



**FINANCIAL PLANS
AND BUDGETS
SUPPORTING INFORMATION
2017/18**

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Borough Treasurer**

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

1 INTRODUCTION

- 1.1 At its meeting on 13 December 2016, the Executive considered the overall position facing the Council in setting a budget for 2017/18. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. Because the Council had signed up to the Government's offer of a Four Year Settlement last autumn, the report was based on a number of assumptions regarding no significant changes to government funding.
- 1.2 In this broad context, the Executive published its draft budget proposals and these have been consulted on with the public, the Council's Overview & Scrutiny Commission and Scrutiny Panels, with town and parish councils, business ratepayers, the Schools Forum and voluntary organisations.

2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 13 DECEMBER 2016

- 2.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular, the scope to invest in new service provision was severely restricted. Many of the pressures accommodated in the budget package are simply unavoidable and respond only to changing demographic trends.
- 2.2 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 in 1998 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 the transformation programme being put in place by the Council is seeking to minimise this.
- 2.3 The draft budget proposals, which reflected the new Council Plan and included a suggested approach for inflation, are summarised in Table 1.

Table 1: Draft Budget Proposals

Department	Commitment Budget 2017/18	Capital programme & Changes in investment income	Inflation	Service Pressures / Economies	Change in Contingency	New Homes Bonus	Business Rates transfer from Reserve	Draft Budget 2017/18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Social Care, Health and Housing	35,834	0	0	41	0	0	0	35,875
Children, Young People and Learning	28,371	0	0	1	0	0	0	28,372
Corporate Services / Chief Executive's	7,405	0	0	-357	0	0	0	7,048
Environment, Culture & Communities	32,243	0	0	-1,137	0	0	0	31,106
Non Departmental / Council Wide	-36,865	486	1,200	-2,300	1,000	255	11,803	-24,421
Total	66,988	486	1,200	-3,752	1,000	255	11,803	77,980

3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 13 DECEMBER 2016

3.1 Local Government Finance Settlement Overview

3.1.1 Last year the Government announced an indicative Four Year Settlement for Local Government, with promises made to councils to deliver the four year funding plans if they published an Efficiency Plan that the Government deemed acceptable. Bracknell Forest published such a plan and was deemed to have accepted the Four Year Settlement.

3.1.2 However as part of the overall 2016/17 Settlement, the Government announced plans to consult on a range of changes to the New Homes Bonus (NHB), a specific grant that recognises the additional service delivery costs associated with housing growth throughout the country. As one of the more rapidly growing councils in the country, Bracknell Forest had received a significant income stream through this funding mechanism. Consultation took place through the Summer and it became apparent that there was potential for some longer-term reductions in the funding available to the Council through the NHB, and this was reflected in the budget proposals submitted in December.

3.1.3 The Provisional Settlement was published on 15 December 2016 and included a number of significant changes from the Four Year Settlement that the Council had signed up to. The most significant change was the proposals for the NHB. In addition to moving the grant funding from six cumulative years to four (i.e. each year's grant used to be payable for six years, the proposals are for it to be tapered to five in 2017/18 and then finally four in 2018/19), the Government also announced that a national baseline for growth would be established. Any growth in properties below this national target (0.4%) would not benefit from any grant. Furthermore these changes and the resulting cut in funding would be removed from the total pot available to fund the NHB and redistributed to councils via a new specific grant, as a one-off grant for 2017/18, aimed at alleviating some of the financial pressures in Adult Social Care.

- 3.1.4 These changes went significantly further than the Government had consulted on and will leave a large swathe of Councils worse off, including Bracknell Forest. Based on the figures available to the Council the loss of NHB in 2017/18 compared with what had been expected will be £0.875m, with a further loss of approximately £0.4m in 2018/19 and £0.6m in 2019/20.
- 3.1.5 The redistribution via the one-off Adult Social Care grant of the reduction to NHB will be based on a relative needs formula, with the result that Bracknell Forest will receive a one-off specific grant of £0.363m in 2017/18. As such Bracknell Forest Council, along with 56 other councils, will see an overall reduction in funding as a result of this policy change.
- 3.1.6 We do not yet know when the final settlement will be published by the Department for Communities and Local Government although the LGA has confirmed that it will not be debated until some time after Parliament returns from recess on Monday 20 February. As such the budget has been constructed on the assumption that there will be no material changes from the Provisional Settlement published in December.
- 3.2 Specific Grants
- 3.2.1 From 2013/14 almost all Specific Grants have been rolled into the Baseline Funding that councils receive with only a minority administered outside of the formula mechanism.
- 3.2.2 As noted above the Government have introduced changes to the NHB from 2017/18 onwards, with £2.796m of funding expected (compared to £3.934m in 2016/17 and an estimated £3.671m in the December budget consultation). A new one-off grant for Adult Social Care of £0.363m was announced alongside these changes to the NHB.
- 3.2.3 Two of the largest Specific Grants received by the Council are the ring-fenced Public Health Grant and the NHS funding to support social care and benefit health. The Public Health Grant for 2017/18 has been confirmed at £4.157m, a reduction of 2.5% compared to 2016/17. With regards to NHS funding, it has been assumed that the pooling of health and social care services budgets under the Better Care Fund will have a neutral impact on the Council's revenue budget.
- 3.2.4 The Department for Education has confirmed that Education Services Grant, which is paid to fund education support services which local authorities provide centrally to maintained schools but for the most part academies must secure independently, is being withdrawn. However, one-off transitional grant of -£0.401m will be received in 2017/18 which is -£0.146m more than the figure included in the draft budget proposals. Local authorities will also be able to retain some of their schools block funding to cover the statutory duties that they carry out for maintained schools which were previously funded through ESG (-£0.252m). In addition "retained" duties, which local authorities must deliver for both maintained and academy schools, will continue to be funded but via the Schools Block element of the DSG (-£0.260m). A new School Improvement Grant will also be payable from 2017/18 onwards (-£0.038m). Further details can be found in section 9 of this report.
- 3.2.5 Information on a number of smaller Specific Grants is still awaited. The only significant allocation that has been confirmed relates to Housing Benefit Administration Subsidy grant which has been reduced by £0.027m to -£0.319m in 2017/18.

3.3 Business Rates

- 3.3.1 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.
- 3.3.2 The Government has announced that by 2020, local government will be able to retain 100% of Business Rates and RSG will be phased out. In order to achieve overall fiscal neutrality, local government will be expected to take on new responsibilities. The Government will give councils the power to cut Business Rates to boost economic activity in their areas and to increase them to fund specific infrastructure improvements. The latter power at this stage will only apply to Combined Mayoral Authority areas.
- 3.3.3 The DCLG has embarked on consultation regarding changes to the local government finance system to facilitate the implementation of 100% Business Rates retention and has published a draft Bill paving the way for future changes. 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.
- 3.3.4 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. All of these issues suggest that, until the finer details of the scheme are announced, any potential benefits need to be viewed with caution. A re-set when the new system is introduced will also most likely mean that all or a large part of the additional business rates that the Council has secured through growth in recent years and from the town centre opening in 2017 will no longer directly benefit Bracknell Forest.
- 3.3.5 Taking into account the baseline funding level published in December and factoring in the impact of the 2017 revaluation and local circumstances, the budget projections assume income of -£29.845m (-£18.938m after tariff and levy payments). There is a risk associated with these projections due to the impact of appeals, a request by a multi-national company to re-join the Central Rating List, the Town Centre regeneration and changes in the local economic conditions; however officers monitor total yield, revaluations, changes-in-circumstances, appeals and refunds on a monthly basis. The main uncertainty around the Town Centre regeneration will be the timing with which additional Business Rates 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 Council will also receive Section 31 grant to cover the loss of income resulting from capping the Business Rates increase to 2% in 2014/15 and 2015/16 and a number of Business Rate Reliefs (-£0.925m after tariff adjustments).
- 3.3.6 The Government published a bill in January that is seen as the start of the enabling process for introducing the changes required to move to 100% Business Rates retention. The Government maintains its timetable of introducing the changes by the end of the current Parliament in 2020/21. This will result in fundamental changes to the mechanism by which local government is funded. Such complex and involved changes have the potential for unforeseen impacts. The Council will engage with the

consultation process working alongside the LGA and other councils to ensure the best possible outcome for Bracknell Forest.

3.3.7 As a consequence of the different factors set out above, Bracknell Forest faces a level of potential volatility in the level of business rates it can expect to collect and benefit from over the coming years that is almost unique in local authorities. It is therefore important to take a prudent approach to the projection of likely income, which has been done. An unavoidable consequence is that there may be significant surpluses or deficits in the collection fund each year, depending on the timing of key events and the scale of changes experienced.

3.4 Future Funding

3.4.1 The 2017/18 Settlement represents the 2nd year of a four year Settlement announced in 2016/17. However as noted above, the Settlement has been significantly impacted by the change in the NHB regime and underlines the underlying risk of assuming that future figures will not change. The Council's Medium Term Financial Strategy has been updated to reflect the changes proposed for the NHB.

3.5 Council Tax and Collection Fund

3.5.1 The Council Tax Base for 2017/18 has been calculated as 44,581 (Band D equivalents) which at current levels would generate total income of -£50.715m in 2017/18.

3.5.2 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases equal to or in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. The threshold percentage has been set at 2% for 2017/18. As a council with social care responsibilities, it will now also be possible for Council Tax to be raised by a further 3% to support social care pressures providing certain criteria are met. The Government's financial modelling assumes that all Councils with adult social care responsibilities will raise a 6% precept over the next three years. Every 1% increase in Council Tax in Bracknell Forest would generate approximately -£0.507m of additional income.

3.5.3 A surplus will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a lower than expected take up of the Local Council Tax Benefit Support Scheme. The Council's share of this surplus which can be used to support the 2017/18 budget is -£0.613m. This figure is -£0.363m higher than in the draft budget proposals.

3.5.4 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 significant, but lower than budgeted. This is the primary reason that a large surplus has been generated on the Business Rates element of the Collection Fund for 2016/17, the Council's share of which has been declared as £9.113m. While this surplus could potentially be used to support the 2017/18 budget, it would be inadvisable to do so due to the uncertainty surrounding the impact of the 2017 valuation exercise on appeals, 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. This income will therefore be transferred into the Business Rates Equalisation Reserve to mitigate against future funding risks.

3.6 Consultation

- 3.6.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the consultation period, the draft proposals have also been scrutinised by the Council's Overview & Scrutiny Commission and Scrutiny Panels. Extracts from the minutes of these meetings are attached as Annexe B and show the Commission broadly supported the draft proposals presented.
- 3.6.2 The draft fees and charges for 2017/18 have also been considered by the Overview and Scrutiny Commission and Scrutiny Panels and no significant issues were raised. These are included at Annexe G.
- 3.6.3 The Schools' Forum considered the Executive's proposals relating to the Children, Young People and Learning department at its meeting on 12 January and, again, no significant issues were raised.
- 3.6.4 The draft budget proposals were published on the Council's web site and letters were sent to business ratepayers drawing their attention to the consultation. Only 2 responses were received including a detailed response from the Labour Group. The responses are included at Annexe C.

3.7 Inflation

- 3.7.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. Inflation allowances have been reviewed further by the Borough Treasurer and the Corporate Management Team within this framework. As a consequence, the inflation provision has been increased to £1.553m. The Departmental analysis is shown in Table 2.

Table 2: Inflation Allocations

Department	2016/17 £'000
Adult Social Care, Health and Housing	558
Children, Young People and Learning (excluding schools)	233
Corporate Services / Chief Executive's Office	194
Environment, Culture and Communities	568
Non Departmental / Council Wide	0
Total	1,553

- 3.7.2 This is an additional cost of £0.353m compared to the December proposals. Higher contract inflation and significant increases in gas and electricity prices compared to last year are the main reasons for the increase. Inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded by the Dedicated Schools Grant.

3.8 Other Revisions to the Draft Budget Proposals

- 3.8.1 In the two months since the Executive published the December draft budget proposals more information has inevitably become available. Details of the

suggested amendments to the proposals are set out in paragraphs a) to h) below with the net impact being an increase in the net revenue budget for 2017/18 of £0.368m. These changes have been reflected in the full budget proposals set out in Annexe D and the Commitment Budget (Annexe A).

- a) Children, Young People and Learning – Looked After Children
Due to an increase in the number and cost of placements since the December report, this pressure has increased by £0.410m to £0.650m. Should any additional placement costs be incurred during 2017/18 that cannot be accommodated within the approved budget, a request will be made for support from the contingency.
- b) Children, Young People and Learning – Childcare Solicitor Service
Significant cost increases have arisen in 2016/17 through greater use of the Childcare Solicitor service (operated by Reading Borough Council as a Berkshire Joint Arrangement Shared Service). The increase in cases is a national phenomenon driven by increases in the number of looked after children and, at this time, is expected to continue in future years (£0.220m).
- c) Children, Young People and Learning – School Improvement Service
Changes to the School Improvement Service form part of the School Support Services Transformation Project. Restructuring of the service will deliver savings of -£0.140m in 2017/18.
- d) Children, Young People and Learning/Council Wide – changes to Education Services Grant and the funding of associated duties.
One off transitional ESG will be higher than originally forecast (-£0.146m) and per pupil contributions will now be received towards general and retained statutory and regulatory duties previously funded from ESG (-£0.252m and -£0.260m). The latter contributions have been included in Council Wide services as the split between Children, Young People and Learning and Corporate Services will need to be established during the year. These are estimated figures as the actual number of pupils taken into account will be subject to in-year recalculation. Further details are included in section 9.
- e) Non Departmental / Council Wide – Bracknell Forest Supplement and National Living Wage
On the 14 December 2016 the Employment Committee agreed to increase the Bracknell Forest Supplement by 20p to £8.45 per hour from 1 April 2017. The additional cost of this and the increase in the National Living Wage (from £7.20 to £7.50 per hour for casual workers) have been built into the Commitment Budget (£0.025m).
- f) Non Departmental / Council Wide - 2017/18 Capital Programme
For consistency, the impact of the 2017/18 Capital Programme on interest has now been reflected in the Commitment Budget. As outlined in section 9.3, interest on borrowing has increased by £0.011m to £0.497m since the draft proposals.
- g) Non Departmental / Council Wide – pension fund contributions
The Commitment Budget assumed that there would be a £0.300m increase in the employers Pension Fund contributions following the triennial valuation. The draft actuarial valuation of the Pension Fund indicates that that the Council can expect as a minimum a 0.7% increase in 2017/18 and similar increases thereafter (£0.100m). There is a risk when the result of the revaluation is finalised that the scale of increases may need to be higher in

order to more quickly address the scheme's underlying funding position, which will need to be closely monitored.

h) Non Departmental / Council Wide – Citizen and Customer Contact Transformation Project

Savings are no longer anticipated to be delivered in 2017/18 following changes to the service redesign pilots required for the Business Case and the rescheduling of the corresponding gateway review to March 2017 (£0.400m).

4 OTHER BUDGET ISSUES

4.1 Schools Budget

- 4.1.1 Whilst spending on the Schools Budget is generally funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council's funding responsibilities, councils retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, councils must plan to spend at least to the level of estimated DSG. The policy of the Council is to fund the Schools Budget up to the level of grant income, with the Executive Member for Children, Young People and Learning responsible for agreeing individual service budgets.
- 4.1.2 Funding for the Schools Block element of the Schools Budget has now been confirmed by the Department for Education (DfE) at -£66.395m. Once again, this is a "cash flat" settlement, with funding only adjusted to reflect changes in pupil numbers, meaning schools will need to make savings to cover the increases that will arise from unavoidable cost pressures such as pay awards. The DfE has yet to provide a complete update on grant funding in the Early Years or High Needs Block elements of the Schools Budget as some of the key data used for the calculations has yet to be validated. However, based on current information, grant income of -£5.729m and -£14.67m respectively are expected for these elements, making an initial total DSG estimate of -£86.794m.
- 4.1.3 In addition to the revised estimated for DSG income, the DfE has also now confirmed the Education related revenue grants that will be provided in 2017/18. As highlighted in the December budget report, whilst all the responsibilities on councils in various Education Acts will remain in place, the DfE are withdrawing funding relating to the delivery of 'general' education related statutory and regulatory duties to maintained schools. These duties include School Improvement, Finance, Human Resources, Health and Safety, Legal Services, Education Welfare and Asset Management. After allowing for one-off transitional funding of -£0.401m, this represents a loss in income of £1.096m.
- 4.1.4 Whilst the 'general' education related statutory and regulatory duties grant income has been completely withdrawn, an element the DfE term 'retained' duties, which councils must deliver for both maintained and academy schools will continue to be funded. However, rather than being delivered directly to councils through the Education Services Grant, this has been transferred into the Schools Block element of the DSG (-£0.260m), where subject to annual agreement of the Schools Forum, relevant expenditure will be charged, rather than to the General Fund.
- 4.1.5 The DfE "recognise that councils will need to use other sources of funding to pay for education services once the general funding has been removed" and will "allow local authorities to retain some of their schools block funding to cover the statutory duties that they carry out for maintained schools which were previously funded through the ESG." The amount to be retained by councils will need to be agreed annually by the

maintained schools members of the Schools Forum and will be determined through a single rate per pupil deduction from all maintained schools. Following a formal consultation with schools, a per pupil deduction of £20 has been agreed for 2017/18 which will generate around -£0.252m.

- 4.1.6 Despite earlier announcements, the DfE has now confirmed that there will be a continued role for councils in aspects of School Improvement and that a new grant will be introduced to fund the responsibilities. The funding will be available to support maintained schools, and is expected to be in place for at least two financial years. A provisional allocation for September 2017 to March 2018 has been estimated at -£0.038m.
- 4.1.7 As a number of these funding streams are determined by the number of pupils or schools in the maintained sector, they will be subject to in-year re-calculation and reduction should more schools convert to academy status.
- 4.1.8 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.

4.2 Pensions

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

4.3 Investments

- 4.3.1 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. In addition, 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, 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.
- 4.3.2 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.
- 4.3.3 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.

- 4.3.4 Given the Council's approach to managing risk and keeping investments limited to a maximum of 6 months maturity with the exception of the part-nationalised UK Banks, the opportunity to achieve rates in excess of the Bank Rate is limited.
- 4.3.5 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 highly 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. 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.
- 4.3.6 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.
- 4.3.7 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%
- 4.3.8 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.
- 4.3.9 The 2017/18 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2016 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2017/18. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-nationalised UK Banks). Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 25 January 2017, the Treasury Management Strategy remains unchanged from that consulted on in December.

- 4.3.10 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016 and require Council approval. They are included at Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.3.11 The capital programme proposes Council funded capital expenditure of £50.075m and an externally funded programme of £18.491m in 2017/18. After allowing for projected receipts of approximately £14m in 2017/18 and carry forwards, the additional revenue costs will be £0.497m in 2017/18 (an additional £0.011m compared to the draft proposals reflecting changes to the capital programme) and £1.480m in 2018/19. These figures include on-going costs associated with the maintenance and support of IT capital purchases.
- 4.3.12 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Department for Communities and Local Government (DCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annexe E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget. The annuity method will be used to calculate the annual charge where this is based on the life of the asset. The MRP policy was reviewed by the Governance and Audit Committee at its meeting on 25 January 2017 and no further changes were proposed.
- 4.3.13 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. The Council also needs to make a charge to revenue for "internal borrowing".
- 4.3.14 The final budget proposals include an estimate of £1.950m for the Minimum Revenue Provision required to be made in 2017/18. The actual charge made in 2017/18 will be based on applying the approved MRP policy to the 2016/17 actual capital expenditure and funding decisions.

4.4 Capital Charges

- 4.4.1 Capital charges are made to service departments in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent the opportunity cost to the Council of owning non-current assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.
- 4.4.2 Capital charges do, however, represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges "below the line", i.e. outside service department costs, thereby reducing the net revenue budget whilst not directly affecting the overall cost of each individual service. This means that the charges do not affect the level of Council Tax. The capital charges in 2017/18 total

£18.954m which is an increase of £5.111m compared to the current year. This increase primarily relates to the move to valuing infrastructure assets on a depreciated replacement cost basis rather than a depreciated historic cost basis. This will result in a material increase in values and therefore depreciation charges but won't impact on the charge to the General Fund which is based on the MRP not depreciation.

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

4.5 Internal Services Recharges

- 4.5.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2017/18. Due to their corporate nature, some services do not relate to a single service department, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the departments responsible for providing them (mainly Corporate Services). However, all such costs must be charged to the services that receive support from them.

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

4.6 Statement by the Borough Treasurer

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

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

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

Robustness of estimates

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

This identifies a number of key risk areas including:

- financial and economic factors, in particular the need to maintain services whilst achieving significant savings and to promote economic activity in the Borough;
- the impact of demand led services and the need to forecast changes and reshape service delivery to meet changing needs;
- staffing and the need to recruit, train and retain staff with the relevant skills and expertise;
- IT infrastructure availability, compliance and information accuracy;

- potential for the Information Commissioner to impose fines if personal sensitive data is misused or stolen;
- failure to design, monitor and control the implementation of major programmes and projects including the transformation programme;
- business continuity incidents;
- effective safeguarding of children and vulnerable adults;
- effective maintenance of assets including the highways infrastructure;
- working effectively with partners, residents, service users, the voluntary sector and local businesses;
- economic development within the Borough;
- impact of litigation and legislation;
- town centre regeneration;
- cyber attacks.

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

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

4.6.3 The Borough Treasurer receives regular updates from Group Accountants on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2017/18 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Leisure Facilities, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and

physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;

- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Coral Reef improvements, Waste Management PFI, major school redevelopment proposals (Binfield Learning Village in particular) and the implementation of savings proposals in particular the significant savings arising from the Transformation Programme;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management** – return on investments is affected by cash flow and the level of the Bank rate. There is also a high degree of uncertainty around the timing at which the Council will commence borrowing;
- **Uninsured losses** – the Council's insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;
- **Contractual Issues** – disputes, contract inflation (in particular rates for care providers which are increasing due to rising demand and reducing supply) and renewal of major contracts;
- **Legislative Changes** – for example, the transference of risks resulting from the retention of Business Rates by councils and the localisation of Council Tax support, the introduction of the Better Care Fund and its impact on funding and the way services will be delivered in the future, the implementation of responsibilities under the Care Act 2014 and Children and Families Act 2014, and the transition to universal credit;
- **Independent external providers** – changes in provision by independent service providers may result in increased costs to the Council;
- **Service interdependencies** – the potential impact of service reductions in one area on the demand for other services provided by the Council;
- **External inspections** – improvements identified through external inspection;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.
- **Schools Budget** – the impact of schools becoming academies on school support services, income generated from selling services and grant income that is calculated on the basis of the number of maintained schools and pupils within.

4.6.4 The probability of some of the above risks occurring is high. However it is unlikely that all will occur at the same time as has been evidenced in the demand led budgets over the past few years. The measures in place, set out in paragraph 10.2, lead the Borough Treasurer and CMT to conclude that the budget proposals have been developed in a sound framework and are therefore robust. However, it needs to be recognised that not all adverse financial issues can be foreseen looking almost fifteen months ahead, e.g. the impact of changes in demand led services or severe weather conditions. It is therefore prudent to include, as in previous years, a contingency sum within the budget proposals.

Contingency

4.6.5 In setting the budget for 2016/17, the level of general contingency was reduced to £1.000m. Within the December proposals for 2017/18 the Contingency was increased to £2.000m, although it was recognised that this would need to be reviewed.

4.6.6 The Borough Treasurer, Chief Executive and CMT have reflected upon the outlook for the economy as a whole, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. In this respect, while the Transformation Programme is currently broadly on track to

complete the first phase reviews over the coming months, it is not possible to state with absolute confidence at this time that the full level of target savings will be achieved through these complex reviews, in the timescales originally envisaged.

- 4.6.7 Given the overall level of risk from both spending pressures and significant savings, a £2.000m contingency is felt to be appropriate for 2017/18. This figure includes an earmarked sum of £0.500m to cover a specific known risk in Adult Social Care.

Earmarked Reserves

- 4.6.8 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £30.139m in Earmarked Reserves at the start of 2016/17 which were approved by the Governance and Audit Committee in July 2016. The Borough Treasurer has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Borough Treasurer will review again the earmarked reserves in light of the changing risks facing the Council as part of the 2016/17 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

5 NET REVENUE BUDGET

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

Table 3: Summary of budget changes

	Inflation (Section 7.2)	Revisions to draft budget proposals (Sections 8.3, and 7.4)	Changes to Specific Grants (Section 6.2)	Total Changes Identified
	£'000	£'000	£'000	£'000
Adult Social Care, Health and Housing	558	3	-336	225
Children, Young People and Learning (excluding schools)	233	275	-38	470
Corporate Services / Chief Executive's	194	0	0	194
Environment, Culture & Communities	568	18	0	586
Non Departmental / Council Wide	-1,200	9,185	875	8,860
TOTAL	353	9,481	501	10,335

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

Table 4: Draft Budget Proposal 2017/18

Department	2017/18 Draft Proposals (Table 1)	Changes Identified (Table 3)	Revised Budget Proposals
	£'000	£'000	£'000
Adult Social Care, Health and Housing	35,875	225	36,100
Children, Young People and Learning (excluding schools)	28,372	470	28,842
Corporate Services / Chief Executive's	7,048	194	7,242
Environment, Culture & Communities	31,106	586	31,692
Non Departmental / Council Wide	-24,421	8,860	-15,561
Total	77,980	10,335	88,315

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

Table 5: Final Draft Budget Proposal 2015/16

Department	Executive Budget Proposals (Table 4)	Changes to Capital Charges, Recharges & Pensions	Final Budget Proposals
	£'000	£'000	£'000
Adult Social Care, Health and Housing	36,100	-225	35,875
Children, Young People and Learning	28,842	-738	28,104
Corporate Services / Chief Executive's	7,242	-96	7,146
Environment, Culture & Communities	31,692	4,136	35,828
Non Departmental / Council Wide	-15,561	-3,077	-18,638
Total	88,315	0	88,315

6 USE OF BALANCES

- 6.1 The Council needs to maintain reserves to aid cash flow and to protect itself from fluctuations in actual expenditure and income. An allowance for cash flow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.
- 6.2 In deciding the level of any contribution from balances, the Executive will wish to have regard to the level of balances available. The Council's General Fund balance at the start of 2017/18 is expected to be £10.9m. This is made up as follows:

Table 5: General Balances as at 31 March 2017

General Fund	£m 12.7
Planned use in 2016/17 (adjusted for in-year savings)	(1.8)
TOTAL Estimated General Balances	10.9

- 6.3 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. It is prudent when considering the use of reserves to not only consider the current year's budget but also future years' pressures.
- 6.4 The Council's share of the Business Rates surplus for 2016/17 will be transferred into the Business Rates Equalisation Reserve at the year end. It is estimated that there will be a balance of £7.5m available on the reserve at the end of 2017/18, which provides protection against future volatility in business rates income.

7 FUNDING THE BUDGET PROPOSALS

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £88.315m before allowing for additional interest resulting from the use of balances. This compares with income of -£83.241m from RSG and Business Rates baseline funding (-£22.800m), the Collection Fund – Council Tax surplus (-£0.613m), the Collection Fund – Business Rates surplus (-£9.113m) and Council Tax at the 2016/17 level (-£50.715m). The Net Revenue Budget is therefore £5.074m above the level of income for 2017/18.
- 7.2 Each 1% increase in Council Tax in 2017/18 will generate approximately -£0.507m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 4.99%; a general increase of 1.99% plus a further 3% increase to support Social Care pressures. These are the maximum increases permissible under the current guidance without a referendum and, significantly, are the increases factored in to the Governments spending power calculations to 2019/20. This will generate additional income of -£2.532m and reduce the budget gap to £2.542m.
- 7.3 It is recommended that the Council makes a contribution of £2.542m (before additional interest from the use of balances) from General Reserves to bridge the remaining budget gap in 2017/18. The additional interest from the use of revenue balances increases the gap by £0.026m and therefore the amount that needs to be funded from balances to £2.568m.
- 7.4 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to increase by 4.99% to £1,194.39.
- 7.5 As the Final Local Government Financial Settlement was not available when this report was completed, the budget summary will need to be amended if there are any changes in funding.

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

Line		2016/17	2017/18
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Adult Social Care and Health	37,550	35,875
2	Children, Young People and Learning	27,234	28,104
3	Chief Executives /Corporate Services	7,770	7,146
4	Environment, Culture & Communities	34,113	35,828
5	Corporate Wide Items (to be allocated)	1,294	(1,197)
6	Sub-Total	107,961	105,756
7	Non Departmental Expenditure		
8	Contingency provision	1,000	2,000
9	Debt Financing Costs (Minimum Revenue Provision)	1,853	1,550
10	Levying Bodies	108	110
11	Interest	4	1,392
12	Pension Interest Cost & Administration Expenses	7,455	7,715
13	Other Services	425	249
14	Business Rates Growth	(2,694)	(4,145)
15	Contribution from Capital Resources	(300)	(300)
16	Capital Charges	(13,844)	(18,954)
17	Contribution from Pension Reserve	(14,152)	(12,378)
18	Contribution to/(from) Earmarked Reserves	(12,702)	9,060
19	New Homes Bonus grant	(3,899)	(2,796)
20	Local Services Support Grant	(3)	(4)
21	Transition Grant	(934)	(914)
22	Net Revenue Budget	70,278	88,341
23	Movement in General Fund Balances	(5,174)	(2,568)
24	Net Revenue Budget after use of balances	65,104	85,773
25	Less - External Support		
26	Business Rates	(15,404)	(15,719)
27	Revenue Support Grant	(11,283)	(7,081)
28	Collection Fund Adjustment – Council Tax	(425)	(613)
29	Collection Fund Adjustment – Business Rates	11,803	(9,113)
30	Bracknell Forest's Council Tax Requirement	49,795	53,247
31	Collection Fund		
32	Bracknell Forest's Requirement	49,795	53,247
33	divided by the Council Tax Base ('000)	43.77	44.58
34	Council Tax at Band D (excluding Parishes)		
35	Bracknell Forest	£1,137.60	£1,194.39

Commitment Budget 2017/18 to 2019/20

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care, Health and Housing				
Approved Budget	33,123	33,365	31,410	31,410
Support to former Independent Living Fund recipients		-256		18
Savings approved by Council on 13 July 2016 ¹		-1,702		
Bracknell Forest Supplement and National Living Wage		3		
Net Inter Departmental Virements	242			
Adult Social Care and Health Adjusted Budget	33,365	31,410	31,410	31,428
Children, Young People and Learning				
Approved Budget	16,629	16,911	17,551	17,855
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		-146		
Education Services Grant (ESG)		1,096	401	
Savings approved by Council on 13 July 2016 ¹		-350		
Management Team Review			-64	
Bracknell Forest Supplement and National Living Wage		4		
Capital Invest to Save 2017/18 - Supported Housing (Holly House)			-43	
Net Inter Departmental Virements	282			
Children, Young People and Learning Adjusted Budget	16,911	17,551	17,855	17,845
Corporate Services / Chief Executive's Office				
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 ¹		-300		
Net Inter Departmental Virements	338			
Chief Executive / Corporate Services Adjusted Budget	14,420	13,716	13,760	13,854
Environment, Culture and Communities				
Approved Budget	23,453	23,729	21,600	21,068
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			-17	-65
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 ¹		-1,490	90	
Bracknell Forest Supplement and National Living Wage		17		
Coral Reef - additional income			-600	
Net Inter Departmental Virements	276			
Environment, Culture and Communities Adjusted Budget	23,729	21,600	21,068	21,008
Total Service Departments	88,425	84,277	84,093	84,135
Non Departmental / Council Wide				
Approved Budget	-17,009	-18,147	-17,066	-14,840
Minimum Revenue Provision		97	509	542
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		400	300	300
Interest on External Borrowing		743	779	12
Earmarked Reserves - funding for Education Health Care Plans		146		
Apprenticeship Levy		215		
Transition Grant		20	914	
Town Centre Business Rates Growth		-750	-750	
Savings approved by Council on 13 July 2016 ¹		-175		
Retained element of ESG transferred to DSG		-252		
2017/18 Capital Programme - Interest		497	405	
Revenue impact of 2017/18 Capital Programme - ICT costs			69	
Net Inter Departmental Virements	-1,138			
Non Departmental / Council Wide Adjusted Budget	-18,147	-17,066	-14,840	-13,986
TOTAL BUDGET	70,278	67,211	69,253	70,149
Change in commitment budget		-3,067	2,042	896

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:

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care and Health	37,792	35,837	35,837	35,855
Children, Young People and Learning	27,516	28,156	28,460	28,450
Corporate Services	8,108	7,404	7,448	7,542
Environment, Culture & Communities	34,389	32,260	31,728	31,668
Non Departmental/Council Wide	-37,527	-36,446	-34,220	-33,366
	70,278	67,211	69,253	70,149

Savings approved by Council on 13 July 2016¹

	2016/17 £'000	2017/18 £'000	2018/19 £'000
Adult Social Care and Health	-1,202	-500	0
Children, Young People and Learning	-272	-78	0
Corporate Services	-290	-10	0
Environment, Culture & Communities	-1,458	-32	90
Non Departmental/Council Wide	-175	0	0
	-3,397	-620	90

MINUTE EXTRACTS OF OVERVIEW AND SCRUTINY COMMISSION AND PANELS CONCERNING THE 2017/18 BUDGET CONSULTATION

Environment, Culture and Communities Overview and Scrutiny Panel – 10 January 2017

2017/18 Draft Budget Proposals

The Director of Environment, Culture and Communities presented a report on the key themes and priorities for Environment, Culture and Communities as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation. The initial preparations for the budget had focussed on the Council's Commitment Budget for 2017/18 – 2019/20, bringing together 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.

A number of changes were proposed to the Commitment Budget since it was last considered by the Executive in July 2016, the overall effect of which was to decrease it by £5.107m to £66.988m. Environment, Culture and Communities spending would decrease as a result of its share in the overall in-year savings agreed by the Council, a lower projection for the Minimum Revenue Provision as a result of changes to capital provision (e.g. Coral Reef) and updated Waste Disposal projections based on the latest tonnages and recycling data.

The Panel noted the draft revenue budget pressures for the Department totalling £387,000 for 2017/18, of which the most significant were £110,000 for increased waste contract costs arising from the additional flats being built in the Borough; £80,000 on waste management costs for disposal of waste from the additional dwellings built; and £70,000 for the cost of developing a joint Minerals and Waste Local Plan over the next four years. However, these were outweighed by savings proposals amounting to £649,000. The largest savings arising were £150,000 on the formation of a joint Regulatory Services team with Wokingham and West Berkshire; £100,000 as a result of re3 local initiatives and increased levels of recycling; and £75,000 for Bracknell Leisure Centre through recovery of lost business and changes to membership scheme sales. All the savings measures had been designed to have the least possible impact on service to the public. The Panel also reviewed the proposed fees and charges for 2017/18, most of which had been increased by around 2%, unless market conditions suggested that a larger increase was appropriate.

The Panel sought clarification and answers to a number of questions, from which the following arose:

- The possibility of charging commercial interests for consent to attach signage to Council street furniture would be looked into.
- Advice on the Council's VAT charging process had been sought as part of the Gateway Review of Leisure Services. Although some VAT savings might arise if certain leisure services were provided through a Trust or a company wholly owned by the Council, greater economies of scale were likely to arise through outsourcing services to a larger contractor.
- A check was requested of the Building Control charges for other work (Plan Charge) for works where the estimated cost was £5,001 to £10,000 or £10,001 to £20,000, each of which appeared to exceed the charge for more expensive works.

The Panel further noted the 2017/18 Capital Programme bids. The Panel was assured that adequate publicity and the affixing of notices to parking pay machines would be arranged in

advance of the installation of new coin mechanisms in the machines, to advise the position on the acceptance or otherwise of new notes and coins in circulation. Members were pleased to note the potential for savings and increased opening hours which would flow from the investment in self-service issue apparatus and mobile technology for Borough libraries.

Children, Young People and Learning Overview and Scrutiny Panel – 11 January 2017

2017/18 Draft Budget Proposals

The Panel reviewed the Draft Budget Proposals for 2017/18.

Education Services Grant

The Director drew Members' attention to the following extract from the report:

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 indicated the grant would be withdrawn almost completely and for the Council this represented a funding reduction of £1.242m in 2017/18, followed by a further £0.255m in 2018/19. Reductions of this level meant that services provided to schools could not be maintained at their present level unless schools wished to pay the full cost of providing them. The grant reductions had been reflected in the Commitment Budget.

Education Library Service

The Director confirmed that this service was now closed but a figure of £30,000 had been budgeted as two staff had been retained to close the service down and included their redundancy costs. Therefore the figure represented a one-off budget pressure.

Savings Proposals

A number of services were exceeding their income targets, or had identified new opportunities for income generation, either through improved trading, or additional external contributions, and where this was expected to continue, budgets would be increased accordingly. This related to Community Learning (£30,000) and aspects of support to schools (£15,000). The Director clarified that with regard to the latter saving, this related to a range of activities rather than one large service.

Spending on Schools

Concern was raised with regard to the fact that based on current spending profiles, schools would be expected to face an average unfunded cost pressure of 2.5% which could result in reductions in staffing. This was due to financial difficulties faced by the Council on non-school services which also impacted on schools, with pressures arising on pay and other inflationary cost increases, including the Living Wage, new Apprenticeship Levy and the Local Government Pension Fund deficit. The Director advised that this would be looked at in more detail at the Schools Forum but it was good practice for all schools to look at their staffing structure alongside looking at ensuring children's needs were being met. The Director added that the Transformation Programme which was looking at current processes had identified that good performance management and appraisal processes in schools supported the idea of undertaking a review of current staffing structures.

In addition to the Dedicated Schools Grant, schools also received 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 were subject to change in 2017/18 but the Director said she was not yet clear exactly when this change would take place as the DfE had yet to clarify. However, it was hoped that more information would be received from the DfE by the beginning of April 2017.

Health Overview and Scrutiny Panel – 12 January 2017

2017/18 Budget Scrutiny

The Head of Overview & Scrutiny reported that the Executive had agreed the Council's draft budget proposals for 2017/18 as the basis for consultation with the O&S Commission, O&S Panels and other interested parties. Following the consultation the Executive would consider the representations made before recommending the budget to Council.

Members queried the reduction in funding to Public Health and asked what would be cut as a result of this reduced funding. The Consultant in Public Health reported that the team were working in a number of ways to work more cost effectively and more collaboratively, as a result no services had yet been cut. One example included school nursing and health visitors. A skill mix had been achieved which had allowed savings to be made. The Public Health portal was another example of where savings had been achieved by offering online self service services. Further, smoking cessation work had been successful and this had reduced calls on budgets.

The Panel endorsed the Council's draft budget proposals for 2017/18.

Adult Social Care and Housing Overview and Scrutiny Panel – 17 January 2017

2017/18 Draft Budget Proposals

The Chief Officer: Commissioning and Resources presented a report on the key themes and priorities for Adult Social Care and Housing as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation.

The Panel noted the draft revenue budget pressures for the Department totalling £751,000 for 2017/18, of which the most significant were an additional £292,000 due to capacity in the local care home market and the rising cost of residential and nursing placements, and £250,000 for demographic pressures and a rising demand for adult social care services. However, there were offsetting savings proposed amounting to £710,000, including £250,000 through NHS continuing healthcare funding and £180,000 from managing the cost of Adult Social Care packages. The budget report also included details of the proposed 2017/18 fees and charges for the Department and the Capital Programme for the Department.

Arising from comment and questions, the Panel noted:

- The proposed saving at Clement House would arise through Bracknell Forestcare providing the emergency social care response, avoiding the use of multiple providers at the site.
- The automation of Blue Badge applications and renewals through the Government website was expected to produce a saving through stricter application of the eligibility criteria.

- An explanation was made as to how the charges for lifeline rental and monitoring and care calls would operate.

A cultural change was required to implement the redesign and delivery of packages of care, with the domiciliary care providers to focus on providing only the essential personal care, with other services such as shopping, odd jobs etc to be covered by the voluntary sector.

Overview and Scrutiny Commission – 27 January 2017

The Council's Budget Consultation

The Commission considered a report that set out draft budget proposals for 2017/18. It was reported that the Executive would be considering all representations made at its meeting on 14 February 2017, before recommending the budget to Council.

The Borough Treasurer updated the Commission and made the following points:

- The draft budget proposals for 2017/18 had been agreed by the Executive at its meeting on the 13 December 2016, before the Government had released details on the provisional settlement.
- There had been a risk that the Local Government Settlement may be different than what had been originally proposed.
- The draft budget proposed £1.5m of new pressures.
- The Transformation Programme savings relating to 2017/18 had been incorporated into the budget proposals and were included in the report.
- There had only been two consultation responses, one from BUPA who had stated that they wished to work with the Council and the other from Councillor Templeton on behalf of the Labour Party.
- The provisional Financial Settlement had been announced in mid December 2016, the Government had changed its approach to New Home Bonuses, which meant there would be significant reductions in 2017/18 through to 2019/20.
- The Government had granted a one off Adult Social Care Grant for 2017/18.
- The Schools Grant reduction was not as high as had been anticipated.
- The forecast for 2017/18 looked better than had been anticipated, but worse for 2018/19 and 2019/20 which had resulted in a further £2m increase in the budget gap, to £25 million over the next three years.
- The continuation of big projects within the Capital Programme were still in place with the addition of some new proposals for Capital spend.

The Director of Corporate Services reported that within her department there were pressures within Legal and Property Services. Of the savings proposed in Corporate Services and the Chief Executives Office, very few had a direct impact on frontline services, with most being operational savings.

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

- 1% had been included for inflation in the draft budget proposals; this would be looked at and revised accordingly.
- The Council Tax proposals were not included within the report, but had been discussed at the Conservative Group Meeting.
- There was a potential care home provision from the Council going ahead, this would help to mitigate the increasing costs within that area.

- The 2017/18 budget assumed that the Transformation Programme for Adult Social Care would have come into effect and mitigate the 2017/18 costs.
- The Adult Social Care budget issues were Countrywide not just local to Bracknell Forest Council.
- There had been no responses from residents on the budget consultation.
- The Council would come in on budget for 2016/17.
- There had been no decision yet from Central Government on whether Vodafone would be included on the central list for Business Rates.
- Bracknell Forest Council were over delivering on their Business Rate projections. This would result in an increased levy payment to the Government in 2016/17 with the Council's share of the surplus not being available until 2017/18. This surplus had not been used to support the budget because of the uncertainty around future Business Rates income.
- involve had previously not received any changes to their Voluntary Sector Grant for the past five years going forward this would be cut. The Assistant Chief Executive had met with involve and they were comfortable that they would still be able to provide the same level of service and support. Involve had moved their HQ to cheaper accommodation within the former Magistrates Court.
- The Voluntary Sector Grant to the CAB would be remaining, the Council and CAB were working closely together on work streams concerning debt issues, which were one of the CABs biggest concerns.
- The Voluntary Sector Grant to Victim Support had been removed, The Assistant Chief Executive had met with Victim Support before Christmas and no further comments had been received within the Consultation.
- There had been no changes to the Shopmobility Grant.
- Berkshire Community Foundation had also had their Voluntary Sector Grant cut.
- The Executive Member for Culture, Corporate Services & Public Protection had been present at the Assistant Chief Executives meetings with the Voluntary Sector Organisations and commented that involve were very relaxed and understanding with the proposed cuts.
- The property consultant that would be used to undertake the Energy Performance Certificates, this would be a one off cost as there was not enough resource within the Property Services Team to undertake the significant work needed in a short timescale. It was thought that this was the most cost effective approach. It had been recognised that recruiting property expertise in the South East was challenging. Staff had previously been brought in to undertake similar work as there was no allocation within the staff budget to provide this service.
- The Borough Treasurer had a high degree of confidence that the forecast savings from Transformation projects in 2017/18 would be achieved.

The Chairman stated that even though many members had been involved in the Transformation programme so far and had a general understanding and feeling of the figures that had been presented, there was a risk attached in achieving the figures. The Commission would be closely monitoring and watching to see if the savings are achieved. The Chairman also commented on the importance of CIL funding being spent on infrastructure rather than other projects.

The Commission endorsed the comments made in the minute extracts from Overview & Scrutiny Panels and would incorporate these into the overall feedback. The Commission also endorsed the draft budget proposals before them.

RESPONSES TO THE COUNCIL'S 2017/18 BUDGET CONSULTATION**Labour Response on 2017/18 Budget Proposals**

I fully understand the financial predicament of Local Councils following the central government's complete withdrawal of the Revenue Support grant by 2020; for Bracknell Forest- a hole of £23.5m I also appreciate all the work being done in the Transformation Teams to identify savings by considering different ways of delivering service.

I voted for signing the four year financial settlement in September, on the understanding that this year's government settlement would be in line with the indicative funding figures, released in February 2016. Every other LA, except 10, also voted for this. Sadly this agreement lasted just 6 weeks. The December 2016 settlement New Homes Bonus changes seem to penalise those councils that have in fact built homes in the last few years. By changing the years for which this bonus is paid to the council from 6 to 5, 2017/18 then to 4 years, 2018/19, the Council will lose £875K this year and £1000K in the next two years. By paying no money until 0.4% of growth in Council Tax base has been achieved, allocations will again immediately be reduced. I understand that there is as yet no indication whether this will get worse in the years to come. Why was this not mentioned before the four year settlement was agreed to? Surely these changes do not reflect the response from the LAs to the summer consultation on the Homes Bonus? The Government seem to have reneged on a promise. Has the Leader appealed? What has happened to the ten authorities who did not sign up to the four year settlement?

The government has been increasingly urged to spend more money on Social Care and this is it- launched as the 2017-18 Adult Social Care Support Grant. No new money But money taken from one pot to fund another - New Homes Bonus, given to new Care fund – but this Support Fund is a one-off whereas the Homes Bonus reduction goes on and on!

For the second year running, the government has also not looked at the history of house completions in Bracknell Forest, but put a finger to the wind, and made a ridiculous deduction. To cut the grant on the assumption there will be an increase in rate collection because 900 new band D houses will be built, and occupied, providing income throughout the coming year is so unrealistic- based on no evidence at all. Usually about 350 houses are completed. Has the Leader appealed?

The outcome of government's autumn revaluation of Business rates, rateable values and multipliers has still not been received - so here could be further bad news! Because of these uncertainties, and the sure fact that there will be lots of appeals, I accept that some of the the balances in the Business Rates element of the Collection Fund may well be needed, but £7.5m seems excessive and I think some of this could be released to support the revenue budget.

All these uncertainties, and the government's record of tearing up agreements, seem to make the 'forecast ' budget requirements for 2018/19 and beyond seem very tenuous indeed.

I voted for the investment of £190K to refurbish the toilets, kitchens and gallery to create an income resource for South hill Park. South Hill Park must be the jewel in the crown of our

borough and it puts us on the map. With the loss of £244k grant funding of the arts over the next two years, this will be a very testing time for the SHP management and all who support and love it. I appreciate the increased publicity being given to SHP by the posters and notices on screens in the Council buildings.

Will the Council also use the SHP facilities as the venue of choice when meeting with outside business delegations and encourage local businesses to invest in the arts in their town?

I fully support the increase of £7.002m to enable Downshire Homes Ltd to purchase 10 properties for homeless households and 5 for households with learning disabilities. The reduction in the number of households placed in out of the Borough B&B is to be celebrated.

I cannot support the need for £20K to replace the lockers. The existing £1 coin will not disappear overnight and there are two very cheap alternative solutions to this proposed outlay.

As tickets are bought, the old £1 coin (or token now used that weighs the same) is paid for by the client. Or, one machine is installed to change the new £1 coin for the old one.

Also, with commissioning of the Sports Centre being now considered, why is new fitness equipment to be budgeted for? It should be the responsibility of the new management companies. I can understand the need to improve the greens on the golf course, as that may aid the tendering process. The toilet areas are the same.

I realise that the withdrawal of the DfE Education Services Grant will have a huge impact on the ability of the Council to support the schools in raising standards, financial, legal and HR matters. Schools will have to pay extra to buy in these services. But schools are also under pressure, having to fund increased wages, pension fund deficit, the new apprenticeship levy and inflation. For all state schools to have to fund the Apprenticeship levy, but all academies are exempt, seems totally unfair; as does the 85% tax rebate available for Academies.

Will the Council still have the capacity to organise the Schools Music Festival for which £10k has been budgeted?

The grants for High Needs and the Early Years will not be decided until March. The settlement last year resulted in a huge pressure on the Schools' budget. Is this again expected?

I am supportive of the fact that residents in the Council-owned temporary accommodation now also pay at the Local Housing Association level (80% of market rent), and that the Council is no longer able to charge out-of-work homeless households.

I fully understand the increase in pressures from the capacity in the local care home market and understand the objectives and vision for the new Resource Allocation System for adult social care packages. However, I still have grave reservations about its dependence on family, friends and the voluntary sector. I will monitor that regular checks are taken to ascertain that this support is consistent and what safeguards are in place should it fail.

The move to one care provider for Clement House seems very sensible but I thought all residents were made to understand that there would be residential care there 24/7. If this

care is given to Forest Care to manage, then they are not in the building and there is a time lag before help can arrive. I appreciate emergency services will not be affected.

I have been given some reassurance that the £21K cut for support for the Advice and Guidance to Young People, potentially NEET, will not affect the schools and areas where there is good uptake of this service. I will monitor this closely.

I was also assured that the reduction of £7k to the 'Aiming High' families is the last of the phased reduction in grant, as consulted on in 2014 and no more cuts are envisaged.

I was shocked to see the reduction in grant to 'Involve' at this time when the Council is depending more and more on volunteers for the provision of services. I believe this is because 'Involve' have been given a peppercorn rent in their new location for the next three years. Included in the Equality Assessment papers for this item are also the charities Bracknell Shopmobility and Citizens Advice Bureau but I now understand these are now not to be cut in 2017/18.

I fully support the move of the Council to Times Square.

From every department there is a need for a spend on IT. I understand that this is an ever-changing beast but surely it must be possible to find a system that serves the whole council and that does not 'fail to deliver' after a year and have to be amended. I was very impressed by the local business man who has redesigned the IT system for the whole Luton Council. Are we so different from them?

To close the huge funding gap, the Council has the choice to use balances, raise Council Taxes, or make further cuts.

I favour a mixture of the first two.

The government has agreed that the Adult Social Care precept can be raised by 3% in 2017/18 instead of last year's 2%. It can be raised a total of 6% before 2020- an interesting choice of timing and percentage. I agree with doing this but will this be spent on Adult Social Care?

I know the council can still raise the Taxes by 1.99% without having to organise a referendum.

I agree we should raise the Council Taxes by 4.99%, giving an increased revenue of £2.5m

The Council Tax Income is expected to be £50.37m for 2017/18 without this rise.

After all the grants are considered, I would support the balance being taken from the reserves.

In the Budget Papers it states that the Reserves are £10.00m and then late on it gives the estimated balance of £10.9m. I was very alarmed by the apparent dismissal of £0.9m, but have now been told this was a typing error and the General Reserves should also read £10.9m.

Cllr Mary Temperton

24 January 2017

Response from the Managing Director of BUPA UK Care Services

Re: Adult Care Home Placements in Bupa Care homes

As you finalise the budget-setting process for the next financial year, I wanted to reach out to you personally to reiterate our desire to agree with the Council, in a constructive and open way, sustainable care home fees that reflect the true cost of providing care.

We remain committed to providing high quality, personalised care to the residents that we care for in your area and we greatly value our relationship with the Council. We intend to work with your teams to ensure a sustainable care market where public funds for social care are used to best effect.

We will provide more detailed cost of care information to your commercial and commissioning teams but I wanted to take this opportunity to share our view of the care home market in your area and the pressures we are experiencing as a provider.

We continue to face significant additional staffing costs stemming from both increases to the National Living Wage and other reforms including pension auto enrolment. To illustrate this point, the National Living Wage will increase by 30p per hour (4.2%) from 1 April 2017 for more than 50% of our care home employees. In addition, registration and regulatory fees will also increase by 4% in the coming financial year. We support these changes but our fees must reflect these costs if services are to remain sustainable.

We appreciate that many of the cost increases outlined above will also impact the Council, placing further pressure on already strained resources. However, as the Care Quality Commission has stated, the sector is at a 'tipping point'. Without fee increases that reflect the rising cost of care provision, the sector's position will become even more precarious.

We welcome the limited changes for social care funding announced in the 2017/18 Local Government Finance Settlement, including the introduction of a £240m adult social care grant and the decision to allow councils to raise the social care precept by 3% rather than 2% in 2017-18 and 2018-19.

While we share the view of many in the sector that these measures fall well short of the additional funding needed to place the sector on a sustainable footing, we urge councils to make full use of these additional resources to help bridge the gap between fees paid and the true cost of care.

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The LGA recently reported that the majority of councils are still paying below the floor price of £554 per week for providing care. If the current level of funding for residential and nursing care continues, services will increasingly become unsustainable, with serious implications for the ability of individual councils to deliver their responsibilities under the Care Act to maintain a sustainable and effective market for care.

We ask for your support when reviewing and approving budget proposals to ensure that the additional monies are passed on to providers of care in full to ensure we can deliver sustainable, high quality care.

In the meantime, if I or any of my team can support you as you finalise your budget-setting processes for the coming financial year, please don't hesitate to contact me.

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>NHS continuing healthcare funding</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>Cost of Adult Social Care packages</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>Drugs and Alcohol Service</p> <p>The service is currently being re-commissioned and is expected to yield savings on the current price.</p>	-80		
<p>Forestcare</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>Clement House</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>Re-tender of supporting people contract</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>Management restructure of welfare and housing service</p> <p>Restructure of management within the housing service, reducing the number of management positions.</p>	-20		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Blue badge applications</p> <p>Automation of Blue Badge applications and renewals using the UK Government website, thereby reducing staff costs.</p>	-15		
<p>Capacity in the local care home market</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>	292		
<p>Demographic pressures</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>	250		
<p>Deprivation of Liberty Safeguards (DoLS)</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>	60		
<p>Rental income from temporary accommodation</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>	80		
<p>Adult Social Care Resource Allocation System (RAS)</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>	37		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Mobile working</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>	18		
<p>Transport for education</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>	14		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	41	0	0

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Conference and Review Team</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>Looked After Children¹</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>	650		
<p>Family Group Conferences (FGC)</p> <p>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. 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.</p>	15		
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Childcare Solicitor Service</p> <p>Significant cost increases have arisen in 2016/17 through greater use of the Childcare Solicitor service (operated by Reading Borough Council as a Berkshire Joint Arrangement). The increase in cases is a national phenomenon and is expected to continue in future years.</p>	220		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
School Improvement Service Changes to the School Improvement Service form part of the School Support Services Transformation Project. Restructuring of the service will deliver savings of £0.140m in 2017/18. A number of income streams will be lost in 2019/20 which will reduce the saving to £0.070m	-140		70
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	491	0	70

¹ The pressure has increased by £0.410m compared to the budget consultation papers

CORPORATE SERVICES / CHIEF EXECUTIVE'S OFFICE

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Finance - Insurance</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>Finance - Audit</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>Finance - Payroll</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>Customer/Digital Services</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>Local Tax Collection / Electoral Registration</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>Chief Executive's Office / Community Engagement</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>Chief Executive's Office</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>Industrial & Commercial Properties</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>Operations Unit</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>Office Accommodation / Construction & Maintenance</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 & Maintenance.</p>	-30		
<p>ICT Services</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>ICT Services</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>Voluntary Sector Grants</p> <p>Reduction in grants to Involve, Victim Support and Berkshire Community Foundation.</p>	-40		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Human Resources</p> <p>Due to the current climate, a reduction in staff recruitment advertising is proposed.</p>	-6		
<p>Legal</p> <p>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.</p>	-5		
<p>Legal Services</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>	10		
<p>Property Services</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>	25		
<p>CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL</p>	-357	0	0

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Archives The council's share of savings identified by Reading Borough Council for the Archiving Service Joint Arrangement.	-8		
Community Arts & Cultural Services Removal of budget used in previous years to support events such as the VE Day celebrations and cultural partnerships.	-2		
Departmental IT Reduction of the Department's ICT budget. This could impact on the delivery of future software products.	-20		
Parks Open Space & Countryside 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		
Planning Policy 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		
Building Control Following the completion of officer training the Home Owner warranty scheme will bring in a small income each year.	-7		
Waste Management This is additional income at £40 a bin arising from new subscribers for brown bins.	-4		
Emergency Planning The vehicle has been transferred to the contractor Continental Landscapes Ltd (CLL) and therefore the budget is no longer required.	-3		
Amenity Maintenance 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
Waste Management 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.	-16		
Parks Open Space & Countryside A restructuring and regrading within Countryside and Parks Maintenance has generated a small overall saving.	-3		
Waste Management 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.	-13		
Departmental IT 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.	-2		
Street Cleaning As the CLL budget has become embedded efficiencies mean that there is no longer a need for this level of funding for additional works.	-20		
Parks Open Space & Countryside The use of Suitable Alternative Natural Greenspaces (SANGS) S106 resources to fund the remaining 0.5 FTE of a Ranger post.	-14		
Downshire Golf Complex Reduction in minor improvements, cost of goods sold, vehicle repairs, service contracts, print room and various smaller supplies and services budgets.	-39		
Bracknell Leisure Centre 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 & Marketing Manager some resource in undertaking promotional tasks and being able to fulfil requirements of the role.	-27		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Bracknell Leisure Centre</p> <p>Deletion of vacant part time Catering Supervisor post. Hours can be covered by assistants/casuals, thereby saving a portion of total cost.</p>	-4		
<p>Waste Management</p> <p>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.</p>	-100		
<p>Environmental Enhancements</p> <p>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.</p>	-10		
<p>Regulatory Services</p> <p>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</p>	-150		
<p>Easthampstead Park Conference Centre</p> <p>Income levels have been increasing on the back of capital improvement projects. Bookings have remained consistently higher allowing for the increased income budget.</p>	-50		
<p>Parks Open Space & Countryside</p> <p>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.</p>	-12		
<p>Bracknell Leisure Centre</p> <p>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.</p>	-75		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Planning Policy</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>Transport Development</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>Highway Maintenance</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>Highway Maintenance</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>Waste Management</p> <p>The current rate of home building is in excess of predictions made when previously calculating the costs of waste disposal, recycling sites and new bin costs. The additional waste produced by those houses and flats will place a pressure on the Council.</p>	80		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Waste Management</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>	110		
<p>Street Cleansing</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>	40	20	
<p>Waste Management</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>	20		
<p>Art Review (South Hill Park)</p> <p>Reduction in annual grant made to South Hill Park (SHP). The Council is investing £190,000 in SHP to allow them to implement an agreed business plan which is expected generate income to offset the Council's reduction in grant. This will enable SHP to continue to operate and provide a comprehensive programme of events for the community.</p>	-100	-100	
<p>Library Review</p> <p>A two year programme of savings with year one including changes in management structures and delivering efficiencies in stock procurement and management and year two deriving efficiencies from technology and volunteering.</p>	-250	-150	

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Leisure Services Review</p> <p>Transfer of Edgbarrow and Sandhurst sports centres to the respective schools, will take effect from the 1st April 2017. In addition there will be a competitive procurement process leading to the potential outsourcing of three major leisure sites which is scheduled to commence in March 2018 bringing anticipated financial benefits, aligned with a reduction in both corporate and departmental support services.</p>	-300	-700	
<p>Town Centre Car Parking (excluding the Lexicon)</p> <p>Assumptions around the turnover of spaces in the town centre car parks, following the opening of the Lexicon shopping centre, as well as increases to car parking charges result in a projected increase in income.</p>	-225	-312	-162
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-1,137	-1,242	-162

COUNCIL WIDE

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Council Wide Support Services			
Staff savings resulting from the transformation project reviewing support services.	-500	-300	-500
Commercial Property Investment Strategy			
A key project within the Transformation Programme which will deliver additional income from the investment in Commercial Property. 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.	-1,000	-1,000	-1,000
Minimum Revenue Provision			
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.	-400		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Duties previously funded by Education Services Grant			
The "Retained" statutory and regulatory duties element of the Education Services Grant has been transferred to the Dedicated Schools Grant central school block. This contribution (at £15 per pupil) will be used to fund existing statutory and regulatory "retained" duties that local authorities have for all schools, including academies. The split between Children, Young People and Learning and Corporate Services will be established during the year.	-260		
COUNCIL WIDE TOTAL	-2,160	-1,300	-1,500

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.
- 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 24 months. As such the Council’s rate of return on investments is unlikely to be materially impacted by interest rate changes in the next 12 months.
 - 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 – as laid out in the report. 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 now includes the gross investment plans of the Commercial Property Investment Strategy as agreed by Council in December 2016. This forms the first prudential indicator:

Capital Expenditure	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Expenditure	69,083	30,497	4,514
Financed by:			
Capital receipts	14,050	4,000	4,000
Capital grants & Contributions	19,008	3,728	3,209
Net financing need for the year	36,025	22,769	-2,695

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:

	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Financing Requirement			
Opening CFR	111,851	167,128	188,497
Movement in CFR	54,937	21,013	-2,070

Movement in CFR represented by			
Net financing need for CFR purposes #	57,228	23,828	1,305
Less MRP/VRP and other financing movements	-2,291	-2,815	-3,375
Movement in CFR	54,937	21,013	-2,070

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.

	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Ratio	1.76%	2.81%	2.69%

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

Incremental impact of capital investment decisions on the Council Tax

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

	Forward Projection 2017/18	Forward Projection 2018/19	Forward Projection 2019/20
Council Tax - Band D	£16.30	£10.20	£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
External Debt				
Debt at 31 March	£20m	£85m	£111m	£114m
Investments				
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	£180m	£203m	£201m
Other long term liabilities	£16m	£16m	£15m
Total	£196m	£219m	£216m

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	£169m	£190m	£189m
Other long term liabilities	£16m	£15m	£15m
Total	£185m	£205m	£204m

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's treasury advisor, Capita Asset Services, has provided the following forecast:

	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
5yr PWLB rate	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
10yr PWLB rate	2.30%	2.30%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
25yr PWLB rate	2.90%	2.90%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%
50yr PWLB rate	2.70%	2.70%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%

The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. It also gave a strong steer that it was likely to cut Bank Rate again by the end of the year. However, economic data since August has indicated much stronger growth in the second half 2016 than that forecast; also, inflation forecasts have risen substantially as a result of a continuation of the sharp fall in the value of sterling after early August. Consequently, Bank Rate was not cut again in November or December and, on current trends, it now appears unlikely that there will be another cut, although that cannot be completely ruled out if there was a significant dip downwards in economic growth. 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, (i.e. by raising Bank Rate), which will already be 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 in the table 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. Our Bank Rate forecasts, (and also 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 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, particularly with the current uncertainty over the final terms, and impact, of Brexit.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Geopolitical risks in Europe, the Middle East and Asia, which could lead to 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.
- A resurgence of the Eurozone sovereign debt crisis.
- Weak capitalisation of some European banks.
- Monetary policy action failing to stimulate sustainable growth and combat the threat of deflation in western economies, especially the Eurozone and Japan.
- The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include:
- 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.
- UK inflation returning to significantly higher levels than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.

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.
- Borrowing will be undertaken using a mix of maturities so that a balanced portfolio of debt is achieved – borrowing at a variety of durations so as to minimise the cost to the Council. Short-term maturities will be used to manage the immediate needs of the Council's cash positions and longer term borrowing will be undertaken to support the requirements of the capital programme.

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 mid 2019.

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%
Revenue Budgets	£'000	£'000
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
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£180m	£203m	£201m
Limits on variable interest rates based on net debt	£180m	£203m	£201m
Maturity Structure of fixed interest rate borrowing 2017/18			
	Lower	Upper	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 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
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

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

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ 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
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

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

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

Reserves & Balances Policy Statement

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

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

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level.	March 14 £9.813m March 15 £10.961m March 16 £12.730m March 17 £10.953m March 18 £8.385m

Earmarked Reserves

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

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 14 £2.639m March 15 £2.731m March 16 £2.666m March 17 £2.666m March 18 £2.666m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 14 £0.719m March 15 £0.202m March 16 £0.315m March 17 £0.000m March 18 £0.000m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 14 £1.664m March 15 £1.469m March 16 £1.555m March 17 £1.147m March 18 £0.647m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 14 £4.371m March 15 £4.013m March 16 £3.333m March 17 £2.407m March 18 £2.407m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 14 £0.068m March 15 £0.074m March 16 £0.074m March 17 £0.064m March 18 £0.064m

Reserve	Purpose	Policy	Value
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 14 £0.950m March 15 £0.208m March 16 £1.373m March 17 £1.212m March 18 £1.032m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.490m March 15 £0.490m March 16 £0.316m March 17 £0.289m March 18 £0.216m
School Meals Re-tender	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.040m March 15 £0.040m March 16 £0.040m March 17 £0.040m March 18 £0.040m
School Expansion Rates	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.112m March 15 £0.196m March 16 £0.445m March 17 £0.595m March 18 £0.745m
School Diseconomy Costs	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 17 £0.300m March 18 £0.300m

Reserve	Purpose	Policy	Value
	generally open with relatively low pupil numbers and will therefore need additional financial support until pupil numbers reach a viable level.		
Education Library Service	A joint arrangement with other Berkshire authorities for the Education Library Service. This reserve is used for the provision of future equipment.	The reserve is held in order to finance the renewal or maintenance of specific items of equipment and reduces pressure on maintenance budgets in one particular year. Use of the reserve is subject to the agreement of the Council's participating in the joint arrangement. The service ended in 2016/17 and the reserve was closed.	March 14 £0.089m March 15 £0.063m March 16 £0.028m March 17 £0.000m
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 14 £0.051m March 15 £0.066m March 16 £0.014m March 17 £0.014m March 18 £0.014m
Building Regulation Chargeable Account	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 14 £0.000m March 15 £0.000m March 16 £0.000m March 17 £0.000m March 18 £0.000m
Commutated Maintenance of Land	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 14 £0.239m March 15 £0.643m March 16 £1.104m March 17 £1.116m March 18 £0.966m
S106 and Travel Plan Monitoring	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 14 £0.109m March 15 £0.120m March 16 £0.120m March 17 £0.150m

Reserve	Purpose	Policy	Value
			March 18 £0.180m
Property Searches Chargeable Account	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 14 £0.117m March 15 £0.133m March 16 £0.154m March 17 £0.154m March 18 £0.154m
Business Rates Equalisation	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals. The sum set aside for the 2015/16 Collection Fund deficit accounts for £6.084m of the total.	March 14 £0.000m March 15 £13.700m March 16 £11.798m March 17 £0.000m March 18 £7.460m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 14 £0.500m March 15 £0.480m March 16 £1.399m March 17 £0.500m March 18 £0.000m
Demographic Pressures and Projects	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements.	March 14 £0.709m March 15 £0.477m March 16 £0.477m March 17 £0.477m March 18 £0.377m
Revenue Grants Unapplied	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 14 £1.941m March 15 £2.083m March 16 £2.333m March 17 £2.333m March 18 £2.333m

Reserve	Purpose	Policy	Value
Early Intervention	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work.	March 14 £0.353m March 15 £0.289m March 16 £0.259m March 17 £0.229m March 18 £0.229m
School Masterplans and Feasibility Studies	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 14 £0.500m March 15 £0.500m March 16 £0.500m March 17 £0.500m March 18 £0.500m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 14 £0.494m March 15 £0.187m March 16 £0.039m March 17 £0.000m March 18 £0.000m
Members Initiatives	A reserve to fund another round of small projects (£0.015m per member) based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.	The reserve will be used for local ward priorities identified by members	March 14 £0.630m March 15 £0.207m March 16 £0.089m March 17 £0.000m March 18 £0.000m
Public Health Reserve	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 14 £0.286m March 15 £0.399m March 16 £0.380m March 17 £0.500m March 18 £0.300m
Better Care Fund Reserve	A new reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 15 £0.945m March 16 £1.328m March 17 £0.050m March 18 £0.000m

Unusable Revenue Reserves

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

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 14 £6.474m March 15 -£5.851m March 16 -£5.611m March 17 -£3.500m March 18 £0.000m
Accumulated Absences Account	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 14 -£5.108m March 15 -£5.692m March 16 -£5.598m March 17 -£5.598m March 18 -£5.598m
Pensions	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March14 -£164.072m March15 -£223.895m March16 -£214.650m March17 -£214.650m March18 -£214.650m

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2017/18 PROPOSED FEES & CHARGES

Service : Adult Residential and Nursing Care - Contributions from people supported
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Purpose of the Charge: To contribute to the costs of accommodation

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

Are concessions available? 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 %
Residential and Nursing Care This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases in 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)
Deferred Payments 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%
Arrangement of self funder social care Arrangement Fee * Annual Administration Fee *	300.00 200.00	300.00 200.00	0.00% 0.00%
Provider Failure 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 & 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	%
Non Residential Support 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	%
Waymead Respite Charge per night	189.60	189.60	0.0%

2017/18 PROPOSED FEES & 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 %
Day Care			
Waymead Day Services			
Per hour	15.75	15.75	0.0%
Bracknell Day Centre			
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
Glenfield			
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 %
Blue Badge - Issues and Duplicate Badges	10.00	10.00	0.0%

2017/18 PROPOSED FEES & CHARGES

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
	2016/17 Budget	Proposed 2017/18 Budget				
	£'000	£'000				
Income the proposed fees will generate:	984	997				
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	%	
Lifeline Rental and Monitoring						
- BFBC	Per week	4.46	3.71	4.45	3.71	0.0%
	Per month			19.30	16.08	
- Others	Per week	4.76	3.97	4.76	3.97	0.0%
	Per month			20.64	17.20	
	Per quarter			61.93	51.61	
Lifeline Monitoring only						
- BFBC	Per week	3.53	2.94	3.53	2.94	0.0%
	Per month			15.29	12.74	
	Per quarter			44.93	37.44	
- Others	Per week	4.19	3.49	4.19	3.49	0.0%
	Per month			18.14	15.12	
	Per quarter			54.44	45.37	
GSM Lifeline	Per week			7.80	6.50	
Extra/Lost Pendants						
- 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	Per week	0.89	0.74	1.20	1.00	35.1%
Sensors						
Smoke	Per week			2.16	1.80	
Carbon Monoxide	Per week			3.24	2.70	
Flood	Per week			2.76	2.30	
Temperature Extreme / Heat	Per week			2.16	1.80	
Universal	Per week			1.20	1.00	
PIR / Fast PIR	Per week			1.20	1.00	
Medication Dispenser	Per week			4.80	4.00	
Epilepsy sensor kit	Per week			12.00	10.00	
Chair & bed sensor kit	Per week			6.00	5.00	
Falls pendant	Per week			2.40	2.00	
Bogus Caller	Per week			1.20	1.00	
Minuet watch	Per week			2.40	2.00	
Arm/ Disarm Zoning Trigger	Per week			1.20	1.00	
Jellybean Switch	Per week			2.40	2.00	
Natural Gas Detector	Per week			4.20	3.50	
Wrist Worn Epilepsy Pendant	Per week			51.60	43.00	
Responder service for lifeline customers						
- up to 12 visits per year	Per week	7.56	6.30	10.44	8.70	38.1%
- up to 24 visits per year				18.00	15.00	
- extra visits (excluding bank holidays)		18.00	15.00	37.20	31.00	106.7%
- extra visits (including bank holidays)				55.80	46.50	
Responder service for commercial customers						
- up to 6 visits per year	Per week			7.56	6.30	
- per additional visit				54.00	45.00	
Key Safes						
Keysafe Supply and Fit	Supply only	66.00	55.00	66.00	55.00	0.0%
	Supply + fit	72.00	60.00	72.00	60.00	0.0%
	Moving keysafe			54.00	45.00	
	Supply+fit subsequent visit	90.00	75.00	90.00	75.00	0.0%
Monitoring of security diallers	Per week	12.54	10.45	12.54	10.45	0.0%
Monitoring of two security diallers	Per week	18.36	15.30	18.36	15.30	0.0%
Lone Workers						
Lone Workers	Per person per year	47.48	39.57	47.48	39.57	0.0%
Lone Workers - with reports	Per person per year	49.50	41.25	49.50	41.25	0.0%
GPS Lone Worker - BFC	Per person per year			238.80	199.00	
GPS Lone Worker - External	Per person per year			330.00	275.00	
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	Per week	0.98	0.82	0.98	0.82	0.0%
Two telecare sensors				1.86	1.55	
Three telecare sensors				2.74	2.28	
Epilepsy bed sensor	Per week	3.00	2.50	3.00	2.50	0.0%

2017/18 PROPOSED FEES & 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	%	
Care calls						
- 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	
Pocket Pal						
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 & CHARGES

Service: Homelessness					
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:	1,017	1,023			
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 %
Homelessness					
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.					
Small Landsales - Administration Fee					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
Passport and Driving Licence Checking Service					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

2017/18 PROPOSED FEES & CHARGES

Service : Housing

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? No

Description		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%
Rents - Learning Disability Accommodation				
151 Holbeck	Per week per bedroom	**	**	
9 Portman Close	Per week per bedroom	**	**	
Service Charges				
151 Holbeck, 9 Portman	Per week per bedroom	13.51	13.59	0.6%
Waymead				
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%
Easthampstead Mobile Home Park				
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 & 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 %
Applicable amounts 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.	
Income-related social security benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non income-related social security benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
War pensions scheme benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Contributory and non-contributory social security rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non dependent deductions and bands	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.	
Universal Credit Rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non-social security payments and rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	

2017/18 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

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

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

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

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

Adult and Community Learning Plan

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

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

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

2017/18 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

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

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

Room Hire per Hour				
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	
Refreshments				
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 & 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

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

Education Centre Room Hire Non Bracknell Forest Council

Whole Day			
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
Half Day			
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
Hourly rate			
All rooms	47.00	47.00	0.00

2017/18 PROPOSED FEES & 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

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

Education Centre Room Hire Non Bracknell Forest Council (cont)

Twilight			
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
Evening			
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 & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service
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	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.
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Bracknell Forest Council

Whole Day			
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
Half Day			
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
Hourly rate			
All rooms	35.00	35.00	0.00

2017/18 PROPOSED FEES & 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)

Twilight			
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
Evening			
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 & CHARGES

Service : Education Centre

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

Tea and Coffee			
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
Sandwiches			
With cakes, crisps, fruit and OJ	6.55	6.55	0.00
Lunch in Main Restaurant			
Per Person	15.40	15.40	0.00
Finger Buffet			
By arrangement	prices dependent on requirements		

2017/18 PROPOSED FEES & 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

Tea and Coffee			
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
Sandwiches			
With cakes, crisps, fruit and OJ	6.40	6.40	0.00
Lunch in Main Restaurant			
Per Person	15.20	15.20	0.00
Finger Buffet			
By arrangement	prices dependent on requirements		

2017/18 PROPOSED FEES & 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

Photocopying				
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
Laminating				
	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 & 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, fees to Local Authority schools are lower than those charged to external customers

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

Professional Development Courses

Course Fees and Timings			
Internal and Other LA Schools and Academies			
Full Day (09.15 - 15.45)	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
Independent Schools			
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 & 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

Chargeable Activities			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
BFC Schools and Academies			
Daily rate	500.00	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
Non BFC Schools, Independent Schools and Academies			
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 & CHARGES

Service : Larchwood

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

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

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

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

Residential short break care

Overnight				
Per Night	431.95	436.30	1.00	
Daycare				
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
Daycare - New Clients				
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 & CHARGES

Service : Children Looked After

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

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

Are concessions available? No

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

Fostercare charges

Charge per week	Minimum	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 & CHARGES

Service : Youth Offending Service

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

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

Are concessions available? No

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

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

Training Fees

Supply training to external organisations	per day	300.00	303.00	1.00
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Service : Youth Service

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:	11	11

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

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

Young Peoples Attendance Fee

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

2017/18 PROPOSED FEES & CHARGES

Service : Youth Service

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:	101	102

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

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

Hire Fees

Youth & Community Groups - not for profit basis			
Hall	per hour	7.65 to 13.55	7.70 to 13.70 1.10
Meeting Room	per hour	7.65 to 12.55	7.70 to 12.70 1.20
Private & Commercial			
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 & CHARGES

Service : Youth Service

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:	4	4

Are concessions available? No

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

Sale of Goods

Tuck Shops Various refreshments	0.01 to 1.90	0.01 to 1.95	2.60
Price changes are determined by rates set by suppliers			
Duke of Edinburgh Awards 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 & 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:	19	19

All concessions are included in the fee structure detailed below

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

Sessional Fees

Sessional Fees			
BFC families	2.60	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 & 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

Rowans Children's Centre			
Private group/ Statutory Agencies			
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
Voluntary/non profit making Group			
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
Willows Children's Centre			
Private group/ Statutory Agencies			
Hall & kitchen	13.55	13.70	1.1
Voluntary/non profit making Group			
Hall & kitchen	10.25	10.40	1.5

2017/18 PROPOSED FEES & 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

Oaks Children's Centre:			
Private group/ Statutory Agencies			
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
Voluntary/non profit making Group			
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
Alders Children's Centre			
Private group/ Statutory Agencies			
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
Voluntary/non profit making Group			
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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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:	131	150

Are concessions available? No

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

Legal & 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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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	%

Electoral Registration			
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	-

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

These are statutory charges that are determined nationally through legislation.

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

Household Delivery				
Delivery Administration fee:				
- across more than half of the Borough	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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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						

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

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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	%
Certificates						
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
Nationality Checking Service						
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
Joint Citizenship & Passport Service additional fee						
Single Application Monday - Friday	n/a	20.00	-	24.00	30.00	25.0
European Passport Return Services						
Single Application Monday - Friday	n/a	20.00	-	24.00	30.00	25.0
Settlement Checkina Service						
Single adult application - Monday-Friday	87.50	100.00	14.3	120.00	130.00	8.3
Individual Citizenship Ceremonies						
- 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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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	%
Agendas/Minutes, etc			
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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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 & CHIEF EXECUTIVE'S DEPARTMENT

2017/18 PROPOSED FEES & 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	%
CEMETERY & CREMATORIUM					
A CEMETERY & CREMATORIUM					
PURPOSE OF CHARGE: to recover costs.					
CEMETERY					
For the interment (single depth) of the body of:					
a person aged 16 years or over		842.00		N/A	
re-open Grave aged 16 years or over		842.00		N/A	
For the interment (double depth) of the body of:					
a person aged 16 years or over		1,103.00		1,125.00	2.0
re-open Grave aged 16 years or over		842.00		860.00	2.1
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 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 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
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant		932.00		951.00	2.0
Right to erect memorial		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 G

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? Yes on some services

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CREMATORIUM					
For the cremation of the body of: a person aged 16 years or under		FOC		FOC	
a person aged 16 years or over		718.00		745.00	3.8
Abatement Charge for each chargeable 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 excluding weekends and Bank Holidays, 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 30 minutes in addition to usual cremation or interment fee		255.00		286.00	12.2
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		N/A		429.00	
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 or USB	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/USB of Tribute only	28.00	23.33	29.00	24.17	3.6
DVD/USB 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 G

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	%
Memorial Fees					
Entries in The Book of Remembrance					
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
Copy of an entry from The Book of Remembrance in a folded remembrance card					
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
Memorial Leather Panel					
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
Babies' Garden of remembrance Plaque					
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
Roses					
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
Memorial Garden Seats					
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
Cremated Remains Desk Tablet (with flower holder)					
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	%
Bracken Heal Birdbath					
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
Personal Plaque designs					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	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
AILSA CRAIG					
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	
COPSE STONE					
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	
BLUEBELL WOOD - MUSHROOM					
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
Granite 2000					
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
Memorial Vase					
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

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	%
Sanctum 2000® Cremated Remains (with flower holder)					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,223.00	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
Personal Plaque Designs					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	
SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)					
10 Years	2,287.00	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
MISCELLANEOUS ITEMS					
Other small miscellaneous items are available, with prices available on request					

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

Annexe G

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	%
CAR PARKING					
Multi Storey Car Parks					
Charging period.....7 Days a week, 24 hours per day.					
SEASON TICKETS					
Braccan Walk (formally Charles Sq) and High Street mscp					
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
DAILY CHARGES					
Braccan Walk & High Street mscps					
Current Charges 2016 -17					
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			
Easthampstead House car park					
Current Charges 2016-17					
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			
Daily charges Braccan Walk, High St. Easthampstead House* & The Avenue car parks					
Proposed Charges 2017-18					
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	
Visitor Pass (High Street mscps - inclusive of Admin Fee)	7.50	6.25	8.00	6.67	6.7

* Easthampstamped hours only available during limited hours

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

Annexe G

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	%
DAILY CHARGES Pay & Display					
Albert Road car park					
Current Charges 2016-17					
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			
Proposed Charges 2017-18					
Mon - Sun inclusive - 10 Hours			5.00	4.17	
0-1hrs			1.40	1.17	
Monthly season ticket			50.00	41.67	
Car park behind the Banks, top of High Street					
Current Charges 2016-17					
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			
Proposed Charges 2017-18					
0-40 mins			0.80	0.67	
Overnight Monday to Sunday 6pm until 6am			1.50	1.25	
Wick Hill and Time Square car parks (New)					
Proposed Charges 2017-18					
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	%
Coral Reef Car Park (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	3.00	2.50	3.00	2.50	0.0
All day charge	5.00	4.17	5.00	4.17	0.0
The Look Out Discovery Centre Car Park (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.67	0.0
All day charge	4.00	3.33	4.00	3.33	0.0
Season Tickets:					
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
Penalty Charge Notices (Off Street)					
Charge		50.00		Set by Regulation	
Charge if paid within 14 days		25.00		Set by Regulation	
Penalty Charge Notices (On-Street)					
Charge		70.00		Set by Regulation	
Charge if paid within 14 days		35.00		Set by Regulation	
Parking place Suspension(On-Street)					
For paid or restricted bays, charge per vehicle per day		150.00		Set by Regulation	
Parking place Dispensation Permit (On-Street)					
Charge per vehicle for up to 5 days		50.00		Set by Regulation	
Resident Parking Permits					
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

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

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	%
PURPOSE OF CHARGE: to recover costs.					
A - SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE					
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
April 2017 - 2018					
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) - 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) - 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) - 240L Brown Bin		10.00		10.00	0.0
Annual Collection for Garden Waste Service (April to June) - 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) - 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) - 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) - 140L Brown Bin		9.00		9.00	0.0
Garden waste sacks(to include collection)		0.70		0.70	0.0
April 2018 - 2019					
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) - 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) - 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) - 240L Brown Bin		10.00		12.50	25.0

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

Annexe G

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

BUILDING REGULATIONS

1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-

Stage One: (The Plan Charge) - on submission of the application

Stage Two: (The Inspection Charge) - following the first site inspection.

You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.

2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.

The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the detailed plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

PROPOSAL

Domestic Plan Charge (Full Plans)

Domestic extension not exceeding 10 sq m floor area	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 G

Service : Building Control

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	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
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Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Domestic Inspection Charge (Full Plans)					
Domestic extension not exceeding 10 sq m floor area	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		
Domestic Charge (Building Notice)					
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 %
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NB

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

Floor areas are measured internally

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

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

Regularisation charges are calculate

CHARGES FOR OTHER WORK**Plan Charge (Full Plans)**

Table A Where the estimated cost is (£)					
0 - 2000	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 G

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 %
Building Notice Charge (Building Notice)					
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	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
FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS					
Number of Dwellings (Plan Charge)					
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
Number of Dwellings (Inspection Charge)					
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 G

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)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase

REGULARISATION CERTIFICATES

Type of Work					
Domestic extension not exceeding 10 sq m floor area		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
Estimated Cost £					
0 - 2000		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

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

Number of Dwellings (Plan Charge)					
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

Building Regulations Questions for anyone undertaking a Property Search

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

Other Charges

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	%

LOCAL LAND CHARGES

Fees for official search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Assisted search (incl photocopies)		22.00		22.00	0.0
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	%
<u>HIGHWAY ENQUIRIES</u>					
Standard rate per hour - minimum charge		60.00		61.00	1.7
<u>RECHARGEABLE WORKS</u>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<u>HIGHWAY ADOPTIONS</u>					
Road Adoptions					
Deposit/minimum fee		1,500.00		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
Section 38/Section 278 fees					
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	
Commutated sums in respect of additional highway maintenance costs					
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	%
<u>STREET NAMING & NUMBERING</u>					
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
<u>TRAFFIC SURVEY DATA</u>					
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 Other data requests will be assessed on their merits and charged at the discretion of the Council	291.05	242.54	297.00	247.50	2.0
Developers Charges					
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	
<u>CONCESSIONARY FARES</u>					
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

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:	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	%

PLANNING APPLICATIONS

Outline Application					
All types (except B1, B4, B6, D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Charge per 0.1 hectares		385.00		Set by regulation
(b) More than 2.5 hectares (£9,527+) (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Standard charge		9,527.00		Set by regulation
	PLUS Charge per 0.1 hectares in excess of 2.5 hectares		115.00		Set by regulation
Full Application					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			172.00		Set by regulation
Two or more dwelling units			339.00		Set by regulation
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		19,250.00		Set by regulation
	Charge per Unit		385.00		Set by regulation
(b) More than 50 dwellings (£19,049+ £115 for each dwelling)	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Charge per Unit above 50		115.00		Set by regulation
Approval of Reserved Matters for dwelling units					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
3. Development (other than dwelling units, agricultural buildings, or glasshouses, plant or machinery) where the floor space created is:					
(a) Nil or not more than 40 sq metres (each application)	Charge per Application		195.00		Set by regulation
(b) 40 sq metres to 75 sq metres (each application)	Charge per Application		385.00		Set by regulation
(c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		385.00		Set by regulation
(d) More than 3750 sq m (£19,049+ £115 each additional 75 sq m or part of)	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Each additional 75 sq m or part of		115.00		Set by regulation
Approval of Reserved Matters for development other than dwelling units					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (each 0.1 ha (or part) of site area)	Charge per Unit (0.1ha)		385.00		Set by regulation
(b) More than 5 hectares (£19,409+ £115 each additional 0.1 ha)	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Each Additional 0.1ha		115.00		Set by regulation

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
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
Operations, Etc other than Building Works					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		Set by regulation
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		195.00		Set by regulation
(b) More than 15 hectares (£29,112+ £115 for each 0.1 ha)	Maximum		65,000.00		Set by regulation
	Charge per Unit (0.1ha)		115.00		Set by regulation
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares	Each 0.1 hectare or part of		423.00		Set by regulation
(b) More than 7.5 hectares (£31,725 + £126 for each 0.1 of a hectare in excess of 7.5 hectares)	Each 0.1 hectares above 7.5 hectares		126.00		Set by regulation
	Maximum		250,000.00		Set by regulation

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

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

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	%
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

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:	930	950

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 %
CHARGES TO 7 NOVEMBER 2016					
Pre Application Enquiry Fees					
Householder					
Initial fee	47.40	39.50		0.00	
Residential Development					
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	
Commercial Property Development (including change of use)					
Initial fee (per site)					
Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, 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	
CHANGES AGREED FROM 7 NOVEMBER 2016 WITH NO FURTHER INCREASES UNTIL 2018-19					
Residential - all rates based on gross new units					
Stage 1 In-Principle advice for Permitted Development Enquiries					
Householder			50.00	41.67	
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
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	
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
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	
Full Standard Pre-App with site visit and all relevant consultees					
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
Income the proposed fees will generate:	930	400

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	%
CHANGES AGREED FROM 7 NOVEMBER 2016 WITH NO FURTHER INCREASES UNTIL 2018-19					
Commercial/Non-Residential					
Based on floorspace including change of use					
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
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	
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
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	
Full Standard Pre-App with site visit and all relevant consultees					
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	
Bespoke Service					
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		
Income the proposed fees will generate:		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	%
Extras					
Consideration of additional plans (within 12 weeks of original application)					
Residential					
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	
Commercial/Non-Residential					
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	
Additional charges					
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		
Miscellaneous					
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	
Other					
Research Enquiries - Per Hour	91.55	76.29	91.55	76.29	0.0
Mixed					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
Advertising					
Relating to the business on the premises		110.00		Set by regulation	
Advance signs which are not situated on or visible from the site, directing the public to a business		110.00		Set by regulation	
Other advertisements		385.00		Set by regulation	

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	%
Vehicle Access Crossings					
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
Highway Licences and Consents					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Third Party Report Inspection Fee		68.00		68.00	0.0
Skip Operators Licence annual fee		78.80		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					
	Main Roads				
	Provisional Advance Authorisation (PAA)		91.00		91.00 0.0
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.		224.00		224.00 0.0
	Major Activity [4 – 10 days]		128.00		128.00 0.0
	Major Activity [up to 3 days]		63.00		63.00 0.0
	Standard activity		128.00		128.00 0.0
	Minor Activity		63.00		63.00 0.0
	Immediate activity		57.00		57.00 0.0
	Permit Variation		45.00		45.00 0.0
	Minor Roads				
	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.					
		2016/17 Budget £'000 1	Proposed 2017/18 Budget £'000 1		
Income the proposed fees will generate:					
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
MISCELLANEOUS					
Documents					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
Photocopying					
A4 Black & White	0.25	0.21	0.30	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	%
PARKS & COUNTRYSIDE					
WESTMORLAND PARK					
Football Pitch (with changing rooms) exc VAT*					
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
PRIORY FIELD					
Football Pitch (without changing rooms) exc VAT*					
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					
Tennis Association					
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
Tennis - Pay and Play					
Adult	6.20	5.17	6.40	5.33	3.2
Under 16/64+	4.60	3.83	4.70	3.92	2.2
Hall Hire					
Per Hour	12.30	10.25	12.60	10.50	2.4
Ranger / Officer led activity (Walks & Talks)					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	24.20	20.17	24.70	20.58	2.1
Local Businesses / Commercial Groups	As appropriate		As appropriate		
Rights of Way					
Basic charge to process an application, add to register of deposits and posting notices on site		250.00		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	%
THE LOOK OUT					
Admission					
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		
Birthday Parties*					
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	
Loyalty Card					
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
Commercial Hire					
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

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:	667	680

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	%
Membership					
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
Main Course					
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
Limited Time					
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
9 Holes					
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
Season Tickets					
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
Pitch & Putt					
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
Driving Range					
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

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:	667		680		
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) £,p	Current Fee (Exc VAT) £,p	Proposed Fee (Inc VAT) £,p	Proposed Fee (Exc VAT) £,p	Increase %
Leisure Saver Pass Prices NB no pre booking is permitted under this scheme..					
Main Course					
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
Driving Range					
20 balls	0.45	0.38	0.45	0.38	0.0
50 balls	1.20	1.00	1.20	1.00	0.0
Pitch & Putt					
Adults	1.45	1.21	1.50	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 £'000 303	Proposed 2017/18 Budget £'000 303			
Income the proposed fees will generate:					
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	%
EDGBARROW & SANDHURST SPORTS CENTRES					
Memberships					
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
Indoor Activity - Adult					
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	
Indoor Activity - Under 16 / 64+					
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	
Outdoor Activity - Adult					
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
Outdoor Activity - Under 16 / 64+					
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
Body Logic Fitness Room					
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	%

Body Logic Fitness Room - Student / 64+

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

Children's Birthday Parties

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

Purpose of the Charge: To contribute to the costs of the service		
	2016-17 Closed	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	No Income	1,881

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	%

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
The following Off Peak Charges					
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)

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	%
BRACKNELL LEISURE CENTRE						
Membership						
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
Temporary Membership						
Adult		2.10	1.75	2.10	1.75	0.0
Under 16 / 64+		1.50	1.25	1.50	1.25	0.0
Facility Hire per hour						
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
Pool Complex for Swimming Galas:						
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
Athletic Arena per hour						
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 G

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	%	
Activity Charges						
Swimming Per session	Family (2+2)or (1+3)	10.60	8.83	10.80	9.00	1.9
	Adult	3.55	2.96	3.60	3.00	1.4
	16 and under / 64+	2.40	2.00	2.40	2.00	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	25.75	2.0
	16 and under / 64+	20.20	16.83	20.60	17.17	2.0
Annual Swim Membership 12 Months up front payment	Adult	303.00	252.50	303.00	252.50	0.0
	16 and under / 64+	202.00	168.33	202.00	168.33	0.0
Early Bird Per session	Adult	N/A				
	3 months	N/A				
	3 months	N/A				
	6 months	N/A				
	6 months	N/A				
Swim & Spa	Peak	10.45	8.71	10.70	8.92	2.4
	Off Peak	9.35	7.79	9.50	7.92	1.6
Gym, Swim & Spa	Peak	15.65	13.04	16.00	13.33	2.2
	Off Peak	14.00	11.67	14.30	11.92	2.1
Sauna Suite Per session (Forest Spa Health Suite)	Peak Adult	8.95	7.46	9.10	7.58	1.7
	Off Peak Adult	7.75	6.46	7.90	6.58	1.9
	Off Peak 64+	6.85	5.71	7.00	5.83	2.2
	Disabled Peak	6.35	5.29	6.50	5.42	2.4
	Disabled Off Peak	5.45	4.54	5.60	4.67	2.8
Sauna & sunbed combo (per session) based on 5 minutes Sunbed	Peak	10.00	8.33	10.20	8.50	2.0
	Off Peak	8.55	7.13	8.70	7.25	1.8
Sunbed - Sold in 5 minutes blocks dependant on skin type - Maximum 15 minutes.	Peak Adult	3.50	2.92	3.60	3.00	2.9
	Off Peak Adult	2.70	2.25	2.80	2.33	3.7
Fitness Room (Bodyworks)	Peak	7.50	6.25	7.70	6.42	2.7
	Off Peak	6.50	5.42	6.60	5.50	1.5
	TeenWorx	2.40	2.00	2.40	2.00	0.0
	Student/64+ peak	4.80	4.00	4.90	4.08	2.1
	Student/64+ off peak	3.10	2.58	3.20	2.67	3.2
	64+ (Restricted Times)	3.10	2.58	3.20	2.67	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	412.50	0.0
	Single Adult Off Peak	329.00	274.17	329.00	274.17	0.0
	Per Couple Peak	780.00	650.00	780.00	650.00	0.0
	Per Couple Off Peak	522.00	435.00	522.00	435.00	0.0
	Disabled Adult Peak	346.50	288.75	346.50	288.75	0.0
	Disabled Adult Off Peak	229.50	191.25	229.50	191.25	0.0
Platinum Card Per Month	Single Adult Peak	49.50	41.25	49.50	41.25	0.0
	Single Adult Off Peak	32.90	27.42	32.90	27.42	0.0
	Per Couple Peak	78.00	65.00	78.00	65.00	0.0
	Per Couple Off Peak	52.20	43.50	52.20	43.50	0.0
	Disabled Adult Peak	34.65	28.88	34.65	28.88	0.0
	Disabled Adult Off Peak	22.95	19.13	22.95	19.13	0.0
GP Referral	4.55	3.79	4.60	3.83	1.1	
Keep Active Recreational	Keep Active	4.55	3.79	4.60	3.83	1.1
Children's Activities						
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) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Equipment Hire Charges					
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

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:	94	94

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
It should be noted that customers are receiving email notification prior to items being overdue which will affect income accrued					
Overdue Charges Per Loan Period					
Adult Books, inc multimedia - Daily Max Per item		0.20 8.15		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

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	94	94

Are concessions available? No

Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Loan Charges					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.50	0.0
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.50	0.0
Requests					
Books/Periodical Articles - All per item					
All items held in BFC Libraries					
Requests for children's books		Free		Free	
Requests for all other books		0.50		0.50	0.0
Requests for all other books if a registered disabled person or those with a leisure saver scheme		0.20		0.20	0.0
Annual subscription - Unlimited Requests				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

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:		94	94			
Are concessions available? No						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	£.p	£.p	%
Internet printing fees						
Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use	Half Hour	3.50	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
Fax Charges						
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
Photocopying Charges						
Black & White	A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.0
Colour	A4 Page	0.80	0.67	0.80	0.67	0.0
Colour	A3 Page	1.70	1.42	1.80	1.50	5.9
Other Charges						
Printing from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.0
Facilities Hire at Libraries	Half day		30.50		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
Facilities Hire at Libraries						
Hourly rate for block bookings			New charge		11.00	

GENERAL FUND REVENUE BUDGET

SUMMARY

	2017/18 Budget
	£'000
<u>Services</u>	
Adult Social Care and Health	35,875
Children, Young People and Learning	28,104
Chief Executive/Corporate Services	7,146
Environment, Culture & Communities	35,828
Corporate Wide issues (to be allocated)	-1,197
Sub Total	<u>105,756</u>
<u>Other Expenditure</u>	
Contingency	2,000
MRP (Debt Financing Costs)	1,550
Levying Bodies	110
Interest	1,392
Pension Interest Cost & Administration Expenses	7,715
Other Services	249
Business Rates Growth	-4,145
Contribution from Capital Resources	-300
Capital Charges	-18,954
Contribution to/from Pension Reserve	-12,378
Contribution from Earmarked Reserve	9,060
New Homes Bonus Grant	-2,796
Local Services Support Grant	-4
Transition Grant	-914
Net Revenue Budget	<u>88,341</u>
Use of General Fund Balances	<u>-2,568</u>
Net Revenue Budget after use of Balances	85,773
<u>Less External Support</u>	
Business Rates Baseline Funding	-15,719
Revenue Support Grant	-7,081
Total External Support	<u>-22,800</u>
Collection Fund Adjustment - Council Tax	-613
Collection Fund Adjustment - Business rates	-9,113
Bracknell Forest's Council Tax Requirement	53,247
Bracknell Forest's Council Tax Base (Band D equivalent)	44,581
Council Tax at Band D	<u>£1,194.39</u>

Adult Social Care Health & Housing - Revenue Budget

	2016/17 Original Budget £'000	2016/17 Revised Budget £'000	2017/18 Original Budget £'000
Director	834	903	735
Community Mental Health Team for Older Adults	3,580	4,236	4,961
Community Mental Health Team	2,384	2372	2,436
Community Team for People with Learning Disabilities	14,626	13,989	11,709
Older People and Long Term Conditions	7,321	7,744	8,040
Community, Response & Reablement	1,778	977	988
Assistive equipment & technology	347	347	362
Safeguarding	254	263	380
Emergency Duty Services	252	258	241
Housing Services	1,937	1870	2,222
Housing Benefits	1,137	1,023	802
Forestcare	166	235	160
Joint Commissioning	1,084	1089	1,010
Performance & Resources	1,554	1,536	1,567
Public Health	3,345	4561	4,419
Public Health Grant	-3,049	-4262	-4,157
	<u>37,550</u>	<u>37,141</u>	<u>35,875</u>

Variation Analysis

	£'000
Original Approved Budget 2016/17	37,550
Virements (Ongoing)	242
Commitments	-1955
Inflation	558
Pressures	751
Economies	-710
Grant Adjustments	-336
Pension (FRS17) Adjustment	-216
Capital Financing Charges	35
Allocation of Recharges	-44
	<u><u>35,875</u></u>

Children, Young People & Learning - Revenue Budget

	2016/17 Original Budget £'000	2016/17 Revised Budget £'000	2017/18 Original Budget £'000
Service Strategy	24	25	24
Children's Support & Management Costs	-459	-456	-459
Children's services-Commissioning & SW	4,720	4,840	4,844
Children Looked After (CLA)	6,183	6,169	6,768
Family Support Services	1,677	1,677	1,627
Youth Justice	408	406	394
Other Children's & Family Services	1,457	1,465	1,726
Service Strategy	136	138	139
Safeguarding Children and Young People's Services	0	6	6
Traffic Management & Road Safety	35	36	38
Primary Schools	39,691	39,681	41,833
Secondary Schools	32,465	25,442	35,030
Special Schools	15,717	12,411	11,329
Other Special Schools Related Expenditure	0	3,015	3,015
Pre-School Education	5,872	5,743	5,729
Youth Services	892	845	860
Adult & Community Learning	763	764	143
Student Support	166	166	243
Non-School Funding	615	609	593
Post 16 Provision	1,218	1,218	713
Other Education and Community Budget	241	266	183
Dedicated Schools Budget	-82,179	-75,040	-85,515
Education Management & Support Service	-2,408	-1,934	-1,159
	27,234	27,492	28,104

Variation Analysis

	£'000
Original Approved Budget 2016/17	27,234
Virements (Ongoing)	282
Commitments	640
Inflation	233
Pressures	932
Economies	-441
Grant Adjustments	-38
Pension (FRS17) Adjustment	-889
Capital Financing Charges	23
Allocation of Recharges	128
	28,104

Corporate Services - Revenue Budget

	2016/17 Original Budget £'000	2016/17 Revised Budget £'000	2017/18 Original Budget £'000
Other Adult Services	2	-7	-6
Support Services & Management Costs	199	201	202
Community Safety (Crime Reduction)	317	246	270
Recreation, Sports and Leisure (Community Centres)	370	370	493
Economic Development	-1,086	-1,227	-1,595
Community Development	270	280	233
Education Management & Support Service (Home to School Transport)	2,025	1,955	1,935
Democratic Representation & Management	1,889	1,911	1,883
Corporate Management	1,870	1,874	1,910
Registration of Electors	312	315	319
Conducting Elections	4	4	2
Local Tax Collection	786	769	805
General Grants, Bequests & Donations	401	373	332
Registration Births, Deaths & Marriages	91	93	108
Non Distributed Costs	86	86	74
Central Support Services	234	705	181
	<u>7,770</u>	<u>7,948</u>	<u>7,146</u>

Variation Analysis

	£'000
Original Approved Budget 2016/17	7,770
Virements (Ongoing)	339
Commitments	-704
Inflation	194
Pressures	35
Economies	-392
Grant Adjustments	0
Pension (FRS17) Adjustment	-407
Capital Financing Charges	229
Allocation of Recharges	82
	<u><u>7,146</u></u>

Environment, Culture & Communities - Revenue Budget

	2016/17 Original Budget £'000	2016/17 Revised Budget £'000	2017/18 Original Budget £'000
Cemeteries, Crematoria & Mortuary Services	-850	-848	-846
Flood Defence & Land Drainage	206	220	214
Waste Collection	1,031	1,032	1,108
Waste Disposal	6,684	6,684	6,668
Street Cleansing	875	820	823
Recycling	823	814	989
Culture and Heritage	729	692	602
Open Spaces	2,223	2,329	2,108
Recreation, Sports and Leisure	3151	3206	2962
Libraries	2406	2313	2102
Building Control	292	268	265
Development Control	753	799	809
Environmental Initiatives	136	96	69
Planning Policy	714	959	648
Business Support	621	627	603
Transport Planning, Policy & Strategy	821	1,070	922
Structural Maintenance	835	596	5,521
Capital Charges re Construction Projects	2,461	2,461	1,032
Environment, Safety & Routine Maintenance	2,835	2,088	2,732
Traffic Management & Road Safety	1,029	1,015	799
Parking Services	716	793	447
Public Transport	1,853	1,839	1,790
Street Lighting (including Energy Costs)	992	924	1,216
Winter Service	420	324	308
Democratic Representation & Management	159	152	143
Corporate Management	86	111	104
Local Land Charges	11	18	30
Emergency Planning	94	100	97
Central Support Services	33	8	0
Coroners Courts Service	142	142	144
Regulatory Services	1,832	1,895	1,419
	34,113	33,547	35,828

Variation Analysis

	£'000
Original Approved Budget 2016/17	34,113
Virements (Ongoing)	276
Commitments	-2,128
Inflation	568
Pressures	387
Economies	-1,524
Pension (FRS17) Adjustment	-522
Capital Financing Charges	4,824
Allocation of Recharges	-166
	35,828

Summary of Capital Programme Report to Executive

1 Introduction

As part of the Council's financial and policy planning process, the Executive issued draft Capital Programme proposals for 2017/18 - 2019/20 for consultation on 13 December 2016. The main focus was inevitably departmental spending needs for 2017/18, although future year's schemes do also form an important part of the programme. This report sets out the proposed capital programme, following the consultation exercise. The revenue implications of the recommendations in this report are reflected in the Council's revenue budget proposals for 2017/18.

2 Background

The Local Government Act 2003 requires councils to have regard to the Prudential Code for Capital Finance in Local Authorities when setting their capital expenditure plans, which must be affordable, prudent and sustainable. The proposed capital programme for 2017/18 has been developed, therefore, with particular regard to affordability and the impact of the Council's capital expenditure plans on the revenue budget. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

In addition to those schemes funded directly by the Council, the capital programme is supplemented by schemes funded by government grants and other external contributions.

3 New Schemes

The Executive's proposals for the Council's Capital Programme for 2017/18 – 2019/20 were evaluated and prioritised into several broad categories in accordance with the Council's existing Corporate Capital Strategy and Asset Management Plan.

Town Centre

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 previously agreed investment plans follow through into 2017/18. 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. 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.

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

The Council's Medium Term Financial Strategy forecasts a substantial budget gap over the next three financial years. The Transformation Programme initiated during 2015 is critical to the achievement of our financial objectives.

A key project within the Transformation Programme is the Commercial Property Investment Strategy 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.

Other Unavoidable & Committed schemes

This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 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)

The Council is responsible for a significant number of properties and assets. As part of the established asset management planning process, property condition surveys are carried out and updated annually to assess the overall maintenance needs. An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required.

From an analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2017/18 Revenue Budget proposals to meet these liabilities. In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.775m is recommended to address the majority of the 1C & 1D priorities.

Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education (DfE). The allocations from the DfE will be used to tackle the highest priority items identified in the condition surveys.

The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme.

Rolling programmes / Other Desirable

These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans. In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Invest To Save Schemes

These are schemes where the additional revenue income or savings arising from their implementation exceeds the additional revenue costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy a further £1m is included in the 2017/18 capital programme for potential Invest to Save schemes.

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £50.075m in 2017/18. A list of these new schemes, for each service, is included in the Annexes A – E.

Capital Programme 2017/18-2019/20				
Annex	Service Area	2017/18 £000	2018/19 £000	2019/20 £000
A	Adult Social Care, Health & Housing	7,452	0	0
B	Children, Young People & Learning	20,540	3,574	574
C	Corporate Services	3,450	1,025	30
D	Council Wide	23,822	20,500	510
E	Environment Culture & Communities	13,819	5,398	3,400
	Total Capital Programme	68,566	30,497	4,514
	Externally Funded	19,008	3,728	3,209
	Total request for Council funding	50,075	26,769	1,305

4 Externally Funded Schemes

A number of external funding sources are 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. 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 highlighted in the Annexes to this report. 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.

5 Funding Options

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). 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.

The proposed capital programme for 2017/18 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £14m 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. Given the level of investment proposed in 2016/17 and 2017/18, it is inevitable that the Council will soon be required to borrow externally. 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.

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.

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.

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.

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.

CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unavoidable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance See Council Wide	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme / Other Desirable Downshire Homes	7,002	0	0	7,002
	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
External Funding Supported Housing - Invest-to-Save Community Capacity Grant	450 tba	0 tba	0 tba	450 tba
TOTAL EXTERNAL FUNDING	<u>450</u>	<u>0</u>	<u>0</u>	<u>450</u>
TOTAL CAPITAL PROGRAMME	<u>7,452</u>	<u>0</u>	<u>0</u>	<u>7,452</u>

CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2017/18	2018/19	2019/20	TOTAL
	£000	£000	£000	£000
Committed				
Priestwood Early Years Facility - Non Schools	70	0	0	70
Binfield Learning Village	8,590	3,000	0	11,590
	8,660	3,000	0	11,660
Unavoidable				
	0	0	0	0
Maintenance				
Schools Maintenance externally funded	0	0	0	0
Rolling Programme / Other Desirable				
Carbon Reduction Measures	10	10	10	30
CP-IS Project	80	0	0	80
Total	90	10	10	110
TOTAL REQUEST FOR COUNCIL FUNDING	8,750	3,010	10	11,770
External Funding - DfE Basic Need Grant				
Amen Corner North	247	tba	tba	247
Amen Corner South	614	tba	tba	614
Great Hollands Surge & Expansion	712	tba	tba	712
Jennett's Park	10	tba	tba	10
The Pines Surge & Expansion	536	tba	tba	536
TRL	787	tba	tba	787
Warfield East	614	tba	tba	614
Wildmoor Heath	15	tba	tba	15
Secondary Expansion	949	tba	tba	949
PMO	360	tba	tba	360
Binfield Learning Village	3,968	tba	tba	3,968
	8,812	0	0	8,812
External Funding - Other				
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
	2,978	564	564	3,986
TOTAL EXTERNAL FUNDING	11,790	564	564	12,798
TOTAL CAPITAL PROGRAMME	20,540	3,574	574	24,568

CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unavoidable				
Compliance with EPC Regulations	50	25	0	75
	<u>50</u>	<u>25</u>	<u>0</u>	<u>75</u>
Maintenance				
See Council Wide	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme / Other Desirable				
Civic Accommodation	3,400	1,000	30	4,430
	<u>3,400</u>	<u>1,000</u>	<u>30</u>	<u>4,430</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>3,450</u>	<u>1,025</u>	<u>30</u>	<u>4,505</u>
External Funding				
TOTAL EXTERNAL FUNDING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL PROGRAMME	<u>3,450</u>	<u>1,025</u>	<u>30</u>	<u>4,505</u>

CAPITAL PROGRAMME - COUNCIL WIDE

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed				
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
	21,280	20,400	400	2,080
Unavoidable				
	0	0	0	0
Maintenance				
Buildings Planned Maintenance	1,775	n/a	n/a	1,775
	1,775	0	0	1,775
Rolling Programme / Other Desirable				
ASCHH Workstyle Changes	220	0	0	220
IT Schemes	547	100	110	757
	767	100	110	977
TOTAL REQUEST FOR COUNCIL FUNDING	23,822	20,500	510	4,832
External Funding				
TOTAL EXTERNAL FUNDING	0	0	0	0
TOTAL CAPITAL PROGRAMME	23,822	20,500	510	4,832

CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed				
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
	6,409	1,185	235	7,829
Unavoidable				
New Cash Mechanisms for Parking	20	0	0	20
BSLC Replacement Locker Locks	20	0	0	20
Land Drainage	80	100	100	280
	120	100	100	320
Maintenance				
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	479	0	535
	232	629	150	1,011
Rolling Programme / Other Desirable				
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
	290	320	270	880
TOTAL REQUEST FOR COUNCIL FUNDING	7,051	2,234	755	10,040
External Funding				
Highways Maintenance	2,029	1,369	1,200	4,598
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
	6,768	3,164	2,645	12,577
TOTAL EXTERNAL FUNDING	6,768	3,164	2,645	12,577
TOTAL CAPITAL PROGRAMME	13,819	5,398	3,400	22,617

Part Capitalisation of Revenue