



## **NOTICE OF MEETING**

### **The Executive**

**Tuesday 13 December 2016, 5.00 pm**

**Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

### **To: The Executive**

Councillor Bettison OBE (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: Priya Patel  
Telephone: 01344 352233  
Email: [priya.patel@bracknell-forest.gov.uk](mailto:priya.patel@bracknell-forest.gov.uk)  
Published: 1 December 2016



**The Executive**  
**Tuesday 13 December 2016, 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
<b>1. Apologies</b>	
<b>2. Declarations of Interest</b>	
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.	
<b>3. Minutes</b>	
To consider and approve the minutes of the meeting of the Executive held on 15 November 2016.	5 - 14
<b>4. Urgent Items of Business</b>	
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
<b>5. Response to the Overview and Scrutiny Report on “A Review of whether there is Sufficient General Practitioner Capacity in Bracknell Forest to Meet Future Demands”</b>	
To consider the response to the Overview and Scrutiny report.	15 - 72
<b>6. Capital Programme 2017/18 - 2019/20</b>	
To approve the draft Capital Programme 2017/18 for consultation.	73 - 100
<b>7. General Revenue Fund Revenue Budget 2017/18</b>	
To approve the draft General fund Revenue Budget 2017/18 for consultation.	101 - 268
<b>8. Local Council Tax Discount Scheme</b>	
To consider the introduction of a Council Tax Discount Scheme for	269 - 472

working age households and to recommend its adoption to full Council.

9. **Council Plan Overview Report**

To inform the Executive of the performance of the Council over the second quarter of the 2016/17 financial year (July - September 2016).

473 - 492

10. **Exclusion of Public and Press**

To consider the following motion:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 11 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.

*NB: No representations have been received in response to the notice under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012*

11. **Transfer of 0.18ha approx of land adjacent to Bull Lane Car Park**

To consider the disposal of a piece of land acquired by the Council from the Bracknell & Wokingham College, in connection with the Garth Hill sixth form extension.

493 - 498

This page is intentionally left blank





**EXECUTIVE  
15 NOVEMBER 2016  
5.00 - 5.35 PM**

**Present:**

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

**41. Declarations of Interest**

There were no declarations of interest.

**42. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 27 September 2016 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**43. Community Access at Edgbarrow and Sandhurst Sports Centres**

**RESOLVED** that;

- i) with effect from 1 April 2017, the Leisure Services Section of Bracknell Forest Council no longer manages the community leisure facilities at Edgbarrow and Sandhurst schools,
- ii) the necessary steps be taken to discontinue the Edgbarrow and Sandhurst Joint Use Committee and
- iii) as detailed in paragraph 6.17 of the report, the Council maintains its commitment to providing the leisure service at Edgbarrow and Sandhurst School until 31 March 2017.

**44. Minerals and Waste Local Development Scheme**

**RESOLVED** that the Executive;

- i) approved the Local Development Scheme for a Joint Minerals and Waste Plan (Appendix A of the report) to come into effect on 23 November 2016, in respect of Bracknell Forest Borough and
- ii) agreed the withdrawal of that element of the Bracknell Forest Local Development Scheme (June 2015), that refers to a Joint Waste and Minerals Local Plan.

**45. Local Safeguarding Children Board (LSCB) Annual Report**

**RESOLVED** that the Executive received the annual report of the LSCB and noted the key messages and recommendations made.

46. **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 the following item 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).

47. **Commercial Property Investment Strategy**

**RESOLVED** that the Executive recommends to Council that;

- i) the Commercial Property Investment Strategy as set out at Appendix A of the report be approved,
- ii) a supplementary capital approval of £20m in 2016/17 to support commercial property purchases to effect the policy,
- iii) further investment in commercial property be included in the draft capital programme for 2017/18 and 2018/19 (£20m in each year).
- iv) the Constitution be amended to give effect to the revised Terms of Reference of the Executive Committee as set out in Appendix B of the report to include authorisation of Property Investment expenditure.

**RESOLVED** that the Executive agreed to revise the Terms of Reference of the Executive Committee as set out in Appendix B of the report.

**Decision Records**

**CHAIRMAN**

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I062956</b>
---------------------------------	----------------

1. **TITLE:** Community Access at Edgbarrow and Sandhurst Sports Centres

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

To determine how the community will access Edgbarrow and Sandhurst Sports Centres and how this access will be managed.

The Executive will consider whether the Council should continue with the management or whether this should be transferred to direct management by the schools.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That with effect from 1 April 2017, the Leisure Services Section of Bracknell Forest Council no longer manages the community leisure facilities at Edgbarrow and Sandhurst schools;

That the necessary steps are taken to discontinue the Edgbarrow and Sandhurst Joint Use Committee; and

As detailed in paragraph 6.17 of the executive report, the Council maintains its commitment to providing the leisure service at Edgbarrow and Sandhurst School until 31 March 2017.

7. **REASON FOR DECISION**

The need for Bracknell Forest Council to make significant savings, increasing revenue pressures arising from the reduction in community access, the likely reduction in support funding from the local councils and a growing desire for singular on-site management all point towards transfer of control from the Council directly to each school.

8. **ALTERNATIVE OPTIONS CONSIDERED**

School management of full “pay and play” community access to the facilities has been discussed and rejected, as has community management of the facilities.

9. **PRINCIPAL GROUPS CONSULTED:** Public  
Edgbarrow and Sandhurst Joint  
Management Committee  
Crowthorne Parish Council  
Sandhurst Town Council

Representatives of Edgbarrow and Sandhurst users

- 10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
- 11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
15 November 2016	22 November 2016

**SIGNED:**..... **DATE:**.....

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I063885</b>
---------------------------------	----------------

1. **TITLE:** Minerals and Waste Local Development Scheme

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

To approve an updated programme for the preparation of a Joint Minerals and Waste Plan for Central and Eastern Berkshire.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive approved the Local Development Scheme for a Joint Minerals and Waste Plan (Appendix A of the Executive report) to come into effect on 23 November 2016, in respect of Bracknell Forest Borough; and agreed the withdrawal of that element of the Bracknell Forest Local Development Scheme (June 2015), that refers to a Joint Waste and Minerals Local Plan.

7. **REASON FOR DECISION**

The Council is required to maintain an up to date LDS on its website. An up to date LDS gives residents, landowners, commercial operators and potential investors a clear indication that the Council remains committed to having an effective planning policy framework in place. Existing policies in the Replacement Minerals Local Plan for Berkshire and the Waste Local Plan for Berkshire pre-date current planning legislation, policy and guidance and therefore need to be reviewed in the light of these in order to provide a robust planning policy framework.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The option of not updating the 2015 LDS has been considered but as set out in this report the current timetable pre dates the decision to commission HCC to prepare the plan. Failure to update the LDS would result in misleading information regarding the timetable for plan preparation for local residents, landowners and commercial operators, concerning the Council's intended approach to producing planning policies to guide future minerals and waste development.

9. **PRINCIPAL GROUPS CONSULTED:** Statutory consultees, Duty to Co-operate Bodies, landowners, the Minerals and Waste Industry, the public, amenity groups and other stakeholders.

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
15 November 2016	22 November 2016

**SIGNED:**..... **DATE:**.....

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I063253</b>
---------------------------------	----------------

1. **TITLE:** Local Safeguarding Children Board (LSCB) Annual Report

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

3. **PURPOSE OF DECISION**

For the Executive to receive the annual report of the LSCB and to note the key messages and recommendations made.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive received the annual report of the LSCB and noted the key messages and recommendations made.

7. **REASON FOR DECISION**

To ensure ongoing accountability of the department towards the development of continually improved outcomes overall for children and young people in Bracknell Forest in accordance with statutory expectations.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Members of Children, Young People and Learning Leadership Team  
Members of Corporate Management Team  
LSCB Partners

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
15 November 2016	22 November 2016

**SIGNED:**..... **DATE:**.....

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I064185</b>
---------------------------------	----------------

1. **TITLE:** Commercial Property Investment Strategy

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To approve the Council's Commercial Property Investment Strategy.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive recommends to Council that:

- i) the Commercial Property Investment Strategy as set out in exempt Appendix A of the report.
- ii) a supplementary capital approval of £20m in 2016/17 to support commercial property purchases to effect the policy.
- iii) that further investment in commercial property be included in the draft capital programme for 2017/18 and 2018/19 (£20m in each year).
- iv) that the Constitution be amended to give effect to the revised Terms of Reference of the Executive Committee as set out in Appendix B of the exempt report to include authorisation of Property Investment expenditure.
  
- v) The Executive agreed to revise the Terms of Reference of the Executive Committee as set out in Appendix B of the exempt report.

7. **REASON FOR DECISION**

The Council requires a clear strategy with precisely defined objectives, parameters, aspirations and processes if it is to increase its investment in commercial properties.

Funding in excess of the current approved budget is required to deliver the strategy, if it is to produce the surplus revenue identified in the medium term financial plan for 2017 and beyond.

The current delegations of officers do not extend to the acquisition levels that are envisaged by the CPIS. When negotiating for investments, a rapid approval process is a key consideration to vendors. The current Council processes do not facilitate this expediency.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Do not adopt an investment strategy and seek alternative means to support the revenue pressures.



- 9. **PRINCIPAL GROUPS CONSULTED:** None.
- 10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive
- 11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
15 November 2016	22 November 2016

**SIGNED:**..... **DATE:**.....

This page is intentionally left blank

TO: THE EXECUTIVE  
13 DECEMBER 2016

---

**RESPONSE TO THE OVERVIEW AND SCRUTINY REPORT ON “A REVIEW OF WHETHER THERE IS SUFFICIENT GENERAL PRACTITIONER CAPACITY IN BRACKNELL FOREST TO MEET FUTURE DEMANDS”**

**Director of Adult Social Care and Health and Housing**

**1 PURPOSE OF REPORT**

To inform the Members of the Executive of the response from the Executive Member for Adult Social Care, Health & Housing to the Overview and Scrutiny report on General Practitioner capacity in Bracknell Forest (attached as Annex A to this report).

**2 RECOMMENDATIONS**

**That the following recommendations of the Working Group “A Review of Whether There is Sufficient General Practitioner Capacity in Bracknell Forest to Meet Future Demands” be accepted**

**2.1 The Council should engage – both by Members and Officers – more proactively with the Joint Commissioning Committee (JCC), for example by attending all meetings or arranging a substitute as necessary.**

**2.2 Both the Comprehensive Local Plan, and the aims of the Health and Wellbeing Board should explicitly recognise the need to ensure that the necessary healthcare facilities will be in place to meet the demands of the expanding population.**

**2.3 That the following recommendation is not accepted:  
*The Health and Wellbeing Board (being the forum where the Council and the Clinical Commissioning Group (CCG) come together) should review what needs to be done to establish and maintain clear communications of health needs. This should include clear commitments in the Comprehensive Local Plan, and reference to healthcare facilities in the Community Infrastructure Levy, Infrastructure Delivery Plan/Regulation 123 List or Section 106 agreements.***

**3 REASONS FOR THE RECOMMENDATIONS**

Recommendation 2.1:

Given the considerable pressure on both Members and Officers time, this recommendation may be difficult to guarantee. However, the principle of regular attendance at the appropriate meetings to ensure that the planning of future GP and Primary Care facilities is included within the Council's strategic planning is good

Recommendation 2.2:

The second part of this recommendation is for the Health and Wellbeing Board to consider. The Comprehensive Local Plan should explicitly recognise the need to ensure that the necessary health care facilities will be in place.

Recommendation 2.3:

It is important that the Council is in a position to support Health partners in ensuring there is sufficient GP and Primary Care capacity to meet the needs of our residents. However, the funding and development of GP surgeries are a Health responsibility (the CCG and NHS England) so it would not be helpful to commit the use of the CIL resources, for which there are many other demands, and which could have significant financial implications for the Council. A very positive way in which the Council could support the future development of GP practices would be to ensure these are included as part of the Local Development Plan process and to explore the possibility of establishing robust local policies to enable land to be allocated and facilities built for that purpose.

## 4 ALTERNATIVE OPTIONS CONSIDERED

4.1 Not applicable

## 5 SUPPORTING INFORMATION

The Overview and Scrutiny Working Group has spent considerable time on this review which has provided valuable insights into the increasing demands on GPs and Primary Care. Given the importance of ensuring our residents healthcare needs are met both now and in the future, it is appropriate that the Executive support the two recommendations that are a Council responsibility and rejects the recommendation to use CIL monies to fund developments that are a Healthcare responsibility.

5.1 The early actions in support of these are set out below:-

The Council should engage – both Members and Officers – more proactively with the Joint Commissioning Committee (JCC) , for example by attending all meetings or arranging a substitute as necessary.

The Health & Wellbeing Chair and Director of Adult Social Care, Health & Housing have met with the Chair of the JCC to agree appropriate representation on future JCC meetings

The Health and Wellbeing Board (being the forum where the Council and the Clinical Commissioning Group (CCG) comes together) should review what needs to be done to establish and maintain clear communications of health needs.

The Health & Wellbeing Board has invited an East Berkshire CCG Federation Director to attend its next meeting to discuss the Sustainability Transformation Plan and an invitation has been extended to Bracknell & Ascot CCG to bring the Primary Care Strategy to a future meeting.

## 6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

6.1 The relevant legal issues are addressed within the main body of the report.

### Borough Treasurer

6.2 The Borough Treasurer is satisfied that there are no direct financial implications arising from the recommendations in this report.

### Equalities Impact Assessment

6.3 Not applicable.

### Strategic Risk Management Issues

6.4 Not applicable

## 7 **CONSULTATION**

### Principal Groups Consulted

7.1 None

### Method of Consultation

7.2 None

### Representations Received

7.3 None

### Background Papers

Health Overview and Scrutiny Panel report entitled "A review of whether there is sufficient General Practitioner capacity in Bracknell Forest to meet future demands".

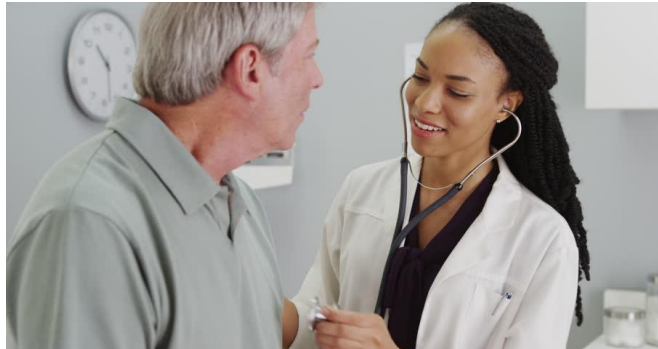
### Contact for further information

Gill Vickers, Adult Social Care, Health and Housing - 01344 351458  
gill.vickers@bracknell-forest.gov.uk

This page is intentionally left blank

# **A review of whether there is sufficient General Practitioner capacity in Bracknell Forest to meet future demands**

**By a Working Group of the Health Overview and Scrutiny  
Panel**



**29 September 2016**

## Table of Contents

	Page Number
1. Foreword by the Lead Member	1
2. Executive Summary	2
3. Information Gathered	5
4. Conclusions and Recommendations	16
5. Glossary	25
Appendix 1 - The scoping plan for the review	26
Appendix 2 - Summaries of meetings	30
Appendix 3 - Information obtained from survey of GP Practices	44

## Acknowledgements

The Working Group would like to express its thanks and appreciation to the following people we met for their co-operation and time. Almost everyone we met thought our review was necessary and worthwhile, and some commended the Council's Overview and Scrutiny Panel for its initiative in carrying out this review. All those who have participated in the review have been thanked for their contribution, and sent a copy of this report.

The General Practitioners and their Practice staff serving the residents of Bracknell Forest

Juliet Anderson	Assistant Director for Education and Quality Workforce strategy and transformation (Health Education England)
Richard Mumford	Acting GP Dean, Oxford Deanery

### Bracknell and Ascot Clinical Commissioning Group

Dr William Tong	Chairman
Mary Purnell	Head of Operations

### Frimley Health NHS Foundation Trust

Jane Hogg	Integration and Transformation Director
Tina White	Programme Director, Sustainability and Transformation Plan

### NHS England South (South Central)

Dr Geoff Payne	Medical Director
Nicky Wadely	Programme Manager - Co-commissioning

### Bracknell Forest Council

Councillor D Birch	Executive Member for Adult Services, Health and Housing
Richard Beaumont	Head of Overview and Scrutiny
Andrew Hunter	Chief Officer: Planning, Transport and Countryside
Matt Lunn	Senior Planning Officer



## 1. Foreword by the Lead Member

- 1.1 The Health Overview and Scrutiny Panel formed a working group to examine the issue of GP capacity in the coming years.
- 1.2 At the outset the issue of sufficient GP capacity to meet the needs of residents in the future appeared to be fairly simple, one of the right numbers of practitioners in the right places, and establishing the process to make it happen. As all good scientists know one should never prejudge the outcome or you may miss the key insights, and this was no exception.
- 1.3 We discovered the NHS does not plan very far ahead, it is too busy fire fighting to deliver for today and tomorrow and possibly think about next year; which was a concern as Bracknell Forest has so much housing development planned we knew the number of residents will rise significantly with an aging demographic; and there is a lag to increasing capacity. We also discovered many GPs already feel at crisis point.
- 1.4 In serendipitous good timing the NHS announced the GP Forward View and the Sustainability Transformation Plan (STP) during our work.
- 1.5 These are indeed fortuitous developments and I hope that our findings will support the work that is being done to plan ahead and reshape primary care as part of those initiatives. In particular to support the desire to create a service for residents to make a same day appointment to see a GP or relevant practitioner to meet their needs and stem the flow of patients going to A&E, or becoming acute and needing more treatment in secondary care.
- 1.6 The theme running through our recommendations is collaborative working and flexibility. Services need to be delivered in a different way with the broader use of appropriate practitioners to relieve the pressure on GPs. The various NHS bodies and the Council need to work together to deliver the healthcare infrastructure and services required, and contributions from developers are needed too. Recommendations are based on what is in place today as the STP is still emerging and will clearly have a major impact.
- 1.7 This report is restricted by the time and resources available and the scope of this exercise has been limited to the services that GP practices typically provide, although it was clear through our work that the model of integrated care hubs with primary care, social care and mental health is the model for the future; and change at scale is necessary to enable the STP to deliver an efficient patient centred service for the needs of a growing and aging population.
- 1.8 I would like to thank my fellow councillors and co-opted members who worked on the review and especially to all the officers who supported us throughout the process. I would also like to thank the GPs who gave their time to help us understand the true situation in the area, and all the people who travelled to meet and inform us.

**Councillor Sarah Peacey**  
**Lead Working Group Member**

## 2. Executive Summary

2.1 Almost everyone needs to see their General Practitioner (GP) doctor from time to time. It is the 'front line' for National Health Service (NHS) primary care, with 90% of all NHS patient contacts occurring in general practice, and around 372 million GP consultations in England each year. It is also costly - a ten minute consultation with a GP is estimated to cost the NHS around £204, and GP Services in the Bracknell Forest and Ascot area cost some £14.5 million each year. For many people, their perception of the NHS is heavily influenced by how quickly they can get an appointment with their GP, and the quality of that service. We believe that residents of Bracknell Forest are interested to know whether there will be enough GPs to meet growing demands, most notably from the major new housing developments taking place and planned locally. The Health Overview and Scrutiny (O&S) Panel of Bracknell Forest Council therefore decided to carry out a review of whether there are enough GPs to meet the needs of Bracknell Forest residents, both now and looking ahead. This report summarises the outcome of that review, which took place between November 2015 and August 2016.

2.2 The remainder of this report is organised in the following parts:

Part 3 Gives information in respect of the factors affecting the sufficiency of GP capacity, and summarises how we set about our review.

Part 4 Contains the conclusions we have reached following our review, on which we have based a number of recommendations to the Council's Executive, NHS organisations, and the Health Overview & Scrutiny Panel.

At the end of our report is a glossary of terms used and three appendices containing detailed supporting information and summaries of the meetings we held.

2.3 Our overall conclusions are that:

- It is clear that the solution to meeting Bracknell Forest's growing needs for GP services is not simply to increase the number of Whole Time Equivalent GPs. The situation is complex, and major changes are underway.
- Our review bears out the response of Bracknell Forest GPs to a British Medical Survey in April 2016, where the majority said that their workload was 'often unmanageable'.
- In most respects, the evidence we collected confirmed our concerns about whether there is sufficient GP capacity, but we saw that some encouraging work is being done to make things better.
- Estimates of the additional GPs required to meet the needs of the Bracknell and Ascot area vary: The Oxford Deanery estimate that 6-7 extra GPs will be needed; our own estimate, based on housing growth and other forecasts is that around 11 extra GPs are needed by 2026; and the Royal College of GPs has forecast that Bracknell and Ascot needs 24 more GPs by 2020.
- We recommend below various improvements which we think would be of benefit.
- The information gained from this review should be of interest to all councillors

- The solutions to achieving sufficient GP resources have not yet been fully designed, and delivery is at an early stage. We therefore think that the Health O&S Panel needs to return to this topic to review progress, in due course.

2.4 Our recommendations to the Executive and the NHS are in part 4 of this report. They cover a variety of improvements which we believe are reasonable and necessary. The recommendations are as follows.

**We recommend to the Council's Executive that:**

- The Council should engage – both by Members and Officers - more proactively with the Joint Commissioning Committee (JCC), for example by attending all meetings or arranging a substitute as necessary.**
- The Health and Wellbeing Board (being the forum where the Council and the Clinical Commissioning Group (CCG) come together) should review what needs to be done to establish and maintain clear communication of health needs. This should include clear commitments in the Comprehensive Local Plan, and reference to healthcare facilities in the Community Infrastructure Levy Infrastructure Delivery Plan/ Regulation 123 List or Section 106 agreements.**
- Both the Comprehensive Local Plan, and the aims of the Health and Wellbeing Board should explicitly recognise the need to ensure that the necessary healthcare facilities will be in place to meet the demands of the expanding population.**

**We recommend that the Joint Commissioning Committee should:**

- Encourage Practices to have a good range of specialist interests and then make those services available to patients beyond their own List. This is in line with the Forward View and the STP, whereby the CCG should look to commission locally delivered services where appropriate, based around practices, clusters of practices, or integrated service delivery hubs.**
- Adopt a target, based on best practice, for the GP patient survey satisfaction survey question about the ease of making an appointment at a GP Practice. The JCC should openly and regularly monitor the achievement of that target by all GP Practices.**
- Re-state clearly and comprehensively who are the partner organisations involved in ensuring sufficient GP capacity, how they have a shared commitment to the task of ensuring there is sufficient GP capacity, and say how their performance is to be monitored and reported openly.**
- Systematically collect and publish data on workload and workforce, etc., to ensure that their plans are intelligence-led and timely.**
- Periodically publish information showing that they are aware of the changing population numbers – using figures agreed with the Council – showing that they are responding to forecast changing levels of demand.**
- Periodically publish information showing the changing pattern of long term conditions and that they are responding to changing levels of demand.**
- Do more to minimise the call on GPs' time through more health promotion and encouraging self care.**

- k. Devise a method to strategically capture different ways of working in GP Practices and best practice possibilities and circulate the information to all Practices.
- l. Explore the feasibility of Bracknell Forest having a GP 'Training Hub'. Also, to optimise patient care, the JCC should explore the feasibility of supplementary roles, for example introducing 'Physician Associates'.
- m. Continue its efforts to transfer appropriate work from GPs towards Nurses and Health Care Assistants; and with Health Education England and other partners seek to address any shortage of capacity in those professions locally.
- n. Consider how to improve capacity and economies by making fuller use of pharmacists and other appropriate professionals.
- o. Seek to minimise non-clinical contact, such as better signposting on GP Practices' websites and in surgery waiting rooms on where to go for help, which would help to divert people with non-medical issues elsewhere.
- p. Explore what initiatives could be taken to minimise the clinical time lost through some patients not turning up for their appointments.

We recommend that the Clinical Commissioning Group should:

- q. Ensure, through their commissioning of hospitals, and the Sustainability and Transformation Plan, that work is appropriately shared between GP Practices and hospitals.
- r. Explain the reasons for the delay in producing their Estates Strategy and give a firm date for its completion.

We recommend that the Health Overview and Scrutiny Panel should:

- s. Monitor the progress of the *Sustainability and Transformation Plan*, and the *General Practice Forward View*, robustly and regularly.
- t. Carry out a follow up to this review in 18-24 month's time, specifically to see whether the STP and the '*General Practice Forward View*' are being delivered successfully, and whether the pressure on GPs is at a sustainable level in the light of increased demand, particularly from new housing developments.

2.5 Members of the Working Group hope that this report will be well received and we look forward to receiving responses to its recommendations.

2.6 The Working Group comprised:

Councillor Peacey (Lead Member)  
 Councillor Mrs Mattick  
 Councillor Phillips  
 Councillor Mrs Temperton  
 Councillor Tullett  
 Councillor Virgo  
 Dr Norman (A co-opted Member of the Health O&S Panel, and a retired Bracknell GP)  
 Rachael Addicott (A co-opted Member, and a Senior Fellow at the Kings Fund)

### 3. Information Gathered

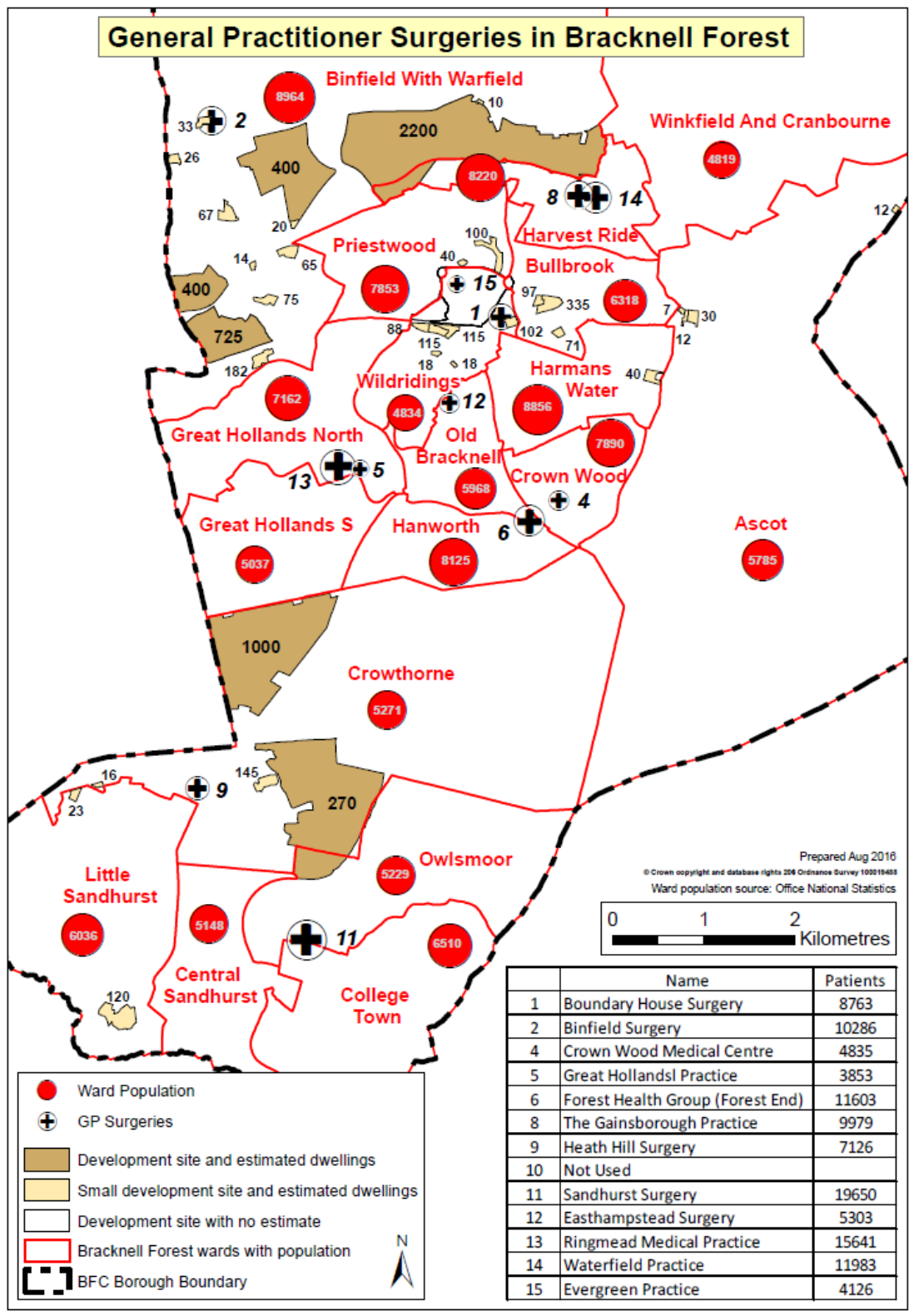
We set out in Appendix 2 of this report summaries of the meetings we held with a number of organisations whose role affects the sufficiency of GP resources. Appendix 3 summarises the information gathered from our visits to, and data collection from, 14 GP Practices serving most Bracknell Forest residents. Other key information we gathered is included in this part of the report. All those sources of evidence support the conclusions we have reached and the recommendations we have made in Part 4 of this report.

#### The National Context

- 3.1 In a report of May 2016 '*Understanding Pressures in General Practice*', the Kings Fund said that their analysis of 30 million patient contacts from 177 practices found that consultations grew by more than 15 per cent between 2010/11 and 2014/15. Over the same period, the GP workforce grew by 4.75 per cent and the practice nurse workforce by 2.85 per cent. Funding for primary care as a share of the NHS overall budget fell every year, from 8.3 per cent to just over 7.9 per cent. Pressures on general practice were compounded by the fact that the work is becoming more complex and more intense. This is mainly because of the ageing population, increasing numbers of people with complex conditions, initiatives to move care from hospitals to the community, and rising public expectations.
- 3.2 The Kings Fund also reported that Practices were finding it increasingly difficult to recruit and retain GPs. Many GPs reaching the end of their careers are choosing to retire early in response to workload pressures. They have also been affected by changes to the tax treatment of pensions which create disincentives to work when the lifetime allowance for pensions has been reached. Fewer GPs are choosing to undertake full-time clinical work with more opting for portfolio careers or working part-time. This is true for both male and female GPs. Trainee GPs are often planning to work on a salaried basis. This continues a longterm trend in which fewer doctors aspire to become partners in their practices. There are challenges too with recruitment and retention of other members of the primary care team particularly practice nurses and practice managers. This makes it difficult for some of the work of GPs to be taken on by other staff who are also in short supply.

#### The Bracknell Forest Context

- 3.3 What we learnt from our visits to GP practices showed a similar local picture to the national picture reported by the Kings Fund, above.
- 3.4 There are some 80 Full Time Equivalent (FTE) GPs in Bracknell Forest Borough. The following map of the Borough, at February 2016, shows:
- the population of each of the wards making up the Borough, in red circles (for example 8125 people live in Hanworth)
  - The number of patients at each GP Practice, and the surgery's location (for example, the Ringmead Medical Practice has 15,641 patients on their list, and they are located at the northern end of Great Hollands South)
  - The known housing development sites, with the estimated number of new dwellings (for example, 1,000 new dwellings are expected to be built on the former Transport and Road Research Laboratory site, west of Crowthorne).



Note – There are other GP Practices outside the Borough, providing services to Bracknell Forest residents, including Green Meadows, Magnolia House, Radnor House, Kings Corner and New Wokingham Road surgeries.

### **Why Did We carry out This Review?**

- 3.5 The Health Overview and Scrutiny (O&S) Panel decided to review whether there is sufficient GP capacity in Bracknell Forest because:
- We had not previously carried out a focussed review of this very important issue of whether there are enough GPs to meet residents' needs, both now and in the future
  - There were indications that the GP Practices were under a lot of pressure, and various factors looked likely to add to that pressure (we expand on this below)
  - We wanted to raise awareness and build members' understanding of the topic.
  - We wanted to see whether improvements were needed, and to make recommendations accordingly.

### **Approach of the Working Group**

- 3.6 The approach we took to our work was to meet a range of people inside and outside the Council with relevant knowledge and experience of the issue, and we supplemented this with research and analysis of our own, supported by our Overview and Scrutiny (O&S) officer. Our approach was all set out in detail in the standard scoping document for O&S reviews, at Appendix 1.
- 3.7 Early in the review, we realised that the position was much more complicated than simply the number of GPs, for example if GPs do not have sufficient Health Care Assistants then they will spend too much time doing tasks which could be safely entrusted to less qualified staff. We also came to realise during the course of our work that there was a 'generational change' afoot, with fewer doctors being willing to join a traditional GP Partnership Practice, with more doctors preferring salaried GP positions, or being a GP Locum, or pursuing a 'portfolio' career. Other significant developments which have a huge bearing on finding solutions to the pressures facing General Practice were found to be:
- The Sustainability and Transformation Plan. (see paragraph 3.29 below)
  - A major announcement by the Government in April 2016 '*General Practice Forward View*' (see paragraph 3.34 below).

### **Indications of Current and Future Pressure on General Practitioners**

- 3.8 There are a number of indications of the pressure currently facing GPs in Bracknell Forest, and a range of factors affecting the ability of GPs to meet the demands on their time, which collectively caused us concern. Insufficient resource for GP services has a clear impact elsewhere; for example, in England an estimated 5.8 million visits to Accident and Emergency or walk-in centres in 2012-13 occurred because patients had not been able to get an appointment or convenient appointment in General Practice.

#### **Does Bracknell Forest have enough GPs currently?**

- 3.9 There are a variety of sources of information, but they all point to there being too few GPs, currently. For example:

The Chairman of Bracknell and Ascot Clinical Commissioning Group (CCG) told us that, on the current formula, there are not enough GPs in Bracknell and Ascot. However, the current formula is not applicable for the future.

Analysis by *LG Inform* shows that in 2013/14:

	GPs per 10,000 population	GP Surgeries per 10,000 population
Bracknell Forest	7.1	1.1
Average for all English Unitary Authority areas (including areas of higher need)	8.5	1.5

Separately, the Royal College of GPs published research in 2016, calculating that Bracknell and Ascot needed 24 more GPs by 2020.

What is the Public's view about the ease of getting a GPs appointment?

- 3.10 The NHS periodically survey the views of millions of people who have accessed GP services. In the last published GP survey, 73% of Bracknell Forest residents said their overall experience of making an appointment was very good to fairly good, compared to an England average of 75%. The responses for individual GP Practices in Bracknell Forest ranged from 58% to 92%.

Is best use being made of GPs time?

- 3.11 As GPs are under pressure, it is important to make best use of their limited time. Recent research suggested that 27% of GP appointments could be avoided. NHS England estimated this to be 26%. Health Education England (HEE) told us that some people who frequently ask for a GP appointment do not always need GP, but other services. There was also evidence of a significant number of people not turning up for appointments – this wasted medical staff's time (though some doctors we met told us that it allowed them to catch up on other work) and denied the opportunity for other people to have those unkept appointments.

Do the Council's Planning policies and practices recognise and support the provision of sufficient numbers of GPs?

- 3.12 The Council's consultation over the new *Comprehensive Local Plan* includes very few references to health and there are no healthcare items in the Community Infrastructure Levy (CIL) 'regulation 123 list' (which lists the infrastructure needs of the Borough, which CIL monies are to be applied to). The Council also has the facility to include healthcare facilities when negotiating Section 106 agreements<sup>1</sup> with developers. We return to the Council's planning duties in paragraph 4.10 below.

What will be the impact of an increasing population?

- 3.13 A statistical release by the Office for National Statistics in November 2015 forecast a growth in Britain's population of 10 million to 74.3m over the next 25 years. The Council's *Core Strategy* to 2026 anticipates at least 9,041 additional dwellings being developed across the Borough. Applying the average of 2.4 people per dwelling, this

<sup>1</sup> Section 106 of the Town and Country Planning Act allows the Council and persons interested in land to agree contributions, arrangements and restrictions as *Planning Agreements* or *Planning Obligations*, in order to offset the costs of the external effects of development.



would equate to a population increase of some 22,000 people in the Borough. Applying the NHS assumption that one GP is needed for 1,850 people, this suggests that around 11 extra GPs are needed (we have around 80 GPs currently). The diagram on the following page illustrates by age band the planned population growth of nearly 20%, some 22,000 people to 2036.

What will be the impact of an increased aging population?

- 3.14 The November 2015 statistical release by the Office for National Statistics forecasts a large growth in Britain's population aged over 80 to more than 1/12 of the population. This disproportionately fast increase in the older population is also anticipated in Bracknell Forest (see diagram below). Increased age expectancy is of course to be welcomed, however age-related health conditions have a significant impact on NHS and Local Authority resources. Every GP Practice we met reported an increase, some large, in the number of frail elderly patients and complex long term conditions.

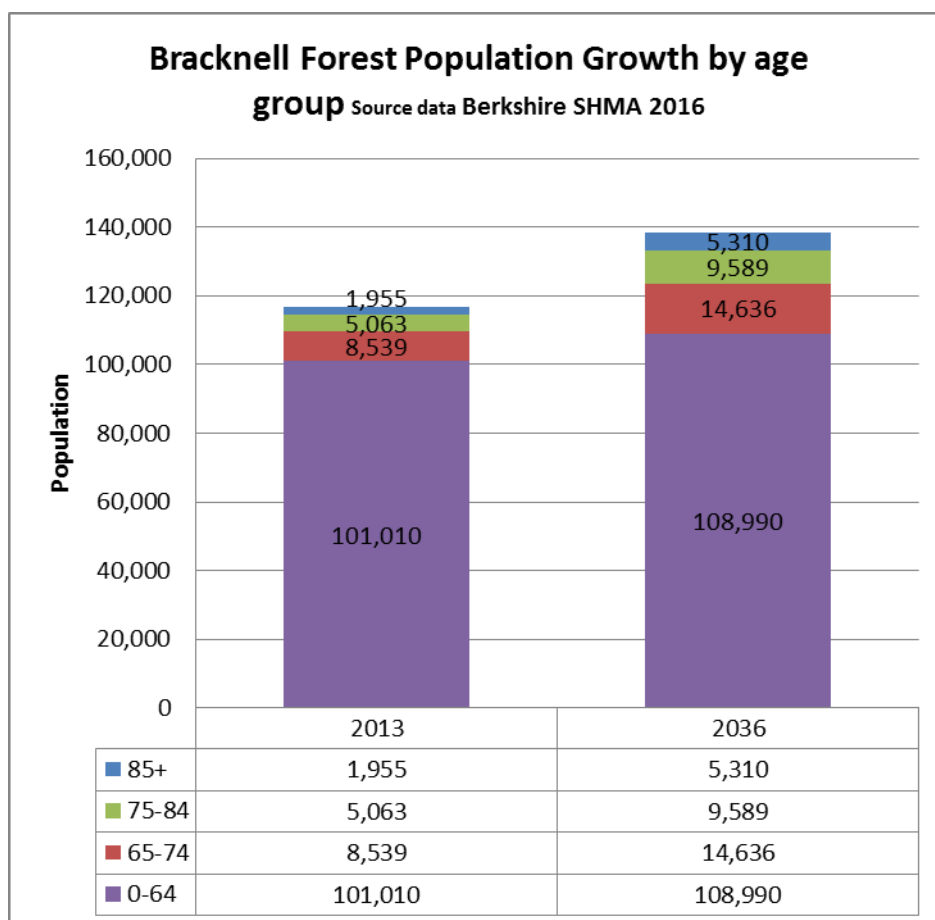
Is there a sufficient supply of new GPs to replace those who are leaving GP Practices?

- 3.15 The 'GP Taskforce' established by Medical Education England and the Department of Health (DoH) reported in March 2014 *'Despite the longstanding Department of Health policy to increase GP training numbers in England to 3,250 per annum, GP recruitment has remained stubbornly below this target, at around 2,700 per annum, for the last four years. This cumulative recruitment shortfall is being compounded by increasing numbers of trained GPs leaving the workforce, most significantly GPs approaching retirement, but perhaps more worryingly women in their 30s'*
- 3.16 This national picture was reflected locally, as most of the GP Practices we surveyed told us that GP retirements were in prospect, and they were struggling to fill vacant GP Positions (see Appendix 3, paragraphs A 3 -4).

Are organisational changes, such as co-commissioning helping or hindering solutions?

- 3.17 In recent years, the NHS has undergone huge organisational change, and it continues to do so, for example the change to 'co-commissioning' (where responsibility for commissioning GP services is transferring from NHS England to local Clinical Commissioning Groups). We were concerned that this might have blurred responsibilities for ensuring there are sufficient GPs, also that it is not uncommon for major change to cause performance to deteriorate, in the short to medium term. Furthermore, we were aware that NHS England, who have primary responsibility for ensuring an adequate supply of GPs, has had reductions in its own budget.

These concerns, listed above, which caused us to commence this review were later confirmed and reinforced by what we found during the course of our review.



ONS mid year estimates 116,567 population in 2013		2013	% of total pop	2036	% of total pop	Additional people by 2036	
SHMA estimates 138,559 population in 2036							
Growth rates of age range	0-64	7.90%	101010	86.65%	108990	78.68%	7980
	65-74	71.40%	8,539	7.33%	14636	10.57%	6097
	75-84	89.40%	5,063	4.34%	9589	6.92%	4526
	(Growth rate age 65+ is 90%)	171.60%	1,955	1.68%	5310	3.83%	3355
% Total population over 65			15,557	13.35%	29535	21.32%	13978
Total population			116567		138525		21958
65+ age range population growth is 63.7%							

### What Other Information Did We Gather In This Review?

#### Organisations with a Role in Providing Sufficient GP Capacity in Bracknell Forest

- 3.18 There is no single organisation responsible for determining and providing sufficient GPs for Bracknell Forest residents. The position is complex. GP Partnership Practices – the most common model currently in the Borough – are private businesses under contract to the NHS. They have a large degree of autonomy over the number of medical and other staff they employ, equipment and premises. Of the regional and national organisations, the following information has been taken from their websites.

- 3.19 NHS England (NHSE) leads the NHS in England. They set the priorities and direction of the NHS and encourage and inform the national debate to improve health and care. NHSE shares out more than £100 billion in funds each year and holds organisations to account for spending this money effectively for patients and efficiently for the tax payer. A lot of the work NHSE does involves the commissioning of health care services, including the contracts for GPs, pharmacists, and dentists and they support Clinical Commissioning Groups (CCGs). Some CCGs have fully delegated responsibility for the commissioning and contract management of primary medical care.
- 3.20 Bracknell and Ascot Clinical Commissioning Group (CCG). Led by clinicians, CCGs are responsible for buying health services for the local area such as: Hospital services; Urgent Care services; Rehabilitation Care; most Community Health services; Mental Health and Learning Disability services. The CCG has been approved to enter into primary care joint co-commissioning arrangements with NHS England. This means that the CCG will have more say in local decisions, jointly with NHS England, about how primary care services are commissioned for the local populations. The CCG states that sharing this responsibility with NHSE will mean that the needs of the local population will be taken into account, in determining local health care services for the future. CCGs have always had the responsibility for quality improvement in General Practice contracts.
- 3.21 The Joint Commissioning Committee (JCC) is a joint meeting between the CCG and NHS England and is responsible for the joint commissioning of GP services and for the delivery of the local primary care strategy. The Council has a non-voting representation on the JCC. This committee meets in public and it commissions primary medical services, except those relating to individual GP performance management, which have been reserved to NHS England. This includes the following activities: General Medical Services, etc., contracts with GP Practices; decision making on whether to establish new GP practices in an area; and approving practice mergers. The stated key responsibilities of the JCC for the Bracknell and Ascot CCG area are to work together to:
- a) plan (including needs assessment) primary medical care services
  - b) undertake reviews of primary medical care services
  - c) co-ordinate a common approach to the commissioning of primary care services generally
  - d) manage the budget for commissioning of primary [medical] care services.
- 3.22 The GP National Recruitment Office was set up by the Committee of General Practice Education Directors in November 2002. It is the administrative body responsible for coordinating the nationally agreed and quality assured process for recruitment to GP Specialty Training Programmes in England, Wales, Scotland and Northern Ireland. One of their main roles is to assist Health Education England's (HEE) local offices and the deaneries to deliver a standard and robust recruitment and selection process that is reliable, valid and fair.
- 3.23 Health Education England (HEE) states that it ensures that the NHS workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place, now and in the future. HEE states they believe that the most important resource the NHS has is its people.
- 3.24 NHS Property Services Ltd manages, maintains and improves 3,500 properties, working with NHS organisations to create safe, efficient, sustainable and modern

healthcare and working environments. They are a limited company set up in April 2013, wholly owned by the Secretary of State for Health, to manage all the ex-Primary Care Trust estate not transferred to providers.

- 3.25 The Oxford Deanery, or the Oxford School of General Practice has as its purpose the training and development of a general practice workforce fit for the future, and the promotion of generalism and the role of primary care in the local NHS.
- 3.26 The Council's legal duties include operating a Health and Wellbeing Board (H&WBB), exercising its responsibilities as a Local Planning Authority, and delivering the Public Health function. The H&WBB is a forum where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities. Board members are to collaborate to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way. As a result, patients and the public should experience more joined-up services from the NHS and local councils in the future. The DoH intends that H&WBBs are a key part of broader plans to modernise the NHS to:
- ensure stronger democratic legitimacy and involvement
  - strengthen working relationships between health and social care, and,
  - encourage the development of more integrated commissioning of services.
- 3.27 We reviewed a report by a 'Task and Finish' group of the H&WBB of June 2015 on health infrastructure. This had been set up to avoid the risk of a fragmented approach to assessing and responding to the health infrastructure needs represented by housing growth and demographic change. This H&WBB report was limited in scope, and it does not appear to have been actively followed up since. The CCG told us that this work has informed bids which have been made to NHS infrastructure fund, and also the primary care transformation programme which forms part of the local STP.
- 3.28 On the Council's planning responsibilities, according to the National Planning Practice Guidance (NPPG) the built and natural environments are 'major determinants of health and wellbeing'. The NPPG defines a healthy community as a place that 'supports healthy behaviours and supports reductions in health inequalities'. This includes: helping to make active healthy lifestyles easy through the pattern of development, good urban design, and good access to local services and facilities. The Government's National Planning Policy Framework (NPPF) is based on the three pillars of sustainable development, which include a responsibility to "*create a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being.*" The NPPG has a section called 'health and wellbeing'. This guidance instructs planners to consider health and wellbeing through both the plan-making and decision-making processes. The local plan should promote health, social and cultural wellbeing and support the reduction of health inequalities. Development proposals should consider the implications for provision of local healthcare infrastructure. The guidance also advises on whom planners should be liaising with to ensure that planning policies reflect the health needs and concerns of the local population. These include: CCG members and representatives of NHS England (which are listed as consultees for local plans), especially in relation to providing sufficient health infrastructure. Regulations under the Planning Act 2008 stipulate Medical Facilities and six other types of infrastructure which councils can use their Community Infrastructure Levy (CIL) receipts to fund. The Council also has the facility to include healthcare facilities when negotiating Section 106 agreements with developers. The CCG told us they would also welcome

discussions on the public estate with a view to creatively using public assets to improve health and wellbeing, in its widest context

### **Sustainability and Transformation Plan**

- 3.29 The Sustainability and Transformation Plan (STP) was launched in December 2015 as a major government initiative which holds out the prospect of radically improving the ability of GPs in Bracknell Forest to meet residents' health needs. This new approach aims to help ensure that health and care services are built around the needs of local populations. The nine 'must dos' for 2016/17 set nationally for every local system include:
- Return the system to aggregate financial balance. This includes secondary care providers delivering efficiency savings. CCGs will additionally be expected to deliver savings
  - Develop and implement a local plan to address the sustainability and quality of general practice, including workforce and workload issues.
- 3.30 Every health and care system in England was required to produce a multi-year STP, showing how local services will evolve and become sustainable over the next five years – ultimately delivering the *Five Year Forward View* vision of better health, better patient care and improved NHS efficiency. To deliver plans that are based on the needs of local populations, local health and care systems in England came together in January 2016 to form 44 STP 'footprints'. The health and care organisations within these geographic footprints are working together to develop STPs which aim to help drive genuine and sustainable transformation in patient experience and health outcomes in the longer-term.
- 3.31 Bracknell Forest forms part of the Frimley Health and Care planning STP footprint, covering the population of 750,000 people registered with GPs in 5 CCGs: Slough; Windsor, Ascot & Maidenhead; Bracknell & Ascot; Surrey Heath and North-East Hampshire and Farnham. In addition to the CCGs, partners that make up the Frimley System include: five secondary care providers, five GP federations, two GP out of hours providers, two ambulance providers, three County Councils, and 7 District and Borough Councils, including Bracknell Forest Council. STPs footprints are not statutory bodies, but collective discussion forums which aim to bring together health and care leaders to support the delivery of improved health and care based on the needs of local populations. They do not replace existing local bodies, or change local accountabilities. STPs were to be submitted in June 2016, with a view to implementation starting in Autumn 2016.
- 3.32 The Frimley Health draft STP has five priorities for change:
- Making a further step change to improve wellbeing, increase prevention and early detection.
  - Significant action to improve long term condition pathways
  - Frailty pathways: providing proactive management of frail complex patients, having multiple complex conditions, reducing crises and prolonged hospital stays
  - Redesigning urgent and emergency care, including integrated working and primary care models providing out of hospital responses to reduce hospital stays
  - Reducing variation and health inequalities across pathways to improve outcomes and maximise value.

One of the enablers for this is 'Workforce'. One of the strands in that enabler is General Practice, and a significant change is envisaged as to how General Practice will work in future. The STP recognises that GPs have huge capacity problems currently. The STP will look at facilitating changes to the role of General Practitioner to help make it more attractive and to improve retention. For example, how to make fuller use of different staff in primary care rather than GPs being used to deal with many different tasks. STP work cannot force GPs to change their working arrangements, but the model preferred by STP leaders is to have hubs for out-of-hospital care. Some of these are already in place, with GPs working in an integrated team including social care and others.

- 3.33 The DoH has stated that the STP is all about working together to close the 'three gaps':
- The health & wellbeing gap, for example securing additional years of life by reducing deaths from conditions amenable to healthcare;
  - The quality & care gap, for example reducing the amount of time people spend in hospital
  - The financial gap, in terms of putting primary and secondary health care on a sustainable financial footing.

### **General Practice Forward View**

- 3.34 In April 2016, NHS England launched another major initiative entitled '*General Practice Forward View*'. This five year programme of work recognised the pressure on GPs, it aimed to stabilise and transform general practice, with commitments on investment (recurrent funding to increase by £2.4 billion annually, with a further 'turnaround' package of £500 million), workforce, workload, infrastructure, and care redesign. If delivered, this programme would address all the significant pressures which we saw facing Bracknell Forest GPs.
- 3.35 An update on the delivery of the '*General Practice Forward View*' in July 2016 stated that the NHS had decided:
- To release the first £16m of the new £40 million Practice Resilience Programme, a key part of the five-year General Practice Forward View, to help struggling practices across the country.
  - The first phase of the three-year, £30 million general practice development programme, which will give every practice in the country the opportunity to receive training and development support.
  - New funding to fully offset the rising cost of GP indemnity, and wider plans to reform indemnity arrangements
- 3.36 The NHS update stated that the *General Practice Forward View* built on recent developments, including an invitation to providers to tender for a new multi-year 'NHS GP Health Service' for GPs suffering from mental health issues like stress and burnout. It would also support GPs wishing to return to clinical practice after a period of ill health. Also, to support doctors who might otherwise leave the profession to remain in clinical practice NHS England had increased, through the Retained Doctor Scheme, both the money for practices employing a retained GP and the annual payment towards professional expenses for GPs on the scheme. NHS England said that it was also announcing further details of the 'Multispecialty Community Provider' (MCP) care model framework. It proposed the contract will be a multi-year contract with payment operating on the basis of a whole population budget. This new whole

population budget sits at the heart of the model. It is based on the GP registered list and covers a much wider range of primary and community-based services, and potentially aspects of hospital-based care. In practice, this means the MCP ultimately holding a single contract for all services in scope, including primary and medical community health, social and mental health services. It is intended that this greater level of flexibility will transform the way care is delivered. The framework, which will differ across the country to reflect the needs of local communities, includes better signposting, alternatives to face-to-face appointments and integrated access.

## 4. Conclusions and Recommendations

From its investigations, the Working Group (the Group) has drawn the following conclusions, on which we have based a number of recommendations to the Executive, to National Health Service (NHS) organisations, and to the Council's Health Overview and Scrutiny Panel.

### General

- 4.1 This has been an interesting review. In addition to carrying out a focussed scrutiny review of a very important issue for local residents for the first time, we think we have achieved our aims of:
- Raising awareness and building members' understanding of the topic
  - Exploring our concerns about whether there is sufficient GP capacity, with people at the heart of the issue, and through our own research
  - Using the evidence we obtained to identify possible improvements to alleviating the pressure on GPs.
- 4.2 Our overall conclusions are that:
- It is clear that the solution to meeting Bracknell Forest's growing needs for GP services is not simply to increase the number of Whole Time Equivalent GPs. The situation is complex, and major changes are underway.
  - Our review bears out the response of Bracknell Forest GPs to a British Medical Survey in April 2016, where the majority said that their workload was 'often unmanageable'.
  - In most respects, the evidence we collected confirmed our concerns about whether there is sufficient GP capacity, but we saw that some encouraging work is being done to make things better.
  - Estimates of the additional GPs required to meet the needs of the Bracknell and Ascot area vary: The Oxford Deanery estimate that 6-7 extra GPs will be needed; our own estimate, based on housing growth and other forecasts is that around 11 extra GPs are needed by 2026; and the Royal College of GPs has forecast that Bracknell and Ascot needs 24 more GPs by 2020.
  - We recommend below various improvements which we think would be of benefit.
  - The information gained from this review should be of interest to all councillors
  - The solutions to achieving sufficient GP resources have not yet been fully designed, and delivery is at an early stage. We therefore think that the Health O&S Panel needs to return to this topic to review progress, in due course.

### Major changes

- 4.3 The major changes afoot overshadow all of our conclusions and recommendations. Specifically:
- Time will tell if the vision set out in NHS England's, '*General Practice Forward View*' will be achieved in reality. We sincerely hope that it will be delivered, as it addresses all the causes contributing to maximising the supply of GPs and getting best use from their skills and experience (including expanding the workforce, new ways of working and investing in premises) which cause us concern. However, it seems to us to be a very ambitious programme, and the



NHS does not have the best track record in delivering major new initiatives entirely successfully.

- It also remains to be seen if the ‘*Sustainability and Transformation Plan*’ (STP) can be successfully designed, agreed upon by its numerous partner organisations, and delivered on time. Again, we sincerely hope that it will be, as in our view: it aims to increase quality and reduce costs; it addresses the inherent unsustainability of the current arrangements (where fewer new doctors entering general practice are willing to participate in the traditional Partnership model); and there is much to be gained by introducing multi-disciplinary primary healthcare ‘hubs’ and greater integration with local authorities’ social care work. However, we are mindful that: it, too, is a very ambitious plan; this will require investment, yet a key policy objective is to achieve financial savings; local authorities are under severe financial pressure due to reducing government funding and increasing demands for adult social care; and that most of the STP funding is being directed to the acute care sector rather than to primary care.

The success of these two initiatives is vital to achieving a solution to GP capacity, so **we recommend that the Health Overview and Scrutiny Panel monitors their progress, robustly and regularly.**

- 4.4 Notwithstanding the significance of these major changes, we still think it is worthwhile to record the outcome of our review, which we believe has led to some useful conclusions and recommendations. We have grouped our thoughts under the headings below, all of which are supported by the evidence in part 3 of this report, and Appendices 3 and 4.

### **General factors affecting whether there will be sufficient GP capacity**

#### The changing shape of General Practice

- 4.5 The apparent ending of the traditional Partnership model for GPs is a major change, which might be a painful transition for some doctors and patients. We were told that some individual practices will not be able to cope with the new type of operation. Instead, commissioners of GP services think that there needs to be a series of integrated hubs, with more collective working between GPs. The GPs would need to agree between themselves how to manage routine care and the various other demands. There would need to be a multi-disciplinary approach, with the GP as the clinical lead. This appears to be working well in Surrey Heath, and it gives a better, seamless service for patients. It will be important that all GPs are made aware of these changes and ‘won over’ to be supportive of them. We are satisfied that the Frimley Health STP team have this in hand.
- 4.6 In our survey of GP Practices, we learnt that around 60% of Practices had a specialist interest and saw patients from elsewhere, for a variety of treatments including minor surgery, dermatology and diabetes, for example. We consider that this is a valuable addition to the mainstream GP service, offering patients more localised and efficient treatments, and relieving pressure on Secondary care services. NHS England told us that services over and above the core provision of the GP contract need to be commissioned by the CCG from practices, as there is a payment issue which need to be formally agreed, particularly if there is an expectation of moving services and therefore contract from secondary care. **We recommend that the Joint Commissioning Committee should encourage Practices to have a good range of specialist interests and then make those services available to patients beyond their own List. This is in line with the Forward View and the STP,**

**whereby the CCG should look to commission locally delivered services where appropriate, based around practices, clusters of practices, or integrated service delivery hubs.**

#### Public confidence

- 4.7 The CCG Chairman acknowledged to us that, on the current formula, there are not enough GPs in Bracknell and Ascot. We believe this is simply untenable for such a vital service to residents. The latest (2014) survey of patients of GP services, in terms of whether their overall experience of making an appointment was very good to fairly good showed a great variation between the individual GP practices, and collectively the response was slightly lower than the national average. We consider that this survey response is a prime indicator of whether residents think there is enough GP availability to meet their needs, and that maintaining public confidence is essential. **We recommend that the Joint Commissioning Committee should adopt a target, based on best practice, for the patient survey satisfaction survey question about the ease of making an appointment at a GP Practice. The JCC should openly and regularly monitor the achievement of that target by all GP Practices.**

#### Roles and responsibilities

- 4.8 A number of different and autonomous organisations have roles to play in ensuring that there is enough GP Capacity (paragraphs 3.18 – 3.25). This complex structure is also changing, for example with the increasing role of the Joint Commissioning Committee (JCC). It seems to us that people inside the NHS find this confusing enough, and those outside have even less understanding. Neither can there be much confidence that the NHS has all the information it needs to make the right decisions on resourcing GP work: in a report of March 2016, the House of Commons Committee of Public Accounts (PAC) commented that the Royal College of General Practitioners said that the NHS has no system to track its medical workforce, so it does not know how many qualified GPs there are in total, or how many qualified GPs leave general practice, either to work in other parts of the NHS or to leave the profession altogether.
- 4.9 The CCG told us that the current system is very complicated. The Partnership model gave the best continuity of care for patients, and that is changing relatively quickly. Yet many people still want to see their own GP, and it is hard to change that mind-set. The CCG also told us that the position of NHSE and the CCG is to envision what the primary care provision should be locally, and that was not as simple as creating another surgery. It is also to be borne in mind that GP Practices are individual private companies, with a large degree of autonomy.

**We recommend that the Joint Commissioning Committee re-state clearly and comprehensively who the partner organisations are, how they have a shared commitment to the task of ensuring there is sufficient GP capacity, and say how their performance is to be monitored and reported openly.**

#### The role of the Local Authority

- 4.10 Building more houses inevitably means that more people will need GP services. Planning Officers were clearly aware of that need, but they told us that because the NHS organisations they engaged with (when producing the Local Plan and assessing planning applications) did not ask for extra health facilities, Planning Officers did not put much on health facilities in plans and policies. Planning Officers told us that the responsibility for this omission lies with the NHS, but we heard a very different

account from the CCG. By contrast - perhaps because it is a statutory function of the Council, with Education Officers being actively engaged with the Planning Function - there were very clear requirements for additional school places, which have been provided for in the Local Plan.

- 4.11 We consider that Planning Officers should have been more determined in pressing the NHS at a senior level to put forward the case for more health facilities, particularly to proceed in tandem with the major housing developments. This is, of course, not the whole solution as, along with the buildings, resources would need to be found by the NHS for the on-going revenue costs for the staffing, etc. of any new facilities. On the same theme, when we met the CCG, we encouraged them to take the opportunity of responding to the Council's consultation on its Comprehensive Local Plan (CLP), to ensure there is adequate recognition of the demand for health services. We note that the Health O&S Panel made similar points in its response to that consultation. The CLP has very few references to health, and no reference to the new integrated health and social care 'Hubs' envisaged in the STP.
- 4.12 From what we learned, it seemed to us that the Council has limited engagement with the Joint Commissioning Committee. Also, it appeared to be a missed opportunity that the Health and Wellbeing Board (H&WBB), having representatives from both the CCG and the Council, was not proactively engaged with health service providers in their duty to deliver the health infrastructure and GP services needed by residents. For example, they could try to ensure that the Council's spatial planning function is playing its part fully and constructively, and they could be a useful forum to shape the Council's and partners strategic input to the delivery of the STP.
- 4.13 For those Local Planning Authorities, like Bracknell Forest, which have adopted the Community Infrastructure Levy (CIL), there is a statutory requirement to produce a list of infrastructure projects that the council, as the CIL Charging Authority, may wholly or partly fund by the CIL. This is known as 'the Regulation 123 list'. The Executive Member for Health told us that it would not be appropriate to use receipts to support the provision of medical facilities, hence there was no reference to that in the Council's 'Regulation 123 list' or Infrastructure Delivery Plan. He explained that this was because GP Practices are profit-earning private businesses, and the Council should not be providing any private business with CIL funding. Besides, CIL funds were heavily in demand for new schools and other infrastructure requirements. We noted from our research that of the five other Unitary Authorities in Berkshire, one had not introduced CIL; three of the remaining four had included in their CIL 'Regulation 123' list a statement that CIL would be used to fund health infrastructure. The Council also has the facility to include healthcare facilities when negotiating Section 106 agreements with developers. The Working Group recognises the competing demands for CIL receipts, but considers that the Council needs to reassess its approach, as otherwise residents may well be left with insufficient health facilities. We should follow other authorities which are building health into their planning function and taking positive steps to assess their requirement. The evidence shows that there is an opportunity to take early action by taking forward the premises issues, e.g. a replacement for the Skimped Hill Practices, and a solution for the Binfield surgery, even though this is no one organisation's responsibility.

**We recommend to the Executive that:**

- **the Council should engage – both by Members and Officers - more proactively with the Joint Commissioning Committee, for example by attending all meetings or arranging a substitute as necessary.**
- **the Health and Wellbeing Board (being the forum where the Council and the CCG come together) should review what needs to be done to**

**establish and maintain clear communication of health needs. This should include clear commitments in the Comprehensive Local Plan, and reference to healthcare facilities in the Community Infrastructure Levy Infrastructure Delivery Plan/ Regulation 123 List or Section 106 agreements.**

## **Factors affecting demand for GP services**

### Understanding current and new demands

- 4.14 The '*General Practice Forward View*' document cites a recent international survey which revealed that British GPs are under far greater pressure than their counterparts, with rising workload matched by growing patient concerns about convenient access.
- 4.15 A report from the House of Commons Committee of Public Accounts (PAC) in March 2016 on Access to General Practice in England concluded that the Department of Health and NHS England did not have enough information on demand, activity or capacity to support their decisions on general practice. For example, the Department had not collected data on the number of consultations since 2008–09, and no data are collected on staff vacancies within practices. The Department said they had work underway to improve data on activity levels and staffing. The PAC recommended that the Department and NHS England should publish a plan for improving the information they have on demand, activity and capacity in general practice, including the minimum dataset they needed. The Government accepted the Committee's recommendation, subject to further work to test what was affordable and practicable. **We recommend that the JCC should systematically collect and publish data on workload and workforce, etc., to ensure that their plans are intelligence-led and timely.**

### Population growth

- 4.16 Bracknell Forest faces an exceptionally fast growth in its population - the planned population growth is nearly 20%, some 22,000 people to 2036. This will add greatly to the workload of primary care, particularly GPs. Most of the GPs we spoke to were quite stretched currently, and they were not confident that they could cope with this surge in demand, alongside the growth in the number of people with long term medical conditions needing their frequent attention. The Acting Dean of the Oxford Deanery (which trains GPs for the Thames Valley) told us that he estimated that Bracknell Forest needed around 6-7 additional GPs to meet the anticipated population growth from new housing over the next 20 years (based on an average List of 2,250 patients for each GP). He also said that It was more important to look at what the population needs, and what skills are needed to meet those needs – and that would not be confined to GP's skills.
- 4.17 This growth was already apparent when we visited the local GP Practices. Where comparator figures were available, this showed that the patient population had grown by 7% over the period 2008 to 2016. Only two GP Practices reported a reduction in patient numbers over that period, and the largest percentage growth was 18%. It is clear that the growth in patient numbers has been significant and fairly widespread. It seemed to us that the JCC was aware of the general movement but we would welcome reassurance that they 'have their finger on the pulse.' **We therefore recommend that the JCC should periodically publish information showing that they are aware of the changing population numbers – using figures agreed with**

**the Council – showing that they are responding to forecast changing levels of demand.**

- 4.18 The Council cannot control the number of people wishing to live in the Borough, and it is under an obligation to deliver new housing developments in line with the *Strategic Housing Market Assessment*<sup>7</sup>. However, it seems to us that the Council should be more pro-active in satisfying itself that the necessary healthcare facilities will be in place to meet the demands of the expanding population. **We recommend to the Executive that both the Comprehensive Local Plan, and the aims of the Health and Wellbeing Board explicitly recognise the need to ensure that the necessary healthcare facilities will be in place to meet the demands of the expanding population.**

Patients with long term conditions

- 4.19 The GP Practices told us they had a total of 45,691 patients with long-term conditions, a massive 39% increase on the 32,835 in 2008. This represents a big increase in the workload for GPs and other clinical staff. The Practices also told us that they had 25-50 patients each who are housebound with chronic conditions. It seemed to us that the JCC was aware of the general movement but we would welcome reassurance that they 'have their finger on the pulse.' Therefore, **we recommend that the JCC should periodically publish information showing the changing pattern of long term conditions and that they are responding to changing levels of demand.**

Encouraging people to take more responsibility for a healthy lifestyle and self-care

- 4.20 The demand on GPs time can be minimised if people take more responsibility for pursuing a healthy lifestyle (for example, the NHS spends a lot of time and money treating people with smoking-related conditions), and in people administering self-care sensibly for minor ailments. In terms of health promotion and prevention, the Council has a very effective Public Health function, and we particularly commend the current initiative of a self care awareness campaign. We have also seen evidence that the CCG has issued public information encouraging people to adopt healthy lifestyles. **We recommend that the JCC do more to minimise the call on GPs' time through more health promotion and encouraging self care.**

Transfers of care from the acute hospitals

- 4.21 The majority of the GPs we met were unhappy with their workload increasing due to more transfer of care to GPs and inappropriate 'delegation' of tasks from hospitals to GPs, which was often unfunded. Conversely, NHS England told us there were occasional complaints from the hospitals that people were being referred for treatment for conditions which should have been dealt with by their GP. It is to be hoped that this issue will be resolved through the 'whole system' approach of the STP, which involves both primary and secondary care working towards shared solutions, **We recommend that the CCG should ensure, through their commissioning of hospitals, and the STP, that work is appropriately shared between GP Practices and hospitals.**

## Factors affecting the supply of GPs

### Recruitment difficulties

- 4.22 Nationally, the target for recruiting and training GPs has not been achieved for some years, leading to difficulties filling GP vacancies. Most of the GPs we met were experiencing recruitment difficulties, even referring to 'a crisis situation' for Partner GPs, with difficulties also being experienced in recruiting Nurses & Health Care Assistants. We understand that there are many other areas of England facing more severe recruitment difficulties. The Oxford Deanery, which trains GPs in the Thames Valley, told us that it is a national decision as to how many GPs are trained, and in terms of need that is left to local demand.

### Different ways of working

- 4.23 Different ways of working are arising from necessity (for example increased delegation to Nurse Practitioners) or from centrally driven initiatives, most notably the STP. NHS England told us about some interesting alternatives to the traditional Partnership Practice, including: Partnership Practices considering closing can retain ownership of the building and rent it to the new service provider; procurement of five year contracts for provision of GP services; and federated GP practices which offered some advantages. Also, during our review we observed that the sharing of best practice was capable of improvement, between GP Practices: We learnt that the Practices have devised various useful arrangements to help in tackling demand, for example a whole day duty doctor system; more delegation to Nurse Practitioners; personalised lists; identifying pinch points, and auditing demand. **We recommend that the JCC should devise a method to strategically capture these different ways of working and best practice possibilities and circulate the information to all Practices.**
- 4.24 We learnt that, on qualification, GP trainees tended to stay in the same area as their training establishment. We also heard of an interesting development, whereby GPs can delegate certain medical procedures to a new post of 'Physician Associates'. **We recommend that the JCC should explore the feasibility of Bracknell Forest having a GP 'Training Hub'. Also, to optimise patient care, the JCC should explore the feasibility of supplementary roles, for example introducing 'Physician Associates'.**
- 4.25 From our survey of GPs, we noted that some GP's refer patients to other practices for specialist treatments. There is possible scope for making fuller use of these specialist skills, to give patients faster and more local treatment.

### Retention and re-employment initiatives

- 4.26 In our survey of GP Practices, all but one GP Practice were expecting GP retirements, some in the near future. The CCG informed us that a solution to this was not yet in sight. This will exacerbate the under-capacity problem the Borough already has, and this will be made worse by the further increase in demand which will arrive with the major new housing developments. This underlines the importance of NHS England's and others' efforts to improve the retention and re-employment of GPs, and to quickly find sustainable solutions to the pressure on GPs time.
- 4.27 We were encouraged to see that there is a clear commitment in the '*General Practice Forward View*' to increase the effort and resource for encouraging GPs to remain in place, and to encourage former GPs to return to Practice. Agency doctors are

expensive and cannot provide the same continuity of patient care as a permanent GP. NHS establishments in the acute sector run their own 'bank' of staff, and there may be a prospect of a similar initiative for GPs.

### **Making the best use of GPs time**

- 4.28 GPs time is in great demand, and it is costly. It therefore makes sense to make the best use of that time. On the basis of our review, we believe that further time savings are possible on the following aspects:
- a) Delegating Clinical work to appropriately qualified personnel. We asked the GP Practices how many clinical staff they employed, and the responses were: Nurses – from none to 5; and Health Care Assistants – from none to 4. Pharmacists, Nurses, and HCAs are a cost effective way of relieving the pressure on GPs time. **We recommend that the JCC should continue its efforts to transfer appropriate work from GPs towards Pharmacists, Nurses, and HCAs; and with HEE and other partners seek to address any shortage of capacity in those professions locally.**
  - b) Encouraging People to Consult Pharmacists. Pharmacists are highly skilled and it seems, under-utilised. Some changes are being made, for example to achieve economies by having community pharmacists administer inoculations. This has been a contentious issue locally, where we noted that one GP Practice had openly encouraged its patients not to get their influenza inoculations done by a pharmacist as that took money away from the GP Practice. This demonstrates that GP Practices' interests from the perspective of being private businesses do not always permit the most efficient way for the NHS to deliver medical services to the community. The CCG told us that this is defined in the GP Forward View around working with partners along with social prescribing and self care promoting patients responsibility and supporting non-registered members of the teams. **We recommend that the JCC should consider how to improve capacity and economies by making fuller use of pharmacists and other appropriate professionals.**
  - c) Signposting people to go elsewhere for non-clinical contact. Research by Citizens Advice in 2015 estimated that almost one-fifth of GPs' consultation time was spent discussing matters such as welfare, debt and personal relationships. The GPs we met told us that between 10% to 60% (with 20% being the most common response) of GPs time is used dealing with issues that could be more usefully addressed by someone else, including cases such as marriage difficulties. This corresponded with the 26% of 'avoidable GP contact time' which NHS England told us about. The CCG told us that they would like to see more building of resilience for communities and individuals, developing their assets to be able to self-manage with support when needed. **We recommend that the JCC seek to minimise this, such as better signposting on GP Practices' websites and in surgery waiting rooms on where to go for help, which would help to divert people with non-medical issues elsewhere.**
  - d) Minimising the number of cases where people fail to turn up for appointments. The GPs we met said that it was common to have some 'no shows' by patients for appointments, representing wasted GP time. They considered that this requires a solution from the Department of Health. Whilst 'no shows' can occasionally have some benefit, for example allowing a GP to catch up on an over-running list of appointments, they can waste time of Practice staff. We note that some local hospitals display information on the number of no-shows, explaining that this is wasteful, to encourage patients to stick to their appointment times. **We recommend that the JCC explore what similar**

**initiatives could be taken to minimise the clinical time lost through some patients not turning up for their appointments.**

- e) The need for Improved ICT is a recurring issue.
- f) More efficient patient pathways. All the GP Practices we met appeared to feel strongly that more can and should be done by other organisations to alleviate the pressure on GPs.

### **GP premises**

- 4.29 Having good quality buildings in the right place is important for the delivery of GP services. The majority of GP Practices we met did not wish to expand, though many saw a growth in demand for their services as being inevitable. Some practices would like larger premises, though they saw various obstacles to overcome.
- 4.30 At the outset of our review, we were encouraged to see that the CCG had reported to the Joint Commissioning Committee, on a system led estate strategy, in which it referred to amounts being provided to expand some GP Practices, that an Estates Forum was being established by the CCG, and that the CCG planned to have an 'Estates Strategy' written by mid 2016. The Group decided to meet the lead officer from NHS Property Services before the strategy was finalised. However, despite our repeated requests, we were not offered a meeting. Furthermore, the production of the Estate Strategy has over-run, and was still not available at the time of writing this report (10 August). **We recommend that the CCG explain the reasons for the delay and give a firm date for completion of their Estates Strategy.**

### **Follow-up To this Overview and Scrutiny review**

- 4.31 It is clear that the solutions to meet the growing demands on GP resources have not yet been fully developed, and implementation of those solutions will take some time. We believe that this is an important issue for residents, and it represents 'unfinished business' for the Health Overview and Scrutiny Panel. It will also be interesting to see the responses to the recommendations in this report, which we hope will bring commitments to make the improvements we have suggested. **We recommend to the Health O&S Panel that there is a follow up to this review in 18-24 month's time, specifically to see whether the STP and the 'General Practice Forward View' are being delivered successfully, and whether the pressure on GPs is at a sustainable level in the light of increased demand, particularly from new housing developments.**



## 5. Glossary

A&E	Accident and Emergency
BFC / 'The Council'	Bracknell Forest Council
CCG	Clinical Commissioning Group
CIL	Community Infrastructure Levy. A levy that local authorities can choose to charge on new developments in their area to fund infrastructure.
CLP	Comprehensive Local Plan
CQC	Care Quality Commission
DoH	Department of Health
FHT	Frimley Health NHS Foundation Trust
GP	General Practitioner
GPC	General Practitioners Committee
H&WB	Health and Wellbeing
IDP	Infrastructure Delivery Plan
HEE	Health Education England
JCC	Joint Commissioning Committee
KF	The Kings Fund
LEA	Local Education Authority
MCP	Multispecialty Community Provider
NHS	National Health Service
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
O&S	Overview and Scrutiny
PAC	House of Commons Committee of Public Accounts
PCT	Primary Care Trust
PH	Public Health
RCGP	Royal College of General Practitioners
S 106	Section 106 of the Town and Country Planning Act
SHMA	Strategic Housing Market Assessment
STP	Sustainability and Transformation Plan
'The Group'	The Working Group of the Health Overview and Scrutiny Panel

## BRACKNELL FOREST COUNCIL

HEALTH OVERVIEW AND SCRUTINY PANEL  
NOVEMBER 2015

## WORK PROGRAMME 2015 – 2016

Terms of Reference for

**GP CAPACITY OVERVIEW AND SCRUTINY WORKING GROUP****Purpose of this Working Group / anticipated value of its work:**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. To explore the range of concerns indicating that there may be insufficient General Practitioner capacity to meet the needs of Bracknell Forest residents, in the future</li> <li>2. To ascertain the respective roles and responsibilities of the various NHS organisations connected with the provision of GP capacity, and to review their performance and coordination in that regard.</li> <li>3. To review whether Bracknell Forest Council is making a constructive and proper input towards addressing GP capacity needs.</li> <li>4. The anticipated value of the review is to conclude whether GP capacity needs have been properly identified and that sound plans are in place to meet those needs; and where they are not, to make recommendations accordingly.</li> </ol> |
|--|

**Key Objectives:**

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. To gather information and build understanding of the factors affecting GP capacity, and the roles and responsibilities of NHS and other organisations with a part to play in delivering sufficient GP capacity.</li> <li>2. To directly gain the views of the Borough's GP practices on: the effectiveness of the current arrangements and future plans; and their individual circumstances, including succession planning.</li> <li>3. Through research and meetings, to reach conclusions on organisational collaboration, effectiveness and future prospects for the provision of adequate GP capacity</li> <li>4. To make recommendations as appropriate to the various organisations with a role in providing or influencing GP capacity.</li> </ol> |
|---|

**Scope of the work:**

Everything with a direct bearing on the provision of adequate GP capacity to the residents of Bracknell Forest.
---

**Not included in the scope:**

Anything outside the remit of the National Health Service or Bracknell Forest Council.
--

**Terms of Reference prepared by:** Richard Beaumont

**Terms of Reference agreed by:** The Working Group

**Working Group structure:** Councillors Peacey (Lead Member), Phillips, Mrs Mattick, Mrs Temperton, Tullett and Virgo. Dr Norman

Rachael Addicott (Kings Fund) will provide advice to the Working Group throughout its review.

**Working Group Lead Member:** Councillor Peacey

**Portfolio Holder:** Councillor D Birch

**BACKGROUND:**

The Health O&S Panel decided to include this topic in its work programme for 2015/16 as it is concerned whether there will be sufficient numbers of General Practitioners to meet the GP primary care medical needs of Bracknell Forest residents, in the future. This concern is due to a combination of factors:

1. There are a number of organisations who have a role in relation to ensuring there are sufficient GPs, but it is unclear how well coordinated they are, and whether overall leadership and ownership of the issue is clear and effective. The advent of co-commissioning creates an opportunity to take a strategic approach to planning GP capacity/primary care
2. Bracknell Forest currently has fewer GPs per 10,000 population (7.1) than the average for all English Unitary Authority areas (8.5).
3. Britain’s population is forecast to grow by 10 million to 74.3m over the next 25 years, and the Borough’s housing developments (some 635 dwellings each year to 2035) indicate our population is likely to increase by at least 22,000 by the year 2026.
4. Increasing demand arising from long-term conditions including obesity, diabetes, mental health etc.
5. Britain’s population aged over 80 is forecast to rise rapidly to more than 1/12 of the population, putting additional demands on NHS and council services.
6. More GPs are leaving than entering the profession, and nationally it seems there is a ‘bulge’ of GPs reaching retirement age.
7. Recent research shows that 27% of GP appointments could be avoided.
8. The planned seven day opening of GP surgeries might divert resources away from times of peak demand for GP appointments.
9. It is unclear whether the Council’s Planning policies and practices recognise and support the provision of sufficient numbers of GPs.

**SPECIFIC QUESTIONS FOR THE PANEL TO ADDRESS:**

Questions will be raised as necessary to address the key objectives set out above. Additionally:

1. What is the Borough’s current GP capacity and scope to increase it?
2. What could be the options in Bracknell Forest for different/more efficient models of primary care?
3. Are all the decision makers attuned to the demands facing the Borough and actively/thoroughly addressing those demands?
4. What is the Council’s role in its Planning and other functions affecting GP capacity, e.g. Local Plan, Land assembly, S106 developer contributions, Community Infrastructure Levy, design of developments for health and wellbeing

**INFORMATION GATHERING:**

**Witnesses to be invited**

Name	Organisation/Position	Reason for Inviting
Rachael Addicott	Research Fellow Kings Fund	Subject expert

Practice Managers	GP Practices in Bracknell Forest (15 surgeries)	Assess existing capacity, succession planning, scope for expansion, views on alternative ways of working (particularly Vanguard and the New Vision of Care), and views on the overall issue of GP capacity
Dr Tong and Mary Purnell	Bracknell and Ascot Clinical Commissioning Group	To explore the role, responsibility and performance of each organisation in relation to providing GP capacity, and to seek their views on what, if anything, needs to change
TBC	NHS England (Primary Care Commissioning)	
TBC	NHS England Area Team	
James Page	NHS Property Services	
TBC	Health Education England	
TBC	Oxford Deanery	
Jane Hogg	Frimley Health Trust	To gain the views of the acute sector on GP structure and capacity
Andrew Hunter	Chief Officer: Planning & Transport	To review the role and performance of the Council's planning function, relating to GP capacity. To enquire how planning could input into infrastructure planning and what inputs they need from other functions.
Cllr D Birch	Executive Member for Health	To seek views on the scope of the O&S review and its conclusions/recommendations
John Nawrockyi	Director: Adult Social Care, Health and Housing	

### Site Visits

Location	Purpose of visit
GP Practices in Bracknell Forest	To interview GP Practice managers

### Key Documents / Background Data / Research

1.	Research of publications, e.g. Local Government Information Unit, and 'Town & Country Planning' on the topic (more documents to be identified)
2.	Possibly approaching the two MPs whose constituencies include Bracknell Forest, for their views on GP capacity
3.	Collection of relevant data from Office of National Statistics and NHS sources

### TIMESCALE

Starting: November 2015

Ending: July 2016

### OUTPUTS TO BE PRODUCED

1. A report containing recommendations to the NHS organisations and the Council's Executive

2. By publishing the report of the review and copying it to all Members, achieve wider sharing of information on various issues of interest and concern to Members, concerning the provision of GP services, to build knowledge and understanding.

#### REPORTING ARRANGEMENTS

Body	Date
Health Overview and Scrutiny Panel	29 September 2016

#### MONITORING / FEEDBACK ARRANGEMENTS

Body	Details	Date
Health Overview and Scrutiny Panel	Progress reports on Working Group's review	At each meeting of the Panel, next on 14 January 2016

## Summaries of Meetings

This section of the report summarises the meetings which we held. Richard Beaumont (Head of Overview and Scrutiny) provided officer support to the Working Group ('The Group') and attended all our meetings.

### Introductory Review Work

- 1 The Group met for the first time on **19 November 2015**, choosing a Lead Member, and receiving an introductory briefing from Richard Beaumont on possible key areas of focus for the review. The areas of focus were discussed and refined, and subsequently included in the scoping document for our review, which set out our objectives and approach in more detail (Appendix 1). A major decision by the Group was to seek to visit every GP Practice serving Bracknell Forest residents, to obtain information and views from them. This took a lot of their time and ours, but we believe it has given a very sound evidence base for our review and the conclusions and recommendations made in our report. We also committed to hold meetings of the various organisations with a role to play concerning GP capacity, to:
  - gain a clear understanding of each organisation's role
  - learn how each of the organisations is performing in that regard
  - obtain their views on what needs to be done to ensure there is sufficient GP capacity.
- 2 Other key issues identified at our first meeting were:
  - We recognised that the Vanguard Model<sup>1</sup> pilot might possibly lead to the whole care process changing.
  - One Member commented that residents at Jennetts Park ( a large new housing estate) had been promised a health facility. None had been provided, to date and it was not clear exactly what the facility would be. NHS England had decided that there should not be a GP surgery at Jennetts Park.
  - It was thought that the demands on GP's time could be significantly reduced if the number of 'no-shows' for appointments were to fall, also people not asking for GP appointments needlessly.

### Views of Kings Fund Representative

- 3 On **9 December 2015** the Group met **Rachael Addicott** (RA), a Senior Fellow of The Kings Fund (KF). The KF is a 'think tank' and research institute, highly regarded and seen to be very influential with the leadership of the DoH and NHS. The two main parts of its work are: delivering leadership development programmes; and policy work. The policy work mainly comprises short and long term research, providing analytical commentary, and generally helping people to understand the healthcare system and changes to it.
- 4 RA explained that increasing the number of GPs was not the only way to release more capacity. There is now much more flexibility than previously over different ways of working, contracting and related issues. The previous GP contract was prescriptive and unnecessarily restrictive, such that it had sometimes been used as barrier to innovation. The KF had suggested in 2013 that there was an opportunity for GPs to take greater

---

<sup>1</sup> The new care models programme, one of the first steps towards delivering the [Five Year Forward View](#) and supporting improvement and integration of services.

responsibility for the procurement of primary care services. RA described how the care models in use now are more flexible and less restrictive than those used previously. For example, some GPs now work in acute settings, and when people present themselves at Accident and Emergency (A&E) they might be treated by a GP rather than hospital staff. Similarly, some hospital consultants work in GP settings, helping to improve the skills of GPs as well as working in outpatient sessions. This could lead to more specialisation by GPs. It also improved the patient experience (as they otherwise would have to attend a hospital outpatient session) and it reduced GP referrals to specialists.

- 5 RA expressed the view that the Department of Health (DoH) giving GPs more responsibilities had made the role less attractive to some people. We noted that GPs in Bracknell Forest had periodic training days, and some took a specialist interest in some fields of medicine (for example GPs now treated a lot of diabetes cases, whereas this used to be carried out mainly by hospitals), in a local GP network. RA said that the KF had concluded that the increased pressure felt by GPs is real, for example in not being allowed sufficient time to see patients. Consequently, moving work from the acute sector towards GPs might not be feasible. A cultural shift was taking place, with more GPs seeking to have a 'portfolio' career, for example by being a salaried locum, or working part-time. RA considered that this range of options should be promoted, to help to attract more people into the profession.
- 6 RA said that not enough was known about the impact on GP capacity of the drive to make people more responsible for their own health (there is a national focus on promoting self-management). Prevention was known to be effective in some cases, particularly where there are financial incentives. RA mentioned that walk-in clinics and increased use of pharmacies are part of the solution for achieving sufficient GP capacity. However, some GPs are unwilling to pass over some of their work (e.g. influenza vaccines), or having more health care being delivered by Practice Nurses – it was necessary to bear in mind that GPs are running a business. RA added that work was being done on categorising patients, with the aim that GPs could specialise in – and be given longer appointment times for patients with - complex co-morbidities. We observed that a significant proportion of GP's time is spent on issues which are not medical, e.g. when patients wanted to discuss their emotional well-being in the context of marital problems.
- 7 Other key issues which arose in our discussion were:
  - The quality of the physical estate for GP Practices can have a bearing on GP capacity.
  - NHS England are producing a range of commissioning options. It is for the co-commissioning CCG to recognise the need for more GPs. The leadership responsibility on GP capacity is more unclear than before the major reorganisation of the NHS (when the responsibility lay with the Strategic Health Authorities).
  - GPs are feeling sensitive and under a lot of pressure, for example on integrated care.

### **Agreeing the Approach to the Review**

- 8 On **18 January 2016**, the Group met to consider and agree the scoping document, setting out the approach to the review (reproduced at Appendix 1). In line with standing arrangements, we invited comments on this from the Council's Executive Member for Health and the Director of Adult Services, Health and Housing. The rest of our meeting was spent panning in detail the approach to take to the visits to GP Practices, including the data we wished to collect and the questions we wanted to ask all the Practices. Two members of the Group attended a forum of Practice Managers on 26 January to explain

the purpose of this information gathering exercise, and to secure the support of the Practices to our carrying out this research. We were pleased to receive a positive and supportive reaction from that forum. We also decided to reassure the Practices that their responses would not be individually identified, only published in aggregate form. We also informed council officers at the Royal Borough of Windsor & Maidenhead, and Wokingham Borough Council, about visits to GP Practices in those Boroughs which had a high proportion of Bracknell Forest residents on their patient lists.

### **The Council's Planning Function**

- 9 On 7 March, the Group met **Andrew Hunter (AH), Chief Officer: Planning, Transport and Countryside, and Matt Lunn (ML), Senior Planning Officer**. The officers described the role of the Council's planning function, relating to GP capacity. This comprised two elements:

Plan Making, which included, for example, housing growth and the production of the Infrastructure Delivery Plan (IDP). Statutory consultees for the IDP included the Local Education Authority and the NHS, who were asked at each stage of the Plan making process what extra services would be needed to go alongside that growth. The Council did not always receive responses from Statutory consultees. The Council then made use of the responses in developing the Plan and local Planning Policies, and in assessing planning applications. ML added that in producing the IDP, officers had engaged with the then Primary Care Trust (PCT) on site allocations during the process leading up to drafting the planning policies for major sites. If the PCT had provided evidence/justification for an additional Doctor's surgery, that would have been incorporated in the plan and policies. However – and despite a number of communications – neither the PCT nor the CCG had flagged up any such need. This was in contrast to the response from the LEA, which used established and elaborate forecasting models for the impact of housing growth on school places; which in turn led to a requirement on developers to contribute towards the costs of schools expansion/ new schools. It was clear that housing growth presented new demands on healthcare, but officers' understanding was that the NHS did not want small Doctors surgeries based on major development sites, preferring instead that residents on those sites made use of the larger surgeries in key locations such as Bracknell town centre. Officers had not seen any NHS forecasting models, though the CCG had carried out a review which had concluded that Crowthorne needed more surgery capacity. The Group saw that review report, which did not examine the issue of GP capacity needs, across the whole Borough.

The Planning process cannot be used to remedy past issues, only to address current and future needs generated by development.

Assessing Planning Applications, which included consideration of the impact on health and primary care. Consequently, the Council could if necessary require a developer to contribute land or resources towards meeting any such assessed need. For example, the original Master Plan for the Peacock Farm (now named Jennet's Park) housing development had included a Doctors surgery<sup>1</sup>.

- 10 The main matters arising in discussion, and in response to Members' queries were:
- a) One Member commented that the original Healthspace proposal had included enhanced GP services, The Healthspace proposal had not progressed as planned, and this had contributed towards the under-capacity problem now.

---

<sup>1</sup> The CCG told us that there was no Section 106 provision for this.



- b) As to whether the CCG were aware of the full extent of new developments, officers thought that the former PCT were well aware of the need to contact the Council if their strategy changed, and meetings had been held with the PCT. When developing the IDP, officers had asked a key local NHS officer if the NHS had any projects which needed funding from the Community Infrastructure Levy (CIL). We subsequently raised this issue with that officer (Appendix 2, paragraph 24g), who later told us that *'I cannot provide evidence, regarding the S106/CIL conversations as these have been at informal meetings. Planners have not been able to grasp the fact that primary care provision needs to be via larger hubs, to provide the necessary range of services, and that single handed practices are a thing of the past.'*
- c) The Council was not prevented from requiring a Doctor's surgery at the Blue Mountain site, if the need was justified and raised at an early point in the plan making process.
- d) Parts of the Warfield development are at an earlier stage than Blue Mountain, thus there is more opportunity to make requirements for community facilities there if required.
- e) One Member commented that residents at Jennett's Park had bought their houses on the understanding that there would be a medical facility there. Having to travel to their designated GP Practice at Skimped Hill is a problem for some residents. NHS England's representative at a meeting of the Health O&S Panel had said they saw no need for such a facility at Jennett's Park. That was at odds with the June 2005 Peacock farm Master plan (which included land for a Doctor's surgery<sup>1</sup>, following discussions with the then PCT).
- f) A Member commented that Ringmead was the nearest GP Practice to Jennett's Park, and the Practice had decided against operating a second satellite site there. Jennett's Park is populated mainly by young adults and their children. Children are not included in the calculation of GP list size.
- g) One member commented that the Binfield Practice had contemplated moving westward to a more central location to meet the future demands from residents of the Amen Corner and Blue Mountain sites. The Practice also wished to expand.
- h) With regard to the first stage application at Warfield, AH advised that at the pre-application stage, the CCG had said they preferred a central Bracknell GP provision, and they had not responded to the consultation at the planning application stage.
- i) The NHS need to understand the full extent of housing growth if they are to make informed decisions on additional surgeries. Improvements required much better demand forecasting information from the NHS. The Council's Planning team needed this information at an early stage if they are to be able to put requirements into the Local Plan and make the appropriate requirements on individual planning allocations.
- j) Planning Officers are quite flexible in looking to see how a provision can be met, for example through land-swaps. Opportunities can be present even after developments have commenced construction.
- k) GP Practices are private businesses, which can influence their views on new 'competing' practices. They would also be reluctant to create new GP capacity in advance of new housing developments becoming occupied.
- l) The increased demand for GP appointments was partly due to people responding to NHS publicity campaigns encouraging people to see their doctor over moles, etc.; as well as the growth in long-term conditions, particularly diabetes.

---

<sup>1</sup> The CCG told us that there was no Section 106 provision for this.

m) CIL is usable only for infrastructure provision, and not the on-going revenue costs and other costs of running a GP Practice.

- 11 At this meeting, the Group also noted the declared roles of organisations having an involvement in providing sufficient GP capacity in Bracknell Forest, and looked at the themes emerging from the visits to GP Practices.
- 12 The Group met next on **7 April**. We took stock of progress, and the interesting themes emerging from the visits to GP Practices. We decided not to press for visits to two Practices which were unwilling to participate in the Group's research. We also reviewed three documents of interest:
  - An extract of the Planning Act 2008 regarding Community Infrastructure Levy for medical facilities
  - A Town and Country Planning article regarding '*Planning for Health Infrastructure – re-engaging with the NHS*'
  - A House of Commons Committee report '*Access to General Practice in England*', following which we asked for and received more information on the Prime Minister's GP Access Fund.

### **Health Education England and the Oxford Deanery**

- 13 On **21 April** the Group met **Richard Mumford** (RM), Acting GP Dean, Oxford Deanery, and **Juliet Anderson** (JA), Assistant Director for Education and Quality Workforce strategy and transformation (Health Education England).
- 14 RM said that nationally, 3,250 GP students were needed, but that target had not been met for some time, indeed the numbers had been declining to approximately the number of GP trainees several years earlier. RM described the training for GPs. Graduates from Medical School undertook a one year foundation course in a hospital; 1/3 of the second year was spent in community health and 2/3 in a hospital setting. Afterwards, students entered training in one of a range of specialties, one of which is GP training. Trainees then entered a competitive recruitment process; London is a popular location with trainees, as is the Thames Valley. There was 18 months training in secondary care, followed by training in a GP Practice. During that time, trainees had to pass exams and demonstrate competence in a range of areas.
- 15 JA said that her personal focus was on the non-medical workforce. HEE do a lot of work to encourage people – from as early as 11 years old – to take an interest in a medical career. HEE is keen to explore new ways of working, for example upskilling Receptionists and engaging more Nurse Practitioners, to take some of the load off GPs.
- 16 RM said that in order to address primary care workforce issues, NHS England, HEE, the General Practitioners Committee (GPC) and the Royal College of General Practitioners (RCGP) have produced a collaborative, ten point GP workforce action plan<sup>1</sup>. RM summarised this as:

#### ***Recruit***

##### **1. Promoting general practice**

---

<sup>1</sup> This can be viewed at <http://www.bma.org.uk/working-for-change/negotiating-for-the-profession/bma-general-practitioners-committee/gpc-current-issues/workforce-10-point-plan>

2. Improving the breadth of training. This included a more flexible training programme (which was seen as being quite short, at three years)
3. Training hubs. Groups and Federations of GPs were growing, to share resources and review education arrangements. A new approach was being deployed in RB Windsor and Maidenhead, and HEE want to identify early adopters.
4. Targeted support. There had been limited take-up of this, to date.

### **Retain**

5. Investment in retainer schemes. The long-standing retainer scheme assisted part-time GPs to remain in touch. More funding for this had been in the Government's announcement on 21 April.
6. Improving the training capacity in general practice
7. Incentives to remain in practice. Trainees are actively supported by the Deanery.
8. New ways of working. JA described how one possible solution might be to copy the USA's successful deployment of 'Physician's Associates'. This would require a 2 year training course, delivered by GPs and hospital doctors. This would not suit all Practices, though two Associates were now working successfully in Reading. The point is that some of the activities carried out by GPs can be carried out sufficiently well and more economically by other professionals, such as Associates and Nurse Practitioners. Clinical Pharmacists are another possibility – with training in consultation skills, and as part of the GP team, they should be able to carry out some of the simpler GP consultations.

### **Return**

9. Easy return to practice. RM said this scheme was definitely achieving results. The national programme was aimed at people who had been out of Practice for 2 years, to return.
  10. Targeted investment in returners, which included specific financial incentives.
- 17 The main matters arising in discussion, and in response to Members' queries were:
- a) More females were applying for GP training than previously, but their overall participation rate was a lower proportion due to their lifestyle choices, e.g. on possibly having children.
  - b) There is a national programme of GP training, also a Performance List (with requirements concerning safety, registration, performance, etc.).
  - c) The traditional model of Partnership Practices was being overtaken by other employment models, particularly a greater usage of Locums. The Partnership option tends to be less attractive to young GPs, not least because of the financial outlay for them. Portfolio careers are more common today.
  - d) We queried how the HEE and Deanery determined supply and demand, at a time when Bracknell Forest seemed to be already under-resourced, and there is set to be large population growth. RM explained that it is a national decision as to how many GPs are trained, and in terms of need that is left to local demand). GPs tended to settle in the same area in which they had been trained, hence there was a drive to train doctors in areas that were 'under-doctored.' JA said that there have been enough people to fill the GP training positions in the Thames Valley, unlike some other parts of the country. HEE believes there are enough GPs in the Thames Valley. As the number of GP training places is determined nationally, it would be better to focus efforts on making local GP Practices more attractive places to work. RM estimated that Bracknell Forest needed around 6-7 additional GPs to meet the anticipated population growth from new housing over the next 20 years (based on an average List of 2,250 patients for each GP). It

- was more important to look at what the population needs, and what skills are needed to meet those needs – and that would not be confined to GP’s skills.
- e) HEE and the Deanery could not stop GPs leaving the profession, the emphasis needed to be on making it an attractive career, and help people to return to the profession.
  - f) HEE had been protective of some activities in the past, but changes are being made, for example to achieve economies by having community pharmacists administer inoculations.
  - g) Members thought it was unclear how it was decided nationally how many GPs are needed, and whether it took sufficient regard of the increasing workload, the ‘bulge’ of GPs approaching retirement age, and the fast-increasing population. JA saw this as the responsibility of the CCG.
  - h) If people took more responsibility for their own health, there would be less demand on GP’s time.
  - i) We noted an example of a local GP Practice where three partners had recently resigned, and the senior partner – who had been unable to fill the vacancies, despite extensive network contacts – referred to it as a crisis. JA referred to the importance of the ‘System Transformation Programme’, and which will result in changes; Bracknell Forest Council has one seat on the STP. Practices need to take the initiative, plan ahead, and consider doing things differently.
  - j) The growth in the number of Locums was due to market forces and individuals’ career choices. This is a national trend, one factor being that it offered a higher daily remuneration than GP Partners.
  - k) Voluntary organisations and experts’ groups can assist in relieving the pressure on GPs, for example the use of ‘Talking Therapies’. This extended into the social care field.
  - l) People are seeking diagnoses in different ways, for example there was a high usage of Google to self-diagnose sexual diseases.
  - m) Arguably, three years training was insufficient to become a GP, though 2 years medical training preceded that.
  - n) Recruiting GPs and Nurses from India had advantages, such as their good university system and nursing training. GPs have to undergo assessment in the UK before they are allowed to practice.
  - o) JA said that if there are difficulties in obtaining GP appointments, that should be followed up by CCGs.
  - p) Attracting people to a career as a GP is the responsibility of the wider community, and many organisations should play their part in that regard. Attractiveness of that career path is a complex issue.
  - q) We noted the view that a generational change was underway. Fewer partners, the growth in Locums and salaried GPs reduced continuity of care, and that Partners are more inclined to take pride in their Practice and give extra effort.
  - r) JA said that some people who frequently ask for a GP appointment do not always need GP, but other services.
  - s) RM observed that Bracknell Forest has distinct strengths, including a superb Out Of Hours service, and a high level of good GP training practices. RM also commended the Council taking an interest in the issue of GP Capacity – neither he nor JA had been invited to meet a Borough Council on this topic previously.
  - t) The transition to a patient-centred approach across organisational boundaries was already underway, for example in Buckinghamshire.

18 On **27 April**, the Group reviewed information obtained from the Royal College of GPs on their views about under-capacity, particularly their calculation that Bracknell and Ascot needed 24 more GPs by 2020. We took stock of what had been learnt from the review, to date, including a seeming lack of communication between the centre of the

Department of Health/NHS and GP Practices, also to some extent between GP Practices. The Group considered the recent major announcement by NHS England, '*General Practice Forward View*', and in particular the commitments made to increase recurrent funding for GP services by £2.4 billion annually by 2020/21, with a further £500 million for a turnaround package. We spent some time on: considering whether the direction of our review needed to be changed in the light of that publication; and on preparing the questions to ask the next organisations to be met by the Group.

### **NHS England and the Bracknell and Ascot Clinical Commissioning Group**

- 19 On **19 May**, the Group met representatives of:
- NHS England South (South Central): **Dr Geoff Payne (Medical Director)** and **Nicky Wadely (Programme Manager - Co-commissioning)**; and
  - Bracknell and Ascot Clinical Commissioning Group (CCG): **Dr William Tong (Chairman)** and, **Mary Purnell (Head of Operations)**.
- These two organisations make up the Joint Commissioning Committee.
- 20 GP delivered a presentation on the *General Practice Forward View*, acknowledging that GP capacity was a pressing and big issue, which was part of the wider issue about sufficiency of primary care. Numerous reports were available on the topic from various authors, and it was difficult to draw hard and fast conclusions. The total number of GPs in South Central had not changed much. The majority of Doctors leaving General Practice were males, and those joining General Practice are predominantly females. A high proportion of GPs who are not working are female. GP described how the 'Car-Hill' formula or GP remuneration did not favour Bracknell and Ascot's circumstances, though there was little evidence that remuneration was a significant problem in terms of recruiting and retaining GPs. NHS England recognised that the pattern of work was changing, for example the large increase in telephone consultations. The Care Quality Commission (CQC) regime was also known to be resource intensive for GP Practices. Some 26% of GP consultations were potentially avoidable, GP said that the emphasis needed to be on what GPs could stop doing; and that would be a challenge for many GPs to accept. Promoting patients' self-care is very important.
- 21 NHS England (NHSE) considered that four of the GP Practices in Bracknell & Ascot looked too small to be viable in the future. In terms of surgery premises, there is a 'mixed economy' at present, for example some Practices own their premises and others lease them. NHSE see owner occupation as being a barrier to system transformation. The GP capacity situation is complex, the current arrangements are no longer fit for purpose, and there is an appetite to change the arrangements. NHSE organise large infrastructure changes, and local solutions are the responsibility of the Joint Commissioning Committee (JCC) with the CCG. Population growth and the increase in complex, long-term multiple conditions made the finding of solutions much more challenging.
- 22 Dr Tong (WT) said that the current system is very complicated. The Partnership model gave the best continuity of care for patients. People want to see their own GP, and it is hard to change that mind-set. There were significant areas of high housing growth. The position of NHSE and the CCG is to envision what the primary care provision should be locally, and that was not as simple as creating another surgery. It will take time to reduce the 'disease burden'. Finding a solution to the GP Practices' estate required a partnership approach with the care sector, the ambulance and fire services. However, the buildings issue was less important than workforce issues and methods; for example the open-access physiotherapy facility had worked well. The change process would take time as: the NHS is a massive employer; there are internal business units and some competition; local hospitals perform very well; but there is recognition that an overall systems transformation is needed, to include local authorities. Whilst it was right for the

CCG to take on commissioning of primary care, there was a perception of a conflict of interest.

- 23 Mary Purnell (MP) delivered a presentation entitled '*Better Futures For All – Programme Update*', giving an overview of the schemes being trialled to transform primary care locally. MP emphasised that these schemes were being funded by non-recurrent funding, so their continuity could not be assured. The CCG saw the local workforce as the main challenge, which could be affected by competing demand for labour arising from the regeneration of Bracknell town centre. The CCG was working with the Council and others to promote the year of self care.
- 24 The main matters arising in discussion, and in response to Members' queries were:
- a) The model was changing away from Partnered GPs towards increased use of salaried GPs and Locums, and more newly qualified doctors were interested in a portfolio career. NHSE's focus was on what is in the patients' best interests. NHSE recognised that the Partnership model has strengths, but it was not the best/only model going forward. It was known that in some cases, it can cost a Practice more to employ a Locum than they can charge the NHS. Various different arrangements were being deployed, such as: Partnership Practices considering closing can retain ownership of the building and rent it to the new service provider; procurement of five year contracts for provision of GP services; and federated GP practices, which offered some advantages. NW commented that NHSE were currently working on a number of possible combinations of GP Practices. WT said that there was interest in a federation in Bracknell & Ascot, but the 15 Practices are independent and it is difficult to resolve the contractual position.
  - b) Interim arrangements were sometimes needed, for example NHSE had commissioned the Berkshire Healthcare Trust to temporarily operate a surgery. The GPs had effectively been salaried, and they could focus their efforts on clinical delivery rather than running the business. In another case, a GP Practice had decided to close; an interim provider had been engaged, and a multi-specialty community contract ('GP Plus') was now being explored – this should link to the STP and delivery of an integrated care pathway for patients.
  - c) One view was that salaried GPs could not offer as good patient service as a GP Partnership. GP observed that a generational change was taking place, with doctors having different views about work/life balance.
  - d) NW said that the Urgent Care Centre is an important element in Primary Care, and its role might be widened.
  - e) GP Practices could not be treated by NHSE as 'real' business akin to the private sector, as there is no real competition and there are too many constraints applied.
  - f) One Member commented that patients were not always happy to be seen by nurses instead of doctors but had come to terms with that. If patients receive good treatment quickly, they will be content.
  - g) Attention was drawn to the forthcoming consultation by the Council of its 'Comprehensive Local Plan'. Members encouraged the CCG to respond with the needs of the NHS locally, which might lead to some Community Infrastructure Levy (CIL) monies becoming available. MP said that the CCG would happily respond, but have been previously told that by the Council there are no funds available from either CIL or S.106, indeed, the CCG had been advised not to seek such funding, though there was no written evidence of that. In relation to the envisaged health facility at Jennetts Park, MP commented that no funds were provided to build or run that facility, the former Primary Care Trust had just been given an opportunity to buy a parcel of land at Jennetts Park.

- h) The CCG had found it cumbersome to get progress with the Royal Berkshire FT over making fuller use of the Brants Bridge site.
- i) The move to get Community and Practice nurses to work closer together was showing great promise.
- j) Bracknell & Ascot had not yet trialled the use of Physicians Associates (though this was in use in West Berkshire). The concept was more advanced in secondary care (for example in endoscopy), and it was not a well-worked model in primary care.
- k) On training for the new models of working, NHSE was trying to encourage HEE to think ahead, and a workshop was to be held to stimulate radical thinking.
- l) WT agreed that, on the current formula, there are not enough GPs in Bracknell and Ascot. However, the current formula is not applicable for the future. For example, it does not take account of the increased use of Nurse Practitioners, or the prospective greater use of Pharmacists. The figures do not reflect the position 'on the ground', where gaps are being filled; Practices are resilient, though it was clear that some cannot fill their vacant positions.
- m) GP commented that research showed that Nurse triage does not reduce the number of GP consultations. NW observed that the 'care navigators' and customer service receptionists are effective in reducing the demand on GPs.
- n) The growth in the number of Locums was partly due to them commanding high levels of remuneration, also because some doctors do not want a permanent role in one Practice. It was recognised that the GP career needed to be made more attractive. Some former GPs had been re-engaged as Locums.
- o) WT said that there was no solution yet to meeting primary care needs, but it was being worked on. Many factors were in play, including a 'drift away' of doctors.
- p) MP stressed that primary care capacity was only part of the picture. A whole-system response was needed, incorporating the local authorities' public health role, for example – MP added that Bracknell Forest's Public Health (PH) function is better supported than some other councils, and the CCG wanted to see that continue.
- q) Members observed that the sharing of best practice could be improved, between GP Practices.
- r) The standard contract with the Foundation Trusts dealt with the issue of inappropriate transfer of work from the secondary to the primary care sector. The CCG monitors that, to ensure that the workload is kept under control. GP emphasised that the important thing was to meet patients' needs in the most clinical and cost-effective way.
- s) The CCG's Estates strategy was still in draft form.
- t) The Group suggested that the Health O&S Panel should consider issuing a response to the Council's public consultation on the Comprehensive Local Plan. (The Panel subsequently issued a response to that consultation, in July 2016).

### **The Sustainability and Transformation Plan**

- 25 On **27 June**, the Group met **Jane Hogg, Integration and Transformation Director, Frimley Health NHS Foundation Trust (FHT)**, and **Tina White, Programme Director, Sustainability and Transformation Plan (STP)**, for the 'Frimley footprint STP', to gain an understanding of how the STP would assist in meeting the challenge of GP capacity.
- 26 Jane Hogg (JH) outlined the current position on the draft STP for the Frimley Health 'Footprint', the submission deadline being 30 June 2016. The STP involved the whole health and care system for a population of some 750,000 people, covering five CCGs' areas, and the local authority areas for Slough, RB Windsor & Maidenhead, Bracknell Forest, North East Hampshire & Farnham, and Surrey Heath. The Plan would involve many organisations and transform health and care for the population. The Plan looked at

local needs, and it aimed for significant change and improvement. The fact that there is just one acute provider Trust for the footprint was seen as a significant advantage. The STP was being led by that Trust's Chief Executive, but Ambulance Trusts, Local Authorities and others were working together on the programme, forming a wider leadership group of some 50 people.

27 JH described how the STP has a shared goal of achieving three principles:

- . Better health and wellbeing
- . Better care and quality
- . Better financial sustainability.

These principles were being pursued by taking a taxpayer's view of what was required, rather than each organisation applying its own perspective. There will be no change to each organisation's statutory responsibilities, but the emphasis was on collective responsibility. For example, managing long-term conditions such as diabetes would be done between organisations to ensure the right care is delivered in the right place; this should improve the speed, quality and efficiency of care.

28 JH explained that the STP submission is also a bid for a share of the £8.5 billion extra funding promised by the Government over the next five years, a portion of which will be used to make up a Sustainability and Transformation Fund. FHT has estimated that the share for the FHT STP footprint should be around £47million by 2021, which would be used to fund the changes needed to current arrangements.

29 JH described how the local STP priorities had arisen from stakeholder workshops. The team did not have all the answers to those priorities, but there was a shared commitment to find the best solutions, which would require different approaches to those currently in use. The STP gave a chance to find a common approach. In the past, many people had ideas but there was not a mechanism for a cross-sector approach and a shared commitment. Rather than have small pockets of improvement, the STP aims to achieve bigger change, at scale.

30 JH said that there was a strong correlation between loneliness/social isolation and medical need. Patients were not leaving hospital too early, instead the transition to living alone at home was too great. There is some support for people returning home, but it is not consistent, and needs further development. Some initiatives like this work well in some parts of England. However, there are many inconsistencies between health and social care, and domiciliary care is lacking in places. There is real difficulty in recruiting domiciliary care workers, and FHT was looking to develop their support for this group of workers, to build a more efficient workforce. The STP aims to achieve the right level of service to all patients.

31 JH explained that there is a national concern about not making the STP submissions public until decisions have been taken on them. It was likely that a re-submission would follow in September. This was a collaborative, strategic process, so FHT could not say with certainty what the final plan would look like. For example, FHT was working with local authorities on a common vision to re-shape care provision.

32 Matters arising in discussion, and in response to Members' queries were:

- a) The CCG had stressed to Members the need for a whole system approach and an integrated pathway. JH explained that within the STP there are five priorities for change, and within those one of the enablers is Workforce. One of the strands in that enabler is General Practice, and a significant change is envisaged as to how General Practice will work in future. GPs were being engaged on this, as they will need to work at a scale they are not accustomed to. The STP



recognises that GPs have huge capacity problems currently. The STP will look at facilitating changes to the role of General Practitioner to help make it more attractive and to improve retention. For example, how to make fuller use of different staff in primary care rather than GPs being used to deal with many different tasks, in a similar way that Nurse triage was used by some hospitals. STP work cannot force GPs to change their working arrangements, but the model preferred by STP leaders is to have hubs for out-of-hospital care. Some of these are already in place, with GPs working in an integrated team including social care and others. The STP would not 'reinvent wheels'. They wished to build on what is working well, and they were already working with the Oxford Deanery and other relevant organisations to provide a way of co-ordinating all parts of the system.

- b) The sharing of information and access to medical records was seen to be fundamental. The 'Digital Road Map' - electronic sharing of information in the interests of patients - was being pursued. Some information governance issues remained to be resolved. This five year programme of work was designed to create a core data set 'wrapped around' each patient.
- c) On the issue of GPs feeling that work was being transferred to them from secondary care, JH explained that one of the priorities is to reduce inequalities across care pathways. They recognised GPs' concerns (indeed, there were similar concerns in the opposite direction from secondary care providers), and this was being reviewed to see how it could be improved. There are some valuable relationships between primary and secondary care, and the STP aimed to build on the best of those relationships, to allow the clearest pathways for patients and the most effective clinical governance of those pathways. One priority was to increase self-care and early prevention, which should lessen the demand on GPs.
- d) There are two GP Practices on the Heatherwood hospital site, currently. FHT planned to re-provide these, whilst looking to have a more integrated service there. The GP Practices' agreement to that change would be needed, in line with the new national initiative on GPs.
- e) On the apparent ending of the traditional partnership model for GPs, JH commented that individual practices will not be able to cope with the new type of operation. Instead, there needs to be a series of integrated hubs, with more collective working between GPs. The GPs would need to agree between themselves how to manage routine care and the various other demands. There would need to be a multi-disciplinary approach, with the GP as the clinical lead. The Surrey Heath experience is that the hubs are improving care of the most vulnerable patients responsively, whereas in other areas work has increased; showing that this is an effective model in reducing demands on secondary care. That way of working gives a better, seamless service for patients. This was the local GPs' initiative, and that success needs to be learnt from and replicated elsewhere. STP work estimated that a hub might ideally have some 50,000 - 100,000 patients. Other Practices might be willing to join in on the new model if they can see that the Surrey Heath model is succeeding.
- f) On the resourcing of GP capacity, JH said that there is an element within the STP on General Practice, but the solution was more complex than that. GPs are a fundamental part of making things work better. The STP did not look at GPs in isolation, but as part of a cross-sector approach, from the perspective of getting the best patient-centred value for money services. Work had been done to assess needs, and how best to meet those needs, both locally and across the STP footprint. The STP priorities - which the GPs helped to shape - are aimed at delivering the changes needed. FHT are working closely with HEE and others to identify the milestones and the initiatives which need to be taken, and by whom.

- g) JH said that the STP leadership was actively engaging with GPs, though there were mixed views among the Bracknell and Ascot GPs about the STP. The nine Surrey Heath CCG area's GP Practices had been actively involved in developing the new ways of working. A catalyst for change could be the GP retirement 'bulge', as it was thought that more of the newly qualified GPs are content to be salaried. The STP programme recognised the need for more communication and continuing engagement.
- h) There will be costs of implementing the STP, and it will be challenging to get everyone to agree on the way forward.
- i) As part of the STP process, views were being sent in to inform the tendering process for the 111 Service (Non-emergency ambulance), the emphasis being on getting clinical input earlier in the 111 response.
- j) It was not known how long it would take to obtain a decision on the STP submission, or to obtain the funding. This also depended on the £8.5 Billion still being available.

### **The Council's Executive Member for Adult Services, Health and Housing**

- 33 On **22 July**, the Group met **Councillor Dale Birch, Executive Member for Adult Services, Health and Housing**, to hear about the roles of the Health and Wellbeing (H&WB) Board, the Public Health (PH) function and the Adult Social Care team in relation to meeting the challenge of GP capacity.
- 34 Councillor Birch (DB) described how the two worlds of Local Government and the NHS 'spoke different languages'. A panoply of different organisations had a role to play in relation to GP capacity, and the NHS saw that term as applying more to fitness to practice rather than the number of GPs. Recruitment and retention of GPs were central issues, and the problem of under-capacity had been known about for some time. The Council was not responsible for providing or training GPs, but had an interface with that primary health service. The H&WB Board used its influence – particularly in relation to the 'Better Care Fund' – to ask commissioners to allocate funding to priority areas, such as the Respiratory team. The Council did not get any closer to the issue of ensuring there were sufficient GPs.
- 35 The main matters arising in discussion, and in response to Members' queries were:
  - a) DB said that the NHS architecture and frequent staff changes made it unclear who was responsible for commissioning new GP surgeries.
  - b) On the consultation over the Comprehensive Local Plan (CLP), DB agreed that the Plan should say more about health, also the need for older people's accommodation, though the Plan had to be supported with evidence. He suggested that Health Overview & Scrutiny might wish to suggest that the Plan should allocate sites for healthcare, but he did not see a case for allocating Community Infrastructure Levy (CIL) for that purpose. DB explained that this was because GP Practices are profit-earning private businesses, and the Council should not be providing any private business with CIL funding. Besides, CIL funds were heavily in demand for new schools and other infrastructure requirements. Members commented that the CIL regulations include health on the list of permissible infrastructure; some other councils had allocated CIL funds towards meeting health infrastructure needs, and if Bracknell Forest Council was to exclude that possibility, this would not help to resolve the GP capacity issue.
  - c) DB said there was no clear understanding from NHS partner organisations about the facilities they wanted to have, and their locations. DB was a member of the Joint Commissioning Committee which has responsibility for the estates strategy (yet to be produced), but had not been able to attend many meetings owing to diary pressures.

- d) Members observed that there had been contradictory statements from the Council's Planning Officers on the one hand, and from the CCG on the other, regarding the inclusion of health infrastructure requirements in the local plan and in the CIL 'Regulation 123 list' of the various infrastructure usages CIL funds would be put to.
- e) DB expressed the view that the GP capacity issue would not be resolved solely by providing more buildings. The CLP might indicate where the new 'hubs' might be sited; the next issue could be how the hubs are to be funded – and it would be wrong for the GP Practice element to be funded by a Local Authority. Some elements of the hubs might be funded by other organisations, including the NHS acute sector.
- f) One Member commented that the rental arrangements for new GP Surgeries would not entail a profit for GP Partners, if CIL was used to support their creation. DB responded that the GPs could make a profit, if their surgery was chosen as a location for a hub and they owned the freehold.
- g) The integrated health and social care agenda was being pursued by the H&WB Board in various ways. Some success had been achieved, for example on delayed transfers of care (where funds had been pooled with the CCG to improve the reablement facility), an initiative to minimise unnecessary hospital admissions; and a working group on children's mental health. The Board did not have authority to allocate funds.
- h) DB saw it as unsatisfactory that the STP Partnership group lacked engagement with elected members, and he, together with the Executive Members for Adult Services in Slough BC and RB Windsor & Maidenhead had passed their concerns to the FHT Chief Executive. The STP team had formed a reference group to inform elected members of progress.
- i) On the adequacy of social care at the time of hospital discharge, DB said that the intermediate care function was under review. The number of delayed discharge cases due to councils had been over-stated. The Council has a hospital in-reach team, also a presence at A&E to identify cases where local authority care could be sufficient.
- j) DB encouraged the Working Group to recommend that everyone should engage with the common agenda. He mentioned that he had requested an LGA Peer Challenge to review the H&WB Board, including its relationships. DB added that the H&WB Strategy was produced and owned by five different organisations, so it was necessarily a high-level document.

### **Production of the Working Group's Report**

- 36 The Group met for the last time on **22 August**, when it considered and subsequently agreed its draft report, for presentation to the Health O&S Panel for its adoption.

### **Information Obtained From Survey of GP Practices**

During its review, Members of the working Group visited 15 GP Practices in, or adjacent to Bracknell Forest, all of which were providing services to Bracknell Forest residents, using a structured questionnaire and a request for factual data. We summarise below the information we obtained from these visits. This information has been used to inform our conclusions and recommendations in part 4 of this report.

### **Main Messages From GP Practice Questionnaires and Visits**

#### **A) Workforce:**

- 1. Does the practice have a pharmacist and in what roles e.g. medical review, repeat prescriptions?**

##### Responses

Only one of the GP Practices had a pharmacist.

- 2. Do you anticipate the workforce changing, if so how?**

##### Responses

A third of the GP Practices anticipated change, the remainder saw this as unlikely. Most of the change was due to: increasing workload; Nurses and Health Care Assistants taking on more demanding roles; and staff retiring (with a change away from Partner GPs towards Locums or other salaried doctors).

- 3. Are you expecting any GPs to retire in the 5 year and 10 year horizon?**

##### Responses

All but one GP Practice were expecting GP retirements, some in the near future. (The CCG informed us that a solution to this was not yet in sight).

- 4. How easy is it to recruit clinicians:**

##### **Partner GP**

Responses ranged from difficult to impossible, even a crisis situation. Some commented that prospective Partners are deterred by high house prices and the burden of buying in to the Practice.

##### **Salaried GP**

Responses ranged from difficult to next to impossible.

##### **Locum GP**

Responses Most Practices said this ranged from difficult to horrendous, and some Locums were unwilling to do all the work asked of them.

##### **Ancillary workers – Nurses & Health Care Assistants**

Responses ranged from not easy to very difficult. Some reported a shortage of District Nurses.

- 5. Do any GPs have a special interest?  
If so, do they see patients from other practices?**

Responses Around 60% of Practices had a specialist interest and saw patients from elsewhere, for a variety of treatments including minor surgery, dermatology and diabetes, for example.

## **B) Patients and Workload**

- a) If the practice has a steadily growing list of patients registered with QOF (Quality and Outcomes Framework<sup>1</sup>) -, to what extent do you think this is due to:**

**Increased prevalence  
Movement from secondary care**

Responses All but two Practices reported growing lists of patients, and the growth in QOF cases was seen to be mainly due to: a movement of treatment away from secondary care to primary care (e.g. early discharge from hospitals); population growth (particularly the elderly); and increased prevalence of chronic conditions. One GP commented that Primary Care delivers over 90% of patient care, but takes just 8.3% of the NHS budget.

## **C) Further issues on Workload**

- 1. Apart from the chronic conditions listed in QOF, have you seen a change in activity and demand in the past 10 years? If so, what do you think has been the main cause(s) of this change?**

Responses Causes were varied and included: increased list size; more elderly patients; increasingly complex conditions; increased expectations by patients (sometimes caused by secondary care doctors, the Government and media encouraging people to see their doctor); less self-reliance by patients and family support; increase in mental health issues particularly with young people, sometimes arising from drug misuse; more bureaucracy; a growth in the number of cancer and diabetes cases ; increasing obesity and inactivity; increased longevity but poorer quality of life for some; insufficient self-care.

- 2. Types of patients you see in the practice:  
a. Have you noticed an increase in patients reporting particular conditions in the past five years? (other than those in QOF)**

Responses Almost every Practice reported increases, mostly in mental health conditions. Other conditions included muscular-skeletal, diabetes and allergies.

- b. Have you noticed an increase in patients with multiple morbidities?**

Responses Every Practice reported an increase, and one commented that the standard 10 minutes allowed for an appointment was no longer adequate.

---

<sup>1</sup> The Quality and Outcomes Framework (QOF) is an incentive programme for GP practice achievement. It rewards practices for the provision of quality care and helps standardise improvement in the delivery of primary medical services. It is a voluntary process for all surgeries in England. The indicators for the QOF change annually, with new measures and indicators being retired. For 2014/15, the QOF awards practices achievement points for: managing some of the most common chronic diseases, e.g. asthma, diabetes; managing major public health concerns, e.g. smoking, obesity; and implementing preventative measures, e.g. regular blood pressure checks.

**c. Have you noticed an increase in patients with long term conditions?**

Responses Every Practice reported an increase.

**d. Have you noticed an increase in frail elderly patients?**

Responses Every Practice reported an increase, some large. One commented that there was an increased prevalence of old people living alone.

**3. How many of your patients are housebound, and how many are housebound with chronic conditions?**

Responses The number of patients ranged from 25 to 50, and two Practices said that all the patients had chronic conditions.

**4. Do you have a greater role in palliative or end-of-life care?**

Responses About 80% of Practices said they do, and two worked closely with a voluntary body.

**5. In terms of your average working day, what percentage of GPs time is used dealing with issues that could be more usefully addressed by someone else? e.g. patient issues such as minor illnesses that don't need to be seen by a GP or nurse; medical issues that another practice member should deal with; social care issues**

Responses ranged from 10% to 60%, with 20% being the most common response. Examples of issues which do not need to be handled by a GP included: social care issues; requirements by the Care Quality Commission (CQC); minor illnesses; repeat prescriptions; sick notes; writing notes to Housing Associations. One GP commented that this left no time for higher level GP tasks such as clinical governance and teaching. NB – this was supported by the presentation from NHS England which said that 26% of GP appointments were potentially avoidable.

**6. Have there been any thoughts on expanding the roles of the practice nurse, HCA or pharmacist to reduce GP workload?**

Responses All but one Practice had made increasing use of nurses and HCAs, with success, and one was considering using a pharmacist for medication reviews. Some said that further progress was inhibited by difficulties in recruiting nurses.

**7. Have other services impacted positively/negatively on GPs work, if so how?**

Responses were varied and only one Practice reported that the changes had been positive.

**a. Can you talk about how changes in secondary care have impacted?**

Responses pointed to more transfer of care to GPs and inappropriate 'delegation' of tasks from hospitals to GPs (often unfunded), including comments: Post-operative follow ups and pre-operative assessments are pushed out to primary care; poor hospital discharge arrangements; Locums operating the 111 service telling patients to see their GP urgently; this causing GPs to have insufficient time to do what they think is important, such as minor surgery.

**b. Can you talk about how changes in community care or social care have impacted?**

Responses included a few positive comments (e.g. intermediate care/re-ablement having a positive impact), but most commented that the changes had added to the pressure on GP Practices, including: poor social care and fewer beds in secondary care means that sicker, more vulnerable, patients are now in the community needing significant GP input; more Child Protection conferences; more help being needed in the community, otherwise people tend to go to their GP; reduced availability of District Nurses.

**c. Other services, such as private hospitals?**

Responses varied, with most saying there was little or no impact. Some saw a positive impact of private hospitals, in terms of faster patient care and helpfulness to GPs. One Practice criticised private hospitals for often expecting primary care to carry out pre-operative and post-operative procedures, and tests.

**8. What are the biggest challenges for your practice in managing activity and demand?**

Responses were mixed. All pointed to increased demand and activity levels, arising from increased patient numbers, the increasing elderly population, multiple morbidities, and expectations by some patients. The most common challenges cited were staff shortages and recruitment difficulties, with other challenges seen as financial and site constraints, and bureaucratic demands.

**9. Are there any examples of how your practice manages activity and demand that have been helpful and you would like to share with us?**

Responses were mixed, with many referring to the increased use of triage, particularly by telephone. Other measures included: working harder; task lists; a whole day duty doctor system; more delegation to Nurse Practitioners; personalised lists; identifying pinch points, and auditing demand.

**10. Do you have any plans for extended hours?**

Responses All but two Practices operated some type of extended hours, and one Practice hosted the CCG's extended hours service each evening and on Saturday mornings. There were no further plans to extend opening hours.

**D) Plans for Expanding**

**1. Do you have any plans to expand:**

**The patient list –**

Responses Most said that their lists were expanding due to new housing developments, and some were concerned about their ability to cope, saying that they were not looking for new patients.

**GP WTEs –**

Responses Most said yes, but referred to recruitment difficulties, even to crisis point.

**Ancillary staff –**

Responses Two said no, but the majority saw a need to increase ancillary staff in line with increasing patient numbers.

### **Premises -**

Responses More than half said no, and those who wanted to expand premises saw constraints in doing so.

**2. What is the approximate size of the premises in M<sup>2</sup>?**

Responses The areas ranged from 180 M<sup>2</sup> to 900 M<sup>2</sup>.

**3. Is it possible to expand within the current premises?**

Responses Were evenly divided between yes and no. Most constraints to expansion related to the physical site.

**4. Would you like to move to new larger premises; expand the current premises; stay the same?**

Responses Slightly more than half the Practices would like to expand or move to larger premises.

**5. Would extended hours enable you to expand within existing premises?**

Responses The overwhelming majority said no, three said possibly, and one said yes.

**6. If you would like to expand, in what timeframe would you like to expand?**

Responses Most of the Practices which want to expand want to do so within the next two years, and some wanted to do so quickly.

**7. Do you have any funding commitment from NHS England?**

Responses Most of the Practices with planned expansions had received funding commitments from NHS England.

**8. Are there any inhibitors to your plans to expand?**

Responses were mixed. Issues included the availability and affordability of sites; financial constraints; and the need to obtain the agreement of other parties.

### **E) General Questions**

**1. Is there anything which any other part of the NHS, central government or the Council can or should do to help ensure we have enough GP capacity to meet the large increase in demand arising from new housing developments, longer life expectancy and other factors?**

Responses The most common request was for more GPs and GP training places. Other points raised included:

- a. Increase in other clinical staff, School Nurses and Community Health workers.
- b. Increased funding
- c. Better communications on test results from some hospitals
- d. Better support from the CCG and NHS England on premises
- e. Making General Practice more attractive to Junior doctors



- f. More health promotion, to encourage people to take more responsibility for their own health.
- g. Removal of unnecessary bureaucracy
- h. Support for smarter and more flexible working with IT solutions.
- i. Improve the working conditions of GP partners.
- j. Offer medical students becoming GPs to write off their student loan.
- k. Expand the NHS Bracknell & Ascot GP fellowship scheme.
- l. Take into account the increase of female and part time GPs replacing male and full time GPs when calculating total GP numbers.
- m. Addressing poor morale among GPs.
- n. Encourage returners back into being a GP.
- o. The Council should promote healthy lifestyles.

## 2. Are there any general points you would like to make?

Responses were mostly expressing concern about the long-term viability of General Practice. Specific points raised included:

- a. More of the NHS budget needs to move from secondary care to primary care.
- b. Need for future workforce planning, estates strategy,
- c. Need to put the value back in primary care as a career.
- d. GPs attend fewer child protection conferences as times are inconvenient and funding no longer provided for absence cover.
- e. Need to audit the effectiveness of the extended hours service.
- f. Increase in work of occupational therapist now more are kept in their own homes
- g. Locums need supervision and do not provide the continuity of care which patients need.
- h. There were many 'no shows' for appointments in February, representing wasted GP time. This requires a solution from the Department of Health.

### **Main Messages From GP Practice Data**

We also obtained the following data from the 15 GP Practices we visited.

#### **Workforce**

The clinical workforce in each GP Practice in Whole Time Equivalents was in the range:

GPs – from 1.5 to 11.5 Whole Time Equivalents (WTE), of which:

- GP Partners ranged from 1 to 9
- Salaried GPs ranged from none to 2.7
- Trainee GPs ranged from none to 1.5
- Only one Practice had a GP Fellow (Part time)

Nurses – from none to 5

Health Care Assistants – from none to 4

#### **Patient Population**

The GP Practices had Patient Lists totalling 139,872 people. This exceeds the Borough's population because we reviewed practices based just outside the Borough which provide services for Bracknell Forest residents.

The Practices had a broadly similar age profile, and the overall percentages were:

Aged Under 65: 85%  
65-74: 8%  
Over 75: 7%

### **Growth in Patient Population from 2008 to 2016**

Where comparator figures were available, this showed that the patient population had grown by 7% over the period 2008 to 2016. Only two GP Practices reported a reduction in patient numbers over that period, and the largest percentage growth was 18% (Crown Wood GP Practice).

### **Patients With Long Term Conditions**

The GP Practices told us they had a total of 45,691 patients with long-term conditions, a massive 39% increase on the 32,835 in 2008. The main conditions reported were:

Hypertension (14,651)  
Asthma (6,989)  
Diabetes (5,485)  
Coronary Heart Disease (3,086)  
Cancer (2,932)  
Chronic Kidney Disease (2,813)

For further information on the work of Overview and Scrutiny in Bracknell Forest, please visit our website on <http://www.bracknell-forest.gov.uk/scrutiny> or contact us at:

Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ, or email us at [overview.scrutiny@bracknell-forest.gov.uk](mailto:overview.scrutiny@bracknell-forest.gov.uk) or telephone the O&S Officer team on 01344 352283

This page is intentionally left blank

**TO: THE EXECUTIVE  
13 DECEMBER 2016**

---

## **CAPITAL PROGRAMME 2017/2018 - 2019/2020 (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 2017/18.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2017/18-2019/20 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2017/18, 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 £48.531m for 2017/18 as set out in paragraph 5.23 and summarised in Annex A, including the new schemes listed in Annexes B – F.**
- 2.2 **Recommends to Council the release of £190,000 capital funding in 2016/17 from the 2017/18 Capital Programme to fund the investment required at South Hill Park**
- 2.3 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.**
- 2.4 **Approves, for consultation, the inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.24.**
- 2.5 **Approves, for consultation, the inclusion of £18.041m of expenditure to be externally funded as outlined in paragraph 5.24.**

### **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 31<sup>st</sup> March 2016 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 – however with investment rates at historic lows it makes more economic sense to defer borrowing. 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, however this is now coming close to the end of the 10-year agreement.

5.5 The proposed capital programme for 2017/18 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 capital receipts. Historically capital receipts have averaged around £5m per annum, however with the introduction of CIL and the forthcoming sale of the Sandy Lane land there is potential for a much larger level of capital receipts in 2017/18. However the exact value received will depend largely on the value of receipts from Sandy Lane and the timing of the sale. Even so 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 (e.g. the PWLB) 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 2017/18 – 2019/20. 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 2017/18.
- 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 £1.5m has been identified in the 2017/18 proposals (and a further £0.5m in 2018/19) 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 this magnitude 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.

### **Commercial Investment Strategy**

- 5.10 The Council’s Medium Term Financial Strategy forecasts a substantial budget gap over the next three financial years. This is a challenging target but the Efficiency Plan 2016 – 2020 approved by Full Council on 14 September 2016 demonstrates how the Council will achieve balanced and sustainable budgets throughout the period of the four year settlement. The Transformation Programme initiated during 2015 is critical to the achievement of our financial objectives.
- 5.11 A key project within the Transformation Programme is a Commercial Property Investment Strategy (as outlined in the Report to 16<sup>th</sup> November Executive) designed to deliver additional income of £1m in 2017/18 with a further £1m in 2018/19 and a further £1m in 2019/20. Assuming an average net yield of 5% per annum this will require the Council to invest £20m per annum in commercial property during 2016/17, 2017/18 and 2018/19.

### **South Hill Park**

- 5.12 An investment of £190,000 has been identified in order to secure long-term reductions in the grant aid to South Hill Park. The investment will secure a £100,000 reduction in each of the following two years which meets the expectations in the Council’s efficiency plan. It will improve the building which ultimately belongs to the Council and the additional commercial revenue made possible by this investment will support the grant reduction by the Council. The investment will create a new wedding venue, refurbish all toilets and upgrade kitchens.

### **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 2016/17 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.

### Maintenance (Improvements and capitalised repairs)

- 5.14 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.

<b>Definition of Condition Categories:</b>	
A:	Good – Performing as intended and operating efficiently.
B:	Satisfactory – Performing as intended but showing minor deterioration.
C:	Poor – Showing major defects and/or not operating as intended.
D:	Bad – Life expired and/or serious risk of imminent failure.
<b>Priority:</b>	
1	Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health & safety of the occupants and/or a minor breach of the legislation.
3	Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health & safety of the occupants and/or a minor breach of the legislation.
4	Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services.

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 2016/17 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

#### Maintenance Backlog

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,914	
	Priority 2C & 2D	8,539	
	Lower Priorities	26,237	37,690
Corporate Properties	Priority 1C & 1D	2,553	
	Priority 2C & 2D	2,758	
	Lower Priorities	11,574	16,885
Total			<b>54,575</b>

- 5.15 The overall maintenance liability has increased from £52.5m in 2016/17 to £54.58m. 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**

- 5.16 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 2017/18 of £1.931m will be used to tackle the highest priority items identified in the condition surveys indicated above.

### **Non-schools**

- 5.17 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 2017/18 Revenue Budget proposals to meet these liabilities.
- 5.18 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 £1.775m is recommended to address the most pressing 1C & 1D priorities.
- 5.19 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**

- 5.20 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**

- 5.21 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**

- 5.22 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

### **Capital Programme 2017/18 – 2019/20**

- 5.23 A summary of the cost of new 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 £48.531m. However excluding the funding for Binfield Learning Village, Coral Reef, the Invest to Save Schemes, the Local Housing Company, the Town Centre Redevelopment and the

Commercial Property Investment strategy the total Council funding requested is £7.865m in 2017/18 and this is in line with previous programmes and the amount allowed for in the Revenue Budget proposals.

<b>Capital Programme 2017/18-2019/20</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>
B	Adult Social Care, Health & Housing	7,002	0	0
C	Children, Young People & Learning	20,540	19,067	1,574
D	Corporate Services	1,678	2,110	70
E	Council Wide	23,860	20,500	510
F	Environment Culture & Communities	13,492	5,724	3,400
	<b>Total Capital Programme</b>	<b>66,572</b>	<b>47,401</b>	<b>5,554</b>
	<b>Externally Funded</b>	<b>18,041</b>	<b>19,221</b>	<b>4,209</b>
	<b>Total request for Council funding</b>	<b>48,531</b>	<b>27,730</b>	<b>1,345</b>

### **Externally Funded Schemes**

- 5.24 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. Discussions are continuing with Sandhurst school regarding works to the adjoining sports centre. A total of £11.327m will be invested in schools from specific capital grants.

A second key constituent of capital grant funding relates to the Highway Maintenance, Integrated Transport Block and grants from the Local Enterprise Partnership. Grant approvals of £5.132m are currently anticipated for 2017/18.

#### Section 106 (£0.942m)

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 2017/18, where funding becomes available. These are summarised below

Department	Schemes	Budget
		£000
CYPL	Various School Schemes	423
ECC	Leisure & Culture	169
ECC	Local Transport Plan	350
	<b>Total</b>	<b>942</b>

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**

- 5.25 Schemes may have associated on-going revenue costs and tend to become payable in the year after implementation. As such will be included within the Council's Commitment Budget for 2017/18. These total £69,000 and relate to the licence and maintenance contracts associated with the new IT hardware investment.

#### **Funding Options**

- 5.26 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).
- 5.27 The Council introduced CIL in April 2015. 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 2017/18.
- 5.28 The proposed capital programme for 2017/18 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £8m 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.
- 5.29 Given the level of investment proposed in 2017/18, 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.
- 5.30 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.
- 5.31 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.

- 5.32 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.
- 5.33 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 2017/18 to 2019/20 in March 2017, alongside its consideration of the specific budget proposals for 2017/18 and the Council's medium-term financial prospects.
- 5.34 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 2018/19 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 2017/18 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 2017/18, 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 2017/18 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2016
Consultation period	14 December 2016 - 24 January 2017
Executive considers representations made and recommends budget.	14 February 2017
Council considers Executive budget proposals	01 March 2017

### Background Papers

None

### Contact for further information

Alan Nash -01344 352180

[alan.nash@bracknell-forest.gov.uk](mailto:alan.nash@bracknell-forest.gov.uk)

Calvin Orr – 01344 352125

[calvin.orr@bracknell-forest.gov.uk](mailto:calvin.orr@bracknell-forest.gov.uk)

**CAPITAL PROGRAMME - BY CATEGORY**

	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>TOTAL £000</b>
<b>Committed</b>	21,185	21,085	635	42,905
<b>Unavoidable</b>	170	125	100	395
<b>Maintenance</b>	2,007	505	150	2,662
<b>Rolling Programme / Other Desirable</b>	10,005	2,515	460	12,980
<b>Town Centre Highway Works</b>	1,500	500	0	2,000
<b>Council Funding</b>	<b>34,867</b>	<b>24,730</b>	<b>1,345</b>	<b>60,942</b>
<b>Town Centre Improvements</b>	850	0	0	850
<b>Coral Reef</b>	574	0	0	574
<b>LED Streetlights</b>	3,650	0	0	3,650
<b>Binfield Learning Village</b>	8,590	3,000	0	11,590
<b>Total Council Funding</b>	<b>48,531</b>	<b>27,730</b>	<b>1,345</b>	<b>77,606</b>
<b>Total External Funding</b>	18,041	19,221	4,209	41,471
<b>Total Capital Programme</b>	<b>66,572</b>	<b>46,951</b>	<b>5,554</b>	<b>119,077</b>

**CAPITAL PROGRAMME - ALL DEPARTMENTS**

	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>TOTAL £000</b>
<b>ASCH</b>	7,002	0	0	7,002
<b>CYPL</b>	20,540	19,067	1,574	41,181
<b>Corporate Services</b>	1,678	2,110	70	3,858
<b>Council Wide</b>	23,860	20,500	510	44,870
<b>ECC</b>	13,492	5,274	3,400	22,166
<b>Total Capital Programme</b>	<b>66,572</b>	<b>46,951</b>	<b>5,554</b>	<b>119,077</b>
<b>External Funding</b>	18,041	19,221	4,209	41,471
<b>Council Funding</b>	<b>48,531</b>	<b>27,730</b>	<b>1,345</b>	<b>77,606</b>

## CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
<b>Committed</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Unavoidable</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b> See Council Wide	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b> Downshire Homes	7,002	0	0	7,002
	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
<b>External Funding</b>				
Community Capacity Grant	tba	tba	tba	tba
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>

## **Adult Social Care, Health and Housing**

### **2017/18 Capital Programme Bids**

#### **1. Downshire Homes Ltd (DHL) – Local Housing Company Loan £7.002m**

To increase the loan by £7.002m to Downshire Homes so that it can purchase 15 properties for homeless households and 5 properties for households with learning disabilities. The total amount to be lent is based on an average purchase price of £350,000, inclusive of taxes and any required works before letting. The company is wholly owned by the Council. The company can decide to pay a dividend to its shareholder from its post tax surplus in future years.

Alternatively the Council could continue with current policy approach of procuring bed and breakfast and temporary accommodation to provide homes for homeless households. Such an approach would not generate economies for the Council or benefit from equity growth of the properties it owns. The risks accrue to Downshire Homes, the Local Housing Company, albeit the company is a wholly owned subsidiary of the Council. The risks are that acquisition prices will increase faster than anticipated, preventing the purchase of the requisite number of properties but also any changes in the welfare regime that provides housing benefit or housing costs under universal credit for the households that are housed in the properties.



## CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2017/18	2018/19	2019/20	TOTAL
	£000	£000	£000	£000
<b>Committed</b>				
Priestwood Early Years Facility - Non Schools	70	0	0	70
Binfield Learning Village	8,590	3,000	0	11,590
	<u>8,660</u>	<u>3,000</u>	<u>0</u>	<u>11,660</u>
<b>Unavoidable</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>				
Schools Maintenance externally funded	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>				
Carbon Reduction Measures	10	10	10	30
CP-IS Project	80	0	0	80
<b>Total</b>	<u>90</u>	<u>10</u>	<u>10</u>	<u>110</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>8,750</u>	<u>3,010</u>	<u>10</u>	<u>11,770</u>
<b>External Funding - DfE Basic Need Grant</b>				
Schemes agreed by Education Capital Programme Board	8,812	15,493	1,000	25,305
	<u>8,812</u>	<u>15,493</u>	<u>1,000</u>	<u>25,305</u>
<b>External Funding - Other</b>				
Schools Capital Maintenance Grant	1,931	0	0	1,931
Easthampstead Park Masterplan	274	274	274	822
Section 106 - Small Schemes	250	250	250	750
Section 106 - Binfield Learning Village	173	0	0	173
Carbon Reduction Measures	40	40	40	
Devolved Formula Capital (estimate)	310	tbc	tbc	310
	<u>2,978</u>	<u>564</u>	<u>564</u>	<u>3,986</u>
<b>TOTAL EXTERNAL FUNDING</b>	<u>11,790</u>	<u>16,057</u>	<u>1,564</u>	<u>29,291</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>20,540</u>	<u>19,067</u>	<u>1,574</u>	<u>41,061</u>

## **Children, Young People and Learning**

### **2017/18 Capital Programme Bids**

#### **1. Carbon Reduction Measures - £10,000**

This project will provide a budget for short payback energy schemes in schools that will be prioritised by the Planned Works Project Management Group. BFC has a Management Agenda to drastically reduce carbon emissions namely the climate change action plan in which the council is committed to improving energy/carbon efficiency in schools. The bid envisages a £10,000 contribution from Council funding to be combined with funding from schools of £40,000 per annum

The objective is to reduce schools' energy costs and carbon emissions. This programme will mitigate and reduce the amount payable in future years by targeting energy projects that will have the greatest impact in reducing energy costs and carbon emissions. Suitable projects will be identified by the Borough Energy Manager but will include the proposals below.

- as a priority replace inefficient existing T12 fluorescent lighting which is still present in some schools by energy efficient LED lighting
- Part funding/ kick starting School Salix loans schemes to replace existing T8 fluorescents by LED lighting
- Further installation of Electricity and gas remote reading meters/loggers including sub meters when appropriate.
- Rationalisation of existing electricity meters where in some cases three meters are located in the one location resulting in three standing charges to the school.
- Part funding/kick starting schools renewables projects whereby where majority of the project is funded via school loan scheme
- Part funding the phased replacement of oil fired boiler within the borough via Salix or maintenance funds.
- Inclusion of remote buildings controls which are not currently connected to main building control system
- Basic pipework and valve insulation

#### **2. Child Protection Information Sharing - £80,000**

The Child Protection – Information Sharing (CP-IS) is a national project where all local authorities (LAs) in England are taking part in a NHS England work programme to share information. In Berkshire, all LAs have started their engagement with NHS England. CP-IS proposes to connect local authorities' child protection social care IT systems with those used by staff in NHS unscheduled care settings (Emergency departments; Out of hours GPs; Walk in Centres; Paediatric wards; Maternity wards; Minor Injury units; Ambulance services).

The information sharing focuses on three specific categories of child:

- Those with a child protection plan

- Those with looked after child status (children with full and interim care orders and voluntary care agreements)
- Pregnant women whose unborn child has a pre-birth child protection plan

The software supplier Corelogic, who supply and support the council's social care IT system have confirmed that functionality to integrate to CP-IS is available in the next release (MOSAIC). There are a number of technical aspects which need to be in place. The most significant is the pre-requisite to have a connection that will allow access to the N3 network. This will ensure a CP-IS Client can be installed locally to enable the submission and receipt of CPP/ LAC information. An N3 connection is in place for Adults Social Care to support Public Health working. Resources are required to achieve technical and business readiness in order to cover the following tasks:

- Data Matching: Obtaining NHS number prior to implementation.
- Project Management: Oversee and manage the overall implementation; Engagement with the relevant stakeholders;
- Manage configurable system changes with supplier (e.g. Design, Build, Test etc.): If we choose to configure or add new functionality to the new updated software specific to our local setting. These types of changes may incur additional costs from the supplier.

## CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
<b>Committed</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Unavoidable</b>				
Compliance with EPC Regulations	50	25	0	75
	<u>50</u>	<u>25</u>	<u>0</u>	<u>75</u>
<b>Maintenance</b>				
See Council Wide	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>				
Civic Accommodation	1,628	2,085	70	3,783
	<u>1,628</u>	<u>2,085</u>	<u>70</u>	<u>3,783</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>1,678</u>	<u>2,110</u>	<u>70</u>	<u>3,858</u>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>1,678</u>	<u>2,110</u>	<u>70</u>	<u>3,858</u>

## Corporate Services

### 2017/18 Capital Programme Bids

#### 1. Compliance with EPC regulations - £50,000

Under the provisions of the Energy Act 2011, there will be a requirement for any properties rented out to have a minimum energy performance rating of E on an Energy Performance Certificate (EPC). The regulations will come into force for new lets and renewals of leases and tenancies with effect from 1st April 2018 and for all existing tenancies on 1st April 2020. It will be unlawful to rent a property which breaches the requirement for a minimum E rating, unless there is an applicable exemption.

The Department will commission consultants at an estimated cost of £25,000 to ensure that all Council properties which are subject to leases have an up to date EPC and to advise on the work required to all properties which have a rating lower than E to ensure compliance with the regulations. This will be funded from revenue as it is not a legitimate capital cost. A capital bid is requested to carry out the above work in 2017/18 at a cost of £75,000 phased over two years. Subject to the outcome of the consultant's report further work may be required in 2018/19.

#### 2. Civic Accommodation - £1.628m

As a result of the work of the Transformation Board, in particular the Property Review Group which is required to release revenue savings from the property portfolio the need to relocate all operations from Easthampstead House (EH) to Time Square (TS) has been identified as a key priority. The move will also support the preferred Target Operating Model agreed by the Council Wide Support Services Reviews (CWSS) which is best suited to council support services being co-located. The move allows the further rationalisation of the Council's property portfolio to deliver optimum value from existing assets which is the stated aim of the Asset Management Plan. The rationalisation takes the Council further towards releasing the whole EH site for development to enhance the Town Centre. The residual site of EH has significant redevelopment potential. Vail Williams looked at the potential and advised that value will depend on the use and density that the site can accommodate. The Council has ownership of the EH building (subject to a best value offer from Bracknell Regeneration Partnership (BRP) up to 2022), and has recently acquired the freehold of the former Magistrates offices, subject to overage period for 3 years. The Council are obtaining a pre-emptive option on the Police Station. Initial expectations are that the total site area could have a redevelopment value, depending on planning and costs, in the order of £6m.

The Library Service is currently subject to review and although there are no plans currently to move Bracknell Library, there is a wish to find a suitable alternative town centre site. It must also be noted that the Library, amongst other buildings, is dependent on EH for IT links.

In order to increase the capacity of the building, the implementation of more robust flexible working practices will be required to change the current desk ratio from 5:4 to 5:3 to achieve the relocation. To reduce business rates whilst in sale negotiations and to achieve the best resale price, Easthampstead House will be demolished when all operations have been relocated. Demolition of Easthampstead House alone will cost in the region of £1m. EH

costs the Council approximately £400K per year to run. The Town Centre regeneration is progressing rapidly and once complete the dated and aesthetically unpleasing building will soon become something of an eyesore.

The most recent condition survey of EH was undertaken in 2013. It highlighted several high priority maintenance issues. If the building were expected to be utilised beyond the next two years, it would be recommended to undertake works to address these issues to ensure its' continued operational use. These works would cost in the region of £1.75m

The atrium in TS is no longer fit for purpose. A recent failure of a glazed unit in the atrium has caused disruption to residents trying to access services in TS as well as to council staff. The condition of the atrium is already at a point where it needs to be totally replaced. The recladding of the atrium frame and upgrading the mechanism within the lobby and atrium space, whilst taking the opportunity to incorporate additional floors into the atrium void, is integral to increasing the staff density in TS and cannot now be avoided.

With this refurbishment to the atrium, internal remodelling to create new offices and a reorganisation of department locations within TS it is possible to create a building which will accommodate not only its current operations, but also all staff from EH and a complete democratic suite to include a Council Chamber. Due to the nature of the surrounding car park deck and the load restriction there is no possibility of extending TS. It is proposed that some parking spaces be removed from the underground car park in order to locate specialist storage in that area.

	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>TOTAL £000</b>
COUNCIL FUNDING	1,628	2,085	70	3,783

**CAPITAL PROGRAMME - COUNCIL WIDE**

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
<b>Committed</b>				
Commerical Property Investment Strategy	20,000	20,000	0	40,000
Capitalisation of buildings, highways and ITC project management costs included in revenue budget proposals	400	400	400	1,200
Asbestos	30	0	0	30
Town Centre Redevelopment	550	0	0	550
Town Centre Redevelopment - Stamp Duty	300	0	0	300
	<u>21,280</u>	<u>20,400</u>	<u>400</u>	<u>2,080</u>
<b>Unavoidable</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>				
Buildings Planned Maintenance	1,775	n/a	n/a	1,775
	<u>1,775</u>	<u>0</u>	<u>0</u>	<u>1,775</u>
<b>Rolling Programme / Other Desirable</b>				
ASCHH Workstyle Changes	220	0	0	220
IT Schemes	585	100	110	795
	<u>805</u>	<u>100</u>	<u>110</u>	<u>1,015</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>23,860</u>	<u>20,500</u>	<u>510</u>	<u>4,870</u>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>23,860</u>	<u>20,500</u>	<u>510</u>	<u>4,870</u>

## Council Wide

### 2017/18 Capital Programme Bids

#### 1. Planned Building Maintenance - £1,775,000

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. 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 four 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.

#### 2. Adult Social Care Health and Housing (ASCHH) Work-style Changes - £220,000

In order to deliver the work-style changes being planned within ASCHH a significant investment in IT is requested.

#### 3. Various IT Schemes - £585,000

A programme of IT schemes is being developed based on the highest priorities identified resulting from refreshing and replacing the Council's IT infrastructure. The precise programme will be reviewed over the coming months and may include elements of the following schemes.

##### **MFD / Network Printers**

The investment is required for the refresh of MFD's (multi-functional device) plus local and network printers across the authority.

##### **Desktop Services Estate Management**

Investment required to fund replacements, upgrades and new equipment including scanners, docking stations, SSD upgrades and a fund for "replacement, break and fix".

##### **Network Refresh**

The proposal is to cover a number of ICT Network infrastructure replacements to ensure equipment is both current and supportable and to maintain the network and ensure that it has the capacity to serve the business in the forthcoming year.

##### **Server Refresh**

The proposal is 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 year.



**Data Centre 10G Ports**

There is a need to increase the number of high-capacity 10Gbps LAN switch ports within the Time Square data centre to support the rationalisation of VMWare servers and to maintain throughput and performance required to provide acceptable user response-times, and to ensure that backups are completed in a timely manner.

**Idox Upgrade/Migration**

Idox will be issuing an 'End of Life' notice for the DMS software used by HR and ECC in October 2016. There will be a 6 month grace period and after this support for the software will cease.

**Alert System Replacement**

The current Alert system is based on technology that is no longer supported and is very vulnerable. It also no longer adheres to compliance rules under PSN. It is estimated that the time to set up an Alerts system with similar functionality to that previously provided would be 20 days. This would involve creating an incident reporting facility which can be viewed and managed, logged and archived at all permissible levels.

**Intranet Development**

The council's intranet is well used by staff, and is an essential tool for the operation of the organisation. However, it is currently running on unsupported content management software, and therefore new developments would be high risk, and no development has been undertaken in the last two years. The intranet needs to be refreshed, if it is to enable increased self-service and host a staff self-service portal.

## CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
<b>Committed</b>				
Coral Reef Roof and Flumes	574	0	0	574
LED Streetlights	3,650	0	0	3,650
Roads & Footway Resurfacing #	200	200	200	600
Equipment Replacement Downshire Golf Complex #	35	35	35	105
Matched Funding for LEP Funding (A329)	450	450	0	900
Town Centre Highway Works	1,500	500	0	2,000
	<b>6,409</b>	<b>1,185</b>	<b>235</b>	<b>7,829</b>
<b>Unavoidable</b>				
New Cash Mechanisms for Parking	20	0	0	20
BSLC Replacement Locker Locks	20	0	0	20
Land Drainage	80	100	100	280
	<b>120</b>	<b>100</b>	<b>100</b>	<b>320</b>
<b>Maintenance</b>				
Minor Works at Leisure Sites	50	150	150	350
Replacement works to toilet area BLC	56	0	0	56
Cem & Crem - Park Area Pathways	35	0	0	35
Management of Parks & Countryside Open Spaces On Confirm	35	0	0	35
Self Service Technology Assisted Opening In Libraries	56	355	0	411
	<b>232</b>	<b>505</b>	<b>150</b>	<b>887</b>
<b>Rolling Programme / Other Desirable</b>				
South Hill Park *	190	0	0	190
Cem & Crem - Burial Area Memorial Grips	20	0	0	20
Improvement and Maintenance of Play Areas	70	70	70	210
Update Traffic Signal Infrastructure	200	200	200	600
The Look Out Play Area Upgrade	0	50	0	50
	<b>480</b>	<b>320</b>	<b>270</b>	<b>1,070</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>7,241</b>	<b>2,110</b>	<b>755</b>	<b>10,106</b>
<b>External Funding</b>				
Highways Maintenance	1,512	1,369	1,200	4,081
Integrated Transport & Maintenance	720	720	720	2,160
LEP Funding (A329)	2,900	0	0	2,900
Section 106 Schemes (LTP)	350	350	0	700
Self Service Technology Assisted Opening In Libraries - S106	44	0	0	44
Disabled Facilities Grants (cash grant to be confirmed)	450	450	450	1,350
Sustainable Alternative Natural Green Space (SANGS)	150	150	150	450
Section 106 Leisure & Culture (smaller schemes)	125	125	125	375
	<b>6,251</b>	<b>3,164</b>	<b>2,645</b>	<b>12,060</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>6,251</b>	<b>3,164</b>	<b>2,645</b>	<b>12,060</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>13,492</b>	<b>5,274</b>	<b>3,400</b>	<b>22,166</b>

# Part Capitalisation of Revenue

\* Funding to be released in 2016/17

## **Environment, Culture & Communities**

### **2017/18 Capital Programme Bids**

#### **1. New Cash Mechanisms for Parking - £20,000**

With the introduction of the new £5 note and £1 coin there is a requirement to upgrade the coin mechanisms in the parking pay machines. In September 2016 the new £5 note will come into circulation with the existing note being withdrawn in May 2017. New mechanisms for the multi-storey car parks will need to be ordered for delivery and installation in April 2017 to ensure they are available prior to the withdrawal of the existing £5 note and introduction of the £1 coin. The new £1 coin will come into circulation in March 2017 with the current coin being phased out over time.

#### **2. BSLC Replacement locker Locks - £20,000**

This project is for the replacement of all the current locks in lockers for public use primarily due to the change in the £1 coin in March 2017. We have over 400 lockers for public use in swimming pool changing rooms and for dry activities, with the introduction of the new £1 coin in March 2017 our locks will not be suitable to take them. As a result of this all the locks will need to be changed for a new version.

#### **3. 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. The following schemes will be implemented in 2017/18

- Waterloo Road, Crowthorne
- Yorktown Road, Sandhurst
- Foresters Way, Crowthorne
- Warfield Street, Warfield
- Bagshot Road, Bracknell
- Winkfield Lane, Winkfield
- Maidens Green, Winkfield
- Binfield Road, Binfield

#### **4. Minor Works at Leisure Sites - £50,000**

This £50k fund provides for some facility/site refurbishment and replacement of plant/equipment/machinery across the Leisure sites. These sites compete in a real market and generate income of over £10m/year. Failure to refurbish these facilities will result in a poorer quality product which in turn will result in decreased income. Projects to be progressed include:

- New fitness equipment at Bracknell Leisure Centre
- New exhibits at The Look Out Discovery Centre.
- Course drainage works at Downshire Golf Complex
- Improvement works to bunkers/tees/pathways at Downshire Golf Complex

#### **5. Replacement works to toilet area at BSLC - £56,000**

The project is to totally refurbish three toilet areas within the leisure centre, including walls, floors, sanitary ware and sinks. The three areas are the Time Out male, female/disabled toilets and male Hospitality Suite toilets. The current toilet facilities are of a very old design, which makes them difficult to maintain and get replacement parts for. New equipment will not fit which leads to make-do repairs and poor quality finishes.

The Sales team are finding that prospective members refuse to take out memberships because of the dated nature and general decor of the toilets. The customer experience now includes not only the activity they might sign up for but also the general ambience of the building. We have spent money over the years on updating equipment and sporting/leisure areas however the toilets have been missed out. They do not meet the expectations of today's customers.

#### **6. Cemetery & Crematorium Park Area Pathways - £35,000**

Easthampstead Park Cemetery & Crematorium is a high income earning facility, with a net budget surplus of £1.1m. If standards are not maintained this is at risk. The original burial area when the cemetery first opened was designed to have flat grave stones to allow for easier maintenance of the grounds. The flat memorials are separated with a footpath running between them. There are 3 sections with 5 rows of pathways in each section. Each pathway was originally laid at ground level using basic sand and little else. Although it was installed in a rudimentary way it has lasted over 45 years but is now crumbling, moving, breaking, separating and becoming a hazard and a problem for grounds maintenance due to weed control. There has been little or no investment in this area since 1971. The area is the most complained about by the public on the entire site.

#### **7. Management of Parks and Countryside Open Spaces on Confirm - £35,000**

The Parks and Countryside Service currently manage 320 hectares of heavily used and highly valued public open space. In the coming years, land transfers created by new developments will increase land in management by approximately 50%. This is a significant increase in the public estate and it naturally increases the number and range of council owned features, such as trees, footpath networks, play equipment and other ongoing maintenance obligations. Parks and Countryside have set the ambitious target of maintaining the significantly larger area of land to the existing high standards, but with no increase in staff resource. This goal requires significant efficiencies in working methods to be found, and this project is one component of finding those efficiencies.

#### **8. Self Service Technology Assisted Opening In Libraries – £56,000**

Capital funding of £110,000 has already been allocated to the department in 2016-2017 in order to introduce self-issue kiosks in Bracknell Library. 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. The public are already accustomed to using self-issue facilities in shops and banks, and they will benefit from a faster service, without the need to join a queue in order to borrow or return items, pay their fines, or access information about stock availability. Expansion of self-issue to the remaining 8 libraries will enable customers to issue and return books and pay library charges for themselves, without the need of staff intervention, when the Library is open. This modernisation of the service will, potentially, enable volunteers to man libraries and reduce the number of frontline staff without curtailing the service provided.

However, the Transformation Review of Libraries has shown self-issue needs to go one step further, with the need to more efficiently employ limited staffing resources and to offer increased opening hours at no additional cost to the service. Technology-assisted opening enables Library members to access Library premises when the Libraries are closed and to make use of the full range of facilities on offer. Access is gained via E+ card and keypad entry, using an external control panel, whilst the technology unlocks / locks the doors, switches on lights, powers up the public PCs, self-issue kiosks and turns them off again. CCTV cameras, linked to the technology, record activity externally and internally at strategic points so that misuse can be managed. Technology-assisted opening also improves efficiency during opening times, as it automatically boots up all of the ICT in the morning, opens every Library on time, and provides an audible announcement that staff are either present or no longer present, and shuts everything down at the end of the day without staff interaction.

There are many advantages to using technology-assisted opening. Customers are able to access library services at times that are convenient to them, rather than restricting use to normal opening hours. Furthermore, community groups can hire library premises out of hours, not only maximising use of Library buildings, but also enabling the service to raise income. More importantly, rather than closing libraries, it enables opening hours to be extended whilst simultaneously reducing staffing numbers. Over 200 libraries in Europe already use technology-assisted opening, mostly in Scandinavia. The principal supplier is Bibliotheca, whose system, Open+, has been successfully used by Peterborough Libraries to extend opening hours across their library network by 125 hours per week, in addition to saving £320k in staffing costs. However, other suppliers are now entering the market.

	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>TOTAL £000</b>
COUNCIL FUNDING	56	355	0	411
EXTERNAL FUNDING	44	0	0	44
<b>TOTAL FUNDING</b>	<b>100</b>	<b>355</b>	<b>0</b>	<b>455</b>

**9. South Hill Park - £190,000**

An investment of £190,000 has been identified in order to secure long-term reductions in the grant aid to South Hill Park. The investment will secure a £100,000 reduction in each of the following two years which meets the expectations in the Council's efficiency plan. It will improve the building which ultimately belongs to the Council and the additional commercial revenue made possible by this investment will support the grant reduction by the Council. The investment will create a new wedding venue, refurbish all toilets and upgrade kitchens.

**10. Cemetery & Crematorium - Burial Area Memorial Grips - £20,000**

The cemetery at Easthampstead Park receives between 80 and 120 burials per year. At present we have sufficient space made available at the site to receive up to 150 new burials. There is a need to plan and prepare grips for the positioning of headstones within the grounds to receive 150 burials. Grips need to be installed 12 months before required so that they can settle firmly in the ground. This reduces the possibility of movement once headstones are installed and subsequent issues with reinstating fallen or leaning headstones. Failure to provide sufficient burial plots to meet demand will reduce income and damage the excellent reputation of Easthampstead Park.

**11. Improvement and Maintenance of Play Areas - £70,000**

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 2017/18 is to refurbish the play area at The Greenway and will raise the quality of the play areas, sustain and add levels of use and satisfaction in addition to improving the safety of the play areas.

**12. Upgrade Traffic Signal infrastructure - £200,000**

On-going condition surveys carried out by the appointed signal maintenance contractor (Siemens) continue to highlight sites/issues requiring attention - in some cases these are deemed to be urgent and/or dangerous. Many of the traffic signal poles are showing signs of advanced corrosion, the signal heads and push button units for the pedestrian crossings are old and obsolete (becoming ever more difficult to source replacement parts), the controllers themselves are no longer capable of performing in line with other Intelligent Transport Systems the Council now operate. The 2016/17 approved funding is enabling the current refurbishment of the Downshire Way Bus Gate and the Crowthorne Rd/Longdown Rd Junction. This 2017/18 PAD is requesting funds to enable this work to

continue and highlights additional junction upgrade works for installations identified as beyond their life expectancy. These junctions are:

- Marshall Road/ Laundry Lane (A3095) junction
- Mill Lane/Ellesfield Avenue accesses (comprising Mill Lane (A3095) slip roads to the Southern Industrial and Mill Lane underpass Bus Link.

This page is intentionally left blank



**TO: THE EXECUTIVE**  
**DATE: 13 DECEMBER 2016**

---

## GENERAL FUND REVENUE BUDGET 2017/18 (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 2017/18.
- 1.2 At the time the agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until late December 2016. It is possible that this could change some of the assumptions in the report, however, as the Council accepted the offer of a four year financial settlement on 14 September, it is anticipated that funding will be in line with the indicative 2017/18 funding figures received on 8 February 2016.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 14 February 2017. 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 2017/18 budget and Council Tax on 1 March 2017.

### 2 RECOMMENDATIONS

**That the Executive:**

- 2.1 **Agree the draft budget proposals for 2017/18 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 2017/18 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 2016/17 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 2017/18 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 COMMITMENT BUDGET 2017/18 – 2019/20**

- 5.1 Initial preparations for the 2017/18 budget have focussed on the Council's Commitment Budget for 2017/18 – 2019/20. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2016/17 budget was set.
- 5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in July and are reflected in the summary in Table 1. The most significant are set out below:
- In-year savings agreed by the Council have now been incorporated (-£3.397m relating to 2016/17 and -£0.620m to 2017/18).
  - Additional Business Rates income from the regeneration of the Town Centre (-£0.750m)
  - The projection for the Minimum Revenue Provision now incorporates the latest forecast for capital spend and receipts and the use of an annuity basis rather than equal instalments basis for calculating the element of the charge based on asset life (-£0.371m – see paragraph 8.8(b)).
  - Updated Waste Disposal projections based on the latest tonnages and recycling data (-£0.357m).
  - Interest on external borrowing now reflects the latest information on cash balances (£0.400m). This is not a new item but was previously reflected under additional capital programme costs rather than the Commitment Budget in the budget model.

The overall impact of these changes is to decrease the Council's Commitment Budget by £5.107m compared to the position reported in July.

- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to decrease by £3.290m to £66.988m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2017/18. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2017/18-2019/20

	Planned Expenditure		
	2017/18 £000	2018/19 £000	2019/20 £000
Base Budget	70,278	66,988	68,640
<i>Movements in Year:</i>			
Adult Social Care, Health and Housing	-1,958	0	18
Children, Young People and Learning (excluding schools)	855	128	-10
Corporate Services / Chief Executive's Office	-704	44	94
Environment, Culture & Communities	-2,146	71	-48
Non Departmental / Council Wide	663	1,409	581
<i>Total Movements</i>	-3,290	1,652	635
<b>Adjusted Base</b>	<b>66,988</b>	<b>68,640</b>	<b>69,275</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2017/18

- 6.1 Following the General Election in May 2015, the Government published its Spending Review on 25 November 2015, setting out its economic plans for the next 4 years and provided a high-level overview of the Government's spending totals to 2019/20. The Local Government Finance Settlement (LGFS) for 2016/17 set out an indicative 4-year funding profile for local authorities which Councils could receive if they published an efficiency plan that was accepted by central government. Even though the indicative 4-year settlement reflected significant future cuts in the grant to be received by the sector, the Council considered it necessary to accept this funding profile given the alternative of potentially facing even larger reductions in the future (as made clear by the Secretary of State). Around 97% of local authorities accepted a similar approach and agreed the four year settlement.
- 6.2 Alongside this 4-year settlement the Government announced plans to reform other key features of the local government finance system, including the move to 100% retention of Business Rates by 2020, a major reduction in the funding available through the New Homes Bonus and the introduction of the Social Care Precept.
- 6.3 Initial consultation exercises have been undertaken on Business Rates and the New Homes Bonus, however these have not yet been concluded. To further complicate the position for 2017/18 the government completed the revaluation of Business Rates rateable values in the autumn which will have an impact on the detailed funding for individual local authorities. A technical consultation was carried out over the summer on the potential impact of the revaluation and the redistribution of the funds from the New Homes Bonus, the outcome of which is expected to be known when the Provisional Local Government Settlement is published in December.
- 6.4 Furthermore the result of the Brexit referendum has had a significant impact on the government's long term fiscal projections and the Autumn Statement to be released in late November 2016 is expected to mark a change in direction and pace in fiscal policy that may have an impact on all aspects of public expenditure. As such, whilst the Council has opted to accept the 4-year settlement announced this year, it

remains to be seen how these indicative figures will be impacted by the above. The estimates included in these budget projections assume that the indicative amounts published by the Department for Communities and Local Government (DCLG) will be adhered to.

6.5 Funding from central government is currently received through Revenue Support Grant (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 £4.2m in RSG for 2017/18. These figures will be refined when the provisional LGFS is received, which as usual is expected to be published in December.

6.6 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

The Government are 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. The Council has modelled the future stream of income based on the latest information available which reflects a reduction of £0.255m in 2017/18 followed by a much larger reduction of £1.4m in 2018/19 as the full effect of any transition is removed. However the Government have not given any further guidance since the initial consultation paper published alongside the 2016/17 LGFS, as such there is a risk that the final outcome may differ from our assumptions.

b) Education Services Grant

As part of the 2015 Spending Review the government announced that it was looking to make £600m of savings from this grant. Announcements and consultations published since the settlement now indicate the grant will be withdrawn almost completely and for the Council this represents a funding reduction of £1.242m in 2017/18, followed by a further £0.255m in 2018/19. Reductions of this level mean that services provided to schools cannot be maintained at their present level unless schools wish to pay the full cost of providing them. The grant reductions have been reflected in the Commitment Budget.

c) 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 2016/17. The Government has confirmed that the ring-fence on Public Health spending will be maintained in 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 2016/17 LGFS also referred 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. Current information indicates that some of this funding would be front loaded. However based on the latest available information Bracknell Forest may not benefit from any additional funds

given the proposed distribution methodology outlined so far. This final distribution is expected to be announced as part of the Provisional 2017/18 LGFS. 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.

- 6.7 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 changes each year due to inflationary increases (set by central government), the impact of appeals 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.
- 6.8 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 DCLG has embarked on consultation regarding 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 and only receives approximately a quarter of any Business Rates growth.
- 6.9 It is known that any new system will include an assessment of need and that there will be a re-distribution of resources between authorities to reflect this. The Government has also stated that it will transfer more responsibilities to local authorities, to ensure that the new system is fiscally neutral across the public sector. Given the volatility from appeals and business movements that will continue to occur in any new system, arise as a consequence. All of these issues suggest that, until the finer details of the scheme are announced, any potential benefits need to be viewed with caution.
- 6.10 A Business Rates revaluation is currently underway for 2017 which the Government has promised will be cost neutral overall, however the impact is unlikely to be neutral at a local level. The initial impact will depend on the overall rateable value, the new Business Rate multipliers and any other changes required to the overall system. This should become clearer when the Provisional LGFS is published and the annual Business Rates forecast is completed in January. Longer term there are clearly likely to be risks and uncertainties linked to potential appeals.
- 6.11 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. However, this company successfully appealed against the rateable value of its business and an allowance was made for the outcome of the appeal when the 2016/17 budget was set. The outcome of the appeal has now been confirmed by the Valuation Office. The refund required, and the ongoing reduction in Business Rates income, are significantly less than budgeted. This is the primary reason that a significant surplus is now expected on the Business Rates element of the Collection Fund (currently estimated at approximately £7.5m). This is in contrast to the significant deficit for 2015/16 which was met from a one-off transfer from the Business Rates Equalisation Reserve in 2016/17 which has been reversed in the budget proposals (£11.803m). A final projection of the surplus will need to be made by the 31 January which will be incorporated into the February budget report. While this surplus could potentially be used to support the 2017/18 budget, it would be inadvisable to do

so at this stage due to the uncertainty surrounding the impact of the 2017 valuation exercise, the level of Section 31 grant receivable, a request by the same multi-national company to re-join the Central Rating List and the general uncertainty regarding the introduction of 100% Business Rates retention.

- 6.12 At this stage, Business Rates income is forecast to grow in line with the Government's baseline assumptions. In addition to this the Council can expect to see a growth in Business Rates income once the new Town Centre opens. Initial forecasts suggest the additional income could be in the region of £1.5m per annum. The main uncertainty around this will be the timing with which this income is received as it is dependant on the Valuation Office agreeing rateable values over the coming months and the speed with which the remaining Town Centre units are let. The Commitment Budget assumes an additional -£0.750m of income in 2017/18 with a further -£0.750m being achieved in 2018/19.

## **7 COUNCIL TAX**

- 7.1 Council Tax at present levels will generate total income of -£49.795m in 2017/18. An increase in the Council Tax Base arising from the occupation of new properties during 2017/18, is expected to contribute an additional -£0.495m. The Local Council Tax Benefit Support Scheme is treated as a discount i.e. a reduction in the calculation of the Council Tax Base. If the proposed changes to the Scheme, which are included elsewhere on the Executive agenda, are approved this will increase Council Tax income by approximately -£0.083m. Based on these provisional figures, Council Tax income is therefore expected to be -£50.373m for 2017/18. The latest information on the take-up of Council Tax support in the current year indicates that it will be significantly less than that budgeted for in 2016/17; however the impact on Council Tax income in 2017/18 has still to be assessed. All these figures will be updated when the Council Tax Base is finalised during December.
- 7.2 The budget model assumes that there will be a -£0.250m surplus on the Council Tax element of the Collection Fund in 2016/17 which can be used to support the 2017/18 budget. This figure has been incorporated into the draft budget proposals but will be refined in time for the February budget report.
- 7.3 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 Local Government Financial Settlement. In 2016/17 a referendum was required for Council Tax increases of 2% or more. Early indications are that the same level will be set in 2017/18 but this will not be confirmed until the Provisional LGFS is received. As a council with Social Care responsibilities, it should also be possible for Council Tax to be raised by a further 2% in 2017/18 to support Social Care pressures and the Council's Medium Term Financial Strategy and Efficiency Plan, agreed by Council in September, assumes that increase will be used. Each 1% increase in Council Tax would generate approximately -£0.5m of additional income.
- 7.3 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.

## 8 BUDGET PROPOSALS 2017/18

### Service Pressures and Developments

- 8.1 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 its six strategic themes. In preparing the 2017/18 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

<b>Department</b>	<b>£'000</b>
Adult Social Care, Health and Housing	751
Children, Young People and Learning (excluding schools)	302
Corporate Services / Chief Executive's Office	35
Environment, Culture & Communities	387
<b>Total Pressures/Developments</b>	<b>1,475</b>

- 8.2 Many of the pressures are simply unavoidable as they relate to demographic trends or legislation changes. They do, however, also support the six strategic themes included in the new Council Plan in the following way:
- A strong and resilient economy (£0.025m)
  - people have the life skills and education opportunities they need to thrive (£0. 044m);
  - people live active and healthy lifestyles (£0.659m);
  - a clean, green, growing and sustainable place (0.467m);
  - strong, safe, supportive and self-reliant communities (£0.272m)
  - provide value for money (£0.018m).
- 8.3 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.
- 8.4 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

- 8.5 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

-£2.052m and is attached at Annexe C and summarised in Table 3. As in previous years, economies have focused as far as possible on increasing efficiency, income generation and reducing 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 £70m in total. As a result it is inevitable that there will be some impact on services, although this has been minimised. 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 7.1.

Table 3: Summary Service Economies

<b>Department</b>	<b>£'000</b>
Adult Social Care, Health and Housing	-710
Children, Young People and Learning (excluding schools)	-301
Corporate Services / Chief Executive's Office	-392
Environment, Culture & Communities	-649
<b>Total Savings</b>	<b>-2,052</b>

Transformation Programme and Efficiency Plan 2017/18

- 8.6 A Transformation Board was established in October 2015 to develop and deliver a programme of work that would review the focus and delivery of all Council Services. The Transformation Programme is critical to the achievement of balanced budgets going forwards. It is a continuous programme of work, aimed at transforming the services we provide and identifying significant savings that can be built into the budget proposals.
- 8.7 Each strategic review or project is led by a director or senior manager responsible for the service, supported by a project manager. The director or senior manager chairs the project board, whose membership also includes some Chief Officers or Heads of Service who are not involved in that service area to bring some external challenge and a wider corporate ownership to the reviews. The Transformation Programme will not only deliver savings but fundamentally transform services and the way we work.
- 8.8 Full Council agreed an Efficiency Plan on 14 September 2016, as part of the process of accepting a four year financial settlement from the Government, which outlines how the budget can be balanced over the next three years. It incorporates assumptions about the level of savings the Transformation Programme can deliver along with other efficiency savings. The efficiency plan is not fixed and the service areas and savings targets will be reviewed and updated on a regular basis to ensure it remains current and deliverable.
- 8.9 The savings relating to 2017/18 have been incorporated into the budget proposals and are included in Table 4. The majority of the strategic reviews and projects concerned are still at an early stage where full Business Cases have yet to be finalised. These figures are therefore indicative and will be validated and refined over the coming months. Any changes to the figures highlighted through this continuing process will be incorporated into the February budget report.



Table 4: Transformation Programme and Efficiency Plan 2017/18

<b>Department</b>	<b>£'000</b>
Corporate Services / Chief Executive's Office	
Property Investment Strategy	-1,000
Environment, Culture & Communities	
Art Review (South Hill Park)	-100
Library Review	-250
Leisure Services Review	-300
Town Centre Car Parking (excluding the Lexicon)	-225
Council Wide	
Support Services review	-500
Citizen and Customer Contact Review	-400
Capital Financing (MRP calculation)	-400
<b>Total Savings</b>	<b>-3,175</b>

#### Significant Budget Decisions

- 8.10 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.
- 8.11 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

- 8.12 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 2017/18 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 £48.531m and externally funded programme of £18.041m for 2017/18 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £12m in 2017/18 and carry forwards, the additional revenue costs will be £0.486m in 2017/18 and £1.542m in 2018/19. These figures include on-going costs associated with the maintenance and support of IT capital purchases, which will help enable the Council's transformational change.

b) Interest and Investments

Investment returns on any surplus cash are likely to remain relatively low during 2017/18 and for some time to come compared to historic averages rates. The immediate impact of the BREXIT vote was a further cut in interest rates to 0.25% in early August as the Monetary Policy Committee (MPC) took action to stimulate economic growth based on the risk of a sharp economic downturn. However, economic statistics since August have indicated stronger growth than the MPC expected in August; also, inflation forecasts have risen substantially as a result of the sharp fall in the value of sterling since early August. This reduces the possibility that Bank Rate may be cut again in December, though another cut cannot be ruled out. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects already adversely impacted by the uncertainties of what form Brexit will eventually take.

Accordingly, a first increase to 0.50% is not tentatively pencilled in, as above, until quarter 2 of 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in the Bank Rate could be brought forward.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. An eventual world economic recovery may also see investors switching from the safe haven of bonds to equities. The overall balance of risks to economic recovery in the UK remains to the downside. PWLB rates and gilt yields have been experiencing exceptional levels of volatility that are highly correlated to geo-political, sovereign debt crisis and emerging market developments.

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.

Given the significant capital investment programme embarked on by the Council in previous years (Binfield Learning Village, Coral Reef and Town Centre) the Council is likely to be borrowing externally before the end of 2016/17. As such the 2017/18 Programme will require external borrowing. This position has been exacerbated by the Business Rates revaluation appeal by a large multi-national company early in 2016/17, which saw a significant cash outflow of approximately £16m which had previously not been factored in to the forward looking cash flow projections. This has in effect reduced the ability of the Council to support the 2016/17 Capital Programme from internal borrowing and over the long-term will add to the borrowing costs of the Council. This has been reflected in the Council's Medium Term Financial Strategy and the 2017/18 Budget

With short-term investment rates expected to remain below 0.5% throughout 2017/18, any surplus cash due to the treasury management activities of the Council will earn a minimal return of approximately 0.3%. 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.

Long-term interest rates are at historical lows with 10-year and 25-year Public Works Loan Board rates in the region of 2.2% to 2.5% compared to an internal investment return of 0.3%. Short-term maturities are in the region of 1.5% offering a much smaller cost of carry (this being the difference between the cost of borrowing and the potential re-investment rates). As such, given a mix of borrowing maturities the average interest rate on borrowing assumed in the Council's 2017/18 revenue budget is 2%

With borrowing rates at historical lows, the borrowing strategy of the Council will be to minimise the impact on the revenue account by, in the first instance, borrowing at shorter maturities whilst recognising that any short-term benefit may be undone should longer-term interest rates begin to rise. As such the Council, in close co-ordination with its Treasury Management advisers, will monitor medium and long-term interest rates and take any necessary decisions based on the information available to effectively and efficiently fund the capital programme committed to by the Council.

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 2017/18 – 2019/20 and sets out the expected treasury management activities for this period. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016. 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.

The Minimum Revenue Provision (MRP) Policy now reflects the Council's intention to move from the equal instalments method to the annuity method for calculating the annual charge where this is based on the life of the asset. This is still considered to be a prudent methodology but results in less of the amount borrowed being paid off in the early years of the asset's life. The impact of this change in policy on future borrowing is reflected in the Commitment Budget but it also has an impact on the revenue consequences of previous borrowing which is reflected in Table 4.

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 £1.200m (£0.765m 2016/17) has been added to the budget. This will be achieved by:

- Assuming pay awards 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 2017.

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.

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. At this stage the budget proposals contain a Contingency of £2m, given the increased risks associated with the financial settlement and the need to deliver significant savings in year through the Transformation Programme.

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 continuing progress on the Transformation Programme and 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

- 8.13 Significant changes are proposed by the Department for Education (DfE) to the way schools and education in general are funded, and there will be a greatly reduced future role for local authorities. The Education Funding Agency (EFA), the executive agency of the DfE, intends to put in place a Schools National Funding Formula

(SNFF) to directly fund all schools with no involvement of local authorities. The main financial responsibilities remaining with local authorities would relate to ensuring the needs of vulnerable pupils are met, sufficient school places are available, working with schools to ensure they understand and discharge their safeguarding duties, ensuring fair access through admissions and promoting attendance.

- 8.14 In terms of funding provided to local authorities for education related services, the DfE is completely withdrawing the £600m funding source – the Education Services Grant (ESG) – on a phased basis from April 2017, which is expected to cost the Council around £1.5m when fully implemented. The Council's Efficiency Plan, which sets out the 4 year medium term budget position, includes the removal of ESG funding through the Commitment Budget and the expectation of reducing relevant costs by an equivalent amount. This means school support services will need to move to an affordable position over this period and this is intended to be managed through the School Support Services Transformation Project which will look at a range of additional income opportunities and removal of costs.
- 8.15 For the Schools Budget, the planned funding reforms have generally been postponed by the DfE for a year to April 2018. Therefore, local authorities will continue to operate their local School Funding Formulas and receive grant funding based on the current allocation method of 2016/17 spending levels, rather than moving to a new national formula.
- 8.16 Funding allocations to local authorities for their schools have been confirmed at the same per pupil amount as received in 2016/17, with changes in pupil numbers between Octobers 2015 and 2016 to be funded, which with an extra 519 pupils (3.34% increase) is expected to be around double the increase experienced in recent years. For high needs pupils, local authorities will receive at least the same cash allocation as received in the current year, with the possibility of increased funding levels once the DfE finalises its own budgets.
- 8.17 In respect of Early Years funding for 0-4 year olds, on 11 August, the DfE launched the consultation document An Early Years National Funding Formula outlining changes to funding for three and four year olds with a closing date of 22 September 2016. This set out the plans to implement the policy objective of enabling more families to work when they want to by extending the free entitlement to childcare for 3 and 4 year olds from 15 to 30 hours per week. The DfE will provide £1 billion additional funding by 2019/20 to increase provider funding rates to encourage the development of the additional places that will be required from increased take-up.
- 8.18 The DfE has yet to confirm final decisions from the consultation, but based on the original proposals, the expectation is that there will be an increase in per child funding for the Council of 14.1% in 2017/18, which is twice the national average increase. This amounts to £0.586m, with a further increase of £0.273m expected in 2019/20 once transitional funding arrangements end. The total increase in per child funding over the two year period is estimated at 20.1%. With the extension of the free entitlement to 30 hours for working families in September 2017, there is also expected to be a 21% increase in total number of free entitlement hours delivered. Proposals for local Early Years funding arrangements were published earlier this month, and seek comments from providers by 20 January 2017.
- 8.19 Taking account of this information, £87.9m of grant income is estimated to be available to the Council for 2017/18 through the specific ring-fenced Dedicated Schools Grant (DSG). This comprises £66.9m for the Schools Block, £15.3m for the High Needs Block and £5.7m for the Early Years Block.

- 8.20 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, including the Living Wage, the new Apprenticeship Levy and the Local Government Pension Fund deficit. Overall, based on their current spending profiles, schools are expected to face average unfunded cost pressures of 2.5% and these will need to be managed through their budget setting process, which could include reductions in staffing.
- 8.21 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 pupil numbers grow to a sustainable level. Provision will need to be made in the 2017/18 budget for start-up costs for Amen Corner North and the Binfield Learning Village, with diseconomy funding for the Woodhurst Park Primary School that opened in September 2016 as an expansion to Warfield CE Primary School.
- 8.22 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 20 January 2017 even though relevant information required to calculate budgets will not be supplied before 10 December 2016. To meet this requirement, 2017/18 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 are prepared on this basis.
- 8.23 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 2017/18.
- 8.24 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

- 8.25 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £77.000m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	66,988
Budget Pressures	1,475
Budget Economies	-2,052
Transformation Programme	-3,175
Capital Programme	486
Inflation Provision	1,200
Change in Contingency	1,000
Reversal of the one-off transfer from the Business Rates Equalisation Reserve used to meet the Collection Fund - Business Rates deficit in 2016/17	11,803
New Homes Bonus 2017/18	255
<b>Draft Budget Requirement 2017/18</b>	<b>77,980</b>

- 8.26 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 -£73.411m. This arises from Revenue Support Grant and Business Rates baseline funding (-£22.788m), the Collection Fund – Council Tax surplus (-£0.250m) and Council Tax at the 2016/17 level (-£50.373m).
- 8.27 With the potential overall cost of the budget package being consulted on in the region of £77.980m, this leaves a potential gap of around £4.569m. 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 RESERVES**

- 9.1 The Council has an estimated £10.0m available in General Reserves at 31 March 2017. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2017

	£m
General Fund	12.7
Planned use (after in-year savings) in 2016/17	(1.8)
<b>Estimated Balance as at 31 March 2017</b>	<b>10.9</b>

- 9.2 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.

## **10 CONCLUSION**

- 10.1 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.
- 10.2 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.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 14 February 2017. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 1 March 2017.

## **11 BUDGET MONITORING 2016/17- VIREMENT REQUEST**

- 11.1 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 2016/17 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.

## **12 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 12.1 Nothing to add to the report.

### Borough Treasurer

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



Equalities Impact Assessment

- 12.3 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

- 12.4 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.
- 12.5 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.

**13 CONSULTATION**

Principal Groups Consulted

- 13.1 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.
- 13.2 The timetable for the approval of the 2017/18 Budget is as follows.

Executive agree proposals as basis for consultation	13 December 2016
Consultation period	14 December 2016 - 24 January 2017
Executive considers representations made and recommends budget.	14 February 2017
Council considers Executive budget proposals	01 March 2017

Background Papers

None

Contacts for further information

Timothy Wheadon – 01344 355601

[Timothy.wheadon@bracknell-forest.gov.uk](mailto:Timothy.wheadon@bracknell-forest.gov.uk)

Stuart McKellar – 01344 352180

[Stuart.mckellar@bracknell-forest.gov.uk](mailto:Stuart.mckellar@bracknell-forest.gov.uk)

Arthur Parker – 01344 352158

[Arthur.parker@bracknell-forest.gov.uk](mailto:Arthur.parker@bracknell-forest.gov.uk)

## Commitment Budget 2017/18 to 2019/20

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
<b>Adult Social Care, Health and Housing</b>				
Approved Budget	33,123	33,365	31,407	31,407
Support to former Independent Living Fund recipients		-256		18
Savings approved by Council on 13 July 2016 <sup>1</sup>		-1,702		
Net Inter Departmental Virements	242			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>33,365</b>	<b>31,407</b>	<b>31,407</b>	<b>31,425</b>
<b>Children, Young People and Learning</b>				
Approved Budget	16,629	16,911	17,766	17,894
Suitability surveys			20	-20
Schools Music Festival		10	-10	10
Recruitment and retention of social workers in Children's Social Care		26		
Conversion of SEN statements to Education Health Care Plans		-73	-73	
Education Services Grant		1,242	255	
Savings approved by Council on 13 July 2016 <sup>1</sup>		-350		
Management Team Review			-64	
Net Inter Departmental Virements	282			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>16,911</b>	<b>17,766</b>	<b>17,894</b>	<b>17,884</b>
<b>Corporate Services / Chief Executive's Office</b>				
Approved Budget	14,082	14,420	13,716	13,760
Borough Elections				123
Residents Survey		-29	29	-29
Capital Invest to Save 2015/16- ICT Backup System		-15		
Revenue impact of 2016/17 Capital Programme - ICT costs		36		
Property Services contract savings			15	
Waterside Park Investment Property		-396		
Savings approved by Council on 13 July 2016 <sup>1</sup>		-300		
Net Inter Departmental Virements	338			
<b>Chief Executive / Corporate Services Adjusted Budget</b>	<b>14,420</b>	<b>13,716</b>	<b>13,760</b>	<b>13,854</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	23,453	23,729	21,583	21,654
Waste Disposal PFI		-102	45	31
Local Development Framework		-130	0	
Capital Invest to Save 2006/07 - Easthampstead Park		-1	-1	-1
Car Parking income		-45	-35	
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		-3		
Capital Invest to Save 2015/16 - Street Lighting LED		-376	-41	-25
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium			-14	-53
Town Centre infrastructure maintenance		36	27	
Capital Invest to Save 2016/17 - Corporate Geographic Information System (GIS) replacement		-8		
Savings approved by Council on 13 July 2016 <sup>1</sup>		-1,490	90	
Net Inter Departmental Virements	276			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>23,729</b>	<b>21,583</b>	<b>21,654</b>	<b>21,606</b>
<b>Total Service Departments</b>	<b>88,425</b>	<b>84,472</b>	<b>84,715</b>	<b>84,769</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	-17,009	-18,147	-17,484	-16,075
Minimum Revenue Provision		97	593	269
2016/17 Use of Balances (Full Year Effect) - Interest		3		
2016/17 Capital Programme (Full Year Effect) - Interest		37		
Ceasing to pay Pension Fund contributions in advance		100		
Increase in employers Pension Fund contributions		300	300	300
Interest on External Borrowing		743	279	12
Earmarked Reserves - funding for Education Health Care Plans		73	73	
Apprenticeship Levy		215		
Transition Grant		20	914	
Town Centre Business Rates Growth		-750	-750	
Savings approved by Council on 13 July 2016 <sup>1</sup>		-175		
Net Inter Departmental Virements	-1,138			
<b>Non Departmental / Council Wide Adjusted Budget</b>	<b>-18,147</b>	<b>-17,484</b>	<b>-16,075</b>	<b>-15,494</b>
<b>TOTAL BUDGET</b>	<b>70,278</b>	<b>66,988</b>	<b>68,640</b>	<b>69,275</b>
<b>Change in commitment budget</b>		<b>-3,290</b>	<b>1,652</b>	<b>635</b>

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

	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
Adult Social Care and Health	37,792	35,834	35,834	35,852
Children, Young People and Learning	27,516	28,371	28,499	28,489
Corporate Services	8,108	7,404	7,448	7,542
Environment, Culture & Communities	34,389	32,243	32,314	32,266
Non Departmental/Council Wide	-37,527	-36,864	-35,455	-34,874
	<b>70,278</b>	<b>66,988</b>	<b>68,640</b>	<b>69,275</b>

### Description of Commitment Budget Items for 2017/18 to 2019/20

Department and Item	Description
<b>Adult Social Care, Health and Housing</b>	
Support to former Independent Living Fund recipients	The Independent Living Fund closed in 2015 resulting in additional costs for local authorities. A pressure was built into the 2016/17 budget to cover the costs but grant funding was subsequently received. Indicative grant figures have also been received for the next three financial years.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
<b>Children, Young People and Learning</b>	
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	The full year effect of 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.
Conversion of SEN statements to Education Health Care Plans	Phased withdrawal of temporary funding previously agreed to finance duties from statutory guidance in the SEN Code of Practice 2014 that requires all SEN Statements to be converted into Education Health Care Plans before April 2018.
Education Services Grant	As part of government reforms of education, general grant funding, notionally allocated for related council statutory and regulatory duties is being withdrawn.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
Management Team Review	The proposal is to reduce the number of Chief Officers in Education from 2 to 1. The re-shape will give a new line management structure for the Directorate, and will require a 1 Full Time Equivalent backfill at a lower grade to allow Heads of Service to absorb the high level strategic duties.
<b>Corporate Services / Chief Executive's Office</b>	
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.

Department and Item	Description
Capital Invest to Save 2015/16 – ICT Backup System	This investment will provide a technically superior backup system and deliver ongoing revenue savings.
Revenue impact of 2016/17 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.
Property Services contract savings	The Mechanical Engineer post was externally procured for a period of two years and the post held vacant. However, this arrangement is not sustainable beyond the 2 year period and so the saving is to be reversed in 2018/19.
Waterside Park Investment Property	The purchase of Waterside Park has enabled the Council to achieve additional revenue income.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
<b>Environment, Culture and Communities</b>	
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	Additional investment in gas monitoring improvement works will currently not be required from 2017/18 onwards, however this may need to be reviewed in future years due to issues on-site which may

Department and Item	Description
	impact on budget requirements.
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 full year effect of the 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.
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.
Town Centre infrastructure maintenance	Maintenance of new infrastructure emerging from the town centre regeneration, including real time passenger information, car park variable message signs, urban traffic control and the Bus Station.
Capital Invest to Save 2016/17 - Corporate Geographic Information System (GIS) replacement	An Invest to Save scheme to procure a supported, sustainable Corporate GIS system comprising of desktop software, web server software and Internet/Intranet GIS applications. A saving will be realised due to a reduction in annual software maintenance and support costs.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
<b>Non Departmental / Council Wide</b>	
Minimum Revenue Provision	The change in the principal repayment on loans used to finance capital expenditure.
2016/17 capital programme (full year effect) -Interest	The full year effect of the loss of interest based on the 2016/17 capital programme.
2016/17 use of balances (full year effect) -Interest	The full year effect of the interest loss on the use of balances in 2016/17.
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	Estimated increase in payments required to meet prior year deficits. The outcome of the latest triennial valuation is expected in January 2017 which will enable these figures to be updated.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme in particular the construction of Binfield Learning

Department and Item	Description
	Village.
Earmarked Reserves - funding for Education Health Care Plans	Phased withdrawal of temporary funding previously agreed to finance duties from statutory guidance in the SEN Code of Practice 2014 that requires all SEN Statements to be converted into Education Health Care Plans before April 2018.
Apprenticeship Levy	The levy requires all employers operating in the UK, with a pay bill over £3 million each year, to invest in apprenticeships. The levy will be equivalent to 0.5% of the total pay bill less a 'levy allowance' of £15,000 per year.
Transition Grant	Transition Grant will be payable in 2016/17 and 2017/18 (at a reduced rate) to ease the impact of the formula grant changes introduced in 2016/17.
Town Centre Business Rates Growth	Additional Business Rates income arising from the regeneration of the Town Centre.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.



## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Capacity in the local care home market</b></p> <p>The limited capacity in the local care home market is having a significant impact on the cost of residential and nursing placements. In particular, care home closures and poor CQC ratings have reduced the supply of beds, and there are examples of care homes handing back Council contracts so that spaces can be made available for self-funders.</p>	<b>292</b>		
<p><b>Demographic pressures</b></p> <p>Demand for adult social care services is expected to rise due to known carers who will no longer be able to provide care, known young people transferring to adult services, and rising demand from an ageing population.</p>	<b>250</b>		
<p><b>Deprivation of Liberty Safeguards (DoLS)</b></p> <p>There is a new statutory requirement from 2014/15 to perform DoLS assessments whenever a client may be deprived of their liberty. Grant funding was received in prior years but has now ended. Some funding has been secured from the Better Care Fund though not sufficient to cover all additional costs.</p>	<b>60</b>		
<p><b>Rental income from temporary accommodation</b></p> <p>It has been indicated by Government that the maximum housing benefit subsidy that can be claimed for Council temporary accommodation is to be set at Local Housing Association levels, which is lower than that currently charged. The Council will therefore receive less rental income as it will be unable to charge out-of-work homeless households.</p>	<b>80</b>		
<p><b>Adult Social Care Resource Allocation System (RAS)</b></p> <p>The RAS is a framework within which a person's social care needs are assessed and an estimate of the cost of meeting those needs is made. This estimate then informs the creation of the care package. The current internally developed RAS will be replaced by one widely used by other local authorities. Although there are licensing and maintenance costs, this will be a key element of achieving the savings required in Adult Social Care.</p>	<b>37</b>		

<p><b>Mobile working</b></p> <p>Adult Social Care staff will work in a more flexible manner, allowing for a more efficient use of office space and more effective time management. There will be ongoing IT costs to support this new way of working.</p>	<b>18</b>		
<p><b>Transport for education</b></p> <p>The new policy for Education transport means that travel to college for Adult Social Care recipients aged over 16 is no longer Council funded. However, for those recipients already in college the funding will be maintained until they have completed their courses.</p>	<b>14</b>		
<p><b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b></p>	<b>751</b>	<b>0</b>	<b>0</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Education Library Service</b></p> <p>The Education Library Service is a traded service, funded almost entirely from school income. Due primarily to pressures on school budgets, income has reduced consistently since 2010 and moving forward, with the service no longer being financially viable, closure has been agreed. The contribution made to council overheads from the service will no longer be received, resulting in a loss of income.</p>	30		
<p><b>Conference and Review Team</b></p> <p>The Team holds responsibility for the statutory Local Authority Designated Officer (LADO) role for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or self employed. The LADO function is currently solely undertaken by the Conference and Review Team Leader, and is part of a wide range of duties for the post holder including responsibility for child protection conferences and independent reviewing of Children's Social Care (CSC) cases. There has been a significant increase in volume of work in these areas and there is no longer sufficient capacity to deliver the LADO service and a 0.5 Full Time Equivalent (FTE) post is proposed. This will be partially funded by reducing administrative hours by 0.4 FTE through use of mobile devices that allow professionals to be more self sufficient when out of the office.</p>	17		
<p><b>Looked After Children</b></p> <p>Based on the current costed schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects the known number of children being looked after next year. There is significant turnover in the looked after population – over 100% - with varying placements costs depending on the age of the child and type of placement needed. A small number of placements are at a very high cost. The pressure also includes an increase in the number of Special Guardianship Orders and care leavers.</p>	240		
<p><b>Family Group Conferences (FGC)</b></p> <p>A family group conference is a process led by family members to plan and make decisions for a child who is at</p>	15		

risk. The Council assists FGCs through an independent coordinator to prepare for, manage and document the meeting. The number of FGC's has increased from 56 in 2013/14 to 88 in 2015/16. FGC's have an evidenced track record of preventing cases escalating to more expensive aspects of the service. The pressure reflects current spend.			
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>302</b>	<b>0</b>	<b>0</b>

## CORPORATE SERVICES / CHIEF EXECUTIVE 'S OFFICE

Description	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Legal Services</b></p> <p>At the end of 2014/15 the Courts increased their costs considerably and as such, the budget has been overspent. This has previously been offset by additional income and smaller underspends from other areas; however going forward this will not be sustainable. This is a demand led service and so the spend cannot be managed downwards.</p>	<b>10</b>		
<p><b>Property Services</b></p> <p>Consultancy surveys are required for all lettable Council properties to ensure they meet Energy Performance Certificate standards to enable us to continue to lease out commercial properties.</p>	<b>25</b>		
<b>CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL</b>	<b>35</b>	<b>0</b>	<b>0</b>

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Planning Policy</b></p> <p>The Council is required to plan for Minerals and Waste. There are currently only out of date policies in place for minerals and waste across the Berkshire area. This is a strategic function which is to be taken forward with three other Berkshire Authorities (Wokingham, Reading and Windsor and Maidenhead). This is four year programme of work which will be undertaken by Hampshire County Council on behalf of the Councils. The Plan will be developed with eventual adoption by the four authorities in 2020. This work has already been identified in the Council's approved Local Development Scheme (LDS).</p>	70		
<p><b>Transport Development</b></p> <p>In order to maximise the efficiency of the overall transport system associated with the regenerated town centre, a dedicated travel webpage is considered highly desirable to enable the public to access information such as car park occupancy, real-time bus timetable information, road congestion levels etc.at a cost of £7,000.</p> <p>Engineers can only estimate the network impact of the town centre opening and therefore junction operation, car park Visible Message Signs and bus priority systems cannot be configured in advance. Contingency arrangements will need to be in place to cater for any variance in normal activity once patterns have settled and automation is in place (i.e. Urban Traffic Management Control engineer weekend stand-by rota) at a cost of £4,000.</p>	11		
<p><b>Highway Maintenance</b></p> <p>The previous decision by the Coroners Court on tree inspections, and the Councils response to it, has increased the frequency of inspections by the tree officers on highway trees.</p>	20		
<p><b>Highway Maintenance</b></p> <p>As the highway network grows an additional Inspector is required to cover the newly adopted areas and identify works required within the prescribed inspection frequencies.</p>	36		
<p><b>Waste Management</b></p> <p>The current rate of home building is in excess of predictions made when previously calculating the costs of waste</p>	80		

disposal, recycling sites and new bin costs. The additional waste produced by those houses and flats will place a pressure on the Council.			
<p><b>Waste Management</b></p> <p>There has been a significant change in the number and percentage of flats being built in the Borough to that envisaged when the waste contract was let. This is causing operational difficulties and in some cases the need for more frequent collections. The Contractor has been able to obtain a vehicle from another contract at no capital cost to the Council that that would be suitable for our use for the remainder of the contract term (March 2019). The needs of the Council relative to the waste service are currently under review for 2019 onwards relative to the nature of provision and the required trucks.</p>	<b>110</b>		
<p><b>Street Cleansing</b></p> <p>The full year effect arising from the cleansing of the new town centre public realm to a higher standard than has been the case pre the new town centre is £0.060m, this pressure is phased over two years with the additional £0.020m being realised in 2018/19. Discussions are still ongoing with BRP with regards to future years' costs.</p>	<b>40</b>	<b>20</b>	
<p><b>Waste Management</b></p> <p>Inspections undertaken by the Care Quality Commission over the last two years have resulted in a change of practice at local GP surgeries in respect of taking back sharps from patients and disposing of them as clinical waste. This change has given rise to a budget pressure for the Council who have a legal duty to collect waste.</p>	<b>20</b>		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>387</b>	<b>20</b>	<b>0</b>

## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>NHS continuing healthcare funding</b></p> <p>Continuing healthcare funding is where the NHS funds a package of care provided to an individual as they have been assessed as having a primary health need. Where appropriate, the Council will be more proactive in applying for this funding from NHS commissioners.</p>	-250		
<p><b>Cost of Adult Social Care packages</b></p> <p>There will be a continuing focus on managing the cost of care packages. This includes seeking a cultural change within the department to providing a more personalised approach to care, including greater use of external partners where appropriate. The new Resource Allocation System will also be in place for the start of the financial year and will provide a more robust methodology for estimating the cost of a care package for care managers.</p>	-180		
<p><b>Drugs and Alcohol Service</b></p> <p>The service is currently being re-commissioned and is expected to yield savings on the current price.</p>	-80		
<p><b>Forestcare</b></p> <p>A new business plan for Forestcare is being implemented, which includes an emphasis on growing the business and generating additional income through more sales.</p>	-75		
<p><b>Clement House</b></p> <p>The contract for care provision at Clement House will be re-tendered so that one provider provides the care to residents, rather than multiple providers having to travel, enter and exit the building. This should result in cost savings.</p>	-60		
<p><b>Re-tender of supporting people contract</b></p> <p>The housing supporting people contract will be re-tendered. The specification will be amended and support to young people and homeless households will now be provided by existing welfare and housing caseworkers.</p>	-30		
<p><b>Management restructure of welfare and housing service</b></p> <p>Restructure of management within the housing service, reducing the number of management positions.</p>	-20		



<b>Description Impact</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
<b>Blue badge applications</b>  Automation of Blue Badge applications and renewals using the UK Government website, thereby reducing staff costs.	<b>-15</b>		
<b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b>	<b>-710</b>	<b>0</b>	<b>0</b>



## CORPORATE SERVICES / CHIEF EXECUTIVE'S OFFICE

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Finance - Insurance</b></p> <p>Cancellation of those insurance policies (various all risks and loss of rent cover for commercial and industrial properties) where there has been a low level of claims in recent years and self insure.</p>	-19		
<p><b>Finance - Audit</b></p> <p>External audit fees continue to reduce in line with the tendering process undertaken previously and reducing the number of internal audit days delivered by the Council's external providers would create a saving.</p>	-18		
<p><b>Finance - Payroll</b></p> <p>Following the successful implementation of a new payroll system in 2015 the Council is moving towards the delivery of electronic payslips for the majority of its staff and saving printing costs.</p>	-10		
<p><b>Customer/Digital Services</b></p> <p>By replacing Sitemorse Web monitoring and SOCITM Performance Monitoring with an open source alternative, a saving can be achieved. The move from "M3" to "Uniform" will remove the need for "M3" licences in Customer Services. If "Uniform" is integrated with the Customer Relationship Management (CRM) system, this may remove the need for "Uniform" licences and so a further saving can be achieved. A further saving can be achieved by moving to the Amazon Web Hosting Service.</p> <p>Removal of the water dispensers in the reception area at Time Square and smaller efficiency savings across various operational budgets within Customer Services.</p>	-12		
<p><b>Local Tax Collection / Electoral Registration</b></p> <p>The number of Local Tax Collection bills produced has reduced with further reductions expected due to the uptake of online bills, and following the decision not to send leaflets with the council tax bills the postage budget can be reduced. In addition, with greater use of email, a reduction can be made on the canvass postage budget.</p>	-10		
<p><b>Chief Executive's Office / Community Engagement</b></p> <p>Reduction in administrative support for the Chief Executive's Office teams and general reduction in a range of supplies and services within the area. In addition, a reduction in the Community Centres' equipment budget.</p>	-19		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Chief Executive's Office</b></p> <p>Cancelation of the subscription to the Local Government Information Unit. Alternative sources of information about local government are available online, although it will be much more difficult to secure a digested summary of current issues.</p>	-10		
<p><b>Industrial &amp; Commercial Properties</b></p> <p>In recent years the Peel Centre has provided more income than budgeted and it is expected that this can be replicated going forward. In addition to this, we are currently experiencing relatively low levels of voids at this site.</p>	-15		
<p><b>Operations Unit</b></p> <p>Due to the re-tender of the Home to School Transport contracts, which came into effect this new school year, a reduction in costs has been achieved. Alongside this, parents are now asked to contribute towards their child's Post 16 transport which has not been achieved previously. There have also been savings identified with regard to some more expensive routes out of the Borough no longer being required due to pupils moving schools.</p>	-155		
<p><b>Office Accommodation / Construction &amp; Maintenance</b></p> <p>Due to the long term plan for the decommissioning of Easthampstead House, no further maintenance, unless deemed urgent, will be carried out on the property. In addition, due to under spends in previous years, a saving can be made within the consultancy budget held in Construction &amp; Maintenance.</p>	-30		
<p><b>ICT Services</b></p> <p>Reductions across various supplies and services budgets, reflecting previous underspends and efficiencies. Potential desktop management software savings can be achieved if the software is rationalised or reused.</p>	-30		
<p><b>ICT Services</b></p> <p>There is a capital bid in the 2017/18 programme to replace the Skyline Radio Links which will remove the need for revenue funding.</p>	-13		
<p><b>Voluntary Sector Grants</b></p> <p>Reduction in grants to Involve, Victim Support and Berkshire Community Foundation.</p>	-40		

<b>Description Impact</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
<b>Human Resources</b>  Due to the current climate, a reduction in staff recruitment advertising is proposed.	-6		
<b>Legal</b>  Small reductions in various supplies and services budgets reflecting previous underspends, and an increase in fees coupled with an over-achievement of the income target in previous years enabling a further saving to be identified.	-5		
<b>CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL</b>	<b>-392</b>	<b>0</b>	<b>0</b>

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<b>Archives</b>  The council's share of savings identified by Reading Borough Council for the Archiving Service Joint Arrangement.	-8		
<b>Community Arts &amp; Cultural Services</b>  Removal of budget used in previous years to support events such as the VE Day celebrations and cultural partnerships.	-2		
<b>Departmental IT</b>  Reduction of the Department's ICT budget. This could impact on the delivery of future software products.	-20		
<b>Parks Open Space &amp; Countryside</b>  Streamlining the process for creating leases / licenses for the use of Council land by utility companies and other operatives working in the public realm - i.e. siting of storage units, materials etc. on Council land.	-15		
<b>Planning Policy</b>  Increase in Community Infrastructure Levy (CIL) income budget. This will come from the 5% administration charge which can be taken from CIL and is based upon the projected income now the scheme is up and running.	-45		
<b>Building Control</b>  Following the completion of officer training the Home Owner warranty scheme will bring in a small income each year.	-7		
<b>Waste Management</b>  This is additional income at £40 a bin arising from new subscribers for brown bins.	-4		
<b>Emergency Planning</b>  The vehicle has been transferred to the contractor Continental Landscapes Ltd (CLL) and therefore the budget is no longer required.	-3		
<b>Amenity Maintenance</b>  This is additional income arising from the sale of advertising space on existing roundabouts.	-10		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p><b>Waste Management</b></p> <p>Income from the sale of bins for flats. The council will no longer provide free communal bins for flats and the developer or landlord will need to buy them.</p>	-16		
<p><b>Parks Open Space &amp; Countryside</b></p> <p>A restructuring and regrading within Countryside and Parks Maintenance has generated a small overall saving.</p>	-3		
<p><b>Waste Management</b></p> <p>The Council will no longer wash the communal bins in flats. The landlords and managing agents are responsible for their properties. There is no obligation for the Council to offer this service.</p>	-13		
<p><b>Departmental IT</b></p> <p>Bracknell Forest Homes have agreed to pay for Elmhurst consultancy work provided by the home energy officer i.e. £400 towards a software licence and £1,600 towards staff costs.</p>	-2		
<p><b>Street Cleaning</b></p> <p>As the CLL budget has become embedded efficiencies mean that there is no longer a need for this level of funding for additional works.</p>	-20		
<p><b>Parks Open Space &amp; Countryside</b></p> <p>The use of Suitable Alternative Natural Greenspaces (SANGS) S106 resources to fund the remaining 0.5 FTE of a Ranger post.</p>	-14		
<p><b>Downshire Golf Complex</b></p> <p>Reduction in minor improvements, cost of goods sold, vehicle repairs, service contracts, print room and various smaller supplies and services budgets.</p>	-39		
<p><b>Bracknell Leisure Centre</b></p> <p>Minor restructure involving the deletion of the Business Development post. Should impact positively on line management of Platinum Sales Team, which is a key income line for the site. This will also give the Sales &amp; Marketing Manager some resource in undertaking promotional tasks and being able to fulfil requirements of the role.</p>	-27		

<b>Description Impact</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
<b>Bracknell Leisure Centre</b>  Deletion of vacant part time Catering Supervisor post. Hours can be covered by assistants/casuals, thereby saving a portion of total cost.	-4		
<b>Waste Management</b>  Savings arising from re3 local initiatives at recycling centres. Increased levels of recycling result in more tonnage being diverted from landfill. NB prices of materials go up and down and there is no certainty of income.	-100		
<b>Environmental Enhancements</b>  As the new CLL contracts have become embedded there has been less need for this budget which was previously used to fund small scale environmental enhancements to help reduce maintenance costs.	-10		
<b>Regulatory Services</b>  Formation of a joint regulatory services team with Wokingham and West Berkshire and stopping a number of non-mandatory duties and transferring others. 1 Senior manager and 2 front line post holders to be made redundant (2.5 Full Time Equivalent's - FTEs) plus 1 vacant front line and 1 support officer post (2FTE's) to be deleted	-150		
<b>Easthampstead Park Conference Centre</b>  Income levels have been increasing on the back of capital improvement projects. Bookings have remained consistently higher allowing for the increased income budget.	-50		
<b>Parks Open Space &amp; Countryside</b>  The meadow contract has been let at a reduced cost. There are no issues foreseen in the delivery of the service, which is outside of the main CLL contract, but this will be monitored.	-12		
<b>Bracknell Leisure Centre</b>  Bracknell Leisure Centre has made changes to its sales processes for Platinum Memberships. This has enabled the site to recover some of the business and income lost from the proliferation of local budget gyms.	-75		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>-649</b>	<b>0</b>	<b>0</b>



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

## 2017/18 PROPOSED FEES &amp; CHARGES

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

<b>Purpose of the Charge:</b> To contribute to the costs of accommodation
---

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	2,347	2,394

<b>Are concessions available?</b> Yes - The actual contribution will be assessed in accordance with the Care Act Guidance issued by the Department of Health (DoH).
---

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases in 2017/18 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)
<b>Deferred Payments</b> Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%	1.85%	0.00%
Deferred Payment Arrangement Fee	900.00	900.00	0.00%
Deferred Payment Annual administration fee	300.00	300.00	0.00%
<b>Arrangement of self funder social care</b> Arrangement Fee *	300.00	300.00	0.00%
Annual Administration Fee *	200.00	200.00	0.00%
<b>Provider Failure</b> 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%

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service : Adult non residential services - Contributions from people supported

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	1,925	1,964

Are concessions available? Yes - The actual contribution will be assessed in accordance with the Council's Charging Policy issued which complies with national guidance issued by the DoH under the Care Act.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Non Residential Support</b> This includes direct payments, homecare, day care 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 Council's Charging Policy and so the actual contribution may be lower. Fee increases in 2017/18 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

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

	2016/17 Budget	Proposed 2017/18 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	%
<b>Waymead</b> Respite Charge per night	189.60	189.60	0.0%

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service : Adult Day Care

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	70	70

**Are concessions available?** No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Day Care</b>			
<b>Waymead Day Services</b>			
Per hour	15.75	15.75	0.0%
<b>Bracknell Day Centre</b>			
Per day (CCG only, 2:1 high need support)*	123.62	124.36	0.6%
Per hour (new charge replacing previous day rate)**	n/a	15.75	n/a
<b>Glenfield</b>			
Hourly rate	15.89	15.99	0.6%

\* A separate rate is charged in respect of one individual who is CHC funded and who received a higher level of support.

\*\* An hourly charge will be introduced to replace a day rate, to reflect that users are choosing to use the service for part days.

## Service : Blue Badge Scheme

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

	2016/17 Budget £'000	Proposed 2017/18 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 %
<b>Blue Badge - Issues and Duplicate Badges</b>	10.00	10.00	0.0%

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Forestcare
---------------------

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	984	997

**Are concessions available?** No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Lifeline Rental and Monitoring</b>					
- BFBC	4.46	3.71	4.45	3.71	0.0%
Per week			19.30	16.08	
Per month					
- Others	4.76	3.97	4.76	3.97	0.0%
Per week			20.64	17.20	
Per month			61.93	51.61	
Per quarter					
<b>Lifeline Monitoring only</b>					
- BFBC	3.53	2.94	3.53	2.94	0.0%
Per week			15.29	12.74	
Per month			44.93	37.44	
Per quarter					
- Others	4.19	3.49	4.19	3.49	0.0%
Per week			18.14	15.12	
Per month			54.44	45.37	
Per quarter					
<b>GSM Lifeline</b>			7.80	6.50	
<b>Extra/Lost Pendants</b>					
- Flat Charge	68.76	57.30	68.76	57.30	0.0%
- Lost ivi Pendants	96.00	80.00	96.00	80.00	0.0%
- Rental of additional pendant	0.89	0.74	1.20	1.00	35.1%
Per week					
<b>Sensors</b>					
Smoke			2.16	1.80	
Per week					
Carbon Monoxide			3.24	2.70	
Per week					
Flood			2.76	2.30	
Per week					
Temperature Extreme / Heat			2.16	1.80	
Per week					
Universal			1.20	1.00	
Per week					
PIR / Fast PIR			1.20	1.00	
Per week					
Medication Dispenser			4.80	4.00	
Per week					
Epilepsy sensor kit			12.00	10.00	
Per week					
Chair & bed sensor kit			6.00	5.00	
Per week					
Falls pendant			2.40	2.00	
Per week					
Bogus Caller			1.20	1.00	
Per week					
Minuet watch			2.40	2.00	
Per week					
Arm/ Disarm Zoning Trigger			1.20	1.00	
Per week					
Jellybean Switch			2.40	2.00	
Per week					
Natural Gas Detector			4.20	3.50	
Per week					
Wrist Worn Epilepsy Pendant			51.60	43.00	
Per week					
<b>Responder service for lifeline customers</b>					
- up to 12 visits per year	7.56	6.30	10.44	8.70	38.1%
Per week			18.00	15.00	
- up to 24 visits per year			37.20	31.00	106.7%
- extra visits (excluding bank holidays)	18.00	15.00	55.80	46.50	
- extra visits (including bank holidays)					
<b>Responder service for commercial customers</b>					
- up to 6 visits per year			7.56	6.30	
Per week			54.00	45.00	
- per additional visit					
<b>Key Safes</b>					
Keysafe Supply and Fit	66.00	55.00	66.00	55.00	0.0%
Supply only					
Supply + fit	72.00	60.00	72.00	60.00	0.0%
Moving keysafe			54.00	45.00	
Supply+fit	90.00	75.00	90.00	75.00	0.0%
subsequent visit					
Monitoring of security diallers	12.54	10.45	12.54	10.45	0.0%
Per week					
Monitoring of two security diallers	18.36	15.30	18.36	15.30	0.0%
Per week					
<b>Lone Workers</b>					
Lone Workers	47.48	39.57	47.48	39.57	0.0%
Per person per year					
Lone Workers - with reports	49.50	41.25	49.50	41.25	0.0%
Per person per year					
GPS Lone Worker - BFC			238.80	199.00	
Per person per year					
GPS Lone Worker - External			330.00	275.00	
Per person per year					
Hourly charge for adhoc work	54.00	45.00	54.00	45.00	0.0%
Extension lead	7.20	6.00	7.20	6.00	0.0%
One telecare service / ivi falls pendant	0.98	0.82	0.98	0.82	0.0%
Per week					
Two telecare sensors			1.86	1.55	
Three telecare sensors			2.74	2.28	
Epilepsy bed sensor	3.00	2.50	3.00	2.50	0.0%
Per week					

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Forestcare continued						
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
<b>Care calls</b>						
- 1 care call per day	Per week	4.20	3.50	9.60	8.00	128.6%
- 2 care calls per day	Per week	7.20	6.00	18.00	15.00	150.0%
- 3 care calls per day	Per week	8.40	7.00	24.00	20.00	185.7%
- 3 care calls per day + 1 customer	Per week			36.00	30.00	
<b>Pocket Pal</b>						
GPS Device - customer buying device	Per device			114.00	95.00	
GPS Device - customer buying device (sim rental)	Monthly			15.00	12.50	
GPS Device - customer renting device (includes SIM and monitoring)	Weekly			7.80	6.50	

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2016/17 Budget	Proposed 2017/18 Budget			
	£'000	£'000			
Income the proposed fees will generate:	1,017	1,023			
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	%
<b>Homelessness</b>					
Bed and Breakfast					
- Current Tenancies	Per week	**		**	
10a Portman					
- Rent	Per week	**		**	
- Service Charge	Per week	18.31		18.42	0.6%
- Household	Per week	9.26		9.32	0.6%
- Fuel*	Per week	5.77		5.80	0.5%
- Water*	Per week	2.76		2.78	0.7%
Tenterden Lodge					
- Rent	Per week	**		**	
- Service Charge	Per week			12.47	
- Fuel*	Per week			3.18	
-Water*	Per week			2.78	
York Town Road					
- Rent	Per week			**	
- Service Charge	Per week			12.47	
- Fuel*	Per week			3.18	
-Water*	Per week			2.78	
* 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.					
<b>Small Landsales - Administration Fee</b>					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
<b>Passport and Driving Licence Checking Service</b>					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

## 2017/18 PROPOSED FEES &amp; CHARGES

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

<b>Purpose of the Charge:</b> To contribute to the costs of the service
---

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	75	75

<b>Are concessions available?</b> No
--------------------------------------

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Rents - Learning Disability Accommodation</b>			
151 Holbeck Per week per bedroom	**	**	
9 Portman Close Per week per bedroom	**	**	
<b>Service Charges</b>			
151 Holbeck, 9 Portman Per week per bedroom	13.51	13.59	0.6%
<b>Waymead</b>			
Rent Per week per bedroom	**	**	
Service Charge Per week per bedroom	27.57	27.76	0.7%
Fuel* Per week per bedroom	5.77	5.80	0.5%
Water* Per week per bedroom	6.76	6.80	0.6%
<b>Easthampstead Mobile Home Park</b>			
Water Charge*	23.38	23.52	0.6%
Site Rent	**		
* These charges will be uplifted in line with fee increases from utility companies, 0.6% 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.			

## 2017/18 PROPOSED FEES &amp; 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).

	2016/17 Budget £'000	Proposed 2017/18 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 %
<b>Applicable amounts</b> Personal allowances for people who have not reached the qualifying age for State Pension Credit.	Applicable amounts frozen to 2015/16 rates	Housing Benefit Circular: 2017-18 Uprating Subject to Executive decision Dec 2016, the Council proposals to introduce a new Local Council Tax Discount Scheme. Under the proposed scheme council tax discount would be based on household income bands with each band leading to a fixed discount.	
Premiums	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating Subject to Executive decision Dec 2016, the Council proposals to introduce a new Local Council Tax Discount Scheme. Under the proposed scheme council tax discount would be based on household income bands with each band leading to a fixed discount.	
Disregards* <i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i>		Housing Benefit Circular: 2017-18 Uprating.	
<b>Income-related social security benefits</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
<b>Non income-related social security benefits</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
<b>War pensions scheme benefits</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
<b>Contributory and non-contributory social security rates</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
<b>Non dependent deductions and bands</b>	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	
<b>Universal Credit Rates</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
<b>Non-social security payments and rates</b>	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	



## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

<b>Purpose of the Charge:</b> To fully fund the costs of the service not financed by external grant
---

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>17</b>	<b>17</b>

<b>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.</b>
--

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

**Adult and Community Learning Plan**

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

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

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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service : Adult and Community Learning

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	232	232

**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

<b>Room Hire per Hour</b>				
Grant funded courses		11.55	11.70	1.30
Bracknell Forest Council		14.50	14.65	1.00
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		14.50	14.50	0.00
Other external users		18.00	18.00	0.00
IT Suite (specific requirement to use IT)		22.00	22.00	0.00
IT Suite (specific request for large hall)		22.00	22.00	0.00
Insurance		10% room hire	7% room hire	
<b>Refreshments</b>				
Tea & Coffee	Per person per Mug	0.95	1.00	5.30
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

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>83</b>	<b>83</b>

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

<b>Whole Day</b>			
Newbury	319.00	319.00	0.00
Bedford	201.00	201.00	0.00
Donnington	201.00	201.00	0.00
Sandys	201.00	201.00	0.00
Wimpole	201.00	201.00	0.00
Other	201.00	201.00	0.00
Cromwell Computer Room	293.00	293.00	0.00
<b>Half Day</b>			
Newbury	162.00	162.00	0.00
Bedford	104.00	104.00	0.00
Donnington	104.00	104.00	0.00
Sandys	104.00	104.00	0.00
Wimpole	104.00	104.00	0.00
Other	104.00	104.00	0.00
Cromwell Computer Room	177.00	177.00	0.00
<b>Hourly rate</b>			
All rooms	47.00	47.00	0.00

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>83</b>	<b>83</b>

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)

<b>Twilight</b>			
Newbury	120.00	120.00	0.00
Bedford	78.00	78.00	0.00
Donnington	78.00	78.00	0.00
Sandys	78.00	78.00	0.00
Wimpole	78.00	78.00	0.00
Other	78.00	78.00	0.00
Cromwell Computer Room	140.00	140.00	0.00
<b>Evening</b>			
Newbury	135.00	135.00	0.00
Bedford	104.00	104.00	0.00
Donnington	104.00	104.00	0.00
Sandys	104.00	104.00	0.00
Wimpole	104.00	104.00	0.00
Other	104.00	104.00	0.00
Cromwell Computer Room	171.00	171.00	0.00

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	83	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

<b>Whole Day</b>			
Newbury	268.00	268.00	0.00
Bedford	166.00	166.00	0.00
Donnington	166.00	166.00	0.00
Sandys	166.00	166.00	0.00
Wimpole	166.00	166.00	0.00
Other	166.00	166.00	0.00
Cromwell Computer Room	248.00	248.00	0.00
<b>Half Day</b>			
Newbury	135.00	135.00	0.00
Bedford	84.00	84.00	0.00
Donnington	84.00	84.00	0.00
Sandys	84.00	84.00	0.00
Wimpole	84.00	84.00	0.00
Other	84.00	84.00	0.00
Cromwell Computer Room	145.00	145.00	0.00
<b>Hourly rate</b>			
All rooms	35.00	35.00	0.00

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:		

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)

<b>Twilight</b>			
Newbury	101.00	101.00	0.00
Bedford	73.00	73.00	0.00
Donnington	73.00	73.00	0.00
Sandys	73.00	73.00	0.00
Wimpole	73.00	73.00	0.00
Other	73.00	73.00	0.00
Cromwell Computer Room	130.00	130.00	0.00
<b>Evening</b>			
Newbury	114.00	114.00	0.00
Bedford	84.00	84.00	0.00
Donnington	84.00	84.00	0.00
Sandys	84.00	84.00	0.00
Wimpole	84.00	84.00	0.00
Other	84.00	84.00	0.00
Cromwell Computer Room	145.00	145.00	0.00

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	75	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

<b>Tea and Coffee</b>			
Per Day (Unlimited)	7.05	7.05	0.00
Per Half day	3.55	3.55	0.00
Per Mug	1.80	1.80	0.00
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.55	6.55	0.00
<b>Lunch in Main Restaurant</b>			
Per Person	15.40	15.40	0.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	75	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

<b>Tea and Coffee</b>			
Per Day	4.45	4.45	0.00
Per Half day	3.35	3.35	0.00
Per Mug	1.70	1.70	0.00
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.40	6.40	0.00
<b>Lunch in Main Restaurant</b>			
Per Person	15.20	15.20	0.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		



## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'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

<b>Photocopying</b>				
Per Copy - Black & White	A3 Single Sided	0.15	0.20	33.30
	A4 Single Sided	0.08	0.10	25.00
	A3 Double Sided	0.20	0.25	25.00
	A4 Double Sided	0.15	0.20	33.30
Per Copy - Colour	A3 Single side	1.05	1.10	4.80
	A4 Single sided	0.75	0.80	6.70
<b>Laminating</b>				
	per metre 25" wide	2.50	2.55	2.00
	Pockets A3	0.95	1.00	5.30
	Pockets A4	0.65	0.70	7.70

**2017/18 PROPOSED FEES & CHARGES**

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.

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>58</b>	<b>58</b>

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			
<b>Internal and Other LA Schools and Academies</b>			
Full Day (09.15 - 15.45)	135.00	137.00	1.50
Half Day (09.15 - 12.15) or (13.00 - 16.00)	73.00	74.00	1.40
Twilight (16.15 - 17.30)	33.00	34.00	3.00
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	268.00	271.00	1.10
Half Day (09.15 - 12.15) or (13.00 - 16.00)	145.00	147.00	1.40
Twilight (16.15 - 17.30)	65.00	66.00	1.50
* Course fees will be increased to take account of any specific additional costs incurred			

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service : Learning and Achievement

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	58	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

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
<b>BFC Schools and Academies</b>			
Daily rate	500.00	505.00	1.00
Half Day	289.00	292.00	1.00
Hourly rate	93.00	94.00	1.10
Twilight session (new for 2014-15)	181.00	183.00	1.10
Evening Session (new for 2014-15)	181.00	183.00	1.10
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	570.00	570.00	0.00
Half Day	310.00	314.00	1.30
Hourly rate	120.00	122.00	1.70
Twilight session (new for 2014-15)	201.00	204.00	1.50
Evening Session (new for 2014-15)	201.00	204.00	1.50

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.

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Larchwood

<b>Purpose of the Charge: To cover the costs of the service when used by other Local Authorities</b>
--

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>103</b>	<b>104</b>

<b>Are concessions available? Yes, free service for Bracknell children</b>
--

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

**Residential short break care**

<b>Overnight</b>				
Per Night	431.95	436.30	1.00	
<b>Daycare</b>				
Standard	per hour	17.55	17.75	1.10
Additional 1:1 staffing	per hour	14.60	14.75	1.00
Additional 2:1 staffing	per hour	29.15	29.45	1.00
<b>Daycare - New Clients</b>				
Standard	per hour	22.45	22.70	1.10
Additional 1:1 staffing	per hour	18.10	18.30	1.10
Additional 2:1 staffing	per hour	36.10	36.50	1.10

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Children Looked After

<b>Purpose of the Charge: To cover the costs of fostercare charges when BFC fostercarers are used by other Local Authorities</b>
--

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>24</b>	<b>24</b>

<b>Are concessions available? No</b>
--------------------------------------

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

**Fostercare charges**

Charge per week	Minimum	243.60	248.50	2.00
	Maximum	583.20	594.90	2.00
Fees are increased in line with allowance inflation figure				
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.				

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service : Youth Offending Service

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

	<b>0.00</b> £'000	<b>0.00</b> £'000
<b>Income the proposed fees will generate:</b>	<b>2</b>	<b>2</b>

**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	303.00	1.00
---	---------	--------	--------	------

## Service : Youth Service

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

	<b>2016/17</b> <b>Budget</b>	<b>Proposed</b> <b>2017/18</b> <b>Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>11</b>	<b>11</b>

**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

<b>Attendance Fee</b>	per session	0.00 to 1.00	0.00 to 1.00	0.00
<b>Membership Fee</b>	per annum	0.00 to 2.15	0.00 to 2.20	2.30
<b>Activities Fee</b>	per session	0.00 to 2.80	0.00 to 2.85	1.80

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>101</b>	<b>102</b>

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**

<b>Youth &amp; Community Groups - not for profit basis</b>			
Hall	per hour	7.65 to 13.55	7.70 to 13.70 1.10
Meeting Room	per hour	7.65 to 12.55	7.70 to 12.70 1.20
<b>Private &amp; Commercial</b>			
Hall	per hour	11.20 to 30.00	11.30 to 30.30 1.00
Meeting room	per hour	11.20 to 25.05	11.30 to 25.35 1.20
Other income is generated by long term leases			



## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
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**

<b>Tuck Shops</b> Various refreshments	0.01 to 1.90	0.01 to 1.95	2.60
Price changes are determined by rates set by suppliers			
<b>Duke of Edinburgh Awards</b> Cost per place	17.50 to 27.05	17.60 to 27.35	1.10
Duke of Edinburgh Awards reflect National Awards fee structure.			

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>19</b>	<b>19</b>

All concessions are included in the fee structure detailed below

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

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families	2.60	2.65	1.9
Families from outside BFC	5.20	5.30	1.9

These charges would only apply to those sessions where additional costs are incurred e.g. baby massage, first aid, football and rugby etc. Any other sessions would either be completely free or donations sought to cover refreshment costs

Children's Centres are able to incentivise registration and engagement of families with the use of promotional offers which may be less than the fees detailed above. This is subject to budget limitations and management approval.

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2016/17 Budget	Proposed 2017/18 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

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	13.55	13.70	1.1
Squirrel Room	11.30	11.45	1.3
Owl Room	9.10	9.20	1.1
Badger Room	6.85	6.95	1.5
Kitchen (if used for cooking)	11.30	11.45	1.3
Modular Building	13.55	13.70	1.1
<b>Voluntary/non profit making Group</b>			
Hall	10.25	10.40	1.5
Squirrel Room	7.95	8.05	1.3
Owl Room	5.70	5.80	1.8
Badger Room	3.50	3.55	1.4
Kitchen (if used for cooking)	7.95	8.05	1.3
Modular Building	10.25	10.40	1.5
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	13.55	13.70	1.1
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	10.25	10.40	1.5

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2016/17 Budget	Proposed 2017/18 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

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	10.25	10.40	1.5
Blue Room	9.10	9.20	1.1
Family Room and Kitchen	13.55	13.70	1.1
Pre-school room	15.85	16.05	1.3
<b>Voluntary/non profit making Group</b>			
Green Room	6.85	6.95	1.5
Blue Room	5.70	5.80	1.8
Family Room and Kitchen	10.25	10.40	1.5
Pre-school room	12.45	12.60	1.2
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	11.30	11.45	1.3
Meeting Room 1	7.95	8.05	1.3
Meeting Room 2	6.85	6.95	1.5
<b>Voluntary/non profit making Group</b>			
Family Room	7.95	8.05	1.3
Meeting Room 1	5.70	5.80	1.8
Meeting Room 2	3.50	3.55	1.4

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

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

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Legal &amp; Surveyors' Fees

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	131	150

Are concessions available? No

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

## Legal &amp; Surveyors' Fees for Property Transactions

New Lease	450*	495*	10.0
Licence to Assign	340	370	8.8
Contracted Out Lease - fee is dependant on complexity	195/330	215/360	9.5
License to Alter - fee is dependant upon complexity	195/330	215/360	9.5
Deed of Variation - fee is dependant on complexity	195/330	215/360	9.5
Sale of Garages & Freehold Reversions	275	300	9.1
Letter/Deed of Postponement	125	135	8.0
Transfer (or hourly rate as appropriate)	320	350	9.4
Section 106 Agreements	975**	1,070	9.7
Processing of subject access requests	10	11	10.0

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £495, at a rate of £176 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,070, at a rate of £176 per hour.

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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service: Electoral Registration

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

	2016/17 Budget £'000	Proposed 2017/18 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	%

<b>Electoral Registration</b>			
Certificate of current register	22.00	22.00	0.0
Certificate of historical registration	62.00	44.00	-40.9
Street Index	23.00	23.00	0.0
Proof of life/pension certification	n/a	10.00	-

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

# These are statutory charges that are determined nationally through legislation.

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

<b>Household Delivery</b>				
Delivery Administration fee:				
- across more than half of the Borough	185.00	195.00	5.4	234.00
- across less than half of the Borough	140.00	145.00	3.6	174.00
Plus charges per leaflet/property				
-rural properties per leaflet/property	0.21	0.22	4.8	0.26
-urban properties per leaflet/property	0.16	0.17	6.3	0.20
-each additional leaflet (both urban and rural)	0.03	0.04	33.3	0.05

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

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

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

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2016/17 Budget £'000	Proposed 2017/18 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)	2018/19 Proposed Fee (Inc VAT)	Increase
	£.p	£.p	%	£.p	£.p	%

## Change of Name Service

Adult	38.33	41.67	8.7	50.00	55.00	10.0
- Additional deed purchased at time of appointment	6.67	8.33	24.9	10.00	12.50	25.0
- Copy of archived deed	12.50	14.58	16.7	17.50	20.00	14.3
Child	42.92	45.83	6.8	55.00	60.00	9.1
- Additional deed purchased at time of appointment	6.67	8.33	24.9	10.00	12.50	25.0
- Copy of archived deed	12.50	14.58	16.7	17.50	20.00	14.3

## Marriage and Civil Partnership Ceremonies

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2018/19 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
New Licence	1,750.00	1,950.00		2,340.00	2,520.00	7.7
Licence Renewal	1,500.00	1,650.00		1,980.00	2,160.00	9.1
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office#	35.00					
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 ceremony at approved premises						
- Monday - Thursday	355.00	400.00	12.7	480.00	540.00	12.5
- Friday	400.00	450.00	12.5	540.00	600.00	11.1
- Saturday	450.00	500.00	11.1	600.00	660.00	10.0
- Sunday/Bank Holiday	500.00	550.00	10.0	660.00	720.00	9.1

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

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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Marriage and Civil Partnership Ceremonies (Cont)

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2018/19 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
Ceremony in the Syrett Small Ceremony Room						
- Monday - Thursday	75.00	100.00	33.3	120.00	150.00	50.0
- Friday	100.00	125.00	25.0	150.00	180.00	44.0
-Saturday	150.00	175.00	16.7	210.00	240.00	37.1
-Sunday / Bank Holiday	200.00	225.00	12.5	270.00	300.00	33.3
Ceremony in the Syrett Large Ceremony Room (includes Superintendent Registrar's and registrar's attendance):						
- Monday - Thursday	140.00	175.00	25.0	210.00	240.00	37.1
- Friday	195.00	220.00	12.8	264.00	300.00	36.4
-Saturday	295.00	300.00	1.7	360.00	384.00	28.0
-Sunday / Bank Holiday	395.00	450.00	13.9	540.00	570.00	26.7
Pre-ceremony chat appointments						
- Monday - Friday	15.00	17.50	16.7	21.00	24.00	14.3
Marriage or Civil Partnership Ceremony in the Register Office	46.00					
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:						
- of a housebound person #	99.00					
- of a detained person#	117.00					
- of a seriously ill person not expected to recover#	15.00					
Note - Appointment fees will be taken at the time of booking						



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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Certificates and Nationality Checking Service

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2018/19 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Certificates</b>						
Birth (short and long), death and marriages certificates(extracts or full):						
- at time of registration#	4.00					
- after registration but in current register#	7.00					
- after registration and after register closed#	10.00					
Civil Partnership certificates (extract or full):						
- at time of registration#	4.00					
- at any other time#	10.00					
Additional fee Personal search (up to 6 hours)	18.00					
Additional fee - certificates Premium Service (in addition to statutory fee)	20.00	22.00	10.0	26.40	30.00	36.4
Postage admin per certificate	2.60	2.80	7.7	3.36	3.60	28.6
<b>Nationality Checking Service</b>						
Single adult application - Monday - Friday	54.17	66.67	23.1	80.00	95.00	18.8
Single child application - Monday-Friday	29.17	41.67	42.8	50.00	65.00	30.0
<b>Joint Citizenship &amp; Passport Service additional fee</b>						
Single Application Monday - Friday	n/a	20.00	-	24.00	30.00	25.0
<b>European Passport Return Services</b>						
Single Application Monday - Friday	n/a	20.00	-	24.00	30.00	25.0
<b>Settlement Checkina Service</b>						
Single adult application - Monday-Friday	87.50	100.00	14.3	120.00	130.00	8.3
<b>Individual Citizenship Ceremonies</b>						
- Monday - Friday	108.33	112.50	3.8	135.00	150.00	11.1
Additional fee for cancellation/amendment/follow-up appointment	20.83	22.92	10.0	27.50	30.00	9.1
Note - Appointment fees will be taken at the time of booking						

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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

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

	2016/17 Budget £'000	Proposed 2017/18 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
	£.p	£.p	%
<b>Agendas/Minutes, etc</b>			
Council agenda – Charge per Annum (Based on 8 per Annum)	168.00	170.00	1.2
Executive Agenda – Charge per Annum (based on 11 per Annum)	252.00	255.00	1.2
Planning Committee (based on 12 per Annum)	252.00	255.00	1.2
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	121.00	122.00	0.8
Charge per single copy	31.00	32.00	3.2
Part extract (any Committee) including background papers - administration fee	11.00	12.00	9.1

## Service: Democratic Services

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

	2016/17 Budget £'000	Proposed 2017/18 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
	£.p	£.p	%
Charges to Schools for administration and clerking of appeals			
Up to 5 appeals and 2 ombudsman cases a year for three years	2,550.00	2,600.00	2.0
Up to 10 appeals and 2 ombudsmen cases a year for three years	4,800.00	4,900.00	2.1
Additional appeal once the maximum has been reached	255 each	260.00	2.0
Charge for unscheduled occasional appeals	255 each	260.00	2.0

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

## 2017/18 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	2.0	0.0

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	24.00	25.00	4.2	30.00
Hourly Rate	56.00	57.00	1.8	68.40
Minimum Charge	30.00	31.00	3.3	37.20
Photocopying Charges				
A4 B&W	0.26	0.27	3.8	0.32
A3 B&W	0.42	0.43	2.4	0.52
A4 Colour	0.82	0.83	1.2	1.00
A3 Colour	1.50	1.55	3.3	1.86

## Service: Education Transport

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

	2016/17 Budget £'000	Proposed 2017/18 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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2017/18 PROPOSED FEES &amp; CHARGES

Service: Town Centre Management

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

	2016/17 Budget £'000	Proposed 2017/18 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

Service : Cemetery & Crematorium

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	1,700	1,734

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	%
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
For the interment of the body of: a person aged 16 years or over		842.00		1,125.00	33.6
Re-open Grave aged 16 years or over		842.00		1,125.00	33.6
a child 3 years to 15 years		129.00		132.00	2.3
a stillborn child, foetus or child under 3 years		77.00		79.00	2.6
For the interment of a cremation urn or casket a person aged 16 years or over.		336.00		343.00	2.1
a child 3 years to 16 years		129.00		132.00	2.3
For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		932.00		951.00	2.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		471.00		480.00	1.9
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		588.00		600.00	2.0
The whole of the foregoing fees and charges will be trebled in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		186.00		190.00	2.2
Additional charge for casket shaped grave for a person 16 and over		318.00		324.00	1.9
Right to erect memorial tablet 24" by 12" with one name on inscription		161.00		164.00	1.9
Additional inscription of each name		67.00		68.00	1.5
Plot Selection Fee		38.00		39.00	2.6
Temporary marker on Grave		26.00		27.00	3.8
Transfer of grant of exclusive right of burial		86.00		88.00	2.3
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	
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  
2017/18 PROPOSED FEES & CHARGES

**Annexe D**

Service : Cemetery & Crematorium

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,700</b>	<b>1,734</b>

**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	%
<b>CREMATORIUM</b>					
For the cremation of the body of:					
A person aged 16 years or under		FOC		FOC	
Non Resident person aged 16 years or under 50% of adult cost		FOC		373.00	
a person aged 16 years or over		718.00		745.00	3.8
Abatement Charge for each cremation		55.00		55.00	0.0
Scattering of Cremated remains - Sat, Sun & Bank Hol		29.00		30.00	3.4
Body parts		176.00		180.00	2.3
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.					
Package and dispatch to an address in the UK		120.00		125.00	4.2
Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		519.00		539.00	3.9
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		255.00		265.00	3.9
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		255.00		265.00	3.9
For disposal of cremated remains when cremation has taken place elsewhere		170.00		177.00	4.1
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		68.00		70.00	2.9
Coffin to Catafalque(24hrs max)		55.00		57.00	3.6
Refrigeration Storage per coffin (per 24hr period)		18.00		19.00	5.6
Certified extract from the Register of Cremation		64.00		65.00	1.6
CD	39.00	32.50	40.00	33.33	2.6
DVD	52.00	43.33	54.00	45.00	3.8
WEBCAST	75.00	62.50	77.00	64.17	2.7
Visual Tribute (with/without music) 1-5 photos	27.00	22.50	28.00	23.33	3.7
Visual Tribute (with/without music) 6-10 photos	37.00	30.83	38.00	31.67	2.7
Visual Tribute (with/without music) for each additional photo	2.25	1.88	2.50	2.08	11.1
DVD of Tribute only	28.00	23.33	29.00	24.17	3.6
DVD of Service incl Tribute	66.00	55.00	68.00	56.67	3.0

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  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,700</b>	<b>1,734</b>

**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	%
<b>Memorial Fees</b>					
<b>Entries in The Book of Remembrance</b>					
2 line entry	89.00	74.17	91.00	75.83	2.2
5 line entry	131.00	109.17	134.00	111.67	2.3
8 line entry	158.00	131.67	161.00	134.17	1.9
5 line entry with floral emblem	210.00	175.00	214.00	178.33	1.9
8 line entry with floral emblem	220.00	183.33	224.00	186.67	1.8
5 line entry with badge, bird, crest or shield	232.00	193.33	237.00	197.50	2.2
8 line entry with badge, bird, crest or shield	275.00	229.17	281.00	234.17	2.2
8 line entry with coat of arms	283.00	235.83	289.00	240.83	2.1
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	74.00	61.67	75.00	62.50	1.4
5 line entry	89.00	74.17	91.00	75.83	2.2
8 line entry	98.00	81.67	100.00	83.33	2.0
5 line entry with floral emblem	182.00	151.67	186.00	155.00	2.2
8 line entry with floral emblem	187.00	155.83	191.00	159.17	2.1
5 line entry with badge, bird, crest or shield	198.00	165.00	202.00	168.33	2.0
8 line entry with badge, bird, crest or shield	210.00	175.00	214.00	178.33	1.9
8 line entry with coat of arms	232.00	193.33	237.00	197.50	2.2
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	352.00	293.33	359.00	299.17	2.0
Prepare and display for a 1 year period	207.00	172.50	211.00	175.83	1.9
Annual Renewal	18.00	15.00	19.00	15.83	5.6
Replacement of memorial leather panel	190.00	158.33	194.00	161.67	2.1
Refurbished panel	54.00	45.00	55.00	45.83	1.9
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	352.00	293.33	359.00	299.17	2.0
Babies Picture Book Plaque set up and Year 1 Lease	207.00	172.50	211.00	175.83	1.9
Annual Renewal	18.00	15.00	19.00	15.83	5.6
Babies Standard Plaque Prepare and display for a 10 year period	352.00	293.33	359.00	299.17	2.0
Babies Standard Plaque set up and year 1 Lease	207.00	172.50	211.00	175.83	1.9
Annual Renewal	18.00	15.00	18.00	15.00	0.0
<b>Roses</b>					
Rose standard with plaque for a 7 year period	445.00	370.83	454.00	378.33	2.0
Rose standard with plaque set up and 1st year lease	224.00	186.67	228.00	190.00	1.8
Renewal of standard rose annual lease	37.00	30.83	38.00	31.67	2.7
Standard Plaque (additional or replacement)	52.00	43.33	53.00	44.17	1.9
Classic Plaque (additional or replacement)	64.00	53.33	65.00	54.17	1.6
Cast Bronze Plaque	129.00	107.50	132.00	110.00	2.3
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,346.00	1,121.67	1,373.00	1,144.17	2.0
A commemorative bench, plaque, set up and 1st year lease.	703.00	585.83	717.00	597.50	2.0
Annual renewal of commemorative bench	73.00	60.83	74.00	61.67	1.4
Cast bronze plaque	116.00	96.67	118.00	98.33	1.7
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
Annual renewal of lease	64.00	53.33	65.00	54.17	1.6
Additional letter inscription per letter	3.00	2.50	3.00	2.50	0.0
Second and final interment (including 50 letter inscription)	326.00	271.67	333.00	277.50	2.1

Service : Cemetery & Crematorium

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	1,700	1,734

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	%
<b>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	514.00	428.33	536.00	446.67	4.3
Plaque Row 1 set up and year 1 lease	270.00	225.00	275.00	229.17	1.9
Plaque Row 2 (10 year lease)	588.00	490.00	612.00	510.00	4.1
Plaque Row 2 set up and year 1 lease	344.00	286.67	351.00	292.50	2.0
Plaque Row 3 (10 year lease)	630.00	525.00	656.00	546.67	4.1
Plaque Row 3 set up and year 1 lease	387.00	322.50	395.00	329.17	2.1
Birdbath Seat Plaque (10 year lease)	392.00	326.67	413.00	344.17	5.4
Birdbath Seat Plaque set up and 1 year lease	149.00	124.17	152.00	126.67	2.0
Annual lease on all Bracken Heal Plaques	28.00	23.33	29.00	24.17	3.6
<b>Personal Plaque designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	82.00	68.33	84.00	70.00	2.4
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	99.00	82.50	101.00	84.17	2.0
Photo Plaque (7x5) with initial order (Sanctum only)	124.00	103.33	126.00	105.00	1.6
Photo Plaque (7x5) added to existing tablet (Sanctum only)	149.00	124.17	152.00	126.67	2.0
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	509.00	424.17	519.00	432.50	2.0
Memorial Granite Rock set up and year 1 lease	265.00	220.83	270.00	225.00	1.9
Annual renewal of lease	28.00	23.33	29.00	24.17	3.6
Personal Plaque designs	POA	POA	POA	POA	
<b>COPSE STONE</b>					
Memorial Granite Rock 10 year lease	477.00		486.00		
Memorial Granite Rock set up and year 1 lease	225.00		230.00		
Annual renewal of lease	28.00		29.00		
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD - MUSHROOM</b>					
3 DISC(10 year lease)	413.00	POA	437.00	364.17	5.8
3 DISC(set up and year 1 lease)	217.00	180.83	221.00	184.17	1.8
4 DISC(10 year lease)	413.00	344.17	437.00	364.17	5.8
4 DISC(set up and year 1 lease)	217.00	180.83	221.00	184.17	1.8
5 DISC(10 year lease)	413.00	344.17	437.00	364.17	5.8
5 DISC(set up and year 1 lease)	217.00	180.83	221.00	184.17	1.8
Annual renewal of lease	23.00	19.17	24.00	20.00	4.3
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	572.00	476.67	597.00	497.50	4.4
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	329.00	274.17	336.00	280.00	2.1
Annual renewal of lease	28.00	23.33	29.00	24.17	3.6
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	30.00	25.00	31.00	25.83	3.3
<b>Memorial Vase</b>					
Prepare and display for 10 year period	572.00	476.67	597.00	497.50	4.4
Prepare and display for 1 year	329.00	274.17	336.00	280.00	2.1
Replacement plaque (including inscription)	255.00	212.50	260.00	216.67	2.0
Annual renewal of lease	28.00	23.33	29.00	24.17	3.6



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,700</b>	<b>1,734</b>

**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	%
<b>Sanctum 2000® Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,223.00	1,019.17	1,266.00	1,055.00	3.5
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	668.00	556.67	681.00	567.50	1.9
Annual renewal of lease	64.00	53.33	65.00	54.17	1.6
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	326.00	271.67	333.00	277.50	2.1
Photo Plaque with initial order	116.00	96.67	118.00	98.33	1.7
Photo plaque added to existing tablet	140.00	116.67	143.00	119.17	2.1
<b>Personal Plaque Designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	
<b>SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)</b>					
10 Years	2,287.00	1,905.83	2,339.00	1,949.17	2.3
Prepare and display for year 1	1,331.00	1,109.17	1,358.00	1,131.67	2.0
Annual renewal	107.00	89.17	109.00	90.83	1.9
<b>MISCELLANEOUS ITEMS</b>					
Other small miscellaneous items are available, with prices available on request					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

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.

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	757	772

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CAR PARKING</b>					
<b>Multi Storey Car Parks</b>					
Charging period.....7 Days a week, 24 hours per day.					
<b>SEASON TICKETS</b>					
<b>Braccan Walk (formally Charles Sq) and High Street mscp</b>					
5 day annual (1-50 Tickets)	800.00	666.67	850.00	708.33	6.3
5 day annual (51 - 100 Tickets)	750.00	625.00	775.00	645.83	3.3
5 day annual (101+ Tickets)	700.00	583.33	725.00	604.17	3.6
7 day annual	950.00	791.67	1,000.00	833.33	5.3
7 day monthly	90.00	75.00	95.00	79.17	5.6
5 day monthly	80.00	66.67	85.00	70.83	6.3
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
Early redemption charge 7 day annual Season	90.00	75.00	95.00	79.17	5.6
Early redemption charge 5 Day annual Season	80.00	66.67	85.00	70.83	6.3
<b>DAILY CHARGES</b>					
<b>Braccan Walk &amp; High Street mscps</b>					
<b>Current Charges 2016 -17</b>					
Mon-Sat 6am - 8pm					
0-1hr	1.10	0.92			
1-2hrs	1.60	1.33			
2-3hrs	2.10	1.75			
3-4hrs	2.60	2.17			
4-5hrs	3.70	3.08			
5-6hrs	4.50	3.75			
over 6 hrs	6.00	5.00			
Lost chip coin	10.00	8.33			
Nightly charge 8pm to 6am (Monday to Sunday)	1.10	0.92			
Sunday 6am to 8pm	1.20	1.00			
<b>Easthampstead House car park</b>					
<b>Current Charges 2016-17</b>					
Saturday only 6am until 8pm					
0-2hrs	1.10	0.92			
2-4hrs Maximum	1.60	1.33			
Sunday (6am until 8pm)	1.20	1.00			
Overnight Monday to Friday (4pm to 6am)	1.10	0.92			
Overnight Saturday and Sunday (8pm to 6am)	1.10	0.92			
<b>Daily charges Braccan Walk, High St. Easthampstead House* &amp; The Avenue car parks</b>					
<b>Proposed Charges 2017-18</b>					
mon-sun 6am - 6pm					
0-1hr			1.40	1.17	
1-2hrs			2.50	2.08	
2-3hrs			3.20	2.67	
3-4hrs			3.80	3.17	
4-5hrs			5.00	4.17	
5-6hrs			5.70	4.75	
6-7hrs			6.30	5.25	
7-8hrs			7.10	5.92	
over 8hrs			8.30	6.92	
after 6pm and up to 6am			1.50	1.25	
Lost chip coin			12.00	10.00	
<b>Visitor Pass (High Street mscps - inclusive of Admin Fee)</b>	7.50	6.25	8.00	6.67	6.7

\* Easthampstead hours only available during limited hours

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

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.

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>757</b>	<b>772</b>

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>DAILY CHARGES Pay &amp; Display</b>					
<b>Albert Road car park</b>					
<b>Current Charges 2016-17</b>					
Mon - Sat inclusive (7am - 8pm)					
0-2hrs	1.10	0.92			
2-4hrs	1.60	1.33			
4-6hrs	2.10	1.75			
6-8hrs	3.50	2.92			
over 8 hrs	5.00	4.17			
Sunday 7am to 8pm	1.20	1.00			
<b>Proposed Charges 2017-18</b>					
Mon - Sun inclusive - 10 Hours			5.00	4.17	
0-1hrs			1.40	1.17	
Monthly season ticket			50.00	41.67	
<b>Car park behind the Banks, top of High Street</b>					
<b>Current Charges 2016-17</b>					
0-40 mins (Monday to Saturday 6am until 8pm)	0.80	0.67			
Sunday (6am until 8pm)	1.20	1.00			
Overnight Monday to Sunday 8pm until 6am	1.10	0.92			
<b>Proposed Charges 2017-18</b>					
0-40 mins			0.80	0.67	
Overnight Monday to Sunday 6pm until 6am			1.50	1.25	
<b>Wick Hill and Time Square car parks (New)</b>					
<b>Proposed Charges 2017-18</b>					
Mon - Sun inclusive - 10 Hours			4.00	3.33	
0-1hrs			1.40	1.17	
Montly season ticket Wick Hill			40.00	33.33	
Annual season ticket Time Square (weekends/public holidays only)			240.00	200.00	

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.**

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	0	0

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Coral Reef Car Park</b> (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	3.00	2.50	3.00	2.50	0.0
All day charge	5.00	4.17	5.00	4.17	0.0
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.67	0.0
All day charge	4.00	3.33	4.00	3.33	0.0
<b>Season Tickets:</b>					
Annual for Residents of Bracknell Forest	60.00	50.00	60.00	50.00	0.0
Annual for all others	100.00	83.33	100.00	83.33	0.0
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
<b>Penalty Charge Notices ( Off Street)</b>					
Charge		50.00		Set by Regulation	
Charge if paid within 14 days		25.00		Set by Regulation	
<b>Penalty Charge Notices ( On-Street)</b>					
Charge		70.00		Set by Regulation	
Charge if paid within 14 days		35.00		Set by Regulation	
<b>Parking place Suspension(On-Street)</b>					
For paid or restricted bays, charge per vehicle per day		150.00		Set by Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle for up to 5 days		50.00		Set by Regulation	
<b>Resident Parking Permits</b>					
1st Permit				25.00	
2nd Permit				40.00	
3rd Permit				60.00	
4th Permit				80.00	
5th Permit				100.00	
4 hour reusable permit				25.00	
Scratch cards - 50 x 4 hour				15.00	
Scratch cards - 50 x 24 hour				40.00	
Service Provider				60.00	
Landlord - 10 x 4 hour scratch card				10.00	
Landlord - 10 x 24 hour scratch card				20.00	
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	25.00	20.83	25.0

2017/18 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

**DISABLED FACILITIES SUPPORT SERVICE**

Acting as an agent for a client in receipt of a disabled facilities grant or other building works		Works upto £20K - 15 % of the approved amount		Works upto £20K 15 % of the approved amount	0
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 15 % of the approved amount	25.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Waste Management

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>559</b>	<b>570</b>

**Are concessions available? Bulky Household and garden waste brown bin collection service - 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	%
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>A - SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE</b>					
Bulky household refuse (excluding DIY material) Up to 3 items.		41.10		42.00	2.2
Between 4 and 7 items (minimum charge 1 hour)		52.40		53.00	1.1
<b>April 2017 - 2018</b>					
Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin		40.00		40.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 240L Brown Bin		30.00		30.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 240L Brown Bin		20.00		20.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 240L Brown Bin		10.00		10.00	0.0
Annual Collection for Garden Waste Service(April to June 14) - 140L Brown Bin		36.00		36.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 140L Brown Bin		27.00		27.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 140L Brown Bin		18.00		18.00	0.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 140L Brown Bin		9.00		9.00	0.0
Garden waste sacks(to include collection)		0.70		0.70	0.0
<b>April 2018 - 2019</b>					
Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin		40.00		50.00	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 240L Brown Bin		30.00		37.50	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 240L Brown Bin		20.00		25.00	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 240L Brown Bin		10.00		12.50	25.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

**Annexe D**

Service : **Building Control**

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>344</b>	<b>351</b>

**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	%
<b><u>BUILDING REGULATIONS</u></b>					
1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-					
Stage One: (The Plan Charge) - on submission of the application					
Stage Two: (The Inspection Charge) - following the first site inspection.					
You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.					
2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.					
The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the detailed plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.					
CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL					
<b>PROPOSAL</b>					
<b>Domestic Plan Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	186.00	155.00	190.00	158.33	2.2
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	232.00	193.33	237.00	197.50	2.2
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	417.00	347.50	426.00	355.00	2.2
Loft conversion	324.00	270.00	331.00	275.83	2.2
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	108.00	90.00	111.00	92.50	2.8
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	186.00	155.00	190.00	158.33	2.2
Window replacement (non competent persons scheme)	120.00	100.00	123.00	102.50	2.5
Installation of domestic solar panels/wind turbines	162.00	135.00	166.00	138.33	2.5
Re-wiring or new electrical installation of a dwelling	108.00	90.00	111.00	92.50	2.8
Any electrical work other than re-wiring of a dwelling	108.00	90.00	111.00	92.50	2.8
Renovation of a thermal element	194.00	161.67	198.00	165.00	2.1

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : Building Control

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>344</b>	<b>351</b>

**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	%
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	323.00	269.17	330.00	275.00	2.2
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	368.00	306.67	376.00	313.33	2.2
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	409.00	340.83	418.00	348.33	2.2
Loft conversion	320.00	266.67	327.00	272.50	2.2
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	308.00	256.67	315.00	262.50	2.3
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	230.00	191.67	235.00	195.83	2.2
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	265.00	220.83	271.00	225.83	2.3
Any electrical work other than re-wiring of a dwelling	194.00	161.67	198.00	165.00	2.1
Renovation of a thermal element	N/A		N/A		
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq m floor area	512.00	426.67	523.00	435.83	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	603.00	502.50	616.00	513.33	2.2
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	833.00	694.17	850.00	708.33	2.0
Loft conversion	649.00	540.83	662.00	551.67	2.0
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	418.00	348.33	427.00	355.83	2.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	418.00	348.33	427.00	355.83	2.2
Window replacement (non competent persons scheme)	120.00	100.00	123.00	102.50	2.5
Installation of domestic solar panels/wind turbines	162.00	135.00	166.00	138.33	2.5
Re-wiring or new electrical installation of a dwelling	373.00	310.83	381.00	317.50	2.1
Any electrical work other than re-wiring of a dwelling	302.00	251.67	309.00	257.50	2.3
Renovation of a thermal element	194.00	161.67	198.00	165.00	2.1



2017/18 PROPOSED FEES & CHARGES

Service : Building Control

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	344	351

**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 (£)					
0 - 2000	162.00	135.00	166.00	138.33	2.5
2,001 - 5,000	279.00	232.50	285.00	237.50	2.2
5,001 - 10,000	325.00	270.83	332.00	276.67	2.2
10,001 - 20,000	451.00	375.83	461.00	384.17	2.2
20,001 - 30,000	173.00	144.17	177.00	147.50	2.3
30,001 - 40,000	208.00	173.33	213.00	177.50	2.4
40,001 - 50,000	242.00	201.67	247.00	205.83	2.1
50,001 - 60,000	280.00	233.33	286.00	238.33	2.1
60,001 - 70,000	316.00	263.33	323.00	269.17	2.2
70,001 - 80,000	352.00	293.33	360.00	300.00	2.3
80,001 - 90,000	377.00	314.17	385.00	320.83	2.1
90,001 - 100,000	424.00	353.33	433.00	360.83	2.1

**Inspection Charge (Full Plans)**

Table A Where the estimated cost is (£)					
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	396.00	330.00	404.00	336.67	2.0
30,001 - 40,000	483.00	402.50	493.00	410.83	2.1
40,001 - 50,000	568.00	473.33	580.00	483.33	2.1
50,001 - 60,000	650.00	541.67	663.00	552.50	2.0
60,001 - 70,000	735.00	612.50	750.00	625.00	2.0
70,001 - 80,000	819.00	682.50	836.00	696.67	2.1
80,001 - 90,000	875.00	729.17	893.00	744.17	2.1
90,001 - 100,000	987.00	822.50	1,007.00	839.17	2.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : Building Control

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	344	351

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 %
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	162.00	135.00	166.00	138.33	2.5
2,001 - 5,000	279.00	232.50	285.00	237.50	2.2
5,001 - 10,000	325.00	270.83	332.00	276.67	2.2
10,001 - 20,000	451.00	375.83	461.00	384.17	2.2
20,001 - 30,000	569.00	474.17	581.00	484.17	2.1
30,001 - 40,000	690.00	575.00	704.00	586.67	2.0
40,001 - 50,000	810.00	675.00	827.00	689.17	2.1
50,001 - 60,000	930.00	775.00	949.00	790.83	2.0
60,001 - 70,000	1,050.00	875.00	1,071.00	892.50	2.0
70,001 - 80,000	1,171.00	975.83	1,195.00	995.83	2.0
80,001 - 90,000	1,252.00	1,043.33	1,278.00	1,065.00	2.1
90,001 - 100,000	1,410.00	1,175.00	1,439.00	1,199.17	2.1
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1	417.00	347.50	426.00	355.00	2.2
2	463.00	385.83	473.00	394.17	2.2
3	509.00	424.17	520.00	433.33	2.2
4	556.00	463.33	568.00	473.33	2.2
5	603.00	502.50	616.00	513.33	2.2
<b>Number of Dwellings (Inspection Charge)</b>					
1	419.00	349.17	428.00	356.67	2.1
2	650.00	541.67	663.00	552.50	2.0
3	813.00	677.50	830.00	691.67	2.1
4	975.00	812.50	995.00	829.17	2.1
5	1,135.00	945.83	1,158.00	965.00	2.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : **Building Control**

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	344	351

**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**

<b>Type of Work</b>					
Domestic extension not exceeding 10 sq m floor area		524.00		535.00	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		618.00		631.00	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		855.00		873.00	2.1
Loft conversion		665.00		679.00	2.1
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		428.00		437.00	2.1
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		428.00		437.00	2.1
Window Replacement (Non competent persons scheme)		122.00		125.00	2.5
Installation of domestic solar panels/wind turbines		166.00		170.00	2.4
Re-wiring or new electrical installation of a dwelling		381.00		389.00	2.1
Any electrical work other than re-wiring of a dwelling		310.00		317.00	2.3
Renovation of a thermal element		199.00		203.00	2.0
<b>Estimated Cost £</b>					
0 - 2,000		166.00		170.00	2.4
2,001 - 5,000		286.00		292.00	2.1
5,001 - 10,000		333.00		340.00	2.1
10,001 - 20,000		463.00		473.00	2.2
20,001 - 30,000		583.00		595.00	2.1
30,001 - 40,000		707.00		722.00	2.1
40,001 - 50,000		830.00		847.00	2.0
50,001 - 60,000		953.00		973.00	2.1
60,001 - 70,000		1,075.00		1,097.00	2.0
70,001 - 80,000		1,199.00		1,223.00	2.0
80,001 - 90,000		1,282.00		1,308.00	2.0
90,001 - 100,000		1,444.00		1,473.00	2.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		856.00		874.00	2.1
2		1,140.00		1,163.00	2.0
3		1,354.00		1,382.00	2.1
4		1,569.00		1,601.00	2.0
5		1,780.00		1,816.00	2.0
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					
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		0.45		1.00	122.2
Building Regulations (1g)		0.85		1.00	17.6
Building Regulations (1h)		0.85		1.00	17.6
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		158.00		162.00	2.5
Dealing with Demolition Notices		158.00		162.00	2.5
Officer Letter - Confirmation to Solicitor	45.00	37.50	46.00	38.33	2.2

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

	2016/17 Budget £'000	Proposed 2017/18 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	%
<b>LOCAL LAND CHARGES</b>					
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
Copy search		25.00		25.00	0.0
Requisition (LLC1)		25.00		25.00	0.0
Extra Parcel Fee on (LLC1)		5.00		5.00	0.0
Search carried out by Authority - Domestic (CON29R)*		79.15		80.00	1.1
Search carried out by Authority - Non Domestic (CON29R)*		84.15		85.00	1.0
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

Notes

\* Currently we do not charge VAT on these items but HMRC are currently looking into this area and may require us to add VAT

Service : Highways

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	233	238

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	%
<b><u>HIGHWAY ENQUIRIES</u></b>					
Standard rate per hour - minimum charge		60.00		61.00	1.7
<b><u>RECHARGEABLE WORKS</u></b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b><u>HIGHWAY ADOPTIONS</u></b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		1,500.00		2,500.00	66.7
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		84.35		86.00	2.0
<b>Section 38/Section 278 fees</b>					
Schemes up to £15,000 - minimum charge		1,500.00			
Schemes over £15,000		10% of value			
Schemes up to £25,000 - minimum charge				2,500.00	
Schemes over £25,000				10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums					

Service : Highways

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	233	238

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	%
<b><u>STREET NAMING &amp; NUMBERING</u></b>					
Property Name Change (Sole identity)		84.05		86.00	2.3
Addition of Property name (To numbered property)		26.25		27.00	2.9
Amendment to Postal Address		84.05		86.00	2.3
New Build - Individual Property		84.05		86.00	2.3
New Development - Fixed Fee		157.60		161.00	2.2
- Plus fee per Unit		21.00		22.00	4.8
Conversion of Property into Flats - Fee per Flat		42.05		43.00	2.3
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		21.00		22.00	4.8
<b><u>TRAFFIC SURVEY DATA</u></b>					
Observed or modelled junction turning counts - per junction	553.05	460.88	564.00	470.00	2.0
Traffic count information from automatic counters	162.95	135.79	166.00	138.33	1.9
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.	582.10	485.08	594.00	495.00	2.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	291.05	242.54	297.00	247.50	2.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<b>Developers Charges</b>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for one month or each additional month exceeding six months	3,960.00	3,300.00	4,039.00	3,365.83	2.0
Use of model for first six months	19,535.00	16,279.17	19,926.00	16,605.00	2.0
Use of model for twelve months	39,580.00	32,983.33	Remove	Remove	
<b><u>CONCESSIONARY FARES</u></b>					
Replacement Pass		5.00		6.00	20.0
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		11.70		12.00	2.6
Renewal of Disabled Person's Railcard		4.00		5.00	25.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>931</b>	<b>950</b>
<b>Are concessions available? No</b>		

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

**PLANNING APPLICATIONS**

<b>Outline Application</b>					
All types (except B1, B4, B6, D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	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		9,527.00		Set by regulation
	PLUS Charge per 0.1 hectares in excess of 2.5 hectares		115.00		Set by regulation
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			172.00		Set by regulation
Two or more dwelling units			339.00		Set by regulation
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		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
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
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
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
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  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service					
		2016/17 Budget £'000	Proposed 2017/18 Budget £'000		
Income the proposed fees will generate:		931	950		
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 meters		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
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		Set by regulation
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  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
<b>Income the proposed fees will generate:</b>	931	950

**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
<b>Lawful Development Certificate</b>					
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 &amp; COMMUNITIES DEPARTMENT

## 2017/18 PROPOSED FEES &amp; CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>931</b>	<b>950</b>

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  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>930</b>	<b>950</b>

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CHARGES TO 7 NOVEMBER 2016</b>					
<b>Pre Application Enquiry Fees</b>					
<b>Householder</b>					
Initial fee	47.40	39.50		0.00	
<b>Residential Development</b>					
Initial fee (per site)					
1 Home	183.10	152.58		0.00	
2-5 homes	441.60	368.00		0.00	
6-10 homes	797.05	664.21		0.00	
11-30 homes	1,184.80	987.33		0.00	
31-50 homes	3,015.80	2,513.17		0.00	
51 + homes	5,385.35	4,487.79		0.00	
Change of use from a dwelling and change of use of land to garden	86.15	71.79		0.00	
<b>Commercial Property Development (including change of use)</b>					
Initial fee (per site)					
Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, shopfronts and other changes relating to external appearance	70.05	58.38		0.00	
40-250 sq m	193.85	161.54		0.00	
250-1,000 sq m	430.80	359.00		0.00	
1,001-10,000 sq m	753.95	628.29		0.00	
Over 10,000 sq m (1Ha)	1,938.75	1,615.63		0.00	
<b>CHANGES AGREED FROM 7 NOVEMBER 2016 WITH NO FURTHER INCREASES UNTIL 2018-19</b>					
<b>Residential - all rates based on gross new units</b>					
<b>Stage 1 In-Principle advice for Permitted Development Enquiries</b>					
Householder			50.00	41.67	
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
Householder			80.00	66.67	
1 unit			150.00	125.00	
2-5 units			300.00	250.00	
6-10 units			400.00	333.33	
11-25 units			600.00	500.00	
26-50 units			1,000.00	833.33	
51+ units			1,500.00	1,250.00	
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
Householder			80.00	66.67	
1 unit			160.00	133.33	
2-5 units			320.00	266.67	
6-10 units			780.00	650.00	
11-25 units			1,140.00	950.00	
26-50 units			2,100.00	1,750.00	
51+ units			5,100.00	4,250.00	
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
Householder			130.00	108.33	
1 unit			250.00	208.33	
2-5 units			500.00	416.67	
6-10 units			950.00	791.67	
11-25 units			1,400.00	1,166.67	
26-50 units			2,500.00	2,083.33	
51+ units			5,600.00	4,666.67	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

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

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	<b>930</b>	<b>400</b>

**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	%
<b>CHANGES AGREED FROM 7 NOVEMBER 2016 WITH NO FURTHER INCREASES UNTIL 2018-19</b>					
<b>Commercial/Non-Residential</b>					
Based on floorspace including change of use					
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
0-200 sq metres			120.00	100.00	
201-1000 sq metres			250.00	208.33	
1001-2000 sq metres			340.00	283.33	
2001-3000 sq metres			400.00	333.33	
3001-5000 sq metres			600.00	500.00	
5001-10000 sq metres			1,000.00	833.33	
10001+ sq metres			1,500.00	1,250.00	
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
0-200 sq metres			130.00	108.33	
201-1000 sq metres			300.00	250.00	
1001-2000 sq metres			460.00	383.33	
2001-3000 sq metres			780.00	650.00	
3001-5000 sq metres			1,140.00	950.00	
5001-10000 sq metres			2,100.00	1,750.00	
10001+ sq metres			5,100.00	4,250.00	
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq metres			200.00	166.67	
201-1000 sq metres			450.00	375.00	
1001-2000 sq metres			650.00	541.67	
2001-3000 sq metres			950.00	791.67	
3001-5000 sq metres			1,400.00	1,166.67	
5001-10000 sq metres			2,500.00	2,083.33	
10001+ sq metres			5,600.00	4,666.67	
<b>Bespoke Service</b>					
Please contact the planning service to discuss requirements and charges					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service					
	2016/17 Budget		Proposed 2017/18 Budget		
	£'000		£'000		
<b>Income the proposed fees will generate:</b>					
		930			1,000
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	%
<b>Extras</b>					
<b>Consideration of additional plans (within 12 weeks of original application)</b>					
<b>Residential</b>					
Householder			40.00	33.33	
1 unit			80.00	66.67	
2-5 units			160.00	133.33	
6-10 units			300.00	250.00	
11-25 units			450.00	375.00	
26-50 units			600.00	500.00	
51+ units			750.00	625.00	
<b>Commercial/Non-Residential</b>					
0-200 sq metres			40.00	33.33	
201-1000 sq metres			80.00	66.67	
1001-2000 sq metres			160.00	133.33	
2001-3000 sq metres			300.00	250.00	
3001-5000 sq metres			450.00	375.00	
5001-10000 sq metres			600.00	500.00	
10001+ sq metres			750.00	625.00	
<b>Additional charges</b>					
Officer recharge rate per officer in attendance at a meeting	91.55	76.29			
Meetings (per officer for 1.5 hours)			95.00	79.17	
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		
<b>Miscellaneous</b>					
Change of use from a dwelling and change of use of land to garden			86.15	71.79	
Non householder finding out use class, what type of amendment is required on an application eg non-material or material amendment			70.05	58.38	
Letter of confirmation of compliance with enforcement notice			160.00	133.33	
<b>Other</b>					
Research Enquiries - Per Hour	91.55	76.29	91.55	76.29	0.0
<b>Mixed</b>					
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.					
<b>Advertising</b>					
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	

Service : Highways

Purpose of the Charge: To contribute to the costs of the service					
		2016/17 Budget £'000	Proposed 2017/18 Budget £'000		
Income the proposed fees will generate:		123	125		
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	%
<b>Vehicle Access Crossings</b>					
Construction of crossing - actual		Actual cost		Actual cost	
Admin fee		0%		15%	15.0
Access Protection Markings	101.80	84.83	103.85	86.54	2.0
<b>Highway Licences and Consents</b>					
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		78.80		80.40	2.0
Skip Licence application fee including one week occupation of the highway		19.20		19.60	2.1
per additional week or part there of		12.65		12.90	2.0
for those found without a licence		136.35		139.10	2.0
HIPPO Bags (placed on highway) application fee including one week occupation of the highway		19.20		19.60	2.1
per additional week or part there of		12.65		12.90	2.0
for those found without a licence		52.40		53.45	2.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		713.00		727.25	2.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost + 15% Admin Fee		Rechargeable Advertising Cost	Admin fee removed
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	Admin fee removed
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)				5.00	new
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.				Advertising Cost	new
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)				5.00	new
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice.				171.40	new
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		713.00		727.25	2.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		84.00		85.70	2.0
Temporary Deposit of Materials on application fee including one week occupation of the highway		22.35		22.80	2.0
Public Highway per additional week or part there of		16.80		17.15	2.1
per necessary inspection		52.40		53.45	2.0
Domestic Vehicle Access Application Fee (BFC Contractor)		39.20		40.00	2.0
Domestic Vehicle Access Inspection Fee - Per Occasion		52.40		53.45	2.0
Domestic Vehicle Access Application Fee (Private Contractor)		72.75		74.20	2.0
Domestic Vehicle Access Inspection Fee - Per Occasion		52.40		53.45	2.0
Inspection of Illegally Constructed Dropped Kerb / Retrospective Approval inspection and admin cost				405.95	new
Property Developers or Commercial Vehicle Access Fee plus		139.40		350.00	151.1
1 Property		252.50		257.55	2.0
2-50 Properties		454.50		463.60	2.0
51 + Properties		707.00		721.15	2.0
per inspection		52.40		53.45	2.0
Street Works / Permit Team project fees for s38 and s278 or in lieu of.				514.20	new
Fee for schemes up to £25k value				1,028.40	new
Fee for schemes over £25k value.					
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)		65.65		400.00	509.3
Per additional hour or part thereof				50.00	new
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		171.70		600.00	249.4
Per additional hour or part thereof				100.00	new
Bus Stop Suspensions Per day		105.10			
Maximum charge		215.40			
Application fee (including up to one weeks use).				245.70	new
Per additional week or part thereof.				85.70	new
Provision of temporary bus stops Per stop for duration of suspension		52.40		Now included above	
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		67.85		69.20	2.0

Service : Highways

Purpose of the Charge: To contribute to the costs of the service					
		2016/17 Budget £'000	Proposed 2017/18 Budget £'000		
Income the proposed fees will generate:		123	125		
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 for Street Café (Registered charity)	Fee (Based on number of chairs) 01-10 Chairs 11-20 Chairs 21 +	£114 plus number of chairs fee 75.75 101.00 126.25		£116 plus number of chairs fee 77.25 103.00 128.80	1.8 2.0 2.0 2.0
Application for Street Café (Commercial)	Fee (Based on number of chairs) 01-10 Chairs 11-20 Chairs 21 +	£114 plus number of chairs fee 151.50 252.50 353.50		£116 plus number of chairs fee 154.55 257.55 360.55	2.0 2.0 2.0
Renewal for Street Café	Fee (Based on number of chairs) 01-10 Chairs 11-20 Chairs 21 +	£70 plus number of chairs fee 101.00 151.50 252.50		£71.40 plus number of chairs fee 103.00 154.55 257.55	2.0 2.0 2.0
Application to place Automatic Traffic Counters (ATC's) on the highway.	Application Fee (Non-refundable) plus per site Fees for administering unlicensed ATC's.			138.45 53.45 471.35	new new new
Crane/Machinery/Structure on Public Highway Licence	Fee plus per necessary inspection	135.75 52.40		138.45 53.45	2.0 2.0
Street Works Licence Application Fee (Initial 200m)	Fee plus per additional 200metres or part thereof per inspection	424.20 51.40		600.00 137.35 52.45	41.4 new 2.0
Planting/Cultivation of Public Highway	Fee plus per necessary inspection	102.80 52.40		104.85 53.45	2.0 2.0
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus per necessary inspection	424.20 52.40		600.00 53.45	41.4 2.0
Application to place Cables etc. over the Public Highway	Fee plus per necessary inspection	135.75 52.40		138.45 53.45	2.0 2.0
Road Occupation with temporary traffic management (no excavation)	Fee plus per necessary inspection	151.50 52.40		154.55 53.45	2.0 2.0
Cost per failed core sample (layer thickness test)		Actual cost + 15% administration		Actual cost + 15% administration	
Cost per failed core sample (Air Voids test)		Actual cost + 15% administration		Actual cost + 15% administration	
Traffic Management Costs		Actual cost + 15% administration		Actual cost + 15% administration	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)	Fee plus Per site			342.80 53.45	new new
Retrospective Licence and penalty for Temporary signs on the Highway without authorisation or Licence	Fee			600.00	new
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.	Fee			214.25	new

Service : Highways

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

	2016/17 Budget £'000 123	Proposed 2017/18 Budget £'000 125
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
Street Works Permit Scheme					
	<b>Main Roads</b>				
	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
	<b>Minor Roads</b>				
	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 0.0
	Major Activity [up to 3 days]		0.00		0.00 0.0
	Standard activity		0.00		0.00 0.0
	Minor Activity		0.00		0.00 0.0
	Immediate activity		0.00		0.00 0.0
	Permit Variation		35.00		35.00 0.0
Rechargeable Street Works	Repair/Replacement	Actual cost + 15% administration		Actual cost + 15% administration	0
Vetting of Traffic Signals designs linked to s278 & s38 schemes	Fee (Up to £25k Signals, Controller & Installation Costs)			1,500.00	new
	Fee (Over £25k Signals, Controller & Installation Costs)			2,500.00	new
Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 & s38 schemes.	Fee (Up to £25k Signals, Controller & Installation Costs)			600.00	new
	Fee (Over £25k Signals, Controller & Installation Costs)			1,200.00	new



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Other Services

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	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	%
<b>MISCELLANEOUS</b>					
<b>Documents</b>					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
<b>Photocopying</b>					
A4 Black & White	0.25	0.21	0.30	0.25	20.0
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	0.90	0.75	5.9
Large Plans Colour	2.95	2.46	3.00	2.50	1.7
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service					
	2016/17 Budget £'000	Proposed 2017/18 Budget £'000			
Income the proposed fees will generate:	24	24			
Are concessions available? There are concessions for people under 16, students, people over 64 & 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	%
<b>PARKS &amp; COUNTRYSIDE</b>					
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms) exc VAT*</b>					
Senior Pitch	89.90	74.92	91.70	76.42	2.0
Senior Pitch for Junior Use	45.10	37.58	46.10	38.42	2.2
Junior Pitch	30.00	25.00	30.60	25.50	2.0
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	56.70	47.25	57.90	48.25	2.1
Senior Pitch for Junior Use	28.40	23.67	29.00	24.17	2.1
Junior Pitch	18.90	15.75	19.30	16.08	2.1
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	79.10	65.92	80.70	67.25	2.0
Adult Membership	39.60	33.00	40.40	33.67	2.0
Junior Membership	21.70	18.08	22.20	18.50	2.3
<b>Tennis - Pay and Play</b>					
Adult	6.20	5.17	6.40	5.33	3.2
Under 16/64+	4.60	3.83	4.70	3.92	2.2
<b>Hall Hire</b>					
Per Hour	12.30	10.25	12.60	10.50	2.4
<b>Ranger / Officer led activity (Walks &amp; Talks)</b>					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	24.20	20.17	24.70	20.58	2.1
<b>Local Businesses / Commercial Groups</b>	As appropriate		As appropriate		
<b>Rights of Way</b>					
Basic charge to process an application, add to register of deposits and posting notices on site		250.00		255.00	2.0
Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices		50.00		51.00	2.0
Subsequent declaration to renew Deposit (at up to 20 years intervals)		50.00		51.00	2.0
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academin year use.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Museums & Galleries

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	559	570

Are concessions available? There are concessions for people under 16, students, people over 64 & 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	%
<b>THE LOOK OUT</b>					
<b>Admission</b>					
Adult	7.30	6.08	7.45	6.21	2.1
Under 16 / Students / 64+ / Disabled	5.00	4.17	5.10	4.25	2.0
Saver Ticket	19.60	16.33	20.00	16.67	2.0
School Children	4.55	3.79	4.65	3.88	2.2
Under 4s Group Bookings	4.55	3.79	4.65	3.88	2.2
45 minute visit special needs	3.05	2.54	3.10	2.58	1.6
Adult after 4pm	3.80	3.17	3.90	3.25	2.6
Under 16 / Students / 64+ / Disabled, after 4pm	2.55	2.13	2.60	2.17	2.0
Saver Ticket after 4pm	9.80	8.17	10.00	8.33	2.0
Parent & Toddler (Term time only)	6.25	5.21	6.40	5.33	2.4
Carers for disabled	Free		Free		
<b>Birthday Parties*</b>					
Hot menu		0.00		0.00	
Cold menu		0.00		0.00	
Self catering		0.00		0.00	
Self catering - no room hire		0.00		0.00	
<b>Loyalty Card</b>					
Adult	29.20	24.33	29.80	24.83	2.1
Under 16	20.00	16.67	20.40	17.00	2.0
Family	78.40	65.33	80.00	66.67	2.0
<b>Commercial Hire</b>					
Whole Day	245.00	204.17	250.00	208.33	2.0
Half Day	123.00	102.50	126.00	105.00	2.4
Per Hour	59.00	49.17	60.00	50.00	1.7
Evening hire, per hour	78.00	65.00	80.00	66.67	2.6
* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.					

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Downshire Golf Complex

<b>Purpose of the Charge: To recover the costs of the service</b>		
	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>667</b>	<b>680</b>

**Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>Membership</b>					
Family in Area	62.00	51.67	63.25	52.71	2.0
Adult in Area	35.70	29.75	36.40	30.33	2.0
Under 16 / 64+ in Area	17.45	14.54	17.80	14.83	2.0
Family out Area	82.65	68.88	84.30	70.25	2.0
Adult out Area	55.80	46.50	56.90	47.42	2.0
Under 16 / 64+ out Area	27.15	22.63	27.70	23.08	2.0
Adult Temporary Membership	2.10	1.75	2.15	1.79	2.4
Under 16 / 64+	1.50	1.25	1.55	1.29	3.3
<b>Main Course</b>					
Adult Member Summer - Monday - Friday	20.70	17.25	21.10	17.58	1.9
Adult Member Summer - Weekend & BH	26.60	22.17	27.15	22.63	2.1
Adult Winter - Monday - Friday	16.55	13.79	16.90	14.08	2.1
Adult Winter - Weekend & BH	24.60	20.50	25.10	20.92	2.0
Under 16 Summer - Monday - Friday	7.85	6.54	8.00	6.67	1.9
Under 16 Summer - Weekend & BH	12.35	10.29	12.60	10.50	2.0
Under 16 Winter - Monday - Friday	6.80	5.67	6.95	5.79	2.2
Under 16 Winter - Weekend & BH	11.85	9.88	12.10	10.08	2.1
64+ Summer - Monday - Friday	12.50	10.42	12.75	10.63	2.0
64+ Winter - Monday - Friday	11.50	9.58	11.75	9.79	2.2
<b>Limited Time</b>					
Summer Rate - Monday - Friday	13.90	11.58	14.20	11.83	2.2
Summer Rate - Weekend	14.90	12.42	15.20	12.67	2.0
Winter Rate - Monday - Friday	11.85	9.88	12.10	10.08	2.1
Winter Rate - Weekend	13.90	11.58	14.20	11.83	2.2
<b>9 Holes</b>					
Summer Rate – Monday - Friday	10.85	9.04	11.05	9.21	1.8
Winter Rate – Monday - Friday	9.80	8.17	10.00	8.33	2.0
<b>Season Tickets</b>					
5 Day (Monday to Friday only)	600.00	500.00	615.00	512.50	2.5
5 Day Plus (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	700.00	583.33	714.00	595.00	2.0
7 Day (Unlimited play 7 days a week)	900.00	750.00	921.00	767.50	2.3
Junior (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	150.00	125.00	153.00	127.50	2.0
<b>Pitch &amp; Putt</b>					
Adults	4.60	3.83	4.70	3.92	2.2
Under 16	2.25	1.88	2.30	1.92	2.2
Family ( 2 adults & 2 under 18's)	10.20	8.50	10.40	8.67	2.0
<b>Driving Range</b>					
20 balls	1.70	1.42	1.75	1.46	2.9
50 balls	3.60	3.00	3.65	3.04	1.4

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  
2017/18 PROPOSED FEES & CHARGES

Service : Downshire Golf Complex

<b>Purpose of the Charge: To recover the costs of the service</b>					
	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>			
<b>Income the proposed fees will generate:</b>	<b>667</b>	<b>680</b>			
<b>Are concessions available? There are concessions for people under 16, people over 64, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees &amp; charges below.</b>					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Leisure Saver Pass Prices</b>					
NB no pre booking is permitted under this scheme..					
<b>Main Course</b>					
Adult Monday - Friday	6.20	5.17	6.30	5.25	1.6
Adult Monday - Friday Dusk Rate	4.25	3.54	4.35	3.63	2.4
Under 16/64+ - Monday - Friday	4.20	3.50	4.30	3.58	2.4
Under 16/64+ - Monday - Friday Dusk Rate	2.60	2.17	2.65	2.21	1.9
<b>Driving Range</b>					
20 balls	0.45	0.38	0.45	0.38	0.0
50 balls	1.20	1.00	1.20	1.00	0.0
<b>Pitch &amp; Putt</b>					
Adults	1.45	1.21	1.50	1.25	3.4
Under 16	0.70	0.58	0.70	0.58	0.0
Family ( 2 adults & 2 under 16's)	3.10	2.58	3.15	2.63	1.6

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	303	303

**Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>EDGBARROW &amp; SANDHURST SPORTS CENTRES</b>					
<b>Memberships</b>					
Family In Area	62.00	51.67	63.20	52.67	1.9
Adult In Area	35.70	29.75	36.40	30.33	2.0
Under 16 / 64+ In Area	17.45	14.54	17.80	14.83	2.0
Family Out Area	82.60	68.83	84.30	70.25	2.1
Adult Out Area	55.80	46.50	56.90	47.42	2.0
Under 16 / 64+ Out Area	27.15	22.63	27.70	23.08	2.0
Adult Temporary Membership	2.10	1.75	2.10	1.75	0.0
Under 16 / 64+ Temporary Membership	1.50	1.25	1.50	1.25	0.0
<b>Indoor Activity - Adult</b>					
Badminton Court Per Hour	10.50	8.75	10.70	8.92	1.9
Badminton Court 30 Minutes	5.45	4.54	5.60	4.67	2.8
5-a-side Football	43.70	36.42	45.90	38.25	5.0
Cricket Nets	43.70	36.42	45.90	38.25	5.0
Archery	43.70	36.42	45.90	38.25	5.0
Main Hall	43.70	36.42	45.90	38.25	5.0
Small Hall / Bar	26.55	22.13	27.85	23.21	4.9
Café/Bar Activity Space	20.60	17.17	21.65	18.04	5.1
Squash (ESC)	8.30	6.92	N/A	N/A	
<b>Indoor Activity - Under 16 / 64+</b>					
Badminton Court Per Hour	6.85	5.71	7.00	5.83	2.2
Badminton Court 30 Minutes	4.25	3.54	4.30	3.58	1.2
5-a-side Football	29.70	24.75	31.20	26.00	5.1
Cricket Nets	29.70	24.75	31.20	26.00	5.1
Archery	29.70	24.75	31.20	26.00	5.1
Main Hall	29.70	24.75	31.20	26.00	5.1
Small Hall / Bar	23.70	19.75	24.90	20.75	5.1
Café/Bar	17.85	14.88	18.75	15.63	5.0
Squash (ESC)	5.50	4.58	N/A	N/A	
<b>Outdoor Activity - Adult</b>					
Small Synthetic Pitch(SSC)	31.05	25.88	34.50	28.75	11.1
Large Tarmac	32.05	26.71	32.90	27.42	2.7
Synthetic Pitch ( 1 Hour )	78.40	65.33	86.25	71.88	10.0
Synthetic Pitch ( 1.5 Hour )	117.60	98.00	129.40	107.83	10.0
1/3 Synthetic Pitch	31.35	26.13	34.50	28.75	10.0
Netball Court	11.80	9.83	12.00	10.00	1.7
Tennis Court	6.15	5.13	6.30	5.25	2.4
<b>Outdoor Activity - Under 16 / 64+</b>					
Small Synthetic Pitch(SSC)	17.15	14.29	19.00	15.83	10.8
Large Tarmac	21.85	18.21	22.00	18.33	0.7
Synthetic Pitch ( 1 Hour )	42.25	35.21	46.50	38.75	10.1
Synthetic Pitch ( 1.5 Hour )	63.35	52.79	69.70	58.08	10.0
1/3 Synthetic Pitch	17.30	14.42	19.00	15.83	9.8
Netball Court	7.95	6.63	8.00	6.67	0.6
Tennis Court	4.55	3.79	4.60	3.83	1.1
<b>Body Logic Fitness Room</b>					
Casual Use	6.35	5.29	6.90	5.75	8.7
Monthly Direct Debit (Individual)	35.00	29.17	25.00	20.83	-28.6
Monthly Direct Debit (Couple)	61.60	51.33	43.80	36.50	-28.9
Annual	350.00	291.67	250.00	208.33	-28.6
Be active @ Sandhurst	15.15	12.63	15.00	12.50	-1.0
Be active Xpress (Daytime at Crowthorne)	15.15	12.63	N/A	N/A	
Induction (free monthly/annual payees)	24.05	20.04	25.25	21.04	5.0
Health Assessment (free monthly/annual payees)	7.75	6.46	8.15	6.79	5.2
Personal Programme Card (free monthly/annual payees)	7.75	6.46	8.15	6.79	5.2
Personal Training Session	27.95	23.29	29.35	24.46	5.0
Personal Training Session (10 sessions)	249.05	207.54	264.00	220.00	6.0
GP Referral	4.35	3.63	4.60	3.83	5.7

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	303	303

**Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>Body Logic Fitness Room - Student / 64+</b>					
Casual Use	4.45	3.71	4.85	4.04	9.0
Monthly Direct Debit (Individual)	24.85	20.71	17.50	14.58	-29.6
Monthly Direct Debit (Couple)	43.25	36.04	30.45	25.38	-29.6
Annual	248.45	207.04	150.00	125.00	-39.6
Induction (free monthly/annual payees)	24.05	20.04	25.25	21.04	5.0
Health Assessment (free monthly/annual payees)	7.75	6.46	8.15	6.79	5.2
Personal Programme Card	7.75	6.46	8.15	6.79	5.2
Personal Training Session	25.55	21.29	26.85	22.38	5.1
Personal Training Session (10 sessions)	229.95	191.63	242.00	201.67	5.2
<b>Children's Birthday Parties</b>					
Standard	94.70	78.92	99.00	82.50	4.5
Combination	133.30	111.08	139.00	115.83	4.3

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	3.25	2.71	3.80	3.17	16.9
	Under 16/64+	2.05	1.71	2.30	1.92	12.2
Fitness Suite	Adult	2.00	1.67	2.60	2.17	30.0
	Under 16/64+	1.45	1.21	2.30	1.92	58.6
	Induction - Adult	8.05	6.71	8.85	7.38	9.9
	Induction - Under 16 / 64+	6.95	5.79	7.65	6.37	10.0
	Health Assessment - Adult	2.60	2.17	2.85	2.38	9.6
	Health Assessment - Under 16/64+	2.25	1.88	2.50	2.08	11.1
	Personal Training Card - Adult	2.70	2.25	3.00	2.50	11.1
Squash (ESC)	Adult	2.55	2.13	N/A	N/A	
	Under 16/64+	1.65	1.38	N/A	N/A	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Service : Indoor Sports and Recreation facilities

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2016-17 Closed No Income</b>	<b>Proposed 2017/18 Budget £'000 1,881</b>
<b>Income the proposed fees will generate:</b>		
<b>Are concessions available? There are concessions for people under 16, people over 64, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees &amp; charges below.</b>		

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

**Coral Reef World**

Adult	n/a		10.90	9.08	n/a
Under 16	n/a		7.50	6.25	n/a
Family (2 adults and 2 under 16's)	n/a		29.90	24.92	n/a
Under 4's	n/a		free		
Sauna World (includes access to Coral Pools)	n/a		13.90	11.58	n/a
Sunbed (In addition to Entrance Price)	n/a		5.50	4.58	n/a
Spectator	n/a		2.65	2.21	n/a
<b>The following Off Peak Charges</b>					
Adult	n/a		6.50	5.42	n/a
Under 16	n/a		6.50	5.42	n/a
Over 64 Sauna	n/a		6.50	5.42	n/a
Parent & Toddler (1 adult and 2 pre-school children)	n/a		6.50	5.42	n/a
Sauna World	n/a		10.90	9.08	n/a
Over 64 Sauna	n/a		10.90	9.08	n/a
Sunbed (In addition to Entrance Price)	n/a		5.50	4.58	n/a

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

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

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

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



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES

Annexe D

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service						
		2016/17 Budget £'000	Proposed 2017/18 Budget £'000			
Income the proposed fees will generate:		1,635	1,668			
Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>BRACKNELL LEISURE CENTRE</b>						
<b>Membership</b>						
Family In Area		62.00	51.67	63.20	52.67	1.9
Adult In Area		35.70	29.75	36.40	30.33	2.0
Under 16 / 64+ In Area		17.45	14.54	17.80	14.83	2.0
Family Out Area		82.60	68.83	84.30	70.25	2.1
Adult Out Area		55.80	46.50	56.90	47.42	2.0
Under 16 / 64+ Out Area		27.15	22.63	27.70	23.08	2.0
<b>Temporary Membership</b>						
Adult		2.10	1.75	2.10	1.75	0.0
Under 16 / 64+		1.50	1.25	1.50	1.25	0.0
<b>Facility Hire per hour</b>						
Badminton Court Per Hour	Peak	10.50	8.75	10.70	8.92	1.90
	Peak Junior W/E only	6.85	5.71	7.00	5.83	2.20
	Off Peak Adult	8.45	7.04	8.60	7.17	1.80
	Off Peak Under16 / 64+	6.85	5.71	7.00	5.83	2.20
Badminton Court 30 Minutes	Peak	5.45	4.54	Remove		
	Peak Junior W/E only	4.25	3.54	Remove		
	Off Peak	4.25	3.54	Remove		
Table Tennis Table	Peak	4.95	4.13	5.00	4.17	1.00
	Peak Junior W/E only	4.25	3.54	4.30	3.58	1.20
	Off Peak Adult	4.65	3.88	4.70	3.92	1.10
	Off Peak Under16 / 64+	4.25	3.54	4.30	3.58	1.20
Main Hall	Peak	95.00	79.17	96.90	80.75	2.0
	Off Peak	72.00	60.00	73.40	61.17	1.9
Main Hall (Half)	Peak	52.50	43.75	53.50	44.58	1.9
	Off Peak	38.50	32.08	39.50	32.92	2.6
3M Hall	Peak	57.50	47.92	59.00	49.17	2.6
	Off Peak	44.50	37.08	45.50	37.92	2.2
Squash Court (40 mins)	Peak	8.30	6.92	8.50	7.08	2.4
	Peak Junior	5.50	4.58	5.60	4.67	1.8
	Off Peak Adult	7.10	5.92	7.20	6.00	1.4
	Off Peak Under16 / 64+	5.50	4.58	5.60	4.67	1.8
<b>Pool Complex for Swimming Galas:</b>						
Clubs etc.	Inside Borough	374.00	311.67	380.00	316.67	1.6
	Outside Borough	455.00	379.17	465.00	387.50	2.2
Grass Pitch per game	Adult	72.00	60.00	73.00	60.83	1.4
	Under 16	38.50	32.08	39.00	32.50	1.3
3G Pitch Prices	Peak 11 a-side	90.00	75.00	92.00	76.67	2.2
	Peak 8 a-side	61.00	50.83	62.00	51.67	1.6
	Peak 5 a-side	40.50	33.75	41.00	34.17	1.2
	Off Peak 11 a-side	90.00	75.00	92.00	76.67	2.2
	Off Peak 8 a-side	41.00	34.17	42.00	35.00	2.4
	Off Peak 5 a-side	23.50	19.58	24.00	20.00	2.1
Athletics Training (Use of Track)	Adult	1.90	1.58	1.90	1.58	0.0
	Under 16	1.10	0.92	1.10	0.92	0.0
<b>Athletic Arena per hour</b>						
Clubs etc. Inside Borough	Weekday	42.00	35.00	43.00	35.83	2.4
	Weekend / Bank Holiday	69.00	57.50	70.50	58.75	2.2
Clubs etc. Outside Borough	Weekday	51.50	42.92	53.00	44.17	2.9
	Weekend / Bank Holiday	81.00	67.50	83.00	69.17	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

**Annexe D**

**Service : Indoor Sports and Recreation facilities**

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,635</b>	<b>1,668</b>

**Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>Activity Charges</b>					
Swimming Per session	Family (2+2)or (1+3)	10.60	8.83	10.80	1.9
	Adult	3.55	2.96	3.60	1.4
	16 and under / 64+	2.40	2.00	2.40	0.0
	Under 5 (Free)	free			
6 months	Adult	N/A			
	16 and under / 64+	N/A			
Swimming Pool Per Month DD	Adult	30.30	25.25	30.90	2.0
	16 and under / 64+	20.20	16.83	20.60	2.0
Annual Swim Membership 12 Months up front payment	Adult	303.00	252.50	303.00	0.0
	16 and under / 64+	202.00	168.33	202.00	0.0
Early Bird Per session	Adult	N/A			
3 months	Adult	N/A			
3 months	64+	N/A			
6 months	Adult	N/A			
6 months	64+	N/A			
Swim & Spa	Peak	10.45	8.71	10.70	2.4
	Off Peak	9.35	7.79	9.50	1.6
Gym, Swim & Spa	Peak	15.65	13.04	16.00	2.2
	Off Peak	14.00	11.67	14.30	2.1
Sauna Suite Per session (Forest Spa Health Suite)	Peak Adult	8.95	7.46	9.10	1.7
	Off Peak Adult	7.75	6.46	7.90	1.9
	Off Peak 64+	6.85	5.71	7.00	2.2
	Disabled Peak	6.35	5.29	6.50	2.4
	Disabled Off Peak	5.45	4.54	5.60	2.8
Sauna & sunbed combo (per session) based on 5 minutes Sunbed	Peak	10.00	8.33	10.20	2.0
	Off Peak	8.55	7.13	8.70	1.8
Sunbed - Sold in 5 minutes blocks dependant on skin type - Maximum 15 minutes.	Peak Adult	3.50	2.92	3.60	2.9
	Off Peak Adult	2.70	2.25	2.80	3.7
Fitness Room (Bodyworks)	Peak	7.50	6.25	7.70	2.7
	Off Peak	6.50	5.42	6.60	1.5
	TeenWorx	2.40	2.00	2.40	0.0
	Student/64+ peak	4.80	4.00	4.90	2.1
	Student/64+ off peak	3.10	2.58	3.20	3.2
	64+ ( Restricted Times )	3.10	2.58	3.20	3.2
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		4.55	3.79	4.60	1.1
Keep Active Recreational	Keep Active	4.55	3.79	4.60	1.1
<b>Children's Activities</b>					
Crèche	Per child 1 hour	3.05		3.10	1.6
	Per child 1.5 hours	4.55		4.65	2.2
	Per child 2 hours (maximum)	6.05		6.20	2.5
Please note the creche is for children aged 6 weeks to 5 years. No children in full time education.					

Service : Indoor Sports and Recreation facilities

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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	1,635	1,668

**Are concessions available? There are concessions for people under 16, people over 64, 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	%
<b>Equipment Hire Charges</b>					
Racquet	2.15	1.79	2.20	1.83	2.3
Table Tennis Bat	2.15	1.79	2.20	1.83	2.3

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	3.70	3.08	3.80	3.17	2.7
	Off Peak Adult	2.70	2.25	2.80	2.33	3.7
	Off Peak Under 16 / 64+	2.30	1.92	2.30	1.92	0.0
Fitness Suite (Exclusions Monday-Friday after 5pm)	Peak	2.50	2.08	2.60	2.17	4.0
	Off Peak	2.30	1.92	2.30	1.92	0.0
Squash	Peak Adult	2.70	2.25	2.80	2.33	3.7
	Off Peak Adult	2.30	1.92	2.30	1.92	0.0
	Off Peak - Under 16	1.80	1.50	1.80	1.50	0.0
Swimming	Adult	1.30	1.08	1.30	1.08	0.0
	Under 16	0.90	0.75	0.90	0.75	0.0
Table Tennis	Peak Adult	1.60	1.33	1.60	1.33	0.0
	Off Peak Adult	1.50	1.25	1.50	1.25	0.0
	Off Peak Under 16	1.40	1.17	1.40	1.17	0.0
Track	Adult	0.60	0.50	0.60	0.50	0.0
	Under 16	0.35	0.29	0.40	0.33	14.3

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

Purpose of the Charge: To recover the costs of the service					
	2016/17 Budget £'000		Proposed 2017/18 Budget £'000		
Income the proposed fees will generate:	1,716		1,750		
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	%
EASTHAMPTAD PARK CONFERENCE CENTRE					
Delegate Rates:					
Day Executive Service	58.95	49.13	60.15	50.13	2.0
Bed & Breakfast Single En-suite	100.10	83.42	102.10	85.08	2.0
Shared En-suite Per Person	68.50	57.08	69.85	58.21	2.0
Standard Single	54.00	45.00	55.10	45.92	2.0
Half Day Executive Service	51.35	42.79	52.40	43.67	2.0
Meals: Dinner	20.80	17.33	21.20	17.67	1.9
Breakfast - Full English	9.95	8.29	10.15	8.46	2.0
Lunch	15.95	13.29	16.25	13.54	1.9
Sandwiches	6.50	5.42	6.65	5.54	2.3
Tea/Coffee	2.35	1.96	2.40	2.00	2.1
Room Hire:					
Downshire (Day or part day)	2,638.05	2,198.38	2,690.80	2,242.33	2.0
Downshire (Evening)	1,080.05	900.04	1,101.65	918.04	2.0
Lecture Room (Day or part day)	539.40	449.50	550.20	458.50	2.0
Lecture Room (Evening)	539.40	449.50	550.20	458.50	2.0
Syndicate room	135.60	113.00	138.30	115.25	2.0
Grounds Hire:					
From	2,634.30	2,195.25	2,687.00	2,239.17	2.0
Special Weekend Rate:					
Standard singles only	180.65	150.54	184.25	153.54	2.0
Education Centre:					
Lunch	17.70	14.75	18.05	15.04	2.0
Buffet	10.95	9.13	11.15	9.29	1.8
Sandwiches	6.65	5.54	6.80	5.67	2.3
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  
2017/18 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
---

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>94</b>	<b>94</b>

<b>Are concessions available? No</b>
--------------------------------------

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					
<b>Overdue Charges Per Loan Period</b>					
Adult Books, inc multimedia - Daily Max Per item		0.20 8.15		0.20 8.40	0.0 3.1
Childrens Books borrowed by adults - Daily Max Per item		0.10 4.05		0.10 4.20	0.0 3.7
Childrens Books borrowed by children - Daily Max Per item		0.05 2.00		0.05 2.10	0.0 5.0
Teenage Books borrowed by young people 13-17 Max Per item		0.10 4.05		0.10 4.20	0.0 3.7
Spoken Word Cassettes/ CD's      Daily Max Per item		0.20 8.15		0.20 8.40	0.0 3.1
Music CD's                                  Daily Max Per item		0.20 8.15		0.20 8.40	0.0 3.1
DVD's    Daily Max Per item		0.60 8.15		0.60 8.40	0.0 3.1
Computer Games                          Daily Max Per item		0.60 8.15		0.60 8.40	0.0 3.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Library Service

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

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>94</b>	<b>94</b>

**Are concessions available? No**

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

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Loan Charges</b>					
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
<b>Requests</b>					
<b>Books/Periodical Articles - All per item</b>					
All items held in BFC Libraries		Free		Free	
Requests for children's books		0.50		0.50	0.0
Requests for all other books		0.20		0.20	0.0
Requests for all other books if a registered disabled person or those with a leisure saver scheme					
Annual subscription - Unlimited Requests				0.00	
- April -March (12 Months)		16.50		17.00	3.0
- October -March (6 Months)		11.50		12.00	4.3
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.70		4.80	2.1
British Library Requests (Subsequent Books)		15.35		15.65	2.0
British Library Requests (Subsequent Periodicals)		10.50		10.70	1.9
British Library Urgent Service		Price on Application		Price on Application	
British Library Urgent Service (Student Concession)		20.50		21.00	2.4

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2017/18 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
---

	<b>2016/17 Budget £'000</b>	<b>Proposed 2017/18 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>94</b>	<b>94</b>

<b>Are concessions available? No</b>
--------------------------------------

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Internet printing fees</b>					
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	3.50	2.92	3.60	3.00	2.9
Head Phones Hire Each	1.80	1.50			
Head Phones Purchase Each			2.00	1.67	
USB SticksCD Rom Each	4.50	3.75	5.00	4.17	11.1
Scan and Print by customer A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff A4 Page	4.85	4.04	5.00	4.17	3.1
Scan and Print on Photo Paper A4 Page	5.45	4.54	5.60	4.67	2.8
NEW - Print on Photo Paper A4 Page	0.60	0.50	0.60	0.50	0.0
<b>Fax Charges</b>					
Fax - UK First Page 1st Page	1.15	0.96	1.20	1.00	4.3
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	2.80	2.33	1.8
Fax - EU additional pages A4 Page	1.30	1.08	1.40	1.17	7.7
Fax - Rest of World First Page 1st Page	4.10	3.42	4.20	3.50	2.4
Fax - Rest of World Extra Pages A4 Page	2.05	1.71	2.10	1.75	2.4
<b>Photocopying Charges</b>					
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	1.80	1.50	5.9
<b>Other Charges</b>					
Printing from microfilm reader A4 Page	0.30	0.25	0.30	0.25	0.0
Facilities Hire at Libraries Half day		30.50		31.00	1.6
Facilities Hire at Libraries Full day		45.50		46.00	1.1
Loan of vocal scores Multiples of 10 per week		2.00		2.00	0.0
<b>Facilities Hire at Libraries</b>					
Hourly rate for block bookings		New charge		11.00	

**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 2017/18 – 2019/20 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 18 months. As such the Council’s rate of return on investments is unlikely to be materially impacted by interest rate rise in the next 12 months, whilst there remains the risk of a further reduction dependant on economic conditions – a position similar to 2016/17.
  - 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 2017/18 – 2019/20**

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 2017/18 to 2019/20 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:

<b>Capital Expenditure</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>	<b>2019/20 Estimate £000</b>
Capital Expenditure	46,552	26,951	5,554
<b>Financed by:</b>			
Capital receipts	12,400	6,000	4,000
Capital grants & Contributions	18,041	19,221	4,209
<b>Net financing need for the year</b>	<b>16,111</b>	<b>1,730</b>	<b>-2,655</b>

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

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

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

The Council is asked to approve the CFR projections below:

	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>	<b>2019/20 Estimate £000</b>
<b>Capital Financing Requirement</b>			
<b>Opening CFR</b>	<b>106,690</b>	<b>118,470</b>	<b>117,003</b>
<b>Movement in CFR</b>	<b>27,263</b>	<b>-1,041</b>	<b>-1,841</b>

<b>Movement in CFR represented by</b>			
Net financing need for CFR purposes #	29,554	1,858	1,345
Less MRP/VRP and other financing movements	-2,291	-2,889	-3,186
<b>Movement in CFR</b>	<b>27,263</b>	<b>-1,041</b>	<b>-1,841</b>

*# 2017/18 includes impact of carry-forward from 2016/17 in addition to 2017/18 Capital Programme*

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

**Affordability Prudential Indicators**

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

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

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

	<b>2017/18 Estimate</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>
<b>Ratio</b>	1.75%	2.26%	2.15%

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

Incremental impact of capital investment decisions on the Council Tax

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

	<b>Forward Projection 2017/18</b>	<b>Forward Projection 2018/19</b>	<b>Forward Projection 2019/20</b>
<b>Council Tax - Band D</b>	£7.29	£0.77	£0

### **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 pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

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.

A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

**Based on CFR** – MRP will be based on the CFR

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

**Asset life method** - MRP will be based on the estimated life of the assets, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts and there is a strong likelihood that this will happen, the MRP policy will be:

**Deferral method** - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset

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.

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 2017/18 charge will be based on 2016/17 capital out-turn.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council intends on moving from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset.

## 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 2016/17 – 2019/20**

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 2017/18 to 2019/20. 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.

	2016/17 Estimated	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated
<b>External Debt</b>				
Debt at 31 March	£10m	£45m	£50m	£55m
<b>Investments</b>				
Investments at 31 March	£0m	£0m	£0m	£0m

### 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 2017/18 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	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Borrowing	£128m	£127m	£126m
Other long term liabilities	£16m	£16m	£15m
Total	£144m	£143m	£141m

### 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	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Borrowing	£121m	£120m	£119m
Other long term liabilities	£16m	£15m	£15m
Total	£137m	£135m	£134m

### 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 Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives our central view.

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19
Bank rate	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%
5yr PWLB rate	1.00%	1.00%	1.10%	1.10%	1.10%	1.10%	1.20%	1.20%	1.20%	1.20%	1.30%
10yr PWLB rate	1.50%	1.50%	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.70%	1.80%
25yr PWLB rate	2.30%	2.30%	2.40%	2.40%	2.40%	2.40%	2.50%	2.50%	2.50%	2.50%	2.60%
50yr PWLB rate	2.10%	2.10%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	2.30%	2.40%

The above forecasts indicate the impact that the Brexit vote on 23rd June has had in as much as Bank Rate was consequently cut on 4th August from 0.50% to 0.25% as the Monetary Policy Committee (MPC) took action to stimulate economic growth when business surveys, at that time, were strongly indicating a sharp economic downturn. The MPC also said that it was very likely that they would cut Bank Rate again before the year-end so the above forecast therefore includes a further cut to 0.10% in December 2016. However, economic statistics since August have indicated stronger growth than the MPC expected in August; also, inflation forecasts have risen substantially as a result of the sharp fall in the value of sterling since early August. This increases the possibility that Bank Rate may not be cut again in December, though another cut cannot be ruled out. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects already adversely impacted by the uncertainties of what form Brexit will eventually take. Accordingly, a first increase to 0.50% is not tentatively pencilled in, as above, until quarter 2 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in Bank Rate could be brought forward.

Economic forecasting remains difficult with so many external influences weighing on the UK. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments. Major volatility in bond yields is likely to endure as investor fears and confidence ebb and flow between favouring more risky assets i.e. equities, or the safe haven of bonds. The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. An eventual world economic recovery may also see

investors switching from the safe haven of bonds to equities. The overall balance of risks to economic recovery in the UK remains to the downside. PWLB rates and gilt yields have been experiencing exceptional levels of volatility that are highly correlated to geo-political, sovereign debt crisis and emerging market developments.

Apart from the above uncertainties, **downside risks to current forecasts** for UK gilt yields and PWLB rates currently include:

- Monetary policy action by central banks reaching its limit of effectiveness and failing to stimulate significant sustainable growth, combat the threat of deflation and reduce high levels of debt in some major developed economies, combined with a lack of adequate action from national governments to promote growth through structural reforms, fiscal policy and investment expenditure.
- Major national elections
- A resurgence of the Eurozone sovereign debt crisis.
- Weak capitalisation of some European banks.
- Geopolitical risks in Europe, the Middle East and Asia, increasing safe haven flows.
- UK economic growth and increases in inflation are weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU and US.

The potential for **upside risks to current forecasts** for UK gilt yields and PWLB rates, especially for longer term PWLB rates, include: -

- UK inflation rising to significantly higher levels than in the wider EU and US, causing an increase in the inflation premium in gilt yields.
- A rise in US Treasury yields as a result of Fed. funds rate increases and rising inflation expectations in the USA, dragging UK gilt yields upwards.
- The pace and timing of increases in the Fed. funds rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- A downward revision to the UK's sovereign credit rating undermining investor confidence in holding sovereign debt (gilts).

### **Investment and borrowing rates**

- Investment returns are likely to remain low during 2017/18 and beyond;
- Borrowing interest rates have been on a generally downward trend during most of 2016 up to mid-August; they fell sharply to historically phenomenally low levels after the referendum and then even further after the MPC meeting of 4th August when a new package of quantitative easing purchasing of gilts was announced. Gilt yields have since risen sharply due to a rise in concerns around a 'hard Brexit', the fall in the value of sterling, and an increase in inflation expectations. The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times when authorities will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt;
- There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a



revenue loss – the difference between borrowing costs and investment returns.

**Borrowing Strategy 2017/18**

The Council is likely to move into a position of external borrowing by the end of 2016/17 however this will depend on largely on the progress made in the existing capital programme. As such the Capital Programme will require the council to extend its borrowing requirements from 2017/18 and beyond. 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, or that long-term rates are unlikely to move over the medium term (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 and cash-flow managed on a daily basis.
- 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.

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 2017/18 – 2019/20

### Investment Policy

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

### Key Objectives

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

### Investment Counterparty Selection Criteria

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

After this main principle the Council will ensure:

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

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

Specified Investments offer high security and high liquidity and are:

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

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

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

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

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

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

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

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

### **Creditworthiness policy**

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

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

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

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

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

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£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 2017/18 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.

### **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 2018, with the slight chance that rates .

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 costs for next year.

	2017/18 Estimated + 1%	2017/18 Estimated - 1%
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Borrowing costs	350	-350

### 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:

	2017/18	2018/19	2019/20
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£128m	£128m	£128m
<b>Limits on variable interest rates based on net debt</b>	£128m	£128m	£128m
<b>Maturity Structure of fixed interest rate borrowing 2017/18</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested > 364 days	£m 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 2017/18 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

### **Treasury Management Advisers**

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

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

### **Member and Officer Training**

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

**SPECIFIED INVESTMENTS**

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

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



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

## NON-SPECIFIED INVESTMENTS

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

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

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

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

## 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	32	12	0	0	0	246	290
Children, Young People and Learning	0	9	133	0	0	288	430
Corporate Services / Chief Executive's	-1	0	0	0	0	290	289
Environment, Culture & Communities	-31	0	125	46	142	260	542
Non Departmental / Council Wide	0	0	0	0	0	-1,084	-1,084
Earmarked Reserves	0	-21	-258	-46	-142	0	-467
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ADULT SOCIAL CARE, HEALTH AND HOUSING

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
32	Transfer from the Preventing Domestic Abuse budget to Adult Social Care Health Support for the Berkshire Women's Aid contract.
	<b><u>Structural Changes</u></b>
12	An allocation from the Structural Changes Reserve to finance redundancy costs within the older people team
	<b><u>Council Wide items</u></b>
56	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' 2016/17 base budget and now need to be transferred to the relevant departments.
-2	A corporate contract has been let to cover secure waste from all Council buildings, the total cost of which will be paid corporately. The relevant budgets therefore now need to be transferred to Corporate Services
195	Allowance was made in the budget for an increase in employers National Insurance contributions relating to the removal of the contracted out rebate for occupational pension schemes. The impact at departmental level has now been confirmed and budget virements made.
<b>290</b>	<b>Total Virements</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Structural Changes</u></b>
9	An allocation from the Structural Changes Reserve to finance salary protection payments following a restructuring and redeployments.
	<b><u>Other Earmarked Reserves</u></b>
213	The Schools Forum agreed that £0.213m should be drawn down from the Schools General Resrve to support planned expenditure.
-80	The contribution from earmarked reserves to meet the cost of converting SEN statements into Education Health Care Plans has been reduced following the receipt of SEND grant from the Government.
	<b><u>Council Wide items</u></b>
63	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' 2016/17 base budget and now need to be transferred to the relevant departments.
227	Allowance was made in the budget for an increase in employers National Insurance contributions relating to the removal of the contracted out rebate for occupational pension schemes. The impact at departmental level has now been confirmed and budget virements made.
-1	A corporate contract has been let to cover secure waste from all Council buildings, the total cost of which will be paid corporately. The relevant budgets therefore now need to be transferred to Corporate Services
	Revenue contribution for capital works at the new Autistic Spectrum Disorder Unit on Eastern Road.
<b>430</b>	<b>Total Virements</b>

## CORPORATE SERVICES / CX OFFICE

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
-32	Transfer from the Preventing Domestic Abuse budget to Adult Social Care Health Support for the Berkshire Women's Aid contract.
31	The responsibility for the Energy Management function has been transferred to Corporate Property along with the Energy Manager.
	<b><u>Structural Changes</u></b>
	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.
	<b><u>Other Earmarked Reserves</u></b>
	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.
	<b><u>Council Wide items</u></b>
74	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' 2016/17 base budget and now need to be transferred to the relevant departments.
5	A corporate contract has been let to cover secure waste from all Council buildings, the total cost of which will be paid corporately. The relevant budgets therefore now need to be transferred to Corporate Services
18	The saving resulting from the re-tender of the banking contract has been transferred to the relevant Council Wide Budget.
169	Allowance was made in the budget for an increase in employers National Insurance contributions relating to the removal of the contracted out rebate for occupational pension schemes. The impact at departmental level has now been confirmed and budget virements made.
<b>289</b>	<b>Total Virements</b>



## ENVIRONMENT, CULTURE & COMMUNITIES

### Virements between Departments

Total	Explanation
£'000	
	<b><u>Reorganisation</u></b>
-31	The responsibility for the Energy Management function has been transferred to Corporate Property along with the Energy Manager.
	<b><u>Other Earmarked Reserves</u></b>
125	Allocations from the Structural Changes Reserve to finance severance payments relating to the additional 2016/17 budget savings approved by Council on 13 July. These were agreed by the Employment Committee on 10 May 2016.
	<b><u>S106 Bus Contracts</u></b>
46	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 £45,880. A virement is therefore requested for this sum.
	<b><u>Other S106</u></b>
113	A number of posts (3 FTE) are to be met from Section 106 SPA Mitigation monies at a cost of £0.086m. 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 vehicle required for the maintenance of the enhanced SANG's.
29	The Section S106 Agreement for Staff College site, agreement number YN333, is for recycling within the Borough. The Council is working with Suez to improvement recycling collections from newly built flats within the Borough. A virement is therefore required to support this.
	<b><u>Council Wide items</u></b>
-54	Revenue contribution for the purchase of bins.
86	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' 2016/17 base budget and now need to be transferred to the relevant departments.
-2	A corporate contract has been let to cover secure waste from all Council buildings, the total cost of which will be paid corporately. The relevant budgets therefore now need to be transferred to Corporate Services
250	Allowance was made in the budget for an increase in employers National Insurance contributions relating to the removal of the contracted out rebate for occupational pension schemes. The impact at departmental level has now been confirmed and budget virements made.
542	<b>Total Virements</b>

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Adult Social Care, Health and Housing</u></b>
		Public Health grant was confirmed after the initial Council budget was set. As a result of the new allocation, the Public Health budget needed to be realigned to reflect the reduction in grant for non-children services, and to reflect the new statutory responsibilities for children's Public Health.
	-1,212	Public Health Grant
	-315	Non-children Public Health services
1,470		Children's Public Health
57		Miscellaneous Public Health supplies & services
		Changes in the way the Older People team works mean that care managers work as an integrated team across care management and intermediate care. The budgets have been re-profiled to reflect this.
559		Community, Response & Reablement
	-559	Older People and Long Term Conditions
		The Drugs and Alcohol Action Team (DAAT) budget is now 100% funded by Public Health grant. This virement was required as the funding was shown as a government grant, but this resulted in double counting with the Public Health budget. The funding of the service has instead been recorded as a third party payment. There is no bottom line impact on the budget of the DAAT and the virement purpose is to assist with external reporting.
829		DAAT - third party payments
	-829	DAAT - government grants
		The Heathlands care home closed at the end of April 2016. The remaining budget has been moved to the social care purchasing budget to cover the cost of former residents who are now placed with private residential providers.
225		Heathlands
225	-450	Community Mental Health Team for Older Adults
		Older People and Long Term Conditions
		Realignment of budgets to reflect the current level of income for homeless properties, along with a corresponding increase in expenditure.
169		Housing income
	-169	Housing expenditure
		To reflect government grant allocations that were not known during budget build, specifically the Housing Benefit Subsidy and the Independent Living Fund.
	-124	Learning Disabilities expenditure
	-59	Older People and Long Term Conditions expenditure
	-1,243	Housing Benefits expenditure
	-58	Adult Social Care - government grants
125		Learning Disabilities - fees & charges
115		Older People and Long Term Conditions - fees & charges
1,244		Housing Benefits - government grants

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Adult Social Care, Health and Housing</u></b>
		The Departmental Staffing Budget has been re-profiled so that budgets reflected current establishment, with the balance being an adjustment to the vacancy factor.
72	-72	Departmental staffing budgets Director vacancy factor
		Income from the NHS to protect social care services has been moved to the relevant social care team, rather than accounting for it in the Director budget. This provides a more accurate financial position for the teams concerned.
1,345	-587	Community Mental Health Team for Older Adults - government grants
	-758	Older People and Long Term Conditions - government grants Director - government grants
		Additional staff have been recruited to Forestcare to generate additional sales, in line with the business plan. This virement reflects the additional staff costs in year though the planned income should exceed this leading to a larger surplus in the trading account.
64	-64	Forestcare - sales Forestcare - employees
		Projects that are funded from the Better Care Fund. The 2016/17 Better Care fund plan was not approved until after the Council budget had been set, so budgets had to be loaded in-year.
334	-979	Other grants, Reimbursements and Contributions
220		Older People & Long Term Conditions
111		Joint Commissioning
89		Director
75		Adults & Commissioning
70		Community, Response & Reablement
80		Learning Disabilities
		Other activities with a clear health benefit: Forestcare and Public Health
<b>7,478</b>	<b>-7,478</b>	<b>Total</b>

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Children, Young People and Learning - Schools Budget</u></b>
		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.
1,377		Funds Delegated to Schools
23		Other School Services
245		Funds Delegated to Special Schools
178		Maintained Schools & Academies
	-88	Post 16 SEN and other grants
	-477	Non Maintained Special Schools and Colleges
	-1,258	Dedicated Schools Grant
701	-701	Reset Pupil Premium Grant income and expenditure budgets
627	-627	Reset Universal Infant Free School Meals Grant income and expenditure budgets
		There have also been changes to the level of Dedicated Schools Grant (DSG) after initial budget decisions were taken. The Education Funding Agency has confirmed changes in respect of; deducting grant to be paid direct to academy schools of £8.509m; recalculated funding for Early Years provisions with a reduction of £0.072m; and recalculation of funding for High Needs pupils with £0.183m of additional funding. Relevant service budgets have been adjusted accordingly to reflect the revised income. Furthermore, as charitable bodies, academy schools are eligible to 80% rates relief. The budget for Brakenhale was set before conversion was confirmed, and there is now a £0.096m saving. This has been transferred to part fund additional rates costs anticipated from the school building programme.
	-8,364	Funds Delegated to Schools
	-145	De-delegated Budgets
183		Non Maintained Special Schools and Colleges
	-71	Free entitlement to early years education
8,397		Dedicated Schools Grant
	-96	Funds Delegated to Schools
96		Other School Services
<b>11,826</b>	<b>-11,826</b>	<b>Total</b>

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Corporate Services / CX Office</u></b>
		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.
70	-70	Office Accommodation DSB Home-to-School transport (Non DSB)
<b>70</b>	<b>-70</b>	<b>Total</b>

Still awaiting the Equalities Impact Assessments.

SAVINGS 2017/18

Adult Social Care Health and Housing Department  
2017/18 Budget Savings

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact Vacant	Staff Impact In-Post	How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
<b>Deliverability</b> - Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
ASCHH01 (Birch)	£0	Continuing Health Care (CHC) funding from the NHS.	£250,000	£21,412,040	0.00	0.00	Invest staff time to be more proactive in seeking NHS funding of care packages. A neighbouring Council has managed to increase funding significantly over the last two years by focusing on this issue. Practitioners from each area would be identified to lead on this without the need to recruit additional staff.  The saving offered is an estimate of what could be achieved based on the experience of other authorities, but there is no guarantee, particularly given the difficulties facing NHS finances. The Council also has to be mindful that the CCG has facilitated access to the Better Care Fund for additional funds for adult social care - therefore any process to move costs to the NHS must not be overly aggressive. We have, however, benefited in the past from large CHC awards and just a few awards could make the savings target.	None.	None.	Amber	N
ASCHH02 (Birch)	£0	Adult Social Care cost of care packages	£150,000	£21,412,040	0.00	0.00	There are a number of initiatives that will be introduced to reduce the cost of care packages. These include: - Seeking a culture change within the department, using external partners, leading to more personalised and people-centred care - Laundry only calls will no longer be offered - Further embedding of the new Resource Allocation System that is expected to be introduced in 15/16, with controls to scrutinise care packages that exceed the indicative budget. - Review of Learning Disability supported living packages and offering alternative, lower costs, options. - Charging for reablement services once an individual is fit for discharge.	Care packages will continue to be demonstrably the right size, but any reduction in the level of care will be unpopular with recipients and may lead to complaints.	Care packages will be the right size for a client's needs, but any reduction in care packages has the potential for negative coverage.	Green	N
ASCHH03 (Birch)	£0	Re-commissioning of an integrated drugs and alcohol service	£80,000	£0	0.00	0.00	The service currently commissioned by the Drugs and Alcohol Action Team will be re-commissioned. This is expected to achieved savings.  The DAAT is currently funded from Public Health so in order to achieve this saving it will be necessary to identify other Council expenditure that can be funded from Public Health Grant.	None	None	Amber	Y
ASCHH04 (Birch)	£0	Forestcare business plan	£75,000	£99,250	0.00	0.00	Implementation of the business plan targets should result in additional income from the provision of more products to clients.	None	None	Green	N
ASCHH05 (Birch)	£0	Local Council Tax discount scheme review	£70,000	£5,042,000 (Total level of Council Tax Discount in 15/16)	0.00	0.00	Introduction of a new discount scheme based on income bands.  Note: the budget for this is not held in ASCHH as Council Tax collection forms part of the Collection Fund, though it is administered by the department.	Significant number of residents are likely to be required to pay more of their council tax rather than receive a discount.	Potential for adverse reaction in the community although the design of the scheme does protect those households who are not capable of increasing their income through work.	Amber	Y

251

## SAVINGS 2017/18

ANNEX B

**Adult Social Care Health and Housing Department  
2017/18 Budget Savings**

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact		How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
					Vacant	In-Post					
ASCHH06 (Birch)	£0	Clement House care provision.	£60,000	£21,412,040	0.00	0.00	Re-tender the contract within Clement House to have one predominant provider across 24/7. Alternatively, Forestcare will be considered to potentially provide the service in-house. This could reduce the hourly rate by £1 - £2 per hour.  Consultation with tenants and Bracknell Homes would need to be undertaken as well as retender exercise (re-tender due 2017).	There may be a short term deterioration in the continuity of care. However, over the longer term the added value of carers available across the day and night would enable people with higher care needs to move to Clement House, reducing dependency on residential care. There could also be greater flexibility in the way that care is delivered.	Clients may not be happy about reducing level of choice.	Amber	N
ASCHH07 (Birch)	£0	Income from deputyship and appointeeship clients	£30,000	£553,790	0.00	0.00	Income is generated from clients for which the Council acts as deputy or appointee (i.e. manages their finances as they lack capacity). Currently there is no budget for this income so it generates a surplus in the finance team. An income budget will be created for this income and the finance team costs managed within the reduced budget.	None	None	Green	N
ASCHH08 (Birch)	£0	Retender of supporting people contract for young homeless people.	£30,000	£882,490	0.00	0.00	Contract will be re-tendered and the floating support element will be removed from the specification.	Floating support provided via the contract to young people and homeless households will have to be provided via existing welfare and housing caseworkers.	This proposal will tie in with the future provision of accommodation for young single homeless people and care leavers.	Amber	N
ASCHH09 (Birch)	£0	Management restructure of the welfare and housing service.	£20,000	£1,329,639	0.00	0.00	The restructure has been implemented in 2016/17 therefore no further action is required.	None	None	Green	N
ASCHH10 (Birch)	£0	Blue Badge applications and renewals.	£15,000	£21,650	0.00	1.00	Automation of Blue Badges applications and renewals using the UK Government website, rather than funding staff through business support and mobility assessor	The Blue Badge process should be quicker and more efficient, and the current waiting list in place should be removed. The current eligibility is over generously being applied. An automated process may result in renewals being turned down.	Complaints from people if they are turned down for a renewal.	Green	N
<b>Total</b>			<b>£780,000</b>		<b>0.00</b>	<b>1.00</b>					



**Children Young People and Learning Department  
2017/18 Budget Savings**

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact		How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
					Vacant	In-Post					
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
CYPL 01 (Barnard)	£0	<b>School Sufficiency and Services</b> School organisation, sufficiency and admissions functions are provided. Services to schools are co-ordinated and promoted. Other functions include office services, school crossing patrollers, free school meals entitlement.	£27,000	£66,000	0.00	0.40	One Head of Service post to be reduced to 3 days per week (0.6 FTE).	Work will need to be prioritised, rationalised, focused and scaled to the time available. Elements will need to be re-allocated within the directorate to enable the remaining post to deliver statutory duties	School organisation, sufficiency and admissions carry the highest political profile and as such the remaining hours will be prioritised to this work which includes production of the School Places Plan and commissioning of new academy/free school providers. There will be pressure on the remaining functions including office services, school crossing patrollers and free school meals for which less staffing resources will be available.	Amber	N
CYPL 02 (Barnard)	£0	<b>Recruitment expenses</b> Funds on-line and other advertising, DBS checks and counselling service.	£11,000	£32,000	0.00	0.00	Limit advertising spend to the council's on-line offer.	If vacancy levels increase, or are hard to fill, additional spend will be required to recruit to key posts to ensure operational service levels are maintained.	None expected.	Green	N
CYPL 03 (Barnard)	£5,000	<b>Office Services</b> Provides the range of services, materials and resources for the efficient operation of the department.	£10,000	£95,000	0.00	0.00	Closer control over spend on resources and materials.	None expected.	None expected.	Green	N
CYPL 04 (Barnard)	£93,000	<b>Additional income from Learning and Achievement</b> The proposal is to make permanent the additional income being earned by Community and Adult Education, which provides a range of learning opportunities for adults in BF, and the Education Welfare Service which works with schools to improve pupil attendance at schools and reduce persistent absence.	£45,000	£242,000	0.00	0.00	Increase in long term leases, more effective marketing of available facilities and a general increase in training and other fee paying services has generated additional income which is expected to be on-going.	None expected.	Income generated from Fixed Penalty Notices from pupil non-attendance at school could generate public and press interest.	Green	N
CYPL 05 (Barnard)	£12,000	<b>Information, Advice and Guidance to young people.</b> Outsourced contract for a range of services which support vulnerable young people into employment and collect and analyse performance data.	£21,000	£471,000	0.00	0.00	Reduce service provision where there is evidence of low uptake by client group	May impact on performance with a possible small increase in NEET figures	This can be communicated as the council taking action over wasting money where services are not being taken up/there is minimal usage. This would counterbalance potential negative impact arising from perceived reduction of services for vulnerable groups and possible increase in NEET.	Amber	N
CYPL 06 (Barnard)	£41,000	<b>HE fees for former LAC</b> LAs have a duty to pay education grants to former looked after children without leave to remain in the UK ('the Newcastle Judgement') to age of 25 of qualifying young people.	£30,000	£41,000	0.00	0.00	Reduce budget to reflect recent demand. No costs have been incurred in the last two financial years and none are predicted for 2016-17.	None expected, although at some stage costs are likely to be incurred and there may be insufficient remaining budget.	None expected.	Green	N
CYPL 07 (Barnard)	£70,000	<b>Larchwood development work</b> Larchwood is a short break unit for children with learning disabilities and / or complex health needs providing a positive environment / experience and a break for parents in their caring duties.	£36,500	£119,000	0.00	0.00	As part of the Larchwood development work that has introduced efficiencies and new opportunities, additional services can be offered within the existing core budget. This has allowed re-provision of some direct payments and child-minding support currently being purchased through separate, independent care packages, to be re-provided to Larchwood at no additional cost.	None expected.	None expected.	Green	N

**Children Young People and Learning Department  
2017/18 Budget Savings**

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact		How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
					Vacant	In-Post					
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
CYPL 08 (Barnard)	£14,000	<b>Looked After Children</b> A range of centrally managed services are available to support looked after children.	£22,000	£50,000	0.00	0.00	Agreement has been reached with the Health service for withdrawal of BFC funding for administrative support for the Looked After Children nurse, with funds for the purchase of lap tops for LAC and support for 16 and 17 year olds with foster carers being reduced to reflect current demand, stopping the annual Life Chances Conference but use alternative learning events to advertise the work of the service and reduce spend on information and publicity leaflets through cheaper procurement.	None expected.	None expected.	Green	N
CYPL 09 (Barnard)	£23,000	<b>Public Law Order Assessments (PLO)</b> PLO are pre-proceedings with families to see if it is possible to reach agreement about what needs to happen to protect a child, so that court proceedings can be avoided.	£8,500	£30,000	0.00	0.00	Reduce budget to reflect recent demand which has reduced due to stability of workforce and clear decision making.	None expected.	None expected.	Green	N
CYPL 10 (Barnard)	£0	<b>Children Social Care</b> Use of agency workers in Social Worker roles.	£35,000	£149,000	0.50	0.00	Staffing within Children's Social Care has stabilised since the additional funding for staff recruitment and retention and improved case load allocations was agreed. This will enable Children's Social Care to reduce the agency budget.	None immediately expected. However, social work recruitment and retention will always be a challenging area, especially within Berkshire as LAs respond to their workforce and safeguarding needs, and this may fluctuate over the year, impacting on use of agency staff.	Opportunity to publicise the stabilised workforce and cost benefit.	Green	N
CYPL 11 (Barnard)	£0	<b>Commissioning Contracts</b> Payments to external organisations for care and accommodation costs and public health training.	£41,000	£0	0.00	0.00	Savings have been secured due to more rigorous and sustained work in initial negotiations, reviewing costs for long-term placements and obtaining bulk discounts.	None, reflects actual cost reductions achieved.	None expected.	Green	N
CYPL 12 (Barnard)	£2,000	<b>Staffing training</b>	£8,000	£15,000	0.00	0.00	Annual staff away day to cease, with information shared by newsletters, and greater scrutiny to be placed on staff training requests.	May create difficulties in meeting the national system for accreditation of social workers that will be rolled out from 2017, with all social workers needing to be accredited by 2020.	None expected.	Green	N
CYPL 13 (Barnard)	£7,000	<b>Support to disabled children and their families (Aiming High)</b> A grant available to contribute to the cost of a break for carers from their caring duties is being phased out.	£6,000	£295,000	0.00	0.00	As part of the 2014 consultation, a phased reduction of the carers grant / re-provisioning was agreed. This work is now complete.	None expected.	None expected.	Green	N
<b>Total</b>			<b>£301,000</b>		<b>0.50</b>	<b>0.40</b>					

**Corporate Services & Chief Executive's Department  
2017/18 Budget Savings**

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact Vacant	Staff Impact In-Post	How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
CSCE 01 (McCracken)	£5,230	<b>Community Engagement</b> Community Centres	£2,000	£5,430	0.00	0.00	Reduce the community centres equipment budget by £2,000.	The community centres reactive maintenance budget is overspent annually by approx. £10,000. Removing £2000 from the equipment budget will reduce our ability to help offset this pressure.	Reduced ability to provide/respond to requests for equipment in existing and new community centres.	Green	N
CSCE 02 (Heydon)	£41,103	<b>Finance</b> Insurance Premiums	£19,000	£632,590	0.00	0.00	Cancel those insurance policies (various all risks and loss of rent cover for commercial and industrial properties) where there has been a low level of claims in recent years and self insure.	Any future claims will need to be met from the insurance reserve. This is considered to be sufficient, so any impact will be minimal.	None.	Green	N
CSCE 03 (Heydon)	£74,769	<b>Finance</b> Audit	£18,000	£335,110	0.00	0.00	External audit fees continue to reduce in line with the tendering process undertaken previously.  Reduce the number of internal audit days delivered by the Council's external providers	The saving is dependent upon the Council continuing to provide high quality working papers and making a minimal number of errors in its grant claims (particularly housing benefit).  The number of internal audit days delivered will reduce but this is considered low risk.	None.	Green	N
CSCE 04 (Heydon)	£10,000	<b>Finance</b> Payroll	£10,000	£15,250	0.00	0.00	Following the successful implementation of a new payroll system in 2015 the Council is moving towards the delivery of electronic payslips for the majority of its staff and saving printing costs.	Most staff and members will receive electronic rather than paper payslips.	None.	Green	N
CSCE 05 (McCracken)	£20,000	<b>Electoral Registration</b> Postage	£2,300	£12,410	0.00	0.00	Reduce canvass postage budget by greater use of email	No impact	No impact	Green	N
CSCE 06 (McCracken)	£4,685	<b>Digital Services - Licences</b> Hosting	£3,000	£71,140	0.00	0.00	Moving to Amazon Web Hosting Service will save money, but we are not yet sure of how much	If all goes to plan, nobody should notice any difference.	None	Green	N
CSCE 07 (McCracken)	£32,380	<b>Customer/Digital Services - Licences</b> Sitemorse Web Monitoring  SOCITM Performance Monitoring SOCITM Cookie Service  Uniform and M3 Licences	£7,300	£117,280	0.00	0.00	Sitemorse Web monitoring to be replaced with open source alternative.  SOCITM to be replaced with open source alternative, if it is available.  The move from M3 to Uniform will remove the need for M3 licences in Customer Services. If Uniform is integrated with CRM, this may remove the need for Uniform licences. Not known yet how much the reduction will be.	Customers will not see any impact. Current standards of performance monitoring and reporting could be affected, if an open source alternative is not sufficiently robust.	None	Amber	N
CSCE 08 (McCracken)	£158	<b>Customer Services</b> Water Bottles in Reception  Equipment, Uniforms & Printing	£2,200	£5,310	0.00	0.00	Removing the water dispenser in reception area at Time Square.  Small reductions in various operational budgets.	No drinking water will be available to customers. However, waiting times are now usually very short, and this is seen as not essential.  Customers will not see any impact in the reductions in equipment, uniforms and printing.	May receive complaints from some customers with regard to the water, although this is considered unlikely.	Green	Y
CSCE 09 (McCracken)	£54,039	<b>Local Tax Collection</b> Printing & Postage Stationery	£8,000	£62,930	0.00	0.00	This partly reflects underspends in recent years, but also the number of bills produced has reduced, and following the decision not to send leaflets with the council tax bills. However, it is also predicated on an assumed rate of uptake of online bills.	This should not have a negative impact on customers, as the saving will be generated as a result of customers choosing a non-print option.	None	Amber	Y
CSCE 10 (Bettison)	£32,644	<b>Chief Executive's Office</b> General underspends across the CXO budget heads  Restructure admin support	£17,000	£61,820	0.00	0.41	General reductions in a range of budget head in the CXO.  Reduction in admin support for the Chief Executive's Office teams.	None/minimal  None/moderate	None	Green	N

**Corporate Services & Chief Executive's Department  
2017/18 Budget Savings**

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact		How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
					Vacant	In-Post					
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
CSCE 11 (Bettison)	£0	<b>Chief Executive's Office</b> Cancel subscription to the Local Government Information Unit	£10,000	£41,840	0.00	0.00	The LGiU is a local government think tank. Alternative sources of information about local government are available online, although it will be much more difficult to secure a digested summary of current issues.	None/minimal	May be of concern to members who access course and information via this unit	Green	N
CSCE 12 (Heydon)	-£99,357	<b>Industrial &amp; Commercial Properties</b> Additional Income	£15,000	-£1,913,080	0.00	0.00	In recent years the Peel Centre has provided more income than budgeted and it is expected that this can be replicated going forward. In addition to this, we are currently experiencing relatively low levels of voids.	None	None	Green	N
CSCE 13 (Heydon)	£19,196	<b>Construction &amp; Maintenance</b> Consultancy	£5,000	£87,320	0.00	0.00	This reflects underspends in previous years, but will require careful ongoing management to ensure that the expenditure is within budget.	None	None	Green	N
CSCE 14 (Heydon)	£229,077	<b>Operations Unit</b> Home to School transport	£155,000	£1,937,030	0.00	0.00	Due to the re-tender of the Home to School Transport contracts, which came into effect this new school year, a reduction in costs has been achieved. Alongside this, parents are now asked to contribute towards their child's Post 16 transport which has not been achieved previously. There have also been savings identified with regard to some more expensive routes out of the Borough no longer being required due to pupils moving schools.	There is a risk of in-year changes within the schools that could create a pressure on this statutory service. One child alone can cost upwards of £0.025m per annum.	None	Amber	N
CSCE 15 (Heydon)	£18,597	<b>Office Accommodation</b> Maintenance - primarily EH	£25,000	£103,830	0.00	0.00	Due to the long term plan for the decommissioning of Easthampstead House, no further maintenance, unless deemed urgent, will be carried out on the property.	None	None	Green	N
CSCE 16 (McCracken)	£5,742	<b>ICT Services</b> Desktop Management software	£10,600	£319,120	0.00	0.00	Potential desktop management software savings if the software is rationalised or reused subject to testing over next few months.	It may result in more manual intervention. This needs testing	None	Amber	N
CSCE 17 (McCracken)	£16,919	<b>ICT Services</b> Stationery, Publications, Software, Seminars, Consultants Fees, Computer Purchase, Staff Public Transport and Refreshments	£18,930	£31,230	0.00	0.00	These savings reflect efficiencies made previously.	None	None	Green	N
CSCE 18 (McCracken)	£28,554	<b>ICT</b> Skyline Radio Links	£13,200	£136,360	0.00	0.00	There is a capital bid in for 2017/18 to replace these which will remove the need for revenue funding.	If a failure occurs before they are replaced we would have to replace that wireless link and there would be a lead time and therefore downtime whilst this is progressed.	None	Green	N
CSCE 19 (McCracken)	£0	<b>Voluntary Sector Grants</b> Reduction of the grants to the key voluntary sector organisations	£40,000	£353,810	0.00	0.00	Reduction in grants for Involve, Citizens Advice Bureau, Shopmobility, Victim Support and Berkshire Community Foundation.	No direct impact on performance although reductions in the capacity of the voluntary sector has the potential to increase demand for council services.	Potentially problematic given the reduction in grants of 10% for 2016/17.	Red	Y
CSCE 20 (Heydon)	£0	<b>Human Resources</b> Recruitment Advertising	£6,000	£12,280	0.00	0.00	Due to the current climate, a reduction in staff recruitment advertising is proposed.	None.	None.	Amber	N
CSCE 21 (McCracken)	£6,352	<b>Legal</b> Seminar Costs, Professional Subscriptions, Subscriptions	£2,450	£12,810	0.00	0.00	These savings reflect underspends in previous years.	None.	None.	Green	N

**SAVINGS 2017/18**

CSCE 22 (McCracken)	-£8,959	Legal S106 Income	£1,950	-£52,150	0.00	0.00	This reflects an increase in fees and over-achievement of budget in previous years.	None.	None.	Green	N
		<b>Total</b>	<u>£391,930</u>		<u>0.00</u>	<u>0.41</u>					

## SAVINGS 2017/18

ANNEX B

Environment Culture and Communities Department  
2017/18 Budget Savings

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact Vacant	Staff Impact In-Post	How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
ECC 01 (McCracken)	£20,050	Archives	£7,620	£113,330	0.00	0.00	Due to savings identified by Reading Borough Council, for the archiving service they host through a Joint Arrangement, BFC are able to realise a share of these savings .	None. It is assumed that all Councils will be striving to maximise efficiency savings and so it is not anticipated that costs should rise.	None	Green	N
ECC 02 (McCracken)	£1,880	Community Arts & Cultural Services	£1,880	£1,880	0.00	0.00	Removal of budget	None.	Whilst this is a relatively small budget, it has been used in previous years to support events such as the VE Day celebrations and cultural partnerships.	Green	N
ECC 03 (McCracken)	£15,000	Departmental IT Business Systems	£20,000	£199,210	0.00	0.00	Reduction of ICT software budget	The reduction of this Departmental ICT budget could impact on the delivery of future software products	N/A	Green	N
ECC 04 (McCracken)	£0	Parks Open Space & Countryside Streamline the process for creating leases / licenses for the use of council land by utility companies and other operatives working in the public realm. i.e. siting of storage units, materials etc. Sporadic income being received, need to make the approach consistent.	£15,000	£650	0.00	0.00	Liaison with Property Services. Use of Rangers as remote site inspectors to gather information about improper land use in the course of their duties. Support of other services will be required for the consistency of approach, i.e. consent for P&C to arrange leases on Environment and Highway managed land, or their commitment to follow process through themselves? This could potentially lead to a bigger source of income in future years	Streamlined lease and licence process for use of land for site compounds is an income line that could be explored further taking into account all ECC land used for this purpose	None	Amber	N
ECC 05 (Turrell)	£0	Planning Policy CIL Income Target (over that already budgeted)	£45,000	£105,000	0.00	0.00	This will come from the 5% administration change which can be taken from CIL and is based upon the projected income now the scheme is up and running.	No impact, but a risk that if CIL income falls or the CIL regime is changed income could drop and this target might not be met in future years.	None	Amber	N
ECC 06 (Turrell)	£0	Building Control Home owner Warranty Scheme	£7,000	£0	0.00	0.00	Following the completion of training this warranty scheme will bring in a small income each year and this does not need to be ring fenced	None	None	Amber	N
ECC 07 (Hayes)	£38,850	Waste Management Additional brown bins - assume 100 domestic properties take the service	£4,000	£518,390	0.00	0.00	This is the new income at £40 a bin arising from new subscribers for brown bins	None - this is income towards a self funded scheme	None - the income off sets additional costs of collection and disposal	Amber	N
ECC 08 (McCracken)	£2,500	Emergency Planning Vehicle hire budget	£2,720	£2,720	0.00	0.00	All budget given up. Budget is now a contingency only as it used to be what was required to pay for a vehicle. The vehicle has been transferred to CLL but is available if needed.	None - unless there is an emergency when it may be required for a short time	None	Green	N
ECC 09 (Hayes)	£15,090	Parks Open Space & Countryside (EPP) Income from roundabouts	£10,000	£22,070	0.00	0.00	This is additional income arising from the sale of advertising space on existing roundabouts	None	None	Amber	N
ECC 10 (Hayes)	£0	Waste Management Income from the sale of bins for flats	£16,000	£0	0.00	0.00	The council no longer provide free communal bins for flats	The developer or landlord will need to buy them	Potential backlash but this is common practice	Amber	N
ECC 11 (McCracken)	£0	Parks Open Space & Countryside Lily Hill Park manager not re-appointed. New structure in place, with the Lily Hill Park and South Hill Park Manager roles combining (Heritage Parks Manager) New Heritage Gardener and part-time Admin contribution required, leaving small DSB saving	£3,500	£754,480	0.08	0.00	In process, agreement of new Heritage Park Manager and issue of letter varying job details. No additional remuneration required. Heritage Gardener appointed and due to start in a few weeks. Admin post recruited and due to start at a similar time. ICT Capital bid proposed to expand the use of the Confirm software and maximise impact of Admin resource to free up capacity of Ranger team to take on more sites with no additional staff.	Increased risk from Heritage Lottery claw back of the restoration funding, if the standards on site are seen to deteriorate. The new Gardener post is in place specifically to offset the dilution of attention of the manager across two sites now.	None, provided standards are maintained at these important high-profile flagship sites.	Green	N
ECC 12 (Hayes)	£0	Waste Management Bin Washing at flats	£13,000	£13,000	0.00	0.00	The council will no longer wash the communal bins in flats	The landlords and managing agents are responsible for their properties. There is no obligation for the Council to offer this service	Potential backlash but this is common practice	Amber	N

258

**SAVINGS 2017/18**

ECC 13 (Hayes)	£0	<b>Environmental Initiatives</b> Home energy	£2,000	£0	0.00	0.00	Recharge BFH for Elmhurst consultancy work provided by home energy officer i.e. £400 towards software licence, £1600 towards staff cost.	None - BFH have agreed the charge	None	<b>Green</b>	<b>N</b>
-------------------	----	---	--------	----	------	------	--	-----------------------------------	------	--------------	----------



## SAVINGS 2017/18

ANNEX B

Environment Culture and Communities Department  
2017/18 Budget Savings

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact Vacant	Staff Impact In-Post	How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
ECC 14 (Hayes)	£31,770	<b>Street Cleaning</b> Additional works budget	£20,000	£42,090	0.00	0.00	As the CLL budget has become embedded efficiencies mean that there is no longer a need for this level of funding	None	None	Green	N
ECC 15 (McCracken)	£0	<b>Parks Open Space &amp; Countryside</b> Ranger post funding - movement to SANG funding for 0.5 FTE of Ranger role.	£14,000	£754,480	0.00	0.50	Change the source of funding for one of the Rangers currently paid by the DSB to utilise the remaining 0.5 FTE of SANG funded Ranger provision.	The last P&C staff structure approved by director created a new post with the 50% FTE from S106, and 50% FTE from SANG. This new post would not be filled, but instead the funding would be used to reduce the DSB commitment required to keep the current staffing level.	None	Green	N
ECC 16 (McCracken)	£2,990	<b>Downshire Golf Complex</b>	£2,500	£6,710	0.00	0.00	Reduction in Minor Improvements budget	Fewer small scale improvements will be made  <i>It is not considered that taking this saving will impact on the transformation process</i>	Appearance of facility may deteriorate	Amber	N
ECC 17 (McCracken)	£21,360	<b>Downshire Golf Complex</b>	£30,780	£212,770	0.00	0.00	Reduction in cost of goods sold and various smaller supplies and services budgets	Better focus on profitability of goods sold create saving.  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Green	N
ECC 18 (McCracken)	£420	<b>Downshire Golf Complex</b>	£2,000	£25,150	0.00	0.00	Reduction in Service Contracts budget	Reduced cost of contracts.  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Green	N
ECC 19 (McCracken)	£2,300	<b>Downshire Golf Complex</b>	£2,000	£4,660	0.00	0.00	Reduction of budget Print Room	Budget not fully spent due to better prices  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Green	N
ECC 20 (McCracken)	£0	<b>Bracknell Leisure Centre</b>	£27,500	£1,529,410.00	1.00	0.00	Minor restructure involving the deletion of Business Development post.	Should impact positively on line management of Platinum Sales Team, which is a key income line for the site. This will also give the Sales & Marketing Manager some resource in undertaking promo tasks and being able to fulfil requirements of the role.  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Green	N
ECC 21 (McCracken)	£0	<b>Bracknell Leisure Centre</b>	£3,500	£258,140.00	0.15	0.00	p/t Catering Supervisor has recently left. They mainly worked weekends. By not replacing the position hours can be covered by assistants/casuals, thereby saving a portion of total cost	Minimal. Hours would be covered by assistants/casual staff, and rotas set to ensure suitable supervision during week/weekends  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Green	N
ECC 22 (Hayes)	£394,210	<b>Waste Management</b> Savings arising from re3 local initiatives at recycling centres	£100,000	£7,036,940	0.00	0.00	Increased levels of recycling result in more tonnage being diverted from landfill. NB prices of materials go up and down. There is no certainty of income	none	none	Amber	N
ECC 23 (Hayes)	£3,350	<b>Street Cleaning</b> Spend on small scale environmental enhancements that are not otherwise funded that help reduce maintenance costs	£10,000	£23,150	0.00	0.00	A reduction in budget.	The budget funds one-off needs that have significance and can give rise to ongoing savings through efficiencies	None - as the new CLL contracts have become embedded we have found less need for this reserve fund	Amber	N



## SAVINGS 2017/18

ANNEX B

Environment Culture and Communities Department  
2017/18 Budget Savings

Ref Portfolio	Out-Turn Saving 2015/16	Service Area / Description	Cash Saving in 2017/18	Cash Budget 2016/17	Staff Impact		How will it be achieved	Impact (on customers and/or performance)	Impact (Specifically political)	Deliverability	EIA Required Y/N
					Vacant	In-Post					
<b>Deliverability</b>											
- Fill colour: probability of achieving the saving with green = straightforward, amber = more difficult e.g. staffing implications, red = difficult to implement or reliance on third parties/external demand											
ECC 24 (McCracken)	£30,000	<b>Regulatory Services</b> New joint arrangement	£150,000	£1,129,000	2.00	2.50	Formation of a joint regulatory services team with Wokingham and West Berks and stopping a number of non mandatory duties and transferring others. 1 Senior manager and 2 front line postholders to be made redundant (2.5 FTE's) 1 vacant front line and 1 support officer post (2FTE's) to be deleted	The Council will still meet its minimum mandatory obligations, however non mandatory work will cease. Response times will reflect threat to public health	The management arrangements will change and there will be less direct day to day control over the use of the resources. There will be minimal client support role capacity	Amber	N
ECC 25 (McCracken)	£0	<b>Easthampstead Park Conference Centre</b>	£50,000	£1,718,340	0.00	0.00	Income levels at EHPCC have been increasing on the back of capital improvement projects. Bookings and income have remained consistent allowing for the increased income budget.	None, the increased income target reflects current income levels.	None	Amber	N
ECC 26 (McCracken)	£9,560	<b>Downshire Golf Complex</b>	£2,000	£26,470	0.00	0.00	Reduction in Vehicle Repair budget	Budget not always fully spent  <i>It is not considered that taking this saving will impact on the transformation process</i>	Will depend on whether major repairs are needed	Green	N
ECC 27 (McCracken)	£11,260	<b>Parks Open Space &amp; Countryside</b> Meadow contract let at reduced cost, as specialist work considered to be outside of term contract. Cheapest contractor currently working slowly, in first of three years. Saving initially calculated based on second placed contractor	£12,000	£84,590	0.00	0.00	Provided there are no issues with contractor performing satisfactory work for a very low price, simply continuing to order the annual work through them will deliver the saving	None	None.	Green	N
ECC 28 (McCracken)	£0	<b>Bracknell Leisure Centre</b>	£75,000	£2,936,370	0.00	0.00	Bracknell Leisure Centre has made changes to it's sales processes for Platinum Memberships. This has enabled the site to recover some of the business lost with the proliferation of budget gyms opening locally	None, the increased income target reflects current income levels. There is a risk that future income levels will be impacted by competitors entering the market.  <i>It is not considered that taking this saving will impact on the transformation process</i>	None	Amber	N
<b>Total</b>			<u>£649,000</u>		<u>3.23</u>	<u>3.00</u>					

261

Adult Social Care, Health & Housing Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	Staff In-Post	What's involved?	Why needed?
ASCHH01 (Birch)	Capacity in the local care home market	£292,000	0.00	0.00	<p>Capacity in the local care home market has reduced in recent months due to care home closures, rising demand, and homes being red-flagged due to poor CQC ratings. This means that the weekly cost of new residential and nursing placements has increased significantly. In the last 12 months 38 residents have needed to be re-homed, often at short notice leaving the Council at the mercy of the market.</p> <p>Since the start of the year the average unit cost has risen from £714.39 to £755.18, leading to a cost pressure of £430k. The number of clients has increased by 7, a cost pressure of £276k. However, the increase in numbers is covered by the demographic changes above so the pressure submitted relates only to the increase in prices. We have assumed a slight improvement in the market by the end of the year and reduced the pressure by 10%. A pressure of £95k was submitted as part of last year's budget, so this has also been netted off.</p>	Statutory responsibility to provide care.
ASCHH02 (Birch) 262	Adult Social Care - demographic pressures	£250,000	0.00	0.00	<p>Adult Social Care costs are expected to increase due to:</p> <ul style="list-style-type: none"> <li>- known older carers who are no longer expected to be able to provide care</li> <li>- known young people who will be moving to adults</li> <li>- demand pressures from an ageing population which have been estimated using the nationally recognised POPPI / PANSI data.</li> </ul>	Increase in the needs of the population for Adult Social Care.
ASCHH03 (Birch)	Reduction of rental income from Council temporary accommodation portfolio	£80,000	0.00	0.00	<p>Current rent levels in the Council's temporary accommodation are set at maximum housing benefit that can be claimed by out of work households. Rent levels would be reduced to Local Housing Allowance (LHA) rent levels</p>	<p>It has been indicated by Government they intend to reduce the maximum housing benefit subsidy that can be claimed for Council temporary accommodation to LHA levels. If the Council maintains the higher rent levels currently charged it will lose subsidy on the difference in housing benefit paid or lead to arrears from households. If households are evicted due to arrears they would have a good case to challenge the Council that accommodation was unaffordable and thus the Council did not meet its obligation to provide affordable temporary accommodation.</p>

ASCHH04 (Birch)	Deprivation of Liberty Safeguards (DoLS)	£60,000	0.00	0.00	There is a statutory requirement to perform DoLS assessments whenever a client may be deprived of their liberty. This requirement materialised in the 2014/15 financial year but a pressure has not previously been submitted as the financial implications were unclear and the Council did receive some grant funding, but this has now ended. It should be noted that £100k of funding has been secured from the Better Care Fund to help manage the pressure - the amount being requested is the unfunded balance.	DoLS is a statutory requirement.
--------------------	--	---------	------	------	--	----------------------------------

Adult Social Care, Health & Housing Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	Staff In-Post	What's involved?	Why needed?
ASCHH05 (Birch)	New Adult Social Care resource allocation system (RAS).	£36,500	0.00	0.00	The current RAS was developed and is maintained in-house. A new RAS will be purchased from an external provider, most probably FACE. There will be ongoing licensing and maintenance costs associated with this new RAS. The RAS will be incorporated into the Adult Social Care IT system, LAS.	A new RAS is required to equip care managers to construct care packages that are more appropriate to an individual's needs. The new RAS will be one that is used nationally, so will ensure the Council is in line with other local authorities. The new RAS is therefore also a key component of meeting savings targets as it will give care manager's confidence that the level of resource allocated is appropriate and only needs to be deviated from in exceptional circumstances.
ASCHH06 (Birch)	Mobile working	£18,150	0.00	0.00	165 staff have been re-designated as 'free', meaning they can work in a more flexible manner to suit their job requirements. We have been advised by Corporate IT that there will be revenue implication of providing the necessary technology. The exact costs depend on which mobile IT solution is selected, but is estimated at around £110 per user.	To allow staff to work in a mobile and flexible manner, which will better suit the demands of the job.
ASCHH07 (Birch)  264	Education post-16 transport service	£13,920	0.00	0.00	The new Education transport policy means the Council no longer funds transport to college for six clients in Adult Social Care. These six clients were not aware of this policy change when they initially chose their college. This creates a potential pressure as the costs of providing day care outweigh the costs of travel to college. It makes little sense not to fund this transport, as should the individuals not choose to pursue further education they are likely to cost public services more in the long term, and greater pressure may be placed on their carers. As such, it is proposed that transport costs for these six individuals will continue to be funded by Adult Social Care. Going forward, better information will be provided to young people prior to their selection of college setting out that transport costs to college will become their responsibility.	The is considered the best financial option for the Council, as providing day care services will potentially cost the Council more.
<b>Total</b>		<b>£750,570</b>	<b>0.00</b>	<b>0.00</b>		

Children, Young People & Learning Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	In-Post	What's involved?	Why needed?
CYPL 01 (Barnard)	<b>Education Library Service</b> Closure of the Education Library Service results in £30,000 of income generated to cover overhead recharges from Corporate Services and Children, Young People and Learning no longer being received.	£30,000	0.00	0.00	Loss of recharge income following closure of a service with no scope to make compensating savings at individual service level, e.g. Payroll, as there will only be a minor reduction in overall workloads.	To remove the income target budget that will no longer be met.
CYPL 02 (Barnard)	<b>Conference and Review Team</b> Holds responsibility for the statutory Local Authority Designated Officer (LADO) role for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self employed.	£17,000	0.50	-0.40	Recruitment of a 0.5 FTE post to help deliver an adequate LADO function, to be partially offset by reduced administrative support by approximately 0.4 FTE through use of mobile devices that allow professionals to be more self sufficient when out of the office.	To provide sufficient capacity to adequately deliver statutory services and remove a single point of failure. The LADO function is currently solely undertaken by the Conference and Review Team Leader, and is part of a wide range of duties for the post holder including responsibility for child protection conferences and independent reviewing of CSC cases. There has been a significant increase in volume of work in these areas.
CYPL 03 (Barnard)	<b>Looked After Children</b> Cost of accommodation and care.	£240,000	0.00	0.00	To provide adequate accommodation and care provision for the full year effect cost of known cases i.e. cost of known leavers has been deducted from the budget requirement, but no addition included for the cases that will arise in-year which are not known at this stage. Ensures fulfilment of statutory duties for children and young people in care. Costs are likely to increase in-year which would result in a bid for funding to the corporate contingency.	To ensure sufficient budget is in place to meet the current known demand for care and accommodation.
CYPL 04 (Barnard)	<b>Family Group Conferences (FGC)</b> A family group conference is a process led by family members to plan and make decisions for a child who is at risk. The council assists FGCs through an independent coordinator to prepare for, manage and document the meeting.	£15,000	0.00	0.00	Procurement of additional independent, external coordinators to work with cases across social care with an assertive focus on early help, family led solutions and mediation. They are effective in making safe plans for children, enabling many to stay within their family network as an alternative to going into care and are therefore cost effective.	The number of FGC's has increased from 56 in 2013/14 to 88 in 2015/16. Statutory guidance on court orders and pre-proceedings for local authorities, April 2014, raised the expectation that FGC's should be used as a fundamental tool in all areas of need and specifically risk. An FGC is considered in all cases in pre court proceedings alongside other cases where the need has been identified. FGC's have an evidenced track record of preventing cases escalating to more expensive aspects of the service. The pressure reflects current spend.
<b>Total</b>		<b>£302,000</b>	<b>0.50</b>	<b>-0.40</b>		

Corporate Services & Chief Executive's Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	In-Post	What's involved?	Why needed?
CSCE 01 (McCracken)	<b>Legal</b> Court Costs & Legal Fees	£10,000	0.00	0.00	At the end of 2014/15 the Courts increased their costs considerably and as such, the budget has been overspent. This has previously been offset by additional income and smaller underspends from other areas, however going forward this will not be maintainable. This is a demand led service and so the spend cannot be managed downwards.	Both areas are a necessity for the functioning of the Legal department and both are demand led with fees set externally to the organisation.
CSCE 02 (Heydon)	<b>Property</b> Energy Performance Certificate Standards Surveys	£25,000	0.00	0.00	Consultancy surveys are required for all lettable council properties to ensure they meet EPC standards to enable us to continue to lease out commercial properties.	To allow us to continue to lease out commercial properties.
<b>Total</b>		<b>£35,000</b>	<b>0</b>	<b>0</b>		

Environment, Culture & Communities Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	Staff In-Post	What's involved?	Why needed?
ECC 01 (Turrell)	Planning Policy Minerals and Waste	£70,000	0.00	0.00	The Council is required to plan for Minerals and Waste. This is a strategic function which is to be taken forward with three other Berkshire Authorities (Wokingham, Reading and Windsor and Maidenhead). This is four year programme of work which will be undertaken by Hampshire County Council on behalf of the Councils. The Plan will be developed with eventual adoption by the four authorities in 2020.	All upper tier authorities should plan for Minerals and Waste. The current plan ran out in 2006 and as such Berkshire has no plan coverage, to enable it to take decisions related to Minerals extraction and remediation and for dealing with Waste. Currently none of the four authorities have any in-house expertise and as such have sought out an alternative provider with both experience and expertise in this area. Hampshire County Council have bid to take this work forward and the councils are now in contractual negotiations to procure the services. The predicted annual cost will be in the region of £70k per authority per annum.
ECC 02 (Turrell)	Transport Development UTMC (Town Centre)	£11,000	0.00	0.00	<p>One of the expectations associated with the regenerated town centre is that key traffic routes to and around the town are accessible and managed at peak times. The UTMC team are able to control and manipulate all of the major junctions surrounding the town centre but this is currently restricted to Mon-Fri. Until centre opening, engineers can only estimate the network impact and therefore junction operation, car park VMS and bus priority systems cannot be configured in advance. Contingency arrangements will need to be in place to cater for any variance in normal activity once patterns have settled and automation is in place (i.e. UTMC engineer weekend stand-by rota) at a cost of £4,000 pa.</p> <p>In order to maximise the efficiency of the overall transport system associated with the regenerated town centre, and meet with modern expectations, a dedicated travel webpage is considered highly desirable to enable the public to access information such as car park occupancy, real-time bus timetable information, road congestion levels etc. This is most easily achieved by merging data from the Council's UTMC systems with the Elgin 'roadworks.org' platform which is already embedded within the Council's website and can be expanded for this purpose. The on-going cost of an expanded and hosted Elgin system is £7000 pa</p>	For the success of the new town centre.
ECC 03 (Turrell)	Highway Maintenance Tree maintenance due to increased frequency of inspections	£20,000	0.00	0.00	Additional funding for essential tree maintenance.	The previous decision by the Coroners Court, and the Councils response to it, has increased the frequency of inspections by the tree officers. The current budget is £21k. This is insufficient to meet the demand that is being generated by the tree inspection team. Given potential consequences, once an issue has been identified, the council has no option but to respond.
ECC 04 (Turrell)	Highway Maintenance Impact of demographic growth on frequency for inspection and associated budgets.	£35,660	1.00	0.00	As the network grows we need to re-assess the numbers of highway inspectors employed. Our current complement can only just cover the existing area within the prescribed inspection frequencies. The existing team cannot provide an acceptable level of service with a larger network.	We have three inspectors to cover the entire network. We are predicted to adopt the Staff College and Peacock Farm estates for example that will need inspection and maintenance. The existing team cannot absorb any new adopted areas. The risk of not inspecting to the right frequency is successful litigation against us.

Environment, Culture & Communities Department 2017/18 Budget Pressures						
Ref Portfolio	Service Area / Description	Cost in 2017/18	Staff Impact	Staff In-Post	What's involved?	Why needed?
ECC 05 (Hayes)	Waste Management i.e. waste disposal, recycling sites, new bins	£80,000	0.00	0.00	Assume 500 new properties a year based on current rate of build. 300 flats and 2 new recycling sites, Bins for 200 homes.	The average tonnage of waste per property is one tonne. Our recycling rate is 38% and it costs us £72 a tonne to recycle and £166 to landfill. Bins cost to buy and deliver is £20. Cost of maintaining new underground recycling site £3k pa. Cost of glass emptying at new underground sites £6k pa.
ECC 06 (Hayes)	Waste Management Additional truck	£110,000	0.00	0.00	Suez can obtain a vehicle from another contract that would be suitable for our use for the remainder of the contract term (March 2019). The offer is that BFC only has to pay the annual running costs, which include vehicle maintenance, staffing, fuel and overheads. The truck cost and its depreciation would be paid for by SUEZ.	There has been a significant change in the number and percentage of flats being built in the Borough to that envisaged when the contract was let. This is causing operational difficulties and in some cases the need for more frequent collections. The vehicle we need is one that can bulk lift the larger recycling bins. The offer enables us to manage during the period of reflection as regards the need for 2019 onwards relative to waste collection and trucks.
ECC 07 (Hayes)	Street Cleansing Demographic growth	£40,000	0.00	0.00	The full year effect arising from the cleansing of the new town centre public realm to a higher standard than has been the case pre the new town centre is £60,000pa, this pressure is phased over two years with the additional £20,000 being realised in 2018/19.	A new crew and vehicle will be needed in order to maintain the streets.
ECC 08 (McCracken) 268	Parks Open Space and Countryside (EPP) Ground maintenance - Demographic growth	TBD	0.00	0.00	New areas of land that do not attract developers contributions, e.g. Town Centre. The extent of the land to be taken on is not yet known.	As new land is taken on it needs a budget to ensure it's properly maintained.
ECC 09 (Turrell)	NRQ car park	£0	0.00	0.00	New car park with Lease, maintenance costs and additional management to be offset by income. Detailed estimates cannot be identified at the present time (e.g. business rates) but will be refined in the coming months.	New lease for NRQ car park results in additional management and fixed costs.
ECC 10 (Hayes)	Waste Management	£20,000	0.00	0.00	Inspections undertaken by the Care Quality Commission over the last two years have resulted in a change of practice at local GP surgeries in respect of taking back sharps from patients and disposing of them as clinical waste. This change has given rise to a budget pressure for the Council who have a legal duty to collect waste.  Representations have been made to DEFRA about the impact of one public authority making a saving merely to create a budget pressure for another. Their advice was that we look at our power to introduce reasonable charges.  If the Council were to make the collection of sharps boxes from residents a chargeable service this pressure could be removed.	The Council has a duty, if requested, to arrange the collection of household waste in its area which includes clinical waste produced by residents at domestic properties.

**Total**

<b>£386,660</b>	<b>1.00</b>	<b>0.00</b>
-----------------	-------------	-------------



TO: THE EXECUTIVE  
13 DECEMBER 2016

**LOCAL COUNCIL TAX DISCOUNT SCHEME (LCTDS)**  
**Director of Adult Social Care, Health and Housing**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Executive consideration to introduce a Council Tax Discount Scheme for working age households and to refer their decision to full Council for adoption.

**2 RECOMMENDATIONS**

- 2.1 **That the Local Council Tax Discount Scheme for working age households be introduced based on the following elements:**

1. **That all working age household income will be calculated on the same basis as the previous Local Council Tax Reduction Scheme for the purposes of establishing the discount except that for self employed households the national living wage will be used rather than the national minimum wage.**
2. **That Carers Allowance will be disregarded when calculating household income.**
3. **That those working age households where the claimant or partner are receiving a disability benefit are placed into Band 1 and receive an 80% discount unless their household income is greater than £440 a week when they will not receive a discount at all.**
4. **That 8 income bands are established with corresponding discounts as follows:**

<b>Band</b>	<b>Discount on Council Tax</b>	<b>Household income band £ per week</b>
1- household in receipt of disability premium, severe disability premium and enhanced disability premium	80%	
2	75	0-80
3	70	80.01-140
4	60	140.01-200
5	50	200.01-260
6	40	260.01-320
7	30	320.01-380
8	20	380.01-440

**2.2 That Council be RECOMMENDED:**

- 1. To adopt the Local Council Tax Discount Scheme and the Local Council Tax Discount Summary Scheme, Appendix A.**
- 2. To delegate the operation of the Local Council Tax Discount Scheme to the Director of Adult Social Care, Health & Housing.**

**2.3 The detailed scheme operation is to be delegated to the Director of Adult Social Care, Health and Housing to finalise.**

**2.4 The Local Council Tax Discount Scheme is referred to Council on the 18<sup>th</sup> January 2017 for adoption.**

**2.5 That the Local Council Tax Discount Scheme will be reviewed on an annual basis.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The Council established its Local Council Tax Benefit / Reduction Scheme in 2013/14. In 2015/16 the Council introduced a revision of the Council Tax Discount Scheme but the scheme still reflected the previous national Council Tax Benefit Scheme. The Council's Annual Plan 2015-2019 has set the aim, **"In targeting our services, we will prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent"**. The proposed new Local Council Tax Discount Scheme targets financial support to those who most need it whilst encouraging and rewarding employment and households increasing their earnings as well as simplifying administration.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 It could be decided not to review the Local Council Tax Discount Scheme. However, that would miss the opportunity to support the Council's Annual Plan in targeting the Council's resources to those most in need and encouraging independence and incentivising households seeking better paid employment or income whilst at the same time reducing administration costs of the scheme for the Council. From the consultation responses it was found that 55% of respondent thought it was right to balance the amount spent on the discount scheme with what is spent on other services. Hence the recommendations in this report.

**5 SUPPORTING INFORMATION**

- 5.1 The Welfare Reform Act 2012 abolished the national Council Tax Benefit Scheme thus paving the way for localised schemes. The Local Government Finance Act 2012 makes provision for the localisation of Council Tax Support in England by imposing a duty on all billing authorities to make a localised Council Tax Reduction Scheme by the 31 January 2013 and to consult with major precepting authorities and such other persons as it considers likely to have an interest in the scheme about the scheme. The Local Government Finance Act prescribes certain classes or groups who must receive reductions. This includes classes of eligible pensioners based on the same

factors that have determined pensioner eligibility and award under the Council Tax Benefit System. The proposals contained in this report refer to the local scheme that will affect working age households.

- 5.2 The following table sets out the budget for the Local Council Tax Discount Scheme in 2016/17:

<b>Precepting authority</b>	<b>£'s</b>
Bracknell Forest Borough Council	3,354,669
Thames Valley Police Authority	492,348
Thames Valley Fire Authority	180,670
Parish Councils	216,960
<b>Total</b>	<b>4,244,647</b>

- 5.3 Any change in the scheme will lead to less or more reductions in Council Tax liability for customers and as such will either reduce or increase the costs of the scheme. The reductions in the costs of the scheme will accrue proportionately to the precepting authorities. For example Bracknell Forest Council provides £3,354,669 to the total scheme value of £4,244,647 which equates to 79%. Therefore, any reduction to the cost of the scheme will accrue to the Council on that basis. The same approach will apply to any decisions that will result in increased support and thus increased expenditure.

#### **Proposed changes to scheme**

- 5.4 The following proposals and consequential financial impact is based on modelling the Local Council Tax Discount Scheme caseload as at 18<sup>th</sup> October 2016. As this is a snapshot the impact of any changes reflecting the circumstances of customers at the time the modelling was undertaken not at point of implementation. It does not take into account any increase in Council Tax in future years. The Council has to operate a nationally prescribed scheme for pensioners and has no option but to fund any increase in the scheme resulting from an increased Council Tax. For example based on the 2016 pensioner caseload a 4% increase in Council Tax would lead to a £95,516 increase in the costs of the Local Council Tax Scheme.
- 5.5 Although the Council has introduced some changes to its Local Council Tax Discount Scheme since 2012 the essence of the scheme is the same as that original national Council Tax Benefit Scheme. Each household has an applicable amount of income they should receive which is the minimum the Government thinks they should have to live on based on their circumstances. If their income equates to that amount they receive an 80% discount on their Council Tax and if their income exceeds their applicable amount then the discount is reduced by 21 pence in the pound until they no longer receive a discount. For example a household of two adults and one child would have an applicable amount of £199.20 per week. If they received income of £250 and their weekly Council Tax liability was £25 they would receive £14.33 Council Tax discount ( $£250 - £199.20 = £50.80 \times 0.21 = £10.67$ , Council Tax of £25 minus £10.67 = £14.33. It can be argued that this scheme does not incentivise a household increasing their income as for each extra £1 they earn they lose 21 pence in Council Tax discount.
- 5.6 The proposed scheme moves away from using an applicable amount reflecting household needs to placing household income into a pre-determined band which will

## Unrestricted

generate a discount on the household Council Tax Liability. Thus there is an incentive for a household to increase their household income within the band as they will not lose any of their Council Tax discount. In terms of administration of the scheme it will be easier to explain to households the discount they will be entitled to based on their household income and also households will only receive one Council Tax demand and no revised bills as long as their income remains within the income band. The new scheme aims to incentivise households to increase their household income. However, there are some households who are disabled or who have a disabled member in the household and therefore are limited in their ability to work and increase their income and so it is necessary to protect that group and provide them with the highest current discount on their Council Tax which is 80%.

5.7 The following table sets out the proposed structure of the new scheme and the number of households who will be affected.

Band	Discount on Council Tax	Household income band £ per week	Households who would receive higher discount compared to current scheme	Households who would receive lower discount compared to the current scheme
1 (household in receipt of disability premium, sever disability premium and enhanced disability premium)	80%		41	
2	75	0-80	9	896
3	70	80.01-140	58	73
4	60	140.01-200	56	107
5	50	200.01-260	70	102
6	40	260.01-320	46	62
7	30	320.01-380	22	45
8	20	380.01-440	5	32
Households no longer receiving a discount				34
Total			266	1351

Band 2 reflects those households who are in receipt of an out of work benefit such as Job Seekers Allowance (JSA), Employment Support Allowance (ESA) or Universal Credit. If there is a change in their circumstances they will move into the other bands. During the year those households will be advised of their total income that will be taken into account in the 2018/19 year which will determine their band and discount if they do not experience a change in circumstance due to securing paid employment. Thus, their income is based on an assessment of need in the first year until they are placed in the relevant band due to income calculation but the remaining bands reflect households earned income from work minus disregards. Those households received an 80% discount under the old scheme and so the proposed scheme means they will be required to pay 5% more of their Council Tax.

5.8 Households with income over £440.01 a week and above will no longer receive a discount.

- 5.9 The calculation of household income remains the same as the current scheme except that Carers Allowance has been disregarded at £62.10 a week. This disregard of Carers Allowance has been brought in as part of national welfare reform and reflects the fact that households in receipt of Carers Allowance may have less ability to earn income due to caring responsibility which requires them to care for someone for 35 hours a week. In addition when calculating self employed household income the national living wage rates will be used rather than national minimum wage which was the previous national standard. Households who are in receipt of Universal Credit will automatically be entitled to hardship payments as the Universal Credit payment will include their housing costs thus indicating a level of income which would mean they are unlikely to receive a Council Tax discount. As their housing costs in Universal Credit are the equivalent of housing benefit it would not be fair to include that element of Universal Credit to calculate household income unless those households not on Universal Credit has their housing benefit included in household income as well.. The fact that Universal Credit income is provided as a digital feed from the DWP into the Council benefit system means that this can only be rectified retrospectively and manually by the Council.
- 5.10 Although there are significantly more households who lose discount under the proposed scheme that does not take into account the ability for a household to earn more income without losing discount compared to the old scheme. For example a couple working with three children with an income of £326 a week taken into account under the schemes would have received a discount of £19.75 a week under the old scheme yet would receive a discount of £7.40 under the new scheme as they would be in Band 6. However, under the old scheme if the household increased their income by £25.98 a week they would have lost all their discount but in the new scheme they keep the discount of £7.40 a week until their income takes them into band 7 by increasing by £54 a week or more. The following table provides some examples of the impact of the proposed scheme.

Household	Current CTax payment after LCTBS current scheme £ per week	Total income £ per week taken into account for income band after disregarded income	Proposed Income Band	Maximum proposed CTR % of liability	New CTax payment £ per week	+/- Change £ per week from current scheme
All Council Tax liability based on band C liability of £1,283.99 a year						
Single person disabled working and in receipt of disability living allowance. (entitled to a disability premium)	3.69	104.25	A	80%	3.69	0.00
Lone parent receiving Income Support	3.69	244.08	1	75%	4.62	+0.93
Single person working	8.78	97.36	2	70%	5.54	-3.24
Couple working with one child	4.92	131.26	2	70%	7.39	+2.47
Couple working	12.03	148.68	3	60%	9.85	-2.18

Unrestricted

Household	Current CTax payment after LCTBS current scheme £ per week	Total income £ per week taken into account for income band after disregarded income	Proposed Income Band	Maximum proposed CTR % of liability	New CTax payment £ per week	+/- Change £ per week from current scheme
All Council Tax liability based on band C liability of £1,283.99 a year						
Couple working with one child	10.58	202.67	4	50%	12.31	+1.73
Couple working with two children	15.48	316.40	5	40%	14.77	-0.71
Lone parent working receiving £50 a week child maintenance	10.24	279.01	5	40%	11.08	+0.84
Couple working with three children	4.92	326.61	6	30%	17.23	+12.31

5.11 The consultation on the proposed scheme found the following responses:

Proposal / Question		Fair %	Neither Fair nor Unfair %	Unfair %
<b>Income and Banding</b>				
	Balance the amount spent on Council Tax Discount with what is spent on other services	50.27	16.18	27.93
<b>2</b>	Seven Income Bands with 10% difference between each band	50.27	16.18	27.93
<b>3</b>	Scheme based on net income of claimant and partner	46.35	12.64	37.19
<b>4</b>	Maximum discount for disabled vulnerable groups	78.57	9.34	10.45
<b>5</b>	Discount is retained providing income remains within the banding group	67.95	14.36	10.44
<b>6</b>	Households with passported benefits remain in the band for the first year until benefits are re-assessed or person moves to Universal Credit	46.15	17.04	20.34

5.12 The modelling of the proposed new scheme suggested the cost of the scheme will reduce by £83,469. As the Council's contribution of the cost of the scheme is 79% the saving in the costs of the scheme accruing to the Council is £65,940.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

6.1 The Council is required under Schedule 1A of the Local Government Finance Act 1992 to consider each year whether to revise its Council Tax Reduction Scheme. Where it chooses to do so it must, before making a scheme:

- Consult any major precepting Authority which has the power to issue a precept to it;
- Publish a draft scheme in such manner as it thinks fit; and
- Consult with such other persons as it considers are likely to have an interest in the operation of the scheme.

Such consultation should:

- Be at a time when the proposals are still at a formative stage;
- Provide sufficient reasons for any proposal to permit intelligent consideration;
- Provide sufficient time for consideration and response;
- Ensure that the product of the process is conscientiously taken into account in finalising any statutory proposals.

Any revision to its scheme or any replacement scheme must be made no later than 31 January 2017.

### Borough Treasurer

6.2 The relevant financial provisions are contained within the report.

### Chief Officer: Customer Services

6.3 Whilst it is not expected that there will be a large increase in the net collectible Council Tax debit as a result of changes to the scheme, it could mean that a large number of households, who may already be struggling to meet their liabilities, will receive a reduction in the level of support that they receive. As such these debts are likely to be challenging and resource intensive to collect. It is expected that any reduction in the number of Council Tax bills that are issued will result in a negligible saving.

However, it is positive to see a simplified scheme that may incentivise households to increase their income without the fear of a large loss in support. A scheme with this kind of design will also allow for a simpler and more streamlined administration process.

### Equalities Impact Assessment

6.4 An Equality Impact Assessment is included as Appendix B. Overall there was no significant objections to the proposals from any protected group. The Council has a Hardship Fund of £20,000 a year to help households who face financial hardship through changes in circumstances which they could not foresee or due to changes in schemes. The hardship fund will be proactively targeted at those households facing the largest increase in their Council tax liability. Full copy of the consultation responses by protected groups are placed in the Group rooms.

Strategic Risk Management Issues

- 6.5 There are a number of strategic risk management issues facing the Council.

There is the risk that the changes in the scheme will lead to customers facing financial hardship and struggling to pay their revised council tax liability. The Council's Hardship Scheme can help mitigate that risk.

If arrears increase that may place additional strain on Council resources to achieve collection.

**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 nine 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 Crowthorne Parish Council supported the proposals. Bracknell Town Council did not raise any concerns, Binfield Parish Council had no comments they wished to raise and neither did Thames Valley Police have any comments.
- 7.5 Bracknell Forest Homes provided a response to the consultation which is included at Appendix C. Radian housing group were supportive of a scheme model that incentivised increasing income.
- 7.6 There were 217 responses via the Council's consultation portal as of the 29<sup>th</sup> November. This provided a full eight week consultation period. A full Equality Impact Assessment is included as Appendix B. In addition copies of all the responses and comments in Group rooms.
- 7.8 Respondents were given opportunity in the survey to add any comments relevant to the consultation. Comments were received to this question and then grouped into themes.



## Unrestricted

The following table sets out the main themes:

Type of comment	Number	% of Respondents	% of Comments
General Support	12	14.81	7.6
General Disagreement	22	27.16	13.92
Encourages People to Live on Benefits	9	11.11	5.70
Penalises those who Work / Should Provide Incentive to Work	21	25.93	13.29
Penalises Poorer Households	11	13.58	5.70
Support discounts for People with Severe disabilities / Pensioners/Carers/Single People	20	24.69	12.66
Not clear about how it will work/ Want more Evidence	9	6.17	5.70
Other	53	65.43	33.55

The most frequent comments were related to dis-incentivising those who work and rewarding those who do not. The range of other comments included comments relating to increasing the Council Tax levels for the wealthiest or increasing the number of Council Tax bands at the upper end to raise additional revenue.

Some people wanted evidence that the changes would not cost the council more to administer than the current system

### Contact for further information:

Simon Hendey, Chief Officer: Housing  
Adult Social Care, Health & Housing  
DD: 01344 351688  
e-mail: [simon.hendey@bracknell-forest.gov.uk](mailto:simon.hendey@bracknell-forest.gov.uk)

This page is intentionally left blank



# **The Bracknell Forest Council Council Tax Discount Scheme (Persons who are not Pensioners) 2017**

This document/publication is also available on our website at

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

Any enquiries regarding this document/publication should be sent to us at:

Bracknell Forest Council

[Address here]

Telephone: [            ]

Email: [            ]

# **The Bracknell Forest Council**

## **Council Tax Discount Scheme (Persons who are not Pensioners) 2017**

Approved and Made by Council

[Date]

Coming into effect on –

1<sup>st</sup> February 2017 in relation to the financial year beginning on 01 April 2017

Bracknell Forest Council makes the following Discount Scheme in exercise of the functions conferred by sections 13A(1)(a), 13A(2), 13A(3) and Schedule 1A to the Local Government Finance Act 1992 and all other enabling powers, (b) pursuant to Regulations made under section 113(1) and (2) to the 1992 Act and paragraph 2 of Schedule 1A to the Local Government Finance Act 2012 and (c) in accordance with Parts 1 to 3 and Schedules 7 to 8 of The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended by –

SI 2013/3181, SI 2014/107, SI 2014/3255, SI 2014/3312, SI 2015/643, SI 2015/971, SI 2015/1985, SI 2015/2041, SI 2016/211

### **Prescribed Statutory Requirements**

The authority sets out in Chapter 1, Parts 1 - 9, the statutory provisions that must apply to all applicants for a reduction in accordance with the Prescribed Requirements Parts 1 to 3 and Schedules 7 to 8.

### **Local Scheme Requirements**

Subject to local amendments; Chapter 2 - Parts 10 to 24 and Schedules 1 to 4 set out the provisions of the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, as amended, which the authority has adopted as its discount scheme.

[Name]

Proper Officer / Leader of the Council

Date

Bracknell Forest Council

**The Bracknell Forest Council  
Council Tax Discount Scheme  
(Persons who are not Pensioners) 2017**

**Contents**

Prescribed Statutory Requirements .....	2
Local Scheme Requirements .....	2
1.0 Introduction .....	7
1.1 Pensioners .....	7
1.2 Persons who are not pensioners .....	7
1.3 Work Incentives .....	7
1.4 Classes of persons .....	8
Chapter 1 - Prescribed Statutory Requirements .....	9
Part 1 - Introduction .....	9
1. Citation, amendment and application .....	9
Part 2 - Interpretation .....	9
2. Interpretation .....	9
3. Application of discount scheme: pensioners and persons who are not pensioners .....	21
4. Meaning of "couple" .....	21
5. Polygamous marriages .....	22
6. Meaning of "family" .....	22
7. Circumstances in which a person is to be treated as responsible or not responsible for another .....	22
8. Households .....	23
9. Non-dependants .....	25
10. Remunerative work .....	26
Part 3 - Prescribed classes of persons .....	27
11. Pensioners .....	27
12. Persons treated as not being in Great Britain .....	27
12A. Savings Provisions .....	29
13. Persons subject to immigration control .....	29
Part 4 - Procedural Matters .....	30
14. Procedure by which a person may apply for a reduction under the authority's discount scheme .....	30
15. Procedure by which a person may appeal against certain decisions of the authority .....	31
16. Procedure for applying for a discretionary reduction .....	32
Part 5 - Electronic Communication .....	32
17. Interpretation .....	32
18. Conditions for the use of electronic communication .....	32
19. Use of intermediaries .....	33
20. Effect of delivering information by means of electronic communication .....	33
21. Proof of identity of sender or recipient of information .....	33
22. Proof of delivery of information .....	34
23. Proof of content of information .....	34
Part 6 - Extended Reductions: Movers .....	34

24. Extended reductions: movers into the authority's area .....	34
Part 7 - Applications.....	35
25. Making an application.....	35
26. Date on which an application is made .....	36
27. Information and evidence .....	39
28. Amendment and withdrawal of application .....	40
29. Duty to notify changes of circumstances .....	41
PART 8 - Decisions by the authority.....	42
30. Decision by authority .....	42
31. Notification of decision .....	42
PART 9 - Award or payment of reduction.....	43
32. Payment where there is joint and several liability .....	43
33. - 35. Not used.....	44
Chapter 2 - Local Discount scheme Requirements.....	45
Part 10 - Classes of person entitled to a reduction under this discount scheme.....	45
36. Classes of person entitled to a reduction under this discount scheme.....	45
37. Class D: persons who are not pensioners who are entitled to a premium under Part 11 .....	45
38. Class E: persons who are not pensioners who receive an income-related Social Security benefit .....	45
39. Class F: persons who are not pensioners who not are entitled to a premium under Part 11 and who are not treated as receiving an income-related Social Security benefit .....	46
40. Periods of absence from a dwelling .....	47
41. Classes of person excluded from this discount scheme .....	49
42. Class of person excluded from this discount scheme: capital limit.....	49
43. Class of person excluded from this discount scheme: students.....	50
Part 11 - Premiums.....	50
44. Entitlement to a Premium .....	50
45. Polygamous marriages.....	50
46. Premiums: persons who have an award of universal credit .....	50
Part 12 - Maximum council tax reduction .....	50
47. Maximum council tax reduction under this discount scheme .....	50
48. Non-dependant housing costs contribution.....	52
PART 13 - Not used.....	55
PART 14 - Amount of reduction .....	55
49. Amount of reduction under this discount scheme: Classes D to F .....	55
49A. Minimum council tax reduction .....	56
PART 15 - Income and capital - General .....	56
50. Calculation of income and capital: applicant's family and polygamous marriages .....	56
51. Circumstances in which income and capital of non-dependant is to be treated as the applicant's .....	56
52. Income and capital where there is an award of universal credit .....	57
Part 16 - Income.....	58
53. Average weekly earnings of employed earners .....	58
53A Date on which income consisting of earnings from employment as an employed earner are taken into account .....	59

54. Average weekly earnings of self-employed earners.....	59
55. Average weekly income other than earnings .....	60
56. Calculation of weekly income of employed earners .....	60
57. Earnings of employed earners.....	61
58. Calculation of net earnings of employed earners .....	62
59. Earnings of self-employed earners .....	63
60. Calculation of income other than earnings.....	64
61. Capital treated as income.....	66
62. Notional income .....	67
63. Calculation of income on a weekly basis .....	70
64. Treatment of child care charges .....	71
65. Calculation of average weekly income from tax credits.....	78
66. Disregard of changes in tax and contributions etc. ....	78
67. Calculation of net profit of self-employed earners .....	79
67A. Minimum Income Floor for Self-employed earners.....	81
68. Calculation of deduction of tax and contributions of self-employed earners....	82
Part 17 - Capital; persons who do not have an award of universal credit .....	83
69. Calculation of capital .....	83
70. Income treated as capital .....	84
71. Calculation of capital in the United Kingdom.....	84
72. Calculation of capital outside the United Kingdom.....	85
73. Notional capital.....	85
74. Diminishing notional capital rule .....	87
75. Capital jointly held .....	91
76. Calculation of tariff income from capital .....	91
Part 18 - Students - General .....	91
77. Interpretation.....	91
78. Treatment of students .....	96
79. Students who are excluded from entitlement to a council tax reduction under this discount scheme.....	96
Part 19 - Student Income.....	99
80. Calculation of grant income .....	99
81. Calculation of covenant income where a contribution is assessed.....	100
82. Covenant income where no grant income or no contribution is assessed....	101
83. Relationship with amounts to be disregarded under Schedule 3 .....	101
84. Other amounts to be disregarded .....	102
85. Treatment of student and postgraduate master's degree loans .....	102
86. Treatment of payments from access funds.....	104
87. Disregard of contribution .....	105
88. Further disregard of student's income .....	105
89. Income treated as capital .....	105
90. Disregard of changes occurring during summer vacation .....	105
Part 20 - Extended Reductions .....	106
91. Extended reductions (qualifying income-related benefits).....	106
92. Duration of extended reduction period: (qualifying income-related benefits). 107	
93. Amount of extended reduction: (qualifying income-related benefits).....	107
94. Extended reductions—movers: (qualifying income-related benefits).....	108

95. Relationship between extended reduction and entitlement to reduction by virtue of classes D to F.....	108
96. Extended reductions (qualifying contributory benefits).....	108
97. Duration of extended reduction period (qualifying contributory benefits) ....	109
98. Amount of extended reduction (qualifying contributory benefits).....	110
99. Extended reductions (qualifying contributory benefits) - movers.....	110
100. Relationship between extended reduction (qualifying contributory benefits) and entitlement to reduction by virtue of classes D to F .....	111
101. Extended reductions: applicant moving into the authority's area.....	111
Part 21 - When entitlement begins and change of circumstances.....	111
102. Date on which entitlement begins.....	111
103. Date on which change of circumstances is to take effect.....	111
104. Back-dating of applications.....	112
Part 22 – Reductions and adjustments to liability.....	113
105. Reductions to liability.....	113
106. Adjustments to the amount of reduction .....	113
107. Reductions in the amount of a reduction .....	113
108. Reductions in the amount of a reduction due to official error .....	114
Part 23 – Suspension and Termination of a reduction.....	114
109. Cases where a reduction may be suspended .....	114
110. Restoring a suspended reduction .....	115
111. Cases where a reduction is terminated.....	115
Part 24 – Failure to comply with the duty to notify of a change of circumstances ...	116
112. Failure to notify of a change of circumstances.....	116
113. Penalties for failing to notify a change of circumstances.....	116
Schedule 1 - Premiums .....	117
Part 1 - Introduction .....	117
Part 2 - Conditionality .....	117
Disability premium.....	117
Additional condition for the disability premium.....	117
Severe disability premium .....	120
Enhanced disability premium.....	121
Persons in receipt of concessionary payments.....	122
Persons in receipt of benefit for another .....	122
SCHEDULE 2 - Sums disregarded in the calculation of earnings.....	123
SCHEDULE 3 - Sums disregarded in the calculation of income other than earnings..	128
SCHEDULE 4 - Capital disregards .....	142



## **1.0 Introduction<sup>1</sup>**

From 1 April 2013, council tax support in the form of council tax benefit was abolished by Central Government. It became the duty of each local authority in England to have localised council tax support, in the form of a council tax reduction, in place by 31 January in each year.

The enabling provisions are contained in section 10 of the Local Government Finance Act 2012, which substitutes section 13A of the 1992 Act, and Schedule 4, which inserts Schedule 1A into the 1992 Act.

This allows the authority to use its discretion to design schemes for support for those not of pension age but contains requirements that certain elements must be included in all schemes. The detail of the elements which must be included in local council tax reductions schemes are included in The Council Tax Reduction Schemes (Prescribed Requirements Scheme) (England) Regulations 2012 SI 2885, hereinafter called the Prescribed Requirements

### **1.1 Pensioners**

The Government protects pensioners by prescribing a local scheme for pensioners with national rules.

This means that the authority has no discretion over the method or level of support provided to pensioners and that pensioners are protected from any further reductions in the level of support in accordance with the Prescribed Requirements, Parts 1 to 3, Schedules 1 to 6 and Schedules 7 to 8 where they apply to Pensioners.

This document therefore concentrates on the local council tax discount scheme for persons who are not pensioners; the discount scheme for pensioners is to be found in The Bracknell Forest Council, Council Tax Discount Scheme (Pensioners) 2017.

### **1.2 Persons who are not pensioners**

The authority is required by Government to design a local council tax support scheme for people of working age, albeit with certain limitations prescribed by Government through regulations, by 31 January in each year.

### **1.3 Work Incentives**

The authority's scheme is required to meet the basic requirements of encouraging and incentivising work. The Government does not prescribe by regulation how the authority provides for work incentives in its scheme; it is for the authority to decide how best to provide work incentives for its individual communities.

---

<sup>1</sup> Section 13A LGFA 1992 as substituted by section 10 LGFA 2012

Bracknell Forest Council has provided for and continues to provide for an extended reduction, which maintains the same level of council tax support for up to four additional weeks. This is applied when a person on certain qualifying income-related and contributory benefits goes into work.

Additionally, from April 2016, the authority increased the amount a person can earn through employment or self-employment by £5 per week for most people. This is the amount a person can earn before it is taken into account for the purposes of the council tax support calculation. This is known as an 'earned income disregard'

## 1.4 Classes of persons

The Government does not prescribe by regulation which class of person(s) is deemed as being in need of financial assistance; it is for the authority to decide, having regard to its duties under the Acts referred to below.

In making its discount scheme, Bracknell Forest has paid due regard to the -

- Equality Act 2010, public sector equality duties with regard to –
  - age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation, and
- Child Poverty Act 2010, the duty to mitigate the effects of child poverty, and
- Disabled Persons (Services, Consultation and Representation) Act 1986, and
- Chronically Sick and Disabled Persons Act 1970, the duties relating to the welfare needs of disabled people, and
- Housing Act 1996, the duty to prevent homelessness, and
- Armed Forces Covenant, to recognise what our Armed Forces do for us, especially the injured and the bereaved

The Default Scheme, which Bracknell Forest has adopted as its discount scheme with local variations has been written with due regard to the above acts.

Therefore, subject to local variations, the council has decided to accept the safeguards that come with the Default Scheme for people with additional needs and in addition to bring forward the 100% local disregard for all types of war pensions from the council tax benefit scheme.

Bracknell Forest have decided to simplify its discount scheme for 2017 by removing the applicable amount and introducing income bands for the maximum amount of discount a person may be entitled; the less income a person receives the more discount is awarded.

Those who receive a disability benefit are further protected by being awarded a higher discount, as are those who receive carer's allowance, which is fully disregarded as income when calculating which income band is applicable to the applicant.

## Chapter 1 - Prescribed Statutory Requirements

### Part 1 - Introduction

#### 1. Citation, amendment and application

(1) This discount scheme may be cited as the Bracknell Forest Council, Council Tax Discount Scheme (Persons who are not Pensioners) 2017 and comes into effect on 1<sup>st</sup> February 2017 in relation to the financial year beginning on 1st April 2017.

(2) The Bracknell Forest Council, Council Tax Benefit (Reduction) Scheme (Persons who are not Pensioners) 2016 is hereby revoked.

(3) This discount scheme applies in relation to the billing authority in England known as Bracknell Forest Council and references in this discount scheme to “the authority” shall be to Bracknell Forest Council unless the context otherwise requires.

(4) If this discount scheme omits or is inconsistent with any of the requirements relating to persons who are not pensioners contained in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (including any re-enactment or amendments thereof), the scheme shall be construed in such a way as to correct the omission or inconsistency.

(5) A person entitled to a reduction under the 2016 scheme on 31<sup>st</sup> March 2017 or who has made an application for a reduction on or before 31<sup>st</sup> March 2017 and which has not yet been decided shall be treated as having made an application for a reduction under this discount scheme on 1<sup>st</sup> April 2017.

### Part 2 - Interpretation

#### 2. Interpretation<sup>2</sup>

(1) In this discount scheme -

“the 1992 Act” means the Local Government Finance Act 1992;

“Abbeyfield Home” means an establishment run by the Abbeyfield Society including all bodies corporate or unincorporated which are affiliated to that society;

“adoption leave” means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996

“AFIP” means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004;

“applicant” means a person who has made an application;

“application” means an application for a reduction under this discount scheme;

---

<sup>2</sup> Regulation 2, Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012

“assessment period” means -

- (a) In relation to the earnings of an employed earner, in accordance with paragraph 53 for the purpose of calculating the weekly earnings of the applicant, or
- (b) in relation to the earnings of a self-employed earner, in accordance with paragraph 54 for the purpose of calculating the weekly earnings of the applicant; or
- (c) in relation to any other income, in accordance with paragraph 55 for the purpose of calculating the weekly income of the applicant;

“attendance allowance” means -

- (a) an attendance allowance under Part 3 of the Social Security Contributions and Benefits Act 1992 (SSCBA)
- (b) an increase of disablement pension under section 104 or 105 of that Act;
- (c) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or;
- (d) any payment based on need for attendance which is paid as part of a war disablement pension;

“the authority” means the billing authority that is Bracknell Forest Council to whose area a scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

“basic rate” has the meaning given by the Income Tax Act 2007<sup>3</sup>;

“the benefit Acts” means the SSCBA, the Jobseekers Act 1995, the State Pension Credit Act 2002 and the Welfare Reform Act 2007 and the Pensions Act 2014<sup>4</sup>;

“board and lodging accommodation” means accommodation provided to a person or, if he is a member of a family, to him or any other member of his family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

“care home” has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order;

“the Caxton Foundation” means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain

---

<sup>3</sup> 2007 c. 3; section 989 defines basic rate by reference to section 6(2). Section 6(2) was amended by section 5 of the Finance Act 2008 (c. 9) and section 6 of, and paragraphs 1 and 2 of part 1 of Schedule 2 to, the Finance Act 2009 (c. 10).

<sup>4</sup> SI 2012/2885 2(1) amended by SI 2015/1985 wef 6 April 2016

persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

“child” means a person under the age of 16;

“child benefit” has the meaning given by section 141 of the SSCBA;

“child tax credit” means a child tax credit under section 8 of the Tax Credits Act 2002;

“close relative” means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

“concessionary payment” means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act 2002 are charged;

“contributory employment and support allowance” means an allowance under Part 1 of the Welfare Reform Act 2007 as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012 that remove references to an income-related allowance and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions;<sup>5</sup>

“council tax benefit” means council tax benefit under Part 7 of the SSCBA;

“couple” has the meaning given by paragraph 4;

“Default Scheme Regulations” means the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012<sup>6</sup>;

“designated office” means the office of the authority designated by it for the receipt of applications -

- (a) by notice upon or with a form supplied by it for the purpose of making an application;
- (b) by reference upon or with such a form to some other document from it and sent by electronic means or otherwise on application and without charge; or
- (c) by any combination of the provisions set out in paragraphs (a) and (b);

“disability living allowance” means a disability living allowance under section 71 of the SSCBA;

“discount scheme” means the Bracknell Forest Council, Council Tax Discount Scheme (Persons who are not Pensioners) 2017;

“discretionary reduction” means a discretion reduction to council tax liability made under section 13A(1)(c) of the 1992 Act;

---

<sup>5</sup> SI 2012/2885 2(1) substituted by SI 2014/3312 in relation to Financial years beginning on or after 01 April 2015

<sup>6</sup> SI 2012/2886

“earnings” has the meaning given by paragraph 57;

“the Eileen Trust” means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

“electronic communication” has the same meaning as in section 15(1) of the Electronic Communications Act 2000;

“employed earner” is to be construed in accordance with section 2(1)(a) of the SSCBA and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

“the Employment, Skills and Enterprise Scheme” means a scheme under section 17A (schemes for assisting persons to obtain employment: “work for your benefit” schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist claimants for job-seekers allowance to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search);

“employment zone” means an area within Great Britain designated for the purposes of section 60 of the Welfare Reform and Pensions Act 1999 and an “employment zone programme” means a programme established for such an area or areas designed to assist claimants for a jobseeker’s allowance to obtain sustainable employment;

“enactment” includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament or the National Assembly for Wales<sup>7</sup>;

“extended reduction (qualifying contributory benefits)” means a reduction under this discount scheme for which a person is eligible in accordance with Part 20;

“extended reduction (qualifying income-related benefit)” means a reduction under this discount scheme for which a person is eligible under Part 20;

“extended reduction period” means the period for which a person is in receipt of an extended reduction in accordance with paragraph 92, 97 and 101;

“family” has the meaning given by paragraph 6;

“the Fund” means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by the Secretary of State on 24th April 1992 or, in Scotland, on 10th April 1992;

“guarantee credit” is to be construed in accordance with sections 1 and 2 of the State Pension Credit Act 2002;

“a guaranteed income payment” means a payment made under article 15(1)(c) or 29(1)(a) of the Armed Forces and Reserve Forces (Compensation Scheme) Order

---

<sup>7</sup> SI 2013/3181

2011;

“housing benefit” means housing benefit under Part 7 of the SSCBA;

“housing costs element” has the meaning given by regulation 21 of the Universal Credit Regulations 2012;

“an income-based jobseeker’s allowance” and “a joint-claim jobseeker’s allowance” have the meanings given by the Jobseekers Act 1995 by virtue of section 1(4) of that Act;

“income-related employment and support allowance” means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

“independent hospital” -

- (a) in England means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;
- (b) in Wales has the meaning given by section 2 of the Care Standards Act 2000; and
- (c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

“the Independent Living Fund (2006)” means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

“invalid carriage or other vehicle” means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

“the London Bombings Relief Charitable Fund” means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

“lone parent” means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

“the Macfarlane (Special Payments) Trust” means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

“the Macfarlane (Special Payments) (No 2) Trust” means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

“the Macfarlane Trust” means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;



“main phase employment and support allowance” means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007;

“maternity leave” means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

“maximum council tax reduction” means the amount determined in accordance with paragraph 47;

“member of a couple” means a member of a married or unmarried couple;

“MFET Limited” means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

“mobility supplement” means a supplement to which paragraph 13 of Schedule 3 refers;

“mover” means an applicant who changes the dwelling in which the applicant is resident, and in respect of which the applicant is liable to pay council tax, from a dwelling in the area of one authority to a dwelling in the area of a second authority;

“net earnings” means such earnings as are calculated in accordance with paragraph 58 (calculation of net earnings of employed earners);

“net profit” means such profit as is calculated in accordance with paragraph 67 (calculation of net profit of self-employed earners);

“new dwelling” means, for the purposes of the definition of “second authority” and paragraphs 94 and 99 the dwelling to which an applicant has moved, or is about to move, in which the applicant will be resident;

“non-dependant” has the meaning given by paragraph 9;

“occasional assistance” means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of -

- (a) meeting, or helping to meet an immediate short-term need -
  - (i) arising out of an exceptional event or exceptional circumstances, or
  - (ii) that needs to be met to avoid a risk to the well-being of an individual, and
- (b) enabling qualifying individuals to establish or maintain a settled home, and -
  - (i) “local authority” has the meaning given by section 270(1) of the Local Government Act 1972; and
  - (ii) “qualifying individuals” means individuals who have been, or without the assistance might otherwise be—



(aa) in prison, hospital, an establishment providing residential care or other institution, or

(bb) homeless or otherwise living an unsettled way of life;

and “local authority” means a local authority in England within the meaning of the Local Government Act 1972;

“occupational pension” means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

“occupational pension scheme” has the same meaning as in section 1 of the Pension Schemes Act 1993

“partner”, in relation to a person, means -

- (a) where that person is a member of a couple, the other member of that couple;
- (b) subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or
- (c) where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

“paternity leave” means a period of absence from work on paternity leave by virtue of section 80A or 80B of the Employment Rights Act 1996;<sup>8</sup>

“pension fund holder” means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

“pensionable age” has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995;

“pensioner” has the meaning given by paragraph 3(a);

“person on income support” means a person in receipt of income support;

“person treated as not being in Great Britain” has the meaning given by paragraph 12;

“person who is not a pensioner” has the meaning given by paragraph 3(b);

“personal independence payment” has the meaning given by Part 4 of the Welfare Reform Act 2012;

“personal pension scheme” means -

- (a) a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993;

---

<sup>8</sup> SI 2012/2885 2(1) amended by SI 2014/3255 wef 05 April 2015

- (b) an annuity contract or trust scheme approved under section 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) of that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 to the Finance Act 2004;
- (c) a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

“policy of life insurance” means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

“polygamous marriage” means any marriage to which paragraph 5 applies;

“prescribed regulations” means The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, as amended

“prescribed requirements” means The Council Tax Reduction Schemes (Prescribed Requirements Scheme) (England) Regulations 2012 SI 2885, as amended

“qualifying age for state pension credit” means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002) -

- (a) in the case of a woman, pensionable age; or
- (b) in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

“qualifying contributory benefit” means -

- (a) severe disablement allowance;
- (b) incapacity benefit;
- (c) contributory employment and support allowance;

“qualifying income-related benefit” means -

- (a) income support;
- (b) income-based jobseeker’s allowance;
- (c) income-related employment and support allowance;

“qualifying person” means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

“reduction” means a discounted reduction to council tax liability awarded under this discount scheme or any such scheme that precedes it and does not include a reduction to council tax liability for reasons of disability under section 13 of the 1992 Act or a

discretionary reduction made under section 13A(1)(c) of the 1992 Act;

“reduction week” means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

“relative” means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

“relevant week”, in relation to any particular day, means the week within which the day in question falls;

“remunerative work” has the meaning given by paragraph 10;

“rent” means “eligible rent” to which regulation 12 of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 refer, less any deductions in respect of non-dependants which fall to be made under paragraph 48 (non-dependant deductions);

“savings credit” is to be construed in accordance with sections 1 and 3 of the State Pension Credit Act 2002;

“second authority” means the authority to which a mover is liable to make payments for the new dwelling;

“self-employed earner” is to be construed in accordance with section 2(1)(b) of the SSCBA;

“self-employment route” means assistance in pursuing self-employed earner’s employment whilst participating in -

- (a) an employment zone programme;
- (b) a programme provided by or under arrangements made pursuant to section 2 of the Employment and Training Act 1973 (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.); or
- (c) the Employment, Skills and Enterprise Scheme

[“service user group”] – omitted<sup>9</sup>

“shared parental leave” means leave under section 75E or 75G of the Employment Rights Act 1996;<sup>10</sup>

“single applicant” means an applicant who neither has a partner nor is a lone parent;

“the Skipton Fund” means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme’s provisions;

“sports award” means an award made by one of the Sports Councils named in section

---

<sup>9</sup> Omitted from SI 2012/2885 2(1) by SI 2014/3312 in relation to financial years beginning on or after 01 April 15

<sup>10</sup> Inserted to SI 2012/2885 2(1) by SI 2014/3255

23(2) of the National Lottery etc Act 1993 out of sums allocated to it for distribution under that section;

“the SSCBA” means the Social Security Contributions and Benefits Act 1992;

“state pension credit” means state pension credit under the State Pension Credit Act 2002;

“student” has the meaning given by paragraph 77;

“tax year” means a period beginning with 6th April in one year and ending with 5th April in the next;

“training allowance” means an allowance (whether by way of periodical grants or otherwise) payable -

- (a) out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers;<sup>11</sup>
- (b) to a person for his maintenance or in respect of a member of his family; and
- (c) for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, that department or approved by that department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers,

but it does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the Employment and Training Act 1973, or is training as a teacher;

“the Trusts” (except where the context otherwise requires) means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No 2) Trust and “Trustees” is to be construed accordingly;

“universal credit” has the meaning given by section 1 of the Welfare Reform Act 2012

“voluntary organisation” means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

“week” means a period of seven days beginning with a Monday;

“war disablement pension” means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

“war pension” means a war disablement pension, a war widow’s pension or a war widower’s pension;

---

<sup>11</sup> SI 2012/2885 2(1) amended by SI 2015/971 wef 26 May 2015

“war widow’s pension” means any pension or allowance payable to a woman as a widow or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person

“war widower’s pension” means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

“water charges” means -

- (a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,
- (b) as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002,

in so far as such charges are in respect of the dwelling which a person occupies as his home;

“working tax credit” means a working tax credit under section 10 of the Tax Credits Act 2002;

“young person” means a person who falls within the definition of qualifying young person in section 142 of the SSCBA.

(2) In this discount scheme, where an amount is to be rounded to the nearest penny, a fraction of a penny must be disregarded if it is less than half a penny and must otherwise be treated as a whole penny.

(3) For the purpose of this discount scheme, a person is on an income-based jobseeker’s allowance on any day in respect of which an income-based jobseeker’s allowance is payable to him and on any day -

- (a) in respect of which he satisfies the conditions for entitlement to an income-based jobseeker’s allowance but where the allowance is not because of a reduction paid in accordance with regulation 27A of the Jobseeker’s Allowance Regulations 1996 or section 19 or 19A or regulations made under section 17A or 19B of the Jobseekers Act 1995 (circumstances in which a jobseeker’s allowance is not payable);
- (b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker’s allowance is payable to him or would be payable to him but for section 19 or 19A or regulations made under section 17A or 19B of that Act; or
- (c) in respect of which an income-based jobseeker’s allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

(4) For the purposes of this discount scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related

employment and support allowance is payable to him and on any day -

- (a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act (disqualification); or
- (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act (employment and support allowance; supplementary provisions) and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.

(5) For the purposes of this discount scheme, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

(6) In this discount scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

(7) – not included<sup>12</sup>

(8)<sup>13</sup> References in this discount scheme to an applicant participating as a service user are to -

(a) a person who is being consulted by or on behalf of -

(i) a body which has a statutory duty to provide services in the field of health, social care or social housing; or

(ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such services,

in their capacity as a user, potential user, carer of a user or person otherwise affected by the provision of those services;

(aa)<sup>14</sup> a person who is being consulted by or on behalf of -

(i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973; or

(ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions,

in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or

(b) the carer of a person consulted as described in sub-paragraph (a) or (aa) where the

---

<sup>12</sup> Relates to Pensioners only

<sup>13</sup> SI 2012/2885 2(8) inserted by SI 2014/3312 in relation to financial years beginning on or after 01 Apr 15

<sup>14</sup> SI 2012/2885 2(8)(aa) inserted by SI 2015/2041

carer is not being consulted as described in that sub-paragraph or

- (b) the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph

### **3. Application of discount scheme: pensioners and persons who are not pensioners<sup>15</sup>**

In this discount scheme a person is -

- (a) a “pensioner” if -
  - (i) he has attained the qualifying age for state pension credit; and
  - (ii) he is not, and, if he has a partner, his partner is not -
    - (aa) a person on income support, on an income-based jobseeker’s allowance or on an income-related employment and support allowance; or
    - (bb) a person with an award of universal credit; and
- (b) a “person who is not a pensioner” if -
  - (i) he has not attained the qualifying age for state pension credit; or
  - (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is -
    - (aa) a person on income support, on income-based jobseeker’s allowance or an income-related employment and support allowance; or
    - (bb) a person with an award of universal credit.

### **4. Meaning of “couple”<sup>16</sup>**

(1) In this discount scheme “couple” means<sup>17</sup> -

- (a) two people who are married to, or civil partners of, each other and are members of the same household; or
- (b) two people who are not married to, or civil partners of, each other but are living together as a married couple

(2) Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes.

---

<sup>15</sup> Regulation 3, 2012 SI 2885 as amended by SI 2013/3181

<sup>16</sup> Regulation 4, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>17</sup> SI /2012/2885 4(1) substituted by SI 2014/107 wef 13 Mar 2014



## **5. Polygamous marriages<sup>18</sup>**

- (1) This paragraph applies to any case where -
- (a) a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
  - (b) either party to the marriage has for the time being any spouse additional to the other party.
- (2) For the purposes of paragraph 4 neither party to the marriage is to be taken to be a member of a couple.

## **6. Meaning of “family”<sup>19</sup>**

- (1) In this discount scheme “family” means -
- (a) a couple;
  - (b) a couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person; or
  - (c) a person who is not a member of a couple and a member of the same household for whom that person is responsible and who is a child or a young person.
- (2) The references to a child or young person in sub-paragraph (1)(b) and (c) include a child or young person in respect of whom section 145A of the SSCBA applies for the purposes of entitlement to child benefit, but only for the period prescribed under section 145A(1).
- (3) The references to a young person in paragraph (1)(b) and (c) do not include a young person who is -
- (a) on income support, an income-based jobseeker’s allowance or an income-related employment and support allowance; or
  - (b) a person to whom section 6 of the Children (Leaving Care) Act 2000 (exclusion from benefits) applies; or
  - (c) entitled to an award of universal credit<sup>20</sup>

## **7. Circumstances in which a person is to be treated as responsible or not responsible for another<sup>21</sup>**

- (1) A person is to be treated as responsible for a child or young person who is normally living with him, including a child or young person to whom paragraph 6(2) applies.

---

<sup>18</sup> Regulation 5, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>19</sup> Regulation 6, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>20</sup> SI 2012/2885 6(3)(c) inserted by SI 2014/3312 in relation to financial years beginning on or after 01 Apr 15

<sup>21</sup> Regulation 7, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885



(2) Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person must be treated for the purposes of sub-paragraph (1) as normally living with -

- (a) the person who is receiving child benefit in respect of that child or young person, or
- (b) if there is no such person -
  - (i) where only one claim for child benefit has been made in respect of him, the person who made that claim, or
  - (ii) in any other case the person who has the primary responsibility for him.

(3) For the purposes of this discount scheme, a child or young person is the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this regulation is to be treated as not so responsible.

## **8. Households<sup>22</sup>**

(1) Subject to sub-paragraphs (2) and (3), an applicant and any partner and, where the applicant or his partner is treated, by virtue of paragraph 7, as responsible for a child or young person, that child or young person and any child of that child or young person, are to be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.

(2) A child or young person is not to be treated as a member of the applicant's household where he is -

- (a) placed with the applicant or his partner by a local authority under section 22C [...<sup>23</sup>] of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out or placed with the applicant or his partner under a relevant enactment<sup>24</sup> [or in Wales, placed with the applicant or the applicant's partner by a local authority under section 81 of the Social Services and Well-being (Wales) Act 2014 or by a voluntary organisation under section 59(1)(a) of the Children Act 1989<sup>25</sup>]
- (b) placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
- (c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009 or the Adoption (Northern Ireland) Order 1987.

(3) Subject to sub paragraph (4), sub paragraph (1) does not apply to a child or young person who is not living with the applicant and who -

---

<sup>22</sup> Regulation 8, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>23</sup> SI 2012/2885 8(2)(a) words omitted by SI 2016/211 wef 6<sup>th</sup> April 2016

<sup>24</sup> SI 2012/2885 8(2)(a) amended by SI 2013/3181 in relation to financial years beginning on or after 01 Apr 14

<sup>25</sup> SI 2012/2885 8(2)(a) words inserted by SI 2016/211 wef 6<sup>th</sup> April 2016

- (a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
  - (b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
  - (c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009.
- (4) The authority must treat a child or young person to whom sub-paragraph (3)(a) applies as being a member of the applicant's household in any reduction week where -
- (a) that child or young person lives with the applicant for part or all of that reduction week; and
  - (b) the authority considers that it is reasonable to do so taking into account the nature and frequency of that child's or young person's visits.
- (5) In this paragraph "relevant enactment" means -
- (a) the Army Act 1955;
  - (b) the Air Force Act 1955;
  - (c) the Naval Discipline Act 1957;
  - (d) the Matrimonial Proceedings (Children) Act 1958;
  - (e) the Social Work (Scotland) Act 1968;
  - (f) the Family Law Reform Act 1969;
  - (g) the Children and Young Persons Act 1969;
  - (h) the Matrimonial Causes Act 1973;
  - (i) the Children Act 1975;
  - (j) the Domestic Proceedings and Magistrates' Courts Act 1978;
  - (k) the Adoption and Children (Scotland) Act 2007;
  - (l) the Family Law Act 1986;
  - (m) the Children Act 1989;
  - (n) the Children (Scotland) Act 1995;
  - (na) the Children's Hearings (Scotland) Act 2011,<sup>26</sup> and
  - (o) the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

---

<sup>26</sup> SI 2012/2885 8(5)(na) inserted by SI 2013/3181 in relation to financial years beginning on or after 01 Apr 14

## 9. Non-dependants<sup>27</sup>

(1) In this discount scheme, “non-dependant” means any person, except someone to whom sub-paragraph (2) applies, who normally resides with an applicant or with whom an applicant normally resides.

(2) This paragraph applies to -

- (a) any member of the applicant’s family;
- (b) if the applicant is polygamously married, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
- (c) a child or young person who is living with the applicant but who is not a member of his household by virtue of regulation 8 (households);
- (d) subject to sub-paragraph (3), any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under section 6 or 7 of the 1992 Act (persons liable to pay council tax);
- (e) subject to sub-paragraph (3), any person who is liable to make payments on a commercial basis to the applicant or the applicant’s partner in respect of the occupation of the dwelling;
- (f) a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.

(3) Excepting persons to whom sub-paragraph (2)(a) to (c) and (f) refer, a person to whom any of the following paragraphs applies is a non-dependant -

- (a) a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either -
  - (i) that person is a close relative of his or his partner; or
  - (ii) the tenancy or other agreement between them is other than on a commercial basis;
- (b) a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of this discount scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
- (c) a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the change giving rise to the new liability was not made to take advantage of this

---

<sup>27</sup> Regulation 9, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

discount scheme.

## **10. Remunerative work<sup>28</sup>**

(1) Subject to the following provisions, a person must be treated for the purposes as engaged in remunerative work if he is engaged, or, where his hours of work fluctuate, he is engaged on average, for not less than 16 hours a week, in work for which payment is made or which is done in expectation of payment.

(2) Subject to sub-paragraph (3), in determining the number of hours for which a person is engaged in work where his hours of work fluctuate, regard must be had to the average of hours worked over -

(a) if there is a recognisable cycle of work, the period of one complete cycle, including, where the cycle involves periods in which the person does not work, those periods but disregarding any other absences;

(b) in any other case, the period of 5 weeks immediately prior to the date of application, or such other length of time as may, in the particular case, enable the person's weekly average hours of work to be determined more accurately.

(3) Where, for the purposes of sub paragraph (2)(a), a person's recognisable cycle of work at a school, other educational establishment or other place of employment is one year and includes periods of school holidays or similar vacations during which he does not work, those periods and any other periods not forming part of such holidays or vacations during which he is not required to work must be disregarded in establishing the average hours for which he is engaged in work.

(4) Where no recognisable cycle has been established in respect of a person's work, regard must be had to the number of hours or, where those hours will fluctuate, the average of the hours, which he is expected to work in a week.

(5) A person must be treated as engaged in remunerative work during any period for which he is absent from work referred to in sub paragraph (1) if the absence is either without good cause or by reason of a recognised, customary or other holiday.

(6) A person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance for more than 3 days in any reduction week must be treated as not being in remunerative work in that week.

(7) A person must not be treated as engaged in remunerative work on any day on which the person is on maternity leave, paternity leave, shared parental leave<sup>29</sup> or adoption leave, or is absent from work because he is ill.

(8) A person must not be treated as engaged in remunerative work on any day on which he is engaged in an activity in respect of which -

(a) a sports award has been made, or is to be made, to him; and

(b) no other payment is made or is expected to be made to him.

---

<sup>28</sup> Regulation 10, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>29</sup> SI 2012/2885 10(7) amended by SI 2014/3255 wef 31 Dec 2014

## **Part 3 - Prescribed classes of persons**

### **11. Pensioners<sup>30</sup>**

(1) Subject to sub-paragraph (2), pensioners are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and who are included in the authority's discount scheme under The Bracknell Forest Council, Council Tax Discount Scheme (Pensioners) 2017.

### **12. Persons treated as not being in Great Britain<sup>31</sup>**

(1) Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in this discount scheme.

(2) Except where a person falls within sub-paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.

(3) A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.

(4) For the purposes of sub-paragraph (3), a right to reside does not include a right which exists by virtue of, or in accordance with -

(a) regulation 13 of the EEA Regulations<sup>32</sup> or Article 6 of Council Directive 2004/38/EC; or

(aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is -

(i) a jobseeker for the purpose of the definition of "qualified person" in regulation 6(1) of those Regulations, or

(ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;

(ab) Article 45 of the Treaty on the functioning of the European Union (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland),<sup>33</sup> or

(b) regulation 15A(1) of the EEA Regulations<sup>34</sup>, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning

---

<sup>30</sup> Regulation 11, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>31</sup> Regulation 12, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>32</sup> S.I. 2006/1003; regulation 13 was amended by regulation 3 of, and paragraph 6 of Schedule 1 to, S.I. 2012/1547

<sup>33</sup> SI 2012/2885 12(4)(aa) & (ab) inserted by SI 2013/3181 in relation to financial years on or after 01 April 2014

<sup>34</sup> Regulation 15A was inserted by regulation 3 and paragraph 9 of Schedule 1 to, S.I. 2012/1547; paragraph (4A) was inserted by regulation 2 of, and paragraph 3 of the Schedule to, S.I. 2012/2560

of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen)<sup>35</sup>.

- (5) A person falls within this paragraph if the person is—
- (a) a qualified person for the purposes of regulation 6 of the EEA Regulations<sup>36</sup> as a worker or a self-employed person;
  - (b) a family member of a person referred to in sub-paragraph (a) within the meaning of regulation 7(1)(a), (b) or (c) of the EEA Regulations;
  - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
  - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
  - (e) <sup>37</sup>a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971 where that leave is -
    - (i) discretionary leave to enter or remain in the United Kingdom,
    - (ii) leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012, or
    - (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005;
  - (f) a person who has humanitarian protection granted under those rules; or
  - (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom.
  - (h) in receipt of income support or on an income-related employment and support allowance; or
  - (ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4),<sup>38</sup> or
  - (i) a person who is treated as a worker for the purpose of the definition of "qualified

---

<sup>35</sup> A consolidated version of this Treaty was published in the Official Journal on 30.3.2010 C 83

<sup>36</sup> Regulation 6(2) was amended by regulation 5 of, and paragraph 3 of Schedule 2 to, S.I. 2011/544.

<sup>37</sup> SI 2012/2885 12(5)(e) substituted by SI 2013/3181 in relation to financial years on or after 01 April 2014

<sup>38</sup> Sub-para (h) and (ha) as amended and inserted by SI 2014/3312 do not apply to a person who has since on or before 31 Mar 15 received a council tax discretionary reduction under s.13A(2) of the LGFA 1992 and has been continuously entitled to JSA(IB) since that date until the first of the following events -

- a new application for a council tax discretionary reduction is made, or entitlement to JSA(IB) ends

person” in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an “accession State national subject to worker authorisation”).

(6) A person falls within this paragraph if the person is a Crown servant or member of Her Majesty’s forces posted overseas.

(7) A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty’s forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.

(8) In this discount scheme -

“claim for asylum” has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;

“Crown servant” means a person holding an office or employment under the Crown;

“EEA Regulations” means the Immigration (European Economic Area) Regulations 2006; and

“Her Majesty’s forces” has the same meaning as in the Armed Forces Act 2006

### **12A. Savings Provisions<sup>39</sup>**

(1) The amendment to paragraph 12, sub-paragraphs (5)(h) and (5)(ha), do not apply to a person who, on 31st March 2015 -

(a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under any scheme established by this authority under section 13A(2) of the 1992 Act; and

(b) is entitled to an income-based jobseeker’s allowance, until the first of the events in sub-paragraph (2) occurs.

(2) The events are -

(a) the person makes a new application for a reduction under a scheme established by this authority under section 13A(2) of the 1992 Act; or

(b) the person ceases to be entitled to an income-based jobseeker’s allowance.

(3) Subject to sub-paragraph (2), paragraph 12(5)(h) of the 2014 scheme applies to a person who falls within sub-paragraph (1) above.

### **13. Persons subject to immigration control<sup>40</sup>**

(1) Subject to sub-paragraph (1A), persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act

---

<sup>39</sup> SI 2014/3312 – Reg 3 Savings Provisions

<sup>40</sup> Regulation 13, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885



and which must not be included in the authority's scheme.

(1A) <sup>41</sup>A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph (1).

(2) "Person subject to immigration control" has the same meaning as in section 15(9) of the Immigration and Asylum Act 1999.

## **Part 4 - Procedural Matters**

### **14. Procedure by which a person may apply for a reduction under the authority's discount scheme<sup>42</sup>**

(1) Sub-paragraphs (2) to (11) apply to an application made under the authority's discount scheme.

(2) An application may be made -

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 5 , or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

(3) An application which is made in writing must be made to the designated office of the authority on a properly completed form.

(4) The form must be provided free of charge by the authority for the purpose.

(5) Where an application made in writing is defective because -

- (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
- (b) it was made in writing but not on the form approved for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,

the authority may, in a case to which sub-paragraph (5)(a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (5)(b) applies, supply the applicant with the approved form or request further information and evidence.

(6) An application made on a form provided by the authority is properly completed

---

<sup>41</sup> SI 2012/2885 13(1A) inserted by SI 2013/3181 in relation to financial years on or after 01 April 2014

<sup>42</sup> Schedule 7 part 1 Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885



if it is completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

(7) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.

(8) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

(9) In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

(10) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.

(11) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

#### **15. Procedure by which a person may appeal against certain decisions of the authority<sup>43</sup>**

(1) A person who is aggrieved by a decision of the authority which affects -

- (a) the person's entitlement to a reduction under its discount scheme, or
- (b) the amount of any reduction to which that person is entitled,

may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.

(2) The authority must -

- (a) consider the matter to which the notice relates;
- (b) notify the aggrieved person in writing -
  - (i) that the ground is not well founded, giving reasons for that belief; or
  - (ii) that steps have been taken to deal with the grievance, stating the steps taken.

(3) Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to a valuation tribunal under section 16 of the 1992 Act.

---

<sup>43</sup> Schedule 7 part 2, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

## **16. Procedure for applying for a discretionary reduction<sup>44</sup>**

(1) An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act must be made -

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 5: or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

(2) Where—

- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
- (b) a person in that class would otherwise be entitled to a reduction under its discount scheme, that person's application for a reduction under the authority's discount scheme may also be treated as an application for a reduction under section 13A(1)(c).

## **Part 5 - Electronic Communication**

### **17. Interpretation<sup>45</sup>**

In this part -

“information” includes an application, a certificate, notice or other evidence; and

“official computer system” means a computer system maintained by or on behalf of the authority for sending, receiving, processing or storing of any information.

### **18. Conditions for the use of electronic communication**

(1) The authority may use an electronic communication in connection with applications for, and awards of, council tax reductions under its discount scheme.

(2) A person other than that authority may use an electronic communication in connection with the matters referred to in sub-paragraph (1) if the conditions specified in sub-paragraphs (3) to (6) are satisfied.

(3) The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.

(4) The second condition is that the person uses an approved method of -

- (a) authenticating the identity of the sender of the communication;

---

<sup>44</sup> Schedule 7 part 3, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>45</sup> Paras 17 - 23, Schedule 7 part 4, Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

- (b) electronic communication;
- (c) authenticating any application or notice delivered by means of an electronic communication; and
- (d) subject to sub-paragraph (7), submitting to the authority any information.

(5) The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes of this part.

(6) The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.

(7) Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.

(8) In this paragraph "approved" means approved by means of a direction given by the Chief Executive of the authority for the purposes of this Part.

#### **19. Use of intermediaries**

The authority may use intermediaries in connection with -

- (a) the delivery of any information by means of an electronic communication; and
- (b) the authentication or security of anything transmitted by such means,

and may require other persons to use intermediaries in connection with those matters.

#### **20. Effect of delivering information by means of electronic communication**

(1) Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of the authority's discount scheme on the day the conditions imposed -

- (a) by this part; and
- (b) by or under an enactment,

are satisfied.

(2) The authority may, determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).

(3) Information may not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

#### **21. Proof of identity of sender or recipient of information**

If it is necessary to prove, for the purpose of any legal proceedings, the identity of -

- (a) the sender of any information delivered by means of an electronic

communication to an official computer system; or

- (b) the recipient of any such information delivered by means of an electronic communication from an official computer system,

the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

## **22. Proof of delivery of information**

(1) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this is presumed to have been the case where -

- (a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
- (b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.

(2) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information this is presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.

(3) If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt is presumed to be that recorded on an official computer system.

## **23. Proof of content of information**

If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content is presumed to be that recorded on an official computer system.

## **Part 6 - Extended Reductions: Movers<sup>46</sup>**

### **24. Extended reductions: movers into the authority's area**

Where—

- (a) an application is made to the authority (“the current authority”) for a reduction under its discount scheme, and
- (b) the applicant or the partner of the applicant, is in receipt of an extended reduction from—
  - (i) another billing authority in England; or
  - (ii) a billing authority in Wales,

---

<sup>46</sup> Schedule 8 part 1 Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

the current authority must reduce any reduction to which the applicant is entitled under its discount scheme by the amount of that extended reduction

## **Part 7 - Applications**

### **25. Making an application<sup>47</sup>**

(1) In the case of a couple or members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines.

(2) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and -

- (a) a deputy has been appointed by the Court of Protection with power to apply, or as the case may be, receive benefit on his behalf; or
- (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
- (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,

that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.

(3) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under the authority's discount scheme and to receive and deal on his behalf with any sums payable to him.

(4) Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).

(5) Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (5) -

- (a) it may at any time revoke the appointment;
- (b) the person appointed may resign his office after having given 4 weeks' notice in writing to the authority of his intention to do so;
- (c) any such appointment terminates when the authority is notified of the

---

<sup>47</sup> Sch 8(5) Council Tax Reduction Schemes (Prescribed Requirements Scheme) Regulations 2012 SI 2885

appointment of a person mentioned in sub-paragraph (2).

(6) Anything required by the authority's discount scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.

(7) The authority must -

- (a) inform any person making an application of the duty imposed by paragraph 29(1)(a);
- (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
- (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

## **26. Date on which an application is made<sup>48</sup>**

(1) Subject to sub-paragraph (7), the date on which an application is made is -

(a) in a case where -

- (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
- (ii) the application for a reduction is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,

the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;

(b) in a case where -

- (i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,
- (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
- (iii) the application for a reduction is received at the designated office within one month of the date of the change,

the date on which the change takes place;

---

<sup>48</sup> Sch 8(5) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

(c) in a case where -

(i) an applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under this authority's discount scheme, and

(ii) the applicant makes an application for a reduction under that discount scheme within one month of the date of the death or the separation,

the date of the death or separation;

(d) except where paragraph (a), (b) or (e) is satisfied, in a case where a properly completed application is received within one month, or such longer period as the authority considers reasonable, of the date on which an application form was issued to the applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;

(e) in any other case, the date on which an application is received at the designated office.

(2) For the purposes only of sub-paragraph (1)(a) a person who has been awarded an income- based jobseeker's allowance or an income-related employment and support allowance is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under -

(a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the Jobseekers Act 1995 (waiting days); or

(b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days), have been entitled to that allowance.

(3) Where the defect referred to in paragraph 14(10) (applications by telephone) -

(a) is corrected within one month, or such longer period as the authority considers reasonable, of the date the authority last drew attention to it the authority must treat the application as if it had been duly made in the first instance;

(b) is not corrected within one month, or such longer period as the authority considers reasonable, of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide the application.

(4) The authority must treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.

(5) The conditions are that -

(a) where paragraph 14(5)(a) (incomplete form) applies, the authority receives at its designated office the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or



- (b) where paragraph 14(5)(b) (application not on approved form or further information requested by authority) applies -
- (i) the approved form sent to the applicant is received at the designated office properly completed within one month of it having been sent to him; or, as the case may be,
  - (ii) the applicant supplies whatever information or evidence was requested under paragraph 14(5) within one month of the request, or,
- in either case, within such longer period as the authority may consider reasonable; or
- (c) where the authority has requested further information, the authority receives at its designated office the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.

(6) Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under the authority's discount scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority must treat the application as having been made on the day on which the liability for the tax arises.

(7) Except in the case of an application made by a person treated as not being in Great Britain, where the applicant is not entitled to a reduction under the authority's discount scheme in the reduction week immediately following the date of his application but the authority is of the opinion that unless there is a change of circumstances he will be entitled to a reduction under its discount scheme for a period beginning not later than—

- (a) in the case of an application made by a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit,

the seventeenth reduction week following the date on which the application is made, or

- (b) in the case of an application made by a person who is not a pensioner, the thirteenth reduction week following the date on which the application is made,

the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.

(8) In this paragraph "appropriate DWP office" means an office of the Department for Work and Pensions dealing with state pension credit or an office which is normally open to the public for the receipt of claims of income support, a job seekers allowance or an employment and support allowance.



## 27. Information and evidence<sup>49</sup>

(1) Subject to sub-paragraph (3), a person who makes an application for a reduction under the authority's discount scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.

(2) This sub-paragraph is satisfied in relation to a person if -

(a) the application is accompanied by -

(i) a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or

(ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or

(b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by -

(i) evidence of the application for a national insurance number to be so allocated; and

(ii) the information or evidence enabling it to be so allocated.

(3) Sub-paragraph (2) does not apply -

(a) in the case of a child or young person in respect of whom an application for a reduction is made;

(b) to a person who -

(i) is a person treated as not being in Great Britain for the purposes;

(ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and

(iii) has not previously been allocated a national insurance number.

(4) Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under the authority's discount scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by the authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under its discount scheme and must do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.

(5) Nothing in this paragraph requires a person to furnish any certificates, documents, information or evidence relating to which sub-paragraph (7) applies;

(6) Where the authority makes a request under sub-paragraph (4), it must -

---

<sup>49</sup> Sch 8(7) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

- (a) inform the applicant or the person to whom a reduction under its discount scheme has been awarded of his duty under paragraph 29 (duty to notify change of circumstances) to notify the authority of any change of circumstances; and
  - (b) without prejudice to the extent of the duty owed under paragraph 29, indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which must be notified.
- (7) This sub-paragraph applies to any of the following payments -
- (a) a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;
  - (b) a payment which is disregarded under paragraph 16 of Schedule 3 (payments made under certain trusts and certain other payments), other than a payment under the Independent Living Fund (2006);
  - (c) a payment which is disregarded under paragraph 48(9).
- (8) Where an applicant or a person to whom a reduction under the authority's discount scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of, or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information<sup>50</sup> -
- (a) the name and address of the pension fund holder;
  - (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.

## **28. Amendment and withdrawal of application<sup>51</sup>**

- (1) A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- (2) Where the application was made by telephone in accordance with paragraph 14, the amendment may also be made by telephone.
- (3) Any application amended in accordance with sub-paragraph (1) or (2) will be treated as if it had been amended in the first instance.
- (4) A person who has made an application may withdraw it at any time before a decision has been made on it by notice to the offices of the authority.
- (5) Where the application was made by telephone in accordance with paragraph 14, the withdrawal may also be made by telephone.

---

<sup>50</sup> For provisions requiring a pension fund holder to provide information to the billing authority see regulations under section 14A of the Local Government Finance Act 1992

<sup>51</sup> Sch 8(8) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

(6) Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.

(7) Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

## **29. Duty to notify changes of circumstances<sup>52</sup>**

(1) Subject to sub-paragraphs (3), an applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time -

- (a) between the making of an application and a decision being made on it, or
- (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under the authority's discount scheme) including at any time while the applicant is in receipt of such a reduction

(2) The applicant (or any person acting on his behalf) must notify any change of circumstances which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under the authority's discount scheme (a "relevant change of circumstances") by giving notice to the authority -

- (a) in writing; or
- (b) by telephone -
  - (i) where the authority has published a telephone number for that purpose or for the purposes of paragraph 14 unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
  - (ii) in any case or class of case where the authority determines that notice may be given by telephone; or
- (c) by any other means which the authority agrees to accept in any particular case, within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.

(3) The duty imposed on a person by sub-paragraph (1) does not extend to notifying -

- (a) changes in the amount of council tax payable to the authority;
- (b) changes in the age of the applicant or that of any member of his family;
- (c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under the authority's discount scheme to which he is entitled, other than the cessation of that entitlement to the benefit.

---

<sup>52</sup> Sch 8(9) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

(4) For the purposes of sub-paragraph (3)(c) “relevant benefit” means income support an income-based jobseeker’s allowance or an income-related employment and support allowance or universal credit.

(5) Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.

(6) - (9) Omitted - relating to pensioners

## **PART 8 - Decisions by the authority**

### **30. Decision by authority<sup>53</sup>**

The authority must make a decision on an application under its discount scheme within 14 days of paragraphs 25 and 27 and Part 4 of this discount scheme being satisfied, or as soon as reasonably practicable thereafter.

### **31. Notification of decision<sup>54</sup>**

(1) The authority must notify in writing any person affected by a decision made by it under its discount scheme -

(a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;

(b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.

(2) Where the decision is to award a reduction the notification under sub-paragraph (1) must include a statement -

(a) informing the person affected of the duty imposed by paragraph 29;

(b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and

(c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.

(3) Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.

(4) In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in the authority’s discount scheme relating to the procedure for making an appeal.

---

<sup>53</sup> Sch 8(11) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

<sup>54</sup> Sch 8(12) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

(5) A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.

(6) The written statement referred to in sub-paragraph (2) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.

(7) For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under its discount scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (6).

(8) This paragraph applies to -

(a) the applicant;

(b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act -

(i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or

(ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or

(iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,

(c) a person appointed by the authority under paragraph 26(3);

## **PART 9 - Award or payment of reduction**

### **32. Payment where there is joint and several liability<sup>55</sup>**

(1) Where—

(a) a person is entitled to a reduction under the authority's discount scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year;

(b) the person entitled to the reduction is jointly and severally liable for the council tax; and

(c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and

---

<sup>55</sup> Sch 8(14) Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885

Enforcement) Regulations 1992 refers would be inappropriate,

it may make a payment to him of the amount of the reduction to which he is entitled, rounded where necessary to the nearest penny.

(2) Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

(3) Where a person other than a person who is entitled to a reduction under the authority's discount scheme made the application and that first person is a person acting pursuant to an appointment under paragraph 26(3) or is treated as having been so appointed by virtue of paragraph 26(4), the amount of the reduction may be paid to that person

**33. - 35. Not used.**

## Chapter 2 - Local Discount scheme Requirements

### Part 10 - Classes of person entitled to a reduction under this discount scheme

#### 36. Classes of person entitled to a reduction under this discount scheme<sup>56</sup>

(1) The classes of person described in paragraphs 37 to 39 are in relation to a person who is not pensioner and are entitled to a reduction under this discount scheme.

(2) In those paragraphs, references to the applicant's income or capital include, in a case where that income or capital cannot accurately be determined, references to the applicant's estimated income or capital.

#### 37. Class D: persons who are not pensioners who are entitled to a premium under Part 11<sup>57</sup>

On any day class D 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) who, subject to paragraph 40 (periods of absence from a dwelling), 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 discount scheme;
- (e) who is entitled to a premium under part 11 of this discount scheme determined by Schedule 1;
- (f) who has made an application, or is treated as having made an application, for a reduction under this discount scheme; and
- (g) who does not possess capital of more than £16,000

#### 38. Class E: persons who are not pensioners who receive an income-related Social Security benefit<sup>58</sup>

(1) On any day class E 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) who, subject to paragraph 40 (periods of absence from a dwelling), is not absent

---

<sup>56</sup> Reg. 12, SI 2012/2886 substituted with BFC local scheme requirement in relation to financial years beginning on or after 01 April 2017

<sup>57</sup> Reg. 16, SI 2012/2886 substituted with BFC local scheme requirement in relation to financial years beginning on or after 01 April 2017

<sup>58</sup> Reg. 17, SI 2012/2886 substituted with BFC local scheme requirement in relation to financial years beginning on or after 01 April 2017

- 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 discount scheme;
  - (e) who does not fall to be a class of person within paragraph 37;
  - (f) who does not, or who (jointly with his partner) does not have an award of universal credit;
  - (f) who, for the relevant week receives income support, income-based jobseekers allowance or income-related employment and support allowance; and
  - (g) for whom paragraph 8A of Schedule 3 (Sums disregarded in the calculation of income other than earnings) does not apply;
  - (h) who has made an application, or is treated as having made an application, for a reduction under this discount scheme; and
  - (i) who does not possess capital of more than £16,000

**39. Class F: persons who are not pensioners who are not entitled to a premium under Part 11 and who are not treated as receiving an income-related Social Security benefit**

On any day class F 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) who, subject to paragraph 40 (periods of absence from a dwelling), 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 discount scheme;
- (e) who does not fall to be a class of person within paragraphs 37 or 38
- (f) whose average weekly assessed income in accordance with parts 15, 16, 17 and 19 of this discount scheme is –
  - (i) £80 or less;
  - (ii) not less than £80.01 but less than £140.01;
  - (iii) not less than £140.01 but less than 200.01;
  - (iv) not less than £200.01 but less than £260.01;
  - (v) not less than £260.01 but less than £320.01;



(vi) not less than £320.01 but less than £380.01;

(vii) not less than £380.01 but less than £440.01

(viii) £440.01 or more

(g) who has made an application, or is treated as having made an application, for a reduction under this discount scheme, and

(h) who does not possess capital of more than £16,000

#### **40. Periods of absence from a dwelling<sup>59</sup>**

(1) A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.

(2) In sub-paragraph (1), a “period of temporary absence” means -

(a) a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation where and for so long as -

(i) the person resides in that accommodation;

(ii) the part of the dwelling in which he usually resided is not let or sub-let; and

(iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,

where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;

(b) a period of absence not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as -

(i) the person intends to return to the dwelling;

(ii) the part of the dwelling in which he usually resided is not let or sub-let; and

(iii) that period is unlikely to exceed 13 weeks; and

(c) a period of absence not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as -

(i) the person intends to return to the dwelling;

(ii) the part of the dwelling in which he usually resided is not let or sub-let;

(iii) the person is a person to whom sub-paragraph (3) applies; and

---

<sup>59</sup> Reg. 19, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(iv) the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period.

(3) This sub-paragraph applies to a person who -

- (a) is detained in custody on remand pending trial or required, as a condition of bail, to reside -
  - (i) in a dwelling, other than the dwelling referred to in sub-paragraph (1), or
  - (ii) in premises approved under section 13 of the Offender Management Act 2007, or is detained in custody pending sentence upon conviction;
- (b) is resident in a hospital or similar institution as a patient;
- (c) is undergoing, or whose partner or dependent child is undergoing, in the United Kingdom or elsewhere, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- (d) is following, in the United Kingdom or elsewhere, a training course;
- (e) is undertaking medically approved care of a person residing in the United Kingdom or elsewhere;
- (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
- (g) is, in the United Kingdom or elsewhere, receiving medically approved care provided in accommodation other than residential accommodation;
- (h) is a student;
- (i) is receiving care provided in residential accommodation and is not a person to whom sub-paragraph (2)(a) applies; or
- (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.

(4) This sub-paragraph applies to a person who is -

- (a) detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983, or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995) or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986; and
- (b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952(86) or the Prisons (Scotland) Act 1989(87).

(5) Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release -

- (a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;
- (b) for the purposes of sub-paragraph (3)(a), he must be treated as if he remains in detention;
- (c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.

(6) In this paragraph -

“medically approved” means certified by a medical practitioner;

“patient” means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution;

“residential accommodation” means accommodation which is provided in -

- (a) a care home;
- (b) an independent hospital;
- (c) an Abbeyfield Home; or
- (d) an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;

“training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

#### **41. Classes of person excluded from this discount scheme<sup>60</sup>**

The classes of person described in paragraph 12, 13, 39(f)(viii), 42 and 43 are not entitled to a reduction under this discount scheme.

#### **42. Class of person excluded from this discount scheme: capital limit<sup>61</sup>**

(1) Subject to sub-paragraph (2), the class of person described in this paragraph consists of any person whose capital exceeds £16,000;

(2) Subject to paragraph 52, capital for the purposes of sub-paragraph (1) is to be calculated in accordance with Part 17.

---

<sup>60</sup> Reg. 20, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886, amended by BFC

<sup>61</sup> Reg. 23, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

#### **43. Class of person excluded from this discount scheme: students<sup>62</sup>**

The class of person described in this paragraph consists of any student to whom paragraph 79(1) applies.

### **Part 11 - Premiums**

#### **44. Entitlement to a Premium<sup>63</sup>**

Subject to paragraphs 45 and 46, for the purpose of paragraph 47 (Maximum council tax reduction under this discount scheme), an applicant is a person entitled to a premium in respect of himself or, if he is a member of a couple, in respect of the member of the couple, determined in accordance with Schedule 1.

#### **45. Polygamous marriages<sup>64</sup>**

(1) For the purpose of paragraph 47 (Maximum council tax reduction under this discount scheme), an applicant is a person entitled to a premium in respect of himself or, if he is a member of a polygamous marriage, in respect of any member of that polygamous marriage, determined in accordance with Schedule 1.

(2) In determining the entitlement to a premium of an applicant who is a member of a polygamous marriage, the fact that two people are husband and wife is to be disregarded if—

- (a) one of them is a party to an earlier marriage that still subsists; and
- (b) the other party to that earlier marriage is living in the same household.

#### **46. Premiums: persons who have an award of universal credit<sup>65</sup>**

(1) Subject to sub-paragraph (2) of paragraph 45, entitlement to a premium for an applicant who has, or who (jointly with his partner) has, an award of universal credit, is determined in accordance with Schedule 1.

### **Part 12 - Maximum council tax reduction**

#### **47. Maximum council tax reduction under this discount scheme<sup>66</sup>**

(1) Subject to sub-paragraphs (3) to (5), where an applicant falls within –

(a) paragraph 37 (class D), the amount of a person's maximum council tax reduction in respect of a day is 80 per cent of the amount A/B;

---

<sup>62</sup> Reg. 24, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>63</sup> Reg. 26, SI 2012 SI 2886, substituted by BFC local scheme requirements in relation to financial years beginning on or after 01 April 2017

<sup>64</sup> Reg. 27, SI 2012 SI 2886, substituted by BFC local scheme requirements in relation to financial years beginning on or after 01 April 2017

<sup>65</sup> Reg. 28, SI 2012 SI 2886, substituted by BFC local scheme requirements in relation to financial years beginning on or after 01 April 2017

<sup>66</sup> Reg. 29, SI 2012 SI 2886, substituted by BFC local scheme requirements in relation to financial years beginning on or after 01 April 2017

(b) paragraph 38 (class E), the amount of a person's maximum council tax reduction in respect of a day is 75 per cent of the amount A/B;

(c) paragraph 39 (class F), the amount of a person's maximum council tax reduction in respect of a day is –

- (i) in respect of paragraph 39(f)(i), 75 per cent of the amount A/B;
- (ii) in respect of paragraph 39(f)(ii), 70 per cent of the amount A/B;
- (iii) in respect of paragraph 39(f)(iii), 60 per cent of the amount A/B;
- (iv) in respect of paragraph 39(f)(iv), 50 per cent of the amount A/B;
- (v) in respect of paragraph 39(f)(v), 40 per cent of the amount A/B;
- (vi) in respect of paragraph 39(f)(vi), 30 per cent of the amount A/B;
- (vii) in respect of paragraph 39(f)(vii), 20 per cent of the amount A/B;

(2) where -

(a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and

(b) B is the number of days in that financial year,

(3) In calculating a person's maximum council tax reduction under this discount scheme any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act (other than a reduction under this discount scheme), is to be taken into account.

(4) Subject to sub-paragraph (5), where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons, in determining the maximum council tax reduction in his case in accordance with sub-paragraph (1), the amount A is to be divided by the number of persons who are jointly and severally liable for that tax.

(5) Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, sub-paragraph (4) does not apply in his case.

(6) The reference in sub-paragraph (4) to a person with whom an applicant is jointly and severally liable for council tax does not include a student to whom paragraph 79(2) applies.

(7) In this paragraph "relevant financial year" means, in relation to any particular day, the financial year within which the day in question falls.

#### 48. Non-dependant housing costs contribution<sup>67</sup>

(1) Subject to the following provisions of this paragraph, the non-dependant housing costs contribution in respect of a day referred to in paragraph 47 is -

- (a) in respect of a non-dependant aged 18 or over in remunerative work, £11.45 x 1/7;
- (b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply, £3.77 x 1/7; or
- (c) in respect of a non-dependant aged 18 or over who is entitled to an award of universal credit where the award is calculated on the basis that the person has earned income but is not a person to whom sub-paragraph (a) applies, the amount specified in sub-paragraph (b);

(2) In the case of a non-dependant aged 18 or over to whom sub-paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is -

- (a) less than £195.00, the housing costs contribution to be made under this paragraph is the amount specified in sub-paragraph (1)(b);
- (b) not less than £195.00 but less than £338.00, the housing costs contribution to be made under this paragraph is £7.58;
- (c) not less than £338.00 but less than £420.00, the housing costs contribution to be made under this paragraph is £9.56.

(3) Only one housing costs contribution is to be made under this paragraph in respect of a couple or, as the case may be, members of a polygamous marriage (other than where there is an award of universal credit) and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other member, the higher amount is to be deducted.

(4) In applying the provisions of sub-paragraph (2) in the case of a couple or, as the case may be, a polygamous marriage, regard must be had, for the purpose of that paragraph, to the couple's or, as the case may be, all members of the polygamous marriage's joint weekly gross income.

(5) Where in respect of a day -

- (a) a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
- (b) other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue

---

<sup>67</sup> Reg. 30, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886 as amended by BFC in accordance with SI 2015/2041 in relation to financial years on or after 01 April 2015

of section 9 of the 1992 Act (liability of spouses and civil partners); and

- (c) the person to whom sub-paragraph (a) refers is a non-dependant of two or more of the liable persons,

the housing costs contribution in respect of that non-dependant must be apportioned equally between those liable persons.

(6) No housing costs contribution is to be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is -

- (a) severely sight-impaired<sup>68</sup> or treated as such by virtue of paragraph 10 of Schedule 1 (additional condition for the disability premium); or
- (b) receiving in respect of himself -
- (i) attendance allowance, or would be receiving that allowance but for -
- (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
- (bb) an abatement as a result of hospitalisation; or
- (ii) the care component of the disability living allowance, or would be receiving that component but for -
- (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
- (bb) an abatement as a result of hospitalisation; or
- (iii) the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients); or
- (iv) an armed forces independence payment, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution

(7) No housing costs contribution is to be made in respect of a non-dependant if -

- (a) although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
- (b) he is in receipt of a training allowance paid in connection with youth training established under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or

---

<sup>68</sup> SI 2012/2885 Sch 1(3)(8)(6)(a) amended by SI 2015/643 in relation to financial years on or after 01 April 2015



- (c) he is a full-time student within the meaning of Part 18 (students); or
  - (d) he is not residing with the applicant because he has been a patient for a period in excess of 52 weeks, and for these purposes -
    - (i) "patient" has the meaning given in paragraph 40(6), and
    - (ii) where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he is to be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods;
  - (e) he is not residing with the applicant because he is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006) who is absent, while on operations, from the dwelling usually occupied as their home.<sup>69</sup>
- (8) No housing costs contribution is to be made in respect of a non-dependant -
- (a) who is on income support, state pension credit, an income-based jobseeker's allowance or an income-related employment and support allowance; or
  - (b) to whom Schedule 1 to the 1992 Act applies (persons disregarded for purposes of discount) but this paragraph does not apply to a non-dependant who is a student to whom paragraph 4 of that Schedule refers; or
  - (c) who is entitled to an award of universal credit where the award is calculated on the basis that the person does not have any earned income
- (9) In the application of sub-paragraph (2) there is to be disregarded from the non-dependants gross weekly income -
- (a) any attendance allowance, disability living allowance, personal independence payment or an armed forces independence payment received by him;
  - (b) any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006); which, had his income fallen to be calculated under paragraph 60 (calculation of income other than earnings), would have been disregarded under paragraph 28 of Schedule 3 (income in kind); and
  - (c) any payment which, had his income fallen to be calculated under paragraph 60 (Calculation of income other than earnings), would have been disregarded under paragraph 41 of Schedule 3 (payments made under certain trusts and certain other payments).
- (10) The right to prescribe the amounts of non-dependant housing costs contribution conferred by sub-paragraphs (1) and (2) includes the right by the authority to set the amounts annually in accordance with the annual uprating of non-dependant deductions under Schedule 1, part 3 of the prescribed requirements relating to Pensioners, to take effect at the beginning of each financial year.

---

<sup>69</sup> SI 2012/2885 Sch 1(3)(8)(7)(e) inserted by SI 2013/3181 in relation to financial years on or after 01 April 2014



(11) <sup>70</sup>An applicant or his partner is severely sight-impaired or blind or treated as such for the purposes of sub-paragraph (6)(a) if the applicant or his partner -

(a) is blind and in consequence registered in a register compiled by a local authority in Wales under section 29 of the National Assistance Act 1948 (welfare services); or

(b) is registered as severely sight-impaired in a register kept by a local authority in England under section 77(1) of the Care Act 2014 (registers of sight-impaired adults); or

(c) in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994.

(11A) <sup>71</sup>For the purposes of sub-paragraph (8), “earned income” has the meaning given in regulation 52 of the Universal Credit Regulations 2013.

(12) For the purposes of sub-paragraph (11), a person who has ceased to be registered as severely sight-impaired or blind on regaining his eyesight is nevertheless to be treated as blind for a period of 28 weeks following the date on which he ceased to be so registered<sup>72</sup>.

## **PART 13 - Not used**

## **PART 14 - Amount of reduction**

### **49. Amount of reduction under this discount scheme: Classes D to F<sup>73</sup>**

(1) Where a person is entitled to a reduction under this discount scheme in respect of a day, subject to paragraph 48 (Non-dependant housing costs contribution), the amount of the reduction to which he is entitled is in accordance with sub-paragraphs (2) to (4) of this paragraph.

(2) Where the person falls within paragraph 37 (class D), that amount is the amount which is the maximum council tax reduction under paragraph 47(1)(a) in respect of the day in the applicant’s case.

(3) Where the person falls within paragraph 38 (class E), that amount is the amount which is the maximum council tax reduction under paragraph 47(1)(b) in respect of the day in the applicant’s case.

(4) Where the person falls within paragraph 39 (class F), that amount is the amount which is the maximum council tax reduction under paragraph 47(1)(c)(i) to (vii), as applicable in respect of the day in the applicant’s case.

---

<sup>70</sup> SI 2012/2885 Ach 1(3)(8)(11) substituted by SI 2015/643 in relation to financial years on or after 01 April 2015

<sup>71</sup> SI 2012/2885 Sch 1(3)(8)(11A) inserted by SI 2014/3312 in relation to financial years on or after 01 April 2015

<sup>72</sup> SI 2012/2885 Sch 1(3)(8)(12) amended by SI 2015/643 in relation to financial years on or after 01 April 2015

<sup>73</sup> Reg. 32, SI 2012/2886 substituted by BFC local scheme requirements in relation to financial years beginning on or after 01 April 2017

#### **49A. Minimum council tax reduction**

Where a council tax deduction is to be applied; it shall not be applied where the amount to which an applicant would otherwise be entitled is less than 50 pence per reduction week.

### **PART 15 - Income and capital - General**

#### **50. Calculation of income and capital: applicant's family and polygamous marriages<sup>74</sup>**

(1) Subject to Schedules 2 and 3, for the purposes of paragraph 39 (class F), the income and capital of -

- (a) an applicant; and
- (b) any partner of that applicant,

is to be calculated in accordance with the provisions of this Part, Parts 16, 17 and 19

(2) The income and capital of any partner of the applicant is to be treated as income and capital of the applicant, and in this Part any reference to the applicant applies equally to any partner of that applicant.

(3) Except where paragraph 52 (income and capital where there is an award of universal credit) applies, where an applicant or the partner of an applicant is married polygamously to two or more members of his household -

- (a) the applicant must be treated as possessing capital and income belonging to each such member; and
- (b) the income and capital of that member is to be calculated in accordance with the following provisions of this Part in like manner as for the applicant.

#### **51. Circumstances in which income and capital of non-dependant is to be treated as the applicant's<sup>75</sup>**

(1) Sub-paragraph (2) applies where it appears to the authority that a non-dependant and an applicant have entered into arrangements in order to take advantage and the non-dependant has more income and capital than the applicant.

(2) Except where the applicant is on income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit,

the authority must treat the applicant as possessing income and capital belonging to that non-dependant and, in such a case, any income and capital which the applicant does possess is to be disregarded.

---

<sup>74</sup> Reg. 33, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>75</sup> Reg. 34, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(3) Where an applicant is treated as possessing income and capital belonging to a non-dependant under sub-paragraph (2) the income and capital of that non-dependant must be calculated in accordance with the following provisions of this Part in like manner as for the applicant and, except where the context otherwise requires, any reference to the “applicant” is to be construed for the purposes of this Part as if it were a reference to that non-dependant.

## **52. Income and capital where there is an award of universal credit<sup>76</sup>**

(1) This paragraph does not apply to a person who falls to be a person within paragraph 37 (class D).

(2) Subject to paragraph 67 of Schedule 3 (Sums disregarded in the calculation of income other than earnings).for the purposes of paragraph 39 (class 39), the income of an applicant -

(a) who has, or

(b) who (jointly with his partner) has;

an award of universal credit is to be calculated in accordance with the provisions of this Part and Part 16, 17 and 19

(3) Subject to sub-paragraph (3), the amount of universal credit award to be taken into account for the purposes of a reduction is the amount awarded in the relevant assessment period and each subsequent assessment period in accordance with Part 3 of The Universal Credit Regulations 2013.

(4) The amount of universal credit awarded includes any amounts; -

(a) by way of deduction under The Universal Credit, Personal Independence Payment, Jobseeker’s Allowance and Employment and Support Allowance (Claims and Payments) Regulations 2013; -

(i) Schedule 5 – Direct payment to Lender of deductions in respect of interest on secured loans;

(ii) Schedule 6 – Deductions from benefit and direct payment to third parties; and

(iii) Schedule 7 – Deductions from benefit in respect of child support maintenance and payment to persons with care;

(b) paid wholly or partly to the applicant’s partner under Part 4 or a third party under Part 5 of The Universal Credit, Personal Independence Payment, Jobseeker’s Allowance and Employment and Support Allowance (Claims and Payments) Regulations 2013

(5) The weekly amount of universal credit to be taken into account is to be determined by multiplying the amount of the award of universal credit by 12 and dividing the product by 52.

---

<sup>76</sup> Para 52 substituted by order of BFC in relation to financial years on or after 01 April 2016

(6) In this paragraph; -

“assessment period” has the same meaning as in Part 3 of The Universal Credit Regulations 2013;

“relevant assessment period” means the assessment period during which the applicant, either himself or jointly with his partner; -

- (a) becomes entitled to a reduction under this discount scheme;
- (b) becomes entitled to an award of universal credit; or
- (c) has a change in the amount of universal credit awarded

as it applies to the first decision on an application under this discount scheme or an existing reduction under paragraph 103 - change of circumstances.

(7) The amount of employed earnings, self-employed earnings and unearned income is to be calculated in accordance with Part 16 of this discount scheme

(8) Subject to paragraph 8A of Schedule 4<sup>77</sup>, the capital of an applicant;-

- (a) who has, or
- (b) who (jointly with his partner) has,

an award of universal credit, is the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

## **Part 16 - Income**

### **53. Average weekly earnings of employed earners<sup>78</sup>**

(1) Where the income of an applicant consists of earnings from employment as an employed earner his average weekly earnings must be estimated by reference to his earnings from that employment -

- (a) over a period immediately preceding the reduction week in which the application is made or treated as made and being a period of -
  - (i) 5 weeks, if he is paid weekly; or
  - (ii) 2 months, if he is paid monthly; or
- (b) whether or not sub-paragraph (a)(i) or (ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the application is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

---

<sup>77</sup> Para 52(7) amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>78</sup> Reg. 47, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(2) Where the applicant has been in his employment for less than the period specified in sub-paragraph (1)(a)(i) or (ii) -

- (a) if he has received any earnings or expects to receive an amount of earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings shall be estimated by reference to those earnings;
- (b) in any other case, the relevant authority shall require the claimant's employer to furnish an estimate of the claimant's likely weekly earnings over such period as the relevant authority may require and the claimant's average weekly earnings shall be estimated by reference to that estimate<sup>79</sup>.

(3) Where the amount of an applicant's earnings changes the authority must estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period must not in any case exceed 52 weeks.

(4) For the purposes of this paragraph the applicant's earnings are to be calculated in accordance with paragraph 57 (earnings of employed earners) and 58 (calculation of net earnings of employed earners).

#### **53A Date on which income consisting of earnings from employment as an employed earner are taken into account**

A claimant's average weekly earnings from employment estimated pursuant to paragraphs 53, 56, 57 and 58 of this Part shall be taken into account -

- (a) in the case of an application, on the date that the application was made or treated as made and the first day of each reduction week thereafter, regardless of whether those earnings were actually received in that reduction week;
- (b) in the case of an application or award where the applicant commences employment, the first day of the reduction week following the date the applicant commences that employment, and the first day of each reduction week thereafter, regardless of whether those earnings were actually received in that reduction week; or
- (c) in the case of an application or award where the applicant's average weekly earnings from employment change, the first day of the reduction week following the date of the change, and the beginning of each reduction week thereafter, regardless of whether those earnings were actually received in that reduction week.

#### **54. Average weekly earnings of self-employed earners<sup>80</sup>**

(1) Where the income of an applicant consists of earnings from employment as a self-employed earner his average weekly earnings must be estimated by reference to his

---

<sup>79</sup> Powers in section 14A of the LGFA 1992 may be used to confer power to require employers to provide information for these purposes.

<sup>80</sup> Reg. 48, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

earnings from that employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period must not in any case exceed a year.

(2) For the purposes of this paragraph the applicant's earnings must be calculated in accordance with paragraph 59 (earnings of self-employed earners), 67 (calculation of net profit of self-employed earners) and 68 (calculation of deduction of tax and contributions of self-employed earners).

#### **55. Average weekly income other than earnings<sup>81</sup>**

(1) The income of an applicant which does not consist of earnings must, except where sub-paragraph (2) applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period must not in any case exceed 52 weeks; and nothing in this paragraph authorises the authority to disregard any such income other than that specified in Schedule 3 (sums disregarded in the calculation of income other than earnings).

(2) The period over which any benefit under the benefit Acts is to be taken into account is to be the period in respect of which that benefit is payable.

(3) For the purposes of this paragraph income other than earnings is to be calculated in accordance with paragraph 60 (calculation of income other than earnings).

#### **56. Calculation of weekly income of employed earners<sup>82</sup>**

(1) For the purposes of paragraph 53 (average weekly earnings of employed earners), 55 (average weekly income other than earnings) and 65 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made -

- (a) does not exceed a week, the weekly amount is to be the amount of that payment;
- (b) exceeds a week, the weekly amount is to be determined -
  - (i) in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
  - (ii) in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the product by 7.

(2) For the purposes of paragraph 53 (average weekly earnings of self-employed earners) the weekly amount of earnings of an applicant is to be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the product by 7.

---

<sup>81</sup> Reg. 49, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>82</sup> Reg. 50, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

## 57. Earnings of employed earners<sup>83</sup>

(1) Subject to sub-paragraph (2), “earnings”, in the case of employment as an employed earner of a person means any remuneration or profit derived from that employment and includes -

- (a) any bonus or commission;
- (b) any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
- (c) any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
- (d) any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
- (e) any payment by way of a retainer;
- (f) any payment made by the applicant’s employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant’s employer in respect of -
  - (i) travelling expenses incurred by the applicant between his home and place of employment;
  - (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant’s absence from home;
- (g) any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
- (h) any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
- (i) any such sum as is referred to in section 112 of the SSCBA (certain sums to be earnings for social security purposes);
- (j) any statutory sick pay, statutory maternity pay, statutory paternity pay<sup>84</sup>, statutory shared parental pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
- (k) any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave or adoption leave or is absent from work because he is ill;

---

<sup>83</sup> Reg. 51, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>84</sup> Consequential amendment to SI 2014/3255



(l) the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001.

(2) Earnings does not include -

- (a) subject to sub-paragraph (3), any payment in kind;
- (b) any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment;
- (c) any occupational pension;
- (d) any payment in respect of expenses arising out of the applicant's participation as a service user.<sup>85</sup>

(3) Sub-paragraph (2)(a) does not apply in respect of any non-cash voucher referred to in sub-paragraph (1)(l).

### **58. Calculation of net earnings of employed earners<sup>86</sup>**

(1) For the purposes of paragraph 53 (average weekly earnings of employed earners), the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account must, subject to sub-paragraph (2), be his net earnings.

(2) There is to be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 16 of Schedule 2 (sums disregarded in the calculation of earnings).

(3) For the purposes of sub-paragraph (1) net earnings must, except where sub-paragraph (6) applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less -

- (a) any amount deducted from those earnings by way of -
  - (i) income tax;
  - (ii) primary Class 1 contributions under the SSCBA;
- (b) one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
- (c) one-half of the amount calculated in accordance with sub-paragraph (5) in respect of any qualifying contribution payable by the applicant; and
- (d) where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay, statutory shared parental pay<sup>87</sup> or statutory adoption pay, any amount deducted from those

---

<sup>85</sup> Consequential amendment to SI 2014/3312

<sup>86</sup> Reg. 52, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>87</sup> Consequential amendment to SI 2014/3255



earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the SSCBA.

(4) In this paragraph “qualifying contribution” means any sum which is payable periodically as a contribution towards a personal pension scheme.

(5) The amount in respect of any qualifying contribution is to be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the qualifying contribution is to be determined -

(a) where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;

(b) in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.

(6) Where the earnings of an applicant are estimated under paragraph 53(2)(b) (average weekly earnings of employed earners), his net earnings is to be calculated by taking into account those earnings over the assessment period, less -

(a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this paragraph is to be calculated on a pro rata basis;

(b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and

(c) one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

## **59. Earnings of self-employed earners<sup>88</sup>**

(1) Subject to sub-paragraph (2), “earnings”, in the case of employment as a self-employed earner of a person means the gross income of the employment.

(2) “Earnings” does not include any payment to which paragraph 31 or 32 of Schedule 3 refers (payments in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant’s care) nor does it include any sports award.

---

<sup>88</sup> Reg. 53, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(3) This sub-paragraph applies to -

- (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
- (b) any payment in respect of any -
  - (i) book registered under the Public Lending Right Scheme 1982; or
  - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982,

where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book or work concerned.

(4) Where the applicant's earnings consist of any items to which sub-paragraph (3) applies, those earnings must be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction is to be treated as a corresponding fraction of a week) by dividing the earnings by -

- (a) the amount of reduction under this discount scheme to which the applicant would have been entitled had the payment not been made, plus
- (b) an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 2 (sums disregarded in the calculation of earnings: persons) as appropriate in the applicant's case.

#### **60. Calculation of income other than earnings<sup>89</sup>**

(1) For the purposes of paragraph 55 (average weekly income other than earnings: persons), the income of an applicant which does not consist of earnings to be taken into account must, subject to sub-paragraphs (2) to (8), be his gross income and any capital treated as income under paragraph 61 (capital treated as income).

(2) There is to be disregarded from the calculation of an applicant's gross income under sub-paragraph (1), any sum, where applicable, specified in Schedule 3.

(3) Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under sub-paragraph (1) must be the gross amount payable.

(4) Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008, the amount of that benefit to be taken into account is the amount as if it had not been reduced.

(5) Where an award of any working tax credit or child tax credit under the Tax Credits Act 2002 is subject to a deduction by way of recovery of an overpayment of working tax

---

<sup>89</sup> Reg. 54, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

credit or child tax credit which arose in a previous tax year the amount to be taken into account under sub-paragraph (1) is to be the amount of working tax credit or child tax credit awarded less the amount of that deduction.

(6) Sub-paragraphs (7) and (8) apply where -

- (a) a relevant payment has been made to a person in an academic year; and
- (b) that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.

(7) Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (6) applies, is to be calculated by applying the formula—

$$(A - (B \times C)) / D$$

where -

A = the total amount of the relevant payment which that person would have received had he remained a student until the last day of the academic term in which he abandoned, or was dismissed from, his course, less any deduction under paragraph 85(5) (treatment of student loans);

B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;

C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income under paragraph 85(2) (treatment of student loans) had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to a reduction under this discount scheme immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;

D = the number of reduction weeks in the assessment period.

(8) Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (6) applies, is to be calculated by applying the formula in sub-paragraph (7) but as if -

A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was dismissed from it, less any deduction under paragraph 85(5) (treatment of student loans).

(9) In this paragraph -

“academic year” and “student loan” have the same meanings as in Part 18 (students);

“assessment period” means -

- (a) in a case where a relevant payment is made quarterly, the period beginning with

the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;

(b) in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes -

(i) the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or

(ii) the last day of the last quarter for which an instalment of the relevant payment was payable to that person,

whichever of those dates is earlier;

“quarter” in relation to an assessment period means a period in that year beginning on -

(a) 1st January and ending on 31st March;

(b) 1st April and ending on 30th June;

(c) 1st July and ending on 31st August; or

(d) 1st September and ending on 31st December;

“relevant payment” means either a student loan or an amount intended for the maintenance of dependants referred to in paragraph 80(7) (calculation of grant income) or both.

(10) For the avoidance of doubt there must be included as income to be taken into account under sub-paragraph (1) -

(a) any payment to which paragraph 57(2) (payments not earnings) applies; or

(b) in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act 1999 including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act 1999.

## **61. Capital treated as income<sup>90</sup>**

(1) Any capital payable by instalments which are outstanding at the date on which the application is made or treated as made, or, at the date of any subsequent revision or supersession, must, if the aggregate of the instalments outstanding and the amount of the applicant’s capital otherwise calculated in accordance with Part 17 exceed £16,000, be treated as income.

---

<sup>90</sup> Reg. 55, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886as amended

- (2) Any payment received under an annuity is to be treated as income.
- (3) Any earnings to the extent that they are not a payment of income is to be treated as income.
- (4) Any Career Development Loan paid pursuant to section 2 of the Employment and Training Act 1973 is to be treated as income.
- (5) Where an agreement or court order provides that payments must be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital by virtue of this Part), is to be treated as income.

## **62. Notional income<sup>91</sup>**

(1) An applicant who is not a pensioner is to be treated as possessing income of which he has deprived himself for the purpose of securing entitlement to a reduction under this discount scheme or increasing the amount of the reduction.

(2) Except in the case of -

- (a) a discretionary trust;
- (b) a trust derived from a payment made in consequence of a personal injury;
- (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
- (d) any sum to which paragraph 50(2)(a) of Schedule 4 (capital disregard) applies which is administered in the way referred to in paragraph 50(1)(a);
- (e) any sum to which paragraph 51(a) of Schedule 4 refers;
- (f) rehabilitation allowance made under section 2 of the Employment and Training Act 1973;
- (g) child tax credit;
- (h) working tax credit, or
- (i) any sum to which sub-paragraph (11) applies,

any income which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.

(3) Any payment of income, other than a payment of income specified in sub-paragraph (4), made -

---

<sup>91</sup> Reg. 56, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
  - (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in sub-paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
  - (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.
- (4) Sub-paragraph (3) does not apply in respect of a payment of income made -
- (a) under or by the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006);
  - (b) pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
  - (c) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation -
    - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;
    - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
    - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
    - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
    - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
  - (d) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;
  - (e) in respect of a person's participation in the Mandatory Work Activity Scheme;
  - (f) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
  - (g) under an occupational pension scheme, in respect of a pension or other

periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where -

- (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
- (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
- (iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

(5) Where an applicant is in receipt of any benefit under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority must treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority selects, to the date on which the altered rate is to take effect.

(6) Subject to sub-paragraph (7), where -

- (a) an applicant performs a service for another person; and
- (b) that person makes no payment of earnings or pays less than that paid for a comparable employment in the area,

the authority must treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for the service.

(7) Sub-paragraph (6) does not apply -

- (a) to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or
- (b) in a case where the service is performed in connection with -
  - (i) the applicant's participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker's Allowance Regulations 1996, other than where the service is performed in connection with the applicant's participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations; or
  - (ii) the applicant's or the applicant's partner's participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme; or
- (c) to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State)



before the placement starts.

(8) In sub-paragraph (7)(c) “work placement” means practical work experience which is not undertaken in expectation of payment.

(9) Where an applicant is treated as possessing any income under any of sub-paragraphs (1) to (8), the foregoing provisions of this Part apply for the purposes of calculating the amount of that income as if a payment had actually been made and as if it were actual income which he does possess.

(10) Where an applicant is treated as possessing any earnings under sub-paragraph (6) the foregoing provisions of this Part apply for the purposes of calculating the amount of those earnings as if a payment had actually been made and as if they were actual earnings which he does possess except that paragraph 56(3) (calculation of net earnings of employed earners) do not apply and his net earnings are to be calculated by taking into account those earnings which he is treated as possessing, less -

- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this paragraph is to be calculated on a pro rata basis;
- (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
- (c) one-half of any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

(11) Sub-paragraphs (1), (2), (3) and (6) do not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant’s participation as a service user.

### **63. Calculation of income on a weekly basis<sup>92</sup>**

(1) Subject to paragraph 66 (disregard of changes in tax, etc.), the income of an applicant is to be calculated on a weekly basis -

- (a) by estimating the amount which is likely to be his average weekly income in accordance with this Part;
- (b) by adding to that amount the weekly income calculated under paragraph 76 (calculation of tariff income); and
- (c) deducting from the sum of sub-paragraphs (a) and (b) any relevant child care charges to which paragraph 64 (treatment of child care charges) applies from any earnings which form part of the average weekly income or, in a case where

---

<sup>92</sup> Reg. 57, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886



the conditions in sub-paragraph (2) are met, from those earnings plus whichever credit specified in paragraph (b) of that sub-paragraph is appropriate, up to a maximum deduction in respect of the applicant's family of whichever of the sums specified in sub-paragraph (3) applies in his case.

(2) The conditions of this paragraph are that -

- (a) the applicant's earnings which form part of his average weekly income are less than the lower of either his relevant child care charges or whichever of the deductions specified in sub-paragraph (3) otherwise applies in his case; and
- (b) that applicant or, if he is a member of a couple either the applicant or his partner, is in receipt of either working tax credit or child tax credit.

(3) The maximum deduction to which sub-paragraph (1)(c) above refers is to be -

- (a) where the applicant's family includes only one child in respect of whom relevant child care charges are paid, £175.00 per week;
- (b) where the applicant's family includes more than one child in respect of whom relevant child care charges are paid, £300 per week.

#### **64. Treatment of child care charges<sup>93</sup>**

(1) This paragraph applies where an applicant (within the meaning in this paragraph) is incurring relevant child care charges and -

- (a) is a lone parent and is engaged in remunerative work;
- (b) is a member of a couple both of whom are engaged in remunerative work; or
- (c) is a member of a couple where one member is engaged in remunerative work and the other -
  - (i) is incapacitated;
  - (ii) is an in-patient in hospital; or
  - (iii) is in prison (whether serving a custodial sentence or remanded in custody awaiting trial or sentence).

(2) For the purposes of sub-paragraph (1) and subject to sub-paragraph (4), a person to whom sub-paragraph (3) applies must be treated as engaged in remunerative work for a period not exceeding 28 weeks during which he -

- (a) is paid statutory sick pay;
- (b) is paid short-term incapacity benefit at the lower rate under sections 30A to 30E of the SSCBA;
- (c) is paid an employment and support allowance;

---

<sup>93</sup> Reg. 58, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

- (d) is paid income support on the grounds of incapacity for work under regulation 4ZA of, and paragraph 7 or 14 of Schedule 1B to, the Income Support (General) Regulations 1987; or
  - (e) is credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.
- (3) This paragraph applies to a person who was engaged in remunerative work immediately before -
- (a) the first day of the period in respect of which he was first paid statutory sick pay, short-term incapacity benefit, an employment and support allowance or income support on the grounds of incapacity for work; or
  - (b) the first day of the period in respect of which earnings are credited, as the case may be.
- (4) In a case to which sub-paragraph (2)(d) or (e) applies, the period of 28 weeks begins on the day on which the person is first paid income support or on the first day of the period in respect of which earnings are credited, as the case may be.
- (5) Relevant child care charges are those charges for care to which sub-paragraphs (6) and (7) apply, and are to be calculated on a weekly basis in accordance with sub-paragraph (10).
- (6) The charges are paid by the applicant for care which is provided -
- (a) in the case of any child of the applicant's family who is not disabled, in respect of the period beginning on that child's date of birth and ending on the day preceding the first Monday in September following that child's fifteenth birthday; or
  - (b) in the case of any child of the applicant's family who is disabled, in respect of the period beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday.
- (7) The charges are paid for care which is provided by one or more of the care providers listed in sub-paragraph (8) and are not paid -
- (a) in respect of the child's compulsory education;
  - (b) by an applicant to a partner or by a partner to an applicant in respect of any child for whom either or any of them is responsible in accordance with sub-paragraph 7 (circumstances in which a person is treated as responsible or not responsible for another); or
  - (c) in respect of care provided by a relative of the child wholly or mainly in the child's home.
- (8) The care to which sub-paragraph (7) refers may be provided -
- (a) out of school hours, by a school on school premises or by a local authority -

- (i) for children who are not disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their fifteenth birthday; or
- (ii) for children who are disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their sixteenth birthday; or
- (b) by a child care provider approved in accordance with the Tax Credit (New Category of Child Care Provider) Regulations 1999; or
- (c) by persons registered under Part 2 of the Children and Families (Wales) Measure 2010; or
- (d) by a person who is excepted from registration under Part 2 of the Children and Families (Wales) Measure 2010 because the child care that person provides is in a school or establishment referred to in article 11, 12 or 14 of the Child Minding and Day Care Exceptions (Wales) Order 2010; or
- (e) by -
  - (i) persons registered under section 59(1) of the Public Services Reform (Scotland) Act 2010; or
  - (ii) local authorities registered under section 83(1) of that Act,where the care provided is child minding or day care of children within the meaning of that Act; or
- (f) by a person prescribed in regulations made pursuant to section 12(4) of the Tax Credits Act 2002; or
- (g) by a person who is registered under Chapter 2 or 3 of Part 3 of the Childcare Act 2006; or
- (h) by any of the schools mentioned in section 34(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 2 of Part 3 of that Act does not apply by virtue of section 34(2) of that Act; or
- (i) by any of the schools mentioned in section 53(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 3 of Part 3 of that Act does not apply by virtue of section 53(2) of that Act; or
- (j) by any of the establishments mentioned in section 18(5) of the Childcare Act 2006 in circumstances where the care is not included in the meaning of "childcare" for the purposes of Part 1 and Part 3 of that Act by virtue of that subsection; or
- (k) by a foster parent or kinship carer under the Fostering Services Regulations 2002, the Fostering Services (Wales) Regulations 2003 or the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering or kinship carer is looking after; or
- (l) by a provider of personal care within the meaning of paragraph 1 of Schedule 1 to the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

and being a regulated activity prescribed by those Regulations; or

(m) by a person who is not a relative of the child wholly or mainly in the child's home.

(9) In sub-paragraphs (6) and (8)(a), "the first Monday in September" means the Monday which first occurs in the month of September in any year.

(10) Relevant child care charges must be estimated over such period, not exceeding a year, as is appropriate in order that the average weekly charge may be estimated accurately having regard to information as to the amount of that charge provided by the child minder or person providing the care.

(11)<sup>94</sup> For the purposes of sub-paragraph (1)(c) the other member of a couple is incapacitated where -

- (a) the applicant's applicable amount includes a disability premium on account of the other member's incapacity or the support component or the work-related activity component on account of his having limited capability for work;
- (b) the applicant's applicable amount would include a disability premium on account of the other member's incapacity but for that other member being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
- (c) the applicant's applicable amount would include the support component or the work-related activity component on account of the other member having limited capability for work but for that other member being treated as not having limited capability for work by virtue of a determination made in accordance with the Employment and Support Allowance Regulations 2008 or the Employment and Support Allowance Regulations 2013;<sup>95</sup>
- (d) he is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
- (e) he has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 or Employment and Support Allowance 2013 for a continuous period of not less than 196 days and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (f) there is payable in respect of him one or more of the following pensions or allowances -
  - (i) long-term incapacity benefit or short-term incapacity benefit at the higher

---

<sup>94</sup> Paras (a) & (b) omitted (pensioners) Paras (c) - (m) renumbered (a) - (k)

<sup>95</sup> Consequential amendment to SI 2014/3312 – sub-para (c), (e) and (g)

- rate under Schedule 4 to the SSCBA;
- (ii) attendance allowance under section 64 of the SSCBA;
  - (iii) severe disablement allowance under section 68 of the SSCBA;
  - (iv) disability living allowance under section 71 of the SSCBA;
  - (v) personal independence payment;
  - (vi) an AFIP:
  - (vii) increase of disablement pension under section 104 of the SSCBA;
  - (viii) a pension increase paid as part of a war disablement pension or under an industrial injuries scheme which is analogous to an allowance or increase of disablement pension under sub-paragraph (ii), (iv), (v), (vi) or (vii) above;
  - (ix) main phase employment and support allowance;
- (g) a pension or allowance to which sub-paragraph (v), (vii) or (viii) of sub-paragraph (f) above refers was payable on account of his incapacity but has ceased to be payable in consequence of his becoming a patient, which in this article means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005;
- (h) an attendance allowance under section 64 of the SSCBA or disability living allowance under section 71 of that Act would be payable to that person but for -
- (i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
  - (ii) an abatement as a consequence of hospitalisation;
- (i) the daily living component of personal independence payment would be payable to that person but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- (j) an AFIP would be payable to that person but for any suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution
- (k) sub-paragraph (f), (g), (h) or (i) would apply to him if the legislative provisions referred to in those sub-paragraphs were provisions under any corresponding enactment having effect in Northern Ireland; or
- (l) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health

and Personal Social Services (Northern Ireland) Order 1972.

(12) For the purposes of sub-paragraph (11), once sub-paragraph (11)(d) applies to the person, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that sub-paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable, or is treated as remaining incapable, of work.

(13) For the purposes of sub-paragraph (11), once sub-paragraph (11)(e) applies to the person, if he then ceases, for a period of 84 days or less, to have, or to be treated as having, limited capability for work, that paragraph is, on his again having, or being treated as having, limited capability for work at the end of that period, immediately thereafter apply to him for so long as he has, or is treated as having, limited capability for work.

(14) For the purposes of sub-paragraphs (6) and (8)(a), a person is disabled if he is a person -

(a) to whom an attendance allowance or the care component of disability allowance is payable or would be payable but for -

(i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or

(ii) an abatement as a consequence of hospitalisation;

(b) to whom the daily living component of personal independence payment is payable or has ceased to be payable by virtue of<sup>96</sup> a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);

(c) who is registered as blind in a register compiled under section 29 of the National Assistance Act 1948 (welfare services), in Scotland, has been certified as blind and in consequence he is registered as blind in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994 or [is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014<sup>97</sup>]; or

(d) who ceased to be registered as blind or severely sight-impaired in such a register within the period beginning 28 weeks before the first Monday in September following that person's fifteenth birthday and ending on the day preceding that person's sixteenth birthday.

(15)<sup>98</sup> For the purposes of sub-paragraph (1) a woman on maternity leave, paternity leave, shared parental leave or adoption leave is to be treated as if she is engaged in remunerative work for the period specified in sub-paragraph (16) ("the relevant period")

---

<sup>96</sup> Consequential amendment SI 2012/2885 Sch 1(6)(25)(13)(b) amended by SI 2014/3312 in relation to financial years on or after 01 April 2015

<sup>97</sup> SI 2012/2886 words inserted by SI 2016/211 wef 06 April 2016

<sup>98</sup> SI 2012/2885 Sch 1(6)(25)(14) amended by SI 2014/3255 in relation to financial years on or after 01 April 2015

provided that -

- (a) in the week before the period of maternity leave, paternity leave, shared parental leave or adoption leave began she was in remunerative work;
- (b) the applicant is incurring relevant child care charges within the meaning of sub-paragraph (5); and
- (c) he is entitled to either statutory maternity pay under section 164 of the SSCBA, statutory paternity pay by virtue of section 171ZA or 171ZB of that Act, statutory adoption pay by virtue of section 171ZL of that Act, maternity allowance under section 35 of that Act, statutory shared parental pay by virtue of section 171ZU or 171ZV of that Act or qualifying support.

(16) For the purposes of sub-paragraph (15) the relevant period begins on the day on which the person's maternity, paternity leave, shared parental leave<sup>99</sup> or adoption leave commences and ends on -

- (a) the date that leave ends;
- (b) if no child care element of working tax credit is in payment on the date that entitlement to maternity allowance, qualifying support (if relevant), statutory maternity pay, ordinary or additional statutory paternity pay or statutory adoption pay ends, the date that entitlement ends; or
- (c) if a child care element of working tax credit is in payment on the date that entitlement to maternity allowance or qualifying support, statutory maternity pay, ordinary or additional statutory paternity pay or statutory adoption pay ends, the date that entitlement to that award of the child care element of the working tax credit ends,

whichever occurs first.

(17) In sub-paragraphs (15) and (16) -

- (a) "qualifying support" means income support to which that person is entitled by virtue of paragraph 14B of Schedule 1B to the Income Support (General) Regulations 1987; and
- (b) "child care element" of working tax credit means the element of working tax credit prescribed under section 12 of the Tax Credits Act 2002 (child care element).

(18) In this paragraph "applicant" does not include an applicant -

- (a) who has, or
  - (b) who (jointly with his partner) has,
- an award of universal credit.

---

<sup>99</sup> SI 2012/2885 Sch 1(6)(25)(15) amended by SI 2014/3255 in relation to financial years on or after 01 April 2015



## **65. Calculation of average weekly income from tax credits<sup>100</sup>**

- (1) This paragraph applies where an applicant receives a tax credit.
- (2) Where this paragraph applies, the period over which a tax credit is to be taken into account is the period set out in sub-paragraph (3).
- (3) Where the instalment in respect of which payment of a tax credit is made is -
  - (a) a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;
  - (b) a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
  - (c) a two-weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
  - (d) a four weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.
- (4) For the purposes of this paragraph "tax credit" means child tax credit or working tax credit.

## **66. Disregard of changes in tax and contributions etc<sup>101</sup>.**

In calculating the applicant's income the authority may disregard any legislative change

- (a) in the basic or other rates of income tax;
  - (b) in the amount of any personal tax relief;
  - (c) in the rates of national insurance<sup>102</sup> contributions payable under the SSCBA or in the lower earnings limit or upper earnings limit for Class 1 contributions under that Act, the lower or upper limits applicable to Class 4 contributions under that Act or the amount specified in section 11(4) of that Act (small profits threshold<sup>103</sup> in relation to Class 2 contributions);
  - (d) in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the SSCBA [or a state pension under Part 1 of the Pensions Act 2014<sup>104</sup>];
  - (e) in the maximum rate of child tax credit or working tax credit,
- for a period not exceeding 30 reduction weeks beginning with the reduction

---

<sup>100</sup> Reg. 59, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>101</sup> Reg. 60, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>102</sup> Consequential amendment to SI 2012/2885 Sch 1(6)(28)(c) amended by SI 2014/3312 in relation to financial years on or after 01 April 2015

<sup>103</sup> Consequential amendment to SI 2012/2885 28(c) amended by SI 2015/2041

<sup>104</sup> SI 2012/2886 words inserted by SI 2015/1985 wef 06 April 2016



week immediately following the date from which the change is effective.

#### **67. Calculation of net profit of self-employed earners<sup>105</sup>**

(1) Subject to paragraph 67A (minimum income floor for self-employed earners), for the purposes of paragraphs 54 (average weekly earnings of self-employed earners) and 63 (calculation of income on a weekly basis) the earnings of an applicant to be taken into account must be -

- (a) in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
- (b) in the case of a self-employed earner whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less -
  - (i) an amount in respect of income tax and of national insurance contributions payable under the SSCBA calculated in accordance with paragraph 68 (deduction of tax and contributions for self-employed earners); and
  - (ii) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(2) There must be disregarded from the net profit of an applicant, any sum, where applicable, specified in paragraphs 1 to 16 of Schedule 2 (sums disregarded in the calculation of earnings).

(3) For the purposes of sub-paragraph (1)(a) the net profit of the employment must, except where paragraph (9) applies, be calculated by taking into account the earnings of the employment over the assessment period less -

- (a) subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of that employment;
- (b) an amount in respect of -
  - (i) income tax; and
  - (ii) national insurance contributions payable under the SSCBA, calculated in accordance with paragraph 68 (deduction of tax and contributions for self-employed earners); and
- (c) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(4) For the purposes of sub-paragraph (1)(b) the net profit of the employment is to be calculated by taking into account the earnings of the employment over the assessment period less, subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of the employment.

---

<sup>105</sup> Reg. 61, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(5) Subject to sub-paragraph (6), no deduction is to be made under sub-paragraphs (3)(a) or (4), in respect of -

- (a) any capital expenditure;
- (b) the depreciation of any capital asset;
- (c) any sum employed or intended to be employed in the setting up or expansion of the employment;
- (d) any loss incurred before the beginning of the assessment period;
- (e) the repayment of capital on any loan taken out for the purposes of the employment;
- (f) any expenses incurred in providing business entertainment; and
- (g) in the case of an applicant who is not a pensioner, any debts, except bad debts proved to be such, but this paragraph does not apply to any expenses incurred in the recovery of a debt.

(6) A deduction is to be made under sub-paragraphs (3)(a) or (4) in respect of the repayment of capital on any loan used for -

- (a) the replacement in the course of business of equipment or machinery; or
- (b) the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.

(7) The authority must refuse to make a deduction in respect of any expenses under sub-paragraphs (3)(a) or (4) where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.

(8) For the avoidance of doubt -

- (a) a deduction must not be made under sub-paragraphs (3)(a) or (4) in respect of any sum unless it has been expended for the purposes of the business;
- (b) a deduction must be made thereunder in respect of—
  - (i) the excess of any value added tax paid over value added tax received in the assessment period;
  - (ii) any income expended in the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair;
  - (iii) any payment of interest on a loan taken out for the purposes of the employment.

(9) Where an applicant is engaged in employment as a child minder the net profit of the employment is to be one-third of the earnings of that employment, less -

- (a) an amount in respect of -
  - (i) income tax; and

(ii) national insurance contributions payable under the SSCBA,

calculated in accordance with paragraph 68 (deduction of tax and contributions for self-employed earners); and

(b) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(10) For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments must not be offset against his earnings in any other of his employments.

(11) The amount in respect of any qualifying premium is to be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the qualifying premium must be determined -

(a) where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and dividing the product by 365;

(b) in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.

(12) In this paragraph, "qualifying premium" means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of application.

#### **67A. Minimum Income Floor for Self-employed earners<sup>106</sup>**

(1) Subject to sub-paragraph (4), this paragraph applies to an applicant who is, or his partner is in gainful self-employment

(2) Where this paragraph applies to a single applicant, whose earnings from self-employment has been calculated in accordance with paragraphs 54, 63, and 67 and the applicant's average weekly earnings from self-employment over the assessment period is less than the specified amount, the applicant is to be treated as having earnings from self-employment equal to the specified amount.

(3) Where this paragraph applies to an applicant who is a member of a couple, and either his or his partner's earnings from self-employment has been calculated in accordance with paragraphs 54, 63, and 67, and the couple's combined average weekly earnings is less than the specified amount, the applicant is to be treated as having earnings from self-employment equal to the specified amount.

(4) This paragraph does not apply where the business in which the applicant is gainfully self-employed is within a start-up period.

(5) Interpretation; in this paragraph;-

---

<sup>106</sup> Paragraph 67A Inserted by order of BFC in relation to financial years on or after 01 April 2016, the meaning of specified amount amended in relation to financial years beginning on or after 01 April 2017.

“assessment period” means the period over which average weekly earnings from self-employment is estimated in accordance with paragraph 54(1);

“gainfully self-employed” has the same meaning as regulation 64 of the Universal Credit Regulations 2013;

“specified amount” means in relation to a; -

- (a) lone parent, 16 hours per week;
- (b) single applicant with no dependants, 24 hours per week; or
- (c) couple, 24 hours per week;

at the rate equal to the National Living Wage under regulation 4 of The National Minimum Wage Regulations 2015.

“start-up period” means; -

- (a) a business that has been trading for less than 12 calendar months, and
- (b) that no start-up period has been applied to the applicant during the current award or any previous award of a reduction under this discount scheme less than five years before the beginning of the start-up period in sub-paragraph (a), and which applied in relation to a different trade, profession or vocation that the applicant has ceased to carry on

#### **68. Calculation of deduction of tax and contributions of self-employed earners<sup>107</sup>**

(1) The amount to be deducted in respect of income tax under paragraph 67(1)(b)(i), (3)(b)(i) or (9)(a)(i) (calculation of net profit of self-employed earners) must be calculated -

- (a) on the basis of the amount of chargeable income, and
- (b) as if that income were assessable to income tax at the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances.

(2) But, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph must be calculated on a pro rata basis.

(3) The amount to be deducted in respect of national insurance contributions under paragraph 67(1)(b)(i), (3)(b)(ii) or (9)(a)(ii) is the total of -

- (a) <sup>108</sup>the amount of Class 2 contributions payable under section 11(2) or, as the case may be, 11(8) of the SSCBA at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of that Act (small profits threshold) for the tax

---

<sup>107</sup> Reg. 62, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>108</sup> Consequential amendment to SI 2012/2885 30(3)(a) amended by SI 2015/2041

year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year must be reduced pro rata; and

- (b) the amount of Class 4 contributions (if any) which would be payable under section 15 of the SSCBA (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits must be reduced pro rata.

(4) In this paragraph “chargeable income” means -

- (a) except where sub-paragraph (b) applies, the earnings derived from the employment less any expenses deducted under sub-paragraph (3)(a) or, as the case may be, (5) of paragraph 67;
- (b) in the case of employment as a child minder, one-third of the earnings of that employment.

## **Part 17 - Capital; persons who do not have an award of universal credit**

### **69. Calculation of capital<sup>109</sup>**

(1) The capital of an applicant to be taken into account must be, subject to sub-paragraph (2), the whole of his capital calculated in accordance with this Part and any income treated as capital under paragraph 70 (income treated as capital).

(2) There must be disregarded from the calculation of an applicant’s capital under sub-paragraph (1), any capital, where applicable, specified in Schedule 4.

(3) In the case of an applicant who is a pensioner, his capital is to be treated as including any payment made to him by way of arrears of -

- (a) child tax credit;
- (b) working tax credit;
- (c) state pension credit,

if the payment was made in respect of a period for the whole or part of which a reduction under this discount scheme was allowed before those arrears were paid.

(4) The capital of a child or young person who is a member of the family of an applicant who is not a pensioner must not be treated as capital of the applicant.

---

<sup>109</sup> Reg. 63, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

## **70. Income treated as capital<sup>110</sup>**

- (1) In this paragraph -
- (2) Any bounty derived from employment to which paragraph 7 of Schedule 2 (sums disregarded in the calculation of earnings applies and paid at intervals of at least one year is to be treated as capital.
- (3) Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E is to be treated as capital.
- (4) Any holiday pay which is not earnings under paragraph 57(1)(d) (earnings of employed earners) is to be treated as capital.
- (5) Except any income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17, 30 to 33, 50 or 51 of Schedule 4 (capital disregards), any income derived from capital is to be treated as capital but only from the date it is normally due to be credited to the applicant's account.
- (6) In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer is to be treated as capital.
- (7) Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, is to be treated as capital.
- (8) There is to be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.
- (9) Any arrears of subsistence allowance which are paid to an applicant as a lump sum must be treated as capital.
- (10) Any arrears of working tax credit or child tax credit must be treated as capital.

## **71. Calculation of capital in the United Kingdom<sup>111</sup>**

Capital which an applicant possesses in the United Kingdom is to be calculated at its current market or surrender value less -

- (a) where there would be expenses attributable to the sale, 10 per cent; and
- (b) the amount of any encumbrance secured on it.

---

<sup>110</sup> Reg. 64, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>111</sup> Reg. 65, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

## **72. Calculation of capital outside the United Kingdom<sup>112</sup>**

Capital which an applicant possesses in a country outside the United Kingdom must be calculated -

- (a) in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value;
- (b) in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer, less, where there would be expenses attributable to sale, 10 per cent and the amount of any encumbrances secured on it.

## **73. Notional capital<sup>113</sup>**

(1) An applicant is to be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to a reduction or increasing the amount of that reduction except to the extent that that capital is reduced in accordance with paragraph 74 (diminishing notional capital rule).

(2) Except in the case of -

- (a) a discretionary trust; or
- (b) a trust derived from a payment made in consequence of a personal injury; or
- (c) any loan which would be obtained only if secured against capital disregarded under Schedule 4; or
- (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
- (e) any sum to which paragraph 50(2)(a) of Schedule 4 (capital disregards) applies which is administered in the way referred to in paragraph 50(1)(a); or
- (f) any sum to which paragraph 51(a) of Schedule 4 refers; or
- (g) child tax credit; or
- (h) working tax credit,

any capital which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

---

<sup>112</sup> Reg. 66, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>113</sup> Reg. 67, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886



(3) Any payment of capital, other than a payment of capital specified in sub-paragraph (4), made -

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in sub-paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of the family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

(4) Sub-paragraph (3) does not apply in respect of a payment of capital made -

- (a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund;
- (b) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation—
  - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;
  - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
  - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
  - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
  - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- (c) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;
- (d) in respect of a person's participation in the Mandatory Work Activity Scheme;
- (e) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- (f) under an occupational pension scheme, in respect of a pension or other



periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where -

(i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;

(ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and

(iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

(5) Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case -

(a) the value of his holding in that company must, notwithstanding paragraph 69 (calculation of capital) be disregarded; and

(b) he must, subject to sub-paragraph (6), be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this part apply for the purposes of calculating that amount as if it were actual capital which he does possess.

(6) For so long as the applicant undertakes activities in the course of the business of the company, the amount which he is treated as possessing under sub-paragraph (5) is to be disregarded.

(7) Where an applicant is treated as possessing capital under any of sub-paragraphs (1), (2) or (3) the foregoing provisions of this part apply for the purposes of calculating its amount as if it were actual capital which he does possess.

#### **74. Diminishing notional capital rule<sup>114</sup>**

(1) Where an applicant is treated as possessing capital under paragraph 73(1) (notional capital), the amount which he is treated as possessing -

(a) in the case of a week that is subsequent to -

(i) the relevant week in respect of which the conditions set out in sub-paragraph (2) are satisfied; or

(ii) a week which follows that relevant week and which satisfies those conditions, is to be reduced by an amount determined under sub-paragraph (3);

---

<sup>114</sup> Reg. 69, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

- (b) in the case of a week in respect of which sub-paragraph (1)(a) does not apply but where -
- (i) that week is a week subsequent to the relevant week; and
  - (ii) that relevant week is a week in which the condition in sub-paragraph (4) is satisfied, is to be reduced by the amount determined under paragraph (5).
- (2) This paragraph applies to a reduction week or part-week, where the applicant satisfies the conditions that -
- (a) he is in receipt of a reduction in council tax under this discount scheme; and
  - (b) but for paragraph 73(1), he would have received a greater reduction in council tax under this discount scheme in that week.
- (3) In a case to which sub-paragraph (2) applies, the amount of the reduction in the amount of capital he is treated as possessing for the purposes of sub-paragraph (1)(a) is equal to the aggregate of -
- (a) an amount equal to the additional amount of the reduction in council tax to which sub-paragraph (2)(b) refers;
  - (b) where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 49(1) of the Housing Benefit Regulations 2006 (notional capital);
  - (c) where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 51(1) of the Income Support (General) Regulations 1987 (notional capital);
  - (d) where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital); and
  - (e) where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).
- (4) Subject to sub-paragraph (7), for the purposes of sub-paragraph (1)(b) the condition is that the applicant is not a pensioner and would have been entitled to a reduction in council tax in the relevant week but for paragraph 73(1).
- (5) In such a case the amount of the reduction in the amount of capital he is treated as possessing must be equal to the aggregate of -

- (a) the amount of council tax benefit to which the applicant would have been entitled in the relevant week but for paragraph 73(1);
  - (b) if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations 2006, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the benefit week which includes the last day of the relevant week, the amount which is equal to -
    - (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
    - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled;
  - (c) if the applicant would, but for regulation 51(1) of the Income Support (General) Regulations 1987, have been entitled to income support in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled;
  - (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations 1996, have been entitled to an income-based jobseeker's allowance in respect of the benefit week, within the meaning of regulation 1(3) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled; and
  - (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations 2008, have been entitled to an income-related employment and support allowance in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled.
- (6) But if the amount mentioned in sub-paragraph (a), (b), (c), (d) or (e) of sub-paragraph (5) ("the relevant amount") is in respect of a part-week, the amount that is to be taken into account under that sub-paragraph is to be determined by -
- (a) dividing the relevant amount by the number equal to the number of days in that part- week, and
  - (b) multiplying the result of that calculation by 7.
- (7) The amount determined under sub-paragraph (5) is to be re-determined under the appropriate sub-paragraph if the applicant makes a further application for a reduction in council tax and the conditions in sub-paragraph (8) are satisfied, and in such a case -
- (a) sub-paragraphs (a) to (e) of sub-paragraph (5) apply as if for the words "relevant week" there were substituted the words "relevant subsequent week"; and
  - (b) subject to sub-paragraph (9), the amount as re-determined has effect from the first week following the relevant subsequent week in question.
- (8) The conditions are that -

- (a) a further application is made 26 or more weeks after -
- (i) the date on which the applicant made an application for a reduction in council tax in respect of which he was first treated as possessing the capital in question under paragraph 73(1);
  - (ii) in a case where there has been at least one re-determination in accordance with sub-paragraph (7), the date on which he last made an application for a reduction in council tax which resulted in the weekly amount being re-determined, or
  - (iii) the date on which he last ceased to be entitled to a reduction under this discount scheme,
- whichever last occurred; and
- (b) the applicant would have been entitled to a reduction in council tax under this discount scheme but for paragraph 73(1).

(9) The amount as re-determined pursuant to sub-paragraph (7) must not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount must continue to have effect.

(10) For the purposes of this paragraph “part-week” -

- (a) in relation to an amount mentioned in sub-paragraph (5)(a), means a period of less than a week for which a reduction in council tax under this discount scheme is allowed;
- (b) in relation to an amount mentioned in sub-paragraph (5)(b), means a period of less than a week for which housing benefit is payable;
- (c) in relation to an amount mentioned in sub-paragraph (5)(c), (d) or (e), means—
  - (i) a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker’s allowance is payable; and
  - (ii) any other period of less than a week for which it is payable;

“relevant week” means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of paragraph 73(1) -

- (a) was first taken into account for the purpose of determining his entitlement to a reduction; or
- (b) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to a reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, a reduction,

and where more than one reduction week is identified by reference to sub-paragraphs (a) and (b) of this definition, the later or latest such reduction week or, as the case may be, the later or latest such part-week is the relevant week;

“relevant subsequent week” means the reduction week or part-week which includes the day on which the further application or, if more than one further application has been made, the last such application was made.

#### **75. Capital jointly held<sup>115</sup>**

Except where an applicant possesses capital which is disregarded under paragraph 73(7) (notional capital), where an applicant and one or more persons are beneficially entitled in possession to any capital asset they must be treated, in the absence of evidence to the contrary, as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this part apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess.

#### **76. Calculation of tariff income from capital<sup>116</sup>**

(1) The capital of an applicant calculated in accordance with this Part is to be treated as if it were a weekly income of -

- (a) £1 for each complete £250 in excess of £6,000, but not exceeding £16,000, and
- (b) £1 for any excess which is not a complete £250

### **Part 18 - Students - General**

#### **77. Interpretation<sup>117</sup>**

(1) In this Part -

“academic year” means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course is to be considered to begin in the autumn rather than the summer;

“access funds” means -

- (a) grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- (b) grants made under sections 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- (c) grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or

---

<sup>115</sup> Reg. 70, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>116</sup> Reg. 72, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>117</sup> Reg. 73, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;

- (d) discretionary payments, known as “learner support funds”, which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009<sup>118</sup>; or

- (e) Financial Contingency Funds made available by the Welsh Ministers;

“college of further education” means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

“contribution” means-

- (a) any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student’s grant or student loan; or
- (b) any sums, which in determining the amount of a student’s allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority considers that it is reasonable for the following persons to contribute towards the holder’s expenses -
  - (i) the holder of the allowance or bursary;
  - (ii) the holder’s parents;
  - (iii) the holder’s parent’s spouse, civil partner or a person ordinarily living with the holder’s parent as if he or she were the spouse or civil partner of that parent; or
  - (iv) the holder’s spouse or civil partner;

“course of study” means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

“covenant income” means the gross income payable to a full-time student under a Deed of Covenant by his parent;

“education authority” means a government department, a local authority as defined in section 579 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973, an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body, of the Channel Islands, Isle of Man or any other country outside Great Britain;

---

<sup>118</sup> SI 2012/2886 – amended by SI 2015/971 - Chief Executive of Skills Funding abolished

“full-time course of study” means a full-time course of study which -

- (a) is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, or under section 100 of the Apprenticeships, Children, Skills and Learning Act 2009 or by the Welsh Ministers, or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers<sup>119</sup>;
- (b) is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, or under section 100 of the Apprenticeships, Children, Skills and Learning Act 2009 or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out<sup>120</sup>-
  - (i) in the case of a course funded by the Secretary of State in the student’s learning agreement signed on behalf of the establishment which is funded by the Secretary of State for the delivery of that course; or
  - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- (c) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
  - (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
  - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

“full-time student” means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

“grant” (except in the definition of “access funds”) means any kind of educational grant or award and includes any scholarship, studentship, exhibition, allowance or bursary but does not include a payment from access funds or any payment to which paragraph 16 of Schedule 3 or paragraph 55 of Schedule 4 applies;

“grant income” means—

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

---

<sup>119</sup> Consequential amendments to Si 2015/971 – Chief Executive of Skills Funding abolished wef 26 May 2015

<sup>120</sup> Consequential amendments to Si 2015/971 – Chief Executive of Skills Funding abolished wef 26 May 2015



“higher education” means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992;

“last day of the course” means—

- (a) in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- (b) in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

“period of study” means—

- (a) in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- (b) in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, that year’s start and ending with either—
  - (i) the day before the start of the next year of the course in a case where the student’s grant or loan is assessed at a rate appropriate to his studying throughout the year or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
  - (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- (c) in the final year of a course of study of more than one year, the period beginning with that year’s start and ending with the last day of the course;

“periods of experience” means periods of work experience which form part of a sandwich course;

“postgraduate master’s degree loan” means a loan which a student is eligible to receive under the Education (Postgraduate Master’s Degree Loans) Regulations 2016<sup>121</sup>;

“qualifying course” means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker’s Allowance Regulations 1996;

“sandwich course” has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans) (Scotland) Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

“standard maintenance grant” means—

- (a) except where sub-paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an

---

<sup>121</sup> Consequential amendment to HB SI 2016/743 in relation to financial years on or after 1<sup>st</sup> April 2017



establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (“the 2003 Regulations”) for such a student;

- (b) except where sub-paragraph (c) applies, in the case of a student residing at his parent’s home, the amount specified in sub-paragraph (3) thereof;
- (c) in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as “standard maintenance allowance” for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the Student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;
- (d) in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

“student” means a person, other than a person in receipt of a training allowance, who is attending or undertaking—

- (a) a course of study at an educational establishment; or
- (b) a qualifying course;

“student loan” means a loan towards a student’s maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and includes, in Scotland, a young student’s bursary paid under regulation 4(1)(c) of the Students’ Allowances (Scotland) Regulations 2007.

(2) For the purposes of the definition of “full-time student” in sub-paragraph (1), a person must be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course —

- (a) subject to sub-paragraph (3), in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending—
  - (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
  - (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;
- (b) in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

(3) For the purposes of sub-paragraph (a) of sub-paragraph (2), the period referred to in that paragraph includes—

- (a) where a person has failed examinations or has failed successfully to complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
- (b) any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

(4) In sub-paragraph (2), “modular course” means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

## **78. Treatment of students<sup>122</sup>**

This discount scheme has effect in relation to students subject to paragraph 43 (class of person excluded from this discount scheme: students) and the following provisions of this Part.

## **79. Students who are excluded from entitlement to a council tax reduction under this discount scheme<sup>123</sup>**

(1) The students who are excluded from entitlement to a reduction under this discount scheme are, subject to sub-paragraphs (2) and (7); -

- (a) full-time students, and
- (b) students who are persons treated as not being in Great Britain.

(2) Sub-paragraph (1) does not apply to a student—

- (a) who is a person on income support, an income-based jobseeker’s allowance or an income-related employment and support allowance;
- (aa) who is a person on universal credit, except where the applicant or his partner is a person with earned income<sup>124</sup>;
- (b) who is a lone parent;
- (c) whose applicable amount would, but for this paragraph, include the disability premium or severe disability premium;
- (d) whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;

---

<sup>122</sup> Reg. 74, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>123</sup> Reg. 75, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>124</sup> Consequential to the Universal Credit Regulations

- (e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
- (f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;
- (h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989 or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;
- (i) who is—
  - (i) aged under 21 and whose course of study is not a course of higher education, or
  - (ii) aged 21 and attained that age during a course of study which is not a course of higher education, or
  - (iii) a qualifying young person or child within the meaning of section 142 of the SSCBA (child and qualifying young person);
- (j) in respect of whom—
  - (i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;
  - (ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) of regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;
  - (iii) a payment has been made under section 2 of the Education Act 1962 or under or by virtue of regulations made under the Teaching and Higher Education Act 1998;
  - (iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support) Regulations (Northern Ireland) 2000; or
  - (v) a supplementary requirement has been determined under paragraph 9 of Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries

(Northern Ireland) Order 1986,

on account of his disability by reason of deafness.

(3) Sub-paragraph (2)(i)(ii) only applies to an applicant until the end of the course during which the applicant attained the age of 21.

(4) For the purposes of sub-paragraph (2), once sub-paragraph (2)(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that sub-paragraph must, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.

(5) In sub-paragraph (2)(i) the reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.

(6) A full-time student to whom sub-paragraph (i) of sub-paragraph (2) applies must be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.

(7) Sub-paragraph (1)(b) does not apply to a full-time student for the period specified in sub-paragraph (8) if—

- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is—
  - (i) engaged in caring for another person; or
  - (ii) ill;
- (b) he has subsequently ceased to be engaged in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
- (c) he is not eligible for a grant or a student loan in respect of the period specified in sub-paragraph (8).

(8) The period specified for the purposes of sub-paragraph (7) is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before—

- (a) the day on which he resumes attending or undertaking the course; or
- (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course,

whichever first occurs.

## Part 19 - Student Income

### 80. Calculation of grant income<sup>125</sup>

(1) The amount of a student's grant income to be taken into account in assessing his income must, subject to sub-paragraphs (2) and (3), be the whole of his grant income.

(2) There must be excluded from a student's grant income any payment—

- (a) intended to meet tuition fees or examination fees;
- (b) in respect of the student's disability;
- (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
- (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
- (e) on account of any other person but only if that person is residing outside the United Kingdom and there is no applicable amount in respect of him;
- (f) intended to meet the cost of books and equipment;
- (g) intended to meet travel expenses incurred as a result of his attendance on the course;
- (h) intended for the child care costs of a child dependant;
- (i) of higher education bursary for care leavers made under Part 3 of the Children Act 1989;
- (j) in Wales, of higher education bursary for category 3 and category 4 young persons made under section 110 or 112 of the Social Services and Well-being (Wales) Act 2014, in accordance with regulations made under section 116 of that Act<sup>126</sup>;

(2A) In sub-paragraph (2) "category 3 and category 4 young persons" have the meaning given in section 104(2) of the Social Services and Well-being (Wales) Act 2014<sup>127</sup>

(3) Where a student does not have a student loan [or a postgraduate master's degree loan<sup>128</sup>] and is not treated as possessing [a student loan or a postgraduate master's degree loan<sup>129</sup>], there must be excluded from the student's grant income—

- (a) the sum of £303 per academic year in respect of travel costs; and
- (b) the sum of £390 per academic year towards the costs of books and equipment,

---

<sup>125</sup> Reg. 76, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>126</sup> SI 2012/2886 – sub-para (j) inserted by SI 2016/211 wef 06 April 2016

<sup>127</sup> SI 2012/2886 – para (2A) inserted by SI 2016/211 wef 06 April 2016

<sup>128</sup> Consequential amendment to HB SI 2016/743 in relation to financial years on or after 1<sup>st</sup> April 2017

<sup>129</sup> Consequential amendment to HB SI 2016/743 in relation to financial years on or after 1<sup>st</sup> April 2017

whether or not any such costs are incurred.

(4) There must also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.

(5) Subject to sub-paragraphs (6) and (7), a student's grant income must be apportioned—

- (a) subject to sub-paragraph (8), in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
- (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.

(6) Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 must be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.

(7) In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither sub-paragraph (6) nor paragraph 84(2) (other amounts to be disregarded) applies, must be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.

(8) In the case of a student on a sandwich course, any periods of experience within the period of study must be excluded and the student's grant income must be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.

## **81. Calculation of covenant income where a contribution is assessed<sup>130</sup>**

(1) Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following must be the whole amount of the covenant income less, subject to sub-paragraph (3), the amount of the contribution.

---

<sup>130</sup> Reg. 77, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

(2) The weekly amount of the student's covenant must be determined—

(a) by dividing the amount of income which falls to be taken into account under sub-paragraph (1) by 52 or 53, whichever is reasonable in the circumstances; and

(b) by disregarding £5 from the resulting amount.

(3) For the purposes of sub-paragraph (1), the contribution must be treated as increased by the amount (if any) by which the amount excluded under paragraph 80(2)(g) (calculation of grant income) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

### **82. Covenant income where no grant income or no contribution is assessed<sup>131</sup>**

(1) Where a student is not in receipt of income by way of a grant the amount of his covenant income must be calculated as follows -

(a) any sums intended for any expenditure specified in paragraph 80(2)(a) to (e) (calculation of grant income) necessary as a result of his attendance on the course must be disregarded;

(b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, must be apportioned equally between the weeks of the period of study;

(c) there must be disregarded from the amount so apportioned the amount which would have been disregarded under paragraph 80(2)(f) and (3) (calculation of grant income) had the student been in receipt of the standard maintenance grant; and

(d) the balance, if any, must be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 must be disregarded.

(2) Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income must be calculated in accordance with sub- paragraphs (a) to (d) of sub-paragraph (1), except that—

(a) the value of the standard maintenance grant must be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 80(2)(a) to (e); and

(b) the amount to be disregarded under sub-paragraph (1)(c) must be abated by an amount equal to the amount of any sums disregarded under paragraph 80(2)(f) and (g) and (3).

### **83. Relationship with amounts to be disregarded under Schedule 3<sup>132</sup>**

No part of a student's covenant income or grant income is to be disregarded under

---

<sup>131</sup> Reg. 78, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>132</sup> Reg. 79, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886



paragraph 19 of Schedule 3 (disregard of certain charitable and voluntary etc. payments).

#### **84. Other amounts to be disregarded<sup>133</sup>**

(1) For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with paragraph 85 (treatment of student loans), any amounts intended for any expenditure specified in paragraph 80(2) (calculation of grant income), necessary as a result of his attendance on the course must be disregarded.

(2) But sub-paragraph (1) applies only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraph 80(2) or (3), 81(3), 82(1)(a) or (c) or 85(5) (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

#### **85. Treatment of student and postgraduate master's degree loans<sup>134</sup>**

(1) A student and a postgraduate master's degree loan is to be treated as income.

(2) In calculating the weekly amount of the loan to be taken into account as income—

(a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period is to be apportioned equally between the weeks in the period beginning with—

(i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;

(ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

(b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year is to be apportioned equally between the weeks in the period—

(i) beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year, and

(ii) ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year,

but excluding any reduction weeks falling entirely within the quarter during

---

<sup>133</sup> Reg. 80, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>134</sup> Reg. 81, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886, including consequential amendment to HB 2016/743 in relation to financial years beginning on or after 01 April 2017



which, in the opinion of the authority, the longest of any vacation is taken and for the purposes of this paragraph, "quarter" has the same meaning as for the purposes of the Education (Student Support) Regulations 2005;

- (c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year is to be apportioned equally between the weeks in the period beginning with—

(i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of that academic year;

(ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincides with, or immediately follows, the earlier of 1st September or the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

- (d) in any other case, the loan is to be apportioned equally between the weeks in the period beginning with the earlier of—

(i) the first day of the first reduction week in September; or

(ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of June,

and, in all cases, from the weekly amount so apportioned £10 is to be disregarded.

(3) A student is to be treated as possessing a student loan [or a postgraduate master's degree loan<sup>135</sup>] in respect of an academic year where—

(a) a student loan {or postgraduate master's degree loan<sup>136</sup>} has been made to him in respect of that year; or

(b) he could acquire [a student loan or postgraduate master's degree loan<sup>137</sup>] in respect of that year by taking reasonable steps to do so.

(4) Where a student is treated as possessing a student loan under sub-paragraph (3), the amount of the student loan to be taken into account as income must be, subject to sub-paragraph (5)—

(a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to—

(i) the maximum student loan he is able to acquire in respect of that year by

---

<sup>135</sup> Consequential amendment to HB 2016/743 in relation to financial years beginning on or after 01 April 2017

<sup>136</sup> Consequential amendment to HB 2016/743 in relation to financial years beginning on or after 01 April 2017

<sup>137</sup> Consequential amendment to HB 2016/743 in relation to financial years beginning on or after 01 April 2017

taking reasonable steps to do so; and

(ii) any contribution whether or not it has been paid to him;

(b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if—

(i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and

(ii) no deduction in that loan was made by virtue of the application of a means test.

(4A)<sup>138</sup> Where a student is treated as possessing a **postgraduate** master's degree loan under sub-paragraph (3) in respect of an academic year, the amount of that loan to be taken into account as income shall be, subject to sub-paragraph (5), a sum equal to 30 per cent. of the maximum **postgraduate** master's degree loan the student is able to acquire in respect of that academic year by taking reasonable steps to do so.

(5) There must be deducted from the amount of income taken into account under sub-paragraph (4)—

(a) the sum of £303 per academic year in respect of travel costs; and

(b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

(6) A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income

#### **86. Treatment of payments from access funds<sup>139</sup>**

(1) This paragraph applies to payments from access funds that are not payments to which paragraph 89(2) or (3) (income treated as capital) applies.

(2) A payment from access funds, other than a payment to which sub-paragraph (3) applies, must be disregarded as income.

(3) Subject to sub-paragraph (4) of this paragraph and paragraph 40 of Schedule 3 (disregards in the calculation of income other than earnings) -

(a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the case may be, of the applicant or any other member of his family, and

(b) any payments from access funds which are used for any council tax or water

---

<sup>138</sup> Consequential amendment to HB 2016/743 – sub-para (4A) inserted in relation to financial years beginning on or after 01 April 2017

<sup>139</sup> Reg. 82, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

charges for which that applicant or member is liable,

must be disregarded as income to the extent of £20 per week.

(4) Where a payment from access funds is made—

- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or
- (b) before the first day of the course to a person in anticipation of that person becoming a student,

that payment must be disregarded as income.

### **87. Disregard of contribution<sup>140</sup>**

Where the applicant or his partner is a student and, for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution must be disregarded for the purposes of assessing that other partner's income.

### **88. Further disregard of student's income<sup>141</sup>**

Where any part of a student's income has already been taken into account for the purposes of assessing his entitlement to a grant, student loan [or postgraduates master's degree loan<sup>142</sup>], the amount taken into account must be disregarded in assessing that student's income.

### **89. Income treated as capital<sup>143</sup>**

(1) Any amount by way of a refund of tax deducted from a student's covenant income must be treated as capital.

(2) An amount paid from access funds as a single lump sum must be treated as capital.

(3) An amount paid from access funds as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, must be disregarded as capital but only for a period of 52 weeks from the date of the payment.

### **90. Disregard of changes occurring during summer vacation<sup>144</sup>**

In calculating a student's income, the authority must disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course, if that vacation does not form part of his period of study from

---

<sup>140</sup> Reg. 83, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>141</sup> Reg. 84, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>142</sup> Consequential amendment to HB 2016/743 in relation to financial years beginning on or after 01 April 2017

<sup>143</sup> Reg. 85, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>144</sup> Reg. 86, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

the date on which the change occurred to the end of that vacation.

## **Part 20 - Extended Reductions**

### **91. Extended reductions (qualifying income-related benefits)<sup>145</sup>**

(1) An applicant who is entitled to a reduction under this discount scheme by virtue of falling within any of the classes D to G is be entitled to an extended reduction where—

- (a) the applicant or the applicant's partner was entitled to a qualifying income-related benefit;
- (b) entitlement to a qualifying income-related benefit ceased because the applicant or the applicant's partner—
  - (i) commenced employment as an employed or self-employed earner;
  - (ii) increased their earnings from such employment; or
  - (iii) increased the number of hours worked in such employment,

and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more; and

- (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying income-related benefit, jobseeker's allowance or a combination of those benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying income-related benefit ceased.

(2) For the purpose of sub-paragraph (1)(c), an applicant or an applicant's partner is to be treated as having been entitled to and in receipt of a qualifying income-related benefit or jobseeker's allowance during any period of less than five weeks in respect of which the applicant or the applicant's partner was not entitled to any of those benefits because the applicant or the applicant's partner was engaged in remunerative work as a consequence of their participation in an employment zone programme.

(3) For the purpose of this paragraph, where an applicant or an applicant's partner is entitled to and in receipt of joint-claim jobseeker's allowance they must be treated as being entitled to and in receipt of jobseeker's allowance.

(4) An applicant must be treated as entitled to a reduction under this discount scheme by virtue of falling within any of the classes D to G where—

- (a) the applicant ceased to be entitled to a reduction under this discount scheme because the applicant vacated the dwelling in which the applicant was resident;
- (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying income-related benefit ceased, or in the

---

<sup>145</sup> Reg. 95, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

preceding week; and

- (c) entitlement to the qualifying income-related benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).

(5) This paragraph does not apply where, on the day before an applicant's entitlement to income support ceased, regulation 6(5) of the Income Support (General) Regulations 1987 (remunerative work: housing costs) applied to that applicant.

**92. Duration of extended reduction period: (qualifying income-related benefits)<sup>146</sup>**

(1) Where an applicant is entitled to an extended reduction, the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying income-related benefit.

(2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying income-related benefit on the day immediately following the last day of entitlement to that benefit.

(3) The extended reduction period ends—

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant to whom the extended reduction is payable has no liability for council tax, if that occurs first.

**93. Amount of extended reduction: (qualifying income-related benefits)<sup>147</sup>**

(1) For any week during the extended reduction period the amount of the extended reduction to which an applicant is entitled is to be the higher of—

- (a) the amount of the reduction under this discount scheme to which the applicant was entitled by virtue of falling within any of the classes D to G in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying income-related benefit;
- (b) the amount of reduction under this discount scheme to which the applicant would be entitled by falling within any of the classes D to G for any reduction week during the extended reduction period, if paragraph 91 (extended reductions: qualifying income-related benefits) did not apply to the applicant; or
- (c) the amount of reduction under this discount scheme to which the applicant's partner would be entitled by virtue of falling within any of the classes D to G, if paragraph 91 did not apply to the applicant.

(2) Sub-paragraph (1) does not apply in the case of a mover.

(3) Where an applicant is in receipt of an extended reduction under this paragraph and the applicant's partner makes an application for a reduction under this discount

---

<sup>146</sup> Reg. 96, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>147</sup> Reg. 97, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

scheme, no amount of reduction under this discount scheme is to be awarded by the authority during the extended reduction period.

**94. Extended reductions—movers: (qualifying income-related benefits)<sup>148</sup>**

(1) This paragraph applies—

- (a) to a mover; and
- (b) from the Monday following the day of the move.

(2) The amount of the extended reduction awarded from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this discount scheme to which the mover would have been entitled had they, or their partner, not ceased to be entitled to a qualifying income-related benefit.

(3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction may take the form of a payment from this authority to—

- (a) the second authority; or
- (b) the mover directly.

**95. Relationship between extended reduction and entitlement to reduction by virtue of classes D to F<sup>149</sup>**

(1) Where an applicant's entitlement to a reduction under this discount scheme would have ended when the applicant ceased to be entitled to a qualifying income-related benefit in the circumstances listed in paragraph 91(1)(b), that entitlement does not cease until the end of the extended reduction period.

(2) Paragraphs 102 and 103 do not apply to any extended reduction payable in accordance with paragraph 91(1)(a) or 94(2) (amount of extended reduction—movers)

**96. Extended reductions (qualifying contributory benefits)<sup>150</sup>**

(1) An applicant who is entitled to a reduction under this discount scheme by virtue of falling within classes D to F is entitled to an extended reduction (qualifying contributory benefits) where—

- (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;
- (b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner—
  - (i) commenced employment as an employed or self-employed earner;

---

<sup>148</sup> Reg. 98, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>149</sup> Reg. 99 Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>150</sup> Reg. 100, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

- (ii) increased their earnings from such employment; or
- (iii) increased the number of hours worked in such employment,

and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more;

- (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
- (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.

(2) An applicant must be treated as entitled to a reduction under this discount scheme by virtue of falling within classes D to F where—

- (a) the applicant ceased to be entitled to a reduction under this discount scheme because the applicant vacated the dwelling in which the applicant was resident;
- (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
- (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).

#### **97. Duration of extended reduction period (qualifying contributory benefits)<sup>151</sup>**

(1) Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.

(2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.

(3) The extended reduction period ends—

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant entitled to the extended reduction (qualifying contributory benefits) has no liability for council tax, if that occurs first.

---

<sup>151</sup> Reg. 101, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886



**98. Amount of extended reduction (qualifying contributory benefits)<sup>152</sup>**

(1) For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) payable to an applicant is to be the greater of—

- (a) the amount of reduction under this discount scheme to which the applicant was entitled by virtue of falling within classes D to F in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;
- (b) the amount of reduction under this discount scheme to which the applicant would be entitled by virtue of falling within classes D to F for any reduction week during the extended reduction period, if paragraph 96 (extended reductions (qualifying contributory benefits) did not apply to the applicant; or
- (c) the amount of reduction under this discount scheme to which the applicant's partner would be entitled by virtue of falling within classes D to F, if paragraph 96 did not apply to the applicant.

(2) Sub-paragraph (1) does not apply in the case of a mover.

(3) Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this paragraph and the applicant's partner makes an application for a reduction under this discount scheme, no amount of reduction may be allowed by the appropriate authority during the extended reduction period.

**99. Extended reductions (qualifying contributory benefits) - movers<sup>153</sup>**

(1) This paragraph applies—

- (a) to a mover; and
- (b) from the Monday following the day of the move.

(2) The amount of the extended reduction (qualifying contributory benefit) payable from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this discount scheme which was awarded to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.

(3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—

- (a) the second authority; or
- (b) the mover directly.

---

<sup>152</sup> Reg. 102, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>153</sup> Reg. 103, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886



### **100. Relationship between extended reduction (qualifying contributory benefits) and entitlement to reduction by virtue of classes D to F<sup>154</sup>**

(1) Where an applicant's reduction under this discount scheme would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 91(1)(b), that reduction does not cease until the end of the extended reduction period.

(2) Paragraphs 102 and 103 do not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 96(1)(a) or 98(2) (amount of extended reduction—movers

### **101. Extended reductions: applicant moving into the authority's area**

Paragraph 24 has effect

## **Part 21 - When entitlement begins and change of circumstances**

### **102. Date on which entitlement begins<sup>155</sup>**

(1) Subject to sub-paragraph (2), any person by whom or in respect of whom an application for a reduction under this discount scheme is made and who is otherwise entitled to that reduction is so entitled from the reduction week following the date on which that application is made or is treated as made.

(2) Where a person is otherwise entitled to a reduction under this discount scheme and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his application is made or is treated as made, he is so entitled from that reduction week.

### **103. Date on which change of circumstances is to take effect<sup>156</sup>**

(1) Except in cases where paragraph 66 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph, a change of circumstances which affects entitlement to, or the amount of, a reduction under this discount scheme ("change of circumstances"), takes effect from the first day of the reduction week in which the change actually occurs.

(1A) Where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs is the day immediately following the last day of entitlement to that benefit<sup>157</sup>.

(1B) Where that change is an award of universal credit or a change to the amount of universal credit awarded, the date of change is the first day of the relevant assessment

---

<sup>154</sup> Reg. 104, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>155</sup> Reg. 106, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886

<sup>156</sup> Reg. 107, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886, para (10 - (13) applicable to pensioners only - omitted

<sup>157</sup> Correction

period under paragraph 52(5), as is appropriate in each case<sup>158</sup>.

(2) Where a change of circumstances increases the amount of the reduction to which a person is entitled under this discount scheme, subject to sub-paragraphs (3) to (7), it takes effect from the first day of the reduction week following the date the change actually occurs.

(3) Subject to sub-paragraph (4), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.

(4) Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under section 11 or 11A of that Act, it takes effect from the day on which the change in amount has effect.

(5) Where the change of circumstances is an amendment to this discount scheme it shall take effect from the date on which the amendment to this discount scheme takes effect.

(6) Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.

(7) Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.

(8) If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with sub-paragraphs (1) to (7) they take effect from the day to which the appropriate sub-paragraph from (3) to (7) above refers, or, where more than one day is concerned, from the earlier day.

(9) Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the SSCBA, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances takes effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this discount scheme.

(10) Without prejudice to sub-paragraph (9), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this discount scheme.

#### **104. Back-dating of applications**

(1) Where an applicant—

---

<sup>158</sup> Consequential amendment to Paragraph 52 – treatment of universal credit

- (a) makes an application under this discount scheme which includes (or which he subsequently requests should include) a period before the application is made; and
- (b) from a day in that period, up to the date he made the application (or subsequently requested that the application should include a past period), the applicant had continuous good cause for failing to make an application (or request that the application should include that period),

the application is to be treated as made on the date determined in accordance with sub-paragraph (2).

(2) That date is the latest of—

- (a) the first day from which the applicant had continuous good cause;
- (b) the day three calendar months before the date the application was made;
- (c) the day three calendar months before the date when the applicant requested that the application should include a past period.

## **Part 22 – Reductions and adjustments to liability**

### **105. Reductions to liability**

Subject to paragraph 106, where a person is entitled to a reduction under this discount scheme in respect of his liability for the authority's council tax, it has effect in respect of a chargeable financial year from the date entitlement begins in accordance with paragraph 26 (date on which an application is made) until the last day in the relevant chargeable financial year;

### **106. Adjustments to the amount of reduction**

Where, due to a change of circumstances or other correction that effects the amount of reduction that an applicant is entitled to under this discount scheme –

- (a) the amount of the reduction is adjusted in accordance with this discount scheme, and has effect from the date that change takes effect under paragraph 103 (Date on which a change of circumstances is to take effect) until the last day of council tax liability in the chargeable financial year; and
- (b) the authority will issue a revised Demand Notice and adjust payments of council tax liability in accordance with regulation 20 of the Council Tax (Administration & Enforcement) Regulations 1992.

### **107. Reductions in the amount of a reduction**

Any amount which has been awarded by way of a reduction and to which there was no entitlement under this discount scheme or any such scheme which preceded it, whether on the initial decision or as subsequently adjusted or further adjusted, is, subject to paragraph 108, always applied.

### **108. Reductions in the amount of a reduction due to official error**

(1) This paragraph applies to a reduction awarded in consequence of an official error, where the claimant or a person acting on his behalf or any other person to whom the reduction is awarded could not, at the time the reduction was awarded or adjusted or upon receipt of any notice relating to the award or adjustment of the reduction, reasonably have been expected to realise that it was incorrect;

(2) Where in consequence of an official error a person to whom sub-paragraph (1) applies has been awarded an amount of reduction under this discount scheme to which he is not entitled, the authority may award a discretionary reduction under section 13A(1)(c) of the 1992 Act to reduce the amount of council tax the person is liable to pay to such an extent it thinks fit including the power to reduce the amount of council tax the person is liable to pay to nil;

(3) "official error" means an amount of reduction awarded due to a mistake made whether in the form of an act or omission by -

(a) the authority or an officer or person acting for that authority;

(b) an officer of or person providing services to the Department for Work and Pensions or the Commissioners for Her Majesty's Revenue and Customs,

where the applicant, a person acting on his behalf or any other person to whom the reduction is made, did not cause or materially contribute to that mistake, act or omission.

## **Part 23 – Suspension and Termination of a reduction**

### **109. Cases where a reduction may be suspended**

(1) The authority has the discretion to suspend, in whole or in part any reduction awarded under this discount scheme in the circumstances prescribed in sub-paragraph (2).

(2) The prescribed circumstances are where -

(a) it appears to the authority that an issue arises whether-

(i) the conditions for entitlement to a reduction are or were fulfilled; or

(ii) a decision as to an award or the amount of a reduction should be adjusted;

(b) persons fail to comply with the information requirements under paragraph 27 (Information and evidence);

(c) an appeal is pending against a decision of the Valuation Tribunal or a decision given in a different case, and it appears to the authority that if the appeal were to be determined in a particular way an issue would arise whether the award of a reduction in the case itself ought to be adjusted.

(3) The authority shall notify any person to whom sub-paragraph (2) applies of the decision to suspend a reduction, the reasons for that decision and what steps the person is required to take to restore a suspended reduction.

- (4) A person to whom sub-paragraph (2) applies must -
- (a) furnish the information or evidence needed within a period of-
- (i) one month beginning with the date on which the notification under paragraph (3) was sent to him; or
  - (ii) such longer period as the authority considers necessary in order to enable him to comply with the requirement; or
- (b) satisfy the authority within the period provided for in sub-paragraph (4)(a) that -
- (i) the information or evidence so required does not exist; or
  - (ii) it is not possible for him to obtain the information or evidence so required
- (5) Subject to paragraph 110 (Restoring a suspended reduction), where a person satisfies the requirements in sub-paragraph (4), the authority shall, so far as practicable, restore, the reduction within 14 days of the decision to restore that reduction.

#### **110. Restoring a suspended reduction**

A suspended reduction must be restored –

- (a) in a case to which sub-paragraphs (2)(a) and (2)(b) of paragraph 109 (cases where a reduction may be suspended) applies, where the authority is satisfied that the reduction so suspended is properly awarded and no outstanding issues remain to be resolved;
- (b) in a case to which sub-paragraph (2)(c) of paragraph 109 (cases where a reduction may be suspended) applies, an appeal is no longer pending and entitlement remains to the reduction awarded following the determination of that appeal.

#### **111. Cases where a reduction is terminated**

- (1) A person in respect of whom a reduction has been suspended under paragraph 109 (cases where a reduction may be suspended), shall cease to be entitled to the reduction from the date on which the reduction was suspended, or such earlier date on which entitlement to a reduction ceases.
- (2) A person to whom paragraph 109 (cases where a reduction may be suspended), has not been applied shall nonetheless cease to be entitled to the reduction so awarded where he fails to provide information and evidence requested by the authority under paragraph 27 from the date on which the decision is taken to terminate the award.
- (3) A decision to terminate the award under sub-paragraphs (1) and (2) can not apply before the end of the period allowed under paragraph 109(4)(a).

## **Part 24 – Failure to comply with the duty to notify of a change of circumstances**

### **112. Failure to notify of a change of circumstances**

(1) A person is guilty of an offence under regulation 8 of the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 where –

(a) there has been a change of circumstances affecting the entitlement of that person or to another person under this discount scheme; and

(b) that person is required to give notice of the change to the authority under paragraph 29 (Duty to notify of a change of circumstances) of this discount scheme; and

(c) that person knows that the change affects his or another person's entitlement to a reduction, or the amount of reduction, under this discount scheme; and

(d) that person fails to give a prompt notification of that change in the manner required under paragraph 29 (Duty to notify of a change of circumstances) of this discount scheme.

(2) A notification of a change is prompt if, and only if, it is given within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later

### **113. Penalties for failing to notify a change of circumstances**

(1) The authority may impose a penalty under regulation 13 of the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 of £70 on a person where -

(a) that person, without reasonable excuse, fails to give a prompt notification of a relevant change of circumstances to the authority in accordance with requirements imposed on him under paragraph 29 (Duty to notify of a change of circumstances) of this discount scheme;

(b) the failure results in an award of a reduction under this discount scheme which is greater than the amount to which that person was entitled (an "excess reduction"); and

(c) that person has not been charged with an offence or cautioned, or been given a notice under regulation 11 of the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013, in respect of the excess reduction.

(2) In this regulation, "relevant change of circumstances", in relation to a person, means a change of circumstances which that person might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under the authority's discount scheme.

(3) A penalty under regulation 13 of the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 shall be paid to the authority imposing it.

## **Schedule 1 - Premiums<sup>159</sup>**

### **Part 1 - Introduction**

1. Except as provided in paragraph 2 of this Schedule, the premiums specified in Part 2 are, for the purposes of Part 11, be applicable to an applicant who satisfies the condition specified in paragraphs 3 to 6 of this Schedule in respect of that premium.
2. For the purposes of this Part of this Schedule, once a premium is applicable to an applicant under this Part, a person is to be treated as being in receipt of any benefit for—
  - (a) in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provisions of those Regulations, he would be in receipt of that benefit; and
  - (b) any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the Employment and Training Act 1973 or by Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise under section 2 of the Enterprise and New Towns (Scotland) Act 1990 for any period during which he is in receipt of a training allowance.

### **Part 2 - Conditionality**

#### **Disability premium**

3. The condition is that—
  - (a) where the applicant is a single applicant or a lone parent, he has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 4 is satisfied; or
  - (b) where the applicant has a partner, either—
    - (i) the applicant has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 4(1)(a) or (b) is satisfied by him; or
    - (ii) his partner has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 4(1)(a) is satisfied by his partner.

#### **Additional condition for the disability premium**

4. (1) Subject to sub-paragraph (2) and paragraph 2, the additional condition referred to in paragraph 3 is that either—
  - (a) the applicant or, as the case may be, his partner—
    - (i) is in receipt of one or more of the following benefits: attendance allowance,

---

<sup>159</sup> Sch 3 of SI 2012/2886 substituted under BFC local scheme requirements in relation to financial years on or after 01 April 2017



disability living allowance, personal independence payment, and armed forces independence payment, the disability element or the severe disability element of working tax credit as specified in regulation 20(1)(b) and (f) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002, mobility supplement, long-term incapacity benefit under Part 2 of the SSCBA or severe disablement allowance under Part 3 of that Act but, in the case of long-term incapacity benefit or severe disablement allowance, only where it is paid in respect of him; or

(ii) was in receipt of long-term incapacity benefit under Part 2 of the SSCBA when entitlement to that benefit ceased on account of the payment of a retirement pension under that Act or a state pension under Part 1 of the Pensions Act 2014 and the applicant has since remained continuously entitled to -

(aa) council tax benefit in relation to the period prior to 1<sup>st</sup> April 2013 and,

(bb) a reduction under this discount scheme (in relation to the period commencing on 1<sup>st</sup> April 2013), and

if the long-term incapacity benefit was payable to his partner, the partner is still a member of the family; or

(iii) was in receipt of attendance allowance or disability living allowance but payment of benefit has been suspended in accordance with regulations made under section 113(2) of the SSCBA or otherwise abated as a consequence of the applicant or his partner becoming a patient within the meaning of paragraph 64(11)(i) (treatment of child care charges); or

(iv) was in receipt of personal independence payment, but payment of that benefit has been suspended in accordance with section 86 of the Welfare Reform Act 2012 as a consequence of the applicant becoming a patient within the meaning of paragraph 64(11)(i) (treatment of child care charges); or

(v) was in receipt of an armed forces independence payment, but payment has been suspended in accordance with any terms of the armed and reserve forces compensation scheme which allow for suspension because a person is undergoing medical treatment in a hospital or similar institution; or

(vi) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972; or

(vii) is blind and in consequence registered in a register compiled by a local authority under section 29 of the National Assistance Act 1948 (welfare services), in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994 or is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014; or



(b) the applicant—

(i) is, or is treated as, incapable of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work); and

(ii) has been incapable, or has been treated as incapable, of work for a continuous period of not less than—

(aa) in the case of an applicant who is terminally ill within the meaning of section 30B(4) of the SSCBA, 196 days;

(bb) in any other case, 364 days.

(2) For the purposes of sub-paragraph (1)(a)(vii), a person who has ceased to be registered as blind on regaining his eyesight is nevertheless to be treated as blind and as satisfying the additional condition set out in that paragraph for a period of 28 weeks following the date on which he ceased to be so registered.

(3) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, if he then ceases, for a period of 8 weeks or less, to be treated as incapable of work or to be incapable of work he is, on again becoming so incapable of work, immediately thereafter to be treated as satisfying the condition in sub-paragraph (1)(b).

(4) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, he is to continue to be treated as satisfying that condition for any period spent by him in undertaking a course of training provided under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990 or for any period during which he is in receipt of a training allowance.

(5) For the purposes of sub-paragraph (1)(b), where any two or more periods of incapacity are separated by a break of not more than 56 days, those periods are to be treated as one continuous period.

(6) For the purposes of this paragraph, a reference to a person who is or was in receipt of long-term incapacity benefit includes a person who is or was in receipt of short-term incapacity benefit at a rate equal to the long-term rate by virtue of section 30B(4)(a) of the Act (short-term incapacity benefit for a person who is terminally ill), or who would be or would have been in receipt of short-term incapacity benefit at such a rate but for the fact that the rate of short-term incapacity benefit already payable to him is or was equal to or greater than the long-term rate.

(7) In the case of an applicant who is a welfare to work beneficiary (a person to whom regulation 13A(1) of the Social Security (Incapacity for Work) (General) Regulations 1995 applies, and who again becomes incapable of work for the purposes of Part 12A of the SSCBA)—

(a) the reference to a period of 8 weeks in sub-paragraph (3); and

(b) the reference to a period of 56 days in sub-paragraph (5),

in each case is to be treated as a reference to a period of 104 weeks.

(8) The applicant is not entitled to the disability premium if he has, or is treated as having, limited capability for work.

### **Severe disability premium**

5. (1) The condition is that the applicant is a severely disabled person.

(2) For the purposes of sub-paragraph (1), an applicant is to be treated as being a severely disabled person if, and only if—

(a) in the case of a single applicant, a lone parent or an applicant who is treated as having no partner in consequence of sub-paragraph (3)—

(i) he is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an armed forces independence payment; and

(ii) subject to sub-paragraph (4), he has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing; and

(iii) no person is entitled to, and in receipt of, a carer's allowance under section 70 of the SSCBA or has an award of universal credit which includes the carer element under regulation 29 of the Universal Credit Regulations 2013<sup>160</sup>;

(b) in the case of an applicant who has a partner—

(i) the applicant is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an armed forces independence payment; and

(ii) his partner is also in receipt of such an allowance or, if he is a member of a polygamous marriage, all the partners of that marriage are in receipt of such an allowance; and

(iii) subject to sub-paragraph (4), the applicant has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing,

and either a person is entitled to and in receipt of a carer's allowance or has an award of universal credit that includes the carer element in respect of caring for only one of a couple or, in the case of a polygamous marriage, for one or more but not all the partners of the marriage, or as the case may be, no person is entitled to and in receipt of such an allowance or has such an award of universal credit in respect of caring for either member of a couple or any partner of a polygamous marriage<sup>161</sup>.

(3) Where an applicant has a partner who does not satisfy the condition in sub-paragraph (2)(b)(ii), and that partner is blind or severely sight-impaired<sup>162</sup> or is treated

---

<sup>160</sup> Amendment consequential to SI 2015/2041

<sup>161</sup> Amendment consequential to SI 2015/2041

<sup>162</sup> Consequential amendment to SI 2012/2885 Sch 2(3)(6)(3), (4) and (5) amended by SI 2015/643 in relation to

as such within the meaning of paragraph 4(1)(a)(v) and (2), that partner is to be treated for the purposes of sub-paragraph (2)(b)(ii) as if he were not a partner of the applicant.

(4) For the purposes of sub-paragraph (2)(a)(ii) and (2)(b)(iii) no account is to be taken of—

(a) a person receiving attendance allowance, or disability living allowance by virtue of the care component at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012; or

(b) a person who is blind or severely sight-impaired or is treated as such within the meaning of paragraph 4(1)(a)(v) and (2).

(5) For the purposes of sub-paragraph (2)(b) a person is to be treated -

(a) as being in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an armed forces independence payment, if he would, but for his being a patient for a period exceeding 28 days, be so in receipt;

(b) as being entitled to and in receipt of a carer's allowance if he would, but for the person for whom he was caring being a patient in hospital for a period exceeding 28 days, be so entitled and in receipt.

(6) For the purposes of sub-paragraph (2)(a)(iii) and (2)(b), no account is to be taken of an award of carer's allowance to the extent that payment of such an award is back-dated for a period before the date on which the award is first paid.

(7) In sub-paragraph (2)(a)(iii) and (b), references to a person being in receipt of a carer's allowance include references to a person who would have been in receipt of that allowance but for the application of a restriction under section 6B or 7 of the Social Security Fraud Act 2001 (loss of benefit provisions).

### **Enhanced disability premium**

6. (1) Subject to sub-paragraph (2), the condition is that—

(a) the Secretary of State has decided that the applicant has, or is to be treated as having, limited capability for work-related activity; or

(b) the care component of disability living allowance is, or would be payable at the highest rate prescribed under section 72(3) of the SSCBA, but for a suspension of benefit in accordance with regulations made under section 113(2) of the SSCBA or but for an abatement as a consequence of hospitalisation be payable

---

financial years on or after 01 April 2015

at the highest rate prescribed under section 72(3) of the SSCBA in respect of—

- (i) the applicant; or
- (ii) a member of the applicant's family,

who has not attained the qualifying age for state pension credit; or

- (c) the daily living component of personal independence payment is, or would be payable at either rate under Part 4 of the Welfare Reform Act 2012, but for a suspension of benefit in accordance with section 86 of the Welfare Reform Act 2012 in respect of—

- (i) the applicant; or
- (ii) a member of the applicant's family,

who has not attained the qualifying age for state pension credit.

(2) Where the condition in sub-paragraph (1) ceases to be satisfied because of the death of a child or young person, the condition is that the applicant or partner is entitled to child benefit in respect of that person under section 145A of the SSCBA (entitlement after death of child or qualifying young person).

(3) The condition is not satisfied if the person to whom sub-paragraph (1) refers is—

(a) an applicant who—

- (i) is not a member of a couple or a polygamous marriage; and
- (ii) is a patient within the meaning of paragraph 64(11)(e) (treatment of child care charges) and has been for a period of more than 52 weeks; or

(b) a member of a couple or a polygamous marriage where each member is a patient within the meaning of paragraph 64(11)(e) and has been for a period of more than 52 weeks.

### **Persons in receipt of concessionary payments**

7. For the purpose of determining whether a premium is applicable to a person under paragraphs 3 to 6 of this Schedule, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs is to be treated as if it were a payment of that benefit.

### **Persons in receipt of benefit for another**

8. For the purposes of this Part of this Schedule, a person is to be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and is to be so regarded only for any period in respect of which that benefit is paid.

## **SCHEDULE 2<sup>163</sup> - Sums disregarded in the calculation of earnings**

1. In the case of an applicant who has been engaged in remunerative work as an employed earner or, had the employment been in Great Britain, would have been so engaged -

(a) where—

(i) the employment has been terminated because of retirement; and

(ii) on retirement he is entitled to a retirement pension under the Act, [or a state pension under Part 1 of the Pensions Act 2014<sup>164</sup>] or is not so entitled solely because of his failure to satisfy the contribution conditions [or to have the minimum number of qualifying years<sup>165</sup>],

any earnings paid or due to be paid in respect of that employment, but only for a period commencing on the day immediately after the date on which the employment was terminated;

(b) where before the first day of entitlement to a reduction under this discount scheme the employment has been terminated otherwise than because of retirement, any earnings paid or due to be paid in respect of that employment except—

(i) any payment of the nature described in—

(aa) paragraph 57(1)(e) (retainer), or

(bb) section 28, 64 or 68 of the Employment Rights Act 1996 (guarantee payments, suspension from work on medical or maternity grounds); and

(ii) any award, sum or payment of the nature described in—

(aa) paragraph 57(1)(g) or (i), (compensation etc. relating to employment); or

(bb) section 34 or 70 of the Employment Rights Act 1996 (guarantee payments and suspension from work: complaints to employment tribunals),

including any payment made following the settlement of a complaint to an employment tribunal or of court proceedings;

(c) where before the first day of entitlement to a reduction under this discount scheme—

(i) the employment has not been terminated, but

---

<sup>163</sup> Sch 7, Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886 as amended

<sup>164</sup> Consequential amendment to SI 2015/1985 – Words inserted

<sup>165</sup> Consequential amendment to SI 2015/1985 – Words inserted

(ii) the applicant is not engaged in remunerative work,

any earnings paid or due to be paid in respect of that employment except any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) of this Schedule or paragraph 57(1)(j) (statutory sick pay etc.);

**2.** In the case of an applicant who, before the first day of entitlement to a reduction under this discount scheme—

(a) has been engaged in part-time employment as an employed earner or, where the employment has been outside Great Britain, would have been so engaged had the employment been in Great Britain; and

(b) has ceased to be engaged in that employment, whether or not that employment has been terminated,

any earnings paid or due to be paid in respect of that employment except—

(i) where that employment has been terminated, any payment of the nature described in paragraph 1(b)(i) or (ii)(bb) of this Schedule;

(ii) where that employment has not been terminated, any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) of this Schedule or paragraph 57(1)(j).

**3.** In the case of an applicant who has been engaged in remunerative work or part-time employment as a self-employed earner or, had the employment been in Great Britain, would have been so engaged and who has ceased to be so employed, from the date of the cessation of his employment, any earnings derived from that employment except earnings to which paragraph 59(3) and (4) (earnings of self-employed earners) apply.

**4.** (1) In a case to which this paragraph applies and paragraph 5 does not apply, £25<sup>166</sup>, but notwithstanding paragraph 50 (calculation of income and capital: applicant's family and polygamous marriages) if this paragraph applies to an applicant it shall not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £25.

(2) This paragraph applies where the applicant's applicable amount includes an amount by way of the disability premium, severe disability premium, work-related activity component or support component under Schedule 1 (applicable amounts).

(3) This paragraph applies where—

(a) the applicant is a member of a couple and his applicable amount includes an amount by way of the disability premium under Schedule 1; and

(b) he or his partner has not attained the qualifying age for state pension credit and at least one is engaged in employment.

**5.** In a case where the applicant is a lone parent, £30<sup>167</sup>.

---

<sup>166</sup> Amounts in para 4 amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>167</sup> Amount in para 5 amended by order of BFC in relation to financial years on or after 01 April 2016

**6.** In a case where paragraphs 4 and 7 do not apply to the applicant and he is one of a couple and a member of that couple is in employment, £15<sup>168</sup>; but, notwithstanding paragraph 50 (calculation of income and capital: applicant's family and polygamous marriages), if this paragraph applies to an applicant it must not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £15.

**7. (1)** In a case where paragraphs 4 and 5 do not apply to the applicant, £25<sup>169</sup> of earnings derived from one or more employments as—

- (a) a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
- (b) a part-time fire-fighter employed by the Scottish Fire and Rescue Service established under section 1A of the Fire (Scotland) Act 2005;<sup>170</sup>;
- (c) an auxiliary coastguard in respect of coast rescue activities;
- (d) a person engaged part-time in the manning or launching of a life boat;
- (e) a member of any territorial or reserve force prescribed in Part I of Schedule 6 to the Social Security (Contributions) Regulations 2001;

but, notwithstanding paragraph 50 (calculation of income and capital: applicant's family and polygamous marriages), if this paragraph applies to an applicant it shall not apply to his partner except to the extent specified in sub-paragraph (2).

**(2)** If the applicant's partner is engaged in employment—

- (a) specified in sub-paragraph (1), so much of his earnings as would not in aggregate with the amount of the applicant's earnings disregarded under this paragraph exceed £25;
- (b) other than one specified in sub-paragraph (1), so much of his earnings from that employment up to £15 as would not in aggregate with the applicant's earnings disregarded under this paragraph exceed £25<sup>171</sup>.

**8.** Where the applicant is engaged in one or more employments specified in paragraph 7(1), but his earnings derived from such employments are less than £25 in any week and he is also engaged in any other employment, so much of his earnings from that other employment, up to £10 if he is a single applicant, or up to £15 if he has a partner, as would not in aggregate with the amount of his earnings disregarded under paragraph 7 exceed £25<sup>172</sup>.

**9.** In a case to which none of the paragraphs 4 to 8 applies, £10<sup>173</sup>.

---

<sup>168</sup> Amount in para 8 amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>169</sup> Amount in para 9(1) amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>170</sup> Consequential amendment to SI 2012/2885 Sch 4(3)(2)(b) substituted by SI 2013/3181 in relation to financial years on or after 01 April 2015

<sup>171</sup> Amounts in para 9(2) amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>172</sup> Amounts in para 10 amended by order of BFC in relation to financial years on or after 01 April 2016

<sup>173</sup> Amount in para 11 amended by order of BFC in relation to financial years on or after 01 April 2016



**10. (1) Where—**

- (a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;
- (b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and
- (c) paragraph 12 does not apply,

the amount specified in sub-paragraph (7) (“the specified amount”).

(2) Where this paragraph applies, paragraphs 4 to 9 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 5, then paragraph 5 applies instead of this paragraph.

(3) Notwithstanding paragraph 50 (calculation of income and capital: applicant’s family and polygamous marriages), if sub-paragraph (1) applies to one member of a couple (“A”) it does not apply to the other member of that couple (“B”) except to the extent provided in sub-paragraph (4).

(4) Where A’s earnings are less than the specified amount, there must also be disregarded so much of B’s earnings as would not when aggregated with A’s earnings exceed the specified amount; but the amount of B’s earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.

(5) This sub-paragraph applies to a person who is—

- (a) in receipt of a contributory employment and support allowance;
- (b) in receipt of incapacity benefit;
- (c) in receipt of severe disablement allowance; or
- (d) being credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.

(6) “Exempt work” means work of the kind described in—

- (a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations 2008 or regulation 7 of the Employment and Support Allowance Regulations 2013;174 or (as the case may be)
- (b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995, and,

in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.

---

<sup>174</sup> Consequential amendment to SI 2012/2885 Sch 4(6)(6)(a) amended by SI 2015/643 in relation to financial years on or before 01 April 2015



(7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).

**11.** Any amount or the balance of any amount which would fall to be disregarded under paragraph 23 or 24 of Schedule 3 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full disregard thereunder.

**12.** Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, his earnings.

**13.** Any earnings derived from employment, which are payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of those earnings.

**14.** Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting that payment into Sterling.

**15.** Any earnings of a child or young person.

**16.** (1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under paragraphs 4 to 10 must be increased by £17.10.

(2) The conditions of this sub-paragraph are that—

(a) the applicant, or if he is a member of a couple, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 applies; or

(b) the applicant—

(i) is, or if he is a member of a couple, at least one member of that couple is aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or

(ii) is a member of a couple and—

(aa) at least one member of that couple, is engaged in remunerative work for on average not less than 16 hours per week; and

(bb) his applicable amount includes a dependants allowance under Schedule 1, part 1A<sup>175</sup>; or

(iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or

(iv) is, or if he is a member of a couple, at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week;

---

<sup>175</sup> Dependants allowance replaces family premium in relation to financial years on or after 01 April 2016

and—

(aa) the applicant's applicable amount includes a disability premium under paragraph 9, the work-related activity component under paragraph 21 or the support component under paragraph 22 of Schedule 1 respectively;

(bb) where he is a member of a couple, at least one member of that couple satisfies the qualifying conditions for the disability premium or either of the components referred to in sub-paragraph (aa) above and is engaged in remunerative work for on average not less than 16 hours per week; or

(c) the applicant is, or if he has a partner, one of them is, a person to whom regulation 18(3) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 (eligibility for 50 plus element) applies, or would apply if an application for working tax credit were to be made in his case.

(3) The following are the amounts referred to in sub-paragraph (1)—

(a) the amount calculated as disregardable from the applicant's earnings under paragraphs 4 to 10 of this Schedule;

(b) the amount of child care charges calculated as deductible under paragraph 63(1)(c); and

(c) £17.10.

(4) The provisions of paragraph 10 (remunerative work) is to apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in sub-paragraph (1) of that paragraph were a reference to 30 hours.

17. In this Schedule "part-time employment" means employment in which the person is engaged on average for less than 16 hours a week.

### **SCHEDULE 3<sup>176</sup> - Sums disregarded in the calculation of income other than earnings**

1. Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Pilot Scheme.

2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.

3. Any payment made to the applicant in respect of any travel or other expenses

---

<sup>176</sup> Sch 8, Council Tax Reduction Schemes (Default Scheme) Regulations 2012

incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme.

**4.** Any amount paid by way of tax on income which is to be taken into account under paragraph 60 (calculation of income other than earnings).

**5.** Any payment in respect of any expenses incurred or to be incurred by an applicant who is—

(a) engaged by a charitable or voluntary organisation, or

(b) a volunteer,

if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under paragraph 62(5) (notional income).

**6.** Any payment in respect of expenses arising out of the applicant's participation as a service user.

**7.** In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment.

**8.** Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his income.

**8A.<sup>177</sup>** (1) Paragraph 8 does not apply where the applicant receives child maintenance.

(4) In this paragraph; -

“child maintenance” means any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the claimant's family, except where the person making the payment is the claimant or the claimant's partner, including any payment made voluntarily and payments made under—

(a) the Child Support Act 1991;

(b) the Child Support (Northern Ireland) Order 1991;

(c) a court order;

(d) a consent order;

(e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;

“liable relative” means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that definition.

---

<sup>177</sup> Para 8A inserted by order of BFC in relation to financial years on or after 01 April 2016

- 9.** Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker's allowance, the whole of the applicant's income.
- 10.** Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker's allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
- 11.** Any disability living allowance or personal independence payment, or an AFIP.
- 12.** Any concessionary payment made to compensate for the non-payment of—
- (a) any payment specified in paragraph 11 or 14;
  - (b) income support;
  - (c) an income-based jobseeker's allowance;
  - (d) an income-related employment and support allowance.
- 13.** Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
- 14.** Any attendance allowance.
- 15.** Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
- 16.** (1) Any payment—
- (a) by way of an education maintenance allowance made pursuant to—
    - (i) regulations made under section 518 of the Education Act 1996 (payment of school expenses; grant of scholarships etc.);
    - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
    - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
  - (b) corresponding to such an education maintenance allowance, made pursuant to—
    - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
    - (ii) regulations made under section 181 of that Act; or

(c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,

in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**17.** Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.

**18.** (1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment—

- (a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
- (b) of an allowance referred to in section 2(3) of the Employment and Training Act 1973 or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
- (c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.

(2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

**19.** (1) Subject to sub-paragraph (2), any of the following payments—

- (a) a charitable payment;
- (b) a voluntary payment;
- (c) a payment (not falling within sub-paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
- (d) a payment under an annuity purchased—

(i) pursuant to any agreement or court order to make payments to the applicant;  
or

(ii) from funds derived from a payment made,

in consequence of any personal injury to the applicant; or

(e) a payment, not falling within sub-paragraphs (a) to (d), received by virtue of any agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.

(2) Sub-paragraph (1) does not apply to a payment which is made or due to be made by—

(a) a former partner of the applicant, or a former partner of any member of the applicant's family; or

(b) the parent of a child or young person where that child or young person is a member of the applicant's family.

**20.** Any of the following, namely—

(a) a war disablement pension; and

(b) a war widow's pension or war widower's pension;

(c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;

(d) a guaranteed income payment;

(e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;

(f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;

(g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

**21.** Subject to paragraph 40, £15 of any—

(a) widowed mother's allowance paid pursuant to section 37 of the SSCBA;

(b) widowed parent's allowance paid pursuant to section 39A of the SSCBA.

**22.** (1) Any income derived from capital to which the applicant is or is treated under paragraph 75 (capital jointly held) as beneficially entitled but, subject to sub-paragraph (2), not income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17 or 30 to 33 of Schedule 4.

(2) Income derived from capital disregarded under paragraphs 5, 7 or 30 to 33 of Schedule 4 but only to the extent of—

- (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
- (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.

(3) The definition of “water charges” in paragraph 2(1) (interpretation) applies to sub-paragraph (2) of this paragraph with the omission of the words “in so far as such charges are in respect of the dwelling which a person occupies as his home”.

**23.** Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating -

- (a) under, or pursuant to regulations made under powers conferred by, sections 1 or 2 of the Education Act 1962 or section 22 of the Teaching and Higher Education Act 1998, that student's award;
- (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
- (c) the student's student loan,

an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.

**24.** (1) Where the applicant is the parent of a student aged under 25 in advanced education who either—

- (a) is not in receipt of any award, grant or student loan in respect of that education; or
- (b) is in receipt of an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,

and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 23 an amount specified in sub-paragraph (2) in respect of each week during the student's term.

(2) For the purposes of sub-paragraph (1), the amount must be equal to—

- (a) the weekly amount of the payments; or
- (b) the amount by way of a personal allowance for a single applicant under 25



less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b),

whichever is less.

**25.** Any payment made to the applicant by a child or young person or a non-dependant.

**26.** Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 25 or 27 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family—

(a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or

(b) where the aggregate of any such payments is £20 or more per week, £20.

**27.** Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to—

(a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20, 100 per cent of such payments;

(b) where the aggregate of any such payments exceeds £20, £20 and 50 per cent of the excess over £20.

**28.** (1) Any income in kind, except where article 60(11)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act 1999 in the calculation of income other than earnings) applies.

(2) The reference in sub-paragraph (1) to “income in kind” does not include a payment to a third party made in respect of the applicant, which is used by the third party to provide benefits in kind to the applicant.

**29.** Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.

**30.** (1) Any payment made to the applicant in respect of a person who is a member of his family—

(a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978 (schemes for payments of allowances to adopters) or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes);

(b) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child’s maintenance where the child is living with a person



as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);

(c) which is a payment made by an authority, as defined in Article 2 of the Children (Northern Ireland) Order 1995, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child's maintenance);

(d) in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services);

(2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**31.** Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made—

(a) by a local authority under—

(i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),

(ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or

(iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or

(b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).

**32.** Any payment made to the applicant or his partner for a person (“the person concerned”), who is not normally a member of the applicant's household but is temporarily in his care, by—

(a) a health authority;

(b) a local authority but excluding payments of housing benefit made in respect of the person concerned;

(c) a voluntary organisation;

(d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;

(da) the person concerned where the payment is for accommodation to meet that person's needs for care and support arranged pursuant to section 35 or 36 of the Social Services and Well-being (Wales) Act 2014<sup>178</sup>

(e) a primary care trust established under section 16A of the National Health

---

<sup>178</sup> SI 2012/2886 amended by SI 2016/211 sub-para (da) inserted

Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or

- (f) a Local Health Board established under section 11 of the National Health Service (Wales) Act 2006.

**33.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children) [or sections 37, 38, 109, 110 or 114 of the Social Services and Well-being (Wales) Act 2014 but excluding any direct payments under that Act<sup>179</sup>]

**34.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.

(2) Sub-paragraph (1) applies only where A—

- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.

**35.** (1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments—

- (a) on a loan which is secured on the dwelling which the applicant occupies as his home; or
- (b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974) or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.

(2) A payment referred to in sub-paragraph (1) is only to be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to—

- (a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (1)(b); and
- (b) meet any amount due by way of premiums on—
  - (i) that policy; or
  - (ii) in a case to which sub-paragraph (1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home and which is required as a condition of

---

<sup>179</sup> SI 2012/2886 amended – words inserted by SI 2016/211

the loan referred to in sub-paragraph (1)(a).

**36.** Any payment of income which by virtue of paragraph 70 (income treated as capital) is to be treated as capital.

**37.** Any -

(a) social fund payment made pursuant to Part 8 of the SSCBA (the Social Fund);  
or

(b) occasional assistance.

**38.** Any payment under Part 10 of the SSCBA (Christmas bonus for pensioners).

**39.** Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.

**40.** The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 50(3) (calculation of income and capital: applicant's family and polygamous marriages) to be disregarded under paragraphs 81(2)(b) and 82(1)(d) (calculation of covenant income where a contribution assessed, covenant income where no grant income or no contribution is assessed), paragraph 85(2) (treatment of student loans), paragraph 86(3) (treatment of payments from access funds) and paragraph 21 of this schedule shall in no case exceed £20 per week.

**41.** (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).

(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

(a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;

(b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) the person who is suffering from haemophilia or who is a qualifying person;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent, or
    - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his education and has no parent or step-parent, to his guardian,but only for a period from the date of the payment until the end of two years from that person's death.
- (5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent, or
    - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,but only for a period of two years from the relevant date.
- (6) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.
- (7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation and the London Bombings Relief Charitable Fund.

**42.** Any housing benefit.

**43.** Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**44.** Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.

**45.** Any payment in consequence of a reduction of council tax under section 13 of the 1992 Act or further reduction under section 13A of the 1992 Act (reduction of liability for council tax).

**46.** (1) Any payment or repayment made—

(a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);

(b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);

(c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in sub-paragraph (1).

**47.** Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).

**48.** Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.

**49.** (1) Where an applicant's applicable amount includes a dependants allowance under Schedule 1, part 1A180, £15 of any payment of maintenance, other than child maintenance, whether under a court order or not, which is made or due to be made by the applicant's former partner, or the applicant's partner's former partner.

(2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments must be aggregated and treated as if they were a single payment.

---

<sup>180</sup> Para 49(1) amended - dependants allowance replaces family premium in relation to financial years on or after 01 April 2016 and sub-para (4) inserted

(3) A payment made by the Secretary of State in lieu of maintenance must, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).

(4) In sub-paragraph (1) “child maintenance” has the same meaning as paragraph 8A of this schedule

**50.** [Carer’s allowance under section 70 of the SSCBA 1992]<sup>181</sup>

**51.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**52.** Any guardian’s allowance.

**53.** (1) If the applicant is in receipt of any benefit under Part 2, 3 or 5 of the SSCBA, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of that Act, where the dependant in respect of whom the increase is paid is not a member of the applicant’s family.

(2) If the applicant is in receipt of any pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant’s family.

**54.** Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.

**55.** In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983 (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.

**56.** (1) Any payment which is—

(a) made under any of the Dispensing Instruments to a widow, widower or surviving civil partner of a person—

(i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and

(ii) whose service in such capacity terminated before 31st March 1973; and

(b) equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph “the Dispensing Instruments” means the Order in Council of 19th

---

<sup>181</sup> Para 50 substituted by BFC in relation to financial years on or after 01 April 2017

December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

**57.** Any council tax benefit to which the applicant is entitled.

**58.** Except in a case which falls under sub-paragraph (1) of paragraph 16 of Schedule 2, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10.

**59.** Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).

**60.** (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—

- (a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;
- (b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity,

in respect of which such assistance is or was received.

(2) Sub-paragraph (1) applies only in respect of payments which are paid to that person from the special account.

**61.** (1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) “food” does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**62.** Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker’s allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.

**63.** In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.

**64.** Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001.

**65.** (1) Any payment made by a local authority or by the Welsh Ministers, to or on



behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) “local authority” includes, in England, a county council.

**66.** Any payment of child benefit.

**67.** The housing element under regulations 25 and 26 of The Universal Credit Regulations 2013.<sup>182</sup>

## **SCHEDULE 4<sup>183</sup> - Capital disregards**

**1.** Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Scheme but only for 52 weeks beginning with the date of receipt of the payment.

**2.** Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.

**3.** Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme but only for 52 weeks beginning with the date of receipt of the payment.

**4.** The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, but, notwithstanding paragraph 50 (calculation of income and capital of members of applicant’s family and of a polygamous marriage), only one dwelling shall be disregarded under this paragraph.

**5.** Any premises acquired for occupation by the applicant, which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.

**6.** Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.

**7.** Any premises occupied in whole or in part—

---

<sup>182</sup> Paragraph 67 inserted by BFC local scheme requirements in relation to financial years on or after 01 April 2017

<sup>183</sup> Sch 10, Council Tax Reduction Schemes (Default Scheme) Regulations 2012



- (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
- (b) by the former partner of the applicant as his home; but this provision does not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.

**8.** Where an applicant is on income support or an income-related employment and support allowance, the whole of his capital.

**8A.**<sup>184</sup> Where an applicant has, or who jointly with his partner has, an award of universal credit that is calculated on the basis that the person does not have any earned income, the whole of his capital

**9.** Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act 1995 and his partner is on income-based jobseeker's allowance, the whole of the applicant's capital

**10.** Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub-leases or sub-tenancies.

**11. (1)** The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

(2) The assets of any business owned in whole or in part by the applicant where—

- (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
- (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business,

for a period of 26 weeks from the date on which the application for a reduction under this discount scheme is made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

(3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.

(4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to

---

<sup>184</sup> Para 8A inserted by order of BFC in relation to financial years on or after 01 April 2016

allow for disposal of any such asset.

**12.** (1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of—

- (a) any payment specified in paragraphs 11, 13 or 14 of Schedule 3;
- (b) an income-related benefit under Part 7 of the SSCBA;
- (c) an income-based jobseeker's allowance;
- (d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
- (e) working tax credit and child tax credit;
- (f) an income-related employment and support allowance,

but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as "the relevant sum") and is—

- (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001; and
- (b) received by the applicant in full on or after 14th October 2001,

sub-paragraph (1) has effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the period of an award of a reduction under this discount scheme, for the remainder of that period if that is a longer period.

(3) For the purposes of sub-paragraph (2), "the period of an award of a reduction under this discount scheme" means—

- (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
- (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant—
  - (i) is the person who received the relevant sum; or
  - (ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

**13.** Any sum—

- (a) paid to the applicant in consequence of damage to, or loss of the home or

any personal possession and intended for its repair or replacement; or

- (b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home,

which is to be used for the intended purpose, for a period of 26 weeks from the date on which it was so paid or acquired or such longer period as is reasonable in the circumstances to effect the repairs, replacement or improvement.

**14. Any sum—**

- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 as a condition of occupying the home;

- (b) which was so deposited and which is to be used for the purchase of another home,

for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.

**15.** Any personal possessions, except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to a reduction under this discount scheme or to increase the amount of that reduction.

**16.** The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.

**17.** Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.

**18. (1)** Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.

**(2)** But sub-paragraph (1)—

- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;

- (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);

- (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;

- (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.

**(3)** For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.

**(4)** References in sub-paragraphs (2) and (3) to the applicant are to be construed as

including references to his partner (where applicable).

- 19.** The value of the right to receive any income under a life interest or from a life rent.
- 20.** The value of the right to receive any income which is disregarded under paragraph 13 of Schedule 2 or paragraph 29 of Schedule 3.
- 21.** The surrender value of any policy of life insurance.
- 22.** Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 23.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 24.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.  
(2) Sub-paragraph (1) applies only where A—
  - (a) was formerly in the applicant's care, and
  - (b) is aged 18 or over, and
  - (c) continues to live with the applicant.
- 25.** Any -
  - (a) social fund payment made pursuant to Part 8 of the SSCBA (the social fund); or
  - (b) occasional assistance.
- 26.** Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.
- 27.** Any capital which by virtue of paragraph 61(capital treated as income) or paragraph 85 (treatment of student loans) is to be treated as income.
- 28.** Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 29.** (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund.  
(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made

under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) the person who is suffering from haemophilia or who is a qualifying person;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Sub-paragraph (3) does not apply if—

- (a) the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced, or
- (b) where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death.

(5) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
- (b) the payment is made either—
  - (i) to that person's parent or step-parent; or
  - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(6) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub- paragraph (1) refers, where—

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either—

(i) to that person's parent or step-parent; or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(7) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(8) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts is to be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

**30.** (1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.

(2) In this paragraph "dwelling" includes any garage, garden and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

**31.** Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

**32.** Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

**33.** Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes

steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

**34.** Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**35.** The value of the right to receive an occupational or personal pension.

**36.** The value of any funds held under a personal pension scheme.

**37.** The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.

**38.** Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).

**39.** Any payment made pursuant to section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.

**40.** Any payment in consequence of a reduction of council tax under section 13A of the 1992 Act (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.

**41.** Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used—

(a) to purchase premises intended for occupation as his home; or

(b) to carry out repairs or alterations which are required to render premises fit for occupation as his home,

for a period of 26 weeks from the date on which he received such a grant or such longer period as is reasonable in the circumstances to enable the purchase, repairs or alterations to be completed and the applicant to commence occupation of those premises as his home.

**42.** Any arrears of supplementary pension which is disregarded under paragraph 54 of Schedule 3 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 55 or 56 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.

**43.** (1) Any payment or repayment made—

(a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);

(b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);



(c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies),

but only for a period of 52 weeks from the date of receipt of the payment or repayment.

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in sub-paragraph (1), but only for a period of 52 weeks from the date of receipt of the payment or repayment.

**44.** Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.

**45.** Any payment made under Part 8A of the SSCBA (entitlement to health in pregnancy grant).

**46.** Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.

**47.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**48.** Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958 to home workers assisted under the Blind Home Workers' Scheme.

**49.** Omitted

**50.** (1) Any sum of capital to which sub-paragraph (2) applies and—

(a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 or by the Court of Protection;

(b) which can only be disposed of by order or direction of any such court; or

(c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.

(2) This sub-paragraph applies to a sum of capital which is derived from—

(a) an award of damages for a personal injury to that person; or

(b) compensation for the death of one or both parents where the person concerned is under the age of 18.



**51.** Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from—

- (a) award of damages for a personal injury to that person; or
- (b) compensation for the death of one or both parents where the person concerned is under the age of 18.

**52.** Any payment to the applicant as holder of the Victoria Cross or George Cross.

**53.** In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.

**54.** (1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) “food” does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**55.** (1) Any payment—

- (a) by way of an education maintenance allowance made pursuant to—
  - (i) regulations made under section 518 of the Education Act 1996;
  - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
  - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
- (b) corresponding to such an education maintenance allowance, made pursuant to—
  - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
  - (ii) regulations made under section 181 of that Act; or
- (c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,

in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**56.** In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

**57.** Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

**58.** Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or interment of—

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.

**59.** (1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is—

- (a) a diagnosed person;
- (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (d) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.

(2) Where a trust payment is made to—

- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph applies

for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;

- (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending two years after that date;
- (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending—
  - (i) two years after that date; or
  - (ii) on the day before the day on which that person—
    - (aa) ceases receiving full-time education; or
    - (bb) attains the age of 20,

whichever is the latest.

(3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—

- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death,

but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.

(4) Where a payment as referred to in sub-paragraph (3) is made to—

- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending two years after that date; or
- (c) person referred to in sub-paragraph (3)(c), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending—
  - (i) two years after that date; or
  - (ii) on the day before the day on which that person—

- (aa) ceases receiving full-time education; or
- (bb) attains the age of 20,

whichever is the latest.

(5) In this paragraph, a reference to a person—

- (a) being the diagnosed person's partner;
- (b) being a member of a diagnosed person's family;
- (c) acting in place of the diagnosed person's parents,

at the date of the diagnosed person's death includes a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.

(6) In this paragraph—

“diagnosed person” means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeldt-Jakob disease;

“relevant trust” means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeldt-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions;

“trust payment” means a payment under a relevant trust.

**60.** The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner—

- (a) was a slave labourer or a forced labourer;
- (b) had suffered property loss or had suffered personal injury; or
- (c) was a parent of a child who had died, during the Second World War.

**61.** (1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) “local authority” includes in England a county council.

**62.** Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care).

**63.** Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**64.** Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).

This page is intentionally left blank

## Local Council Tax Discount Scheme Full Equality Impact Assessment

### Contents

Summary .....	3
Introduction .....	4
Background.....	4
Consultation Responses .....	5
Summary of all Responses .....	5
Proposal 1- Balance Council Tax Discount Scheme against Expenditure on other Services.....	5
Proposal 2- Income and Banding .....	6
Proposal 3: Disregard of the Carer's Allowance .....	6
Demographic Details.....	7
Detailed Responses According to Protected Characteristic.....	7
Age.....	8
Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services.....	8
Proposal 2- Income and Banding .....	8
Proposal 3 – Disregarding Carer's Allowance in Income Calculations.....	10
Gender .....	10
Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services.....	10
Proposal 2- Income and Banding .....	11
Proposal 3 – Disregarding Carer's Allowance in Income Calculations.....	12
Ethnicity.....	13
Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services.....	13
Proposal 2- Income and Banding .....	14
Proposal 3 – Disregarding Carer's Allowance in Income Calculations.....	18
Religion .....	19
Proposal 1 – to Balance the Council Tax Discount Scheme with expenditure on Other Services.....	19
Proposal 2- Income and Banding .....	20
Proposal 3 – Disregarding Carer's Allowance in Income Calculations.....	22

Sexual Orientation .....	23
Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services .....	23
Proposal 2- Income and Banding .....	24
Proposal 3 – Disregarding Carer’s Allowance in Income Calculations .....	25
Health Problem or Disability Lasting or Expected to Last for 12 Months or More .....	26
Proposal 1 – to Balance the Council Tax Discount Scheme with expenditure on Other Services .....	26
Proposal 2- Income and Banding .....	26
Proposal 3 – Disregarding Carer’s Allowance in Income Calculations .....	28
Day to Day Activities are Limited Because of Respondent’s Health Problem or Disability	29
Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services .....	29
Proposal 2- Income and Banding .....	29
Proposal 3 – Disregarding Carer’s Allowance in Income Calculations .....	31
Further Comments .....	31
Conclusions .....	32



## Summary

A full Equality Impact Assessment on the Council's proposals to revise the elements of the Local Council Tax Discount Scheme was conducted by consultation in the 12 week period commencing 28<sup>th</sup> September. The consultation was open to respondents living in the borough aged 18 or over regardless of whether or not respondents are liable for Council Tax or will be able to apply for any discount. The consultation was also open to organisations in the borough.

Consultation asked whether members of specific protected groups agreed with the underlying principle of the proposals that the Council should balance its spend on the Council Tax Discount Scheme against what it spends on other services and whether various aspects of the proposals were considered to be fair or unfair.

The Council's proposals are that the maximum discount of 80% should be provided to those who are entitled to a Disability Premium and that discounts for other households would be banded according to the level of applicable income. There will be 7 income bands and the maximum discount for households other than those entitled to a Disability Premium will be 75%. Households within any income band will retain that level of discount unless their income rises into the next income band. Those receiving a Carers' Allowance will not have this allowance included in their net weekly income. Those households who are self employed and will be assumed to be earning the National Living Wage

Overall there were 217 responses from individuals aged 18 to 80 identifying themselves as belonging to protected groups and 2 responses from community organisations that may act for or provide services to protected groups.

Generally individual respondents agreed that that the council balance what it spends on the council Tax discount scheme against what it spends on other services.

The proposals were generally considered to be fair by most of the respondents regardless of any protected characteristic.

## Introduction

This Full Equality Impact Assessment looks at the Council's proposals to revise the elements of the Local Council Tax Discount Scheme. It is based on primary research with people aged 18 or over living in the borough, regardless of whether or not they are currently liable to pay any level of Council Tax, together with organisations operating in the borough. That consultation commenced on 28 September 2016 for an eight week period, and ended on 29 November 2016.

Given the nature of the survey and the limited number of respondents in some categories of protected groups there is insufficient data to test the significance of any differences of responses according the category of protected characteristic.

Following the changes to the Council Tax Discount Scheme for 2016-2017 for which a full Equalities Impact Assessment was conducted it was agreed that a full Equalities Impact Assessment would be undertaken for the changes proposed for 2017-2018.

## Background

The following changes to the Local Council Tax Discount scheme are proposed,

The maximum Council Tax Discount that anyone will be entitled to will be 80%.

The actual level of council tax discount would be based on a banding system applied to net household income, with each income band having a fixed discount, rather than at present where the Council Tax Discount is reduced by 21 pence for every extra £1.00 of applicable income above the threshold for the maximum Council Tax Discount. This change, will be easier for claimants and potential claimants to understand, and will not discourage people from increasing their earnings, and it will make the system easier to administer.

The maximum discount of 80% would be applied if the claimant or his or her partner receives a disability benefit entitling them to either a Disability Premium, and Enhanced Disability Premium or a Severe Disability Premium. Other households would receive a discount based upon their net income and would fall into one of seven bands. Additionally any Carer's allowance would be disregarded in calculating a claimant's net income.

Self employed rules and rules governing Child Maintenance payments would remain as under the 2016-2017 rules as would rules in deciding what other income and capital is taken into account in determining the net level of weekly income. Self employed rules would however use the National Living Wage rather than the Minimum Wage.

The proposed bandings are shown in the table below:

<b>Band</b>	<b>Discount</b>	<b>Weekly Net Household Income</b>
<b>A</b>	80%	Entitled to a Disability Premium
<b>1</b>	75%	Up to £80.00 or receiving a passported benefit
<b>2</b>	70%	£80.01 to £140.00
<b>3</b>	60%	£140.01 to £200.00
<b>4</b>	50%	£200.01 to £260.00
<b>5</b>	40%	£260.00 to £320.00
<b>6</b>	30%	£320.00 to £380.00
<b>7</b>	20%	£380.01 to £440.00

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 Discount scheme. All existing Council Tax Discount 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.

## Consultation Responses

Unless otherwise stated the tables below report the responses are summarised below by percentage according to the characteristic of the respondent. Responses from those who did not provide information about the protected characteristic in question e.g. Age, are not included. "Do not know" responses are omitted. Consequently the percentages may not total 100%

## Summary of all Responses

217 responses were received from individuals by 29th November with 2 responses from organisations, one of which was submitted twice.

### Proposal 1- Balance Council Tax Discount Scheme against Expenditure on other Services

**Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.**

<b>Proposal / Question</b>	<b>Agreed %</b>	<b>Neither Agreed nor Disagreed %</b>	<b>Disagreed %</b>
<b>Balance the amount spent on Council Tax Discount with what is spent on other services</b>			
<b>1</b>	54.84	21.66	23.50

There was broad agreement with this proposal with more than twice as many people agreeing with the proposal as disagreeing with it.

## Proposal 2- Income and Banding

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income of £440.01 or more per week will not be entitled to a deduction.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Question		Fair %	Neither Fair nor Unfair %	Unfair %
<b>Income and Banding</b>				
<b>2</b>	Seven Income Bands with 10% difference between each band	48.13	15.88	30.83
<b>3</b>	Scheme based on net income of claimant and partner	42.85	12.44	41.47
<b>4</b>	Maximum discount for disabled vulnerable groups	78.79	9.22	10.59
<b>5</b>	Discount is retained providing income remains within the banding group	66.21	13.89	12.04
<b>6</b>	Households with passported benefits remain in the band for the first year until benefits are re-assessed or person moves to Universal Credit	44.70	14.75	23.05

Overall the majority of respondents thought that the individual aspects of the Income and Banding discount structure were fair, with most support being provided for the maximum discount being available for vulnerable groups and the discount being retained providing income remains within the banding group.

## Proposal 3: Disregard of the Carer's Allowance

The Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, would be disregarded in the calculation of net income for banding

Generally, regardless of protected characteristic, the majority of the respondents thought this proposal to be either fair or they were equivocal.

Question		Fair %	Neither Fair nor Unfair %	Unfair %
<b>Carers Allowance Disregarded</b>				
<b>7</b>	Carer's allowance is disregarded	57.14	8.76	24.42

## Demographic Details

73.27% of the responses were from individuals where a member of the household is currently liable for some level of Council Tax.

The majority 65.44% of respondents were of working age.

A small minority 5.53% described themselves as being of pensionable age

A similar minority 4.61% were receiving either a Carers Allowance or a Disability allowance or both

The demographics of the responses received are set out in the following table:

Demographic	Number Responding	% of Respondents
Liable for Council Tax	159	73.27
Of Working Age	142	65.44
In employment	151	69.59
Of pensionable age	12	5.53
In Receipt of Carers Allowance	10	4.61
In receipt of Disability Benefit	26	11.98
No response	5	2.30

Note that individuals may have classified themselves as belonging to belong to more than one category.

The tables the percentages below show the percentages of respondents in each category who agreed, disagreed or neither agreed nor disagreed with each question. The totals may not add up to 100% since “do not know” responses are omitted.

## Detailed Responses According to Protected Characteristic

The tables below are based upon the 217 responses received from individuals and are reported according to the following Protected Characteristics:

- Age
- Gender
- Ethnicity
- Religion
- Sexual Orientation
- Health Problem or Disability
- Day to Day Activities Limited by Health or Disability

The consultation responses have been broken down into the elements of the community who may be adversely affected by the proposals. The figures reported in the following tables do not show 100% return due to non- inclusion of “do not know” responses.

The tables the percentages below show the percentages of respondents in each category who agreed, disagreed or neither agreed nor disagreed with each question. The totals may not add up to 100% since “do not know” responses are omitted.

## Age

It should be remembered that the proposals will only directly affect working age households.

11 respondents or 5.07% did not provide their age

### **Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services**

#### ***Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.***

Regardless of age there was an overall general agreement that the Council should balance expenditure on the Council Tax Discount Scheme against its spend on other services.

Only the 65 to 79 year old age group showed less than 50% support for balancing the amount spent on the Council Tax Discount Scheme against its spend on other services, with a further 20% being equivocal in their views..

<b>Age Group</b>	<b>Agreed %</b>	<b>Neither Agreed nor Disagreed %</b>	<b>Disagreed %</b>
<b>18-34</b>	64.29	25.71	10.00
<b>35-49</b>	50.71	21.13	28.17
<b>50 - 64</b>	52.73	18.18	29.09
<b>65 - 79</b>	40.00	20.00	40.00
<b>80 and over</b>	0.00	0.00	0.00

### **Proposal 2- Income and Banding**

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

#### ***Q2. Creating a model with seven income bands with a difference of 10% discount between bands.***

Overall there was general agreement with the suggestion of banding although again 65 to 79 year olds were less enthusiastic about this, and 50 to 64 year olds were also likely to be somewhat unenthusiastic although more of the age group supported the suggestion than did not.

Age Group	Thought it was fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	52.17	17.39	27.54
35-49	45.71	15.72	30.00
50 - 64	46.29	16.00	42.60
65 - 79	40.00	20.00	40.00
80 and over	0.00	0.00	0.00

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Responses to this suggestion were fairly evenly balanced and again the 65 to 79 year old respondents were more likely to consider this suggestion to be unfair with the 35 to 49 year olds thinking it was the most fair. Responses from other age groups were more likely to be either equally spread or to think it would be unfair

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	40.01	17.14	40.00
35-49	45.07	9.86	40.86
50 - 64	43.63	10.91	41.81
65 - 79	40.00	10.00	50.00
80 and over	0.00	0.00	0.00

**Q4. Providing the maximum discount for vulnerable disability groups**

Most respondents thought it was fair that vulnerable disability groups should be given the maximum discount

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	77.04	14.29	8.58
35-49	77.46	7.05	11.28
50 - 64	74.55	9.09	16.36
65 - 79	100.00	0.00	0.00
80 and over	0.00	0.00	0.00

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Most respondents thought that this would be fair

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	7.14	20.00	11.43
35-49	64.79	9.86	15.50
50 - 64	72.72	12.73	9.09
65 - 79	80.00	10.00	10.00
80 and over	0.00	0.00	0.00

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

Respondents, especially those aged 65 and over, were more likely to think it would be fair that people receiving qualifying benefits could retain their banding until they were either re-assessed or moved onto Universal Credit

Age Group	Thought it was fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	40.00	24.29	20.00
35-49	47.89	14.09	16.91
50 - 64	41.81	5.45	32.73
65 - 79	60.00	10.00	30.00
80 and over	0.00	0.00	0.00

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

Respondents of all ages were generally more likely to think this was fair than unfair.

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	57.15	15.72	21.43
35-49	61.97	5.64	26.76
50 - 64	52.73	5.46	21.82
65 - 79	60.00	0.00	40.00
80 and over	0.00	0.00	0.00

**Gender**

10 of the respondents, or 4.61% did not provide their gender.

**Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services**



**Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.**

Regardless of gender there was an overall general agreement that the Council should balance expenditure on the Council Tax Discount Scheme against its spend on other services, with over 50% of both genders agreeing to the proposal. However a substantial minority of both genders neither agreed nor disagreed with the proposal.

Gender	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Male	59.38	18.75	21.87
Female	53.85	23.08	23.08

**Proposal 2- Income and Banding**

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

**Q2. Creating a model with seven income bands with a difference of 10% discount between bands**

The majority of respondents thought this was fair and there was little difference between men and women, although men were slightly more likely to think this was fair. However a substantial minority of respondents of both genders thought this was unfair.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	45.90	13.12	32.79
Female	48.95	18.19	28.68

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Men were more likely to think this was fair and although less than 50% thought it was definitely fair.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
--------	--------	---------------------------	----------

<b>Male</b>	45.32	12.51	37.51
<b>Female</b>	41.25	13.29	42.66

**Q4. Providing the maximum discount for vulnerable disability groups**

Regardless of gender a large majority of people thought that it was fair that vulnerable disability groups should be entitled to the maximum Council Tax Discount.

<b>Gender</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
<b>Male</b>	76.57	10.94	9.37
<b>Female</b>	79.72	8.39	11.20

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

A large majority of respondents thought this was fair although men were more likely to think that this was fair than women, although more women were likely to think it would be definitely fair than otherwise.

<b>Gender</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
<b>Male</b>	75.00	6.26	14.06
<b>Female</b>	63.37	17.60	10.56

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

Both men and women were more likely to think this was fair than unfair.

<b>Gender</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
<b>Male</b>	48.45	12.50	26.57
<b>Female</b>	43.35	15.39	20.99

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

The majority of both men and women thought that this would be fair.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	57.81	7.82	26.57
Female	57.35	9.79	22.38

## Ethnicity

209 respondents identified themselves as belonging to one of 12 ethnic groups; 8 ethnic groups, including Nepalis, were not represented at all. 8 respondents, 3.69% did not identify themselves as belonging to any ethnic group. The table below shows the distribution of respondents by ethnicity. The frequencies for some ethnic groups are very small and caution should therefore be exercised at this point in interpreting the percentages of specific ethnic groups who are either in favour or not in favour of a particular proposal or any aspect of that proposal.

Ethnicity of Respondents	Number	% of total
English/ Welsh/ Scottish/ Northern Irish	170	78.34
Irish	1	0.46
Gipsy / Irish Traveller	0	0.00
Show People/ Circus	0	0.00
Any Other White Background	14	6.45
White and Black Caribbean Mixed	2	0.92
White and Black African Mixed	0	0.00
White and Asian Mixed	0	0.00
Indian	2	0.92
Pakistani	3	1.38
Nepali	0	0.00
Bangladeshi	0	0.00
Chinese	2	0.92
Filipino	3	1.38
Any Other Asian Background	1	0.46
African	5	2.30
Caribbean	2	0.92
Any Other Black	0	0.00
Arab	1	0.46
Other Ethnic Group	0	0.00
Not Stated	8	3.69

### Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services

**Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.**

Most ethnic groups thought either agreed with this proposal or were evenly balanced in their responses.

The three groups disagreeing with this were

- Filipino
- Other Asian and
- African

<b>Ethnicity of Respondents</b>	<b>Agreed %</b>	<b>Neither Agreed nor Disagreed %</b>	<b>Disagreed %</b>
English/ Welsh/ Scottish/ Northern Irish	55.49	23.12	21.39
Irish	100.00	0.00	0.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	42.85	35.71	21.43
White and Black Caribbean Mixed	50.00	0.00	50.00
White and Black African Mixed	0.00	0.00	0.00
White and Asian Mixed	0.00	0.00	0.00
Any Other Mixed	0.00	0.00	0.00
Indian	50.00	0.00	50.00
Pakistani	66.66	33.33	0.00
Nepali			
Bangladeshi			
Chinese	50.00	50.00	0.00
Filipino	33.33	0.00	66.67
Any Other Asian Background	0.00	0.00	100.00
African	40.00	0.00	60.00
Caribbean	50.00	0.00	0.00
Any Other Black			
Arab	100.00	0.00	0.00
Other Ethnic Group			

## **Proposal 2- Income and Banding**

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a deduction

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

**Q2. Creating a model with seven income bands with a difference of 10% discount between bands**

Whilst most respondents thought this would be fair respondents from three ethnic groups were more likely to think this suggestion was unfair than fair but in all cases the numbers of respondents were very small:

- Indian
- Any Other Asian Background
- African

Ethnicity of Respondents	Thought it was Fair%	Neither Fair nor Unfair%	Unfair%
English/ Welsh/ Scottish/ Northern Irish	47.65	15.88	31.18
Irish	100.00	0.00	0.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	57.15	14.28	21.43
White and Black Caribbean Mixed	100.00	0.00	0.00
White and Black African Mixed			
White and Asian Mixed			
Any Other Mixed			
Indian	0.00	50.00	50.00
Pakistani	66.66	0.00	0.00
Nepali			
Bangladeshi			
Chinese	50.00	50.00	0.00
Filipino	66.67	33.33	0.00
Any Other Asian Background	0.00	0.00	100.00
African	0.00	20.00	80.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arab	0.00	100.00	0.00
Other Ethnic Group			

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Responses to this question were mixed, and even for the largest ethnic group, English/ Welsh/ Scottish/ Northern Irish, fewer than 45% were definitely in favour of this suggestion.

Five ethnic groups definitely thought that this suggestion was unfair:

- Irish
- Indian
- Any Other Asian Background
- Filipino
- African

Note that all of these groups had 4 or fewer respondents, mainly only 1 or 2, and care should be exercised in saying that these responses are representative of those of the given ethnic group as a whole.

<b>Ethnicity of Respondents</b>	<b>Thought it was Fair%</b>	<b>Neither Fair nor Unfair%</b>	<b>Unfair%</b>
English/ Welsh/ Scottish/ Northern Irish	42.77	13.87	41.04
Irish	0.00	0.00	100.00
Gipsy / Irish Traveller			0.00
Show People/ Circus			0.00
Any Other White Background	64.29	0.00	28.57
White and Black Caribbean Mixed	100.00	0.00	0.00
White and Black African Mixed	0.00	0.00	0.00
White and Asian Mixed	0.00	0.00	0.00
Any Other Mixed	0.00	0.00	0.00
Indian	0.00	50.00	50.00
Pakistani	66.66	0.00	0.00
Nepali			
Bangladeshi			
Chinese	50.00	0.00	0.00
Filipino	0.00	0.00	100.00
Any Other Asian Background	0.00	0.00	100.00
African	0.00	20.00	80.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arab	0.00	100.00	0.00
Other Ethnic Group			

#### **Q4. Providing the maximum discount for vulnerable disability groups**

Most ethnic Groups considered this to be a fair suggestion with the exception of the Irish and Arab groups for each of which there was only one respondent.

<b>Ethnicity of Respondents</b>	<b>Thought it was Fair%</b>	<b>Neither Fair nor Unfair%</b>	<b>Unfair%</b>
English/ Welsh/ Scottish/ Northern Irish	76.89	10.99	10.98
Irish	0.00	0.00	100.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	85.71	7.14	0.00
White and Black Caribbean Mixed	100.00	0.00	0.00
White and Black African Mixed	0.00	0.00	0.00
White and Asian Mixed	0.00	0.00	0.00
Any Other Mixed	0.00	0.00	0.00
Indian	100.00	0.00	0.00
Pakistani	100.00	0.00	0.00
Nepali			0.00
Bangladeshi			0.00
Chinese	50.00	0.00	50.00
Filipino	100.00	0.00	0.00

Ethnicity of Respondents	Thought it was Fair%	Neither Fair nor Unfair%	Unfair%
Any Other Asian Background	100.00	0.00	0.00
African	80.00	0.00	20.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arab	0.00	0.00	100.00
Other Ethnic Group			

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Most ethnic groups thought this was either a fair suggestion or were neutral. Three of the smallest ethnic groups thought it was definitely unfair:

- Irish
- Any other Asian Background
- Arab

However each of these groups had only one respondent.

Ethnicity of Respondents	Thought it was Fair%	Neither Fair nor Unfair%	Unfair%
English/ Welsh/ Scottish/ Northern Irish	68.02	14.53	12.20
Irish	0.00	0.00	100.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	71.43	0.00	0.00
White and Black Caribbean Mixed	100.00	0.00	0.00
White and Black African Mixed			
White and Asian Mixed			
Any Other Mixed			
Indian	50.00	50.00	0.00
Pakistani	100.00	0.00	0.00
Nepali			
Bangladeshi			
Chinese	50.00	0.00	50.00
Filipino	33.33	66.67	0.00
Any Other Asian Background	0.00	0.00	100.00
African	40.00	40.00	0.00
Caribbean	50.00	0.00	0.00
Any Other Black			
Arab	0.00	0.00	100.00
Other Ethnic Group			

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

Most respondents thought this suggestion was fair or not definitely unfair.

Only two groups thought it was unfair:

- Any Other Asian Background
- Arab

Ethnicity of Respondents	Thought it was Fair%	Neither Fair nor Unfair%	Unfair%
English/ Welsh/ Scottish/ Northern Irish	43.93	15.61	24.27
Irish	100.00	0.00	0.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	49.99	7.14	7.14
White and Black Caribbean Mixed	50.00	0.00	50.00
White and Black African Mixed			
White and Asian Mixed			
Any Other Mixed			
Indian	0.00	50.00	50.00
Pakistani	33.33	0.00	0.00
Nepali			
Bangladeshi			
Chinese	100.00	0.00	0.00
Filipino	100.00	0.00	0.00
Any Other Asian Background	0.00	0.00	100.00
African	0.00	40.00	20.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arab	0.00	0.00	100.00
Other Ethnic Group			

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

Most respondents thought this was a fair suggestion with only two ethnic groups thinking it would definitely be unfair:

- Any Other Asian Background
- Arab



<b>Ethnicity of Respondents</b>	<b>Thought it was Fair%</b>	<b>Neither Fair nor Unfair%</b>	<b>Unfair%</b>
English/ Welsh/ Scottish/ Northern Irish	59.54	9.25	25.43
Irish	100.00	0.00	0.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	49.99	14.28	0.00
White and Black Caribbean Mixed	50.00	0.00	50.00
White and Black African Mixed			
White and Asian Mixed			
Any Other Mixed			
Indian	55.00	0.00	0.00
Pakistani	66.66	0.00	0.00
Nepali			
Bangladeshi			
Chinese	0.00	0.00	50.00
Filipino	33.33	0.00	0.00
Any Other Asian Background	0.00	0.00	100.00
African	40.00	0.00	40.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arab	0.00	0.00	100.00
Other Ethnic Group			

## Religion

12 of the respondents or 5.53% of the total did not state their religion.

Numbers in some religious groups were very small so care must be exercised in interpreting the views of those respondents as being representative of that religious group as a whole.

The numbers are shown below.

<b>Religion of Respondents</b>	<b>Number</b>	<b>% of total</b>
None	93	42.86
Christian	88	40.55
Buddhist	2	0.92
Jewish	2	0.92
Hindu	1	0.46
Muslim	4	1.84
Sikh	0	0.00
Other	12	5.53
Not stated	12	5.53

## Proposal 1 – to Balance the Council Tax Discount Scheme with expenditure on Other Services

**Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.**

Most respondents agreed with this suggestion regardless of religion. The only group who disagreed with this suggestion was the Hindu group of whom there was only 1 respondent and caution should be exercised in attributing this view to the Hindu group as a whole.

Religion of Respondents	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
None	62.11	20.00	17.90
Christian	47.19	24.72	28.09
Buddhist	50.00	0.00	50.00
Jewish	100.00	0.00	0.00
Hindu	0.00	0.00	100.00
Muslim	75.00	25.00	0.00
Sikh			
Other	33.33	33.33	33.33

**Proposal 2- Income and Banding**

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

**Q2. Creating a model with seven income bands with a difference of 10% discount between bands.**

3 people did not answer this question

Most people, regardless of religion considered this to be a fair suggestion, with the exception of those describing their religion as either Hindu where 100% and Other, where 75% of the respondents considered the suggestion to be unfair

Religion of Respondents	Fair %	Neither Fair nor Unfair%	Unfair %
None	53.26	13.05	27.17
Christian	49.44	19.10	26.96
Buddhist	50.00	50.00	0.00
Jewish	50.00	50.00	0.00
Hindu	0.00	0.00	100.00

Religion of Respondents	Fair %	Neither Fair nor Unfair%	Unfair %
Muslim	50.00	25.00	0.00
Sikh	0.00	0.00	0.00
Other	16.67	8.33	74.99

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Most people considered this suggestion to be fair or were neutral.

The groups considering this to be definitely unfair were:

- Hindu
- Other

There was however on 1 Hindu respondent.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	51.58	12.63	32.65
Christian	37.07	15.73	43.82
Buddhist	50.00	50.00	0.00
Jewish	50.00	0.00	50.00
Hindu	0.00	0.00	100.00
Muslim	50.00	0.00	25.00
Sikh	0.00	0.00	0.00
Other	16.67	8.33	75.00

**Q4. Providing the maximum discount for vulnerable disability groups**

Regardless of religion people considered this to be a fair proposal.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	76.84	11.58	9.48
Christian	76.41	10.09	12.35
Buddhist	100.00	0.00	0.00
Jewish	100.00	0.00	0.00
Hindu	100.00	0.00	0.00
Muslim	75.00	0.00	25.00
Sikh			
Other	83.33	0.00	16.67

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Most respondents regardless of religion thought this was a fair proposal.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	67.37	14.74	9.48
Christian	66.29	15.73	10.11
Buddhist	100.00	0.00	0.00
Jewish	100.00	0.00	0.00
Hindu	100.00	0.00	0.00
Muslim	75.00	0.00	25.00
Sikh			
Other	54.54	9.09	36.36

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

The majority of people regardless of their religion considered this to be a fair proposal.

Only two groups thought it was a definitely unfair proposal:

- Hindu
- Other

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	45.27	17.89	17.90
Christian	49.45	14.61	17.98
Buddhist	50.00	0.00	0.00
Jewish	100.00	0.00	0.00
Hindu	0.00	0.00	100.00
Muslim	25.00	0.00	25.00
Sikh			
Other	16.66	0.00	83.34

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

Most respondents thought this was a definitely fair proposal.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	57.89	12.64	24.21
Christian	57.31	5.61	24.72
Buddhist	0.00	0.00	0.00
Jewish	100.00	0.00	0.00
Hindu	100.00	0.00	0.00
Muslim	50.00	0.00	25.00
Sikh	0.00	0.00	0.00
Other	83.33	0.00	16.67

### Sexual Orientation

12 of the respondents, 5.53%, did not disclose any information about their sexual orientation, and a further 16, 7.37%, preferred not to disclose, making a total of 28 or 12.9% of all respondents. Again numbers in some categories are very small so high so percentages should not be taken as fully representative of people of these specific sexual orientations

Sexual Orientation	Number	% of Total
Heterosexual / Straight	176	81.11
Homosexual / Gay Man	5	2.30
Lesbian / Gay Woman	2	0.92
Bisexual	3	1.38
Prefer Not to Say	16	7.37
Not Stated	12	5.53

### Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services

***Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.***

Regardless of sexual orientation most people either agreed with this proposal or were equivocal. No group overwhelmingly disagreed with this proposal.

Sexual Orientation	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Heterosexual / Straight	52.31	24.58	20.11
Gay Man	60.00	0.00	40.00
Lesbian / Gay Woman	50.00	0.00	50.00
Bisexual	66.67	33.33	0.00
Prefer Not to Say	43.75	6.25	50.00

## Proposal 2- Income and Banding

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

### **Q2. Creating a model with seven income bands with a difference of 10% discount between bands.**

Most respondents, regardless of sexual orientation thought this was a fair proposal; only Lesbian / Gay women considered this to be definitely unfair, and there were only two respondents in this group.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	50.00	15.34	28.99
Gay Man	40.00	20.00	20.00
Lesbian / Gay Woman	0.00	0.00	100.00
Bisexual	66.66	33.33	0.00
Prefer Not to Say	50.00	12.50	37.50

### **Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Overall, regardless of sexual orientation respondents thought this was a fair proposal or were equivocal; only Lesbian / Gay women considered this to be definitely unfair, and there were only two respondents in this group.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	43.01	12.29	40.78
Gay Man	60.00	0.00	40.00
Lesbian / Gay Woman	0.00	0.00	100.00
Bisexual	33.33	66.66	0.00
Prefer Not to Say	37.50	18.75	43.75

### **Q4. Providing the maximum discount for vulnerable disability groups**

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair.

<b>Sexual Orientation</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Heterosexual / Straight	77.65	10.05	10.62
Gay Man	80.00	0.00	20.00
Lesbian / Gay Woman	100.00	0.00	0.00
Bisexual	100.00	0.00	0.00
Prefer Not to Say	75.00	12.50	12.50

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal. Note that whilst 50% of Lesbian / Gay women thought this proposal to be unfair, 50% did not know whether it was or not and there were only two respondents in this group.

<b>Sexual Orientation</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Heterosexual / Straight	68.72	12.85	11.74
Gay Man	80.00	0.00	20.00
Lesbian / Gay Woman	0.00	0.00	50.00
Bisexual	66.66	33.33	0.00
Prefer Not to Say	50.00	25.00	12.50

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

Only Homosexual/ Gay men thought this this proposal was unfair; most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal.

<b>Sexual Orientation</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Heterosexual / Straight	44.70	15.64	23.46
Gay Man	20.00	0.00	60.00
Lesbian / Gay Woman	0.00	0.00	0.00
Bisexual	33.33	33.33	33.33
Prefer Not to Say	41.67	8.33	16.66

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal.

<b>Sexual Orientation</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Heterosexual / Straight	56.99	8.38	25.70
Gay Man	60.00	20.00	20.00
Lesbian / Gay Woman	100.00	0.00	0.00
Bisexual	66.66	0.00	33.33
Prefer Not to Say	62.50	0.00	12.50

### **Health Problem or Disability Lasting or Expected to Last for 12 Months or More**

9 respondents or 4.15 % chose not to say whether or not they had a long term disability or health condition.

52 or 23.96% of respondents said they had a long term health condition or disability and 153 or 70.51% said that they did not.

### **Proposal 1 – to Balance the Council Tax Discount Scheme with expenditure on Other Services**

#### ***Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.***

Most respondents either agreed with this proposal or were equivocal, although people without a long term disability or health problem were more likely to agree with this proposal than those with a disability or long term health problem.

<b>Have a Health Problem or Disability</b>	<b>Agreed %</b>	<b>Neither Agreed nor Disagreed %</b>	<b>Disagreed %</b>
Yes	32.69	30.77	36.54
No	60.90	19.87	19.23

### **Proposal 2- Income and Banding**

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.



Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

**Q2. Creating a model with seven income bands with a difference of 10% discount between bands.**

People who described themselves as having a disability or long term health problem were more likely than those without a disability to consider this proposal; to be unfair, although the proportion of those who did so was less than 50%.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	40.38	9.62	46.15
No	50.98	17.65	25.48

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

Overall whilst the majority of respondents considered this proposal fair or were equivocal those with a disability or health problem were more likely to consider the proposal to be unfair.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	34.61	13.47	51.92
No	45.51	12.82	37.18

**Q4. Providing the maximum discount for vulnerable disability groups.**

Overwhelmingly respondents considered this to be a fair suggestion regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	84.62	5.77	9.61
No	75.63	10.90	11.54

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Overwhelmingly respondents considered this to be a fair suggestion regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	72.55	7.84	13.72
No	65.40	15.39	11.53

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit**

Most respondents considered this to be a fair suggestion or were equivocal regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	40.40	7.69	34.61
No	45.52	16.67	19.87

**Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

**Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.**

Most respondents considered this to be a fair suggestion or were equivocal regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	63.57	1.92	26.92
No	55.13	11.54	23.08

## Day to Day Activities are Limited Because of Respondent's Health Problem or Disability

52 people or 23.96% of respondents considered that their day-to-day activities were impaired by a health problem or disability; 153 or 70.51% of people said that their day to day activities were not impaired and 9 people, 4.15% did not say whether or not their day to day activities were impaired by a health problem or disability.

### Proposal 1 – to Balance the Council Tax Discount Scheme with Expenditure on Other Services

#### ***Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.***

The majority of respondents agreed with this suggestion or were equivocal regardless of whether or not their day to day activities were limited by health or disability and although those whose daily activities were limited by disability were more likely to disagree with this proposal the proportion who did so was less than 50%.

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Agreed %</b>	<b>Neither Agreed nor Disagreed %</b>	<b>Disagreed %</b>
Yes	36.59	24.39	39.02
No	57.32	22.56	20.49

### Proposal 2- Income and Banding

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

#### ***Q2. Creating a model with seven income bands with a difference of 10% discount between bands.***

Those whose day to day activities were limited by disability or a long term health problem were more likely to consider this to be unfair although the proportion who did so was less than 50%

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	34.15	14.63	48.79
No	50.92	16.77	26.10

**Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs**

More than 50% of those whose day to day to day activities were limited by disability or a long term health problem considered this proposal to be unfair

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	34.15	9.76	56.11
No	37.81	9.76	24.40

**Q4. Providing the maximum discount for vulnerable disability groups**

Regardless of whether or not respondents' day to day activities were limited by disability or a long term health problem, the overwhelming majority considered this proposal to be either fair or were equivocal.

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	85.36	2.44	12.20
No	75.61	11.59	10.98

**Q5. Allowing households to retain their discount as long as their income remains in the relevant band**

Regardless of whether or not respondents' day to day activities were limited by disability or a long term health problem, the overwhelming majority considered this proposal to be either fair or were equivocal

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	72.50	7.50	17.50
No	65.25	15.25	10.98

**Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit.**

The majority of respondents either considered this to be a fair proposal or were equivocal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	41.47	9.76	41.46
No	45.12	14.64	19.52

### **Proposal 3 – Disregarding Carer’s Allowance in Income Calculations**

***Q7. Disregarding Carer’s Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.***

The majority of respondents either considered this to be a fair proposal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

<b>Day to Day Activities are Limited by a Health Problem or Disability</b>	<b>Fair %</b>	<b>Neither Fair nor Unfair %</b>	<b>Unfair %</b>
Yes	56.10	2.44	34.15
No	56.72	10.98	21.96

### **Further Comments**

80 individual respondents and 2 organisations provided further comments. These included 2 respondents who said they had no further comments or not applicable, and one individual respondent who made two individual responses. One of the organisations responding submitted the same response twice so this has been counted as a single response

The responses from all 82 respondents are shown in the table below. Note that some respondents made more than one comment to make and the total number of comments therefore exceeds 82.

The two organisations responding were broadly supportive of the proposals.

<b>Type of comment</b>	<b>Number</b>	<b>% of Respondents</b>	<b>% of Comments</b>
<i>General Support</i>	12	14.81	7.6
<i>General Disagreement</i>	22	27.16	13.92
<i>Encourages People to Live on Benefits</i>	9	11.11	5.70
<i>Penalises those who Work / Should Provide Incentive to Work</i>	21	25.93	13.29
<i>Penalises Poorer Households</i>	11	13.58	5.70
<i>Support discounts for People with Severe disabilities / Pensioners/Carers/Single People</i>	20	24.69	12.66
<i>Not clear about how it will work/ Want more Evidence</i>	9	6.17	5.70

<i>Other</i>	53	65.43	33.55
--------------	----	-------	-------

The most frequent comments were related to disincentivising those who work and rewarding those who do not. The range of other comments included comments relating to increasing the council tax levels for the wealthiest or increasing the number of council tax bands at the upper end to raise additional revenue.

Some people wanted evidence that the changes would not cost the council more to administer than the current system.

## Conclusions

Most of the respondents were either broadly in favour of the proposed Council Tax Discount Scheme regardless of their protected characteristics.

A number of proposals considered to be fair by less than 50% of respondents. However all the proposals / questions were considered fair or equivocal by more than 50% of respondents.

Where the proposal was considered to be unfair it was nevertheless considered to be so by fewer than 40% of all respondents.

The proposals considered to be most fair were that the maximum discount should be provided for vulnerable disabled groups and that the discount should be retained providing that net income remains within the banding group.

The numbers of respondents in some of the categories of protected groups are very small and so although 100% of a particular group might consider a proposal to be unfair there were generally only 1 or 2 members of this particular protected group. The largest subgroup where 100% thought a proposal unfair were those describing their religion as "Other" and there were 6 respondents in this group, comprising 3.51% of the total number of respondents.

Groups more likely to consider some proposals unfair included some minority ethnic groups, people with disabilities or long term conditions or whose daily activities are limited by a health problem or disability and lesbian/gay women.

The ethnic minority groups that considered some proposals to be unfair were Irish, Any Other Asian, Arab and Filipino, but only the African and Filipino groups had more than one respondent with 5 and 3 respondents respectively. African respondents disagreed with question 1 and considered the proposals for questions 2 and 3 to be unfair. Filipinos disagreed with the proposal in question 1 and thought question 3 was unfair.

People with a disability or long term health problem and people whose day to day activities were limited by health or disability were more likely to disagree with question 1 and to consider questions 2 and 3 unfair, but only question 2 was considered unfair by more than 50% of respondents with disabilities or whose day to day activities were limited by disability or health problems. Even so the proportion in each case considering Q3 to be unfair was less than 60%

There is some evidence therefore that some protected groups considered some of the proposals to be unfair, but even where numbers of respondents were reasonable dissent was not overwhelming.

This page is intentionally left blank



Simon Hendey  
Chief Officer: Housing  
Bracknell Forest Council  
Time Square  
Market Street  
BRACKNELL RG12 1JD

Date

Dear Simon

### **Consultation on Local Council Tax Discount Scheme**

Thank you for your letter dated 12 October 2016, regarding the proposed changes to the Council's Local Council Tax Discount Scheme. We appreciate the opportunity to comment on this proposal.

We can see that the new scheme appears to give households more opportunity to increase their income without being penalised as they will not lose their council tax reduction. We are pleased that this will be beneficial to those residents on zero/minimum hours contracts as their income varies on a very frequent basis.

We can see that there is no longer an "applicable amount" as household incomes are the key to the reduction and welcome the fact that the new scheme is easier to understand. Under the current scheme where the income is fluctuating, there is a greater risk of residents not reporting their change of circumstances and are more likely to incur arrears and face a penalty. As you are aware, currently as soon as recovery action starts, a fee of £99 is automatically added to the council tax balance. Under the proposed scheme we can see that this is less likely to happen due to the wider income band width.

We are concerned that the discount rate for applicants in Band 1 with a weekly income of up to £80 will include those dependent on passported benefits, JSA, UC, ESA and a lone parent in receipt of income support. They will receive 75% discount instead of 80%, this means on average these households will have to find an extra £1 every week; whilst this amount doesn't seem substantial, it can make a difference for example, if a family is already struggling with a weekly food budget of £20.

The hardest hit households will be a working couple with three children earning £326 per week; we are concerned that they will have to find an extra £640 on annual basis. We have estimated that 32 families are living in our properties and will be adversely impacted. We would welcome specific transitional financial relief for the families most impacted by the new scheme.

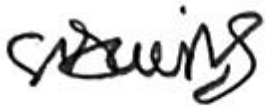
In conclusion, compared to the changes proposed last year, we can see a number of benefits of the new discount scheme to the majority of residents, apart from the families mentioned in the previous section. However, our preference is for the 80% discount rate to be retained for those in Band 1 who only have a weekly income up to £80; this is also due to the ongoing welfare benefit reforms. Welfare benefit reform combined with ongoing reductions to the council tax discounts will put additional financial strain on households already struggling or “just about managing”.

Please find attached three case illustrations, which I hope you find useful.

Could you please send me a copy of the full equality impact assessment once the consultation process is undertaken?

Thank you for inviting our comments and I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Surinder Bains', written in a cursive style.

**Surinder Bains**

**Head of Housing Operations**

## Case Studies

### Case Study 1

Miss N is a single working Mother aged 35 with a 7 year old child, is earning £120 per week and receiving £100 per month in child maintenance payments. With the £15 disregard, this places her in Band 2, with a 70% Council Tax discount. She has multiple debts with utility companies, all with arrangements in place, but has all these to pay, along with the usual bills, travel to work, school and uniform costs. From time to time she has to request a food voucher to tide her over until pay day, so if her situation worsened she would find it more difficult. Under the new scheme her weekly Council Tax charge would be £7.39, an increase of £2.47 on the £4.92 she is currently struggling to pay.

### Case Study 2

Mr M is a single parent with three children, earning £98.19 per week and receiving combined tax credits of £214.97, which have been reduced to clear an overpayment. This puts him in Band 6, with a discount of 30%, increasing his weekly Council Tax payment from £5.01, to £17.20 which is an increase of £12.19 per week. He has a store card and a catalogue debt which he is paying at £10 per week, in addition to a car loan of £237.25 per month which he had to take out in order to provide transport for him to get to work, and to get the children to school. This increase of almost £50 per month will not be manageable for him, and he will be facing further hardship.

### Case Study 3

Mr & Mrs G have a 4-year-old daughter, and Mr G works 17 hours per week, earning £140.18. They receive full HB to pay their rent, but have to pay £11.10 per week towards an outstanding overpayment. They are just about managing on their current budget, but have no money left each month for any unforeseen or emergency bills. Currently they pay council tax of £21.19 per month; under the new scheme this will increase to £32.06 per month, which is almost equivalent to them having to pay an extra week's "rent" each month.



**TO: THE EXECUTIVE**  
**13 December 2016**

---

**COUNCIL PLAN OVERVIEW REPORT**  
**Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 To inform the Executive of the performance of the Council over the second quarter of the 2016/17 financial year (July - September 2016).

**2 RECOMMENDATION**

- 2.1 **To note the performance of the Council over the period from July - September 2016 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 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 electronically 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.

Council Plan Overview Report

- 5.3 The QSRs have been combined into the Council Plan 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 2016) 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 2016/17

QSR – Chief Executive’s Office – Quarter 2 2016/17

QSR – Environment, Culture and Communities – Quarter 2 2016/17

QSR – Adult Social Care and Health – Quarter 2 2016/17

QSR – Children, Young People and Learning – Quarter 2 2016/17

Contact for further information

Timothy Wheadon, Chief Executive - 01344 345609

[Timothy.wheadon@bracknell-forest.gov.uk](mailto:Timothy.wheadon@bracknell-forest.gov.uk)

Victor Nicholls, Assistant Chief Executive - 01344 355604

[Victor.nicholls@bracknell-forest.gov.uk](mailto:Victor.nicholls@bracknell-forest.gov.uk)

Abby Thomas, Interim Head of Performance, Partnerships & Transformation – 01344 353307

[Abby.thomas@bracknell-forest.gov.uk](mailto:Abby.thomas@bracknell-forest.gov.uk)

Jackie Pinney, Performance & Partnerships Officer - 01344 352910

[Jackie.pinney@bracknell-forest.gov.uk](mailto:Jackie.pinney@bracknell-forest.gov.uk)

Document Ref

G:\CXO\Performance and Partnerships\Performance Management\2016-17 Apr-Sep\1 - Quarter 2\6 - CPOR\ExCPOR Q1-12 -16 CMT Report.doc



# COUNCIL PLAN OVERVIEW REPORT

Q2 2016 - 17  
July - September 2016

Chief Executive:  
Timothy Wheadon

## Contents

Section 1: Chief Executive’s Commentary .....	3
Section 2: Budget Position .....	7
Section 3: Strategic Themes .....	9
Value for money .....	9
A strong and resilient economy .....	10
People have the life skills and education opportunities they need to thrive	11
People will live active and healthy lifestyles.....	12
A clean, green, growing and sustainable place .....	13
Strong, safe, supportive and self-reliant communities .....	14
Section 4: Corporate Health.....	15
a) Summary of People .....	15
b) Summary of Complaints .....	17
c) Strategic Risks and Audits.....	17



## Section 1: Chief Executive's Commentary

### 1 Introduction

- 1.1 This report sets out an overview of the Council's performance for the second quarter of 2016/17 (July - September 2016). 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.
- 1.2 Overall, very good progress has been made against the actions in the departmental service plans. At the end of the second quarter progress showed
- 135 actions (82.3%) are on target to be completed within the timescales set
  - 13 actions (7.9%) are at risk of falling behind schedule
  - 2 actions (1.2%) have fallen behind schedule
  - 14 actions (8.5%) have been completed.
- 1.3 Section 3 of this report contains information on the performance indicators across the Council for each of the strategic themes. Again the picture is positive, showing that the status for the key indicators in the Council Plan in the second quarter is:
- 35 (81.4%) green – i.e. on, above or within 5% of target
  - 2 (4.6%) amber – i.e. between 5% and 10% of target
  - 6 (13.9%) red – i.e. more than 10% from target.
- 19 further indicators have no set target.

### 2 Overview of Q2

- The quarter has seen good progress on the Council's Transformation projects focusing on reviews of Leisure, Libraries, Arts, Support Services, Customer contact and Early Intervention. The majority of reviews have completed the Analyse phase and reported to Gateway Review meetings in July. The Schools Support Services and the Early Intervention and Prevention projects are nearing the completion on the Analyse phase. Target savings have been identified for each of these reviews in the Efficiency Plan, which has been submitted to Government and which shows how the Council is planning to bridge the funding gap.
- Mace Construction have started work on site at the new Binfield Learning Village making swift progress to prepare the site for piling and laying the concrete for the foundations. Meanwhile, the feasibility study for a new community hub has been completed. The working group has agreed to focus on trying to identify additional S106 payments which could close the £1.5 million budget gap over the next year.
- The new Warfield Woodhurst Park C of E School opened in September with the successful build and handover of the new school. Staff and pupils have settled in well and are very pleased with their new school.
- In Housing, a new lease of 306 Yorktown Road was entered into to provide 10 emergency housing units for homeless households in the borough. This will enable homeless households to receive emergency housing provision in the

Borough. This is a better arrangement for those households than B&B outside Bracknell Forest and also cheaper for the Council than procuring B&B.

- Forestcare achieved registration with the Care Quality Commission to provide emergency personal care. The emergency personal care responder service will go live from the beginning of November.
- A Children and Mental Health Services (CAMHS) transformation working group has been established to ensure the successful implementation of the CAMHS strategy and Emotional Health and Well Being (EHWB) action plan.

### **3 What went especially well?**

- Despite overall crime levels showing a slight increase, particularly in Bracknell Town Centre levels of burglary and domestic abuse in Bracknell Forest continue to be amongst the lowest in the Thames Valley area.
- Following the implementation of a plan to improve performance for Education, Health and Care Plans (EHCP) within 20 week timescale, there is an upward trend in terms of performance. This will be closely monitored and will be reviewed at regular intervals to ensure the target is sustained.
- The E+ Smartcard has been successfully introduced as a journey management tool for the R-Bus (a bus service for people with disabilities). This has ensured that all journeys booked with this system are now accurately recorded and the journey value deducted from a passengers account. A significant reduction in the R-Bus overspend is predicted.
- There has been an increase in the number of young people registered to use Kooth services, which include online information and advice, moderated chat rooms and on-line sessions with professional counsellors. This rise in use has been accompanied by a reduction in referrals to secondary CAMHS, suggesting that the gap in early, easily accessible mental health support for young people is starting to be addressed. The services have been consistently highly rated by young people using them (on average 4.1 out of 5) and 100% have said they would recommend the service to their friends.
- The number of complaints about the Council to the Local Government Ombudsman in 2015/16 was well below the average for other councils, as was the rate at which complaints were upheld against the Council. Nonetheless, the LGO has continued to pursue a much more aggressive policy towards finding fault and this is reflected in a small increase number of adverse findings. It has also increased the amount of time having to be spent responding to investigations and I have raised this directly with the Ombudsman herself after a particularly lengthy and unwarranted investigation.
- Test purchases were undertaken for alcohol, vaping equipment (e.g. e-cigarettes) and gambling machines with a number of purchases being successful. Those responsible have been dealt with in accordance with our Enforcement Policy. Two premises have received warnings previously so discussions are taking place regarding the voluntary attachment of new licence conditions which will require them to improve their controls. Should these not be agreed then it is likely that a review of their licence by the Licensing Committee will be instigated.

#### **Awards and positive inspections**

- A member of Legal Services has been shortlisted for Litigation Lawyer of the Year National Award sponsored by Lawyers in Local Government.
- The Revenues team have been shortlisted for the Institute of Revenues Rating and Valuation award for the most improved team.

- Work led by the Public Health team on both Falls Prevention and Children's Mental Health gained national recognition in Quarter 2. The Falls Free 4 Life Service, which offers advice and support to older residents on reducing their risk of falls, has been nominated for a Royal Society of Public Health Award.
- The Kooth.com service has been nominated for a Positive Practice in Mental Health Award, a national award scheme normally reserved for NHS organisations.
- In recognition of Self Care Week 2015 the council won an award as part of the successful Year of Self Care which aims to build a community where people are empowered to have control over their health throughout the year.
- South Hill Park received a gold award from Britain in Bloom and a Horticultural Distinction Award.
- A member of the Community Safety Team has been selected as the winner of the Thames Valley Police 2016 John Latham Award for his contribution to safeguarding victims of domestic abuse.
- The Customer Service Excellence Award at Bracknell Leisure Centre has been maintained.
- Bracknell Forest Council received the Community Animal Welfare Footprint Award from the RSPCA for the 6<sup>th</sup> consecutive year.
- The Council received the Emergency Planning Society Resilience Initiative of 2016 for the community engagement work that continues following the Swinley Forest Fire in 2011.
- The Council won third place for National Council of the Year at the Energy Efficiency and Retrofit Awards for a £1.8m project funded by the Department for Energy and Climate Change from April 2014 to March 2016. Almost 500 homes installed nearly 300 energy improvements enabling them to save on energy costs, including new boilers, wall and loft insulation and double glazed window installation. Residents were able to claim back up to £7,000 of the cost of the work.

#### **4 What we are doing about things going not quite so well?**

- The percentage of maintained primary schools rated as good/outstanding dropped during the current quarter from 80.6% to 77.4% as a result of Holly Spring Junior School receiving a “requires improvement” from “good” result.
- In the previous quarter work was suspended in relation to Waymead short term care unit for people with learning disabilities because of cost increases. Since then, alternative options are being explored and a local housing provider is preparing a proposal to offer suitable care leavers’ accommodation at other identified sites in the borough commencing in 2017.
- Placement stability of looked after children continues to be an area which is receiving attention. The information is subject to regular tracking as part of monthly data reporting and will also form part of audit work to support understanding and learning across the service in order to ensure better outcomes for children and young people in line with Permanency Strategy.
- Thames Valley Police have not yet published their Q2 crime figures. However, provisional figures suggest a 15% increase in crime. Other areas across the Thames Valley have also seen increases in overall crime and this is being closely monitored by the Community Safety Partnership and a series of actions to tackle the issues are being put in place. At the same time the Partnership is looking in more detail at the TVP and BRP plans for policing when the Lexicon opens next year.

## **5 Forward Look**

A key focus for the third quarter will continue to be the delivery of the major transformation projects that are crucial for the Council's long-term financial stability. Attention will also turn to the detailed budget preparations for 2017-18 which will be considered by the Executive in December, prior to public consultation.

Members will also recall that in July the Executive agreed to participate in the Government's voluntary dispersal scheme for Unitary Borough Councils. At the time the then Minister had stated that he was minded to require any Council that did not volunteer to take part. During November, two UASCs have been placed in the Borough. At the recent ADSS conference, however, the new Minister has reversed the Government's position and has stated he will not compel Councils to take part. The Council will continue to fully support the two UASCs that have arrived but increasing pressures from vulnerable children mean that participation in the national scheme has been suspended.

*Timothy Wheadon*  
*Chief Executive*

## Section 2: Budget Position

### REVENUE BUDGET MONITORING

At the end of the second quarter there is a potential over spend of £1.603m. 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:

- Placement costs within Children's Social Care have created a pressure (£0.837m). There has been an increase in the number of high cost placements from the 87 assumed in the budget to 93 and there has also been an increase in the average cost. Placements will continue to be regularly reviewed to ensure the most cost effective support arrangements are in place.
- The over spend on Mental Health budgets (£1.846m) relates to rising residential and nursing costs, continuing the trend from 2015/16, plus the need to re-home residents at short notice in a market with limited capacity.
- Similarly within Older People and Long Term Conditions there have been new residential and nursing placements which when combined with the need to make significant in-year savings on care packages have created a significant pressure (£0.875m).
- The under spend on Learning Disabilities (-£1.056m) relates to the cost of care purchased from external providers where the under spend trend from last year has continued plus Continuing Health Care backdated funding. This partially offsets the over spends in Mental Health and Older People and it is likely there will be some realignment of budgets during the year to reflect the changing profile of social care costs.
- The Better Care Fund steering group has agreed that an additional -£0.750m can be allocated from an earmarked reserve to fund the cost pressures in adult social care, however this still requires formal approval by the Better Care Fund Programme Board.
- The grants and donations budget within Joint Commissioning is forecast to under spend by -£0.330m. This reflects the use of Better Care Funding to meet some of the costs and the re-tendering of performance related services which has resulted in savings.
- Additional income expected from Housing Benefit overpayments (-£0.278m). For each £1 of eligible overpayment, the Council receives 40p in subsidy from the DWP and £1 when the claimant repays.
- Whilst it had been known that the progression of the Coral Reef project would mean the closure of the facility during 2016/17, no adjustments were to be made to the budget on the understanding that any overspend, due to the loss of income, would be met from the Contingency. The Department's HR team have developed a strategy for the redeployment of retained staff during the closure, which has saved salary costs, however the overall estimated pressure for the year is currently £0.384m.

The projected over spend excludes the £1.166m balance on the Contingency which therefore reduces the overall projected variance to £0.437m.

At this stage in the financial year there remain significant risks to the budget, however based on past experience it is anticipated that this level of potential over spend will be managed downwards over the remainder of the year.

Those budgets representing the greatest risk will continue to be scrutinised in detail as part of the Council's usual budget monitoring arrangements.

## Section 3: Strategic Themes


### Value for money



Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
L051	Percentage of current year's Council tax collected in year (Quarterly)	29.33%	57.09%	57.20%	
L053	Percentage of current year's Business Rates collected in year (Quarterly)	33.08%	58.48%	53.60%	
L221	Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly)	78.4%	71.0%	75.0%	
L255	Subsidy on leisure services (Quarterly)	£48,904	£25,177	-£277,971	
L256	Percentage of transactions carried out online and the use of the customer portal (Quarterly)	39.0%	38.8%	No target set	N/A
L257	Cumulative number of complaints received at stages 2 and 3, statutory social services complaints, and complaints referred by the Local Government Ombudsman (Quarterly)	21	43	56	
L261	Level of staff sickness absence (Quarterly)	1.48	1.18	No target set	N/A
L262	Level of voluntary staff turnover (Quarterly)	2.7%	5.8%	13.0%	

## A strong and resilient economy








Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
L265	Number of newly incorporated businesses (Quarterly)	121	199	No target set	N/A
L267	Business closure rate (Quarterly)	81.0	137	No target set	N/A
L268	Percentage of working age people who are unemployed (Quarterly)	2.3%	TBC	No target set	N/A
L269	Percentage of working age population in employment (Quarterly)	83.4%	TBC	No target set	N/A
L271	Percentage of the borough covered by Superfast broadband(Quarterly)	96.2%	96.2%	96.2%	



## People have the life skills and education opportunities they need to thrive



Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
NI114	Number of exclusions from secondary schools (Quarterly)	0	0	0	
NI117	Number of 16 - 18 year olds who are not in education, employment or training (NEET) (Quarterly)	3.5%	5.9%	5.0%	
L139p	Percentage of Primary schools rated good or better (Quarterly)	80.6%	77.4%	80.0%	
L139s	Percentage of Secondary schools rated good or better (Quarterly)	83.3%	100.0%	67.0%	
L237	Number of apprenticeships starts for 16-24 year olds through City Deal interventions (Quarterly)	5	1	5	

## People will live active and healthy lifestyles



Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
OF1c.1a	Percentage of people using social care who receive self directed support (Quarterly)	100.0%	100.0%	98.0%	
OF1c.1b	Percentage of carers who receive self directed support (Quarterly)	100.0%	100.0%	98.0%	
OF1c.2a	Percentage of people using social care who receive direct payments (Quarterly)	21.9%	21.9%	No target set	N/A
OF1c.2b	Percentage of carers who receive direct payments (Quarterly)	100.0%	100.0%	No target set	N/A
L003	Number of visits to leisure facilities (Quarterly)	465,414	912,656	710,000	
L015	Number of attendances for junior courses in leisure (Quarterly)	34,492	58,985	52,000	
L030	Number of lifelines installed in the quarter (Quarterly)	199	164	200	
L031	Percentage of lifeline calls handled in 60 seconds in the quarter (Quarterly)	96.00%	95.08%	97.50%	
L217	Percentage of people who engaged with the Stop Smoking Service in the quarter who quit smoking for at least 4 weeks (Quarterly) – reported in arrears	80.9% (Q4 15/16)	64.8% (Q1)	60.0%	
L218	Number of people in the quarter who started the specialist weight management treatment programme (Quarterly)	245	204	100	
L277	Number of people who received Falls Risks Assessments in the quarter (Quarterly)	77	83	40	
L278	Percentage of adult social care records in the Adult Social Care IT System that contain the person's NHS number (Quarterly)	78.0%	97.4%	90.0%	
L279	Number of young people who actively engage with KOOTH in the quarter (Quarterly) – reported in arrears	New for 16/17	236 (Q1)	115	
L280	Percentage of young people who engaged with KOOTH who received a response within 24 hours in the quarter (Quarterly) – reported in arrears	New for 16/17	100.0% (Q1)	95.0%	
L281	Number of individual clients attending Youthline sessions (Quarterly)	154	281	No target set	N/A

## A clean, green, growing and sustainable place



Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
NI155	Number of affordable homes delivered (gross) (Quarterly)	8	1	0	
NI157a	Percentage of major applications determined in 13 weeks (Quarterly)	95%	100%	80%	
NI157b	Percentage of minor applications determined in 8 weeks (Quarterly)	86%	88%	80%	
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	93%	92%	80%	
NI181	Time taken in number of days to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	9.0	9.8	9.0	
NI192	Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 16/17 reported quarterly in arrears)	38.0% (Q4 15/16)	42.1% (Q1)	41.0%	
NI193	Percentage of municipal waste land filled (Cumulative figure for 16/17 reported quarterly in arrears)	22.0% (Q4 15/16)	19.55% (Q1)	22.00%	
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)	97.0%	99.6%	98.5%	
L146.3	Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly)	100.0%	100.0%	99.0%	
L178	Number of household nights in non self contained accommodation (Quarterly)	1,019	800	793	
L179	The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly)	79.00%	70.00%	88.00%	
L241	Income from CIL (Quarterly)	489,248	1,533,706	205,598	
L284	Number of homes given planning permission (Quarterly)	650	677	No target set	N/A
L286	Percentage of successful planning appeals (Quarterly)	82.0%	67.0%	66.0%	

## Strong, safe, supportive and self-reliant communities



Ind Ref	Short Description	Previous Figure Q1 2016/17	Current Figure Q2 2016/17	Current Target	Current Status
NI062	Stability of placements of looked after children in terms of the number of placements (Quarterly)	4.0%	6.6%	12.5%	
NI063	Stability of placements of looked after children - length of placement (Quarterly)	59.3%	51.9%	60.0%	
L092	Number of children on protection plans (Quarterly)	113	142	No quarterly target set	N/A
L161	Number of looked after children (Quarterly)	99	106	No quarterly target set	N/A
L185	Overall crime (Quarterly)	1,257	2,659	No quarterly target set	N/A
L202	Number of families turned around through Family Focus Project (Quarterly)	0	42	30	
L203	Number of Referrals to Early Intervention Hub (Quarterly)	88	65	No quarterly target set	N/A
L204	Total number of CAFs and Family CAFs undertaken (Quarterly)	88	45	No quarterly target set	N/A
L242	Number of cases that step up to Children's Social Care (Quarterly)	4	7	No quarterly target set	N/A
L243	Number of cases that step down from Children's Social to Early Intervention Hub (Quarterly)	27	28	No quarterly target set	N/A
L287	Number of children in need supported under Section 17 of the Children Act (Quarterly)	652	590	No quarterly target set	N/A
L288	Number of foster carers recruited to meet need (Quarterly)	4	5	5	
L289	Average caseload per children's social worker (Quarterly)	17.3	17.3	No quarterly target set	N/A
L290	Rate of referral to children's social care (Quarterly)	167.6	295.0	No quarterly target set	N/A

**Note:** Details of the annual indicators not being reported on this quarter are contained within the departmental quarterly service reports (QSRs).

## Section 4: Corporate Health

### a) Summary of People

#### Staff Turnover

Department	Quarter 2	For the last 4 quarters	Notes
Adult Social Care, Health & Housing	2.71%	10.86%	HR continues to work with managers to ensure that change polices including redeployment are used as effectively as possible in light of pending changes.
Corporate Services	1.44%	8.92%	3 members of staff left voluntarily during the last quarter. This is lower than last quarter when 5 staff left. Of the 11 vacancies recruitment is currently underway for posts within Customer Services and Finance. One of the posts within Property is being covered by a contractor on a temporary basis.
Chief Executive's Office	3.57%	3.13%	Vacancy is within Regeneration
Children, Young People & Learning	4.62%	13.85%	There has been a drop in establishment posts this quarter as a result of the restructure of some youth service posts and the closure of the Education Library service. There currently are two social worker vacancies with two recently appointed staff starting in October. A number of the vacancies shown are being reviewed and may not be appointed to. 18 employees in CYPL voluntarily left the organisation this quarter. All leavers are offered exit interviews, of which, 2 were taken up in the quarter. 16 new employees started in the team including five in social work roles.
Environment, Culture & Communities	4.31%	9.15%	The vacancy rate has increased this quarter from 8.01% last quarter to 8.79% this quarter. This is due to there being 4 additional vacancies (48) compared to last quarter (44). Quarterly staff turnover has increased this quarter with 5 more leavers this quarter compared to last quarter. Annual staff turnover has decreased to 9.15% this quarter compared to 9.59% last quarter. This is due to 51 leavers in the year to 30 September 2016 compared to 54 leavers in the year ending 30 July 2016.

Comparator data	%
Total voluntary turnover for BFC, 2014/15:	13.4%
Average UK voluntary turnover 2014:	12.8%
Average Local Government England voluntary turnover 2014:	12.7%

(Source: XPerthHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2013/14)

## Staff Sickness

Department	Quarter 2 (days per employee)	2016/17 Projected Annual Average (days per employee)	Notes
Adult Social Care, Health & Housing	2.36	9.12	There were 8 cases of Long Term Sickness during Q2. Out of these cases, five have now returned to work, two cases are still to return, and one has been signed off by the Occupational Health Doctor for Tier 1 Ill Health Retirement. All cases have been reviewed by Occupational Health.
Corporate Services	1.38	4.66	Sickness for this quarter stands at 279 days this is significantly higher than the last quarter but lower than the same period last year. There were 158 days attributable to long term sick this quarter. The estimated annual average excluding long term sick is 2.16 days per employee.
Chief Executive's Office	2.95	10.59	There were 24 days of long term sickness. This was two members of staff one of whom has returned to work. The estimated annual average excluding long term absence stands at 1.95 days per employee
Children, Young People & Learning	1.28	5.69	Absence has been lower in Q2 than in Q1. There were 10 long term sickness case during the quarter, 7 of which have resulted in the employee returning to work. Long term sickness accounted for approximately half off all working days lost. There are three ongoing cases, two of which are in Children's Social Care and one in SPEH. All cases are being managed in line with the absence management policy and Occupational Health is involved.
Environment, Culture & Communities	1.43	5.82	Sickness this quarter has decreased slightly compared to last quarter (740 days), which is mainly due to a decrease in short-term sick (356 days this quarter) compared to last quarter (384 days). Long-term sick remained the same at 356 days. However it should be noted that 5 employees who were on long-term sick at the start of the quarter have now returned to work.

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 14/15	5.2 days
All local government employers 2014	7.9 days
All South East Employers 2014	N/A

(Source: Chartered Institute of Personnel and Development Absence Management Survey 2014)

## b) Summary of Complaints

### Corporate Complaints

	New complaints activity	Complaints activity year to date	Outcome of total complaints activity year to date
Stage 2	5	12	6 not upheld; 4 partially upheld; 2 upheld
Stage 3	2	5	4 not upheld
Local Government Ombudsman	1	2	2 ongoing
<b>TOTAL</b>	<b>8</b>	<b>19</b>	

### Statutory Complaints

Department	Stage	New complaints activity	Complaints activity year to date	Outcome of total complaints activity year to date
Adult Social Care, Health & Housing	Statutory	9	14	7 not upheld; 4 partially upheld; 1 upheld; 2 ongoing
	Ombudsman	0	0	
Children, Young People & Learning	Stage 1	4	7	2 not upheld; 3 partially upheld; 2 ongoing
	Stage 2	0	2	1 ongoing; 1 not upheld
	Stage 3	1	1	1 ongoing
	Ombudsman	0	0	
<b>TOTAL</b>		<b>14</b>	<b>24</b>	

## c) Strategic Risks and Audits

The Strategic Risk Register was reviewed by the Strategic Risk Management Group on 25th August 2016. The key changes made to the Register during quarter 2 were

- to remove two projects on the Health and Social Care Act and Universal Credit and reduce the risk likelihood for the Coral Reef project within the overall major projects risk; and
- increase the likelihood for the cyber attack risk.

In the quarter the audits with limited assurance reports are

- **CYPL** - No finalised limited assurance reports relating to quarter 2 although there are some in draft.
- **Corporate Services** - Council wide officers expenses
- **ECC** - Highways asset

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank