | 895.00 | 745.83 | 900.00 | 750.00 | 0.6 |
| Junior (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays) | 175.00 | 145.83 | 150.00 | 125.00 | -14.3 |
| 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 | 1.70 | 1.42 | 3.0 |
| 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
2016/17 PROPOSED FEES & CHARGES

Service : Golf Course

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 664 | 667 |

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.

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

Leisure Saver Pass Prices

NB no pre booking is permitted under this scheme..

Main Course

| | | | | | |
|--|------|------|------|------|-----|
| Adult Monday - Friday | 6.15 | 5.13 | 6.20 | 5.17 | 0.8 |
| Adult Monday - Friday Dusk Rate | 4.20 | 3.50 | 4.25 | 3.54 | 1.2 |
| Under 16/63+ - Monday - Friday | 4.15 | 3.46 | 4.20 | 3.50 | 1.2 |
| Under 16/63+ - Monday - Friday Dusk Rate | 2.55 | 2.13 | 2.60 | 2.17 | 2.0 |

Driving Range

| | | | | | |
|----------|------|------|------|------|-----|
| 20 balls | 0.45 | 0.38 | 0.45 | 0.38 | 0.0 |
| 50 balls | 1.20 | 1.00 | 1.20 | 1.00 | 0.0 |

Pitch & Putt

| | | | | | |
|-----------------------------------|------|------|------|------|-----|
| 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 | 3.10 | 2.58 | 1.6 |

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES

Service : Joint Use Sports Centres

| Purpose of the Charge: To contribute to the costs of the service | | | | | |
|--|--------------------------------|--------------------------|--|---------------------------|----------|
| | 2015/16 Budget £'000 301 | | Proposed 2016/17 Budget £'000 303 | | |
| Income the proposed fees will generate: | | | | | |
| 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. | | | | | |
| 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 | | | | | |
| Memberships | | | | | |
| Family In Area | 61.50 | 51.25 | 62.00 | 51.67 | 0.8 |
| Adult In Area | 35.35 | 29.46 | 35.70 | 29.75 | 1.0 |
| Under 16 / 63+ In Area | 17.30 | 14.42 | 17.45 | 14.54 | 0.9 |
| Family Out Area | 81.85 | 68.21 | 82.60 | 68.83 | 0.9 |
| Adult Out Area | 55.25 | 46.04 | 55.80 | 46.50 | 1.0 |
| Under 16 / 63+ Out Area | 26.90 | 22.42 | 27.15 | 22.63 | 0.9 |
| Adult Temporary Membership | 2.10 | 1.75 | 2.10 | 1.75 | 0.0 |
| Under 16 / 63+ Temporary Membership | 1.50 | 1.25 | 1.50 | 1.25 | 0.0 |
| Indoor Activity - Adult | | | | | |
| Badminton Court Per Hour | 10.40 | 8.67 | 10.50 | 8.75 | 1.0 |
| Badminton Court 30 Minutes | 5.40 | 4.50 | 5.45 | 4.54 | 0.9 |
| 5-a-side Football | 43.25 | 36.04 | 43.70 | 36.42 | 1.0 |
| Cricket Nets | 43.25 | 36.04 | 43.70 | 36.42 | 1.0 |
| Archery | 43.25 | 36.04 | 43.70 | 36.42 | 1.0 |
| Main Hall | 43.25 | 36.04 | 43.70 | 36.42 | 1.0 |
| Small Hall / Bar | 26.30 | 21.92 | 26.55 | 22.13 | 1.0 |
| Café/Bar Activity Space | 20.40 | 17.00 | 20.60 | 17.17 | 1.0 |
| Squash (ESC) | 8.25 | 6.88 | 8.30 | 6.92 | 0.6 |
| Indoor Activity - Under 16 / 63+ | | | | | |
| Badminton Court Per Hour | 6.80 | 5.67 | 6.85 | 5.71 | 0.7 |
| Badminton Court 30 Minutes | 4.20 | 3.50 | 4.25 | 3.54 | 1.2 |
| 5-a-side Football | 29.40 | 24.50 | 29.70 | 24.75 | 1.0 |
| Cricket Nets | 29.40 | 24.50 | 29.70 | 24.75 | 1.0 |
| Archery | 29.40 | 24.50 | 29.70 | 24.75 | 1.0 |
| Main Hall | 29.40 | 24.50 | 29.70 | 24.75 | 1.0 |
| Small Hall / Bar | 23.45 | 19.54 | 23.70 | 19.75 | 1.1 |
| Café/Bar | 17.65 | 14.71 | 17.85 | 14.88 | 1.1 |
| Squash (ESC) | 5.20 | 4.33 | 5.50 | 4.58 | 5.8 |
| Outdoor Activity - Adult | | | | | |
| Small Synthetic Pitch(SSC) | 40.30 | 33.58 | 31.05 | 25.88 | -23.0 |
| Large Tarmac | 31.75 | 26.46 | 32.05 | 26.71 | 0.9 |
| Synthetic Pitch (1 Hour) | 77.60 | 64.67 | 78.40 | 65.33 | 1.0 |
| Synthetic Pitch (1.5 Hour) | 116.45 | 97.04 | 117.60 | 98.00 | 1.0 |
| 1/3 Synthetic Pitch | 31.05 | 25.88 | 31.35 | 26.13 | 1.0 |
| Netball Court | 11.70 | 9.75 | 11.80 | 9.83 | 0.9 |
| Tennis Court | 6.10 | 5.08 | 6.15 | 5.13 | 0.8 |
| Outdoor Activity - Under 16 / 63+ | | | | | |
| Small Synthetic Pitch(SSC) | 24.35 | 20.29 | 17.15 | 14.29 | -29.6 |
| Large Tarmac | 21.65 | 18.04 | 21.85 | 18.21 | 0.9 |
| Synthetic Pitch (1 Hour) | 41.85 | 34.88 | 42.25 | 35.21 | 1.0 |
| Synthetic Pitch (1.5 Hour) | 62.70 | 52.25 | 63.35 | 52.79 | 1.0 |
| 1/3 Synthetic Pitch | 17.15 | 14.29 | 17.30 | 14.42 | 0.9 |
| Netball Court | 7.85 | 6.54 | 7.95 | 6.63 | 1.3 |
| Tennis Court | 4.50 | 3.75 | 4.55 | 3.79 | 1.1 |
| Body Logic Fitness Room | | | | | |
| Casual Use | 6.30 | 5.25 | 6.35 | 5.29 | 0.8 |
| 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 | 15.15 | 12.63 | 1.0 |
| Be active Xpress (Daytime at Crowthorne) | 15.00 | 12.50 | 15.15 | 12.63 | 1.0 |
| Induction (free monthly/annual payees) | 23.80 | 19.83 | 24.05 | 20.04 | 1.1 |
| Health Assessment (free monthly/annual payees) | 7.65 | 6.38 | 7.75 | 6.46 | 1.3 |
| Personal Programme Card (free monthly/annual payees) | 7.65 | 6.38 | 7.75 | 6.46 | 1.3 |
| Personal Training Session | 27.65 | 23.04 | 27.95 | 23.29 | 1.1 |
| Personal Training Session (10 sessions) | 246.60 | 205.50 | 249.05 | 207.54 | 1.0 |
| GP Referral | 4.30 | 3.58 | 4.35 | 3.63 | 1.2 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|---------------------------------|--|
| Income the proposed fees will generate: | 301 | 303 |

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.

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Body Logic Fitness Room - Student / 63+ | | | | | |
| Casual Use | 4.40 | 3.67 | 4.45 | 3.71 | 1.1 |
| Monthly Direct Debit (Individual) | 24.60 | 20.50 | 24.85 | 20.71 | 1.0 |
| Monthly Direct Debit (Couple) | 42.80 | 35.67 | 43.25 | 36.04 | 1.1 |
| Annual | 246.00 | 205.00 | 248.45 | 207.04 | 1.0 |
| Induction (free monthly/annual payees) | 23.80 | 19.83 | 24.05 | 20.04 | 1.1 |
| Health Assessment (free monthly/annual payees) | 7.65 | 6.38 | 7.75 | 6.46 | 1.3 |
| Personal Programme Card | 7.65 | 6.38 | 7.75 | 6.46 | 1.3 |
| Personal Training Session | 25.30 | 21.08 | 25.55 | 21.29 | 1.0 |
| Personal Training Session (10 sessions) | 227.65 | 189.71 | 229.95 | 191.63 | 1.0 |
| Children's Birthday Parties | | | | | |
| Standard | 93.75 | 78.13 | 94.70 | 78.92 | 1.0 |
| Combination | 132.00 | 110.00 | 133.30 | 111.08 | 1.0 |

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.

Leisure Saver Pass Prices

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

| | | | | | | |
|---|----------------------------------|------|------|------|------|-----|
| Badminton | Adult | 3.20 | 2.67 | 3.25 | 2.71 | 1.6 |
| | Under 16/63+ | 2.05 | 1.71 | 2.05 | 1.71 | 0.0 |
| Fitness Suite | Adult | 2.00 | 1.67 | 2.00 | 1.67 | 0.0 |
| | Under 16/63+ | 1.45 | 1.21 | 1.45 | 1.21 | 0.0 |
| | Induction - Adult | 7.95 | 6.63 | 8.05 | 6.71 | 1.3 |
| | Induction - Under 16 / 63+ | 6.90 | 5.75 | 6.95 | 5.79 | 0.7 |
| | Health Assessment - Adult | 2.55 | 2.13 | 2.60 | 2.17 | 2.0 |
| | Health Assessment - Under 16/63+ | 2.25 | 1.88 | 2.25 | 1.88 | 0.0 |
| | Personal Training Card - Adult | 2.65 | 2.21 | 2.70 | 2.25 | 1.9 |
| Personal Training Card - Under 16 / 63+ | 2.35 | 1.96 | 2.35 | 1.96 | 0.0 | |
| Squash (ESC) | Adult | 2.50 | 2.08 | 2.55 | 2.13 | 2.0 |
| | Under 16/63+ | 1.65 | 1.38 | 1.65 | 1.38 | 0.0 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

| | | |
|---|---------------------------------|--|
| Purpose of the Charge: To contribute to the costs of the service | | |
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 1,625 | 1,635 |

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.

| 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 | | | | | | |
| Membership | | | | | | |
| Family In Area | 61.50 | 51.25 | 62.00 | 51.67 | 0.8 | |
| Adult In Area | 35.35 | 29.46 | 35.70 | 29.75 | 1.0 | |
| Under 16 / 63+ In Area | 17.30 | 14.42 | 17.45 | 14.54 | 0.9 | |
| Family Out Area | 81.85 | 68.21 | 82.60 | 68.83 | 0.9 | |
| Adult Out Area | 55.25 | 46.04 | 55.80 | 46.50 | 1.0 | |
| Under 16 / 63+ Out Area | 26.90 | 22.42 | 27.15 | 22.63 | 0.9 | |
| Temporary Membership | | | | | | |
| Adult | 2.10 | 1.75 | 2.10 | 1.75 | 0.0 | |
| Under 16 / 63+ | 1.50 | 1.25 | 1.50 | 1.25 | 0.0 | |
| Facility Hire per hour | | | | | | |
| Badminton Court Per Hour | Peak | 10.40 | 8.67 | 10.50 | 8.75 | 1.00 |
| | Peak Junior W/E only | 6.80 | 5.67 | 6.85 | 5.71 | 0.70 |
| | Off Peak Adult | 8.40 | 7.00 | 8.45 | 7.04 | 0.60 |
| | Off Peak Under16 / 63+ | 6.80 | 5.67 | 6.85 | 5.71 | 0.70 |
| Badminton Court 30 Minutes | Peak | 5.40 | 4.50 | 5.45 | 4.54 | 0.90 |
| | Peak Junior W/E only | 4.20 | 3.50 | 4.25 | 3.54 | 1.20 |
| | Off Peak | 4.20 | 3.50 | 4.25 | 3.54 | 1.20 |
| Table Tennis Table | Peak | 4.90 | 4.08 | 4.95 | 4.13 | 1.00 |
| | Peak Junior W/E only | 4.20 | 3.50 | 4.25 | 3.54 | 1.20 |
| | Off Peak Adult | 4.60 | 3.83 | 4.65 | 3.88 | 1.10 |
| | Off Peak Under16 / 63+ | 4.20 | 3.50 | 4.25 | 3.54 | 1.20 |
| Main Hall | Peak | 94.00 | 78.33 | 95.00 | 79.17 | 1.1 |
| | Off Peak | 71.00 | 59.17 | 72.00 | 60.00 | 1.4 |
| Main Hall (Half) | Peak | 52.00 | 43.33 | 52.50 | 43.75 | 1.0 |
| | Off Peak | 38.00 | 31.67 | 38.50 | 32.08 | 1.3 |
| 3M Hall | Peak | 57.00 | 47.50 | 57.50 | 47.92 | 0.9 |
| | Off Peak | 44.00 | 36.67 | 44.50 | 37.08 | 1.1 |
| Squash Court (40 mins) | Peak | 8.20 | 6.83 | 8.30 | 6.92 | 1.2 |
| | Peak Junior | 5.40 | 4.50 | 5.50 | 4.58 | 1.9 |
| | Off Peak Adult | 7.00 | 5.83 | 7.10 | 5.92 | 1.4 |
| | Off Peak Under16 / 63+ | 5.40 | 4.50 | 5.50 | 4.58 | 1.9 |
| Pool Complex for Swimming Galas: | | | | | | |
| Clubs etc. | Inside Borough | 370.00 | 308.33 | 374.00 | 311.67 | 1.1 |
| | Outside Borough | 450.00 | 375.00 | 455.00 | 379.17 | 1.1 |
| Grass Pitch per game | Adult | 71.00 | 59.17 | 72.00 | 60.00 | 1.4 |
| | Under 16 | 38.00 | 31.67 | 38.50 | 32.08 | 1.3 |
| 3G Pitch Prices | Peak 11 a-side | 84.00 | 70.00 | 90.00 | 75.00 | 7.1 |
| | Peak 8 a-side | 60.00 | 50.00 | 61.00 | 50.83 | 1.7 |
| | Peak 5 a-side | 40.00 | 33.33 | 40.50 | 33.75 | 1.3 |
| | Off Peak 11 a-side | 60.00 | 50.00 | 90.00 | 75.00 | 50.0 |
| | Off Peak 8 a-side | 40.00 | 33.33 | 41.00 | 34.17 | 2.5 |
| | Off Peak 5 a-side | 23.00 | 19.17 | 23.50 | 19.58 | 2.2 |
| Athletics Training (Use of Track) | Adult | 1.80 | 1.50 | 1.90 | 1.58 | 5.6 |
| | Under 16 | 1.00 | 0.83 | 1.10 | 0.92 | 10.0 |
| Athletic Arena per hour | | | | | | |
| Clubs etc. Inside Borough | Weekday | 41.30 | 34.42 | 42.00 | 35.00 | 1.7 |
| | Weekend / Bank Holiday | 68.20 | 56.83 | 69.00 | 57.50 | 1.2 |
| Clubs etc. Outside Borough | Weekday | 50.90 | 42.42 | 51.50 | 42.92 | 1.2 |
| | Weekend / Bank Holiday | 80.40 | 67.00 | 81.00 | 67.50 | 0.7 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 1,625 | 1,635 |

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.

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|-----------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Activity Charges | | | | | |
| Swimming Per session | Family (2+2)or (1+3) | 10.50 | 8.75 | 10.60 | 1.0 |
| | Adult | 3.50 | 2.92 | 3.55 | 1.4 |
| | 16 and under / 63+ | 2.40 | 2.00 | 2.40 | 0.0 |
| | Under 5 (Free) | free | | | |
| 6 months | Adult | N/A | | | |
| | 16 and under / 63+ | N/A | | | |
| Swimming Pool Per Month DD | Adult | 30.00 | 25.00 | 30.30 | 1.0 |
| | 16 and under / 63+ | 20.00 | 16.67 | 20.20 | 1.0 |
| Annual Swim Membership 12 Months up front payment | Adult | 300.00 | 250.00 | 303.00 | 1.0 |
| | 16 and under / 63+ | 200.00 | 166.67 | 202.00 | 1.0 |
| Early Bird Per session | Adult | N/A | | | |
| 3 months | Adult | N/A | | | |
| 3 months | 63+ | N/A | | | |
| 6 months | Adult | N/A | | | |
| 6 months | 63+ | N/A | | | |
| Swim & Spa | Peak | 10.35 | 8.63 | 10.45 | 1.0 |
| | Off Peak | 9.25 | 7.71 | 9.35 | 1.1 |
| Gym, Swim & Spa | Peak | 15.50 | 12.92 | 15.65 | 1.0 |
| | Off Peak | 13.85 | 11.54 | 14.00 | 1.1 |
| Sauna Suite Per session (Forest Spa Health Suite) | Peak Adult | 8.90 | 7.42 | 8.95 | 0.6 |
| | Off Peak Adult | 7.70 | 6.42 | 7.75 | 0.6 |
| | Off Peak 63+ | 6.80 | 5.67 | 6.85 | 0.7 |
| | Disabled Peak | 6.30 | 5.25 | 6.35 | 0.8 |
| | Disabled Off Peak | 5.40 | 4.50 | 5.45 | 0.9 |
| Sauna & sunbed combo (per session) based on 5 minutes | Peak | 9.90 | 8.25 | 10.00 | 1.0 |
| Sunbed | Off Peak | 8.50 | 7.08 | 8.55 | 0.6 |
| Sunbed - Sold in 5 minutes blocks dependant on skin type - Maximum 15 minutes. | Peak Adult | 3.40 | 2.83 | 3.50 | 2.9 |
| | Off Peak Adult | 2.60 | 2.17 | 2.70 | 3.8 |
| Fitness Room (Bodyworks) | Peak | 7.50 | 6.25 | 7.50 | 0.0 |
| | Off Peak | 6.50 | 5.42 | 6.50 | 0.0 |
| | TeenWorx | 2.40 | 2.00 | 2.40 | 0.0 |
| | Student/63+ peak | 4.80 | 4.00 | 4.80 | 0.0 |
| | Student/63+ off peak | 3.10 | 2.58 | 3.10 | 0.0 |
| | 63+ (Restricted Times) | 3.10 | 2.58 | 3.10 | 0.0 |
| Platinum Card 12 Months (up front payment 12 month for price of 10) No refund | Single Adult Peak | 495.00 | 412.50 | 495.00 | 0.0 |
| | Single Adult Off Peak | 329.00 | 274.17 | 329.00 | 0.0 |
| | Per Couple Peak | 780.00 | 650.00 | 780.00 | 0.0 |
| | Per Couple Off Peak | 522.00 | 435.00 | 522.00 | 0.0 |
| | Disabled Adult Peak | 346.50 | 288.75 | 346.50 | 0.0 |
| | Disabled Adult Off Peak | 229.50 | 191.25 | 229.50 | 0.0 |
| Platinum Card Per Month | Single Adult Peak | 49.50 | 41.25 | 49.50 | 0.0 |
| | Single Adult Off Peak | 32.90 | 27.42 | 32.90 | 0.0 |
| | Per Couple Peak | 78.00 | 65.00 | 78.00 | 0.0 |
| | Per Couple Off Peak | 52.20 | 43.50 | 52.20 | 0.0 |
| | Disabled Adult Peak | 34.65 | 28.88 | 34.65 | 0.0 |
| | Disabled Adult Off Peak | 22.95 | 19.13 | 22.95 | 0.0 |
| GP Referral | | 4.50 | 3.75 | 4.55 | 1.1 |
| Keep Active Recreational | Keep Active | 4.50 | 3.75 | 4.55 | 1.1 |
| Children's Activities | | | | | |
| Crèche | Per child 1 hour | 3.00 | | 3.05 | 1.7 |
| | Per child 1.5 hours | 4.50 | | 4.55 | 1.1 |
| | Per child 2 hours (maximum) | 6.00 | | 6.05 | 0.8 |
| Please note the creche is for children aged 6 weeks to 5 years. No children in full time education. | | | | | |

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES

Service : Indoor Sports and Recreation facilities

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 1,625 | 1,635 |

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.

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|-------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| Equipment Hire Charges | | | | | |
| Racquet | 2.10 | 1.75 | 2.15 | 1.79 | 2.4 |
| Table Tennis Bat | 2.10 | 1.75 | 2.15 | 1.79 | 2.4 |

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 | 3.65 | 3.04 | 3.70 | 3.08 | 1.4 |
| | Off Peak Adult | 2.65 | 2.21 | 2.70 | 2.25 | 1.9 |
| | Off Peak Under 16 / 63+ | 2.25 | 1.88 | 2.30 | 1.92 | 2.2 |
| Fitness Suite (Exclusions Monday-Friday after 5pm) | Peak | 2.45 | 2.04 | 2.50 | 2.08 | 2.0 |
| | Off Peak | 2.25 | 1.88 | 2.30 | 1.92 | 2.2 |
| Squash | Peak Adult | 2.65 | 2.21 | 2.70 | 2.25 | 1.9 |
| | Off Peak Adult | 2.25 | 1.88 | 2.30 | 1.92 | 2.2 |
| | Off Peak - Under 16 | 1.75 | 1.46 | 1.80 | 1.50 | 2.9 |
| Swimming | Adult | 1.25 | 1.04 | 1.30 | 1.08 | 4.0 |
| | Under 16 | 0.85 | 0.71 | 0.90 | 0.75 | 5.9 |
| Table Tennis | Peak Adult | 1.55 | 1.29 | 1.60 | 1.33 | 3.2 |
| | Off Peak Adult | 1.45 | 1.21 | 1.50 | 1.25 | 3.4 |
| | Off Peak Under 16 | 1.35 | 1.13 | 1.40 | 1.17 | 3.7 |
| Track | Adult | 0.55 | 0.46 | 0.60 | 0.50 | 9.1 |
| | Under 16 | 0.30 | 0.25 | 0.35 | 0.29 | 16.7 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

| | | |
|---|---------------------------------|--|
| Purpose of the Charge: To recover the costs of the service | | |
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 1,699 | 1,716 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
| | £.p | £.p | £.p | £.p | % |
| EASTHAMPTON PARK CONFERENCE CENTRE | | | | | |
| Delegate Rates: | | | | | |
| Day Executive Service | 58.38 | 48.65 | 58.95 | 49.13 | 1.0 |
| Bed & Breakfast Single En-suite | 99.12 | 82.60 | 100.10 | 83.42 | 1.0 |
| Shared En-suite Per Person | 67.80 | 56.50 | 68.50 | 57.08 | 1.0 |
| Standard Single | 53.46 | 44.55 | 54.00 | 45.00 | 1.0 |
| Half Day Executive Service | 50.82 | 42.35 | 51.35 | 42.79 | 1.0 |
| Meals: Dinner | 20.58 | 17.15 | 20.80 | 17.33 | 1.1 |
| Breakfast - Full English | 9.84 | 8.20 | 9.95 | 8.29 | 1.1 |
| Lunch | 15.78 | 13.15 | 15.95 | 13.29 | 1.1 |
| Sandwiches | 6.42 | 5.35 | 6.50 | 5.42 | 1.2 |
| Tea/Coffee | 2.34 | 1.95 | 2.35 | 1.96 | 0.4 |
| Room Hire: | | | | | |
| Downshire (Day or part day) | 2,611.92 | 2,176.60 | 2,638.05 | 2,198.38 | 1.0 |
| Downshire (Evening) | 1,069.38 | 891.15 | 1,080.05 | 900.04 | 1.0 |
| Lecture Room (Day or part day) | 534.06 | 445.05 | 539.40 | 449.50 | 1.0 |
| Lecture Room (Evening) | 534.06 | 445.05 | 539.40 | 449.50 | 1.0 |
| Syndicate room | 134.28 | 111.90 | 135.60 | 113.00 | 1.0 |
| Grounds Hire: | | | | | |
| From | 2,608.20 | 2,173.50 | 2,634.30 | 2,195.25 | 1.0 |
| Special Weekend Rate: | | | | | |
| Standard singles only | 178.86 | 149.05 | 180.65 | 150.54 | 1.0 |
| Education Centre: | | | | | |
| Lunch | 17.52 | 14.60 | 17.70 | 14.75 | 1.0 |
| Buffet | 10.86 | 9.05 | 10.95 | 9.13 | 0.8 |
| Sandwiches | 6.60 | 5.50 | 6.65 | 5.54 | 0.8 |

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
2016/17 PROPOSED FEES & CHARGES**

Service : Library Service

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

| | | |
|--|-------------------------------------|--|
| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
| Income the proposed fees will generate: | 93 | 94 |

Are concessions available? No

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|------------------------------|------------|
| | £.p | £.p | £.p | £.p | % |
| It should be noted that customers are receiving email notification prior to items being overdue which will affect income accrued | | | | | |
| Overdue Charges Per Loan Period | | | | | |
| Adult Books, inc multimedia - Daily Max Per item | | 0.20 8.05 | | 0.20 8.15 | 0.0 1.2 |
| Childrens Books borrowed by adults - Daily Max Per item | | 0.10 4.00 | | 0.10 4.05 | 0.0 1.3 |
| Childrens Books borrowed by children - Daily Max Per item | | 0.05 2.00 | | 0.05 2.00 | 0.0 0.0 |
| Teenage Books borrowed by young people 13-17 Max Per item | | 0.10 4.00 | | 0.10 4.05 | 0.0 1.3 |
| Spoken Word Cassettes/ CD's Daily Max Per item | | 0.20 8.05 | | 0.20 8.15 | 0.0 1.2 |
| Music CD's Daily Max Per item | | 0.20 8.05 | | 0.20 8.15 | 0.0 1.2 |
| DVD's Daily Max Per item | | 0.60 8.05 | | 0.60 8.15 | 0.0 1.2 |
| Computer Games Daily Max Per item | | 0.60 8.05 | | 0.60 8.15 | 0.0 1.2 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Library Service

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

| | 2015/16 Budget £'000 | Proposed 2016/17 Budget £'000 |
|--|-------------------------------------|--|
| Income the proposed fees will generate: | 93 | 94 |

Are concessions available? No

Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.

| Description | Current Fee (Inc VAT) | Current Fee (Exc VAT) | Proposed Fee (Inc VAT) | Proposed Fee (Exc VAT) | Increase |
|--|----------------------------------|----------------------------------|-----------------------------------|---------------------------------------|-----------------|
| | £.p | £.p | £.p | £.p | % |
| 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 | | Free | | Free | |
| Requests for all other books | | 0.50 | | 0.50 | 0.0 |
| Requests for all other books if a registered disabled person or those with a leisure saver scheme | | 0.20 | | 0.20 | 0.0 |
| Annual subscription - Unlimited Requests | | | | | |
| - April -March (12 Months) | | 16.00 | | 16.50 | 3.1 |
| - October -March (6 Months) | | 11.00 | | 11.50 | 4.5 |
| Requests to other Authorities and British Library (1st 10 items British Libraries) | | 4.60 | | 4.70 | 2.2 |
| British Library Requests (Subsequent Books) | | 15.00 | | 15.35 | 2.3 |
| British Library Requests (Subsequent Periodicals) | | 10.25 | | 10.50 | 2.4 |
| British Library Urgent Service | | 25.65 | | Price on Application | |
| British Library Urgent Service (Student Concession) | | 20.00 | | 20.50 | 2.5 |

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2016/17 PROPOSED FEES & CHARGES**

Service : Library Service

| Purpose of the Charge: To contribute to the costs of the service | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|---------------------------|--|----------|
| | | | 2015/16 Budget £'000 | | Proposed 2016/17 Budget £'000 | |
| Income the proposed fees will generate: | | | 93 | | 94 | |
| Are concessions available? No | | | | | | |
| 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 | 3.35 | 2.79 | 3.50 | 2.92 | 4.5 |
| Head Phones | Each | 1.80 | 1.50 | 1.80 | 1.50 | 0.0 |
| CD Rom | Each | 1.05 | 0.88 | No longer sold | | |
| USB Sticks | Each | 3.65 | 3.04 | 4.50 | 3.75 | 23.3 |
| Scan and Print by customer | A4 Page | 0.20 | 0.17 | 0.20 | 0.17 | 0.0 |
| Scan and Print by staff | A4 Page | 4.80 | 4.00 | 4.85 | 4.04 | 1.0 |
| Scan and Print on Photo Paper | A4 Page | 5.40 | 4.50 | 5.45 | 4.54 | 0.9 |
| NEW - Print on Photo Paper | A4 Page | | | 0.60 | 0.50 | New item |
| 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 | 4.05 | 3.38 | 4.10 | 3.42 | 1.2 |
| Fax - Rest of World Extra Pages | A4 Page | 2.05 | 1.71 | 2.05 | 1.71 | 0.0 |
| 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 | 1.70 | 1.42 | 1.70 | 1.42 | 0.0 |
| Other Charges | | | | | | |
| Printing from microfilm reader | A4 Page | 0.30 | 0.25 | 0.30 | 0.25 | 0.0 |
| Facilities Hire at Libraries | Half day | | 30.00 | | 30.50 | 1.7 |
| Facilities Hire at Libraries | Full day | | 45.00 | | 45.50 | 1.1 |
| Loan of vocal scores | Multiples of 10 per week | | | | 2.00 | New |

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 2016/17 – 2018/19 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, set out in Annex E(iii), the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term.
 - 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 DCLG 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 of less than 12 months. As such there are no changes to the Council’s Investment Criteria from the previous year.
 - 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 is unlikely to be materially impacted by interest rate movements in the next 12 months – a position similar to 2015/16.
 - The Council has embarked 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 and has been allowed for in the General Fund Revenue Account.

The Capital Prudential Indicators 2016/17 – 2018/19

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 2016/17 to 2018/19 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 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, 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:

| Capital Expenditure | 2016/17 Estimate £000 | 2017/18 Estimate £000 | 2018/19 Estimate £000 |
|--|--------------------------------------|--------------------------------------|--------------------------------------|
| Capital Expenditure | 68,885 | 31,395 | 13,903 |
| Financed by: | | | |
| Capital receipts | 5,000 | 9,000 | 4,200 |
| Capital grants & Contributions | 17,498 | 14,096 | 11,014 |
| Net financing need for the year | 46,387 | 8,299 | -1,311 |

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:

| | 2016/17 Estimate £000 | 2017/18 Estimate £000 | 2018/19 Estimate £000 |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Capital Financing Requirement | | | |
| Opening CFR | 68,878 | 113,282 | 134,389 |
| Movement in CFR | 44,404 | 21,107 | 193 |

| Movement in CFR represented by | | | |
|--|---------------|---------------|------------|
| Net financing need for CFR purposes # | 46,583 | 24,669 | 4,000 |
| Less MRP/VRP and other financing movements | 2,179 | 3,562 | 3,807 |
| Movement in CFR | 44,404 | 21,107 | 193 |

2017/18 includes impact of carry-forward from 2016/17

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.

| | 2016/17 Estimate | 2017/18 Estimate | 2018/19 Estimate |
|--------------|-----------------------------|-----------------------------|-----------------------------|
| Ratio | -0.16% | 0.77% | 1.18% |

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.

| | Forward Projection 2016/17 | Forward Projection 2017/18 | Forward Projection 2018/19 |
|-----------------------------|---|---|---|
| Council Tax - Band D | £6.95 | £14.50 | £6.23 |

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. Historically the Council has not needed to borrow externally as it has had sufficient revenue investments to fund the capital programme. However it has still needed 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 2016/17 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.
- 3) 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 2016/17 charge will be based on 2015/16 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 – 2018/19

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 2016/17 to 2018/19. 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.

| | 2015/16 Estimated | 2016/17 Estimated | 2017/18 Estimated | 2018/19 Estimated |
|-------------------------|----------------------|----------------------|----------------------|----------------------|
| External Debt | | | | |
| Debt at 31 March | 0 | £32m | £40m | £38m |
| Investments | | | | |
| Investments at 31 March | £15m | 0 | 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 2016/17 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 | 2016/17 Estimate | 2017/18 Estimate | 2018/19 Estimate |
|-----------------------------|------------------|------------------|------------------|
| Borrowing | £108m | £128m | £129m |
| Other long term liabilities | £16m | £16m | £15m |
| Total | £124m | £144m | £144m |

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 | 2016/17 Estimate | 2017/18 Estimate | 2018/19 Estimate |
|-----------------------------|------------------|------------------|------------------|
| Borrowing | £103m | £123m | £124m |
| Other long term liabilities | £16m | £16m | £15m |
| Total | £119m | £139m | £139m |

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 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 2015 | 0.50 | 2.30 | 3.60 | 3.60 |
| Mar 2016 | 0.50 | 3.00 | 3.70 | 3.70 |
| Jun 2016 | 0.75 | 3.10 | 3.80 | 3.80 |
| Sep 2016 | 0.75 | 3.20 | 3.90 | 3.90 |
| Dec 2016 | 1.00 | 3.30 | 4.00 | 4.00 |
| Mar 2017 | 1.00 | 3.40 | 4.10 | 4.10 |
| Jun 2017 | 1.25 | 3.50 | 4.20 | 4.20 |
| Sep 2017 | 1.50 | 3.50 | 4.30 | 4.30 |
| Dec 2017 | 1.50 | 3.50 | 4.30 | 4.30 |
| Mar 2018 | 1.75 | 3.50 | 4.30 | 4.30 |

* Borrowing Rates

UK GDP growth rates in 2013 of 2.2% and 2.9% in 2014 were the strongest growth rates of any G7 country; the 2014 growth rate was also the strongest UK rate since 2006 and the 2015 growth rate is likely to be a leading rate in the G7 again, probably being second to the US. However, quarter 1 of 2015 was weak at +0.4% though there was a rebound in quarter 2 to +0.7% before weakening again to +0.5% in quarter 3. The November Bank of England Inflation Report included a forecast for growth to remain around 2.5 – 2.7% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero since February 2015 this year. Investment expenditure is also expected to support growth. However, since the August Inflation report was issued, worldwide economic statistics have distinctly weakened and the November Inflation Report flagged up particular concerns for the potential impact on the UK.

The Inflation Report was notably subdued in respect of the forecasts for inflation; this was expected to barely get back up to the 2% target within the 2-3 year time horizon. However, once the falls in oil, gas and food prices over recent months fall out of the 12 month calculation of CPI, there will be a sharp tick up from the current zero rate to around 1 percent in the second half of 2016. The increase in the forecast for inflation at the three year horizon was the biggest in a decade and at the two year horizon was the biggest since February 2013. There is considerable uncertainty around how quickly inflation will rise in the next few years and this makes it difficult to forecast when the MPC will decide to make a start on increasing Bank Rate.

However what is certain is that investment returns are likely to remain relatively low during 2016/17 and beyond.

Borrowing Strategy 2016/17

The Council still will retain investments of at least £15m moving into 2016/17, however given the level of capital investments planned by the authority for 2016/17 and beyond, it will be required to borrow externally within the next 12 to 24 months and probably before the end of 2016/17. 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.

However 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 2016/17 – 2018/19

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.

The main rating agencies (Fitch, Moody's and Standard & Poor's) have, through much of the financial crisis, provided some institutions with a ratings "uplift" due to implied levels of sovereign support. Commencing in 2015, in response to the evolving regulatory regime, all three agencies have begun removing these "uplifts" with the timing of the process determined by regulatory progress at the national level. The process has been part of a wider reassessment of methodologies by each of the rating agencies. In addition to the removal of implied support, new methodologies are now taking into account additional factors, such as regulatory capital levels. In some cases, these factors have "netted" each other off, to leave underlying ratings either unchanged or little changed. A consequence of these new methodologies is that they have also lowered the importance of the (Fitch) Support and Viability ratings and have seen the (Moody's) Financial Strength rating withdrawn by the agency.

In keeping with the agencies' new methodologies, the rating element of our own credit assessment process now focuses solely on the Short and Long Term ratings of an institution. While this is the same process that has always been used for Standard

& Poor's, this has been a change in the use of Fitch and Moody's ratings. It is important to stress that the other key elements to our process, namely the assessment of Rating Watch and Outlook information as well as the Credit Default Swap (CDS) overlay have not been changed.

It is important to stress that these rating agency changes do not reflect any changes in the underlying status or credit quality of the institution. They are merely reflective of a reassessment of rating agency methodologies in light of enacted and future expected changes to the regulatory environment in which financial institutions operate. While some banks have received lower credit ratings as a result of these changes, this does not mean that they are suddenly less credit worthy than they were formerly. Rather, in the majority of cases, this mainly reflects the fact that implied sovereign government support has effectively been withdrawn from banks. They are now expected to have sufficiently strong balance sheets to be able to withstand foreseeable adverse financial circumstances without government support. In fact, in many cases, the balance sheets of banks are now much more robust than they were before the 2008 financial crisis when they had higher ratings than now. However, this is not universally applicable, leaving some entities with modestly lower ratings than they had through much of the "support" phase of the financial crisis.

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 | £0m | 0 days |
| Debt Management Account Deposit Facility | 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 2016/17 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 2016.

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% |
|------------------------|------------------------------|------------------------------|
| Revenue Budgets | £'000 | £'000 |
| Investment income | 100 | -100 |

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:

| | 2016/17 | 2017/18 | 2018/19 |
|--|--------------|--------------|--------------|
| Interest rate Exposures | | | |
| | Upper | Upper | Upper |
| Limits on fixed interest rates based on net debt | £103m | £123m | £124m |
| Limits on variable interest rates based on net debt | £103m | £123m | £124m |
| Maturity Structure of fixed interest rate borrowing 2015/16 | | | |
| | Lower | Upper | |
| 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% | |
| Maximum principal sums invested > 364 days | | | |
| Principal sums invested > 364 days | £m 0 | £m 0 | £m 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 2016/17 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 |
|--|----------------------|---|---|---|----------------|
| Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months | No | Yes | Govt-backed | In-house | 364 Days |
| Term deposits 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 |
| Term deposits 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 |
| Certificates of Deposit 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 |
| Gilts : 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 |
|---|----------------------|---|---|--|---|
| Money Market Funds <i>These funds do not have any maturity date</i> | No | Yes | <i>AAA Rating by Fitch, Moodys or S&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 |
| Forward deals 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 |
| Commercial paper <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 |
| Treasury bills <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/</u> <u>Loan</u> <u>Capital?</u> | <u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u> | <u>Security /</u> <u>Minimum credit</u> <u>rating **</u> | <u>Circumstance of</u> <u>use</u> | <u>Maximum</u> <u>maturity of</u> <u>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 |
| Term deposits 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 |
| Certificates of Deposit 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 |

| <u>Investment</u> | <u>(A) Why use it?</u> <u>(B) Associated risks?</u> | <u>Share/</u> <u>Loan</u> <u>Capital?</u> | <u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u> | <u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u> | <u>Circumstance of</u> <u>use</u> | <u>Maximum</u> <u>maturity of</u> <u>investment</u> |
|---|---|---|--|--|---|---|
| Callable deposits 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> |
| UK government gilts 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> |

| <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> |
|---|--|-------------------------------------|--|--|--|---|
| Forward deposits 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> |
| Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : 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> |

Summary Virements between Departments

| | Reorganisation £'000 | Structural Changes Reserve £'000 | Other Earmarked Reserves £'000 | S106 Bus Contracts £'000 | Other S106 £'000 | Council Wide £'000 | Total £'000 |
|--|-------------------------|---|---|--------------------------------|------------------------|--------------------------|----------------|
| Adult Social Care, Health and Housing Children, Young People and Learning | 13 | 0 | 0 | 0 | 0 | 35 | 48 |
| Corporate Services / Chief Executive's | 0 | 18 | 388 | 0 | 0 | -17 | 389 |
| Environment, Culture & Communities | 7 | 0 | 12 | 0 | 0 | 122 | 141 |
| Non Departmental / Council Wide | -20 | 0 | 53 | 90 | 94 | -28 | 189 |
| Earmarked Reserves | 0 | 0 | 0 | 0 | 0 | -112 | -112 |
| | 0 | -18 | -453 | -90 | -94 | 0 | -655 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

ADULT SOCIAL CARE, HEALTH AND HOUSING

Virements between Departments

| Total | Explanation |
|--------------|---|
| £'000 | |
| | <u>Reorganisation</u> |
| 13 | Transfer from the Preventing Domestic Abuse budget within Corporate Services to Adult Social Care Health Support for the Berkshire Women's Aid contract to 31 August 2015. |
| | <u>Council Wide items</u> |
| 51 | Adjustment to pension deficit contribution budgets following on from the triennial review. |
| -3 | Landscape services was re-tendered and a new contract awarded to an external contractor. Charges to other departments changed as a result but these changes were included in the total public realm economy within Environment, Culture and Communities' 2015/16 base budget and now need to be transferred to the relevant departments. |
| -13 | A new Vodafone contract was negotiated by ICT, the key element of which is that there is a fixed monthly charge for both standard mobile phones and BlackBerrys resulting in a Council Wide saving. To remove the need for cash recharges, the relevant departmental budgets are being centralised so that the costs form part of the Corporate non-cash recharges. |
| 48 | Total Virements |

CHILDREN, YOUNG PEOPLE AND LEARNING

Virements between Departments

| Total | Explanation |
|------------|---|
| £'000 | |
| | <u>Structural Changes</u> |
| 18 | An allocation from the Structural Changes Reserve to finance salary protection payments following a restructuring and redeployments. |
| | <u>Other Earmarked Reserves</u> |
| 346 | An allocation from the SEN Unit Reserve to support the start-up costs for RISE@GHC, the new Autistic Spectrum Disorder SEN Unit at Eastern Road (£0.229m). In addition, an allocation of £0.117m from the Job Evaluation Reserve to part finance the cost of implementing the Bracknell Forest Supplement for non-teaching staff in schools. |
| 42 | Funding from the Insurance Reserve for works required at the new Autistic Spectrum Disorder Unit on Eastern Road as some of the damage at the site was not covered under the insurance |
| | <u>Council Wide items</u> |
| 45 | Adjustment to pension deficit contribution budgets following on from the triennial review. |
| -1 | Landscape services was re-tendered and a new contract awarded to an external contractor. Charges to other departments changed as a result but these changes were included in the total public realm economy within Environment, Culture and Communities' 2015/16 base budget and now need to be transferred to the relevant departments. |
| -19 | A new Vodafone contract was negotiated by ICT, the key element of which is that there is a fixed monthly charge for both standard mobile phones and BlackBerrys resulting in a Council Wide saving. To remove the need for cash recharges, the relevant departmental budgets are being centralised so that the costs form part of the Corporate non-cash recharges. |
| -42 | Revenue contribution for capital works at the new Autistic Spectrum Disorder Unit on Eastern Road. |
| 389 | Total Virements |

CORPORATE SERVICES / CX OFFICE

Virements between Departments

| Total | Explanation |
|--|---|
| £'000 | |
| <u>Reorganisation</u> | |
| -13 | Transfer from the Preventing Domestic Abuse budget to Adult Social Care Health Support for the Berkshire Women's Aid contract to 31 August 2015. |
| 20 | There is currently a charge made to Street Cleansing and Highways for rent of those parts of the Commercial Centre that are used by the contractors providing those services. In order to be consistent these charges will now be included in the Corporate Recharges and therefore a virement is required from Environment Culture and Communities. |
| <u>Structural Changes</u> | |
| | An allocation from the Structural Changes Reserve to finance costs associated with two redundancies within the Operations Unit. |
| | An allocation from the Structural Changes Reserve to finance additional costs associated with redundancy in the Chief Executive's Office. |
| <u>Other Earmarked Reserves</u> | |
| 12 | The Town Centre Economic Strategy aims to create a hub for small businesses making use of empty office space in the Town Centre. A virement of £0.012m from the Economic Development Reserve to support this strategy by providing 23 car parking spaces to Oxford Innovations from April to December 2015. |
| <u>Council Wide items</u> | |
| 52 | Adjustment to pension deficit contribution budgets following on from the triennial review. |
| 24 | Landscape services was re-tendered and a new contract awarded to an external contractor. Charges to other departments changed as a result but these changes were included in the total public realm economy within Environment, Culture and Communities' 2015/16 base budget and now need to be transferred to the relevant departments. |
| 46 | A new Vodafone contract was negotiated by ICT, the key element of which is that there is a fixed monthly charge for both standard mobile phones and BlackBerrys resulting in a Council Wide saving. To remove the need for cash recharges, the relevant departmental budgets are being centralised so that the costs form part of the Corporate non-cash recharges. |
| 141 | Total Virements |

ENVIRONMENT, CULTURE & COMMUNITIES

Virements between Departments

| Total | Explanation |
|------------|--|
| £'000 | |
| | <u>Reorganisation</u> |
| -20 | There is currently a charge made to Street Cleansing and Highways for rent of those parts of the Commercial Centre that are used by the contractors providing those services. In order to be consistent these charges will now be included in the Corporate Recharges and therefore a virement is required in the sum of £19,810 to Corporate Services. |
| | <u>Other Earmarked Reserves</u> |
| 38 | A transfer from the Economic Development Reserve to cover the cost of a Development Engineer for a further year. |
| 15 | A transfer from the Commuted Maintenance Reserve for the maintenance of play equipment at the Look Out. |
| | <u>S106 Bus Contracts</u> |
| 90 | The Section 106 Agreement for Wykery Copse, agreement number YN364, allows for bus services to be provided between Jennetts Park and the Bracknell bus and rail stations. The contract was re-let for this service with effect from April this year resulting in an annual cost of £89,680. A virement is therefore requested for this sum. |
| | <u>Other S106</u> |
| 94 | 3 FTE posts are to be met from Section 106 SPA Mitigation monies at a cost of £0.090m. A 0.5 FTE post in Parks and a full time post in Planning Policy to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. Plus 1.5 Ranger posts to maintain and manage the areas that have been designated SANGS, which are required to be maintained at a higher standard than general open areas. An additional virement of £0.004m is also required to fund the annual running costs of a new vehicle required for the maintenance of the enhanced SANG's. |
| | <u>Council Wide items</u> |
| -54 | Revenue contribution for the purchase of bins. |
| 60 | Adjustment to pension deficit contribution budgets following on from the triennial review. |
| -20 | Landscape services was re-tendered and a new contract awarded to an external contractor. Charges to other departments changed as a result but these changes were included in the total public realm economy within Environment, Culture and Communities' 2015/16 base budget and now need to be transferred to the relevant departments. |
| -14 | A new Vodafone contract was negotiated by ICT, the key element of which is that there is a fixed monthly charge for both standard mobile phones and BlackBerrys resulting in a Council Wide saving. To remove the need for cash recharges, the relevant departmental budgets are being centralised so that the costs form part of the Corporate non-cash recharges. |
| 189 | Total Virements |

Departmental Virements over £50,000

| Debit | Credit | Explanation |
|-------|--------|---|
| £'000 | £'000 | |
| | | Adult Social Care, Health and Housing |
| | | Housekeeping journal to re-align non-staff Housing budgets into the correct cost centre to ensure budgets are properly aligned to the management structure. |
| | -508 | Housing Options - Rents |
| | -5 | Housing Options - Fees & Charges |
| 167 | | Housing Options - Premises Related Expenditure |
| 330 | | Housing Options - Third Party Payment |
| 21 | | Housing Options - Supplies & Services |
| | -5 | Strategy & Enabling - Supplies & Services |
| | | Housekeeping journal to re-align the Adult Social Care purchasing and client contribution budgets to reflect the profile of costs based on client profile at the start of the financial year. This was informed by the zero based review exercise which allocated each client a primary support reason based on national definitions. |
| | -288 | Memory & Cognition - Fees & Charges |
| 1,187 | | Memory & Cognition - Third Party Payments |
| 319 | | Memory & Cognition - Other Grants, Reimbursements and Contributions |
| 172 | | Memory & Cognition - Transfer Payment |
| | -763 | Learning Disabilities - Third Party Payments |
| 136 | | Learning Disabilities - Fees & Charges |
| 103 | | Learning Disabilities - Transfer Payments |
| 308 | | Learning Disabilities - Other Grants, Reimbursements and Contributions |
| | -321 | Mental Health - Third Party Payments |
| 14 | | Mental Health - Fees & Charges |
| 229 | | Mental Health - Other Grants, Reimbursements and Contributions |
| 91 | | Mental Health - Transfer Payment |
| 407 | | Physical Support - Fees & Charges |
| | -2,136 | Physical Support - Third Party Payments |
| 28 | | Physical Support - Transfer Payments |
| 438 | | Physical Support - Other Grants, Reimbursements and Contributions |
| | -11 | Sensory Support - Fees & Charges |
| 86 | | Sensory Support - Third Party Payments |
| 1 | | Sensory Support - Transfer Payments |
| | | To set up budgets for the Better Care Fund. |
| | -1,266 | Director - Other Grants, Reimbursements and Contributions |
| | -194 | Director - Other Income |
| 1,598 | | Director - Third Party Payments |
| | -235 | Community, Response & Reablement - Other Grants, Reimbursements and Contributions |
| 97 | | Community, Response & Reablement - Employees |
| | -522 | Physical Support - Other Grants, Reimbursements and Contributions |
| 100 | | Physical Support - Employees |
| 422 | | Physical Support - Third Party Payments |
| | -478 | Joint Commissioning - Other Grants, Reimbursements and Contributions |
| 101 | | Joint Commissioning - Employees |
| 377 | | Joint Commissioning - Third Party Payments |
| | -40 | Mental Health - Other Grants, Reimbursements and Contributions |
| 40 | | Mental Health - Third Party Payments |
| | | To consolidate the Housing vacancy factor with the Adult Social Care and Health vacancy factors, so that it can be better managed by the Department: |
| 66 | | Other Housing - Employees |
| | -66 | Director - Employees |

Departmental Virements over £50,000

| Debit | Credit | Explanation |
|--------------|---------------|--|
| £'000 | £'000 | |
| 1,112 | -1,112 | Amendment of Housing Benefit budgets to reflect the mid-year Housing Benefit Subsidy Estimate: Housing Benefit Payments - Government Grants Housing Benefit Payments - Transfer Payments |
| 117 | -152 | To reflect the grant received in year to cover the additional costs to be incurred by the Council following the closure of the Independent Living Fund: Learning Disabilities - Government Grants Learning Disabilities - Third Party Payments |
| 35 | | Learning Disabilities - Transfer Payments |
| 10 | -64 | Physical Support - Government Grants Physical Support - Third Party Payments |
| 54 | | Physical Support - Transfer Payments |
| 8,166 | -8,166 | Total |

Departmental Virements over £50,000

| Debit | Credit | Explanation |
|------------|-------------|---|
| £'000 | £'000 | |
| | | <u>Children, Young People and Learning</u> |
| | | A number of net nil effect virements are proposed. These include resetting budgets in the light of new grant notifications that require matching adjustments to expenditure and income profiles, most notably in respect of the Delivering Differently in Communities and the Trouble Families Programme. Following the endorsement of the Executive Member, there have also been some virements between staffing and non-staffing budgets in respect of the externalisation of the Adoption Service and also bringing in-house contracts previously delivered by Action for Children in respect of some early years services, which also relates to some budgets in the Schools Budget, as detailed below. |
| | -74 | Re-setting Troubled Families Grant income budget to level of receipt. |
| 74 | | Re-setting Troubled Families expenditure budgets to level of grant |
| | -87 | New Delivering Differently in Communities Grant |
| 87 | | Setting Delivering Differently in Communities expenditure budgets to level of grant |
| | -136 | Adoption Service - staffing budget |
| 136 | | Adoption Service - non-staffing budget |
| 132 | | Early Years - staffing budget |
| | -132 | Early Years - non-staffing budget |
| 429 | -429 | Total |

Departmental Virements over £50,000

| Debit | Credit | Explanation |
|--------------|---------------|---|
| £'000 | £'000 | |
| | | <u>Schools Budget</u> |
| | | The Council Budget setting process agreed that the allocation of budgets to individual lines of the Schools Budget could be agreed by the Executive Member, up to the level of anticipated grant income. The original budget approved by the Council was on a provisional basis and adjustments are now reported to reflect the changes agreed by the Executive Member, all of which were supported by the Schools Forum. |
| 991 | | Delegated School Budgets |
| 2,128 | | SEN Provisions and Support Services |
| | -128 | School Staff Absence and Other Items |
| | -326 | Early Years Provisions and Support Services |
| | -117 | DSG Balance |
| | -2,548 | Dedicated Schools Grant |
| | | There have also been changes to the level of Dedicated Schools Grant (DSG) after initial budget decisions were taken. These are in respect of a net deduction to DSG relating to recalculated SEN and Early Years funding, together with deductions to finance Ranelagh and St Margaret Clitherow academies, with corresponding adjustments to relevant budgets. Changes have also been made to funding allocations paid through other school related grants of post 16 SEN, the Pupil Premium and the Universal Infant Free School Meals Grant. As set out above, there has also been virements between staffing and non-staffing budgets in respect of bringing in-house contracts previously delivered by Action for Children in respect of some early years services. |
| | -3,789 | Delegated School Budgets |
| | -122 | Other School Grants |
| 59 | | SEN Provisions and Support Services |
| 3,852 | | Dedicated Schools Grant |
| | -93 | Re-setting Post 16 SEN Grant income budget to level of receipt. |
| 93 | | Re-setting Post 16 SEN expenditure budgets to level of grant |
| | -619 | Re-setting Pupil Premium Grant income budget to level of receipt. |
| 619 | | Re-setting Pupil Premium expenditure budget to level of grant. |
| | -627 | Re-setting Universal Infant Free School Meal Grant income budget to level of receipt. |
| 627 | | Re-setting Universal Infant Free School Meal expenditure budget to level of grant. |
| 136 | | Early Years - staffing budget |
| | -136 | Early Years - non-staffing budget |
| 8,505 | -8,505 | Total |

Departmental Virements over £50,000

| Debit | Credit | Explanation |
|-----------|------------|--|
| £'000 | £'000 | |
| | | <u>Corporate Services / CX Office</u> |
| | | The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures. In order to balance the DSB it has been necessary to identify underspends within non-DSB budgets to vire to the DSB budgets. |
| 64 | | Operations Unit |
| | -10 | Industrial & Commercial Properties - Non DSB |
| | -54 | Operations Unit - Non DSB |
| 64 | -64 | Total |

Local Council Tax Reduction Scheme Full Equality Impact Assessment



1. Introduction

- 1.1 This Full Equality Impact Assessment looks at the Council's proposals to revise the elements of the Local Council Tax Reduction Scheme. It is based on primary research with existing council tax benefit customers. That consultation took place over a twelve week period via the Council's consultation portal. Given the nature of the survey and responses it is not possible to say that the findings are statistically significant.
- 1.2 Having concluded an equalities impact screening in July 2015 , which is included at the end of this impact assessment,it was recognised that there was a need to undertake a full equality impact assessment.
- 1.3. A full copy of all the responses to the consultation has been lodged in the group rooms and is not provided as part of this report due to the size of the documents. Full copies can be provided upon request.

2. Background

- 2.1 The following changes to the Local Council tax reduction scheme are proposed,
- 2.1.1. It is proposed that the maximum council tax reduction that anyone will be entitled to will be 80%. The current scheme has a maximum reduction of 91.5% which is available for households who have no earned income.
- 2.1.2. It is proposed that child maintenance received by households is taken into account when calculating household income. At present the child maintenance received by households is disregarded when calculating income to determine the discount a household receives on their council tax. This proposal will affect single parents in the main. It should be recognised that single parents who do not receive any child maintenance will have a reduction on their council tax the same of those who do, all other circumstances being the same, and thus could be considered to be disadvantaged by the current approach.
- 2.1.3. Thirdly, it is proposed that the income for self employed people will be calculated on the basis of national living wage 12 months after they have started trading. This is based on the assumption that people would not trade and achieve an income below the national living wage when they have started a business and traded for 12 months as it would be in their interest to seek employment that paid at least the national living wage.
- 2.1.4. Lastly, it is proposed to increase earned income disregards by £ 5 a week. This will mean that an additional £ 5 of earned income will not be taken into account when calculating household income to use when assessing the council tax discount a household is entitled to. This may mitigate some of the previous proposals for those households with earned income.

- 2.2. The Council set up a series of questions on its consultation portal to encourage the community to respond to the proposed changes to the local Council tax reduction scheme. All existing Council Tax Reduction Scheme customers were individually written to encouraging them to respond to the proposals. Customers who visited Time Square were offered the opportunity to go on line or complete a hard copy of the consultation questions. Social media was used to promote the consultation as was the Council's website. There were 98 individual response and 33 organisational responses. In terms of the individual response 51% were from customers of the scheme and 49% were from members of the community who do not receive a discount from the scheme.

3. Consultation responses

- 3.1 The figures reported in the following tables do not show 100% return due to non inclusion of do not know responses. The consultation responses have been broken down into the elements of the community who may be adversely affected by the proposals.
- 3.2. There were 102 responses in total to the consultation of which 3 were from organisations rather than individuals. Just over 50% of the responses were from customers of the local Council tax reductions scheme.
- 3.3. The demographics of the response are set out in the following table,

| Demographic | Number responding |
|-----------------------------|--------------------------|
| A single parent | 23 |
| Receiving child maintenance | 13 |
| Of working age | 65 |
| In employment | 43 |
| Self employed | 4 |
| Of pensionable age | 9 |

4. Age

- 4.1 Overall the older the age group the more likely they were to agree that the Council should balance expenditure on the Council Tax Reduction Scheme against the spend on other services. It should be remembered that the proposals will only affect working age households.
- 4.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services.

| Agreed | Disagree | Neither agree or disagree |
|-----------------|-----------------|----------------------------------|
| Under 18 | Under 18 | Under 18 |
| 50 | 50 | |
| 18-34 | 18-34 | 18-34 |
| 46 | 23 | 30 |
| 35-49 | 35-49 | 35-49 |
| 36 | 24 | 34 |
| 50-64 | 50-64 | 50-64 |
| 29 | 43 | 28 |

| | | |
|--------------|--------------|--------------|
| 65-79 | 65-79 | 65-79 |
| 66 | 22 | 11 |
| 80+ | 80+ | 80+ |
| 30 | 50 | 20 |

4.3 Proposal 1 – reduce maximum CT liability to 80%

In terms of reducing the reduction of Council Tax liability so that everyone had to pay 20% of their Council Tax older age groups though this was fair compared to the younger groups.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|------------------------|--------------------------|--|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 53 | 39 | 8 |
| 35-49 | 35-49 | 35-49 |
| 32 | 59 | 4 |
| 50-64 | 50-64 | 50-64 |
| 27 | 67 | 7 |
| 65-79 | 65-79 | 65-79 |
| 22 | 55 | 22 |
| 80+ | 80+ | 80+ |
| 50 | 40 | 10 |

4.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

Again more of the older age groups thought this proposal was fair compared to younger groups.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|------------------------|--------------------------|--|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 23 | 61 | 16 |
| 35-49 | 35-49 | 35-49 |
| 32 | 48 | 10 |
| 50-64 | 50-64 | 50-64 |
| 20 | 48 | 7 |
| 65-79 | 65-79 | 65-79 |
| 33 | 33 | 11 |
| 80+ | 80+ | 80+ |
| 70 | 20 | 10 |

4.5 Proposal 3 – increase income disregards for working age people

In contrast to the previous question this proposal was thought to be fair by younger groups perhaps reflecting their desire to keep more earned income.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------------|-------------------|-----------------------------------|
| Under 18 | Under 18 | Under 18 |
| 50 | | |
| 18-34 | 18-34 | 18-34 |
| 70 | 7 | 7 |
| 35-49 | 35-49 | 35-49 |
| 40 | 32 | 16 |
| 50-64 | 50-64 | 50-64 |
| 35 | 34 | 15 |
| 65-79 | 65-79 | 65-79 |
| 43 | 56 | |
| 80+ | 80+ | 80+ |
| 60 | 20 | 20 |

4.6 Proposal 4 – include income from child maintenance payments

This proposal was thought to be unfair by younger groups particularly those under 18 and those 35-49 years old.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------------|-------------------|-----------------------------------|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 54 | 38 | |
| 35-49 | 35-49 | 35-49 |
| 45 | 51 | 2 |
| 50-64 | 50-64 | 50-64 |
| 27 | 39 | 20 |
| 65-79 | 65-79 | 65-79 |
| 43 | 78 | 0 |
| 80+ | 80+ | 80+ |
| 50 | 30 | 20 |

5. Gender

- 5.1 Women who responded were more in agreement that the cost of the council tax reduction scheme should be balanced against cost of other services.

| | % female who agreed | % female who disagree | % female who neither agree or disagree |
|--|----------------------------|------------------------------|---|
| The Council should balance the amount spent on Council Tax Scheme compared with what it spends on other services | 48 | 21 | 30 |

- 5.2 Of the proposals women were less in agreement with the proposal to reduce everyone's reduction to 20% and also to include child maintenance as income.

| | % female who agreed | % female who disagree | % female who neither agree or disagree |
|--|----------------------------|------------------------------|---|
| Proposal 1- reduce maximum Council Tax liability to 80% | 35 | 52 | 6 |
| Proposal 2 – assumed self-employed people earn minimum hourly rate | 45 | 31 | 8 |
| Proposal 3 – increase income disregards for working age people | 54 | 22 | 17 |
| Proposal 4 – include income from child maintenance payments | 35 | 57 | 3 |

- 5.3 Men were less supportive of balancing the cost of the scheme against the cost of other services.

| | % male who agreed | % male who disagree | % male who neither agree or disagree |
|--|--------------------------|----------------------------|---|
| The Council should balance the amount spent on Council Tax Scheme compared with what it spends on other services | 33 | 41 | 26 |

- 5.4 Men were least supportive of the maximum reduction being reduced to 20% and also using assumed national minimum wages levels to calculate self employed income

| | % male who agreed | % male who disagree | % male who neither agree or disagree |
|--|--------------------------|----------------------------|---|
| Proposal 1- reduce maximum Council Tax liability to 80% | 25 | 64 | 7 |
| Proposal 2 – assumed self-employed people earn minimum hourly rate | 20 | 57 | 10 |

| | | | |
|--|----|----|----|
| Proposal 3 – increase income disregards for working age people | 25 | 45 | 15 |
| Proposal 4 – include income from child maintenance payments | 43 | 46 | 7 |

6. Ethnicity

- 6.1 The highest response was from the British ethnic group who thought it was fair to balance the costs of the scheme with the cost of other services.
- 6.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 27 | 31 |
| Gypsy/Irish Traveller | 0 | 0 | 0 |
| Show people/Circus | 0 | 0 | 0 |
| Any other white background | 67 | 33 | 0 |
| White & Black Caribbean | 0 | | |
| White & Black African | 0 | | |
| White & Asian | 100 | 0 | 0 |
| Any other mixed background | 0 | 0 | 0 |
| Indian | 0 | 50 | 50 |
| Pakistani | 0 | | |
| Nepali | 0 | | |
| Bangladeshi | 0 | | |
| Chinese | 0 | | |
| Filipino | 0 | | |
| African | 0 | | |
| Caribbean | 0 | | |
| Any other black background | 0 | 0 | 0 |
| Arab | 0 | 0 | 100 |
| Other ethnic group | 42 | 17 | 42 |
| Any other Asian background | 0 | 0 | 100 |

- 6.3 None of the ethnic groups who responded were in favour of this proposal.
- 6.4 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 33 | 56 | 6 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 67 | 33 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 100 | 0 |
| Any other mixed background | | | |

| | | | |
|----------------------------|----|-----|---|
| Indian | 0 | 100 | 0 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 58 | 33 | 8 |
| Any other Asian background | 0 | 100 | 0 |

6.5 Proposal 2 – assumed self-employed people earn minimum hourly rate

Again no ethnic groups were in favour of this proposal.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 29 | 48 | 9 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | | 67 | 33 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 0 | 100 |
| Any other mixed background | | | |
| Indian | 0 | 100 | 0 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 50 | 17 | 8 |
| Any other Asian background | 50 | 17 | 8 |

6.6 Proposal 3 – increase income disregards for working age people

The majority of ethnic groups were in favour with this proposal.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 30 | 17 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 67 | 0 |
| White & Black Caribbean | | | |

| | | | |
|----------------------------|-----|----|----|
| White & Black African | | | |
| White & Asian | 100 | 0 | 0 |
| Any other mixed background | | | |
| Indian | 50 | 0 | 50 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 100 | 0 | 0 |
| Other ethnic group | 67 | 17 | 17 |
| Any other Asian background | | | |

6.7 Proposal 4 – include income from child maintenance payments

No ethnic groups thought this was fair more than unfair

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 49 | 4 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 100 | 0 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 100 | 0 |
| Any other mixed background | 0 | 0 | 0 |
| Indian | 0 | 50 | 50 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 42 | 25 | 17 |
| Any other Asian background | 0 | 100 | 0 |

7. Religion / belief

7.1 In terms of religion and belief not all religious groups were represented but of all groups thought that the Council should balance the cost of the scheme against the cost of other services.

7.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 43 | 17 | 28 |
| Christian | 45 | 18 | 36 |
| Buddist | | | 100 |
| Jewish | 100 | | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 40 | 40 |

7.3 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 39 | 44 | 10 |
| Christian | | 63 | |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | 100 | |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 80 | |

7.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 36 | 44 | 13 |
| Christian | 43 | 49 | 9 |
| Buddist | | | |
| Jewish | | 100 | |
| Hindu | | 100 | |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 60 | |

7.5 Proposal 3 – increase income disregards for working age people

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 42 | 29 | 18 |
| Christian | 49 | 23 | 17 |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 40 | 40 | |

7.6 Proposal 4 – include income from child maintenance payments

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 47 | 49 | 6 |
| Christian | 43 | 46 | 3 |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 60 | |

8. Sexual orientation

8.1 All sexual orientation groups thought it was fair to balance the cost of the scheme against the costs of other services.

8.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 43 | 26 | 31 |
| Gay man | 100 | 0 | 0 |
| Lesbian / gay woman | 100 | 0 | 0 |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 25 | 13 | 63 |
| No answer | 36 | 45 | 18 |

8.3 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 37 | 52 | 6 |
| Gay man | 0 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | | | |
| Prefer not to say | | 88 | |
| No answer | 36 | 55 | 9 |

8.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 31 | 45 | 8 |
| Gay man | 50 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | 0 | 100 | 0 |

| | | | |
|-------------------|----|----|----|
| Prefer not to say | 0 | 75 | 25 |
| No answer | 33 | 33 | 14 |

8.5 Proposal 3 – increase income disregards for working age people

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 40 | 30 | 18 |
| Gay man | 0 | 50 | 50 |
| Lesbian / gay woman | | | |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 50 | 38 | 12 |
| No answer | 52 | 22 | 10 |

8.6 Proposal 4 – include income from child maintenance payments

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 45 | 45 | 6 |
| Gay man | 50 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 12 | 88 | 0 |
| No answer | 38 | 48 | 5 |

8.7 The Council should balance the amount spent on CT scheme compare with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 43 | 26 | 31 |
| Gay man | 100 | | |
| Lesbian / gay woman | 100 | | |
| Bisexual | 100 | | |
| Prefer not to say | 25 | 13 | 63 |
| No answer | 36 | 45 | 18 |

9. Health Problem or disability

9.1 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 69 | 6 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 35 | 35 | 31 |

9.2 Proposal 1 – reduce maximum CT liability to 80%

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 69 | 6 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 13 | 77 | 0 |

9.3 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 48 | 11 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 10 | 52 | 3 |

9.4 Proposal 3 – increase income disregards for working age people

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 27 | 45 | 14 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 26 | 45 | 13 |

9.5 Proposal 4 – include income from child maintenance payments

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 37 | 51 | 3 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 32 | 52 | 3 |

10. Conclusions

- 10.1 Overall although there was recognition of the need to balance the costs of the council tax reduction scheme against the cost of other services. The consultation responses found 42% agreeing a balance should be struck between cost of scheme and the funding the Council devotes to other services compared with 28% who did not agree.

Reducing maximum discount to 80% of Council Tax Liability

- 10.2 Nearly twice as many people thought this was unfair compared to those who thought the proposal was fair. However, given the support to balance the cost of the scheme this proposal is recommended as a way in reducing the overall cost of the scheme in a fair way across all customers. Customers who are out of work and will have limited means to pay the increased council tax reduction due maximum reduction to 80% and have a disability or long term limiting illness will receive additional benefits to reflect those needs thus they should not be adversely affected by this proposal.

Assume self-employed people earn minimum hourly rate

- 10.3 Just under a third of respondents supported this proposal. The proposal will only take place for self employed who have been trading for a year. Officers will ensure such customers are aware of the potential change to their council tax reduction so as to mitigate any adverse impact. For those who lose a reduction due to this proposal the hardship fund can provide limited financial support based on financial hardship. The following proposal will also mitigate the impact. Therefore, this proposal is recommended.

Increase income disregards

- 10.4 Overall 44% of respondents supported this proposal. It provides additional income for working households and incentivises work and therefore it is recommended.

Include income from child maintenance payments in income calculations

- 10.5 Overall 40% of respondents supported this proposal compared to 49% who did not. It is fair that all income is included when calculating council tax reduction and so this proposal is recommended. The hardship fund will mitigate any hardship that results from introducing this proposal.

- 10.6 There were a number of comments that respondents made on the proposals. These are included in the full report lodged in the member's group rooms.

Mitigation of proposals

- 10.7 The report proposes changing the hardship fund so that households who face financial hardship due to the proposals can make an application for short terms financial help to allow them to regularise their finances. This will be extended to those who no longer receive a council tax reduction but did receive a reduction in the previous twelve months.
- 10.8 The customers who are self employed will have notice of the implementation of assumed income and the impact on their council tax reduction.
- 10.9 All households will be encouraged to contact the welfare and housing service on receipt of their revised council tax discount if the proposals are agreed. The welfare

and housing service will provide advice on how households can maximise their income to address.

Monitoring Arrangements

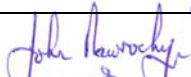
- 10.10 The impact of the proposals will be monitored on a quarterly basis. Reports will be run to identify the households who have had their council tax discount reduced and this will be compared to the households who have approached the Council due to financial hardship by protected groups where possible. Targeted promotion of the hardship scheme will be undertaken where it is shown that protected groups are not taking advantage of the hardship scheme.
- 10.11 Take up of the hardship scheme will be monitored on a quarterly basis by protected groups where possible.
- 10.12 The monitoring will be reported as part of the annual review of the scheme.
- 10.13 Publication of Equality Impact Assessment.
- 10.14 The EIA will be published on the Council's website.

Initial Equalities Screening Record Form

| | | | |
|---|--|---|---|
| Date of Screening: | Directorate: ASCH&H | Section: Performance & Resources | |
| 1. Activity to be assessed | To amend the Adult Social Care charging policies to take account of new powers given to Local Authorities by the Care Act, and take account of new duties imposed on Local Authorities by the Care Act. To set charges for services to people not entitled to funding from the Council that ensures the Council does not subsidise those services. | | |
| 2. What is the activity? | <input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change | | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | | |
| 4. Officer responsible for the screening | Neil Haddock | | |
| 5. Who are the members of the screening team? | | | |
| 6. What is the purpose of the activity? | To continue to charge for residential and nursing fees in line with mandatory guidance, and to set charges for services to people not entitled to funding from the Council to ensure the Council does not subsidise those services. To amend the charging policy in respect of people who are one part of a couple in line to be compliant with a change in regulations brought about by the Care Act. | | |
| 7. Who is the activity designed to benefit/target? | People who are assessed as needing social care support. | | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. | What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment. | Y | People's eligibility for services is defined by the impact that that individual's disability or health condition has on them. People who need residential or nursing care will have more complex needs. | |
| 9. Racial equality | | N | People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of race in the outcome of assessments. |
| 10. Gender equality | Y | People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there | Statistics on the numbers of people supported by the Council indicate that a majority of people in |

| | | | | |
|---|---|---|---|--|
| | | | is no bias on the basis of gender in the outcome of assessments. However, as the majority of people who need support are older people, and women live longer than men, women are more likely to be eligible for the services that the proposed continuing charging regime would apply to. | residential or nursing care are women. |
| 11. Sexual orientation equality | | N | People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different sexual orientation are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics. | |
| 12. Gender re-assignment | | N | People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people who have undergone gender re-assignment are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics. | |
| 13. Age equality | Y | | People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of age in the outcome of assessments. However, the majority of people who need support are older people, and in particular, the vast majority of people who need residential or nursing care are older people. | Statistics on the numbers of people supported by the Council in residential or nursing care indicate that the vast majority are defined as older people. |
| 14. Religion and belief equality | | N | People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different religions or beliefs are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics. | |
| 15. Pregnancy and maternity equality | | N | People's eligibility for services is assessed on the basis of need. However, as the majority of people who need support are older people, and women | |

| | | | | |
|--|---|---|--|---|
| | | | live longer than men, women are more likely to be eligible for the services that the proposed continuing charging regime would apply to. However, given that this applies to older people (aged 65+), pregnancy and maternity is unlikely to apply. | |
| 16. Marriage and civil partnership equality | Y | | The proposal would negatively impact on the income levels of people living as a couple who have been financially assessed as a couple until now, but who would be assessed as a single person in future, where the main income and/or savings are held in the name of person being assessed. Mitigation will take the form of phasing in the changes. | Detailed information exists on the impact of the proposal on every individual; the vast majority of people are unaffected; those that are affected are some of the people living as a couple. |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | None | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime. | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime. Approximately 500 people are supported in residential or nursing care in any one year. However, the proposal is to not change the existing charging arrangements. | | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | | N | The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support. | |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | | | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | | N | The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support. The proposal for residential care is to continue charging in line with the currently mandated scheme, which becomes discretionary on 1 April 2015. The proposal in respect of the treatment of couples is to cease the discretionary scheme that had been | |

| | | | in place until 1 April 2015, as it is no longer lawful. |
|---|--|--------------------|---|
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | |
| Action | Timescale | Person Responsible | Milestone/Success Criteria |
| Means Assessment – all people who are eligible for services undergo a financial assessment to ensure that they do not pay more than they can reasonably afford. | Ongoing | Neil Haddock | |
| 24. Which service, business or work plan will these actions be included in? | Performance & resources team plan. | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | | | |
| 26. Chief Officers signature. | Signature:  | | Date: 27/11/15 |

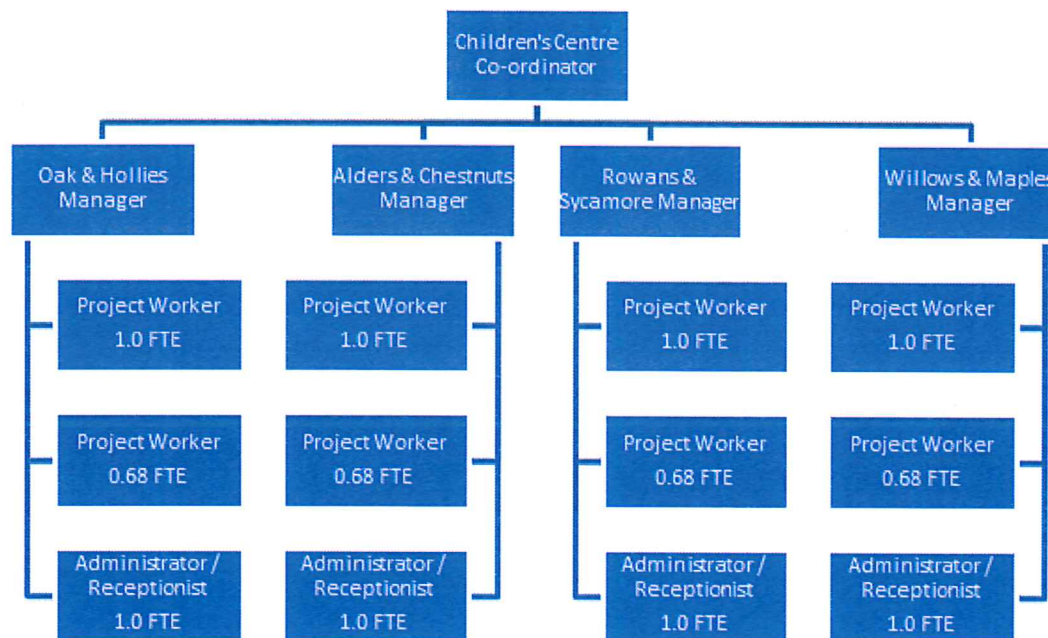
Initial Equalities Screening Record Form

| | | |
|---|--|--|
| Date of Screening: 23/11/15 | Directorate: Strategy, Resources and Early Help | Section: Prevention and Early Intervention |
| 1. Activity to be assessed | <p>To change the delivery model of Children's Centres in Bracknell Forest through a restructure of Children's Centre Services to achieve budget savings whilst enhancing frontline services and ensuring commissioned services continue at existing levels of delivery.</p> <p>By changing the existing delivery model from single centres to a group of 4 centres and rationalising management, frontline services will be strengthened whilst ensuring quality and capacity of services continue to improve and there will be a cohesive service across the authority</p> | |
| 2. What is the activity? | <input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | |
| 4. Officer responsible for the screening | Cherry Hall / Karen Frost | |
| 5. Who are the members of the screening team? | Lorraine Collins and Heather Carter | |
| 6. What is the purpose of the activity? | <p>Bracknell Forest Council has four Children's Centres which provide activities for under 5s and support and information for their families. They host services from a range of professionals depending on local need and parental choice.</p> <ul style="list-style-type: none"> • The Rowans & Sycamores Children's Centre is based on the site of Fox Hill Primary School serving the communities of Easthampstead, Wildridings Crown Wood, Harmans Water, Forest Park and Martins Heron • The Oaks & Hollies Children's Centre is based on the site of Great Hollands School serving the communities of Great Hollands, Wooden Hill, Jennett's Park, Birch Hill, Hanworth, Amen Corner, Binfield and Farley Wood • The Willows & Maples Children's Centre is based at Priestwood Youth Centre serving the communities of Priestwood, Bullbrook, Bracknell Town Centre, Winkfield, Warfield, North Ascot and Cranbourne • The Alders & Chestnuts Children's Centre is based on the site of College Town Infant and Junior Schools serving the communities of Sandhurst, Owlsmoor, College Town, Crowthorne, Little Sandhurst and New Scotland Hill <p>Examples of services available are:</p> <ul style="list-style-type: none"> • activities for under 5s • antenatal and post natal advice and support for parents and carers • family support and parental outreach • healthy child programme • information and guidance on breast feeding, hygiene, nutrition and safety • promoting positive mental health and emotional well-being • speech and language and other specialist support • support for healthy lifestyles • help in stopping smoking | |

- cultural support groups for families
- links with Jobcentre Plus
- information and advice on childcare and activities for young people
- links with local registered childminders
- Information and advice on e-safety

It is proposed to strengthen frontline delivery whilst reducing strategic and operational managers. Having one post of overarching Children's Centre Manager will facilitate cohesive delivery of services across the borough, whilst allowing creation of 4 new posts of Senior Project Workers to strengthen delivery of frontline services.

EXISTING STRUCTURE




| | | | |
|---|---|---|--|
| | <p style="text-align: center;">PROPOSED STRUCTURE</p> <pre> graph TD Manager[Children's Centre Manager 1.0 FTE] --> OH[Oaks & Hollies Senior Project Worker 1.0 FTE] Manager --> AC[Alders & Chestnuts Senior Project Worker 1.0 FTE] Manager --> RS[Rowans & Sycamores Senior Project Worker 1.0 FTE] Manager --> WM[Willows & Maples Senior Project Worker 1.0 FTE] OH --> OH_PW1[Project Worker 1.0 FTE] OH --> OH_PW2[Project Worker 0.68 FTE] OH --> OH_AR[Administrator/ Receptionist 1.0 FTE] AC --> AC_PW1[Project Worker 1.0 FTE] AC --> AC_PW2[Project Worker 0.68 FTE] AC --> AC_AR[Administrator/ Receptionist 1.0 FTE] RS --> RS_PW1[Project Worker 1.0 FTE] RS --> RS_PW2[Project Worker 0.93 FTE] RS --> RS_AR[Administrator/ Receptionist 1.0 FTE] WM --> WM_PW1[Project Worker 1.0 FTE] WM --> WM_PW2[Project Worker 0.68 FTE] WM --> WM_AR[Administrator/ Receptionist 1.0 FTE] style Manager fill:#c00000,color:#fff style OH fill:#c00000,color:#fff style AC fill:#c00000,color:#fff style RS fill:#c00000,color:#fff style WM fill:#c00000,color:#fff style OH_PW1 fill:#0056b3,color:#fff style OH_PW2 fill:#0056b3,color:#fff style OH_AR fill:#0056b3,color:#fff style AC_PW1 fill:#0056b3,color:#fff style AC_PW2 fill:#0056b3,color:#fff style AC_AR fill:#0056b3,color:#fff style RS_PW1 fill:#0056b3,color:#fff style RS_PW2 fill:#008000,color:#fff style RS_AR fill:#0056b3,color:#fff style WM_PW1 fill:#0056b3,color:#fff style WM_PW2 fill:#0056b3,color:#fff style WM_AR fill:#0056b3,color:#fff </pre> <p>NB: FTE – Full time equivalent</p> <p>Posts highlighted in RED depict new roles, posts highlighted in GREEN depict additional hours to increase the frontline service in that area.</p> | | |
| <p>7. Who is the activity designed to benefit/target?</p> | <p>Children aged 0-5 years and their families to promote positive outcomes and improve life chances.</p> | | |
| <p>Protected Characteristics</p> | <p>Please tick yes or no</p> | <p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p> | <p>What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p> |

| | | | | |
|---|--|----------|----------------|---|
| <p>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</p> | | <p>N</p> | <p>Neutral</p> | <p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of disability. Health staff are co-located on 3 of the 4 CC sites enabling families to access health related appointments and enable information sharing and collaborative working to ensure family needs are met. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic. Regardless of any disabilities, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p> |
| <p>9. Racial equality</p> | | <p>N</p> | <p>Neutral</p> | <p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of race. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of race, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p> |
| <p>10. Gender equality</p> | | <p>N</p> | <p>Neutral</p> | <p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of gender. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of gender, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p> |
| <p>11. Sexual orientation equality</p> | | <p>N</p> | <p>Neutral</p> | <p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of sexual orientation. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of sexual orientation, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p> |

| | | | | |
|---|--|---|---------|---|
| 12. Gender re-assignment | | N | Neutral | Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of gender re-assignment. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic |
| 13. Age equality | | N | Neutral | The proposed restructure of CC services will enhance frontline services. Children's Centres provide inclusive services for the target group detailed above. Therefore this proposal will make no change to the existing target age group. Regardless of age, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure. |
| 14. Religion and belief equality | | N | Neutral | Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of religion and belief. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic. Regardless of religion/beliefs, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure. |
| 15. Pregnancy and maternity equality | | N | Neutral | The age range of the majority of users are children aged 0-5 years and their parents/carers. Midwives and health visitors run ante and post natal groups from the centre; parents are actively supported to access services to meet their needs. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic There are existing staff on maternity leave. However, regardless of pregnancy/maternity, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure. |
| 16. Marriage and civil partnership equality | | N | Neutral | Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of marital or |

| | | | | |
|--|---|---|--|---|
| | | | | <p>civil partnership status. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic.</p> <p>Regardless of marriage/civil partnership status, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p> |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | Children centre staff will be affected by the proposals to restructure. However, due to natural wastage of Children's Centre staff over the last year, it is envisaged there will be sufficient posts available for all existing staff in the proposed structure. | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | N/A | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | N/A | | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | | N | N/A | |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | N/A | | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | | N | As frontline services will be enhanced co-ordinating management of the four centres under a single manager and by the creation of four senior project worker posts there is no requirement to proceed to a full EIA. | |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | | |

| Action | Timescale | Person Responsible | Milestone/Success Criteria |
|--|--|--------------------|---|
| Equivalent or greater number of permanent (frontline) posts to be created in the restructure | April 2016 | Karen Frost | All existing CC employees will have the opportunity to either continue within existing post (where applicable) or apply for redeployment within the new structure. Salary protection will apply (where applicable). |
| | | | |
| | | | |
| 24. Which service, business or work plan will these actions be included in? | Prevention and Early Help | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | | | |
| 26. Chief Officers signature. | Signature:  | | Date: 26/11/15 |

Initial Equalities Screening Record Form

| | | |
|--|---|--|
| Date of Screening: 25/11/2015 | Directorate: CYPL | Section: L & A |
| 1. Activity to be assessed | Reduction in spend on commissioned services for young people who are NEET | |
| 2. What is the activity? | <input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | |
| 4. Officer responsible for the screening | Virtual School Head – Kashif Nawaz | |
| 5. Who are the members of the screening team? | Virtual School Head – Kashif Nawaz | |
| 6. What is the purpose of the activity? | The aim of the service is to support those young people of school age and are at risk becoming NEET as well as supporting those who are 16 – 18 years old and are NEET. The current contract is due to expire on 31 March 2016. A contract was made under the framework agreement for Comprehensive Careers, Advice, Information and Guidance awarded to Adviza (formerly Connexions Thames Valley), commencing on 1 September 2012 and expiring on 31 August 2016. The value of the order is to be reduced which means that the LA budget for supporting services to young people who are NEET in the borough will also be reduced by £70k. Actual services to young people however, will not be reduced and this will continue to be delivered. | |
| 7. Who is the activity designed to benefit/target? | Young people across the ages of 14 – 18 years old. | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment. | N | No |
| 9. Racial equality | N | No |
| | | What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data |
| | | All young people are provided with the same service and there is no evidence of any differential due to disability? |
| | | No young person will feel an impact from a racial equality perspective. All those involved come from a diverse number of backgrounds. Everyone will continue to be treated sensitively in regards to their |

| | | | | |
|---|---|---|-----------|--|
| | | | | needs. |
| 10. Gender equality | | N | No | All young people are provided with the same service and there is no evidence of any differential due to gender |
| 11. Sexual orientation equality | | N | No | Based on information relating to gender, staff are aware of individual needs and can adapt their service to meet this. |
| 12. Gender re-assignment | | N | No | All young people are provided with the same service and there is no evidence of any differential due to gender |
| 13. Age equality | | N | No | The service set up to support young people of school age through to 18 year olds. This will continue to be the case |
| 14. Religion and belief equality | | N | No | Individual support plans reflect the religious and cultural beliefs of individuals using this service. Staff are therefore aware of how these needs can be followed through. |
| 15. Pregnancy and maternity equality | | N | No | The service currently supports expectant mothers and families and will continue to do so. There will be no change in the current level of support available to them. |
| 16. Marriage and civil partnership equality | | N | No | The service does not differentiate between those who are either single, married or in a civil partnership – this will continue to remain the case as staff are fully trained to meet individual needs. |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | No further information available at this time | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | No impact identified | | | |

| | | | |
|--|---|--------------------|---|
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | N/A | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | Y | N | N/A |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | Monitor trends over time through monthly information reports. This is reported through the Performance management board in CYPL at DMT. | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | | N | There are no areas of impact recorded hence a full impact assessment is not required. |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | |
| Action | Timescale | Person Responsible | Milestone/Success Criteria |
| | | | |
| | | | |
| | | | |
| 24. Which service, business or work plan will these actions be included in? | | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | Please list | | |
| 26. Chief Officers signature. | Signature: | | Date: |

Initial Equalities Screening Record Form

| | | | | | |
|--|--|---|---------------------|--------------|---|
| Date of Screening: 23.11.15 | | Directorate: CYPL | | Section: YOS | |
| 1. Activity to be assessed | | Withdrawal of dedicated parenting service (1 F/T post) for parents/carers of young offenders and those at risk of offending | | | |
| 2. What is the activity? | | <input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change | | | |
| 3. Is it a new or existing activity? | | Existing | | | |
| 4. Officer responsible for the screening | | Karen Roberts | | | |
| 5. Who are the members of the screening team? | | Jo Graves | | | |
| 6. What is the purpose of the activity? | | It is proposed that this service is withdrawn to achieve budget savings. The service deals with casework providing advice and support to parents/carers of young offenders and those at risk of entering the youth justice system for the first time. There are currently approximately 15 open cases, 2 of which are statutory parenting orders. Parents are mainly women and men from white British ethnic background, some may have disabilities, and many are single parents. Age range is approx.30 – 50. There is no set profile of parents of this client group, some struggle with low income, unemployment, poverty issues, whilst others are affluent, professional members of the community. | | | |
| 7. Who is the activity designed to benefit/target? | | Parents and carers of young offenders and those at risk of offending. | | | |
| Protected Characteristics | | Please tick yes or no | Is there an impact? | | What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia. | | Y | Y | | The withdrawal of this service will negatively affect all groups of service users, there is no differential impact. There will be no dedicated parenting service to address issues for parents whose children and young people are offending or are at risk of offending and entering the youth justice system. These parents will need to be referred in to other teams who provide parenting (i.e. FIT) who are currently experiencing high demand. Having a dedicated |

| | | | | |
|---|--|--|---|---|
| | | | | parenting worker for YOS enables the service to work in a joined up way with families, rather than just focussing on the young offender, which is clearly more effective in addressing the offending behaviour as the parents often have issues which contribute to the young person's risk of offending and reoffending. |
| 9. Racial equality | Y | | Y | See above |
| 10. Gender equality | Y | | Y | See above |
| 11. Sexual orientation equality | Y | | Y | See above |
| 12. Gender re-assignment | Y | | Y | See above |
| 13. Age equality | Y | | Y | See above |
| 14. Religion and belief equality | Y | | Y | See above |
| 15. Pregnancy and maternity equality | Y | | Y | See above |
| 16. Marriage and civil partnership equality | Y | | Y | See above |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | No differential impact, will impact on all groups. | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | N/A | | | |

| | | | |
|--|--------------------------------|---------------------------|---|
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | N/A | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | | N | No |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | None in relation to equalities | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | | N | The parenting service is offered on a voluntary basis except for the statutory parenting orders which will be absorbed into the YOS team when this post goes and the case managers will be allocated these Orders. The voluntary parenting interventions will be referred out to other teams to mitigate the impact, e.g. FIT, family focus and where the case is open to children's social care they will pick up the parenting/ family work. So the impact will be that there is no dedicated parenting service for YOS cases but they will be referred to other teams and may have to wait longer for intervention which may not coincide with the work being done by YOS with the young person. |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | |
| Action | Timescale | Person Responsible | Milestone/Success Criteria |
| Ensure that the voluntary parenting interventions are referred out to other teams to mitigate the impact, e.g. FIT, family focus and where the case is open to children's social care they will pick up the parenting/ family work. | From April 2016 | YOS case managers | Cases are referred and service is provided |
| Statutory Parenting Orders will remain with YOS | From April 2016 | YOS Operational Manager | Cases are allocated to YOS case managers |
| | | | |
| | | | |
| 24. Which service, business or work plan will these actions be included in? | N/A | | |

| | |
|---|---|
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | N/A |
| 26. Chief Officers signature. | <p data-bbox="1108 305 1304 391"><i>Roma Hunt</i></p> <p data-bbox="877 418 989 448">Signature:</p> <p data-bbox="1661 418 1856 448">Date: 30.11.2015</p> |

Initial Equalities Screening Record Form

| | | | |
|--|--|--|--|
| Date of Screening: 26 th November | Directorate: CYPL | | Section: Children's Social Care |
| 1. Activity to be assessed | Post Diagnostic Service for CHILDREN 9-18 year olds diagnosed with ASD Commissioned by the LA via Berkshire Autistic Society Children and Young Peoples Group Parent Workshops | | |
| 2. What is the activity? | <input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change | | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | | |
| 4. Officer responsible for the screening | Sonia Johnson Head of Service Specialist Support | | |
| 5. Who are the members of the screening team? | Sonia Johnson and Jo Lillywhite, Short Breaks Manager | | |
| 6. What is the purpose of the activity? | <p>The children's group – is designed to enable children to learn what their diagnosis means and meet other children who have also been newly diagnosed and provide opportunities for friendships and activity.</p> <p>The parenting workshops - are designed to help parents whose children have received an autism diagnosis between the ages of 9 – 18 years.</p> | | |
| 7. Who is the activity designed to benefit/target? | Children who have been recently diagnosed with Autism and are over 9 years old. | | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. | What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia. | Y | The proposed decision not to commission this Service at the end of the current contract from April 2016 will impact provision for children with a new diagnosis of autism and their families. Potential areas for savings are: <ul style="list-style-type: none"> To the children's group | <ul style="list-style-type: none"> At the time of undertaking the EIA there are currently no other providers in Bracknell Forest providing this exact service. This is an Early intervention service/Targeted Service and Target support / Early Help and FIT have been made aware of the proposal for CSC (T3) to stop funding this area of work. There is also a view of emotional health and |

| | | | | |
|---|--|---|--|---|
| | | | <ul style="list-style-type: none"> To the parent works shops | well being services for T2 and the lead of that work is also aware of this proposal. |
| 9. Racial equality | | N | | The savings will impact equally across this group |
| 10. Gender equality | | N | | The savings will impact equally across this group. However there were more boys in the cohort for 2014/15 |
| 11. Sexual orientation equality | | N | | The savings will impact equally across this group |
| 12. Gender re-assignment | | N | | The savings will impact equally across this group |
| 13. Age equality | Y | | This is for post 9years old – there are similar services for children who are diagnosed earlier in their child hood. | This only impacts on those 9 – 18 years. |
| 14. Religion and belief equality | Y | N | | The savings will impact equally across this group |
| 15. Pregnancy and maternity equality | Y | N | Not applicable | |
| 16. Marriage and civil partnership equality | Y | N | No Applicable | |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | Any reductions in the commissioning of this service may result in increased parent dissatisfaction and a reduction in opportunities for autistic disabled children and young people. For some children and families the impact may be greater – however those children would be eligible for an assessment via social care at T3 if that was the case they would not be left with unmet T3 (significant) need. | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | No | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is | In respect of age this service is designed to meet the needs of a restricted group ie over 9 years and under 18 years. The savings above may result in a reduced opportunity for some children and their families. | | | |

| | | | |
|--|--|----------------------------------|--|
| <p>the difference in terms of its nature and the number of people likely to be affected?</p> | <p>The review undertaken by the CSST is that reductions to the Childrens Group will have a negative impact on newly diagnosed children with Autisms, well being and development.</p> <p>The take up of the parental workshops does not reflect the same.</p> | | |
| <p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p> | | <p>N</p> | <p>The LA is not required to provide this service within its Statutory Duties. It was provided in order to boost resilience for this group as a result of identified needed in 2012/13 as 3 year contract that is coming to and end.</p> |
| <p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p> | <p>When the service specification was prepared in 2012 there were 220 statemented children with a primary diagnosis of ASD and there was an anticipated increase generally in the number of diagnosis. We have been unable to obtain any supporting data from CAHMS in regard to diagnosis, to support us with capacity planning but I can confirm that the contract has provided parent training to 19 families (25 parents) during the last year 2014/15. This is less than in year 1. .</p> <p>There are currently 210 statemented children with a primary need of ASD. During the first 6 months of this financial year 4 parents have attended, with 3 providing positive feedback.</p> <p>Based on the information we have and the early intervention work that is available across the Borough through other teams (and the potential for them to meet the need for parent training for this age group). This is an area where savings can be made with limited or no impact. It is also relevant that BAS as a charity do provide such services themselves anyway.</p> <p>The weekly group for young people. Evidence of need, uptake and impact supports the recommendation to continue to commission BAS to provide is the weekly term time only group for CAYP DMT have agreed we can re-commission this as a variation to the contract.</p> <p>In the 2014/15 period, 39 children with ASD, over the age of 9 were given support. There were 11 females, 28 males, from 37 families.</p> | | |
| <p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p> | | <p>N</p> | <p>We are not progressing with the element of reduction that has a significant impact</p> |
| <p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p> | | | |
| <p>Action</p> | <p>Timescale</p> | <p>Person Responsible</p> | <p>Milestone/Success Criteria</p> |

| | | | |
|--|--|----------------------|--|
| <p>Contract review meeting with BAS to agree the variation for the children's groups</p> | <p>End of January 2015</p> | <p>Jo Lillywhite</p> | <p>Group continues to run</p> |
| <p>Further liaison with FIT/Targeted Services/CAMHS/ Emotional Health and well being strategic group to ensure that those providing the Boroughs T2 parenting support are aware mindful of this cohort of parents in provision planning.</p> | <p>End of December 2015</p> | <p>Jo Lillywhite</p> | <p>CAMHS / BAS have a point of contact for parenting support for those parents they want to sign post on</p> |
| | | | |
| <p>24. Which service, business or work plan will these actions be included in?</p> | | | |
| <p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p> | <p>The overview report has been to CSCMT and DMT and the proposals approved. Contracts review meetings with BAS informed the outcomes of the overview report Overview report has been provided to the Chief Officer for Targeted support who is aware of the decision not to decommission the parenting workshops.</p> | | |
| <p>26. Chief Officers signature.</p> | <p>Signature: <i>Roma Hunt</i> Date: November 2015</p> | | |

Initial Equalities Screening Record Form

| | | | | |
|--|--|---|--|---|
| Date of Screening: 25 November 2015 | Directorate: Corporate Services | | Section: Customer Services | |
| 1. Activity to be assessed | Implementation of the surcharging module of the Capita payments system. | | | |
| 2. What is the activity? | <input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change | | | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | | | |
| 4. Officer responsible for the screening | Bobby Mulheir | | | |
| 5. Who are the members of the screening team? | Bobby Mulheir, Sarah Kingston | | | |
| 6. What is the purpose of the activity? | To enable charges for use of credit cards to be passed onto the customer, rather than incurred by the Council. | | | |
| 7. Who is the activity designed to benefit/target? | All customers making payments to the Council using a credit card. | | | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. | What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data | |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia. | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 9. Racial equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 10. Gender equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 11. Sexual orientation equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 12. Gender re-assignment | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |

| | | | | |
|--|--|---|--|---|
| 13. Age equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 14. Religion and belief equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 15. Pregnancy and maternity equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 16. Marriage and civil partnership equality | Y | N | There will be additional costs incurred by all customers using a credit card to pay the Council. | There is no evidence that any group of customers will be affected more by this change than any other group. |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | There may be a disproportionate effect on those on lower incomes, who may choose to make credit card payments as a way of managing their finances. | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | No | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | No difference identified | | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | Y | N | | |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | | | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | Y | N | | |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | | |

| Action | Timescale | Person Responsible | Milestone/Success Criteria |
|--|--------------------------|--------------------|----------------------------|
| | | | |
| | | | |
| | | | |
| 24. Which service, business or work plan will these actions be included in? | | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | None | | |
| 26. Chief Officers signature. | Signature: Bobby Mulheir | | Date: 25 November 2015 |

This page is intentionally left blank

**TO: THE EXECUTIVE
15 DECEMBER 2015**

**ANNUAL AUDIT LETTER 2014/15
Chief Executive/Borough Treasurer**

1 PURPOSE OF REPORT

- 1.1 To receive the external auditor's Annual Audit Letter for 2014/15, which has previously been circulated to all Members.

2 RECOMMENDATION

- 2.1 **That the Governance and Audit Committee and the Executive note the Annual Audit Letter 2014/15 at Appendix 1.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Annual Audit Letter must be considered in public by those charged with governance. In Bracknell Forest this is the Governance and Audit Committee. However, given the Executive's overall responsibilities it is important that it also receives the report.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None

5 SUPPORTING INFORMATION

- 5.1 The external auditor (Ernst & Young) is required to provide the Council with an Annual Audit Letter (set out at Appendix 1). The letter summarises the findings from the 2014/15 audit, which comprises three main elements:
- the audit of the financial statements;
 - reviewing the Council's Annual Governance Statement, and
 - the external auditor's conclusion on the Council's arrangements to secure economy efficiency and effectiveness in its use of resources.
- 5.2 The external auditor has given an unqualified opinion on the Council's financial statements. An unqualified conclusion has also been given on the Council's arrangements for securing value for money. There are no specific recommendations within the report that the Council is required to address.
- 5.3 The external auditor, Helen Thompson, will attend the meeting of the Governance and Audit Committee to present the Annual Audit Letter 2014/15.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Nothing to add to the report.

Borough Treasurer

6.2 Nothing to add to the report.

Equalities Impact Assessment

6.3 There are no specific issues arising directly from this report.

Strategic Risk Management Issues

6.4 The Annual Audit Letter identifies the strategic financial risks facing the Council which are addressed through the Strategic Risk Register, Service Plans and the Council's financial planning process.

7 CONSULTATION

Not applicable

Background Papers

None

Contact for further information

Alan Nash, Borough Treasurer – 01344 352180
alan.nash@bracknell-forest.gov.uk

Bracknell Forest Council

Annual Audit Letter for the year ended 31 March 2015

October 2015

Ernst & Young LLP



The Members
Bracknell Forest Council
Easthampstead House
Town Square
Bracknell
Berkshire
RG12 1AQ

16 October 2015

Dear Members

Annual Audit Letter 2014-15

The purpose of this annual audit letter is to communicate the key issues arising from our work to Members and external stakeholders, including members of the public.

We have already reported the detailed findings from our audit work in our 2014-15 annual results report to the 23 September Governance and Audit Committee, representing those charged with governance. We do not repeat them here.

The matters reported here are those we consider most significant for Bracknell Forest Council.

We would like to take this opportunity to thank officers for their assistance during the course of our work.

This is my final year as Executive Director for Bracknell Forest Council. I would like to extend my thanks to officers and members for their assistance over my time as engagement lead. I will work with my successor, Kate Handy (KHandy@uk.ey.com), to facilitate a smooth handover and she will introduce herself to officers and members at upcoming meetings.

Yours faithfully



Helen Thompson
Executive Director
For and on behalf of Ernst & Young LLP
Enc.

Contents

| | |
|--|----------|
| 1. Executive summary | 1 |
| 2. Key findings | 3 |
| 3. Control themes and observations..... | 7 |
| 4. Looking ahead | 8 |
| 5. Fees | 9 |

Relevant parts of the Audit Commission Act 1998 are transitionally saved by the Local Audit and Accountability Act 2014 (Commencement No. 7, Transitional Provisions and Savings) Order 2015 for 2014/15 audits.

The Audit Commission's 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the accountable officer of each audited body and via the Audit Commission's website.

The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Annual Audit Letter is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Executive summary

Our 2014-15 audit work was undertaken in accordance with the Audit Plan issued on 25 March 2015 and was conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by an Annual Governance Statement. In the Annual Governance Statement the Council reports publicly each year on how far it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in year, and any changes planned in the coming period.

The Council is also responsible for having proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

As auditors we are responsible for:

- forming an opinion on the financial statements, and on the consistency of other information published with them;
- reviewing and reporting by exception on the Council's Annual Governance Statement;
- forming a conclusion on the arrangements the Council has to secure economy, efficiency and effectiveness in its use of resources; and
- undertaking any other work specified by the Audit Commission and the Code of Audit Practice.

Summarised below are the results of our work across all these areas:

| Area of work | Result |
|--|--|
| Audit of the financial statements of Bracknell Forest Council for the financial year ended 31 March 2015 in accordance with International Standards on Auditing (UK & Ireland). | On 23 September 2015 we issued an unqualified audit opinion on the Council's financial statements. |
| Form a conclusion on the arrangements the Council has made for securing economy, efficiency and effectiveness in its use of resources. | On 23 September 2015 we issued an unqualified value for money conclusion. |
| Report to the National Audit Office on the accuracy of the consolidation pack prepared by the Council for the Whole of Government Accounts. | We reported our findings to the National Audit Office on 23 September 2015. The Council was below the £350 million reporting threshold. |
| Consider the completeness of disclosures on the Council's Annual Governance Statement, identify any inconsistencies with other information which we know about from our work and consider whether it complies with CIPFA/ SOLACE guidance. | No issues to report. |
| Consider whether we should make a report in the public interest on any matter coming to our notice in the course of the audit. | No issues to report. |
| Determine whether we need to take any other action in relation to our responsibilities under the Audit Commission Act. | No issues to report. |

| Area of work | Result |
|---|---|
| <i>As a result of the above we have also:</i> | |
| Issued a report to those charged with governance of the Council with the significant findings from our audit. | Our Audit Results Report was issued on 23 September 2015 to the Governance and Audit Committee. |
| Issued a certificate that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Practice issued by the Audit Commission. | Issued on 23 September 2015. |

In January 2016 we will also issue a report to those charged with governance of the Council summarising the certification (of grant claims and returns) work we have undertaken.

2. Key findings

2.1 Financial statement audit

The Council's Statement of Accounts is an important tool to show both how the Council has used public money and how it can demonstrate its financial management and financial health.

We audited the Council's Statement of Accounts in line with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission and issued an unqualified audit report on 23 September 2015.

Our detailed findings were reported to the Governance and Audit Committee on 23 September 2015. We did not identify any errors or misstatements in the financial statements presented for audit, demonstrating the Council prepared its financial statements to a high standard.

The main issues identified as part of our audit were:

Significant risk 1: Risk of management override

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

We identify and respond to this fraud risk on every audit engagement.

For local authorities the potential for the incorrect classification of revenue spend as capital is a particular area where there is a risk of management override.

Findings:

We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; reviewed accounting estimates for evidence of management bias; evaluated the business rationale for significant unusual transactions; and reviewed capital expenditure on property, plant and equipment to ensure it meets the relevant accounting requirements to be capitalised.

No issues were identified from our testing

Significant risk 2: Valuation of Property, Plant and Equipment

Valuations of property assets and capital expenditure are significant accounting estimates that have a material impact on the financial statements.

In 2014-15, the Council proposed making use of its external valuer more extensively than in previous years, including the revaluation of schools assets. Early feedback from Council officers suggested that a change in estimation methodology by the new valuers would have a significant impact on the asset values disclosed in the financial statements.

Findings:

Following early discussions, the Council decided to use its internal valuers for the school asset revaluation exercise. Therefore the level of risk associated with valuation reduced. We undertook our standard audit procedures to gain assurance over the valuation of property assets.

No issues were identified from our testing of property valuations.

Significant risk 3: Non-Domestic Rates (NDR) rateable value appeals provision

The Business Rates Retention Scheme came into force on 1 April 2013. Under the scheme a proportion of the business rates collected by councils are retained locally with the balance paid over to central government.

The Council accounted for this scheme in 2013-14, appointing Analyse Local as experts to inform the estimation of the provision calculation.

In 2014-15, significant challenges remained in the calculation of this provision due to the ongoing appeals process. The potential cost of successful rateable value appeals could again have been significant to the Council. The Council appointed Rates Plus as experts to inform this calculation as there is a high level of estimation uncertainty in determining an accurate provision for the cost in the financial statements.

Findings:

We reviewed and assessed the reasonableness of the Council's methodology in estimating the planned provision in respect of rateable value appeals outstanding at the balance sheet date.

We considered both the completeness and accuracy of the data on the number of appeals outstanding and the basis for the assumptions made by the Council on the likelihood of success.

We reviewed and relied on the work of the experts appointed by management to assist in this process.

No issues were identified from this testing.

Other risk 1: Accounting for schools

CIPFA set out, in the Code of Practice on Local Authority Accounting in the United Kingdom 2014-15 Appendix E, its view that based on the indicators of control within IFRS 10, the balance of control lies with local authorities for all maintained schools. The definition of maintained schools includes community, voluntary controlled, voluntary aided, foundation, community special, foundation special and nursery schools.

We reviewed the Council's assessment that no changes were required to the way it currently accounts for schools, and we did not identify any issues with this assessment.

2.2 Value for money conclusion

As part of our work we also conclude whether the Council has proper arrangements to secure economy, efficiency and effectiveness in the use of resources. This is known as our value for money conclusion.

In accordance with guidance issued by the Audit Commission, our 2014-15 value for money conclusion was based on two criteria. We consider whether the Council had proper arrangements in place for:

- ▶ securing financial resilience, and
- ▶ challenging how it secures economy, efficiency and effectiveness.

We issued an unqualified value for money conclusion on 23 September 2015.

We noted the following findings as part of our audit.

Key finding 1: Financial resilience and economy efficiency and effectiveness

The Council continues to support the ambitious town centre redevelopment and has significantly increased its capital programme. This will require the Council to:

- borrow to support delivery of the programme from 2016-17 at the earliest and increasing significantly in 2017-18 as per the Treasury Management Strategy.
- develop appropriate risk management and governance arrangements to support its longer-term financial planning.

Findings

The Council has made good progress in this area in 2014-15, with plans now underway and funding streams fully understood. The Council commissioned public sector specialists LG Futures to provide a forecasting package which has produced a five year plan to a level of detail beyond the previous three year plan.

The forecast budget gap currently stands at £25 million over the next five years, and makes allowance for unknown factors, for example: new budget pressures, potential increases in council tax or business rates.. The Council is continuing to develop plans to address the forecast gap, and progress will continue during 2015-16, including taking account of the funding implications from the November 2015 government spending review and the provisional local government settlement in December 2015.

The overall medium term funding position is beginning to become clearer but remains a 'work in progress'. The Council is fully aware of the need to reduce the identified gap between funding and expenditure and is looking at all avenues to do so. The improvements made to the systems for planning and budgeting will aid this process.

Key finding 2: Better Care Fund

The Better Care Fund (BCF) is a single pooled budget for health and social care services to work more closely together in local areas.

With increasing demand for these services, the Council needs to balance effective delivery with the financial pressures placed on this Fund. The Council needs to ensure its involvement in developing the key infrastructure to deliver this initiative balances sufficient involvement to ensure systems are in place to support the structures with ensuring it is not exposed to additional risks and financial costs from so doing.

Findings

As required by the Department of Health, a pooled budget and associated schedules were approved before the start of the 2015-16 financial year. These reflected the plan as approved by the Council, the CCG and ultimately the Health and Wellbeing Board. Ongoing monitoring of the schemes within the plan, finance, performance indicators and risks are reported to all meetings of the BCF Steering Group and BCF Programme Board. A robust governance structure for the fund was established in 2014-15 as described in the BCF plan which was approved by the Department of Health in December 2014.

Our review found the various committees have the appropriate level of membership, and attendance, from the various stakeholder groups, in particular, the Council, the Clinical Commissioning Group (CCG), and the Foundation Trust. These arrangements have enabled the Fund to commence successfully on 1 April 2015 and, as at the date of this report, report formally on the first quarter of 2015-16 to the requirements required by NHS England, with no significant budgetary deficiencies, demonstrating the reporting arrangements in place are sound.

2.3 Whole of Government Accounts

We performed the procedures required by the National Audit Office on the accuracy of the consolidation pack prepared by the Authority for Whole of Government Accounts purposes. The Council is below the £350 million reporting threshold and therefore no audit work was required.

We had no issues to report.

2.4 Annual Governance Statement

We are required to consider the completeness of disclosures in the Council's Annual Governance Statement; identify any inconsistencies with the other information which we know about from our work; and consider whether it complies with relevant guidance.

We completed this work and did not identify any areas of concern.

2.5 Objections received

We did not receive any objections to the 2014/15 financial statements from members of the public.

2.6 Other powers and duties

We identified no issues during our audit that required us to use powers under the Audit Commission Act 1998, including reporting in the public interest.

2.7 Independence

We communicated our assessment of independence to the Governance and Audit Committee on 23 September 2015. In our professional judgement, the firm is independent and the objectivity of the audit engagement director and audit staff has not been compromised within the meaning of regulatory and professional requirements.

2.8 Certification of grant claims and returns

We will issue the annual certification report for 2014-15 in January 2016.

3. Control themes and observations

As part of our work, we obtained enough understanding of internal control to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control, we must tell the Council about any significant deficiencies in internal control we find during our audit.

We did not identify any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in the Council's financial statements.

4. Looking ahead

| Description | Impact |
|--|--|
| <p>Highways Network Assets (formerly Transport Infrastructure Assets)</p> <p>The invitation to comment on the Code of Accounting Practice for 2016-17 (ITC) sets out the requirements to account for Highways Network Assets under depreciated replacement cost from the existing depreciated historic cost. This is to be effective from 1 April 2016.</p> <p>This will be a material change of accounting policy for the Council. It will also require changes to existing asset management systems and valuation procedures.</p> <p>Relevant assets may also be held outside of the highways department, which will also have to be valued on the revised basis.</p> <p>This may be a material change of accounting policy for the Council. It could also require changes to existing asset management systems and valuation procedures.</p> | <p>CIPFA have produced <i>LAAP bulletin 100</i>, which provides a suggested timetable for actions to prepare for this change. This has been supplemented by the issue of the <i>Code of Practice on Transport Infrastructure Guidance Notes (May 2015)</i> and <i>ITC (July 2015)</i>.</p> <p>The Council need to ensure they have arrangements in place to meet the disclosure requirements of the Code and may need to consider:</p> <ul style="list-style-type: none"> • The need to demonstrate completeness of base information, working closely with highways and other relevant departments. • The need to ensure that valuation information is appropriate to the Council, and that national valuation indicators are not used without consideration of their appropriateness locally. |
| <p>Earlier deadline for production and audit of the financial statements from 2017-18</p> <p>The Accounts and Audit Regulations Accounts and Audit Regulations 2015 were laid before Parliament in February 2015. A key change in the regulations is that, from the 2017-18 financial year the timetable for the preparation and approval of accounts will be brought forward.</p> <p>As a result, the Council will need to produce draft accounts by 31 May and these accounts will need to be audited by 31 July.</p> | <p>These changes provide challenges for both the preparers and the auditors of the financial statements.</p> <p>The Council is aware of this challenge and the need to start planning for the impact of these changes. This will include review of the processes for the production and audit of the accounts, including areas such as the production of estimates, particularly in relation to pensions and the valuation of assets, and the year-end closure processes.</p> |

5. Fees

Our fee for 2014-15 is in line with the scale fee set by the Audit Commission and reported in our 25 March 2015 Audit Plan and 23 September Annual Results Report.

| | Final fee 2014-15 | Scale fee 2014-15 |
|--|------------------------------|------------------------------|
| Total Audit Fee – Code work | £139,634 | £139,634 |
| Total Audit Fee – Certification of claims and returns | £41,580* | £41,580 |
| Non-audit work | £62,000** | £62,000 |

* Our fee for the certification of grant claims is based on the indicative scale fee set by the Audit Commission. This will be reviewed in light of the work required in 2014-15.

** A breakdown of this was given in the Audit Plan of 25 March 2015.

EY | Assurance | Tax | Transactions | Advisory

Ernst & Young LLP

© Ernst & Young LLP. Published in the UK.
All rights reserved.

The UK firm Ernst & Young LLP is a limited liability partnership registered in England and Wales with registered number OC300001 and is a member firm of Ernst & Young Global Limited.

Ernst & Young LLP, 1 More London Place, London, SE1 2AF.

ey.com

TO: EXECUTIVE
15 DECEMBER 2015

HOMELESSNESS STRATEGY
Director of Adult Social Care, Health and Housing

1 PURPOSE OF REPORT

- 1.1 To seek Executive consideration of the Council's Homeless Strategy.

2 RECOMMENDATION

- 2.1 **That the Executive agrees the Homelessness Strategy at Appendix A for wider consultation.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Council has a statutory duty to review homelessness in its areas and formulate a strategy. The Council has been working with a number of agencies who provide advice and support to homeless people to develop the homeless strategy at Appendix A.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 As the Council is required to have a homelessness strategy there is no alternative.

5 SUPPORTING INFORMATION

- 5.1 Work has taken place with agencies over the last twelve months to develop a draft homelessness strategy. In addition the Council's Adult Social Care and Housing Overview and Scrutiny Working Party have considered the strategy and contributed comments and suggestions.
- 5.2. It is recommended that the draft strategy is agreed to be subject to wider consultation. Pending any comments on the draft strategy it will be adopted.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal provisions and issues are outlined and addressed within the main body of both the report and the strategy.

Borough Treasurer

- 6.2 The Council allocates its financial resources through the budget process in the context of its medium term financial plan. Currently the medium term financial plan forecasts that the Council will need to make significant savings over the next few years. Over this period the Council will have to develop increased efficiency in

service delivery whilst still responding to demographic changes, new legislation and the need to modernise services. This will require the reallocation of some of the Councils limited resources to key priorities.

In order to deliver these service changes the Council publishes a range of strategies and policies relating to many of its key services. A strategy or policy does not represent a financial commitment but, rather, sets the strategic direction of travel, subject to the level of resources that become available. These strategies also form the basis of the annual service plan which ensures that the development of the Councils services is consistent with its medium term objectives within the resource envelope that is agreed. The development of these strategies is, therefore, an important part of the Council's arrangements for helping it allocate its limited resources to maximum effect.

Equalities Impact Assessment

- 6.3 Equality Impact Assessment attached as Appendix B

Strategic Risk Management Issues

- 6.4 Failure to develop and implement an effective homelessness strategy will expose the Council to financial risk in terms of the cost of emergency accommodation. As homeless households are often vulnerable in other ways they draw on other Council services such as those provided by Adult Social Care and Children and Young People and Learning directorate services. Effective homeless prevention services can complement services provided to vulnerable people from a range of Council services and improve people life chances.

7 CONSULTATION

Principal Groups Consulted

- 7.1 The homeless forum which has met regularly to develop the draft strategy includes voluntary organisations such as Citizens Advice Bureau , Pilgrim Hearts, Berkshire Women's Aid. Registered providers of affordable housing have been involved as have a number of statutory service providers.

Method of Consultation

- 7.2 Regular working groups have taken place to develop the strategy.

Representations Received

- 7.3 Suggestions and comments from the Homeless Forum have been included in the draft strategy.

Background Papers

Contact for further information

Simon Hendey, Chief Officer: Housing
Adults Social Care, Health & Housing
DD - 01344 351688
Email: simon.hendey@bracknell-forest.gov.uk



HOMELESSNESS STRATEGY 2015 - 2020

DRAFT

Homelessness Strategy

1. Introduction

- 1.1. People become homeless for a variety of reasons. This strategy aims to improve the ability of people to keep their home or find another home if threatened with homelessness. The strategy has been developed with a range of partners. The Council will work with partners to implement the strategy so that wherever possible homelessness can be prevented and the availability of suitable settled homes is maximised to provide homes for homeless people. As such the homeless strategy forms an important part of the Council's overall housing strategy.
- 1.2. The Homelessness Act 2002 places a statutory obligation on all local authorities to undertake a review of homelessness in their area, and based on the findings of this review, to develop a strategy to tackle homelessness.
- 1.3. The Council's Review included a review of homelessness demand, the services that are currently available to meet demand and consultation with partners and service users. The Review identified the following priorities for the Borough's Homelessness Strategy:
 - i. Good quality housing advice and accessible prevention services;
 - ii. Working in partnership to avoid duplication of services and ensure expertise is maximised;
 - iii. Meeting the need for emergency accommodation;
 - iv. Maximising access to housing.
- 1.3. This Homeless Strategy has been developed by the Council in partnership with voluntary organisations that provide services to homeless and potentially homeless people as well as registered providers of affordable housing.

2. Overview of Homelessness in Bracknell Forest

- 2.1. Bracknell Forest Council, as a local housing authority, works within a statutory framework that sets out its duties towards homeless individuals and families within the Borough. The primary legal instruments are the Housing Act 1996 (specifically Part VII, and to some extent Part VI) and the Homelessness Act 2002. The Government has published official guidance to help local authorities interpret the law and help them properly and fully comply with their duties.
- 2.2. A person is homeless if they have no accommodation, or have accommodation but they have no right to occupy it, or have accommodation but they cannot gain entry to it, or their accommodation is moveable and there is nowhere to place it, or have accommodation but it is not reasonable to occupy it.
- 2.3. A person is eligible to assistance if they have a right to live and work in the UK and are not subject to immigration control.
- 2.4. A person is considered as having a priority need if they are deemed as vulnerable within the terms of the legislation. This may include;

- Households with dependent children;
- Households that include a pregnant woman;
- Applicants or members of the household who are vulnerable or disabled as a result of old age;
- Applicants or members of the household who are vulnerable or;
- disabled as a result of a physical or mental illness or disability;
- Applicants or household experiencing homelessness as a result of an emergency such as floods, fires, storms or disasters;
- Applicants aged between 18 and 20 who have previously been looked after, accommodated or fostered;
- 16 and 17 year olds to whom social services do not have a duty within the Children's Act;
- Applicants who are vulnerable as a result of being in HM forces;
- Applicants who are vulnerable as a result of leaving prison or custody;
- Applicants fleeing their homes as a result of violence or threat of violence from others including domestic violence by a partner.

The issue of vulnerability is whether the homeless person is more vulnerable than an ordinary person if they were to be without a home. For an applicant becoming homeless from any of the above situations, an assessment would be made into any circumstances which would put the person more at risk of harm than an ordinary person without a home.

- 2.5 An applicant would be considered to be intentionally homeless if they knowingly did or did not doing anything that as a result led to them becoming homeless.

3. Homeless Demand

- 3.1 The following table summarises demand from homeless households over the last four years:

| | Applications | Acceptances |
|-----------------------|---------------------|--------------------|
| 2011/12 | 139 | 77 |
| 2012/13 | 124 | 67 |
| 2013/14 | 202 | 115 |
| 2014/15 | 226 | 110 |
| 2015/16 (Sept) | 110 | 65 |

- 3.2 The number of households for whom the Council has accepted a duty to house increased by 68%, between 2012/13 and 2013/14. The level of homeless acceptances has remained at this level for the last two years.
- 3.3. The number of homeless households who were accepted as homeless and in priority need in Bracknell Forest in 2014/15 were 2.25 per 1,000 households. This was the second highest in Berkshire and above the national average of 1.91 per 1,000 households. Although homelessness is a consequence of the actions of the household it does raise questions about the disparity compared to other Berkshire Authorities that will be reviewed. Its should be recognised that homelessness can be caused by a multitude of factors both local and national policy.
- 3.4 The main reason for homeless households being in priority need is households with dependent children (71% of homeless acceptances). Households with mental health

problems account for 7% of homeless acceptances and households with physical disabilities account for 8% of acceptances.

4. Main causes of homelessness

| 4.1 | Family eviction | Violent relationship breakdown | Loss of private rented accommodation | Other |
|----------------|-----------------|--------------------------------|--------------------------------------|-------|
| 2011/12 | 17 | 5 | 40 | |
| 2012/13 | 23 | 5 | 25 | 11 |
| 2013/14 | 29 | 9 | 56 | 14 |
| 2014/15 | 29 | 13 | 56 | 10 |
| 2015/16 (Sept) | 21 | 10 | 30 | 14 |

4.2 The main reason for homelessness is loss of private rented accommodation. Households may be served with notice if they lose their guarantor during the term of their tenancy, if they lose employment during their tenancy and their landlord isn't happy to continue letting to a household in receipt of housing benefit, or because the landlord wants to increase the rent. In 2014/15, loss of private rented accommodation accounted for 52% of homeless acceptances.

5. Future homelessness demand over the life of the strategy

5.1 There are a number of national policy changes which could impact on homeless demand over the next five years.

5.2 Reduction of the welfare benefit cap in 2017 to £ 20,000 for couples will impact on household's ability to meet rent liabilities. There are currently 32 households who are affected by the benefit cap of £ 26,000 a year, 10 who live in private rented accommodation, 19 who live in registered provider accommodation and 3 homeless households who live in the Council's temporary accommodation. Registered providers in Bracknell Forest estimate that the reduction in the benefit cap could lead to over 300 households being affected. There will be a need for proactive advice and budgeting support for those households if they are to avoid homelessness due to rent arrears as they are unable to manage the reduction in their income.

5.3 The 2015 budget indicated that from April 2017 tax relief on mortgage interest for buy to let property will be reduced from 45% to the standard 20%. If this generates additional costs for landlords there is a risk that the landlords will pass those costs on to tenants in the form of higher rents.

5.4 The following table sets out the average rent increases that have been experienced in Bracknell Forest over the last three years. The 2015 budget froze local housing allowance rates until 2020. Thus if the current trajectory continues the average rents will be 23% above Local housing allowances by 2020. The difference will be considerably higher for some property sizes such as two bedroom properties and could be around 50% higher by 2020.

5.5

| Year | Room rent per month | | One bed rent per month | | Two bed rent per month | | Three bed rent per month | |
|---------|---------------------|-----|------------------------|-----|------------------------|-----|--------------------------|------|
| | LHA | MKT | LHA | MKT | LHA | MKT | LHA | MKT |
| 2014/15 | 341 | 426 | 663 | 735 | 816 | 933 | 961 | 1143 |
| 2013/14 | 328 | 418 | 656 | 714 | 808 | 910 | 924 | 1178 |
| 2012/13 | 325 | 421 | 650 | 691 | 800 | 878 | 915 | 1069 |

5.6 As can be seen over the last three years private sector rents have increased on average by 6%. In comparison the Local Housing Allowance for housing benefit purposes increased by an average 3%.

5.7 The average costs to the Council of providing emergency housing are £250 per week. Non-self contained emergency housing should only be provided for six weeks before self contained temporary housing is provided for homeless households. Thus, every additional homeless household in emergency accommodation costs the Council at least £1,500 a year.

6. Temporary Accommodation

6.1 When a household presents as homeless, the Council must provide interim accommodation until it completes its enquires when there is a reason to believe the household may be eligible for assistance, homeless and does have a priority need. The following table sets out the overall temporary accommodation the Council has provided in the last five years.

| | B&B | PSL | Council owned TA | Private rent as TA | Homeless at home | Other | Total |
|----------------|-----|-----|------------------|--------------------|------------------|-------|-------|
| 2011/12 | 16 | 8 | 16 | 7 | 8 | 1 | 56 |
| 2012/13 | 3 | 9 | 23 | 7 | 11 | 1 | 54 |
| 2013/14 | 16 | 8 | 28 | 4 | 12 | 3 | 71 |
| 2014/15 | 24 | 18 | 32 | 3 | 17 | 3 | 97 |
| 2015/16 (Sept) | 31 | 19 | 34 | 7 | 18 | 8 | 117 |

6.2 The number of households in temporary accommodation has more than doubled during the period 1 April 2012 to 30 September 2015. The number of households in Bed and Breakfast has also increased during this period and reflects a similar level of increase as the rise in homelessness demand.

6.3 Unfortunately, there are very few bed and breakfast providers in Bracknell Forest who are willing to accept homeless households. This means that households are often placed into bed and breakfast outside the borough. This can make it difficult for households to retain contact with their support networks, schools and health services. During 2014/15, 46 children were placed in bed and breakfast outside the borough at some time during that year.

7. Homeless Prevention

7.1 The Council works proactively to prevent homelessness by intervening early, providing high quality housing advice and offering financial assistance to secure new homes or maintain existing accommodation.

| | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 (Sept 2015) |
|---|---------|---------|---------|---------|---------------------------|
| Mediation/conciliation | 19 | 6 | 4 | 5 | 0 |
| Debt advice | 1 | 1 | 0 | 4 | 2 |
| Resolving housing benefit problems | 8 | 5 | 9 | 15 | 11 |
| Resolving rent/service charge arrears | 3 | 3 | 3 | 3 | 0 |
| Resolving rent/service charge arrears | 1 | 2 | 7 | 9 | 4 |
| Negotiate/advocate to remain in private rented property | 12 | 18 | 9 | 7 | 10 |
| Other assistance to remain in property* | 0 | 0 | 1 | 3 | 0 |
| Financial payments from Homeless prevention Fund | 7 | 3 | 5 | 5 | 0 |
| Mortgage arrears intervention/Mortgage Rescue | 1 | 5 | 1 | 2 | 0 |
| Sanctuary scheme measures for domestic violence | 5 | 2 | 0 | 5 | 3 |
| Other measures to assist household to remain in their home. | | | | | |

* This additional assistance could be Discretionary Housing Payments.

- 7.2 The Council also provides financial assistance by way of rent deposit and rent in advance loans to help households secure accommodation in the private rented sector.

| | No. Deposit/Rent in advance loans |
|----------------|-----------------------------------|
| 2011/12 | 125 |
| 2012/13 | 93 |
| 2013/14 | 95 |
| 2014/15 | 58 |
| 2015/16 (Sept) | 30 |

- 7.3 Unfortunately, the number of households that are assisted into the private rented sector has fallen over the last four years, mainly because of market rent levels which are significantly above the local housing allowance and make the private rented sector unaffordable for many households. Current market rents compared to Local housing allowances is shown below:

| | Average Monthly Market Rents | Monthly Local Housing Allowance |
|------|------------------------------|---------------------------------|
| 1Bed | £ 922.00 | £663.09 |

| | | |
|--------------|-----------|---------|
| 2 Bed | £1,230.00 | £816.10 |
| 3 Bed | £1,420.00 | £961.09 |

7.4 In situations where the rent for a property is above the Local Housing Allowance level, a household is only eligible for housing benefit up to Local Housing Allowance. This means that they would need to pay the difference between the two levels from their own resources and this would clearly be a challenge for people on low incomes. In the case of a two bedroom property, this could be up to £19.38 per week, or £66.00 per week for a three bedroom property. The Council steps in to meet the difference for homeless households if they want to take a private rented property as temporary accommodation. The Council has a discretionary housing payment policy to offer additional housing benefit payments for households who face financial hardship. The maximum discretionary housing payment that can be made is the maximum relevant local housing allowance.

8. Single Homelessness and Rough Sleeping

8.1 Local Authorities are required to monitor the number of people sleeping rough in the borough and report these numbers annually to the Department of Communities and Local Government (DCLG). During the last 3 years, the number of rough sleepers reported to the CLG has increased from 1 in 2013/14 to 4 in 2014/15. This complies with the DCLG definition of rough sleeping but it is difficult to obtain accurate numbers of those rough sleeping.

8.2 The definition of rough sleeping is:

“People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations, or “bashes”).”

8.3 While the number of people meeting this definition is small, there is a much larger number of mainly single people who sofa surf, moving frequently between members of their family or friends, and may occasionally sleep rough or in their cars.

8.4 Substance mis-use increases the risk of homelessness. The Council and its partners work to help people avoid substance mis use. The Drug and Alcohol Team found that in 2013/14 of the total non-opiate users in treatment 62% had a housing / homelessness problem but this reduced to 59% when treatment was completed. In 2011/14/15 of those non-opiate users in treatment 72% presented with a housing problem and this reduced to 71% when treatment was completed.

9. Review of previous Homelessness strategy

9.1 The Council’s previous Homelessness strategy ran from 2003 to 2008. It contained four strategic objectives:-

Complying with new statutory requirements and meeting targets aimed to meet the new statutory requirements at that time and is not relevant to this strategy.

9.2 Preventing homelessness intended to decentralise the housing advice service and make it more accessible. In particular work was to take place with probation services to address the needs of vulnerable people leaving custody on a multi-agency basis. A

rent deposit scheme was established and this scheme has been developed since the strategy was included to also provide loans for deposits. The strategy promoted better liaison with housing benefit service. Since the strategy the welfare and housing service has been integrated to take this proposal one step further.

- 9.3 Securing sufficient accommodation. In particular this led to the development of specialist provision for homeless young people at rainforest walk and re-provision of the specialist scheme for young mothers and babies. It also promoted the establishment of a leasing scheme of private sector property to offer as temporary accommodation for homeless families. Since the strategy the Council's temporary to permanent scheme has led to the Council purchasing properties funded by the stock transfer receipt. The Council benefits from the income and equity growth of the temporary to permanent programme. Nevertheless, the leasing scheme has ben expanded.
- 9.4 Partnership working led to the procurement of specialist advice services such as support for single homeless people funded by the supporting people programme. Since the end of the strategy that service has ben integrated into the Council's welfare and housing service as that was more cost effective.

10. Good quality housing advice and prevention services

10.1 Where we are now

At present advice and support for homeless people is provided by a number of agencies in Bracknell Forest. The Council provides housing advice, housing options and homeless prevention services. This service is for customers of all ages, families and single people. The Council provides advice on maximising income and financial planning. The services range from advice to direct financial help in the form of loans for such things as rent in advance and deposit. In addition the Council provides grants from the social fund to address health and safety issues or to help set up home or help meet housing costs where there is financial hardship through the award of discretionary housing payments. In 2014 only 40% of the respondents to the Council resident satisfaction survey said they were satisfied with the quality of the housing advice provided by the Council.

- 10.2 The Council's family intervention team (FIT) works with the whole family or may be working with a number of individuals within a family. Fit provide financial planning, refer to CAP, negotiate repayment plans with LL, applications for DHP and make referrals to agencies for specialist advice.
- 10.3 The Council's Environmental Health Service provides advice to landlords on repair issues and licences housing in multiple occupation.
- 10.4 The Care Leavers Team in the Council's Children Young People and Learning Department provide support to care leavers to help them set up a home and keep the home they have.
- 10.5 LookAhead Housing Association is part funded by the Council to provide accommodation and support services for young homeless people and floating support to households who are potentially homeless. Lookahead provides a total of 55 supported housing homes for young single homeless people at Rainforest Walk and Holly House. The focus of work is to provide realistic information about housing options, helping customers to plan their future, encourage employment, and establish the skills for independent living.

- 10.6 Berkshire Women's Aid (BWA) is part funded by the Council to provide refuge for women fleeing domestic violence as well as support services. BWA provides housing advice including helping people into private rented sector, financial planning , opening bank accounts, sanctuary schemes and provides 11 places in temporary accommodation in non self contained refuge.
- 10.7 There is a LIFE project that provides support for single mothers. This provides advice as part of the accommodation offer as well as through the provision of floating support.
- 10.8 The Citizens Advice Bureaux is part funded by the Council to provide advice to customers on housing issues. They provide specialist advice services on welfare benefits and landlord and tenant issues and debt management.
- 10.9 Shelter has an office in Slough and provides specialist housing and homelessness advice.
- 10.10 A number of registered providers operating in Bracknell Forest provide tenancy sustainment officers who work with customers who are under threat of eviction. BFH inform the Council where eviction is proposed to see if the Council can step in to help avoid homelessness.
- 10.11 The Kerith Centre and in particular Christians against Poverty provide advice, financial planning and the food bank and advice on debt management.
- 10.12 Pilgrim Hearts provide a drop in centre and an arts workshop. Their service is used by a number of the most disenfranchised (people with housing related debt, historical evictions for Anti-Social Behaviour, on-going alcohol and substance misuse issues).
- 10.13 There is limited measure of the quality of advice services provided by agencies.
- 10.14 Where we want to be

Advice provided by any agency in Bracknell Forest should aim to encourage and support independence. Advice services should create a customer contact sheet for customers to take away following face to face contact, summarising the advice and information that was given and action points that were agreed with the customer.

Regular customer satisfaction surveys should take place across agencies.

Advice services should be reviewed against the Department of Communities and Local Government (DCLG) Gold standard for homelessness services.

- 10.15 How we will know we have achieved our objectives
- All homeless and potentially homeless households will have a personal record of the advice they have received and actions they have been advised to take;
 - There will be an increase the customer satisfaction with advice they receive to help them avoid homelessness and in particular a 25% increase in the customer satisfaction in the Council's advice service;

- There will be action plan developing services against the DCLG gold standard.

11. **Working in partnership to avoid duplication and maximise expertise**

11.1 There are a range of services and agencies that are available in Bracknell Forest to help homeless and potentially homeless households. Obviously, it is everyone's interests to make sure those services and agencies complement each other and that homeless and potential homeless people are able to take advantage of the help that is on offer.

11.2 Where we want to be

A matrix for all agencies providing services to homeless or potentially homeless customers should be developed to say who does what and when. This should be held on a website, via posters in agency offices and regularly updated. To be included in the matrix an agency would have to agree to abide by basic rules such as always gaining consent of customer to act on their behalf, applying confidentiality, equal opportunities policy. This could lead to common forms of consent to be developed so that customers need only tell their story once. It was agreed that agencies should recognise who is best placed to provide services and avoid duplication so that resources can be best targeted and effectively used.

The matrix should be developed into a chart for customers so they are informed on where they should go to get advice and help. A common financial assessment model would be helpful for customers and agencies working with them.

Consistent advice should be provided by all agencies that are included in the matrix. This should include;

- Housing related debt can lead to you losing your home and stop you from getting another home unless you can show you are repaying your debt;
- Saving to help meet housing costs is essential and good financial management improves chances of avoiding homelessness;
- Customers must ask help for advice and help as soon as possible and agree to act upon advice – it is their responsibility to solve problems;
- Agencies should promote the use of credit Unions and where possible help customers with the set up costs for accounts as longer term it will save organisations and customers.

A signposting protocol should be developed which organisations should agree to operate. This will include guidance on making signposting effective and the necessity of casework to support customers.

There should be a mechanism for agencies to work together to meet the needs of the most challenging homeless customers in a coordinated conference approach.

11.3 How we will know we have achieved our objectives

- Agencies working in Bracknell Forest will have signed up to an agreed approach to working with homeless and potentially homeless customers;

- Agencies in Bracknell Forest will agree the consistent messages to be provided to homeless and potentially homeless households;
- Agencies will work from one common financial assessment for homeless or potentially homeless people;
- Agencies will operate an effective signposting service for homeless or potentially homeless people;
- There will be regular case conferences in place to help the most challenging homeless households.

12. **Meeting the need for emergency accommodation**

The Council has a duty to provide interim accommodation for households who present as homeless and the Council has reason to believe the household may be homeless, eligible for assistance and has a priority need. When homeless duty has been accepted, the household must be accommodated until permanent accommodation can be secured.

12.1 Where we are now

If a household presents as homeless on the day, or at short notice, the only resource that is immediately available is bed and breakfast accommodation. Households are often placed into bed and breakfast outside the borough because the supply in the borough is very limited.

For women fleeing domestic abuse, Berkshire Women's Aid provides emergency accommodation in Women's Refuges. Women are often accommodated in refuges outside the borough to ensure their safety.

Children Services have a duty to accommodate homeless 16 and 17 year olds, and un-accompanied minors.

The Council owns 6 units of shared accommodation in the borough and this is used as short stay accommodation in cases where the council has notice and can plan ahead to manage a vacancy in time for the household's homelessness.

There is no emergency accommodation in the borough for non priority single homeless people. The Council has a duty to provide accommodation during periods of particularly cold weather, Severe Weather Emergency Provision duties, and will make placements into bed and breakfast on these occasions until the weather improves.

12.2 Where we want to be

The need for emergency accommodation should have reduced due to increased homeless prevention activity.

Emergency accommodation should be provided in Bracknell Forest wherever possible so as to enable homeless households to benefit from maintaining family and friend networks and employment

The length of time homeless people spend in emergency accommodation should have reduced by the Council procuring more temporary accommodation or helping a household move into the private rented sector as a discharge of the Council's homeless duty.

Voluntary agencies with the support of the Council will have developed opportunities for meeting the gap in provision for single homeless non-priority people, particularly during the coldest winter months.

12.3 How we will know we have achieved our objectives

- Over 75% of all emergency accommodation provided for homeless households will be provided in Bracknell Forest;
- There will be a 50% increase in the amount of temporary accommodation available for homeless households;
- There will be a coordinated provision of emergency accommodation for single non-priority homeless people that operates during periods of severe weather.

13. Maximising access to housing

If households are to be able to avoid becoming homeless they must do all they can to improve their prospects of being successful in securing a home.

13.1 Where we are now

There are a range of services available to customers to improve their financial prospects to secure a home. United savings and loans credit union provide a range of financial products as does the Berkshire Credit Union. In Bracknell Forest the Citizens advice bureaux and the Christians Against Poverty (CAP) help customers with debt.

Regardless of whether a customer wants to rent a home or buy a home they need a deposit and for renting rent in advance. Landlords often require guarantors when letting their properties and usually this is a guarantor who can demonstrate that they are earning at least 30 x the monthly rent of the property.

The private rented sector property market operates effectively. However, there is evidence that landlords with a small number of properties that they manage themselves could benefit from help in advertising and sourcing tenants. Moreover, lodging and house sharing arrangements are not widely marketed.

Low cost home ownership is often cheaper for customers than private renting and incomes of £ 26,000 as year will be sufficient to allow a purchase as long as the customer has at least a 5% deposit of the purchase price.

Some potentially homeless households have additional needs that mean accessing housing is more difficult. In particular ex-offenders who have a history of substance mis-use often find it hard to secure a home without additional help and support.

The Council has set up an accreditation scheme for landlords but there is limited take up from landlords in the Borough.

13.2 Where we want to be

Customers housing options need to be explained to people as early as possible so that they have time to prepare themselves to be able to secure a home. This means explaining to young people in terms and media that they respond to the options available and what they will be required to do to take advantage of the options. This could include information provided in schools, youth services, via websites such as the Expressions website and also via video on YouTube. For customers who have experience of homelessness before securing a home extra support needs to be provided to the children of the families so that they understand and can take action to avoid the same path as their parents.

Customers need to maximise their financial capability and show a strong financial history to secure a home. Credit history is critical and customers should be encouraged by all agencies working with them to undertake a financial assessment and address any adverse credit issues or debts they have. The financial assessment should be transferrable between agencies and should not need to be done more than once. Customers need to be encouraged to set up savings accounts to cover the cost of rent in advance and deposit payments. The deposit for low cost home ownership is higher and if customers are aiming for that options they should be encouraged to save higher amounts. Customers should be advised of the need to secure a guarantor. The Council and its partners will investigate if there are ways in guarantees can be provided to enable customers to secure a home.

The Council will help customers apply for housing benefit to be paid to landlords direct where the safeguarding policy applies. The Council will support customers to make application for alternative payment arrangements if they are in receipt of Universal credit. The Council will promote the support it provides to landlords who are prepared to rent dwellings to people who are need the help of state benefits to pay their rent.

The Council will investigate with partner organisations ways in which private rented sector properties and room sharing and lodging opportunities can be advertised on line. This will give the opportunity to provide advice and information to customers in one place as well as including relevant information and advice to help customers. This will provide access to accommodation for homeless people that the Council does not owe a duty to provide housing.

The landlord accreditation scheme will be promoted and developed so that tenants who can demonstrate they meet agreed criteria could be accredited. Tenants who can demonstrate accreditation will improve their prospects for securing a home if they have to move.

13.3 How we will know we have achieved our objectives

- A coordinated package of information in a variety of media will be available for young people to advise them of housing options will be in place.
- There will be over 50% increase in the number of households who have set up a Homesaver Account with a Credit Union or can demonstrate savings to help them secure a home.

- There will be a website which coordinates private rented sector properties and room sharing opportunities with affordable housing opportunities also provides advice and information for homeless and potentially homeless households.
- A private lodging scheme will be promoted to facilitate housing options but also to address the issues of social isolation.
- Landlords and letting agents who let to people who need state benefits to help pay their housing costs will be promoted.
- There will be tenants who have received accreditation for the way in which they have maintained their tenancy.

14. Integrating the Homeless Strategy with the Housing Strategy

14.1 The Homeless Strategy will integrate with and inform the development of the Council's Housing Strategy. In particular the housing strategy should respond to the key issues of:

- Making best use of existing housing stock by encouraging use of under occupied housing;
- Maximizing affordable housing provision;
- Ensuring wherever possible new or redeveloped housing meets the housing needs of the community.

Homeless Strategy Action Plan

| Priority | Objective | Actions | Target completion date | Lead organisation / person |
|---|---|--|--|----------------------------|
| | Assess homeless demand | Undertake annual Rough Sleepers estimate | Oct/Nov annually | BFC / Clare Dorning |
| | Establish homeless forum | To formally constitute Homeless Forum with agreed terms of reference | 31/3/2016 | BFC / Simon Hendey |
| Good quality housing advice and prevention services | Homeless and potentially homeless households to have a personal record of advice and actions agreed | To agree minimum advice and actions recording across agencies for homeless and potentially homeless households | 31/05/2016 | |
| | | To pilot advice and action recording and revise | 30/06/2016 | |
| | Improve customer satisfaction with quality of advice services | To agree Customer Satisfaction Survey | 31/03/2016 | |
| | | To baseline Customer Satisfaction Survey | 31/07/2016 | |
| | | To undertake annual Customer Satisfaction Survey | 31/07/2017 31/07/2018 31/07/2019 31/07/2020 | |
| | | To develop annual Customer Satisfaction Survey Action Plan | 30/09/2016 30/09/2017 30/09/2018 30/09/2019 30/09/2020 | |
| | Review of services against DCLG Gold standard of homeless services | To complete a review of services for homeless and potentially homeless people against DCLG gold standard | 30/11/2016 | |
| | | To agree action plan to achieve gold standard | 31/01/2017 | |

| Priority | Objective | Actions | Target completion date | Lead organisation / person |
|--|---|--|------------------------|----------------------------|
| Working in partnership to avoid duplication and maximise expertise | An agreed approach to working with homeless and potentially homeless households will be established | Homeless Forum to agree minimum standards an agency should employ to be recommended to work with homeless or potentially homeless households | 01/09/2016 | |
| | | A website for use by all agencies to say who does what and when to be established | 01/01/2017 | |
| | | A website for homeless and potentially homeless customers to be established | 01/03/2017 | |
| | Consistent messages to be given to homeless and potentially homeless households | Homeless Forum to agree the consistent message that will be given to homeless and potentially homeless customers | 31/03/2016 | |
| | | Promotion and publicity campaign to be developed to promote messages | 01/09/2016 | |
| | Common financial assessment to be used across agencies | A common financial assessment for customers to be developed and implemented | 01/07/2017 | |
| | | All agencies to promote Home Saver accounts or equivalent and targets set for take up | 01/09/2016 | |
| | | Agencies external to the Council to recommend social fund and homeless prevention funding | 01/12/2016 | |
| | Signposting protocol to be established | A casework protocol and recording system to be set up | 01/09/2016 | |
| | | Signposting protocol to be piloted | 01/10/2016 | |
| | | Go live of coordinated signposting between agencies | 1/12/2016 | |

| Priority | Objective | Actions | Target completion date | Lead organisation / person |
|--|---|--|------------------------|----------------------------|
| | Case conference system for most challenging homeless households to be set up | Criteria for those households that can be referred for case conference to be agreed | 31/03/2016 | |
| | | Case conference participants agreed for conferences for young people and other homeless or potentially homeless households and operation of conferences agreed | 30/05/2016 | |
| | | Case conference s begin | 01/07/2016 | |
| Meeting the need for emergency accommodation | Over 75% of all emergency accommodation to be provided in the borough | Council to review business case for procuring emergency accommodation in the Borough and procure where viable | 31/03/2020 | |
| | Over 50% increase in the amount of temporary accommodation | Downshire Homes to procure temporary accommodation for homeless households | 31/03/2017 | |
| | | Make a bid for Public Health England funding for accommodation for ex-offenders who misuse substances | 04/12/2015 | |
| | Provision of emergency accommodation in severe weather by voluntary organisations | Voluntary organisations to identify accommodation that can be used for emergency night shelter accommodation during severe weather | 30/11/2015 | |
| | | Council to agree funding for emergency accommodation in severe weather | 30/11/2015 | |
| Maximising access to housing | Coordinated package of information in a variety of media for young people | Production of information on housing options information for young people to be made available to youth service and schools | 30/11/2016 | |
| | | Production of YouTube videos to support information | 01/01/2017 | |
| | Increased take up of Home saver accounts | Stream lined process for setting up Home savers accounts set up with United Loans and Savings | 01/01/2016 | |

| Priority | Objective | Actions | Target completion date | Lead organisation / person |
|----------|--|---|------------------------|----------------------------|
| | | Council to include setting up home saver or equivalent account as part of joining BFC MyChoice | 31/03/2016 | |
| | | Council to include setting up home saver or equivalent account as part of registering for low cost home ownership | 31/03/2016 | |
| | | Financial assessment should include encouragement of customers to set up home saver account | 01/01/2016 | |
| | Establish website to advertise private rented sector properties and provide information to homeless households | Bid for Berkshire Community Foundation funding to develop website for information on homelessness | 30/11/2015 | |
| | | Set up website of coordinate with existing BFC MyChoice | 31/03/2016 | |
| | | Agree if there is a to be charging structure for adverts | 31/03/2016 | |
| | | Go live with website | 01/05/2016 | |
| | Tenants accreditation scheme | Re-launch the Landlord Accreditation Scheme | 30/06/2016 | |
| | | Develop Tenant Accreditation Scheme | 01/02/2017 | |
| | | Invite tenants to be accredited | 01/03/2017 | |
| | | First tenants to be accredited | 01/09/2017 | |

Initial Equalities Screening Record Form

| | | | |
|---|---|---|---|
| Date of Screening: 11/11/2015 | Directorate: ASCH&H | | Section: Housing |
| 1. Activity to be assessed Homelessness Strategy | Please give full details of the activity The Homelessness Act 2002 places a statutory obligation on all local authorities to undertake a review of homelessness in their area, and based on the findings of this review, to develop a strategy to tackle homelessness. This Homeless Strategy has been developed by the Council in partnership with voluntary organisations that provide services to homeless and potentially homeless people as well as registered providers of affordable housing. The Strategy sets out priorities for meeting the housing needs of households who are homeless or threatened with homelessness in the borough, and an action plan to deliver these priorities. | | |
| 2. What is the activity? | x Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change | | |
| 3. Is it a new or existing activity? | x New <input type="checkbox"/> Existing | | |
| 4. Officer responsible for the screening | Clare Dorning | | |
| 5. Who are the members of the screening team? | Clare Dorning – Head of Housing Strategy and Needs Simon Hendey – Chief Officer:Housing | | |
| 6. What is the purpose of the activity? | The Strategy sets out priorities for meeting the housing needs of homeless households in the borough, and an action plan to deliver these priorities. | | |
| 7. Who is the activity designed to benefit/target? | Homeless households in Bracknell Forest | | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. | What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality |

| | | | | | | | | | |
|---|---|---|--|---|-----------------|----------------|------------|--------------|------------|
| | | | | monitoring data | | | | | |
| 8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia. | Y | N | We have no evidence to suggest that there is a differential impact upon people with a disability at this point in time. People with a disability are likely to fall within a priority need group within the Homelessness Legislation. | During 2014/15, 17% of homeless applicants had a disability of some kind. | | | | | |
| 9. Racial equality | Y | N | We have no evidence to suggest that there is a differential impact upon people from a particular racial group at this point in time. | During 2014/15, 10% of homeless applicants were from minority ethnic groups | | | | | |
| 10. Gender equality | Y | N | We have no evidence to suggest that there is a differential impact upon people from a particular gender at this point in time. | During 2014/15, 70% of homeless application were from women | | | | | |
| 11. Sexual orientation equality | Y | N | We have no evidence to suggest that there is a differential impact upon people with a particular sexual orientation at this point in time. | During 2014/15, 1% of homeless applicants reported they were lesbian, 5% reported they were bisexual, 2% reported their sexuality as “other”. | | | | | |
| 12. Gender re-assignment | Y | N | We have no evidence to suggest that there is a differential impact upon people who have undergone gender re-assignment at this point in time. | We do not have screening data available on the group | | | | | |
| 13. Age equality | Y | N | We have no evidence to suggest that there is a differential impact upon people with a disability at this point in time. People under the age of 18 yrs and over 60 yrs disability are more likely to fall within a priority need group within the Homelessness Legislation. | During 2014/15, 4% of homeless applicants were over 60 yrs. | | | | | |
| 14. Religion and belief equality | Y | N | We have no evidence to suggest that there is a differential impact upon people on the basis of their religion at this point in time. | During 2014/15, homeless applicants reported the following religions; <table border="1"> <tr> <td>Christian – 39%</td> </tr> <tr> <td>Buddhist - <1%</td> </tr> <tr> <td>Hindu - 1%</td> </tr> <tr> <td>Jewish - <1%</td> </tr> <tr> <td>Sikh - <1%</td> </tr> </table> | Christian – 39% | Buddhist - <1% | Hindu - 1% | Jewish - <1% | Sikh - <1% |
| Christian – 39% | | | | | | | | | |
| Buddhist - <1% | | | | | | | | | |
| Hindu - 1% | | | | | | | | | |
| Jewish - <1% | | | | | | | | | |
| Sikh - <1% | | | | | | | | | |

| | | | | | | | |
|--|--|---|---|---|-------------|------------|------------|
| | | | | <table border="1"> <tr> <td>Muslim – 5%</td> </tr> <tr> <td>None – 49%</td> </tr> <tr> <td>Other – 5%</td> </tr> </table> | Muslim – 5% | None – 49% | Other – 5% |
| Muslim – 5% | | | | | | | |
| None – 49% | | | | | | | |
| Other – 5% | | | | | | | |
| 15. Pregnancy and maternity equality | Y | N | <p>We have no evidence to suggest that there is a differential impact upon people on the basis of pregnancy at this point in time.</p> <p>Pregnant women fall within a priority need group under the homelessness strategy.</p> | During 2014/15, 5% of homeless applicants were pregnant women | | | |
| 16. Marriage and civil partnership equality | Y | N | We have no evidence to suggest that there is a differential impact upon people on the basis of their household status at this point in time. | We do not have screening data available on the partnership status of homeless applicants. | | | |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations. | The primary focus of the Council's homelessness prevention services is to maximise income and independence for all households who come to us for advice or assistance. This is particularly important for those on lower incomes and coming out of institutions. The Homeless Strategy priorities will benefit these groups. | | | | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | Please explain | | | | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | <p>The Council accepts a statutory duty to house an estimated 220 households each year, and prevents a further 60 households from becoming homeless each year.</p> <p>Financial assistance is provided to an estimated 60 households each year to secure accommodation in the private rented sector.</p> | | | | | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | Y | N | The Homeless Strategy proposes actions which will enable the Council to meet its statutory duties under the homelessness legislation. | | | | |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | Work has taken place with agencies over the last twelve months to develop the draft homelessness strategy and action plan. Wider consultation is proposed and comments received during the consultation will be reflected in the final strategy. | | | | | | |

| | | | | |
|--|----------------------|---------------------------|-----------------------------------|--|
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | Y | N | | |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | | |
| Action | Timescale | Person Responsible | Milestone/Success Criteria | |
| Consultation on the Homelessness Strategy | January – March 2016 | Clare Dorning | | |
| | | | | |
| | | | | |
| 24. Which service, business or work plan will these actions be included in? | ASCH&H Service Plan | | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | | | | |
| 26. Chief Officers signature. | Signature: | | Date: | |

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

TO: THE EXECUTIVE
15 DECEMBER 2015

LOCAL COUNCIL TAX REDUCTION (BENEFIT) SCHEME (LCTRS)
Director of Adult Social Care, Health and Housing
and Borough Treasurer

1 PURPOSE OF REPORT

- 1.1. The purpose of this report is to seek Executive consideration to changing elements of the Councils local Council Tax Reductions Scheme and to refer their decision to full Council for adoption.

2 RECOMMENDATIONS

- 2.1 That the Executive agree to make the following changes to the Council's Local Council Tax Benefit Scheme:
- 2.1.1 That all working age households will pay at least 20% of their Council Tax liability, the maximum discount will be 80% of Council Tax liability.
- 2.1.2 That for working age household's child maintenance payments are taken into account when assessing income to calculate the Local Council Tax reduction.
- 2.1.3 That when calculating income for working age self employed people it will be assumed that after 12 months the self employed person is earning national living wage.
- 2.1.4 That all the income disregards for working people will be increased by £5 a week.
- 2.1.5 That the hardship fund is increased to £20,000 and the criteria for support is amended to include those who had received a reduction in the previous twelve months and face financial hardship due to the proposed changes.
- 2.1.6 As a consequence of the above recommendations the Local Council Tax Benefit Summary Scheme at Appendix A is agreed.
- 2.1.7 The detailed scheme operation is to be delegated to the Director of Adult Social Care, Health and Housing to finalise.
- 2.1.8 The Local Council Tax Benefit Scheme is referred to Council on the 20th January for adoption.
- 2.1.9 That the Local Council Tax Benefit Scheme will be reviewed on an annual basis.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations in this report support the Council's 2015 – 2019 plan and specifically the objective to achieve value for money. The objective is measured by the Council charging appropriately for services and seeking opportunities to generate additional income.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1. The Council could continue with the existing Local Council Tax Reduction Scheme. However, there are a number of reasons why continuing with the existing scheme has been discounted. Firstly, there are anomalies in the existing scheme in terms of income calculations. As explained below it is considered unfair that household receiving child maintenance has that income ignored when calculating the Council Tax discount. Secondly, there is evidence that some households may be under stating their earned income when self employed. Nevertheless, the Council wishes to incentivise work and to that end it is offering additional disregard of earned income. Lastly, in the context of the Council's reduced spending capacity over the next four years it is necessary to require customers of the scheme to pay more towards their council tax thus reducing the cost of the scheme.
- 4.2. As part of the consultation process respondents were asked whether they thought the Council should balance the amount spent on the Local Council Tax benefit compared to what it spends on other services. The responses found that 41% agreed that there should be a balance between the amount spent on the Local Council tax reduction scheme and what the Council spends on other services. The Supreme Court decision October 2014 concerning Haringey Borough Council found that they failed to recognise the other options available to the Council in funding their council tax reduction scheme other than introducing changes that reduced the support that the scheme provided. Although, some of the recommended changes to the scheme in this report will reduce household's council tax reduction some aim at addressing existing anomalies in the scheme.

5 SUPPORTING INFORMATION

- 5.1 The following table sets out the estimated spend on the Council Tax reductions scheme in 2015/16. On average 55% of the reductions are for working age households and 45% for pensioner households.

| | | |
|-----------------------------|--|--------------|
| | | £'000 |
| CTB Forecast 2015/16 | | 4,430 |
| | | |
| Bracknell Forest Council | | 3,451 |
| Precepting Authorities | | 979 |

- 5.2 The current Local Council Tax Reduction Scheme operates based on the following main elements:
- Out of work working age households have their Council Tax liability reduced to 8.5%;
 - Working households income above the relevant applicable amount(basic needs allowance) is reduced at 21%;
 - Backdating of claims is limited to 3 months.
- 5.3 The proposed changes to the scheme have been subject to 12 weeks consultation following the Executive decision on the 21st July. Consultation responses are discussed later in the report. The exemplification of the impact of the proposed changes as discussed on the 21st July is included as Appendix B. The following proposals and estimated impact are based on modelling the Local Council Tax Reduction Scheme and caseload as of the end of October 2015. This is a snapshot of the scheme and could change in the light of household circumstances changing and any changes to national welfare provision in 2016/17 that will affect household income. In addition it is based on the current Council Tax liabilities.

Maximum 80% discount of Council Tax liability

- 5.4. It is recommended to reduce the current 91.5% discount available for out of work customers to an 80% discount for all customers of the Council Tax Reduction Scheme. That will mean that all households will pay at least 20% of their Council Tax liability and for those with earned income above their applicable amount the level of their Council Tax that they pay will be still higher. Based on current scheme expenditure this will reduce the cost of the scheme by £232,412 a year (Bracknell Forest Borough Council reduction is £182,700). This proposal will lead to 21 households losing their entire current discount on their Council Tax liability.

No longer disregard child maintenance when calculating household income

- 5.5 At present households with children who receive child maintenance from a partner do not have that maintenance included in household income when calculating their Council Tax discount. This leads to households who do not have maintenance income receiving the same discount despite the fact that they enjoy less household income. This proposal will reduce expenditure on the Local Council tax reduction scheme by £46,679 (Bracknell Forest Borough Council reduction is £36,759) and will lead to 83 households losing their entire current discount on their Council Tax liability.

Assessing self employed income at national living wage levels

- 5.6 A number of customers for the LCTBS are self employed yet their income is stated as being below the national living wage for the hours they work. Whilst this may be understandable when someone starts work on a self employed basis over time it is only to be expected that they would want to receive at least the national minimum wage for their work or otherwise they would seek alternative employment. Thus it is recommended that those customers of the scheme who have been self employed for a period of twelve months will be regarded as having income of the minimum wage for 35 hours a week. That will reduce the costs of the scheme in gross terms by £33,367 and the Bracknell

Unrestricted

Forest Council reduction would be £26,276. This proposal will lead to 25 households losing their entire current discount on their Council Tax liability.

Increasing earned income disregards

- 5.7 The current LCTBS disregards an amount of household income for working age working households before calculating income in comparison to their applicable amount. So as to incentivise work it is recommended that the disregards are increased as in the following table,

| Household type | Current disregard £'s per week | Proposed disregard £'s per week |
|-----------------------|-----------------------------------|------------------------------------|
| Single working person | 5 | 10 |
| Working couple | 10 | 15 |
| Lone parent | 25 | 30 |
| Disabled person | 20 | 25 |

This proposal would have a gross cost to the scheme of £33,259 a year and a cost of £26,191 to Bracknell Forest Council. In effect all working households will get to keep another £5 a week of their income.

- 5.8. A copy of the revised scheme based on these proposals is lodged in the Group rooms and can be made available upon request.

- 5.9 The following table summaries the proposals:

| Proposed change | Gross reduction in scheme expenditure £'s | Bracknell Forest Council reduction in scheme expenditure £'s | Number of households who lose all current council tax discount |
|--|--|---|--|
| All households to pay 20% of Council tax liability | 232,412 | 182,700 | 21 |
| Child maintenance no longer disregarded | 46,679 | 36,759 | 83 |
| Self employed income assumed at national living wage | 33,367 | 26,276 | 25 |
| Earned income disregards increased | -33,259 | -26,191 | |
| Total | £ 279,199 | £ 219,544 | 129 |

- 5.10 The Council is required to consider a transition scheme when implementing changes to the Local Council Tax Reduction Scheme to help households who are adversely affected by the changes. The Council currently has a £10,000 hardship fund to provide one off help for households who face financial hardship due to a change in their circumstances which means it will be difficult for them to pay their Council Tax liability. As can be seen above, a number of households will lose their current discount due to the proposed changes. Therefore, it is recommended that the hardship policy is amended to say that

financial support can be provided to those households who have received a discount in the previous twelve months but no longer receive a discount but face financial hardship. Subject to agreeing to change the approach of the policy it is recommended that the budget for the hardship fund is increased to £20,000. Availability of this support will be promoted to households as part of the financial assessment process so as to mitigate financial hardship caused by the proposed changes.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor has given advice to officers on the requirement for consultation in relation to the establishment of a local scheme. A scheme under the Act must also comply with the requirements of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

Borough Treasurer

- 6.2. The proposed changes to the Council's Local Council Tax Benefit Scheme would reduce the cost of the scheme by £0.302m based on the financial information currently available. The potential impact of the changes on the collection rate and bad debt provision can be reflected in the allowance made for losses which forms part of the Council Tax Base calculation.

To help support families adversely affected by the changes, it is proposed that the Hardship Fund is increased by £10,000 to £20,000. This increase is not currently included in the 2016/17 revenue budget proposal included elsewhere on the agenda. The increase will need to be included as a budget pressure if the change is supported.

The proposed changes would also lead to a reduction in the cost of the scheme for Parishes, thereby increasing the precept payments made to them. This would in turn enable the Council to reduce the additional support it provides to Parishes by way of a grant. The exact impact can be quantified and built into the budget proposals once the Council Tax Base is set.

Chief Officer: Customer Services

- 6.3. Prior to the introduction of the 8.5% reduction in Council Tax support in 2013/14, the number of Council Tax accounts in arrears was 4,444 as at 31 March 2012. At the end of the first year of the current scheme the number of accounts in arrears increased by 34% to 5,785 accounts. A reduction in the support available through the LCTBS will undoubtedly increase the number of accounts in arrears even further.

The debts outstanding in respect of council tax support cases are currently an average of £90.00 per account and this means that arrears can often be recovered within one year, in many cases this is achieved by securing attachment to benefit orders. However, if these cases are to be expected to contribute 20%, the average debt would increase to £207.00. If certain customers continue not to engage or pay, the benefit deductions on the increased debt would take more than two years to clear one years worth of debt and therefore the arrears will escalate year on year.

The small decrease in the amount of support available has had a minimal impact on our overall collection rates to date; and other authorities that have also implemented an 8.5% cut have seen minimal impact in their collection. However, council's that have implemented a 20% cut in support have seen their collection rates decrease by up to 0.5% on average. In addition to this, the workload of the team would increase further given that these debts will be more complex to administer and to collect, thus meaning that additional resources may need to be redirected in order to manage this.

Equalities Impact Assessment

- 6.4 An Equality Impact Assessment is included as Appendix C.

Strategic Risk Management Issues

- 6.5. There are a number of strategic risk management issues facing the Council.

The scheme includes a provision for bad debts as they may increase due to it being uneconomic to chase small Council Tax arrears. This risk will be mitigated by the redesign of the benefit and housing service so that claims are set up as soon as possible and customers have a dedicated caseworker to provide financial management advice as well as advice on how household income can be maximised.

The implementation of the Local Council Tax Reduction Scheme is dependent upon information on existing Council Tax reduction scheme customers being available to calculate new benefit based on the principles of the local scheme as well as the IT capability to undertake the calculations. The recommended scheme relies upon existing information and it is not necessary to seek new information from customers. The Council's IT supplier will amend the current system and system testing is currently taking place. Although the recommended scheme can operate through the IT system it will require substantial manual changes in the system to calculate the new Council Tax liability.

Any national welfare changes that are implemented in 2016/17 that reduce household income create a risk for the Council that the scheme expenditure will increase.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Parish Councils and major precept authorities Berkshire Fire and Rescue and Thames Valley Police were consulted. The Citizens Advice Bureau was consulted as well as all major affordable housing providers.
- 7.2. All working age existing Council Tax Reduction Scheme customers were directly written to advising them of the proposed changes. The proposals were available on the Council's consultation portal for twelve weeks. Social media was used to encourage the wider community as well as existing scheme customers to respond to the consultation.
- 7.3. The eight largest providers of affordable housing in the Borough were written to seeking their views.

Representations Received

7.4 Thames Valley Police responded to the proposals as follows:

“The PCC believes that the local council is best placed to determine the most appropriate scheme for its residents and council taxpayers. As such, we will support what recommendations you decide to implement.”

7.5 Crowthorne Parish Council provided the following response,

“Crowthorne Parish Council has debated the attached correspondence and noted the recommendations put forward to the executive on the 21 July 2015.

Crowthorne Parish Council discussed these recommendations at length at the Parish Council meeting held on the 1 September 2015 and after much discussion the following comments were agreed:-

- 1. That BFC endeavours to reduce the maximum discount from 91.5% to 80% of Council Tax liability.**
- 2. That BFC considers increasing all working income disregards by 20% and not the £5.00 which is proposed.**
- 3. CPC agrees with the proposal that self-employed income is assessed at national hourly minimum rates after a twelve month period of time from start up.**
- 4. CPC agrees with the proposal that child maintenance should be taken into account when calculating household income.**
- 5. That an additional effort should be made by BFC in collection of Council Tax arrears.**
- 6. That BFC considers eliminating the Local Council Tax Reduction Scheme over a period in time, allowing only for exceptional cases to benefit from any reduction.”**

7.6 Bracknell Forest Homes provided a response to the consultation which is included at Appendix D.

7.7 The Bracknell Forest Citizens Advice Bureau provided the following comment:

“Single people, couples, families and lone parents whose only income is working age benefits are already living on an income that the government has determined is the basic minimum income they need to live on. Any further decrease in the amount of Council Tax Benefit they receive will inevitably mean a reduction in their overall income and will increase debt and poverty in the borough. This is the same for working age claimants on low income and we believe will push more people below the poverty level in Bracknell Forest area. This will be especially true for lone parents if Child Maintenance is too be taken into account when calculating income. We also believe this to be inconsistent with the Governments policy on Child Poverty. An increase in Council Tax would seem to be the better option as it would affect all households, including those on CTR, who would then pay their fare share, but not the crippling increase they will face under the proposed system.”

- 7.8 There were 102 responses via the Council's consultation portal. A full equality impact assessment is included as Appendix C. In addition copies of all the responses and comments in group rooms.

Background Papers

Contact for further information:

Simon Hendey, Chief Officer: Housing
Adult Social Care, Health & Housing
DD 01344 351688
Email: simon.hendey@bracknell-forest.gov.uk

Appendix A – Summary Scheme and proposed changes

Full Revised Scheme Lodged in Group Rooms or can be provided on request

Bracknell Forest Local Council Tax Reduction Scheme

The Bracknell Forest Council Tax Reduction Scheme for working age people.

The Council has decided there will be three classes of working age people who will be eligible for help towards their Council Tax bill. The level of help towards the Council Tax bill will depend upon the class that people fall within.

Class D: persons who are not pensioners whose income is equal to or less than the applicable amount¹

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who is not absent from the dwelling throughout the day*
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income (if any) for the relevant week is equal to or less than his applicable amount;
- (f) who has made an application, or is treated as having made an application, for a reduction under this scheme; and
- (g) who does not possess capital of more than £16,000.

Class E: persons who are not pensioners whose income is greater than the applicable amount²

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) is not absent from the dwelling throughout the day*;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income for the relevant week is greater than his applicable amount;

- (f) in respect of whom amount A exceeds amount B where:
 - (i) amount A is the maximum council tax reduction in his case; and
 - (ii) amount B is 21 per cent of the difference between his income for the relevant week and his applicable amount;
- (g) who has made an application, or is treated as having made an application, for a reduction under this scheme; and
- (h) who does not possess capital of more than £16,000.

Class G: persons who have an award of universal credit

On any day class G consists of any person who is not a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) is not absent from the dwelling throughout the day;*
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) who has made an application, or is treated as having made an application, for a reduction under this scheme, and
- (f) who is a person who receives universal credit; and
- (g) who does not possess capital of more than £16,000.

What Local Council Tax Reduction will be paid to a working age person

When an applicant falls within class D, class E and class G the amount of a person's maximum council tax reduction in respect of a day is 80 per cent.

Income greater than Living Allowance or applicable amount

If your income is greater than the defined Living Allowance the Council Tax Reduction will be reduced. The reduction is 21% of the difference between your income and Living Allowance.

Protection for certain claimants

Where the claimant or partner is in receipt of:

- War Disablement Pension;
- War Widows Pension or
- War Widows Disablement Pension.

The income from these sources will be 100% disregarded when calculating income.

Council Tax Liability

The maximum discount will be 80% of council tax liability for all working age.

Minimum reduction per week

The minimum Council Tax Reduction that can be paid is £0.50 a week. You cannot receive Local Council Tax Reduction unless you are entitled to at least that amount.

Extended payments

You or your partner or civil partner will be entitled to extended payments of up to four weeks of Local Council Tax Reduction if your Reduction stop because you have gone back to work, increased your hours or earn more money. This will only apply if you have received one of the following benefits before a change has taken place:

- Jobseekers Allowance;
- Income Support;
- Income Related Employment and Support Allowance;
- Or a combination of these benefits continuously for at least 26 weeks;
- Or Incapacity Benefit;
- Severe Disablement Allowance;
- Contributory Employment and Support Allowance.

If your Income Support, income-based Jobseeker's Allowance or income-related Employment & Support Allowance or Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance stops because of work, then extended Payments of Council Tax Support are available. The payment is an extra four weeks of support to help pay towards your Council Tax when certain other benefits stop because you are going back to work, working more hours or earning more money.

You will be entitled to an Extended Payment if you or your partner, or civil partner (and they remain a partner throughout the claim) have stopped getting one of the benefits mentioned below because one of you is expected to do one of the following for five weeks or more:

- Return to work full time;
- Work more hours;
- Earn more money;

and you have been getting one of the following benefits:

- Jobseeker's Allowance, Income Support, or income-related Employment & Support Allowance or a combination of these benefits continuously for at least 26 weeks;

or

- Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance continuously for at least 26 weeks;

But if immediately before starting your job or increasing your hours your Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance stopped and you received income – based on Jobseekers Allowance,

Income Support, or income-related Employment & Support Allowance, you will **not** qualify for an Extended Payment.

Capital

Capital will only affect your income if you are working age and have more than £6,000..

Absence from home

You will be entitled to receive Local Council Reduction if you are absent from you home for short periods but intend to return.

If you are absent from your home you can receive Local Council Tax Support for up to 52 weeks as long as:

- You intend to return home;
- While you are away your home will not be sublet; or
- You are in hospital;
- You are held in remand.

Backdate Council Tax Reduction

Your claim for Local Council Tax Reduction will start from the date you contact the Council as long as your claim is completed within one month from the first point of contact.

Your claim can be backdated if you can show continuous good cause why you did not make a claim earlier. If you are of working age your claim can be backdated for up to 3 months as long as there was continuous good cause why you were unable to make the claim during the backdate period. If you are of pension age the same criteria apply but the maximum back date is for 3 months.

People who live with you – Non dependants

People who normally share your accommodation but are not dependent on you for financial support are known as non-dependants. Others who live with you such as a family and any children you have fostered do not count as non-dependants.

Non – dependent deductions

Deductions will be made from your Local Council Reduction for non-dependents over the age of 18 who live with you. The following deductions will be made: - Non-dependant deductions uprated to equal the prescribed 2016-17 values for pensioners; legislation pending at the time of writing

| Non-dependent | Rate £ per week |
|--|------------------------|
| Student | |
| In receipt of Income Support / Job Seekers Allowance / Employment Support Allowance, universal Credit (no earned income) | |
| Not in remunerative work not on JSA / ESA/ IS | |
| In remunerative work maximum up to age 18 | |
| Up to £183 a week income | |

| | |
|--------------------------|--|
| Up to £316 a week income | |
| Up to £394 a week income | |
| More than £394 a week | |

A deduction will not be made from your Local Council Reduction:

- The non-dependants normal home is somewhere else; or
- You, or your partner, are registered blind or treated as blind; or
- You, or your partner, are receiving the care component of Disability Living Allowance or Attendance Allowance in respect of yourself or your partner; or
- The non-dependant is receiving the guarantee credit element of State Pension Credit, Income Support or income-based JSA or income-related Employment & Support Allowance; or
- The non-dependant is a prisoner; or
- The non-dependant is severely mentally impaired; or
- The non-dependant is over 18 but Child Benefit is still payable for them; or
- The non-dependant is a student nurse or apprentice or on Youth Training; or
- The non-dependant has been a patient in hospital for 54 weeks or more; or
- The non-dependant is living in a residential care or nursing home; or
- The non-dependant is a care worker; or
- The non-dependant is a resident of a hostel or night shelter for the homeless; or
- The non-dependant is a full-time student (even if they work full-time in the summer vacation).

A deduction may be delayed for 26 weeks if you or your partner are aged 65 or more and a non-dependant moves into your home, or the non-dependants' circumstances change to increase the deduction.

Income greater than Living Allowance or applicable amount

If your income is greater than the defined Living Allowance the Council Tax Benefit will be reduced. The reduction is 21% of the difference between your income and Living Allowance. This difference is taken away from the maximum Local Council Tax Benefit you could get adjusted for any non-dependants.

Living Allowances or applicable amounts

The living allowance or applicable amount represents the needs of you and your family if you have one. The larger your family the larger you're applicable amount. The applicable amount is made up of three parts:

- A personal allowance; and
- Personal allowances for children in your family; and
- Premiums.

Personal allowance

Your applicable amount always includes a personal allowance. Different amounts apply according to your age and whether you have a partner. 2015/16 rates will apply to the scheme,

Personal allowances for children

If you are looking after children (other than foster children) then you get an allowance for each child included in your applicable amount according to his or her age. This allowance is included until that child leaves school or reaches their 20th birthday.

A special rule applies if the child has left school and started work before the Child Benefit stops.

Premiums for your family

Once personal allowances and allowances for children have been worked out, premiums can be added – if they apply – to make up your applicable amount.

Your Children

A family premium will be included if you have any dependent children in your household. No matter how many children you have, you can only get one family premium.

Premiums or components for disabilities

These premiums are included in your applicable amount for people in your family with disabilities. There are three premiums and two components in this group:

Disabled child premium (for each disabled child in your household);
Disability premium (if you or your partner gets one of the benefits listed below or you have been off sick for more than 52 weeks);
Severe disability premium (if you are disabled and live in special circumstances);
Work related activity component; and
Support component.

Disabled child premium

The disabled child premium is a flat-rate premium, which may be awarded for each disabled child in your household and can be included with any other premiums. Your child is considered disabled if they are:

Registered blind;
or receiving Disability Living Allowance.

Disability Premium

Disability premium will be included in your applicable amount if you and your partner are aged less than pension credit age and:

Either of you is registered blind; or
Either of you gets one of the qualifying benefits listed below; or
Has been off sick for 52 weeks or more.

Qualifying benefits

You will get the disability premium if you or your partner gets any of the following benefits:

Disability Living Allowance; or
Personal Independence Payment; or
Working Tax Credit Disability Element; or
Constant Attendance Allowance; or
War pensioners' mobility supplement; or
Severe Disablement Allowance; or
Incapacity Benefit – long term rate.

Severe disability premium

This premium cannot be included on its own. You must first qualify for the disability premium.

If you are single or a lone parent, the severe disability premium may be included in your applicable amount if you:

Receive the care component of Disability Living Allowance at the highest or middle rate, Attendance Allowance or Constant Attendance Allowance or the daily living component of Personal Independence Payment; and
Live alone (but if others live with you, see below); and
No one receives Carer's Allowance for looking after you.

If you have a partner, you may get the severe disability premium if you both:

Receive the care component of Disability Living Allowance (DLA) at the highest or middle rate, Attendance Allowance (AA or Constant Attendance Allowance or the daily living component of Personal Independence Payment; or
Your partner is blind and you receive the care component of DLA at the highest or middle rate, AA or Constant Attendance Allowance; and
No one lives with you; and
Non one receives Carers Allowance for looking after either one or both or you.

For the purposes of severe disability premium your Council Tax Support is not affected if other people living with you are:

Children; or
Aged 16-17; or
A person who is registered blind; or
Receiving the care component of Disability Living Allowance (DLA) at the highest or middle rate, or Attendance Allowance (AA) or the daily living component of Personal Independence Payment; or
People caring for you who are employed by a charity that makes a charge for this service.

Enhanced Disability Premium

Enhanced Disability Premium is awarded where you, or a member of your family, who is aged under 60 receives the highest rate of Disabled Living Allowance (DLA) or where the claimant is in receipt of Employment & Support Allowance Support Component or the daily living component of Personal Independence Payment. This premium will remain in payment if the DLA is suspended during hospitalisation. This premium is awarded at three different rates. They are:

A rate for each dependent child / young person in your household who receives the highest rate of DLA;

A rate for a single person who receives the highest rate of DLA or the daily living component of Personal Independence Payment;
A rate for couples where at least one member of the couple receives the highest rate of DLA or the daily living component of Personal Independence Payment.

Work related activity component

This is awarded if you or your partner receives main phase Employment & support Allowance and receive a similar component within that benefit.

Support Component

This is awarded if you or your partner receives main phase Employment & Support Allowance and receive a similar component within that benefit.

Caring Premium

The Carer Premium is awarded if either you or your partner are looking after a disabled person and:

Receive Carer's Allowance; or
Made a claim for Carer's Allowance and would be entitled but for an overlapping benefit.

If both you and your partner satisfy the qualifying conditions two premiums can be awarded.

The Carer Premium continues for eight weeks after caring ceases.

Calculating Resources

Your resources are made up of your income and your capital. These are worked out as a weekly amount of income.

Income

Income is all the money that you have coming in from earnings, social security benefits, maintenance payments and other sources. Depending on the type of income, it may be completely or partially ignored in the calculation of your Council Tax Support (the disregards), or take fully into account.

Normally, your resources and those of your partner are taken together when your income and capital are worked out.

Income from employment

This explains what counts as your income from work you do, when you are employed by someone else. If you are a company director or any other officeholder in a company you are classed as an employee of that company.

Earnings from employment means any money you are paid when you work for someone else. This includes the following types of payments:

Bonuses or commission (including tips);
Money you get instead of your normal pay (for example, a liquidator may give you money when your employer stops trading and you are owed pay);

Money you get in place of notice to end your employment, or money you get to make up for losing your job;
Money you get for holidays you did not take (holiday pay) – but not holiday pay owed to you more than four weeks after you stopped work;
Money you get if you are kept on while doing no work (for example, a retainer paid to school cooks during school holidays);
Expenses you are given to cover your travel to and from work;
Expenses you are given to cover the costs of looking after someone in your family;
Any expenses you are given that are not essential for you to carry out your work;
Money you get, under the Employment Protection (Consolidation) Act 1978, when you are not given work because of bad weather, or money you get because of unfair dismissal;
Money that an industrial tribunal orders your employer to give you if the period of notice or redundancy that is required by law has not been given;
Money you get from your former employer's redundancy funds if the business goes into liquidation;
Statutory Sick Pay or Statutory Maternity Pay;
Statutory Paternity Pay and Statutory Adoption Pay;
Employer's sick pay or employer's maternity pay;
Earnings from permitted work, that is, work while you are getting an incapacity benefit which your doctor thinks would benefit your health.

Earnings from employment do not include:

Payment in kind (where no money is involved);
Expenses you are given that are essential for you to carry out work;
Any occupational pension.

Net earnings

Once your gross earnings have been worked out, the Council will take away:

Your income tax payments;
Your National Insurance (NI) contributions; and
Half of any contributions you make to an occupational or personal pension scheme (any amounts paid to a pension scheme by your employer do not count).

This gives your net earnings, which are used to work out your Council Tax Support.

Self-employed earnings – change

If you are self-employed, all the money you earn when you are not employed by someone else is known as your earnings from self-employment. You may have self-employed earnings even if you are also working for someone else, or if you are a franchise holder.

When working out your earnings the Council will want to know how much you earn when you are self-employed, and you will be asked to provide evidence, if possible, of how much you earn.

There are three stages in working out your self-employed earnings. The first is calculating the gross profit of your business. In the second stage, deductions – which are called allowable expenses – are taken away from the gross profit to give the net profit of the business. In the third stage, tax, National Insurance, and half of any pension payments are taken away from your net profit to give your net earnings.

When calculating income for working age self-employed peoples it will be assumed that after 12 months the self-employed person is earning national living wage

The Council proposes to use the national minimum wage to the hours worked in the business to set a minimum income for self-employed. If a person earns less than this then the minimum income figure will be used instead of actual earnings. The Council will assume the minimum hours for a single person to be 16 hours a week and 24 for a couple.

The proposal will only apply when the business has been running for one year and only one start-up in a five year period.

The national minimum rates are usually uprated every October

Childminders

If you are a childminder only one third of your earnings from childminding will be taken into account when your Council works out your Council Tax Support.

Earnings and earnings disregards

After working out your net earnings, any amount that is not counted in the calculation of your Council Tax Reduction is known as a disregard.

The amount of your earnings that is disregarded depends on which premium is included in your living allowance (applicable amount). There is more information on the living allowance.

When £10 is not counted

If you are single and you cannot get a greater disregard by any of the means explained below, up to £10 of your weekly earnings will not be counted (the £10 disregard).

When £15 is not counted

If you have a partner and you cannot get the £15 disregard by any of the means explained below, up to £15 of your joint weekly earning will not be counted (the £15 disregard).

When £25s not counted

£25 per week of your earnings will not be counted if your living allowance (applicable amount) includes:

A disability premium; or
The severe disability premium; or
A component with Employment & Support Allowance; or
The carer premium (where the carer is working).

If both you and your partner are carers, the total disregard cannot be more than £25. The carer premium and this earnings disregard can continue for a further eight weeks after caring ceases.

If you have a partner, your earnings are added together when your Council Tax Support is worked out.

If you cannot get the £25 disregard under the above categories, you may still be able to get it if you are:

A part-time firefighter; or
An auxiliary coastguard; or
A part-time member of a crew launching or manning a lifeboat; or
A member of the Territorial Army or the Reserve Forces.

When £30 is not counted

If you are a lone parent up to £30 of your weekly earnings will not be counted (the £30 disregard).

Additional disregard

If you work on average 30 hours a week or more you will usually be able to get an extra earnings disregard. In certain circumstances you can also qualify for the higher earnings disregard if you work 16 hours or more e.g. if you are a lone parent or disabled. This is the same amount as the 30 hour tax credit in your Working Tax Credit (WTC).

Childcare charges

In certain circumstances, average childcare charges of up to £175 (for one child) or up to £300 for two or more children per week per family can be offset against your earnings. This disregard, which is in addition to the other earnings disregards, is available to:

Lone parents who are working 16 hours or more per week;
Couples where both are working 16 hours or more per week;
Couples where one member is working 16 hours or more per week and, generally, the disability premium, or, in certain circumstances, the higher pensioner premium, is included in the applicable amount on account of the other member's incapacity or the member is in hospital or in prison.

It applies where formal childcare is provided by, for example, registered childminders or day nurseries for children until the first Monday in September following their 15th birthday (or the 16th for children who are entitled to Disability Living Allowance or who are registered blind).

In certain circumstances, help with childcare costs can be given while you are on maternity leave or paternity or adoption leave or you are sick. The Council will be able to give you more details.

In some other cases explained here, different amounts of your earnings are not counted.

If you are in receipt of the Guarantee Credit element of state Pension Credit, Income Support, income-based Jobseeker's Allowance or income related Employment & Support Allowance then any earnings you get will not be counted again in working out Council Tax Support.

Notional Earnings

If you have done some work and you seem to have been paid very little for it, then the Council will estimate what that work is worth. If you have a good reason for the pay being so low – for example, if you worked for someone who had very little money – then you should let the Council know. If necessary, the Council may check your statement of earnings by asking your employer.

Other income

Other income is all the other money you have coming in apart from earnings from employment or self –employment. It is sometimes called unearned income. In some cases none of your unearned income is counted. Sometimes part of it is counted, in other cases it is all counted.

State benefits

The following benefits are counted in full as income for local Council Tax Reduction

- Contribution-based Jobseeker's Allowance;
- Contribution-based employment & Support Allowance;
- Universal Credit (the child care costs element and housing costs element will be ignored);
- State Pension;
- Incapacity Benefit;
- Severe Disablement Allowance;
- Carer's Allowance;
- Industrial Injuries Disablement Benefit;
- Industrial Death Benefit;
- Working Tax Credit;
- Child Tax Credit (ignored if you or your partner are pension age);
- Savings Credit or Pension Credit;
- Bereavement Benefits (ignored if you or your partner are pension age).
- Child maintenance; Child maintenance payments fully taken into account including applications and awards where the applicant or any partner receives Income Support, Jobseekers Allowance (Income-based), Employment and Support Allowance (Income-related) and Universal Credit.

Unearned income that is not counted

The following types of income are not counted by the Council when it works out your Council Tax Support:

- Any income you get if you are getting the Guarantee Credit element of State Pension Credit, Income Support, income related Employment & Support Allowance (ESAIR) or income-based Jobseeker's Allowance (JSA);
- Disability Living Allowance (DLA);
- Personal Independence Payment;
- Attendance Allowance (AA) or Constant Attendance Allowance (CAA);
- Attendance allowances paid as part of a War Disablement Pension or Industrial Injuries Disablement Benefit;
- Child Benefit;
- Money you get which takes the place of DLA, AA, CAA, or Income Support;

- War pensioners' mobility supplement;
- Any money you get from the Social Fund;
- Guardian's Allowance;
- Money you get as a holder of the Victoria Cross, the George Cross, or any comparable award;
- Any grants or allowances you get from your local education authority if you have a dependent child who continues in education after school leaving age;
- Any training premium and any refunded travelling expenses or living away from home allowances when you are on a Department for Education and Employment Training Scheme training course or at an employment rehabilitation centre;
- Any money such as interest or dividends from savings or investments;
- Any expenses you get from an employer that you need to carry out your work;
- Any expenses you get from a charity so that you can carry out unpaid work;
- Any income in kind (where you are given something other than money);
- Any income you have which has been held back outside this country, as long as it remains held back, and it is not within your control;
- Any money you get for fostering a child;
- Any money you get for looking after an elderly or disabled person temporarily (community boarding or schemes);

Any money you get from local Social Services Department to help keep a child at home instead of putting them into care;

Any Council Tax Benefit / Council Tax Support you receive;

Special payments made with your War Widow's Pension if you have been designated as a pre-1973 war widow;

Any charitable or voluntary payments which are made regularly;

Payments made under the Employment Department's 'Access to Work' scheme for disabled people; or

War Disablement Pension or a War Widow's / Widower's Pension, or any similar payment from another country.

Some types of income may be counted as capital.

Unearned income that is counted as part

The following are the types of unearned income that are only partly counted.

The first £15 of Widowed Mother's Allowance or Widowed Parent's Allowance;

The first £20 of any money from sub-tenants; or

The first £20 then 50% of the excess of money you receive from a boarder is ignored.

The balance is treated as income.

If you receive child maintenance for a child you have responsibility for then this will be taken into account when calculating your income.

Notional income

The Council may think that there is income, which you could get, but you are not claiming. This is known as notional income because you do not actually receive that income. The Council may take this into account for council Tax Support purposes.

Parental contributions to students

If you are making a parental contribution to a student then part of your income is not counted to take account of this.

Capital

Your capital includes savings and investments held by yourself in any form (for example, bank and building society accounts, investment trusts, and shares) from any source (for example, inheritance, redundancy payments, and irregular payments from a charitable or voluntary source). It will normally also include the net sale value of land and housing that you not occupy, after deducting 10% for expenses of sale.

If you have a partner, capital belonging to your partner is treated as yours for the purposes of Council Tax Reduction.

Capital outside the United Kingdom

If you have capital – in the form of liquid or fixed assets – outside this country, the Council will need to know how soon it can be transferred and how much it is worth. If the capital cannot be brought into this country, enquiries will be made about how easily it can be sold, and whether a willing buyer can be found. If no willing buyer can be found, it may not be counted.

Capital for working age scheme

If you have capital up to £6,000 this will not be taken in account in calculating your income. The Council will use the amount of capital you have either at the start of the Local Council Tax Benefit scheme if you were in receipt of the national Council Tax Benefit or when you make an application for the local scheme to calculate your income. If your capital reduces during the year this will not change your Local Council Tax Benefit entitlement.

If you have capital above £6,000 your Local Council Tax Benefit will be reduced. If you had capital above £6,000 six months prior to your application for Local Council Tax Benefit this will be considered when deciding whether you should receive Local Council Tax Benefit. Capital over £6,000 up to £16,000 will be taken into account at £1 a week for each £250 (or part £250)

Capital for Pension Age Scheme

The first £10,000 of capital is not counted. Capital over £10,000 up to £16,000 will be taken into account at £1 a week for each £500 (or part of £500) of capital over £6,000. Actual interest payments or dividends are not counted as income but as capital.

For customers who receive the Guarantee Credit element of State Pension Credit there is no upper limit on the capital you can have.

Personal possessions

Personal possessions – for example, a car, furniture and fittings in your house, and family belongings – are usually not included in the calculation of capital. However, this may not be the case where the council has good reason to believe that something has been bought to reduce your capital in order to gain or increase entitlement to benefit. If the council decides that you deliberately got rid of capital just so that you can get

Council Tax Support, it may assume that you have notional capital to the value of the capital you disposed of.

If you own your own home

The value of your property (including the house, garage, and outbuildings) is not counted unless any part of the property could reasonably be sold off separately. Loans raised on the property will be counted as capital.

Property you own but do not occupy

The value of this property is counted as capital but you may be able to get HB / CTB even if the value of the property means that your savings are more than £16,000. This is because the value of the property may be ignored when your savings are worked out, in certain circumstances.

If the property is occupied by an elderly or disabled relative as their home, its value is not taken into account for as long as it is so occupied.

If you have recently acquired the property and you intend to occupy it as your home, its value may not be counted for 26 weeks, or for a longer period if reasonable, from the date you acquired it.

If you are trying to sell the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if you are finding it difficult to sell the property.

If you are carrying out essential repairs or alterations so that you can live in the property, its value may not be counted for a period of 26 weeks from the date you first arranged for repairs to be carried out. It may not be counted for longer than this if you are finding it difficult to finish the work.

If you are taking legal action so that you can live in the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if legal action is continuing and you cannot live in the property.

Deposits on your accommodation

Sums that have to be deposited with a housing association or landlord as a condition of your tenancy are not counted.

Earmarked capital

If capital from the sale of a house is kept for a house purchase, it is not counted for up to six months, or longer if:

- Major repairs or adaptations are needed for you to occupy your home; or
- The completion of the purchase of your new home is unavoidably delayed.

Compensation received for a burglary or for damage to or loss of a house is also not counted for six months, as long as it is to be used for repair or replacement.

Valuation of property

Property will be valued at the price it would be expected to fetch on the open market, less any outstanding mortgage or legal charges on the property. Ten per cent of the current market value will also be deducted to take into account the cost of the sale.

If you have property outside the United Kingdom and there is no restriction on transferring money to this country, your property will be valued at its local sale value. If there is a restriction, its notional value will be the value of a sale to someone in the UK. In both cases, any outstanding legal charges on the property or mortgages will be deducted, together with 10% of the total to cover the cost of the sale.

National Savings Certificates

National Savings Certificates of the current issue are valued at purchase price. Certificates of a previous issue are valued as if they were purchased on the last day of that issue.

Life assurance policies

The surrender value of life assurance policies is not taken into account when assessing Council Tax Support.

Arrears of benefits

Any arrears of Disability Living Allowance, Personal Independence Payment, Attendance Allowance, Pension Credit, Income Support, income-based Jobseeker's Allowance, Housing Benefit, Working Tax Credit and Child Tax Credit that you get are not counted for up to 12 months.

Lump sum payment of deferred State Pension

The gross amount of lump sum, or an interim payment made on account of a final lump sum, paid at the end of the period of deferring State Pension will be disregarded as capital for the life of the recipient.

Compensation payments

For Council Tax Support purposes, compensation payments will normally be counted as full as capital. Capital will not be counted if it is held in trust or by the 'Court of Protection' as a result of a personal injury payment – for example, a criminal injury payment or a vaccine damage payment. For persons of Pension Age compensation payments made as a result of personal injury are ignored whether or not placed in a trust.

Notional Capital

The Council may think that there is capital which you could get but which you do not have. This is known as notional capital because you do not actually possess that capital.

- Capital you have disposed of – you will be treated as having notional capital if you have disposed of capital in order to get Council Tax Support or to get more Council Tax Support.

- Capital you could have got – if you have the right to money held in a private trust, then that is actually your capital, and will be taken fully into account.

If the Council has decided to treat you as possessing notional capital they will reduce the amount of this capital on a regular basis by a set calculation. This calculation reduces your notional capital by the amount of support you have lost as a result of deprivation.

Council Tax Reduction is not normally available for students. The exceptions are:

- Vulnerable students, such as disabled students and lone parents;
- Part-time students;
- Couples where one partner is not a student.

This page is intentionally left blank

Appendix B

| Household | Ctax liability £ for band C property | Total income £ per week | Current Ctax payment after LCTBS current scheme £ per week | 80% maximum support Ctax payment £ per week | Self employed at minimum wage Ctax payment £ per week | Child maintenance income included Ctax payment £ per week | Working income Disregards increased Ctax payment £ per week | Change £ per week from current scheme (percentage increase) |
|---|--------------------------------------|-------------------------|--|---|---|---|---|--|
| Lone parent working with one child | 1239.07 | 237.70 | 3.66 | 8.39 | N/A | N/A | 7.34 | 3.68 |
| Lone parent working receiving £ 100 a week child maintenance | 1239.07 | 337.70 | 3.66 | 8.39 | N/A | 23.69 | 23.69 | 20.03 |
| Couple working with two children | 1239.07 | 390.05 | 16.71 | 21.44 | N/A | N/A | 20.39 | 3.68 |
| Lone parent on job seekers allowance receiving £ 100 a week maintenance | 1239.07 | 257.70 | 2.01 | 4.73 | N/A | 21.44 | N/A | 19.43 |
| Couple self employed with one child | 1239.07 | 184.60 | 2.01 | 4.73 | 18.53 | N/A | 17.48 | 15.47 |
| Single person on employment support allowance and disability living allowance | 1239.07 | 237.60 | 2.01 | 4.73 | N/A | N/A | N/A | 2.72 |
| Single person disabled working and in receipt of disability living allowance | 1239.07 | 262.55 | 15.82 | 20.55 | N/A | N/A | 19.50 | 3.68 |

This page is intentionally left blank

Appendix C

Local Council Tax Reduction Scheme

Full Equality Impact Assessment



1. Introduction

- 1.1 This Full Equality Impact Assessment looks at the Council's proposals to revise the elements of the Local Council Tax Reduction Scheme. It is based on primary research with existing council tax benefit customers. That consultation took place over a twelve week period via the Council's consultation portal. Given the nature of the survey and responses it is not possible to say that the findings are statistically significant.
- 1.2 Having concluded an equalities impact screening in July 2015, which is included at the end of this impact assessment, it was recognised that there was a need to undertake a full equality impact assessment.
- 1.3 A full copy of all the responses to the consultation has been lodged in the group rooms and is not provided as part of this report due to the size of the documents. Full copies can be provided upon request.

2. Background

- 2.1 The following changes to the Local Council tax reduction scheme are proposed,
 - 2.1.1. It is proposed that the maximum council tax reduction that anyone will be entitled to will be 80%. The current scheme has a maximum reduction of 91.5% which is available for households who have no earned income.
 - 2.1.2. It is proposed that child maintenance received by households is taken into account when calculating household income. At present the child maintenance received by households is disregarded when calculating income to determine the discount a household receives on their council tax. This proposal will affect single parents in the main. It should be recognised that single parents who do not receive any child maintenance will have a reduction on their council tax the same of those who do, all other circumstances being the same, and thus could be considered to be disadvantaged by the current approach.
 - 2.1.3. Thirdly, it is proposed that the income for self employed people will be calculated on the basis of national living wage 12 months after they have started trading. This is based on the assumption that people would not trade and achieve an income below the national living wage when they have started a business and traded for 12 months as it would be in their interest to seek employment that paid at least the national living wage.
 - 2.1.4. Lastly, it is proposed to increase earned income disregards by £ 5 a week. This will mean that an additional £ 5 of earned income will not be taken into account when calculating household income to use when assessing the council tax discount a household is entitled to. This may mitigate some of the previous proposals for those households with earned income.

2.2. The Council set up a series of questions on its consultation portal to encourage the community to respond to the proposed changes to the local Council tax reduction scheme. All existing Council Tax Reduction Scheme customers were individually written to encouraging them to respond to the proposals. Customers who visited Time Square were offered the opportunity to go on line or complete a hard copy of the consultation questions. Social media was used to promote the consultation as was the Council’s website. There were 98 individual response and 33 organisational responses. In terms of the individual response 51% were from customers of the scheme and 49% were from members of the community who do not receive a discount from the scheme.

3. Consultation responses

3.1 The figures reported in the following tables do not show 100% return due to non inclusion of do not know responses. The consultation responses have been broken down into the elements of the community who may be adversely affected by the proposals.

3.2. There were 102 responses in total to the consultation of which 3 were from organisations rather than individuals. Just over 50% of the responses were from customers of the local Council tax reductions scheme.

3.3. The demographics of the response are set out in the following table,

| Demographic | Number responding |
|-----------------------------|--------------------------|
| A single parent | 23 |
| Receiving child maintenance | 13 |
| Of working age | 65 |
| In employment | 43 |
| Self employed | 4 |
| Of pensionable age | 9 |

4. Age

4.1 Overall the older the age group the more likely they were to agree that the Council should balance expenditure on the Council Tax Reduction Scheme against the spend on other services. It should be remembered that the proposals will only affect working age households.

4.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services.

| Agreed | Disagree | Neither agree or disagree |
|-----------------|-----------------|----------------------------------|
| Under 18 | Under 18 | Under 18 |
| 50 | 50 | |
| 18-34 | 18-34 | 18-34 |
| 46 | 23 | 30 |
| 35-49 | 35-49 | 35-49 |
| 36 | 24 | 34 |
| 50-64 | 50-64 | 50-64 |

| | | |
|--------------|--------------|--------------|
| 29 | 43 | 28 |
| 65-79 | 65-79 | 65-79 |
| 66 | 22 | 11 |
| 80+ | 80+ | 80+ |
| 30 | 50 | 20 |

4.3 Proposal 1 – reduce maximum CT liability to 80%

In terms of reducing the reduction of Council Tax liability so that everyone had to pay 20% of their Council Tax older age groups though this was fair compared to the younger groups.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------------|-------------------|-----------------------------------|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 53 | 39 | 8 |
| 35-49 | 35-49 | 35-49 |
| 32 | 59 | 4 |
| 50-64 | 50-64 | 50-64 |
| 27 | 67 | 7 |
| 65-79 | 65-79 | 65-79 |
| 22 | 55 | 22 |
| 80+ | 80+ | 80+ |
| 50 | 40 | 10 |

4.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

Again more of the older age groups thought this proposal was fair compared to younger groups.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------------|-------------------|-----------------------------------|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 23 | 61 | 16 |
| 35-49 | 35-49 | 35-49 |
| 32 | 48 | 10 |
| 50-64 | 50-64 | 50-64 |
| 20 | 48 | 7 |
| 65-79 | 65-79 | 65-79 |
| 33 | 33 | 11 |
| 80+ | 80+ | 80+ |
| 70 | 20 | 10 |

4.5 Proposal 3 – increase income disregards for working age people

In contrast to the previous question this proposal was thought to be fair by younger groups perhaps reflecting their desire to keep more earned income.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|------------------------|--------------------------|--|
| Under 18 | Under 18 | Under 18 |
| 50 | | |
| 18-34 | 18-34 | 18-34 |
| 70 | 7 | 7 |
| 35-49 | 35-49 | 35-49 |
| 40 | 32 | 16 |
| 50-64 | 50-64 | 50-64 |
| 35 | 34 | 15 |
| 65-79 | 65-79 | 65-79 |
| 43 | 56 | |
| 80+ | 80+ | 80+ |
| 60 | 20 | 20 |

4.6 Proposal 4 – include income from child maintenance payments

This proposal was thought to be unfair by younger groups particularly those under 18 and those 35-49 years old.

| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|------------------------|--------------------------|--|
| Under 18 | Under 18 | Under 18 |
| | 100 | |
| 18-34 | 18-34 | 18-34 |
| 54 | 38 | |
| 35-49 | 35-49 | 35-49 |
| 45 | 51 | 2 |
| 50-64 | 50-64 | 50-64 |
| 27 | 39 | 20 |
| 65-79 | 65-79 | 65-79 |
| 43 | 78 | 0 |
| 80+ | 80+ | 80+ |
| 50 | 30 | 20 |

5. Gender

- 5.1 Women who responded were more in agreement that the cost of the council tax reduction scheme should be balanced against cost of other services.

| | % female who agreed | % female who disagree | % female who neither agree or disagree |
|--|----------------------------|------------------------------|---|
| The Council should balance the amount spent on Council Tax Scheme compared with what it spends on other services | 48 | 21 | 30 |

- 5.2 Of the proposals women were less in agreement with the proposal to reduce everyone's reduction to 20% and also to include child maintenance as income.

| | % female who agreed | % female who disagree | % female who neither agree or disagree |
|--|----------------------------|------------------------------|---|
| Proposal 1- reduce maximum Council Tax liability to 80% | 35 | 52 | 6 |
| Proposal 2 – assumed self-employed people earn minimum hourly rate | 45 | 31 | 8 |
| Proposal 3 – increase income disregards for working age people | 54 | 22 | 17 |
| Proposal 4 – include income from child maintenance payments | 35 | 57 | 3 |

- 5.3 Men were less supportive of balancing the cost of the scheme against the cost of other services.

| | % male who agreed | % male who disagree | % male who neither agree or disagree |
|--|--------------------------|----------------------------|---|
| The Council should balance the amount spent on Council Tax Scheme compared with what it spends on other services | 33 | 41 | 26 |

- 5.4 Men were least supportive of the maximum reduction being reduced to 20% and also using assumed national minimum wages levels to calculate self employed income

| | % male who agreed | % male who disagree | % male who neither agree or disagree |
|--|--------------------------|----------------------------|---|
| Proposal 1- reduce maximum Council Tax liability to 80% | 25 | 64 | 7 |
| Proposal 2 – assumed self-employed people earn minimum hourly rate | 20 | 57 | 10 |

| | | | |
|--|----|----|----|
| Proposal 3 – increase income disregards for working age people | 25 | 45 | 15 |
| Proposal 4 – include income from child maintenance payments | 43 | 46 | 7 |

6. Ethnicity

6.1 The highest response was from the British ethnic group who thought it was fair to balance the costs of the scheme with the cost of other services.

6.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 27 | 31 |
| Gypsy/Irish Traveller | 0 | 0 | 0 |
| Show people/Circus | 0 | 0 | 0 |
| Any other white background | 67 | 33 | 0 |
| White & Black Caribbean | 0 | | |
| White & Black African | 0 | | |
| White & Asian | 100 | 0 | 0 |
| Any other mixed background | 0 | 0 | 0 |
| Indian | 0 | 50 | 50 |
| Pakistani | 0 | | |
| Nepali | 0 | | |
| Bangladeshi | 0 | | |
| Chinese | 0 | | |
| Filipino | 0 | | |
| African | 0 | | |
| Caribbean | 0 | | |
| Any other black background | 0 | 0 | 0 |
| Arab | 0 | 0 | 100 |
| Other ethnic group | 42 | 17 | 42 |
| Any other Asian background | 0 | 0 | 100 |

6.3 None of the ethnic groups who responded were in favour of this proposal.

6.4 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 33 | 56 | 6 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 67 | 33 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 100 | 0 |
| Any other mixed background | | | |

| | | | |
|----------------------------|----|-----|---|
| Indian | 0 | 100 | 0 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 58 | 33 | 8 |
| Any other Asian background | 0 | 100 | 0 |

6.5 Proposal 2 – assumed self-employed people earn minimum hourly rate

Again no ethnic groups were in favour of this proposal.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 29 | 48 | 9 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | | 67 | 33 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 0 | 100 |
| Any other mixed background | | | |
| Indian | 0 | 100 | 0 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 50 | 17 | 8 |
| Any other Asian background | 50 | 17 | 8 |

6.6 Proposal 3 – increase income disregards for working age people

The majority of ethnic groups were in favour with this proposal.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 30 | 17 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 67 | 0 |
| White & Black Caribbean | | | |

| | | | |
|----------------------------|-----|----|----|
| White & Black African | | | |
| White & Asian | 100 | 0 | 0 |
| Any other mixed background | | | |
| Indian | 50 | 0 | 50 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 100 | 0 | 0 |
| Other ethnic group | 67 | 17 | 17 |
| Any other Asian background | | | |

6.7 Proposal 4 – include income from child maintenance payments

No ethnic groups thought this was fair more than unfair

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|---|-----------------|-------------------|-----------------------------------|
| English/Welsh/Scottish/Northern Irish/British | 42 | 49 | 4 |
| Gypsy/Irish Traveller | | | |
| Show people/Circus | | | |
| Any other white background | 0 | 100 | 0 |
| White & Black Caribbean | | | |
| White & Black African | | | |
| White & Asian | 0 | 100 | 0 |
| Any other mixed background | 0 | 0 | 0 |
| Indian | 0 | 50 | 50 |
| Pakistani | | | |
| Nepali | | | |
| Bangladeshi | | | |
| Chinese | | | |
| Filipino | | | |
| African | | | |
| Caribbean | | | |
| Any other black background | | | |
| Arab | 0 | 100 | 0 |
| Other ethnic group | 42 | 25 | 17 |
| Any other Asian background | 0 | 100 | 0 |

7. Religion / belief

7.1 In terms of religion and belief not all religious groups were represented but of all groups thought that the Council should balance the cost of the scheme against the cost of other services.

7.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services.

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 43 | 17 | 28 |
| Christian | 45 | 18 | 36 |
| Buddist | | | 100 |
| Jewish | 100 | | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 40 | 40 |

7.3 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 39 | 44 | 10 |
| Christian | | 63 | |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | 100 | |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 80 | |

7.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 36 | 44 | 13 |
| Christian | 43 | 49 | 9 |
| Buddist | | | |
| Jewish | | 100 | |
| Hindu | | 100 | |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 60 | |

7.5 Proposal 3 – increase income disregards for working age people

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 42 | 29 | 18 |
| Christian | 49 | 23 | 17 |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 40 | 40 | |

7.6 Proposal 4 – include income from child maintenance payments

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-----------|-----------------|-------------------|-----------------------------------|
| None | 47 | 49 | 6 |
| Christian | 43 | 46 | 3 |
| Buddist | | 100 | |
| Jewish | | 100 | |
| Hindu | | | 100 |
| Muslim | | | |
| Sikh | | | |
| Other | 20 | 60 | |

8. Sexual orientation

8.1 All sexual orientation groups thought it was fair to balance the cost of the scheme against the costs of other services.

8.2 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 43 | 26 | 31 |
| Gay man | 100 | 0 | 0 |
| Lesbian / gay woman | 100 | 0 | 0 |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 25 | 13 | 63 |
| No answer | 36 | 45 | 18 |

8.3 Proposal 1 – reduce maximum CT liability to 80%

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 37 | 52 | 6 |
| Gay man | 0 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | | | |
| Prefer not to say | | 88 | |
| No answer | 36 | 55 | 9 |

8.4 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 31 | 45 | 8 |
| Gay man | 50 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | 0 | 100 | 0 |

| | | | |
|-------------------|----|----|----|
| Prefer not to say | 0 | 75 | 25 |
| No answer | 33 | 33 | 14 |

8.5 Proposal 3 – increase income disregards for working age people

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 40 | 30 | 18 |
| Gay man | 0 | 50 | 50 |
| Lesbian / gay woman | | | |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 50 | 38 | 12 |
| No answer | 52 | 22 | 10 |

8.6 Proposal 4 – include income from child maintenance payments

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 45 | 45 | 6 |
| Gay man | 50 | 50 | 0 |
| Lesbian / gay woman | | | |
| Bisexual | 100 | 0 | 0 |
| Prefer not to say | 12 | 88 | 0 |
| No answer | 38 | 48 | 5 |

8.7 The Council should balance the amount spent on CT scheme compare with what it spends on other services

| | Thought it fair | Thought it unfair | Thought it neither fair or unfair |
|-------------------------|-----------------|-------------------|-----------------------------------|
| Heterosexual / straight | 43 | 26 | 31 |
| Gay man | 100 | | |
| Lesbian / gay woman | 100 | | |
| Bisexual | 100 | | |
| Prefer not to say | 25 | 13 | 63 |
| No answer | 36 | 45 | 18 |

9. Health Problem or disability

9.1 The Council should balance the amount spent on CT scheme compared with what it spends on other services

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 69 | 6 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 35 | 35 | 31 |

9.2 Proposal 1 – reduce maximum CT liability to 80%

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 69 | 6 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 13 | 77 | 0 |

9.3 Proposal 2 – assumed self-employed people earn minimum hourly rate

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 17 | 48 | 11 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 10 | 52 | 3 |

9.4 Proposal 3 – increase income disregards for working age people

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 27 | 45 | 14 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 26 | 45 | 13 |

9.5 Proposal 4 – include income from child maintenance payments

| | | |
|---|--------------------------|--|
| Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 37 | 51 | 3 |

| | | |
|--|--------------------------|--|
| Are your day-to day activities limited because of your health problem or disability? | | |
| Thought it fair | Thought it unfair | Thought it neither fair or unfair |
| 32 | 52 | 3 |

10. Conclusions

- 10.1 Overall although there was recognition of the need to balance the costs of the council tax reduction scheme against the cost of other services. The consultation responses found 42% agreeing a balance should be struck between cost of scheme and the funding the Council devotes to other services compared with 28% who did not agree.

Reducing maximum discount to 80% of Council Tax Liability

- 10.2 Nearly twice as many people thought this was unfair compared to those who thought the proposal was fair. However, given the support to balance the cost of the scheme this proposal is recommended as a way in reducing the overall cost of the scheme in a fair way across all customers. Customers who are out of work and will have limited means to pay the increased council tax reduction due maximum reduction to 80% and have a disability or long term limiting illness will receive additional benefits to reflect those needs thus they should not be adversely affected by this proposal.

Assume self-employed people earn minimum hourly rate

- 10.3 Just under a third of respondents supported this proposal. The proposal will only take place for self employed who have been trading for a year. Officers will ensure such customers are aware of the potential change to their council tax reduction so as to mitigate any adverse impact. For those who lose a reduction due to this proposal the hardship fund can provide limited financial support based on financial hardship. The following proposal will also mitigate the impact. Therefore, this proposal is recommended.

Increase income disregards

- 10.4 Overall 44% of respondents supported this proposal. It provides additional income for working households and incentivises work and therefore it is recommended.

Include income from child maintenance payments in income calculations

- 10.5 Overall 40% of respondents supported this proposal compared to 49% who did not. It is fair that all income is included when calculating council tax reduction and so this proposal is recommended. The hardship fund will mitigate any hardship that results from introducing this proposal.

- 10.6 There were a number of comments that respondents made on the proposals. These are included in the full report lodged in the member's group rooms.

Mitigation of proposals

- 10.7 The report proposes changing the hardship fund so that households who face financial hardship due to the proposals can make an application for short terms financial help to allow them to regularise their finances. This will be extended to those who no longer receive a council tax reduction but did receive a reduction in the previous twelve months.
- 10.8 The customers who are self employed will have notice of the implementation of assumed income and the impact on their council tax reduction.
- 10.9 All households will be encouraged to contact the welfare and housing service on receipt of their revised council tax discount if the proposals are agreed. The welfare

and housing service will provide advice on how households can maximise their income to address.

Monitoring Arrangements

- 10.10 The impact of the proposals will be monitored on a quarterly basis. Reports will be run to identify the households who have had their council tax discount reduced and this will be compared to the households who have approached the Council due to financial hardship by protected groups where possible. Targeted promotion of the hardship scheme will be undertaken where it is shown that protected groups are not taking advantage of the hardship scheme.
- 10.11 Take up of the hardship scheme will be monitored on a quarterly basis by protected groups where possible.
- 10.12 The monitoring will be reported as part of the annual review of the scheme.
- 10.13 Publication of Equality Impact Assessment.
- 10.14 The EIA will be published on the Council's website.

Simon Hendey
Chief Officer: Housing
Bracknell Forest Council
Time Square
Market Street
BRACKNELL
RG12 1RE

18 September 2015

Dear Simon

Consultation on Local Council Tax Reduction Scheme

Thank you for your letter of 22 July 2015, regarding the proposed changes to the Bracknell Forest Council Local Tax Reduction Scheme. We appreciate the opportunity to comment and understand the Council's aim to achieve cost reductions.

The increase in working income disregards by £5 is welcomed. It is a positive aspect of the proposals, as it will help improve income levels for working households.

We do however have concerns about the proposed reduction to the maximum discount of 91.5% to 80% of council tax liability. We have undertaken our own analysis based on customers we know to be in receipt of full housing benefit. This shows at least 875 customers, depending on the property band, will need to pay an extra £1.17 to £3.77 per week

The groups most affected will be single people, families who are subject to the current benefit cap and those in receipt of child maintenance. In our view, the impact of these proposals combined with the current and forthcoming welfare reforms, will cause financial hardship. Many households will find it difficult to budget for the additional council tax payment, as well as other essential costs including housing, food and fuel costs. The risk arising from these proposals is that more households will struggle with debt and this may lead to increased tenancy breakdowns and possible homelessness. We are already seeing more households dependent on food vouchers.

We are concerned about the proposal to take child maintenance into account when calculating household income and particularly in scenarios when the CSA is involved and where payments are not made or have been reduced. In our experience families rely on child maintenance to pay for food, fuel bills and school uniforms etc.

With regard to the proposal to assess self employed income at national hourly minimum rates, our view is that this will have a detrimental impact on seasonal workers such as gardeners, roofers and those involved in outdoor work, as their income is more directly affected by weather conditions. For this group, their average

income at the national hourly rate should assume for a six rather than a 12 month period and require more frequent self employed assessments.

In relation to the recovery of outstanding council tax, our understanding is that two reminders are sent to residents before a summons is issued and that once the summons is issued, the option to pay by instalments is unavailable and summons charges are also imposed. We would urge the Council to publish more information about the recovery procedures, including when the council tax is due for payment and how and where it can be paid. This might reduce the risk of summons and costs to already stretched households but also to the Council.

In conclusion, based on our own analysis of the changes to the local council tax reduction scheme, we see a clear detrimental impact on families and single people with low incomes; our preference would be for Bracknell Forest Council to retain the 91.5% maximum discount.

Please find attached some case illustrations and our analysis of the weekly impact of the proposals for 875 households, which I hope you will find useful.

Thank you for inviting our comments. I would appreciate further information on the outcome of the consultation. It would also be helpful if you could send further information about the council tax recovery process.

I look forward to hearing from you.

Yours sincerely

Surinder Bains
Head of Housing Operations

Encs .

| <u>Band</u> | <u>Family Size</u> | | <u>No of Claimants</u> | <u>Weekly amt diff</u> | <u>Total amt lost</u> |
|--------------------|---------------------------|------------------------|-------------------------------|-------------------------------|------------------------------|
| | <u>Adults</u> | <u>Children</u> | | | |
| A | 1 | 0 | 368 | £1.17 | £430.56 |
| B | 1 | 1 | 160 | £1.34 | £214.40 |
| B | 1 | 2 | 96 | £1.34 | £62.98 |
| C | 1 | 3 | 47 | £1.51 | £70.97 |
| C | 1 | 4 | 7 | £1.51 | £10.57 |
| C | 1 | 5 | 1 | £1.58 | £1.58 |
| B | 2 | 0 | 77 | £1.57 | £120.89 |
| C | 2 | 1 | 34 | £1.78 | £60.52 |
| C | 2 | 2 | 24 | £1.78 | £42.72 |
| D | 2 | 3 | 21 | £2.01 | £42.21 |
| E | 2 | 4 | 13 | £3.77 | £49.01 |
| E | 2 | 5 | 3 | £3.77 | £11.31 |
| C | 3 | 0 | 7 | £1.78 | £12.46 |
| D | 3 | 1 | 7 | £2.01 | £14.07 |
| D | 3 | 2 | 5 | £2.01 | £10.05 |
| E | 3 | 4 | 1 | £3.77 | £3.77 |
| D | 4 | 1 | 1 | £2.01 | £2.01 |
| E | 4 | 2 | 1 | £3.77 | £3.77 |
| E | 4 | 3 | 1 | £3.77 | £3.77 |
| E | 5 | 1 | 1 | £3.77 | £3.77 |
| | Total | | 875 | | £1,171.39 |

This page is intentionally left blank

**TO: EXECUTIVE
15 DECEMBER 2015**

Suitable Alternative Natural Green Spaces (“SANGs”) Capital Spending (External Funding)

Director of Environment, Culture and Communities

1. PURPOSE OF REPORT

- 1.1. To seek approval to increase annual spending limit for SANGs projects during 2015/16.
- 1.2. There is currently £150,000 previously approved for spending in this financial year. This report seeks approval to spend an additional £95,000 of developer contributions this financial year.

2. RECOMMENDATION

- 2.1 **That the Executive recommend to Full Council that they approve the spending of a further £95,000 of developer contribution on SANGs for this financial year.**

3. REASONS FOR RECOMMENDATION

- 3.1. The current approved allowance of £150,000 will not be sufficient to accommodate the number of SANGs improvement projects already committed and planned for this financial year.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Not increasing expenditure on SANGS provision and enhancement in this financial year would risk developments being stalled and delay to the occupation of those that have been completed. As developers pay commuted sums to the Council for enhancements, facilitation, and maintenance, the Council has a legal obligation to provide these facilities. Developers pay a commuted sum (s) on commencement of development works on the understanding that SANGs enhancements will have been carried out in time for residents to move in.

5. SUPPORTING INFORMATION

- 5.1 The current approved annual capital budget for SANGs expenditure is £150,000 (external funding).
- 5.2 Previous decisions were based on the following:-

The provision of alternative recreational land to attract new residents of residential development away from the Special Protection Area (“SPA”) is a key part of avoiding the effects of new development on the Thames Basin Heaths SPA (“TBH SPA”). Within Bracknell Forest there are two ways for developers to provide new SANGs:

- a. Make a payment contribution towards strategic SANGs (subject to available SANGs capacity)
- b. Make an in-kind bespoke provision (based upon defined principles)

With regard to strategic SANGs (ref. a) above the Thames Basin Heaths Supplementary Planning Document (“TBH SPD”) identifies that £1,128,000 is required to fund improvement works to identified sites managed by Bracknell Forest Council (based on 2010/11 cost estimates). The money for this is provided by pooling together developer contributions from different developments to facilitate and implement enhancements and make these sites available for SPA mitigation purposes. Should BFC fail to deliver SANGs, then the Council would no longer legally be able to release occupation restrictions on existing permissions or grant new planning permissions without falling foul of the respective statutory provisions.

- 5.3 There are a number of pressures on SANGs capacity that are increasing the requirement for new and enhanced SANGs to enable new residential developments to be occupied. The pressures include conversion of offices to residential use in the town centre, the commitments to Surrey Heath District Council at Shepherd Meadows, and an increase in developments of up to 108 dwellings that do not have to provide their own in-kind SANGs.
- 5.4 The proposed additional spending planned during the current financial year (2015/16) on SANGs enhancements is summarised in the table below:

Proposed SANGS spending 2015/16

| Site | Project | Cost |
|--------------------------|--|-------------------|
| Cut Countryside Corridor | Refurbish Anneforde Place bridge - panels | £10,000.00 |
| Cut Countryside Corridor | Refurbish Anneforde Place bridge – resurfacing | £7,400.00 |
| CCC | Repaint steel bridge (Ringway) | £5,800.00 |
| Englemere Pond | London Road pedestrian entrance works | £3,000.00 |
| Englemere Pond | Heathland scrapes, ponds and scrub works | £5,000.00 |
| Englemere Pond | Reed bed scrub works | £10,000.00 |
| Ambarrow Court | Path works | £18,900.00 |
| Ambarrow Court | Interpretation panel | £2,000.00 |
| Ambarrow Court | Supply and install cycle racks (Ringway) | £4,000.00 |
| Shepherd Meadows | Woodland boardwalk | £3,000.00 |
| Shepherd Meadows | Pond restoration project | £3,000.00 |
| Larks Hill | Height barrier foundation works (Ringway) | £500.00 |
| Longhill Park | Works to entrance (Ringway) | £2,800.00 |
| Horseshoe Lake | Car park improvements | £20,000.00 |
| Total | | £95,400.00 |

6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The report requests the Executive to recommend to full Council the approval of the increased spending of a further £95,000.00 of paid developer contributions on SANGs for the 2015/16 financial year in order to facilitate the provision, enhancement, facilitation and maintenance of the respective SANGs within the borough.
- 6.2 The TBH SPA was designated under Article 4 of the Birds Directive on 9 March 2005 and is therefore afforded special legal protection. Therefore, in order to avoid the

integrity of the TBH SPA being adversely effected any net increase in residential dwellings within 5km of the TBH SPA requires the provision of SANG mitigation.

- 6.3 As set out at paragraph 5.2 of the report SANG is either provided by way of financial contribution or the provision of SANG land in lieu of a financial contribution. This is secured by way of the S106 agreement which restricts the occupation of residential development of the SANG until the Council has issued written confirmation that it has spent and fully applied the sum required for the enhancement of the SANG as set out in the Planning Obligations Supplementary Planning Document Appendix 1 , Section 5 .
- 6.4 The failure to provide the SANG enhancements set out in the table at paragraph 5.4 of the report will therefore restrict the occupation of new development and potentially delay future developments within the current financial year, which could also impact upon the Council's 5 year housing land supply targets specified by national planning policy (National Planning Policy Framework).
- 6.5 In accordance with Section 3 (Functions of the Council) - Bracknell Forest Council Constitution (May 2015), the Council is responsible for approving or adopting the policy framework and the budget. Further, in accordance with Section 5 (Executive Terms of Reference) , paragraph 5.6 "*the authorisation of capital expenditure above estimate not exceeding £50,000*" is reserved to full Council. Therefore, the recommendation from the Executive to full Council to approve the increase in the annual spending limit for SANG projects for 2015/16 is within the decision making remit of the Executive.

Borough Treasurer

- 6.6 Developer contributions are received by the Council at the commencement of the relevant scheme to pay for the cost of improvements to the identified SANG sites, there are currently sufficient contributions available to fund the cost of the improvements identified in this report..

Equalities Impact Assessment

- 6.7 A full EIA for the Parks and Countryside service was published in 2013.

Strategic Risk Management Issues

- 6.8 It is imperative that these projects are implemented in a timely fashion to ensure that ongoing planning approvals can be delivered.

7. CONSULTATION

7.1. Principal Groups Consulted

The decision relates to the consultations contained within the Thames Basin Heath SPA Avoidance and Mitigation Supplementary Planning Document Consultation Statement.

7.2. Method of Consultation

The decision relates to the consultations contained within the Thames Basin Heath SPA Avoidance and Mitigation Supplementary Planning Document Consultation Statement.

7.3. Representations Received

The decision relates to the consultations contained within the Thames Basin Heath SPA Avoidance and Mitigation Supplementary Planning Document Consultation Statement.

Background Papers

Contact for further information

Stephen Chown, Environment, Head of Parks and Countryside, 01344 351226
stephen.chown@bracknell-forest.gov.uk

TO: THE EXECUTIVE
15 DECEMBER 2015

COMPLAINT AGAINST EMERGENCY DUTY SERVICE – OMBUDSMAN DECISION
Monitoring Officer

1 PURPOSE OF REPORT

- 1.1 This report is to appraise the Executive of a decision by the Local Government Ombudsman (“the Ombudsman”) that there was maladministration by the Council in its approach to de-registering a volunteer from its Appropriate Adult service and that such maladministration resulted in the complainant suffering injustice.

2 RECOMMENDATIONS

That the Executive;

- 2.1 **Notes the Ombudsman’s findings (Annex B) and endorses the steps set out in paragraph 6.10 of this report**
- 2.2 **Agrees that no further action needs to be taken in relation to the matter set out in this report**
- 2.3 **Notes that a copy of this report has been circulated to all members of the Council**
- 2.2 **Approves the draft report of the Executive attached hereto as Annex A**

3. REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the provisions of the Local Government and Housing Act 1989
- 3.2 To confirm that the steps taken by officers represent an appropriate response to the Ombudsman’s findings

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 In view of the fact that the Ombudsman has categorised the complaint as “Upheld: maladministration with injustice”, the statutory process for reporting the decision must be followed.

5 SUPPORTING INFORMATION

The Statutory Framework

- 5.1 The Ombudsman Service was established by the Local Government Act 1974. Any person who feels aggrieved in the delivery of a local authority service which is not covered by other statutory complaint processes may complain to the Ombudsman. The Ombudsman will almost invariably expect the complainant to exhaust the Council’s own complaints process before considering the complaint. If the Ombudsman does decide to investigate a complaint he/she will determine whether,

Unrestricted

in their opinion, the local authority has committed “maladministration” and if so whether the complainant has sustained “injustice” in consequence.

5.2 Section 5A of the Local Government and Housing Act 1989 imposes a duty upon the Monitoring Officer to prepare a report to the Executive if at any time it appears to him/her that there has been maladministration in the exercise of Executive functions. The duty does not arise unless the Ombudsman has conducted an investigation. The report is required to be copied to each Member of the Council.

5.3 As soon as practicable after the Executive has considered the Monitoring Officer’s report it must prepare a report which specifies:-

- (a) what action (if any) the Executive has taken in response to the Monitoring Officer’s report,
- (b) what action (if any) the Executive proposes to take in response to the report, and
- (c) the reasons for taking the action or for taking no action.

5.4 The Council has received a decision from the Ombudsman that there was maladministration by the Council in its failure to follow the proper procedure when de-listing a volunteer from its list of volunteers and in failing to give structured feedback to the individual. A copy of the decision is appended as Annex B to this report. It should be noted that this finding was made notwithstanding the fact that the Ombudsman acknowledged the steps the Council had taken in investigating the complaint internally, specifically finding in Mr B’s favour on the issue, apologising to Mr B and offering him an opportunity to make representations with a view to possible re-instatement. Having done this, the Council will not be using Mr B in a volunteer capacity in the future. The Ombudsman’s decision reflects a change in approach since 2014 on the part of the Ombudsman to complaints which would previously have been categorised as resolved by way of “local settlement”

6. Background

6.1 The Ombudsman’s report (**Annex B**) is self explanatory, but in summary the complainant (“Mr B”) served as a volunteer Appropriate Adult in the Council’s Emergency Duty Service (“EDS”) from 2012. Appropriate Adults provide independent advice to detainees at police stations who are under 17 or mentally vulnerable. In 2013, Mr B raised a number of concerns about EDS management citing;

- Lack of support and feedback and thus supervision of the service;
- Lack of continuing training
- Inconsistency in the standards of the service
- Lack of ID cards for Appropriate Adults
- Poor Data Protection practices
- Lack of Communication and difficulties in communication within the Council’s services

6.2 At around the same time, and as an unrelated process, Mr B was delisted as a volunteer due to a combination of factors. Specifically;

Unrestricted

- He had refused to undertake the standard training the Council provided for all volunteer Appropriate Adults.
 - He had repeatedly refused to comply with the set role as an Appropriate Adult, for example in querying with the Police the operational arrangements, and in retaining confidential case notes.
 - Social workers in the EDS had made representations to Council management that they would not be prepared to work with him again, and that breakdown in trust was viewed by officers to be unresolvable.
 - It was felt that he had been unreasonable and occasionally uncivil in his dealings with Council officers, and he had demanded undue attention from busy officers.
- 6.3 His complaint was in any event considered under the Council's Corporate Complaints procedure and an Investigation Report produced by a Manager independent of the EDS in August 2013. The report upheld that element of his complaint relating to his delisting without reasons from the EDS Appropriate Adult Register but did not uphold his complaints about the service itself.
- 6.4 The Council did in due course reconsider its decision to delist Mr B and invited him to make representations to a senior officer not connected to the complaint. However this offer was not taken up by Mr B

The Ombudsman's Decision and Subsequent Consideration

- 6.5 The Ombudsman served a draft decision report on the Council dated 29th May 2015. In this draft he concluded:-
- "In responding to concerns from a volunteer the Council failed to explain why it did not use its Whistleblowing Procedure. It failed to separate its investigation into a volunteer's fitness to continue on its register and properly tell the volunteer about the allegations and decisions".*
- 6.6 The Council in its response to that and a subsequent draft, asserted that it did not accept two of the three limbs of maladministration found by the Ombudsman.
- 6.7 As a consequence of the Council's representations, the final Ombudsman's report dated 4 September omitted two of the three limbs of maladministration against the Council. The revised decision stated as follows:-
- "I uphold the complaint that there were faults in the Council's management of Mr B's volunteer activity for which it has offered an apology and a further meeting and consideration of any representations he wished to make. It considered his concerns about the service without fault having exercised its discretion to use the complaints process to do so".*
- 6.8 It is unfortunate however that notwithstanding the representations made by the Council, or the fact that only one limb of the original complaint was being upheld, the decision was still categorised by the Ombudsman as *"upheld: maladministration and injustice"*. On this aspect the Ombudsman advised that as the Council had previously acknowledged the fault and remedied it, the Ombudsman had no alternative but to conclude that there had been maladministration and injustice.

Unrestricted

6.9 In this regard it should be noted that that the Ombudsman decided to re-categorise complaints with effect from 1 April 2014. As a result of this change in decision reasons, complaints which would previously have been categorised as “local settlement” or “investigation complete and satisfied with authority actions or proposed actions and not appropriate to issue report” are now categorised as maladministration

6.10 Whilst the decision is disappointing, the Council remains committed to ensuring that it learns appropriate lessons from this process and in response to the Ombudsman’s recommendations set out in paragraph 49 of his report it has already undertaken reviews of:-

- its guidance and procedures for investigating allegations against appropriate adults, ensuring staff know how to report concerns;
- the frequency of feedback to volunteer appropriate adults

Moreover, it has confirmed the adequacy of its volunteer training with other volunteers and has also taken action to comply with the two other recommendations set out in paragraph 49 that were specific to Mr B (ie repeated its apology and retained a copy of his original complaint on file)

6.11 Notwithstanding the outcome of this Ombudsman investigation, the Council should find comfort in the fact that according to the most recent LGO figures (2014-2015) it was subject to the fewest number of complaints to the LGO in comparison with its Berkshire neighbours. Moreover, during that period it was only subject to a single adverse finding by the Local Government Ombudsman. Alongside West Berkshire Council this represented the lowest number in Berkshire. Whilst officers will not allow such data to give rise to complacency, it is nonetheless indicative of both the Council’s robust procedures for dealing with complaints as well as the commitment of officers to ensure that where presented, such complaints are dealt with expeditiously and with a view to achieving complete resolution.

7 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

7.1 The Borough Solicitor is the author of this report.

Borough Treasurer

7.2 There are no financial implications directly arising from this report.

Equalities Impact Assessment

7.3 Not required.

Strategic Risk Management Issues

7.4 None.

8 CONSULTATION

Principal Groups Consulted

8.1 Chief Executive and Borough Treasurer

Method of Consultation

8.2 Not applicable.

Representations Received

8.3 Not applicable.

Background Papers

Correspondence with Ombudsman (exempt)

Contact for further information

Sanjay Prashar, Borough Solicitor, 01344 355679

Sanjay.Prashar@bracknell-forest-gov.uk

Doc Ref

SP/f/Reports/Executive – 15th December 2015 – Complaint against Emergency Duty Service

This page is intentionally left blank

**REPORT OF THE EXECUTIVE OF BRACKNELL FOREST BOROUGH COUNCIL
CONCERNING A REPORT FROM THE LOCAL GOVERNMENT OMBUDSMAN
CONTAINING A FINDING OF MALADMINISTRATION**

1. This report is made pursuant to Section 5A of the Local Government and Housing Act 1989 and is in response to a finding of maladministration and injustice contained in an Ombudsman decision concerning the Council's Emergency Duty Service.
2. The Ombudsman's decision and the report of the Monitoring Officer were considered at a meeting of the Executive on 15 December 2015. We determined that no further action needs to be taken in relation to the matter set out in this report
3. Our reason for making the determination set out in paragraph 2 above is that the steps already taken by officers constitute an appropriate and proportionate response to the Ombudsman's findings

This page is intentionally left blank

4 September 2015

Complaint reference:
14 011 559

Complaint against:
Bracknell Forest Council

The Ombudsman's final decision

Summary: The Council failed to follow the proper procedure when deregistering a volunteer from its list of volunteers and give structured feedback before deregistration. The Council apologised and gave an opportunity for the volunteer to make representations to the Council with the prospect of re-instatement. It investigated the volunteer's concerns without fault using its complaints procedure rather than its whistleblowing procedure.

The complaint

1. In summary the complaint is when responding to concerns from a whistle blower the Council failed to:
 - Properly investigate concerns voiced about the management and service standards of the voluntary Appropriate Adult emergency service;
 - Explain reasons for removal of the complainant from the register;
 - Provide copies of the Ofsted reports said to prove the service standards received high ratings or other evidence to support its decision.
2. This left the complainant, whom I shall refer to as Mr B, believing other volunteers will be less likely to whistle blow resulting in poor practice putting vulnerable adults and juveniles at risk.

The Ombudsman's role and powers

3. The Ombudsman investigates complaints about 'maladministration' and 'service failure'. In this statement, I have used the word fault to refer to these. She must also consider whether any fault has had an adverse impact on the person making the complaint. I refer to this as 'injustice'. If there has been fault which has caused an injustice, she may suggest a remedy. (*Local Government Act 1974, sections 26(1) and 26A(1)*)

How I considered this complaint

4. In considering this complaint I have:
 - Spoken with Mr B;
 - Reviewed the information presented with the complaint;
 - Put to the Council enquiries and studied its response, including the correspondence between Mr B and the Council;

-
- Shared with Mr B and the Council my draft decision and reflected on the comments received.

What I found

5. Appropriate Adults are appointed under the Police and Criminal Evidence Act 1984. They offer what the Government Guide for Appropriate Adults says is “...an important safeguard, providing independent support to detainees” under 17 or who are mentally vulnerable when at police stations. The guidance says the Appropriate Adult is not simply an observer but someone who is there to ensure the detainee understands what is happening. And to offer support and advice assisting communication between the detainee, Police and others.
6. The Council’s Emergency Duty Service provides support services including Appropriate Adults to six local authorities.
7. Appropriate Adults sign an Appropriate Adult Agreement which governs the relationship between the volunteer and the Council.
8. Under the Council’s Whistleblowing policy those working for the Council may bring to the Council concerns about actions they believe may be for example:
 - Unlawful or against the Council’s Standing Orders;
 - Falls below established standards;
 - Amounts to impropriety.
9. The procedure says a whistle blower should bring this to their line manager’s attention or if concerned the manager is involved, then to one of three senior officers including the Borough Solicitor.
10. The Council says it will depending on the nature of the concern investigate the matter internally, refer it to the Police, external auditor or commission an independent inquiry. The Borough Solicitor may decide not to investigate and will write to the complainant to say so as soon as “reasonably practicable”. The policy says:

“The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraint, you will receive information about the outcomes of any investigations.”
11. The procedure says if the concerns fall within the scope of specific procedures such as child protection the Council will usually refer them to that procedure.
12. If not satisfied the Council has properly considered the concern the whistleblower may refer the matter to the Ombudsman. The Borough Solicitor keeps a record of the complaints and reports on them to the Council.
13. The Council has a general complaints procedure for considering complaints about Council services. It has discretion to use this procedure or the whistleblowing procedure.

What happened

Mr B’s concerns

14. The Council appointed Mr B to the voluntary role of an Appropriate Adult for the Council’s Social Services Emergency Duty Service (EDS) in 2012. In 2013 Mr B reported concerns about the EDS service management and the impact this may

have on the support given to vulnerable young people. Mr B told the Council he had concerns about:

- Lack of support and feedback and thus supervision of the service;
 - Lack of continuing training;
 - Inconsistency in the standards of the service;
 - Lack of ID cards for Appropriate Adults;
 - Poor data protection practices;
 - Lack of communication and difficulties in communication within the Council's services.
15. As evidence of his concerns Mr B cited the lack of feedback on the cases he handled. Mr B wanted feedback to check he had handled matters properly and effectively or whether he needed to change practice. The lack of feedback made him wonder how the Council supervised the service. Mr B says this lack of feedback continued from 2012 to 2014.
 16. Mr B expressed concerns about data protection procedures saying Appropriate Adults still working for the Council take data forms from Police stations and drop them off at the Council's EDS office putting that sensitive data at risk. Mr B says although addressed by changes in training officers continued to default in 2014.
 17. Mr B cites the inspection of Custody Suites within the Thames Valley by HM Inspectorate of Prisons in 2013 as evidence of his concerns. The report says:
"The efficiency and provision of support provided by appropriate adults was of concern, particularly at night, which increased the length of stay for those who required one".
 18. Mr B says he was one of only three Appropriate Adults used at the time though others are listed they are often not available. He cites other sections in HM Inspector of Prison's report as evidence his concerns are shared by others.
 19. The Council points to Ofsted reports into the councils to whom EDS offer an Appropriate Adult service and says these show the service is rated as good overall. A CQC inspection in 2011 raised no concerns. Mr B says the report is out of date and before he joined the service and raised his concerns.
- Removal from the Appropriate Adult register and investigation**
20. The Council removed Mr B from its register of Appropriate Adults without telling him beforehand. When he discovered his removal he complained about the Council's decision and failure to involve him in the process. Mr B says the Council repeated this procedural error in 2014 because he continued to complain about its service.
 21. The Council investigated Mr B's complaints and issued a report in August 2013. It upheld his complaint the Council had:
 - Not told of him of his delisting from the Appropriate Adults register at the right time;
 - Not given any reasons for the delisting;
 - Not received any complaints about Mr B from clients, or the Police.

-
22. The investigation did not uphold Mr B's complaints about the service. The Council said staff followed its data security procedures and only faxed copies of PACE forms to the office.
23. On ID cards the Council says it is not its practice to provide Appropriate Adults with photographic identity cards. However, Mr B says after the investigation in August 2013 the Council told him it intended to issue such cards but failed to do so.
24. The Council's investigation found Mr B had removed confidential records from custody suites and taken them home in breach of the Appropriate Adult agreement. Mr B denies he breached the agreement. The report recommended:
- When someone is removed from the register the reasons for this should be shared with the person at the earliest opportunity;
 - A meeting with Mr B to explain the reasons for his removal;
 - Refresher training on the document security measures for Appropriate Adults with training being complete before someone is used as a volunteer.
25. The Council says officers had taken up with Mr B his failure to properly undertake the volunteer role. However, its own investigation recognised he had not been given proper reasons for the delisting. The Council decided to suspend that deregistration and allow Mr B to make representations so it could decide if it should continue with his services. The Council offered him a meeting with a senior officer not previously involved in the complaint to discuss the matter. The Council did not receive any further representations. It has not re-engaged Mr B as an Appropriate Adult. Mr B says the offer of a meeting was futile because the Council had already decided he was unsuitable.
26. Mr B says he acted in line with the training and guidance given. One example he gave concerned checking that a young person had received a medical assessment as required. In another case he expressed concerns about a young person's possible return to a violent or dangerous situation. Mr B says he must voice concerns based on what the young person said to him. His role of Appropriate Adult is to be independent and offer support so he objected to being told he should not challenge views given by the social worker who had not had the conversation with the client.
27. During the complaint process Mr B raised concerns his copy of the Appropriate Adult agreement appeared different from the one the Council quoted to him. The Council used a new edition of the Agreement.
28. The Council said in response to my enquiries:
- "...in the course of [the Council's] investigations [into Mr B's complaints] and the extensive dialogue with Mr B it became clear to us that he was unsuitable for the role of appropriate adult."

Whistleblowing and the Complaints Procedure

29. The Council's whistle blowing policy says it includes actions "falling below established standards". However the Council told Mr B it would not deal with his concerns under that policy because "...I cannot see you are making allegations about unlawful acts or endangering health and safety, for example..." The Policy does not set out criteria by which officers will decide when it is appropriate to use it.

-
30. The Council reviewed the complaint and its handling of it by putting it through its ordinary complaints procedure and putting it to:
- The Chief Officer of the Older People and Long Term Conditions section as a Chief Officer not connected with the issues;
 - The Director of Adult Social Care and;
 - The Chief Executive.
31. Mr B says the Council did not properly review the issues. In his view with each escalation officers merely repeated what junior officers had said.

Reasons for deregistration as an Appropriate Adult

32. The Council says that it is Mr B's behaviour in exceeding his remit as an Appropriate Adult that led the Council to decide to delist him. Staff commented on his behaviour when asked about the concerns he expressed in his complaint. On investigation the Council decided he had not acted in line with the Appropriate Adult Agreement.
33. In its final response to his complaint the Council says Appropriate Adults must act within the protocols. It considers volunteers suggestions for improvement and will make changes where it believes they improve the service. And where it can secure agreement from all six councils to whom EDS provides a service.
34. The Council investigated Mr B's complaint in August 2013 and found fault for which it offered an apology. In July 2014 it again considered the issues and in Mr B's view repeated earlier mistakes. He believes the Council decided to deregister him as a direct result of his complaints about the service. The Council deny that saying feedback from other officers and Mr B's conduct led it to review his suitability.

Analysis

35. My role is to consider how the Council investigated Mr B's concerns about service standards. And how it decided on his fitness to remain as an Appropriate Adult. It is not to comment on the service's standards or Mr B's fitness as an Appropriate Adult.

Which procedure to use

36. The Council's whistleblowing and complaints procedures are both designed to capture information alerting the Council to problems within service areas. They aim to investigate the concerns, decide whether to uphold or dismiss the complaints and what to learn from them. Mr B working as a volunteer who had serious concerns about service levels felt the whistleblowing procedure was the proper process because it specifically refers to practices falling below established standards. And that he says is precisely what his complaint is about.
37. Whistle blowing policies recognise those working within a service may have the knowledge and experience to notice wrongdoing regulatory bodies do not see. That is why the policies encourage people to speak out.
38. The Council may elect to use either procedure. In this case it believed the complaints procedure more appropriate because it views the whistleblowing policy as being for more serious concerns as shown by the examples it gave of unlawful acts. The Council investigated the complaints using the complaints procedure but did not uphold them.

-
39. So did the use of the complaints procedure mean the Council considered the issues at a less senior level and risk missing important lessons?
40. The whistleblowing policy is managed by the Borough Solicitor who may dismiss the complaint at an early stage. The complaints procedure resulted in reviews by the Assistant Borough Solicitor, the head of a department not involved in the matter and the Chief Executive. The Council's use of the complaints procedure did not result in less senior officers considering the serious concerns raised by Mr B. While not treated as whistleblowing concerns the issues have been investigated at a high level.

Complaint and de-registration

41. The Council says it did not confuse its investigation into Mr B's concerns and its investigation into whether he should continue as an appropriate adult. However, it did not effectively engage Mr B in the process of deregistration. In so doing it enabled confusion to take hold. Concerns raised by staff especially where they say they are not willing to engage with a volunteer must be investigated and considered. The Council says some of this information surfaced when it investigated Mr B's complaint so the two investigations were running at much the same time.
42. Volunteers help the Council in delivering its services and need to work with full time staff. Mr B should have been made aware of the concerns during feedback sessions and reviews on his performance. I have not seen any record of structured feedback and review sessions with Mr B. The Council's decision should not have come as a shock and would not have done so if handled better. The Council recognises it did not tell Mr B about his deregistration when it should. Mr B did not receive written notice of the reasons for his deregistration. He should. These are faults its investigation identified and for which the Council apologised.
43. The Council then reversed its decision on Mr B's registration allowing him to make representations and to meet with a senior officer not previously connected with the complaint. Mr B decided not to take up this offer. That meant the Council could not re-engage him as a volunteer. The action shows the Council's willingness to consider using Mr B again as an appropriate adult. The Council's offer to consider representations gives an opportunity for a renewal of the role and that is a suitable remedy.

Service Standards

44. Mr B's concerns about poor practice within the service should be considered by the Council separately from whether he is a fit and proper person to fulfil the role of Appropriate Adult. He raised concerns about data protection, security and communication.
45. The Council did not uphold Mr B's concerns about services standards. Using the complaints process senior staff considered the issues and decided not to uphold his concerns. Mr B and the Council disagree with each other's interpretation of the facts and evidence. However, the Council decided Mr B's complaint without fault.
46. It is not my role to decide if the concerns Mr B raised are proven. However given the serious nature of his concerns a record of Mr B's complaint and the Council's decision should be held on file by the Borough Solicitor for inspection by any regulatory body that may call for them. The Council has agreed to do this.

Feedback and improving processes.

47. Volunteers need training and guidance on how Appropriate Adults should interpret Government Guidance that says they are not observers but there to offer independent advice and support to the detainee. How that works in practice for example in challenging views expressed by social workers or others involved in the process should be made clear. The Council already provides training. I recommend the Council ensures it includes how it expects volunteers to apply the government guidance.
48. Although the Council and Mr B disputed the training appropriate to his skills, Mr B welcomed feedback on his role as a volunteer. Without it he could not know if he met the Council's standards. Feedback is useful and should be part of the Council's supervision of volunteers to prevent poor practice. The Council did not share concerns expressed by staff in the form of structured regular feedback with Mr B. It says staff told him about his failure to comply with the protocols but there is no periodic feedback and review. Best practice suggests that if staff had concerns about a volunteer's behaviour the Council should raise those immediately through the volunteer co-ordinator so the volunteer receives feedback and follow up reviews. The failure prevented Mr B from considering if he needed to change his practice. It may also have contributed to his shock at his deregistration.
49. The faults caused personal and professional distress to Mr B.

Recommended and agreed action

In recognition of the impact on Mr B and to make the necessary service improvements arising from the faults I recommend and the Council agrees to:

- Repeat its apology for the faults identified in the Council's treatment of Mr B;
- Within two months of this decision review its guidance and procedures for investigating allegations against an Appropriate Adult ensuring staff know how to report concerns;
- Within two months of this decision reviews its supervision of volunteers and frequency of feedback.
- Retains on file Mr B's original complaint about service failings for sharing with any regulatory inspection should the regulator call for it.

Final decision

50. I uphold the complaint there were faults in the Council's management of Mr B's volunteer activity for which it has offered an apology and a further meeting and consideration of any representations he wished to make. It considered his concerns about the service without fault having exercised its discretion to use the complaints process to do so.

Investigator's decision on behalf of the Ombudsman

This page is intentionally left blank

TO: THE EXECUTIVE
15 December 2015

CORPORATE PERFORMANCE OVERVIEW REPORT
Chief Executive

1 PURPOSE OF REPORT

1.1 To inform the Executive of the performance of the Council over the 2nd quarter of the 2015/16 financial year (July - September 2015).

2 RECOMMENDATION

2.1 **To note the performance of the Council over the period from July - September 2015, highlighted in the Overview Report in Annex A.**

3 REASONS FOR RECOMMENDATION

3.1 To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken as appropriate if needed.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 None applicable.

5 SUPPORTING INFORMATION

Performance Management

5.1 The Council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans.

Quarterly Service Reports

5.2 Executive Portfolio Holders will have received the second quarter QSRs for their areas of responsibility in November. QSRs are also distributed to all Members, and will be considered by the Overview & Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

Corporate Performance Overview Report

5.3 The QSRs have been combined into the Corporate Performance Overview Report (CPOR), which brings together the progress and performance of the Council as whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of Council activities.

5.4 The CPOR for the second quarter (July - September 2015) is shown at Annex A.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 There are no specific legal issues arising from this report.

Borough Treasurer

6.2 There are no direct financial implications arising from this report.

Equalities Impact Assessment

6.3 Not applicable.

Strategic Risk Management Issues

6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

Other Officers

6.5 Not applicable.

7 CONSULTATION

Principal Groups Consulted

7.1 Not applicable.

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 None.

Background Papers

QSR – Corporate Services – Quarter 2 2015/16

QSR – Chief Executive’s Office – Quarter 2 2015/16

QSR – Environment, Culture and Communities – Quarter 2 2015/16

QSR – Adult Social Care, Health and Housing – Quarter 2 2015/16

QSR – Children, Young People and Learning – Quarter 2 2015/16

Contact for further information

Timothy Wheadon, Chief Executive - 01344 345609

Timothy.wheadon@bracknell-forest.gov.uk

Victor Nicholls, Assistant Chief Executive - 01344 355604

Victor.nicholls@bracknell-forest.gov.uk

Genny Webb, Head of Performance & Partnerships - 01344 352172

Genny.webb@bracknell-forest.gov.uk

Jackie Pinney, Performance & Partnerships Officer - 01344 352910

Jackie.pinney@bracknell-forest.gov.uk

Document Ref

G:\Performance and Partnerships\performance management\2015-16\Quarter 2\ExCPOR Q2-12 -15 CMT Report.doc



CORPORATE PERFORMANCE OVERVIEW REPORT

Q2 2015 - 16
July - September 2015

Chief Executive:
Timothy Wheadon

Contents

| | |
|---|----|
| Section 1: Chief Executive's Commentary | 3 |
| Section 2: Key Performance Indicators | 8 |
| Section 3: Corporate Health..... | 18 |
| A) Summary of Complaints..... | 18 |
| B) Audits with Limited or No Assurance Opinions | 19 |
| C) Summary of People | 19 |
| D) Summary of Money..... | 21 |

Section 1: Chief Executive's Commentary

1 Introduction

1. This report sets out an overview of the Council's performance for the second quarter of 2015/16 (July - September 2015). The purpose is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance is not matching targets or expectations, along with any remedial action that is being taken. It complements the detailed Quarterly Service Reports (QSRs) produced by each Director, which were circulated to Members in November.
2. Overall, good progress has been made against the actions in the departmental service plans. At the end of the quarter progress showed
 - 14 actions (5.7% of the total) are complete;
 - 211 actions (85.8%) are on target;
 - 20 actions (8.1%) either have not yet started or where they have been started there is a possibility that they may fall behind schedule;
 - 1 action (0.4%) is behind schedule.
3. Section 2 of this report contains information on the key performance indicators across the Council. Again the picture is generally positive, showing that the current status for the Council's indicators is:
 - 42 (79.2%) green – i.e. on, above or within 5% of target;
 - 4 (7.5%) amber – i.e. between 5% and 10% of target;
 - 7 (13.2%) red – i.e. more than 10% from target.

2 Overview of the 2nd quarter

1. The key performance measures show that overall the Council is performing well with a number of areas where performance is good or has improved. Notable highlights from the performance information shows:
 - There has been increasing success in closing the gap in achievement for pupils in receipt of Pupil Premium funding at KS2 but a continued focus is needed on KS1 and KS4. Attainment targets are being reviewed to signify the Council's efforts in closing the gap in attainment between those pupils receiving the grant and their peers.
 - Outcomes for Looked after Children continue to improve with four of seven pupils achieving the national benchmark of Level 4 in reading, writing and maths at the end of KS2. At the end of KS4, all of the 12 students (six of whom had a SEN statement) secured at least one A* - G at GCSE and 33.3% achieved at least 5 A* - C (including English and Maths).
 - The proportion of people with dementia who received a diagnosis has exceeded national targets and is the second best rate in the south central region. Work will continue to build on this recent success in collaboration with colleagues in the NHS and voluntary sector.
 - 90% of all major planning applications, 95% of all minor application and 96% of other applications with an extension of time were determined within agreed

timescales - an increase on the last quarter. This is the second quarter in a row to have shown improved performance.

- The number of Looked after Children has decreased for the fifth quarter in a row to 99, down from 112 in Q2 2014/15. This almost certainly, in part at least reflects the measures the Council has adopted over the last three years to invest in early intervention and to improve the resilience of the Children's Social Care workforce.
- The percentage of adults with learning disabilities who live in their own home or with their family has increased over the past three quarters and now stands at 89.8% against a target of 85%.

2.2 Within a large and diverse organisation like the Council, there will inevitably be a small number of areas where performance did not match targets. The most noteworthy are as follows:

- The number of household nights in B&B across the quarter remains high. A review of the Council approach to procuring accommodation compared to the best performing similar Councils is being undertaken. Dedicated accommodation officers will work for a six week period to increase access to private rented sector property. Adverts for the Council's leasing scheme and proactive investigation of options via planning consents and agents will be undertaken. Meanwhile progress continues with work to establish a new Council owned housing company, Downshire Homes, and the purchase of Tenterden Lodge to provide emergency temporary accommodation has been completed.
- The delayed transfers of care and delayed transfers of care attributable to social care from hospital are still above target. Numbers are however small - delayed transfers of care accounted for 13.9 people per 100,000 against a target of 8 and delayed transfers of care attributable to social care accounted for 8.6 people per 100,000 against a target of 5. In terms of bed days this was 795.7 against a target of 571.5. This is however not just a local issue as there is a national problem with securing appropriate places to move discharged patients on to. Discharge monitoring is being carried out to review working practices and timescales from first notification to first assessment visit, through to support plan, ready for discharge and actual discharge. In addition, a more detailed review is being undertaken of potential additional ways of increasing capacity to support people discharged from hospital. It is also worth noting that, whilst the absolute numbers of delayed transfers have increased, the proportionate increase in referrals to the in-reach team from the acute hospitals has increased at a far greater rate and so the percentage of referrals actually leading to a delay has in fact reduced.
- Permanent admissions to residential or nursing care for 18 – 64 year olds is above target, however, the numbers involved are very small and therefore one person being admitted can make the difference between achieving target or not. Work continues to ensure that admissions are kept as low as possible.
- The overall number of visits to libraries is still below target largely due to a reduced usage at the main Bracknell town centre library. This is an obvious and predictable consequence of the significant building works in the town centre and the isolated position of the library. It is, however, at this stage important to maintain the full range of opening hours.
- The number of reported incidents of Nuisance Anti Social Behaviour is cumulatively 6% below the target for the year. The quarter 2 figures were largely on target but the year to date position has been affected by the Q1 figure being over 10% below target. Vehicle nuisance is the most reported nuisance ASB with parking accounting for 715 incidents. Reports revolving around substance

misuse equate to 305 with the reports being split equally between suspicion of drug dealing and drug use. Complaints about parking and suspicion/observation of drug dealing have been fed in to the police Joint Tasking meetings and the partnership are using a problem solving approach to address these issues.

- 66.7% of Special Educational Needs statements were issued within 26 weeks against a target of 90%. 8 statements had exceptions placed upon them, 4 within the timescales and 4 of which were issued outside of the timescales. All 4 exceptions outside of timescales were because further advice was requested in order to complete the assessment process. Again a review of current practice is underway to try to minimise the number of delays.

2.3 Other issues of note since the beginning of the quarter are:

- On 20 October the Executive recommended the new Council Plan to Council. The plan sets out a fundamentally different "narrative" for the council, together with six new strategic themes for the next 4 years together with a package of key measures of success/performance indicators. The narrative reflects the challenging financial climate faced by the council.
- In September the Executive agreed the Medium Term Financial Strategy. Initial five year budget projections have also been prepared.
- Work on the Town Centre is progressing on programme. Charles Square is now hoarded off and an internal strip of the units is taking place before demolition begins. The steel works for the new Fenwicks department store will shortly be completed and the steelwork for Cineworld is now taking shape. Works on the roof/floors of the M&S department store are continuing.
- A highly successful launch of the Lexicon brand for the new town centre development took place including stakeholder and community events. There were also the announcements of key retailers Next and River Island signing up to the regenerated town centre.
- The RE3 partnership has now found an acceptable way to recycle the Borough's street sweepings and gully arisings as an alternative to landfill. A national ruling by the Environment Agency in 2012 lost the partnership circa 3% in its recycling rate and cost the partner Councils an additional circa £150k in landfill costs. Subject to the results of the trial the Council should recover some of this loss in coming months. A second trial is now under way to try to divert more waste from landfill using a new facility in Sutton Courtenay. This facility is known as a 'dirty materials recovery facility'. The material processed here is sorted for recycling (circa 10%) and the remainder is processed as refuse derived fuel (RDF). Subject to the trial not only will there be a slight improvement in recycling rates but also a small saving on disposal costs.
- School results are relatively positive for the academic year 2014-15 but only in line with national averages. There have been modest improvements in most areas, with a significant improvement in Early Years Foundation Stage. Also A*-B grades achieved at A level are now well above the national average.
- The annual Bracknell Forest Careers event took place on 15 October involving almost 1,000 pupils from all six secondary schools in the borough and over 80 exhibitors.
- Fostering recruitment has continued this quarter with a specific focus on carers for teenagers. The training and support offered to foster carers in Q1 has enabled more teenagers to be placed with in-house foster carers.
- CIL charging commenced on 6 April 2015 and Liability Notices have been issued totalling more £1million. The Council has also received its first commencement which will trigger a payment of CIL.

- A new "Prevent" duty was introduced by the Counter Terrorism and Security Act in July 2015. To date over 400 staff have received training on their responsibilities under the Prevent agenda.
- The Rise@GHC, the new learning centre for young people with specific learning needs opened with 8 pupils in year 7. The specialist unit which forms part of Garth Hill College is serving pupils aged 11-19 with high functioning autistic spectrum conditions living in Bracknell Forest and other local authorities.

3 External inspections, audit and scrutiny

- 3.1 The Britain in Bloom judging took place on Thursday 9th July resulting in a Gold medal for Bracknell and a Gold medal for South Hill Park in the new park category - best in Thames and Chiltern Region.
- 3.2 Eight of the borough's parks, an increase of one over last year, have gained the prestigious Green Flag Award – the hallmark of excellent service in parks.
- 3.3 The Council's commitment to animal welfare was recognised by the RSPCA with two gold awards – one for contingency planning in the event of a civil emergency and another for how stray dogs are dealt with.
- 3.4 The Council gained its second Award for the recycling scheme. There were 20 categories in the Materials Recycling World (MRW) awards and BFC was selected from a short list of 8 as the outright winners for Local Authority Innovation.
- 3.5 Larchwood had its first inspection in August under the new Children's Homes Regulations 2015 and associated Quality Standards with an overall rating of 'Outstanding'.
- 3.6 Overview and Scrutiny (O&S) activity included the provision of the remaining induction training for O&S members on: chairmanship skills; budget scrutiny; and a specialised induction session on health O&S. O&S Working Groups provided input to the draft Economic Strategy and the draft Local Enforcement Plan before Executive approval, and an O&S Member Workshop was held on the new Council Plan during its preparatory stage. Working Groups commenced on: Child Sexual Exploitation; Homelessness; and the Planning Function. Feedback from senior officers on the quality and usefulness of O&S reviews continues to be very positive with a 90% overall satisfaction rate to date.
- 3.7 There were no directed surveillance operations under the Regulation of Investigatory Powers Act (RIPA) during the quarter.

4. Strategic Risks

- 4.1 The Strategic Risk Register was reviewed by the Corporate Management Team in August 2015 and by the Strategic Risk Management Group and Governance and Audit Committee in September 2015. The key changes made to the Register during quarter 2 were
 - To reduce the likelihood of risk 4 (Information Management and Information Technology) following PSN accreditation.
 - To increase the likelihood of risk 3 (Staffing) due to managing staff with reduced capacity
 - To reduce the likelihood score for risk 6 (major projects) has been reduced and is no longer a red risk due to reduction in the risk score for risk 6b (The Care Act) given that phase 1 of the Care Act has been successfully implemented and phase 2 has been deferred.
 - To reduce the likelihood for risk 10 (Working with Partners) now that the management and staffing of umbrella support has stabilised

- To create a specific new risk on economic development (previously incorporated into working with partners).


















5 Forward Look

















- The outcome of the Spending Review will be announced on 25 November and the Provisional Local Government Finance Settlement will follow in late December. Both will have a significant impact on the Council's financial plans over the next four to five years, with particular reference to the emerging proposals around the future of business rates.
- The Council's budget proposals for 2016/17 will be finalised and published for consultation in December.
- The Council will begin operating Tenterden lodge as emergency homeless accommodation. This will be beneficial for a number of homeless families as it is located within the Borough and also better for the Council in that it will generate savings of around £250 per household per week.
- The Santa Catalina development will be let during the quarter. The new development of 6 flats (undertaken by Bracknell Forest Homes) has been leased to Advance housing (a specialist provider) to manage the homes for people with learning disabilities.
- The public consultation on school catchment changes affecting changes to admission arrangements for 2017/18 entry, and likely changes in the longer term will close on 20 November.
- A review of discretionary housing payment policy and social fund policy will take place to take account of the Universal credit changes. The consultation on proposed changes to the Council tax reduction scheme will conclude during the quarter.
- Forestcare will launch a new range of services based mobile phone technology. To date the lifeline services have operated from fixed landline in customers' homes. The new service provides a pendant/fob that monitors location and whether the person has fallen via a SIM card so that it is totally mobile.

Timothy Wheadon
Chief Executive




Section 2: Key Performance Indicators

















Adult Social Care, Health and Housing

| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|--|---|---|---|----------------|---|---|
| ASCHH All Sections - Quarterly | | | | | | |
| NI135 | Carers receiving needs assessment or review and a specific carer's service, or advice and information (Quarterly) | 10.9% | 21.3% | 20.0% |  |  |
| OF2a.1 | Permanent admissions to residential or nursing care per 100,000 population 18-64 (Quarterly) | 1.3 | 4.0 | 3.4 |  |  |
| OF2a.2 | Permanent admissions to residential or nursing care per 100,000 population 65 or over (Quarterly) | 206.30 | 312.50 | 298.40 |  |  |
| L172 | Timeliness of financial assessments (Quarterly) | 100.0% | 99.0% | 95.0% |  |  |
| L214 | Delayed transfers of care (delayed bed days) from hospital per 100,000 population (Quarterly) | 1,132.0 | 795.7 (Jul-Aug only) | 571.5 |  |  |
| Community Mental Health Team - Quarterly | | | | | | |
| OF1f | Proportion of adults in contact with secondary mental health services in paid employment (Quarterly) | Data is being challenged with the Info.Centre | Data is being challenged with the Info.Centre | 13.0% | N/A | N/A |
| OF1h | Proportion of adults in contact with secondary mental health services living independently, with or without support (Quarterly) | Data is being challenged with the Info.Centre | Data is being challenged with the Info.Centre | 84.0% | N/A | N/A |
| Community Response and Reablement - Quarterly | | | | | | |
| OF2c.1 | Delayed transfers of care - total delayed transfers per 100,000 population (Quarterly) | 14.4 | 13.9 (Apr-Jul only) | 8.0 |  |  |
| OF2c.2 | Delayed transfers of care - delayed transfers attributable to social care per 100,000 population (Quarterly) | 7.8 | 8.6 (Apr-Aug only) | 5.0 |  |  |
| L135.1 | Percentage of Enhanced Intermediate Care Referrals seen within 2 hours (quarterly) | 100.0 | 100.0 | 95.0 |  |  |
| L135.2 | Occupational Therapy (OT) assessments that were completed within 28 days of the first contact (Quarterly) | 99.0% | 98.3% | No target set | N/A |  |





| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|---|--|----------------------------|---------------------------|----------------|---|---|
| Community Team for People with Learning Difficulties - Quarterly | | | | | | |
| OF1e | Adults with learning disabilities in paid employment (Quarterly) | 16.7% | 17.5% | 15.0% |  |  |
| OF1g | Adults with learning disabilities who live in their own home or with their family (Quarterly) | 89.0% | 89.3% | 85.0% |  |  |
| Housing - Benefits - Quarterly | | | | | | |
| NI181 | Time taken to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly) | 8.0 | 7.0 | 9.0 |  |  |
| L033 | Percentage of customers receiving the correct amount of benefit (Sample basis) (Quarterly) | 97.8% | 96.5% | 98.0% |  |  |
| Housing - Forestcare - Quarterly | | | | | | |
| L030 | Number of lifelines installed (Quarterly) | 205 | 203 | 200 |  |  |
| Housing - Options - Quarterly | | | | | | |
| NI155 | Number of affordable homes delivered (gross) (Quarterly) | 9 | 1 | 0 |  |  |
| L178 | Number of household nights in B&B across the quarter (Quarterly) | 2,790 | 2,512 | 1,650 |  |  |
| L179 | The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly) | 89.09% | 88.89% | 85.00% |  |  |

Children, Young People & Learning

| Ind. Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|---|---|-----------------------------------|-----------------------------------|----------------|---|---|
| Children's Social Care - Quarterly | | | | | | |
| NI043 | Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly) | 0.09 | 0.09 | 0.00 |  |  |
| CSP9.01 | Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly) | 0.71 (Freq) 14.5% (Binary) Mar 15 | 0.81 (Freq) 21.0% (Binary) Jun 15 | No target set | N/A |  |

| Ind. Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|---|---|----------------------------|---------------------------|----------------|---|---|
| L092 | Number of children on protection plans (Quarterly) | 109 | 94 | No target set | N/A |  |
| L140 | Percentage of children looked after in family placement or adoption (Quarterly) | 63% | 66% | 63% |  |  |
| L161 | Number of looked after children (Quarterly) | 101 | 99 | No target set | N/A |  |
| Learning and Achievement - Quarterly | | | | | | |
| NI103.1 | Special Educational Needs - statements issued within 26 weeks - excluding exception cases (Quarterly) | 100.0% | 100.0% | 100.0% |  |  |
| NI103.2 | Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly) | 75.0% | 66.7% | 90.0% |  |  |
| L139 | Schools judged good or better by Ofsted (Quarterly) | 69% | 69% | 70% |  |  |
| Strategy, Resources and Early Help - Quarterly | | | | | | |
| NI067q | Percentage of child protection cases which were reviewed within required timescales (Quarterly) | 100.0% | 94.6% | 98.0% |  |  |
| L141 | Number of youth centre attendances (Quarterly) | 7,546 | 6,137 | 4,500 |  |  |
| L203 | Number of Referrals to Early Intervention Hub (Quarterly) | 76 | 49 | No target set | N/A |  |
| L204 | Number of CAF or Family CAFs undertaken (Quarterly) | 57 | 47 | No target set | N/A |  |





Corporate Services

| Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|--------------------------------------|---|----------------------------|---------------------------|----------------|---|---|
| Customer Services - Quarterly | | | | | | |
| L051 | Percentage of current year's Council tax collected in year (Quarterly) | 29.41% | 56.93% | 57.2% |  |  |
| L053 | Percentage of current year's Business Rates collected in year (Quarterly) | 31.80% | 57.59% | 53.6% |  |  |



















| | | | | | | |
|---|--|--------|--------|---------------|-----|---------------------------|
| L221 | Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly) | 100.0% | 86.0% | 75.0% | | |
| Democratic and Registration Services - Quarterly | | | | | | |
| L231 | Number of entries on the Electoral Register (Quarterly) | 87,537 | 87,054 | No target set | | New indicator for 2015/16 |
| Finance - Quarterly | | | | | | |
| BV8 | Percentage of invoices paid within 30 days (Quarterly) | 97.0% | 96.5% | 95.0% | | |
| L065 | Return on investments exceeds 7 day LA cash benchmark rate (Quarterly) | 0.53% | 0.57% | 0.50% | | |
| Legal Services - Quarterly | | | | | | |
| L086.1 | Number of Freedom of Information requests received (Quarterly) | 261 | 266 | No target set | N/A | |
| L086.2 | Percentage of Freedom of Information requests dispatched (where 50% or more of the request) was refused as the information is already publicly available (Quarterly) | 7% | 9% | No target set | N/A | |
| L086.3 | Percentage of Freedom of Information requests dispatched which were refused because the time limit would be exceeded (Quarterly) | 1% | 1% | No target set | N/A | |


Chief Executive's Office

| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|-------------------------------------|--|----------------------------|---------------------------|----------------|-------------------|--|
| Community Safety - Quarterly | | | | | | |
| CSP1.01 | Prevent a rise in the number of incidents of Burglary Dwelling (Quarterly) | 25 | 30 | 103 | | |
| CSP11.01 | Reduce the number of reported incidents of Nuisance ASB as per CADIS (Quarterly) | 1,074 | 1,977 | 1,857 | | |
| CSP2.01 | Reduce the number of reported criminal offences committed by the Domestic Abuse Service Co-ordination (DASC) cohorts (Quarterly) | 26 | Awaiting data | 33 | Not yet available | Not yet available |
| CSP7.02 | Reduce the number of reported incidents of theft of motor vehicle (Quarterly) | 14 | 14 | 15 | | |
| L185 | Reduce all crime (Quarterly) | 1,130 | 2,156 | 2,439 | | |

| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|--|---|----------------------------|---------------------------|----------------|---|---|
| Overview and Scrutiny - Quarterly | | | | | | |
| L116 | Percentage of high level complaints dealt with in accordance with corporate standards (Quarterly) | 100% | 89% | 90% |  |  |
| L132 | Cumulative number of local government ombudsman complaints requiring a local settlement (Quarterly) | 0 | 1 | 2 |  |  |

Environment, Culture & Communities

| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|--|--|----------------------------|---------------------------|----------------|---|---|
| Environment & Public Protection - Quarterly | | | | | | |
| NI191 | Residual household waste in kgs per household (Cumulative figure for 14/15 reported quarterly in arrears) | 660 (Q4) | 176 (Q1) | 161 |  |  |
| NI192 | Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 14/15 reported quarterly in arrears) | 39.3% (Q4) | 38.9% (Q1) | 42.0% |  |  |
| NI193 | Percentage of municipal waste land filled (Cumulative figure for 14/15 reported quarterly in arrears) | 22.9% (Q4) | 21.6% (Q1) | 25.0% |  |  |
| L128 | Number of reported missed collections of waste (Quarterly) | 139 | 185 | 180 |  |  |
| L146.1 | Percentage of borough where environmental cleanliness is above EPA standard - Litter (Quarterly) | 100.0% | 100.0% | 99.0% |  |  |
| L146.2 | Percentage of borough where environmental cleanliness is above EPA standard - Detritus (Quarterly) | 100.0% | 100.0% | 97.0% |  |  |
| L146.3 | Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly) | 100.0% | 100.0% | 99.0% |  |  |
| L183 | Percentage of food establishments in Bracknell Forest rated 4 or above on the food hygiene rating scheme at the end of the quarter (Quarterly) | 84.8% | 84.2% | 80.0% |  |  |
| L201 | Percentage of the Borough's households participating in recycling reward scheme (Quarterly) | 25.1% | 25.6% | 25.0% |  |  |
| Leisure and Culture - Quarterly | | | | | | |

| Ind Ref | Short Description | Previous Figure Q1 2015/16 | Current Figure Q2 2015/16 | Current Target | Current Status | Comparison with same period in previous year |
|---|---|----------------------------|---------------------------|-------------------------|---|---|
| L003 | Number of visits to leisure facilities (Quarterly) | 592,827 | 996,855 | 1,000,000 |  |  |
| L017 | Number of web enabled transactions in libraries (Quarterly) | 43,275 | 85,464 | 84,348 |  |  |
| L018 | Number of web enabled transactions in leisure (Quarterly) | 7,712 | 14,369 | 14,000 |  |  |
| L020 | Number of people enrolled in the Leisure Saver Scheme (Quarterly) | 530 | 555 | 520 |  |  |
| L035 | Income from Leisure Facilities (Quarterly) | 2,865,000 | 5,861,000 | 5,018,000 |  |  |
| L151 | Number of visits to libraries (Quarterly) | 74,993 | 170,134 | 191,500 |  |  |
| Planning and Transport - Quarterly | | | | | | |
| NI154 | Net additional homes provided (Quarterly) | 99 | 30 | No quarterly target set | N/A |  |
| NI157a | Percentage of major applications determined in 13 weeks (Quarterly) | 85% | 90% | 80% |  |  |
| NI157b | Percentage of minor applications determined in 8 weeks (Quarterly) | 70% | 95% | 80% |  |  |
| NI157c | Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly) | 90% | 96% | 80% |  |  |
| L008 | Number of planning applications received to date (Quarterly) | 237 | 268 | No target set | N/A |  |
| L009 | Number of full search requests received (Quarterly) | 428 | 410 | No target set | N/A |  |
| L014 | Number of people slightly injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly) | -24.4% | -22.1% | No target set | N/A |  |
| L046 | Percentage of full searches answered in 10 working days (Quarterly) | 100% | 98% | 90% |  |  |
| L175 | People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly) | -38.9% | 2.8% | No target set | N/A |  |

| | | | |
|---|----------------------------------|--|---|
| Traffic Lights Compares current performance to target | | Performance Trend Identifies direction of travel compared to same point in the previous year or quarter | |
|  | On, above or within 5% of target |  | Performance has improved (more than 5% from same point in previous year or quarter) |
|  | Between 5% and 10% of target |  | Performance sustained (within 5% of same point in previous year or quarter) |
|  | More than 10% from target |  | Performance has declined (more than 5% from same point in previous year or quarter) |

The following key performance indicators are annual measurements where data is not due to be reported this quarter:-

Adult Social Care, Health & Housing

| Ind Ref | Short Description | Quarter due |
|---------|---|-------------|
| OF1c.1 | Percentage of people receiving self-directed support | Q4 |
| OF1c.2 | Percentage of people receiving Direct payments | Q4 |
| Of2b | Achieving independence for older people through rehabilitation or intermediate care | Q4 |
| Of3a | Overall satisfaction of people who use services with their care with their care and support | Q4 |
| Of3b | Overall satisfaction of carers | Q4 |
| NI155 | Number of affordable homes delivered (gross) | Q4 |

Children, Young People & Learning

| Ind Ref | Short Description | Quarter due |
|---------|---|-------------|
| L153 | Children in care reaching level 4 in English at Key Stage 2 | Q3 |
| L154 | Children in care reaching level 4 in Maths at Key Stage 2 | Q3 |
| L155 | LAC achieving 5 A* to C GCSE or equivalent at KS 4 including English and Maths | Q3 |
| L158 | Reduction in number of schools where fewer than 60% of pupils achieve level 4 or above in both English and Maths at KS2 | Q3 |

| Ind Ref | Short Description | Quarter due |
|----------------|--|--------------------|
| L188 | Percentage of single assessment for children's social care carried out within 45 working days | Q4 |
| L189 | Percentage of referrals to children's social care going on to single assessment | Q4 |
| L190 | Children in care reaching Level 4 in writing at KS2 | Q3 |
| L192 | KS2 attainment for BME groups containing more than 30 pupils who achieve level 4 in writing | Q3 |
| L193 | KS2 attainment for BME groups containing more than 30 pupils who achieve level 4 in maths | Q3 |
| L205 | Number of adoptive families recruited to meet the needs of children requiring adoption | Q4 |
| L206 | Recruit foster carer households | Q4 |
| L207 | Analysis of primary schools performance data and track pupil progress in order to plan and implement appropriate interventions | Q3 |
| L208 | Analysis of secondary schools performance data and track pupil progress in order to plan and implement appropriate interventions | Q3 |
| NI019 | Rate of proven re-offending by young offenders | Q4 |
| NI061 | Stability of looked after children adopted following an agency decision that the child should be placed for adoption | Q4 |
| NI062 | Stability of placements of looked after children: number of placement | Q4 |
| NI063 | Stability of placements of looked after children: length of placement | Q4 |
| NI064 | Child protection plans lasting 2 years or more | Q4 |
| NI065 | Children becoming the subject of a Child Protection Plan for a second or subsequent time | Q4 |
| NI066 | Looked after children cases which were reviewed within required timescales | Q4 |
| NI067 | Child protection plans lasting 2 years or more | Q4 |
| NI073 | Achievement at level 4 or above in both English and Maths at KS2 (Floor) | Q3 |
| NI075 | Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths | Q3 |
| NI079 | Achievement of a Level 2 qualification by the age of 19 | Q4 |
| NI080 | Achievement of a Level 3 qualification by the age of 19 | Q4 |
| NI081 | Inequality gap in the achievement of a Level 3 qualification by the age of 19 | Q4 |

| Ind Ref | Short Description | Quarter due |
|----------------|--|--------------------|
| NI082 | Inequality gap in the achievement of a Level 2 qualification by the age of 19 | Q4 |
| NI087 | Secondary schools persistent absence rate | Q4 |
| NI091 | Participation of 17 year-olds in education or training | Q4 |
| NI092 | Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest | Q3 |
| NI102.1 | Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 2 | Q3 |
| NI102.2 | Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 4 | Q3 |
| NI103.1 | Percentage of Special Educational Needs - statements issued in 26 weeks as a proportional of all | Q4 |
| NI103.2 | Percentage of Special Educational Needs - statements issued in 26 weeks excluding exceptions | Q4 |
| NI107 | Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Reading | Q3 |
| NI108 | Key Stage 4 attainment for Black and minority ethnic groups | Q3 |
| NI111 | First time entrants to the Youth Justice System aged 10-17 | Q4 |
| NI114 | Rate of permanent exclusions from school | Q4 |
| NI117 | 16 to 18 year olds who are not in education, training or employment (NEET) | Q1 |
| NI147 | Care leavers in suitable accommodation | Q4 |
| NI148 | Care leavers in employment, education or training | Q4 |

Corporate Services

| Ind Ref | Short Description | Quarter due |
|----------------|---|--------------------|
| BV156 | Buildings accessible to people with a disability | Q4 |
| L052 | Cumulative percentage of Council Tax collected for the previous year at 31 March | Q4 |
| L054 | Cumulative percentage of business rates collected for the previous year at 31 March | Q4 |
| L070 | Percentage of employees with a disability | Q4 |

| Ind Ref | Short Description | Quarter due |
|----------------|--|--------------------|
| L071 | Percentage of black and ethnic minority employees | Q4 |
| L072 | Gender pay gap | Q4 |
| L073 | Average number of off the job training days per employee | Q4 |
| L075 | Number of commercial property voids | Q4 |
| L078 | ICT user satisfaction – service user survey | Q3 |
| L130 | Percentage staff turnover | Q4 |
| L131 | Percentage staff leaving within one year of starting | Q4 |
| L174 | Working days lost due to sickness absence | Q4 |
| NI006 | Participation in regular volunteering (Biennially (every two years)) | Q4 – 2016/17 |

Chief Executive's Office

There are no key indicators within the Chief Executive's Office reported on annually.

Environment, Culture & Communities

| Ind Ref | Short Description | Quarter due |
|----------------|--|--------------------|
| L160 | Supply or ready to deliver housing sites | Q4 |
| L175 | People killed or seriously injured in road traffic accidents | Q4 |
| L200 | Percentage of Borough's households participating in recycling | Q4 |
| NI167 | Congestion - average journey time per mile during the morning peak | Q4 |
| NI168 | Principle roads where maintenance should be considered | Q4 |
| NI169 | Non-principle roads where maintenance should be considered | Q4 |
| NI196 | Improved street and environmental cleanliness - fly tipping | Q4 |
| NI154 | Net additional homes provided | Q4 |
| NI191 | Residual household waste in kgs per household | Q4 |
| NI192 | Percentage of household waste sent for reuse, recycling and composting | Q4 |
| NI193 | Percentage of municipal waste land filled | Q4 |

Section 3: Corporate Health

A) Summary of Complaints

Corporate Complaints

The total number of corporate complaints received this quarter was 8.

The total number of corporate complaints received this year to end September was 21.

| Department | Stage | New complaints activity in Q2 | Complaints activity year to date | Outcome of total complaints activity year to date |
|-------------------------------------|-----------|-------------------------------|----------------------------------|---|
| Adult Social Care, Health & Housing | Stage 2 | 3 | 6 | 2 upheld, 1 not upheld, 2 partially upheld, 1 ongoing |
| | Stage 3 | - | - | |
| | Ombudsman | 0 | 1 | 1 not upheld |
| Children, Young People & Learning | Stage 2 | 0 | 2 | 1 partially upheld, 1 upheld |
| | Stage 3 | 1 | 1 | 1 not upheld |
| | Ombudsman | - | - | |
| Corporate Services | Stage 2 | 0 | 1 | 1 upheld |
| | Stage 3 | - | - | |
| | Ombudsman | - | - | |
| Chief Executive's Office | Stage 2 | - | - | |
| | Stage 3 | - | - | |
| | Ombudsman | - | - | |
| Environment, Culture & Communities | Stage 2 | 0 | 3 | 2 not upheld, 1 ongoing |
| | Stage 3 | 1 | 2 | 1 not upheld, 1 partially upheld |
| | Ombudsman | 3 | 5 | 4 not upheld, 1 ongoing |

Statutory Complaints

The total number of statutory complaints received this quarter was 15.

The total number of statutory complaints received this year to end September was 26.

| Department | Stage | New complaints activity in Q 2 | Complaints activity year to date | Outcome of total complaints activity year to date |
|------------|-------|--------------------------------|----------------------------------|---|
|------------|-------|--------------------------------|----------------------------------|---|

| | | | | |
|-------------------------------------|----------------------|---|----|---|
| Adult Social Care, Health & Housing | Statutory Procedure: | 6 | 10 | 5 upheld, 4 not upheld, 1 partially upheld |
| | Ombudsman | - | - | - |
| Children, Young People & Learning | Stage 1 | 8 | 15 | 3 upheld, 9 not upheld, 2 partially upheld, 1 ongoing |
| | Stage 2 | 1 | 1 | 1 ongoing |
| | Stage 3 | - | - | - |
| | Ombudsman | - | - | - |

No complaints were received in respect of Public Health.

B) Audits with Limited or No Assurance Opinions

There were three limited assurance reports finalised in quarter 2. All are being addressed by managers.

C) Summary of People

Staff Turnover

| Department | Quarter 2 (%) | For the last four quarters (%) | Notes |
|-------------------------------------|---------------|--------------------------------|--|
| Adult Social Care, Health & Housing | 3.29% | 10.12% | - |
| Corporate Services | 1.4% | 7.48% | Vacancies within HR, Democratic & Registration Services and Property Services will be filled in October. |
| Chief Executive's Office | 3.57% | 7.41% | Vacancies within Regeneration and Community Safety |
| Children, Young People & Learning | 5.29% | 15.5% | 21 people left their contracts voluntarily this quarter and 22 new employees joined |
| Environment, Culture & Communities | 2.48% | 9.88% | There were 7 fewer vacancies compared to last quarter (51). |

| Comparator data | % |
|---|--------|
| Total voluntary turnover for BFC, 2013/14 | 12.64% |
| Average UK voluntary turnover 2012 | 12.5% |
| Average Public Sector voluntary turnover 2012 | 12.0% |

(Source: XPerHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2012/13))

Staff Sickness

| Department | Quarter 2 (days per employee) | 2015/16 Projected Annual Average (days per employee) | Notes |
|-------------------------------------|----------------------------------|---|--|
| Adult Social Care, Health & Housing | 2.88 | 10.0 | There were 14 cases of long term sickness but 7 members of staff have now returned to work. |
| Corporate Services | 1.59 | 5.66 | Sickness for this quarter stands at 339.5. There were 200 days attributable to long term sick however there is now only one person off on long term absence |
| Chief Executive's Office | 1.06 | 3.03 | 13 days due to long term sickness. Projected average excl. long term absence is 2.13 days per employee |
| Children, Young People & Learning | 1.63 | 5.9 | Absence levels are higher this quarter, but 58% of the absence is accounted for by 12 long term sick cases, five of which arose this quarter. Managers and HR are working in line with the absence management policy on all these cases and being supported by advice from Occupational Health |
| Environment, Culture & Communities | 1.04 | 4.34 | Sickness has increased slightly compared to last quarter mainly due to an increase in short-term sick. However, long-term sick has decreased compared to last quarter. |

| | |
|------------------------|--|
| Comparator data | All employees, average days sickness absence per employee |
|------------------------|--|

| | |
|-------------------------------------|-----------|
| Bracknell Forest Council 13/14 | 5.50 days |
| All local government employers 2013 | 8.0 days |
| All South East Employers 2013 | 6.9 days |

(Source: Chartered Institute of Personnel and Development Absence Management survey 2014)

D) Summary of Money

REVENUE BUDGET MONITORING

At the end of the second quarter there is a potential over spend of £1.023m. Details of individual variances are outlined in each department's Quarterly Service Report (QSR).

This net over spend is comprised of the following significant variances:

- On the 21 July, the Executive agreed to fund the changes proposed by the Children's Social Care Management Board for addressing the long term shortage of experienced and qualified Social Workers directly employed by the Council. The actual cost of the changes will to a large extent be dependent on the success of recruiting to the new posts which is now underway, coupled with the ability to reduce the number of high cost agency staff currently engaged. The estimated cost of £0.8m will be funded from the £2m Contingency.
- Placement costs within Children's Social Care exceed the current budget (£0.225m). There have been a number of changes to the forecast made when the budget was set in December, which in line with the budget strategy of the Council included removing costs of known leavers but not adding a provision for future placements.
- Additional costs are being incurred on care packages, in particular within Older People and Long Term Conditions, due to an increase in the number and value of placements and the loss of Continuing Healthcare funding (£0.416m).
- The level of cash balances is such that the Council has been able to pay all 2015/16 employers and employees pension fund contributions, in full, in advance. This will generate an additional -£0.100m of interest. Further income has also been received (-£0.082m) relating to our Heritable Icelandic Bank deposit. The Council has now recovered 100% of our original deposit (£2m), and £0.011m in interest.

It is anticipated that the over spend will be managed downwards or where appropriate met from the Contingency.

Within the Schools Budget significant progress has been made in addressing the cost pressures arising from High Needs Pupils and a -£0.124m under spend is currently projected in this area. This is, however, a volatile budget and needs to be monitored closely for the rest of the year.

At this stage in the financial year there remain significant risks to the budget. Those budgets representing the greatest risk will continue to be scrutinised in detail as part of the Council's usual budget monitoring arrangements.

This page is intentionally left blank