

Commitment Budget excluding Transformation Savings 2018/19 to 2020/21

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Adult Social Care, Health and Housing				
Approved Budget	31,673	32,028	31,345	31,860
Support to former Independent Living Fund recipients			8	
Review of Personal Assistants		-30		
Adult Social Care Support Grant		363		
Additional funding for Adult Social Care		-1,016	507	509
Net Inter Departmental Virements	355			
Adult Social Care and Health Adjusted Budget	32,028	31,345	31,860	32,369
Children, Young People and Learning				
Approved Budget	17,723	17,294	17,632	17,692
Suitability surveys		20	-20	20
Schools Music Festival		-10	10	-10
Education Services Grant (ESG)		401		
Capital Invest to Save 2017/18 - Supported Housing (Holly House)		-43		
School Improvement Service			70	
Review of Personal Assistants		-30		
Net Inter Departmental Virements	-429			
Children, Young People and Learning Adjusted Budget	17,294	17,632	17,692	17,702
Environment, Culture and Communities				
Approved Budget	21,032	21,050	20,391	20,331
Waste Disposal PFI		45	31	
Capital Invest to Save 2006/07 - Easthampstead Park		-1	-1	-1
Car Parking income		-35		
Capital Invest to Save 2015/16 - Street Lighting LED		-41	-25	
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium		-17	-65	
Town Centre infrastructure maintenance		27		
Savings approved by Council on 13 July 2016		90		
Coral Reef - additional income		-600		
Street Cleansing		20		
Review of Personal Assistants		-30		
Waste Recycling		-117		
Net Inter Departmental Virements	18			
Environment, Culture and Communities Adjusted Budget	21,050	20,391	20,331	20,330
Resources				
Approved Budget	13,554	11,370	11,390	11,484
Borough Elections			123	
Residents Survey		29	-29	
Revenue impact of 2017/18 Capital Programme - ICT costs		69		
Review of Personal Assistants		-78		
Net Inter Departmental Virements	-2,184			
Resources Adjusted Budget	11,370	11,390	11,484	11,484
Total Service Departments	81,742	80,758	81,367	81,885
Non Departmental / Council Wide				
Approved Budget	4,359	6,599	8,812	9,375
Minimum Revenue Provision		509	221	87
Increase in employers Pension Fund contributions		330	330	330
Interest on External Borrowing		779	12	
Transition Grant		914		
Town Centre Business Rates Growth		-750		
2017/18 Capital Programme (Full Year Effect) - Interest		405		
2017/18 Use of Balances (Full Year Effect) - Interest		26		
Net Inter Departmental Virements	2,240			
Non Departmental / Council Wide Adjusted Budget	6,599	8,812	9,375	9,792
TOTAL BUDGET	88,341	89,570	90,742	91,677
Change in commitment budget		1,229	1,172	935

Commitment Budget - Transformation Savings 2018/19 to 2020/21

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Adult Social Care, Health and Housing*				
Transformation		-1,800	-1,700	TBA
Adult Social Care and Health Total	0	-1,800	-1,700	0
Children, Young People and Learning				
Transformation		-1,165	-640	TBA
Children, Young People and Learning Total	0	-1,165	-640	0
Environment, Culture and Communities				
South Hill Park	-100	-100		
Library review	-250	-150		
Leisure Services Review	-300	-600		
Car Parking income**	-225	-312	-162	
Easthampstead Park Conference Centre		-250		
Public Transport Subsidy			-200	-400
Planning and Development Control		-200		
Parks and Open Spaces		-200	-200	
Environment, Culture and Communities Total	-875	-1,812	-562	-400
Resources				
Council Wide Support Services	-500	-311		
Easthampstead House		-300	-100	
Resources Total	-500	-611	-100	0
Non Departmental / Council Wide				
Commercial Property Investment Strategy	-1,000	-1,000	-1,000	
Council Wide Support Services - Business Intelligence		-29	-18	
Non Departmental / Council Wide Total	-1,000	-1,029	-1,018	0
TOTAL TRANSFORMATION PROGRAMME SAVINGS	-2,375	-6,417	-4,020	-400
Overall Change in Commitment Budget		-5,188	-2,848	535
Total Budget including Transformation Savings		83,153	80,305	80,840

* previous savings have been negated by the significant pressure built into 2018/19

** Currently assumes that the Lexicon car park is cost neutral (income = running costs)

Movements

Adult Social Care, Health and Housing
Children, Young People and Learning
Environment, Culture & Communities
Resources
Non Departmental/Council Wide

- Inter committee

-2,483	-1,185	509
-827	-580	10
-2,471	-622	-401
-591	-6	0
1,184	-455	417
-5,188	-2,848	535

Description of Commitment Budget Items for 2018/19 to 2020/21

Department and Item	Description
Adult Social Care, Health and Housing	
Support to former Independent Living Fund recipients	The Independent Living Fund closed in 2015 resulting in additional costs for local authorities. A pressure was built into the 2016/17 budget to cover the costs but grant funding was subsequently received. Indicative grant figures have also been received for the next three financial years.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Adult Social Care Support Grant	A one-off grant to support 2017/18 only.
Additional funding for Adult Social Care	Additional money to support Adult Social Care needs, reducing pressures on the NHS and stabilising the social care provider market. Announced as part of the 2017/18 Budget.
Children, Young People and Learning	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Education Services Grant	As part of government reforms of education, general grant funding, notionally allocated for related council statutory and regulatory duties is being withdrawn. Transitional grant was received in 2017/18 to ease the transition but has now been completely removed.
Capital Invest to Save 2017/18 - Supported Housing (Holly House)	Investment in Holly House to provide improved and additional accommodation places for care leavers at reduced costs.
School Improvement Service	A number of income streams will be lost in 2019/20 which will reduce the previously declared saving.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Environment, Culture and Communities	
Waste Disposal PFI	Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.
Capital Invest to Save 2006/07 - Easthampstead Park	An Invest to Save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue after repayment of the capital investment.

Department and Item	Description
Car Parking income	The loss of income in the Town Centre during its regeneration can be reversed in 2017/18 and 2018/19 (FYE).
Capital Invest to Save 2015/16 - Street Lighting LED	An Invest to Save scheme to change street lights to LED resulting in a saving in energy and maintenance costs.
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium	An Invest to Save scheme to build an additional chapel to enable more cremations to take place, this is the estimated net additional income.
Town Centre infrastructure maintenance	Maintenance of new infrastructure emerging from the town centre regeneration, including real time passenger information, car park variable message signs, urban traffic control and the Bus Station.
Savings approved by Council on 13 July 2016	The capitalisation of salaries on the LED lighting scheme was for 2 years only.
Coral Reef - additional income	Fees have been reviewed to reflect the unique nature of Coral Reef.
Street Cleansing	The full year effect arising from the cleansing of the new town centre public realm to a higher standard than has previously been the case.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Waste Recycling (Brown Bins)	An increase in brown bin charges agreed last year from £40 to £50 per annum.
Resources	
Borough Elections	Borough Elections were held in May 2015 and the budget will therefore not be required again until May 2019.
Residents Survey	The Council commission Qa Research to carry out a biennial survey of residents in the Borough in order to help guide future policies. Undertaken in 2016/17, it is next due in 2018/19.
Revenue impact of 2017/18 Capital Programme – ICT costs	Additional annual support and maintenance costs for maintaining the network following a refresh of ICT infrastructure to ensure equipment is both current and supportable.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Non Departmental / Council Wide	
Minimum Revenue Provision	The change in the principal repayment on loans used to finance capital expenditure.
Increase in employers Pension Fund contributions	Increase in payments required to meet prior year deficits.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme.

Department and Item	Description
Transition Grant	Transition Grant ceases to be payable in 2018/19.
Town Centre Business Rates Growth	Additional Business Rates income arising from the regeneration of the Town Centre.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
2017/18 capital programme (full year effect) -Interest	The full year effect of the additional interest arising from the funding of the 2017/18 capital programme.
2017/18 use of balances (full year effect) -Interest	The full year effect of the additional interest arising from the use of balances in 2017/18.
TRANSFORMATION RELATED	
Adult Social Care, Health and Housing	
Transformation	Savings from the Adult Social Care transformation are expected to materialise this financial year. In particular the new conversations model for care assessors, creation of a connections hub, the launch of the digital marketplace and negotiation of block contracts for residential care places should help manage and reduce care costs.
Children, Young People and Learning	
Transformation	CYPL Transformation has identified 7 work streams that will contribute to savings from next year. The key areas where work has commenced on introducing change relate to; the introduction of a whole council Early Help service; reducing unit costs of care, in particular through the development of innovative foster care arrangements; reducing the number of children in care through the work of the Family Safeguarding Model together with a greater focus on supporting young people and their families who are at the edge of care; and a restructure of Senior Leadership.
Environment, Culture and Communities	
South Hill Park	Further 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.
Library Review	The second year of a two year programme of savings deriving efficiencies from technology and volunteering.
Leisure Services Review	Savings arising from the outsourcing of three major leisure sites.
Car Parking income	Assumed increase in the turnover of spaces in the town centre car parks, following the opening of the Lexicon shopping centre, as well

Department and Item	Description
	as increases to car parking charges. The figures assume that the impact of the Lexicon car park is cost neutral (income = running costs).
Easthampstead Park Conference Centre	Savings generated from the review of the management of Easthampstead Park Conference Centre.
Public Transport Subsidy	Savings arising from the review of how the Council delivers subsidised transport to the community.
Planning and Development Control	Savings, primarily from income generation, resulting from the transformation project reviewing Planning and Development Control Services.
Parks and Open Spaces	Savings, primarily from income generation, resulting from transformation project reviewing Parks and Open Spaces Services.
Resources	
Council Wide Support Services	Full year effect of savings resulting from the transformation project reviewing support services.
Easthampstead House	Savings generated from vacating Easthampstead House.
Non Departmental / Council Wide	
Commercial Property Investment Strategy	Additional income from the investment in Commercial Property.
Council Wide Support Services - Business Intelligence	Savings arising from the review of the Business Intelligence function across the Council.

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
Adult Social Care residential pressures Costs of care packages have continued to increase, in particularly due to the increasing cost of nursing care for older people and clients with dementia. Providers have increased their prices, driven by higher inflation and demand (the latter being exacerbated by the closure of care homes in recent months). The solution to this problem is long term, and includes the redevelopment of the Heathlands site. Block contracts have been established with some care home providers as a short term measure to mitigate the pressure. These factors have combined to result in a cost base for residential Adult Social Care that is significantly in excess of the base budget.	2,209		
High cost care package transfers Transfers of care packages from Children's are often at high cost and difficult to reduce due to client and family expectations. Actions have been taken to mitigate the pressure, including the development of an integrated Children's / Adults team with dedicated transition workers. Longer term, the transformation programme is looking at development at local education programmes with colleges that will enable the cost of such packages to be managed more effectively.	174		
National minimum wage and carers providing a sleep-in A court ruling has indicated that carers providing sleep-in cover should be paid the national minimum wage for the period of that cover. This is significantly different to current practice whereby a flat rate is paid which often equates to less than minimum wage. It is likely that care providers will pass costs onto the Council.	250		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	2,633	0	0

CHILDREN, YOUNG PEOPLE AND LEARNING

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
Special Educational Needs The SEN team are responsible for the statutory assessment and review of children and young people aged between 0 and 25 years who have severe, complex and long term special educational needs. The new requirement to deliver Education Health Care Plans has been process driven to meet timescale deadlines and the focus now needs to be on the correct outcomes for children and securing value for money through strategic planning. A new post of SEN Manager would deliver the improvements being sought.	65		
Performance Management and Governance The Team holds responsibility for the statutory duties relating to the Local Authority Designated Officer (LADO) role for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self employed and managing children's services complaints. There has been a significant increase in volume of work in these areas and there is no longer sufficient capacity to deliver the LADO and complaints roles and additional 0.5 Full Time equivalent (FTE) and 0.6 FTE posts are proposed.	54		
Looked After Children Based on the current 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 with varying placements costs depending on the age of 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 care leavers being supported and a new member of staff for the Family Placement Team to help manage a significant increase in the number of Special Guardianship assessments required by the courts that would otherwise need to be undertaken by more expensive independent social workers. There is also pressure arising from an increase in the number of cases coming to court which reflects the national trend.	1,238		
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	1,357	0	0

ENVIRONMENT, CULTURE AND COMMUNITIES

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
Town Centre Maintenance The new town centre necessitates higher additional cleansing and landscaping maintenance. The majority of the additional costs relate to street cleansing needs.	69		
Environmental Services Whilst the surface area of the grass in the central reservation in Millenium Way has been reduced as part of the scheme there are additional contract costs for grass cutting here and on station roundabout. In order to reduce road closure costs and disruption to traffic, this work will be done out of hours, but the costs are £13,500 and therefore a pressure on the budget.	14		
Parks Open Space & Countryside Based on a projection of house building within the borough of Surrey Heath, particularly Camberley, it is unlikely that the income received from Surrey Heath for SANGS capacity at Shepherds Meadow will achieve the current income target of £0.213m. The council is working with Surrey Heath to review the profile of house building and therefore future receipts for the coming year.	200		
Local Development Framework The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas. In prior years the budget has been consistently reduced and the programme has continued to be delivered by the carry forward of prior years budgets. However from 2018/19 this will no longer be possible and a base budget must be established.	68		
Transport Policy, Planning & Strategy Bracknell Forest forms part of the Berkshire Local Transport Board which is now a member of the Transport for the South East (TfSE)	10		

A budget is required to support operational costs, including staff, strategy development and communications activity. This cost is split between the six Berkshire authorities.			
Off Street Parking The removal of salary sacrifice arrangements for staff parking will mean that these charges will be subject to Income Tax and NI. Income will reduce as charges are adjusted to ensure that staff do not pay more for car parking.	20		
Highway Maintenance Weed killing re-introduced for some highways and footpaths. It's necessary to maintain some highways and footpaths to limit the future year costs of dealing with issues created by weeds.	40		
Non Cash Budgets A reduced capital programme has resulted in less Engineering Fees being charged to capital schemes; in order to reflect this, the non cash budget which transfers costs between revenue and capital must be reduced.	100		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	521	0	0

RESOURCES

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
Member Services			
The Information Commissioner's Office requires all members to be registered as a data controller.	1		
ICT			
Annual subscription for Microsoft software licencing's set out in the 3-year Microsoft Enterprise Agreement (£365,000).			
The Council's internet capacity needs expanding to allow for the use of cloud products (£15,000).			
The ICT Help Desk system is being replaced to allow for more flexibility and self-service. The new system will be purchased as Software as a Service (SaaS) on a subscription basis (£25,000).	419		
Increased cost of support contracts to cover maintenance of network equipment (£6,000).			
Additional licences need to be bought for load balancers for moving AD/Exchange into the cloud (£8,000).			
HR			
There has been an increase in the cost of the new Occupational Health contract which came into effect in July 2017 (£15,000).			
Due to increased staff turnover across the Council, but particularly in Children's and Adult's Social Care there is a pressure on the budget for DBS checks. Whilst we will be reviewing the requirement of which posts are to be checked, there is no expectation that turnover levels will reduce in the short term (£10,000).	27		
We have a number of posts that are hard to recruit to. Advertising on LinkedIn is a cheaper alternative to agency and head-hunters. This cost covers 3 licences for a year (£2,000).			
HR & Payroll			
The cost of the different licences for iTrent (£51,000) is split evenly between HR and Payroll. This pressure is in addition to the current licence costs (£13,000).	21		

The cost of the Northgate licence is required to cover a read only version of the previous payroll system to look up information on previous posts and staff. The total cost is split equally between the HR and Payroll teams (£8,000).			
Digital Services Annual licensing costs for Invotra, a Cloud hosted managed intranet replacement.	8		
Customer Services (Facilities Management) The Secure Waste contract budget was not increased when it was centralised, and has overspent by £10,000 each year. Similar volumes are anticipated in the future.	10		
Customer Services Council Wide license allowing roll out of Booking Bug to unlimited services across the Council (£18,000). Annual licensing costs for MusterPoint the social media management platform (£9,000). Annual licence for Lean Process Modeller Software (£9,000). Council Wide annual licensing costs for the GovDelivery digital communications platform and for the GovDelivery/Firmstep integration (£20,000).	56		
Revenue Services Estimated cost of surcharging on credit card payments which will have to be met by the Council from 1 January 2018.	60		
RESOURCES TOTAL	602	0	0

COUNCIL WIDE

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Capitalisation of Expenditure With the reduction in expenditure in a number of areas, in particular Highways Maintenance and the outsourcing of a number of leisure sites, identification of expenditure coded to revenue that can legitimately be capitalised is becoming increasing difficult. The budget target has therefore been reduced.	100		
Apprenticeships and Graduate Trainees The Council is able to access training credits of almost £0.5m each year through the Apprenticeship Levy but needs to fund the salary costs of the individuals being trained. Using some of these training credits to replace 25% of the Council's existing training budgets would free up sufficient funding to employ two trainees under the National Graduate Development Programme, to be based in the Transformation Team, and a further eight Apprentices across the Council (see corresponding saving).	120		
COUNCIL WIDE TOTAL	220	0	0

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Assistive equipment and technology Additional funding identified from the Better Care Fund.	-250		
Out of hours restructure Restructure of the out of hours service to a Multi-Agency Safeguarding Hub (MASH) is expected to yield savings through less use of agency and relief staff. The out of hours service is pan-Berkshire and the saving reflects the Bracknell element.	-18		
Waymead respite care Budget for rent of premises that is no longer required.	-27		
Local Healthwatch and Carers contract The Local Healthwatch and Carers services, which were previously provided separately, have been re-tendered. This has resulted in a reduction in costs for the Healthwatch element of the contract.	-45		
Grants As the Council seeks to transform the way in which social care is provided, grants to the voluntary sector are expected to reduce.	-75		
Property With the closure of Bridgewell intermediate care facility in the Winter 2017, it is anticipated that property repairs and maintenance costs will reduce.	-20		
Appointeeship income Additional income is being generated from an increase in clients for whom the Council manages their financial affairs.	-20		
Homelessness The creation of the Council-owned housing company, Downshire Homes, is helping to manage Bed and Breakfast costs, though they do still remain volatile. There are also two homeless properties which generate rental income for the Council for which an income budget needs to be created (Tenterden and York Town Road).	-45		

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Housing Benefit overpayments Saving based on the forecast identification of Housing Benefit overpayments, for which the Council receives £0.40 subsidy for each £1 identified. Overpayments are variable and so some caution needs to be exercised, particularly with the move to universal credit, but there is scope to reduce the budget on the assumption that overpayments will continue to be identified.	-50		
Housing Benefits processing Due to electronic processing of housing benefits claims there will be reductions in processing, printing and postage costs. Two posts that are currently vacant will not be recruited to.	-40		
Forestcare income Additional income is being generated by Forestcare. This in part relates to the provision of care cover at Clement House, a Council-owned supported accommodation facility for older people.	-60		
Supporting people contract Full year-effect of saving on the supporting people contract re-tendered in the previous year.	-30		
My Homebuy Income in excess of budget in respect of tenants renting a proportion of their property from the Council under the My Homebuy scheme. Income is likely to reduce slightly over coming years as tenants' buy-out the remaining Council-owned portion of their property. It is difficult to forecast at what rate this will happen but the saving offered is considered a prudent estimate.	-20		
Public Health Public Health, which is funded by government grant, will be recharged for the cost of Council support services, including finance, HR and property. This is allowable under the conditions of the grant and ensures the full cost of the service is funded from grant.	-60		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	-760	0	0

CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p>Reductions on discretionary services</p> <p>A number of services have been reviewed to identify areas of discretionary elements that can be reduced or over time removed.</p> <ul style="list-style-type: none"> • By combining with the Elevate regional consortium, there can be a reduction in the funding provided to 16-18 year olds who are not in education, employment or training without affecting service delivery (£49,000); • Removing non-statutory functions in the Capital and Property Team (£31,000); • Removing non-statutory aspects of the advocacy and independent representation of children and young people involved in social care services (£19,000); • A planned reduction in the development of one-off strategic initiatives (£13,000). 	-112		
<p>Revised delivery of services and support arrangements</p> <p>As part of the on-going process to improve efficiency, the Department continues to review services to consider alternative ways for their delivery or opportunities for cost reductions through reduced take up or general efficiencies.</p> <p>The main changes proposed this year relating to lower demand are:</p> <ul style="list-style-type: none"> • Reflecting current demand from looked after children for financial support from the Council to support their on-going education once they reach 18 years of age (£11,000); • Reduced use of general office resources and specialist advice services (£32,000). <p>Other changes in response to service review, new ways of working and general efficiencies are:</p> <ul style="list-style-type: none"> • Over 2 years, transferring the delivery of the Duke of Edinburgh Awards Scheme to the national body that already provides the service in most other areas (£14,000 in 2018/19 and the remaining £12,000 in 2019/20); • Making greater use of the Berkshire Information Advice Service that supports parents with special educational needs children (£19,000); • Use of new technologies to allow managers to better deliver their work reducing the need for administrative support staff (£31,000) as well as directly producing policy developments rather than using a dedicated staffing 	-43	-12	-266

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p>resource (£28,000);</p> <ul style="list-style-type: none"> • Incorporating the key aspects of the After School Development Worker into other posts (£33,000); • Transferring aspects of the Education Psychology Service that helps children experiencing problems that hinder their successful learning (£33,000) and aspects of the Early Years support service that relate to supporting providers, in particular Development Workers (£68,000), to the Schools Budget; • Savings are also continuing to be achieved through commissioning where a rigorous and challenging approach continues to result in savings against original quotes (£40,000). 			
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	-421	-12	0

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Waste Management Savings arising from re3 local initiatives at recycling centres. Increased levels of recycling result in more tonnage being diverted from landfill. Prices of materials can fluctuate and a small change could result in savings not being achieved.	-700		
E+ Card Deletion of the part time post of Smartcard Development Manager. The deletion of this post leaves only 1 FTE in the e+ team. This could have an impact on the future delivery of projects outside of the BFC scheme.	-33		
E+ Card Reduction in the Smartcard supplies and services budgets	-10		
Transport Policy, Planning & Strategy Reduction in usage of consultants.	-35		
Road Safety Following the removal of the Road Safety Officer post, publicity for the service has reduced.	-10		
Transport Policy, Planning & Strategy A proportion of associated staff costs are off-set by highway adoption fee income and the town centre S278 fee has generated a one-off surplus. This surplus should be sufficient to support 4 posts for 3 years.	-157		
Transport Policy, Planning & Strategy The annual report for the Transport Development – Street Works Permit Scheme shows under-recovery of the full operational overheads compared to the original financial model. Whilst basic staff costs have been met, the annual deficit in broader operational costs could be recovered through a revised scheme where permit charges are applied to all categories of street, not just categories 1 and 2. Charges will therefore be increased accordingly.	-55		
Transport Policy, Planning & Strategy As a result of additional monitoring it has been possible to	-20		

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
identify more infringements, which has led to an increase in New Roads and Street Works Act (NRSWA) penalties.			
Transport Policy, Planning & Strategy As a result of additional monitoring it has been possible to identify more infringements, which has led to an increase in street works monitoring fines.	-25		
Sports Development Removal of Leisure Development Manager post with effect from the 1st August 2018. Young People in Sport and Half Marathon to be delivered by different mechanisms than currently.	-30	-14	
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-1,075	-14	0

RESOURCES

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Members Services & Mayoral Services Providing all agenda papers electronically. The Member Allowances budget as been previously underspent. Pattern for use of the Mayoral car has been consistent for the last two years with two busy Mayors, resulting in an under spend against the budget.	-50		
HR Removal of Sports Centre membership for staff.	-7		
Committee Services & School Appeals A reduction in supplies and services areas where there have been previous underspends. (Print Room Reprographics and Photocopying within Committee Services and Mileage and Refreshments within School Appeals).	-8		
Records and Storage A credit has been received for each of the last two years in relation to the previous year for the Archives Joint Arrangement.	-5		
Electoral Services Reduced requirement for canvassers	-1		
Legal A reduction in Reference Books and Publications budget to reflect previous underspends.	-5		
Finance – Audit A reduction in the number of internal audit days delivered by the Council's external providers (-£10,000). External audit fees continue to reduce in line with the tendering process undertaken previously (-£10,000).	-20		
Operations Unit Due to the re-tender of the Home to School Transport contracts, which came into effect last financial year, a reduction in costs	-185		

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p>have been achieved. Alongside this, parents are now asked to contribute towards their child's Post 16 transport. 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> <p>In addition, income from the hire of vehicles has increased.</p>			
<p>ICT</p> <p>The Cisco Jabber softphone solution will be replaced by Skype for business as part of the Enterprise Agreement (-£20,000).</p> <p>Vasco tokens will now only be required for suppliers as staff are provided with a different solution or 2-factor authentication (-£6,000).</p> <p>Core Client Access Licenses have been terminated as these are no longer required under the Enterprise Agreement (-£40,000).</p> <p>ENGL toolkit replaced by System Centre Configuration Manager, Bcrypt to be replaced by Bitlocker for encryption and Webex no longer required for video conferencing. These are replaced by products under the Enterprise Agreement (-£13,000).</p> <p>McAfee Antivirus replaced by Microsoft Endpoint protection as part of the Enterprise Agreement (-£11,000).</p>	-90		
<p>Assistant Chief Executive</p> <p>A savings following the departure of the Assistant Chief Executive.</p>	-30		
<p>CCC Review – Digital Post Room</p> <p>This saving will be realised by staffing reductions in the post team, and a reduction in the volume of outgoing post as a result of the move to email mailings, using GovDelivery and Gov.UK Notify.</p>	-76		
RESOURCES TOTAL	-477	0	0

COUNCIL WIDE

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
Citizen & Customer Contact (CCC) Review – Face to Face Changing the way we deal with residents face to face would generate a saving of 1 Full Time Equivalent from Welfare and Housing and Customer Services. However any decision on whether cost saving can be realised could be impacted upon by workload increases due to the implementation of the telephony strategy and service redesign.	-29		
CCC Review – Income Collection New approach to income collection - removal of cash and cheques, and move to automatic set-up of direct debits.	-20		
CCC Review – GovDelivery GovDelivery will replace current posted bulk mailings, brochures and flyers. Examples include: <ul style="list-style-type: none"> • Waste & Recycling annual renewal notices • Libraries "What's On • Community Learning course brochure and newsletters • Fostering and adoption leaflets • Children's Centres communications 	-18		
ICT Replacement of Huddle with Microsoft Share Point which is part of the Enterprise Agreement. Significant configuration is required and work is dependant on progress of other Microsoft products as part of the role out of the Enterprise Agreement.	-15		
Training Budgets Reducing existing training budgets by 25% and replacing with training credits through the Apprenticeship Levy. This will help ensure the Council makes best use of the training credits available and frees up funding to recruit apprentices and trainee posts (see corresponding pressure).	-120		
COUNCIL WIDE TOTAL	-202		

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

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

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	2,421	2,469

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)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
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 2018/19 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%		
Deferred Payment Arrangement Fee	900.00	925.00	2.8%
Deferred Payment Annual administration fee	300.00	310.00	3.3%
Arrangement of self funder social care Arrangement Fee * Annual Administration Fee *	300.00 200.00	310.00 205.00	3.3% 2.5%
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	270.00	1.9%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Adult non residential services - Contributions from people supported

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	1,646	1,679

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:*	3	3

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Waymead Respite Charge per night	189.60	194.72	2.7%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service : Adult Day Care

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	12	12

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	16.18	2.7%
Bracknell Day Centre			
Per day (CCG only, 2:1 high need support)*	124.36	127.72	2.7%
Per hour	15.75	16.18	2.7%
Glenfield			
Hourly rate	15.99	16.42	2.7%

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

Service : Blue Badge Scheme

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? No

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

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
		2017/18 Budget	Proposed 2018/19 Budget			
		£'000	£'000			
Income the proposed fees will generate:		1,072	1,072			
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	4.45	3.71	4.50	3.75	1.1%
	Per month	19.30	16.08	19.30	16.08	0.0%
- Others	Per week	4.76	3.97	4.80	4.00	0.8%
	Per month	20.64	17.20	20.64	17.20	0.0%
	Per quarter	61.93	51.61	61.93	51.61	0.0%
Lifeline Monitoring only						
- BFBC	Per week	3.53	2.94	3.57	2.97	1.1%
	Per month	15.29	12.74	15.29	12.74	0.0%
	Per quarter	44.93	37.44	44.93	37.44	0.0%
- Others	Per week	4.19	3.49	4.22	3.52	0.8%
	Per month	18.14	15.12	18.14	15.12	0.0%
	Per quarter	54.44	45.37	54.44	45.37	0.0%
GSM Lifeline	Per week	7.80	6.50	7.80	6.50	0.0%
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	1.20	1.00	1.20	1.00	0.0%
Sensors						
Smoke	Per week	2.16	1.80	2.16	1.80	0.0%
Carbon Monoxide	Per week	3.24	2.70	3.24	2.70	0.0%
Flood	Per week	2.76	2.30	2.76	2.30	0.0%
Temperature Extreme / Heat	Per week	2.16	1.80	2.16	1.80	0.0%
Universal	Per week	1.20	1.00	1.20	1.00	0.0%
PIR / Fast PIR	Per week	1.20	1.00	1.20	1.00	0.0%
Medication Dispenser	Per week	4.80	4.00	4.80	4.00	0.0%
Epilepsy sensor kit	Per week	12.00	10.00	12.00	10.00	0.0%
Chair & bed sensor kit	Per week	6.00	5.00	6.00	5.00	0.0%
Falls pendant	Per week	2.40	2.00	2.40	2.00	0.0%
Bogus Caller	Per week	1.20	1.00	1.20	1.00	0.0%
Minuet watch	Per week	2.40	2.00	2.40	2.00	0.0%
Arm/ Disarm Zoning Trigger	Per week	1.20	1.00	1.20	1.00	0.0%
Jellybean Switch	Per week	2.40	2.00	2.40	2.00	0.0%
Natural Gas Detector	Per week	4.20	3.50	4.20	3.50	0.0%
Wrist Worn Epilepsy Pendant	Per week	51.60	43.00	51.60	43.00	0.0%
Responder service for lifeline customers						
- up to 12 visits per year	Per week	10.44	8.70	10.44	8.70	0.0%
- up to 24 visits per year		18.00	15.00	18.00	15.00	0.0%
- extra visits (excluding bank holidays)		37.20	31.00	37.20	31.00	0.0%
- extra visits (including bank holidays)		55.80	46.50	55.80	46.50	0.0%
Responder service for commercial customers						
- up to 6 visits per year	Per week	7.56	6.30	7.56	6.30	0.0%
- per additional visit		54.00	45.00	54.00	45.00	0.0%
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	54.00	45.00	0.0%
	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	238.80	199.00	0.0%
GPS Lone Worker - External	Per person per year	330.00	275.00	330.00	275.00	0.0%
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	1.86	1.55	0.0%
Three telecare sensors		2.74	2.28	2.74	2.28	0.0%
Epilepsy bed sensor	Per week	3.00	2.50	3.00	2.50	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service: Forestcare continued						
Care calls						
- 1 care call per day	Per week	9.60	8.00	9.60	8.00	0.0%
- 2 care calls per day	Per week	18.00	15.00	18.00	15.00	0.0%
- 3 care calls per day	Per week	24.00	20.00	24.00	20.00	0.0%
- 3 care calls per day + 1 customer	Per week	36.00	30.00	36.00	30.00	0.0%
Pocket Pal						
GPS Device - customer buying device	Per device	114.00	95.00	114.00	95.00	0.0%
GPS Device - customer buying device (sim rental)	Monthly	15.00	12.50	15.00	12.50	0.0%
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	7.80	6.50	7.80	6.50	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2017/18 Budget	Proposed 2018/19 Budget			
	£'000	£'000			
Income the proposed fees will generate:	955	955			
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	%
Homelessness					
Bed and Breakfast					
- Current Tenancies	Per week	150.00		150.00	0.0%
10a Portman					
- Rent	Per week	150.00		150.00	0.0%
- Service Charge	Per week	18.42		18.42	0.0%
- Household	Per week	9.32		9.32	0.0%
- Fuel*	Per week	5.80		5.96	2.7%
- Water*	Per week	2.78		2.86	2.7%
Tenterden Lodge					
- Rent	Per week	160.00		160.00	0.0%
- Service Charge	Per week	12.47		12.47	0.0%
- Fuel*	Per week	3.18		3.27	2.7%
-Water*	Per week	2.78		2.86	2.7%
York Town Road					
- Rent	Per week	126.06		126.06	0.0%
- Service Charge	Per week	12.47		12.47	0.0%
- Fuel*	Per week	3.18		3.27	2.7%
-Water*	Per week	2.78		2.86	2.7%
Council owned properties: Reading					
- 1 bed	Per week	195.00		195.00	0.0%
- 2 bed	Per week	225.11		225.11	0.0%
- 3 bed	Per week	246.92		246.92	0.0%
- 4 bed	Per week	330.00		330.00	0.0%
Council owned properties: Blackwater Valley					
- 1 bed	Per week	184.63		184.63	0.0%
- 2 bed	Per week	215.77		215.77	0.0%
- 3 bed	Per week	208.11		208.11	0.0%
- 4 bed	Per week	330.00		330.00	0.0%
Council owned properties: East Thames Valley					
- 1 bed	Per week	195.00		195.00	0.0%
- 2 bed	Per week	236.53		236.53	0.0%
- 3 bed	Per week	267.69		267.69	0.0%
- 4 bed	Per week	371.53		371.53	0.0%
* These charges will be uplifted in line with fee increases from utility companies, 2.7% is assumed					
Small Landsales - Administration Fee					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
Passport and Driving Licence Checking Service					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service : Housing

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	75	76

Are concessions available? No

Description		Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Rents - Learning Disability Accommodation				
151 Holbeck	Per week per bedroom	96.47	98.40	2.0%
9 Portman Close	Per week per bedroom	96.47	98.40	2.0%
Service Charges				
151 Holbeck, 9 Portman	Per week per bedroom	13.59	13.59	0.0%
Waymead				
Rent	Per week per bedroom	156.06	156.06	0.0%
Service Charge	Per week per bedroom	27.76	27.76	0.0%
Fuel*	Per week per bedroom	5.80	5.80	0.0%
Water*	Per week per bedroom	6.80	6.80	0.0%
Easthampstead Mobile Home Park				
Water Charge*		23.52	24.15	2.7%
Site Rent	Per week	46.81	48.07	2.7%

* These charges will be uplifted in line with fee increases from utility companies, 2.7% is assumed

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service : Housing Benefit Service
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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	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:*	0	0

* The budget is held corporately

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p		%
Applicable amounts Disregards* <i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i>	Housing Benefit Circular: 2017-18 Uprating.	Housing Benefit Circular: 2018-19 Uprating.	
Income-related social security benefits	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
Non income-related social security benefits	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
War pensions scheme benefits	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
Contributory and non-contributory social security rates	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 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: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
Non-social security payments and rates	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

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	5.00 - 10.00	66.67
Other Courses are fully funded from external grant			

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

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

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	262	269

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		11.70	12.00	2.60
Bracknell Forest Council		14.65	15.00	2.40
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		14.50	15.00	3.40
Other external users		18.00	18.60	3.30
IT Suite (specific requirement to use IT)		22.00	22.70	3.20
IT Suite (specific request for large hall)		22.00	22.70	3.20
Insurance		7% room hire	7% room hire	
Refreshments				
Tea & Coffee	Per person per Mug	1.00	1.05	5.00
Lunches		Cost + 10%	Cost + 10%	
Photocopying per copy	Black and White A4	0.10	0.10	0.00
Photocopying per copy	Colour A4	0.50	0.50	0.00
Photocopying per copy	Black and White A3	0.20	0.20	0.00
Photocopying per copy	Colour A3	1.00	1.00	0.00

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	83	85

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	328.00	2.80
Bedford	201.00	207.00	3.00
Donnington	201.00	207.00	3.00
Sandys	201.00	207.00	3.00
Wimpole	201.00	207.00	3.00
Other	201.00	207.00	3.00
Cromwell Computer Room	293.00	301.00	2.70
Half Day			
Newbury	162.00	167.00	3.10
Bedford	104.00	107.00	2.90
Donnington	104.00	107.00	2.90
Sandys	104.00	107.00	2.90
Wimpole	104.00	107.00	2.90
Other	104.00	107.00	2.90
Cromwell Computer Room	177.00	182.00	2.80
Hourly rate			
All rooms	47.00	48.00	2.10

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:		

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	123.00	2.50
Bedford	78.00	80.00	2.60
Donnington	78.00	80.00	2.60
Sandys	78.00	80.00	2.60
Wimpole	78.00	80.00	2.60
Other	78.00	80.00	2.60
Cromwell Computer Room	140.00	144.00	2.90
Evening			
Newbury	135.00	139.00	3.00
Bedford	104.00	107.00	2.90
Donnington	104.00	107.00	2.90
Sandys	104.00	107.00	2.90
Wimpole	104.00	107.00	2.90
Other	104.00	107.00	2.90
Cromwell Computer Room	171.00	176.00	2.90

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget £'000	Proposed 2018/19 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

Whole Day			
Newbury	268.00	276.00	3.00
Bedford	166.00	171.00	3.00
Donnington	166.00	171.00	3.00
Sandys	166.00	171.00	3.00
Wimpole	166.00	171.00	3.00
Other	166.00	171.00	3.00
Cromwell Computer Room	248.00	255.00	2.80
Half Day			
Newbury	135.00	139.00	3.00
Bedford	84.00	86.00	2.40
Donnington	84.00	86.00	2.40
Sandys	84.00	86.00	2.40
Wimpole	84.00	86.00	2.40
Other	84.00	86.00	2.40
Cromwell Computer Room	145.00	149.00	2.80
Hourly rate			
All rooms	35.00	36.00	2.90

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget £'000	Proposed 2018/19 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	104.00	3.00
Bedford	73.00	75.00	2.70
Donnington	73.00	75.00	2.70
Sandys	73.00	75.00	2.70
Wimpole	73.00	75.00	2.70
Other	73.00	75.00	2.70
Cromwell Computer Room	130.00	134.00	3.10
Evening			
Newbury	114.00	117.00	2.60
Bedford	84.00	86.00	2.40
Donnington	84.00	86.00	2.40
Sandys	84.00	86.00	2.40
Wimpole	84.00	86.00	2.40
Other	84.00	86.00	2.40
Cromwell Computer Room	145.00	149.00	2.80

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	75	77

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 Delegate and Refreshment Charges Non Bracknell Forest Council

Delegate Charge			
Per Day	7.05	7.30	3.50
Per Half day	3.55	3.70	4.20
Twilight or Evening	1.80	1.90	5.60
Sandwiches			
With cakes, crisps, fruit and OJ	6.55	6.75	3.10
Lunch in Main Restaurant			
Per Person	15.40	15.85	2.90
Finger Buffet			
By arrangement	prices dependent on requirements		

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:		

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 Delegate and Refreshment Charges Bracknell Forest Council

Delaegate Charge			
Per Day	4.45	4.60	3.40
Per Half Day	3.35	3.45	3.00
Twilight or Evening	1.70	1.75	2.90
Sandwiches			
With cakes, crisps, fruit and OJ	6.40	6.60	3.10
Lunch in Main Restaurant			
Per Person	15.20	15.65	3.00
Finger Buffet			
By arrangement	prices dependent on requirements		

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	7	7

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

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

Education Centre Charges for printing

Photocopying				
Per Copy - Black & White	A3 Single Sided	0.20	0.25	25.00
	A4 Single Sided	0.10	0.15	50.00
	A3 Double Sided	0.25	0.30	20.00
	A4 Double Sided	0.20	0.25	25.00
Per Copy - Colour	A3 Single side	1.10	1.15	4.50
	A4 Single sided	0.80	0.85	6.30
Laminating	per metre 25" wide	2.55	2.65	3.90
	Pockets A3	1.00	1.05	5.00
	Pockets A4	0.70	0.75	7.10

To maximise income earned at the Education Centre, charges may need to be adjusted for multiple bookings or special events. 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.

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Learning and Achievement

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	58	60

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)	137.00	141.00	2.90
Half Day (09.15 - 12.15) or (13.00 - 16.00)	74.00	77.00	4.10
Twilight (16.15 - 17.30)	34.00	35.00	2.90
Independent Schools			
Full Day (09.15 - 15.45)	271.00	279.00	3.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	147.00	152.00	3.40
Twilight (16.15 - 17.30)	66.00	68.00	3.00
* Course fees will be increased to take account of any specific additional costs incurred			

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Learning and Achievement

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	58	60

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	505.00	520.00	3.00
Half Day	292.00	301.00	3.10
Hourly rate	94.00	97.00	3.20
Twilight session (new for 2014-15)	183.00	189.00	3.30
Evening Session (new for 2014-15)	183.00	189.00	3.30
Non BFC Schools, Independent Schools and Academies			
Daily rate	570.00	587.00	3.00
Half Day	314.00	324.00	3.20
Hourly rate	122.00	126.00	3.30
Twilight session (new for 2014-15)	204.00	210.00	2.90
Evening Session (new for 2014-15)	204.00	210.00	2.90

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

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Larchwood

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	104	107

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		436.30	449.00	2.90
Daycare				
Standard	per hour	17.75	18.30	3.10
Additional 1:1 staffing	per hour	14.75	15.20	3.10
Additional 2:1 staffing	per hour	29.45	30.35	3.10
Daycare - New Clients				
Standard	per hour	22.70	23.40	3.10
Additional 1:1 staffing	per hour	18.30	18.85	3.00
Additional 2:1 staffing	per hour	36.50	37.60	3.00

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	25	26

Are concessions available? No

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

Fostercare charges

Charge per week	Minimum	248.50	253.50	2.00
	Maximum	594.90	606.80	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.				

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Offending Service

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

	0.00	0.00
	£'000	£'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	303.00	303.00	0.00
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**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	12	12

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 2.20	0.00 to 2.30	4.50
Activities Fee	per session	0.00 to 2.85	0.00 to 2.95	3.50

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	103	106

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	7.70 to 13.70	7.70 to 14.10	2.90
Meeting Room	per hour	7.70 to 12.70	7.70 to 13.10	3.10
Private & Commercial				
Hall	per hour	11.30 to 30.30	11.30 to 31.20	3.00
Meeting room	per hour	11.30 to 25.35	11.30 to 26.10	3.00
Other income is generated by long term leases				

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

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

	2017/18 Budget	Proposed 2018/19 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 1.95	0.01 to 2.05	5.10
Price changes are determined by rates set by suppliers			
Duke of Edinburgh Awards			
Cost per place	17.60 to 27.35	17.60 to 28.15	2.90
Duke of Edinburgh Awards reflect National Awards fee structure.			

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	19	20

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	2.65	2.75	3.8
Families from outside BFC	5.30	5.50	3.8

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.

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	7	7

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	13.70	14.10	2.9
Squirrel Room	11.45	11.80	3.1
Owl Room	9.20	9.50	3.3
Badger Room	6.95	7.20	3.6
Kitchen (if used for cooking)	11.45	11.80	3.1
Modular Building	13.70	14.10	2.9
Voluntary/non profit making Group			
Hall	10.40	10.75	3.4
Squirrel Room	8.05	8.30	3.1
Owl Room	5.80	6.00	3.4
Badger Room	3.55	3.70	4.2
Kitchen (if used for cooking)	8.05	8.30	3.1
Modular Building	10.40	10.75	3.4
Willows Children's Centre			
Private group/ Statutory Agencies			
Hall & kitchen	13.70	14.10	2.9
Voluntary/non profit making Group			
Hall & kitchen	10.40	10.75	3.4

**CHILDREN, YOUNG PEOPLE AND LEARNING
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

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

	2017/18 Budget	Proposed 2018/19 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	10.40	10.75	3.4
Blue Room	9.20	9.50	3.3
Family Room and Kitchen	13.70	14.10	2.9
Pre-school room	16.05	16.55	3.1
Voluntary/non profit making Group			
Green Room	6.95	7.20	3.6
Blue Room	5.80	6.00	3.4
Family Room and Kitchen	10.40	10.75	3.4
Pre-school room	12.60	13.00	3.2
Alders Children's Centre			
Private group/ Statutory Agencies			
Family Room	11.45	11.80	3.1
Meeting Room 1	8.05	8.30	3.1
Meeting Room 2	6.95	7.20	3.6
Voluntary/non profit making Group			
Family Room	8.05	8.30	3.1
Meeting Room 1	5.80	6.00	3.4
Meeting Room 2	3.55	3.70	4.2

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

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

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
	£	£	£	£	%
<u>BUILDING REGULATIONS</u>					
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	190.00	158.33	194.00	161.67	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	237.00	197.50	242.00	201.67	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	426.00	355.00	435.00	362.50	2.1
Loft conversion	331.00	275.83	338.00	281.67	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.					
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	111.00	92.50	114.00	95.00	2.7
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	190.00	158.33	194.00	161.67	2.1
Window replacement (non competent persons scheme)	123.00	102.50	126.00	105.00	2.4
Installation of domestic solar panels/wind turbines	166.00	138.33	170.00	141.67	2.4
Re-wiring or new electrical installation of a dwelling	111.00	92.50	114.00	95.00	2.7
Any electrical work other than re-wiring of a dwelling	111.00	92.50	114.00	95.00	2.7
Renovation of a thermal element	198.00	165.00	202.00	168.33	2.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Service : **Building Control**

Purpose of the Charge: To recover the costs of the service		
	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358
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
	£	£	£	£	%
Domestic Inspection Charge (Full Plans)					
Domestic extension not exceeding 10 sq m floor area	330.00	275.00	337.00	280.83	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	376.00	313.33	384.00	320.00	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	418.00	348.33	427.00	355.83	2.2
Loft conversion	327.00	272.50	334.00	278.33	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.					
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	315.00	262.50	322.00	268.33	2.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	235.00	195.83	240.00	200.00	2.1
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	271.00	225.83	277.00	230.83	2.2
Any electrical work other than re-wiring of a dwelling	198.00	165.00	202.00	168.33	2.0
Renovation of a thermal element	N/A		N/A		
Domestic Charge (Building Notice)					
Domestic extension not exceeding 10 sq m floor area	523.00	435.83	534.00	445.00	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	616.00	513.33	629.00	524.17	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	850.00	708.33	867.00	722.50	2.0
Loft conversion	662.00	551.67	676.00	563.33	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.					
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	427.00	355.83	436.00	363.33	2.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	427.00	355.83	436.00	363.33	2.1
Window replacement (non competent persons scheme)	123.00	102.50	126.00	105.00	2.4
Installation of domestic solar panels/wind turbines	166.00	138.33	170.00	141.67	2.4
Re-wiring or new electrical installation of a dwelling	381.00	317.50	389.00	324.17	2.1
Any electrical work other than re-wiring of a dwelling	309.00	257.50	316.00	263.33	2.3
Renovation of a thermal element	198.00	165.00	202.00	168.33	2.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2018/19 PROPOSED FEES & CHARGES

Service : Building Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

NB

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

Floor areas are measured internally

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

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

Regularisation charges are calculate

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

Table A Where the estimated cost is (£)					
0 - 2000	166.00	138.33	170.00	141.67	2.4
2,001 - 5,000	285.00	237.50	291.00	242.50	2.1
5,001 - 10,000	332.00	276.67	339.00	282.50	2.1
10,001 - 20,000	461.00	384.17	471.00	392.50	2.2
20,001 - 30,000	177.00	147.50	181.00	150.83	2.3
30,001 - 40,000	213.00	177.50	218.00	181.67	2.3
40,001 - 50,000	247.00	205.83	252.00	210.00	2.0
50,001 - 60,000	286.00	238.33	292.00	243.33	2.1
60,001 - 70,000	323.00	269.17	330.00	275.00	2.2
70,001 - 80,000	360.00	300.00	368.00	306.67	2.2
80,001 - 90,000	385.00	320.83	393.00	327.50	2.1
90,001 - 100,000	433.00	360.83	442.00	368.33	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	404.00	336.67	413.00	344.17	2.2
30,001 - 40,000	493.00	410.83	503.00	419.17	2.0
40,001 - 50,000	580.00	483.33	592.00	493.33	2.1
50,001 - 60,000	663.00	552.50	677.00	564.17	2.1
60,001 - 70,000	750.00	625.00	765.00	637.50	2.0
70,001 - 80,000	836.00	696.67	853.00	710.83	2.0
80,001 - 90,000	893.00	744.17	911.00	759.17	2.0
90,001 - 100,000	1,007.00	839.17	1,028.00	856.67	2.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

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
	£	£	£	£	%
Building Notice Charge (Building Notice)					
Table A Where the estimated cost is (£)					
0 - 2000	166.00	138.33	170.00	141.67	2.4
2,001 - 5,000	285.00	237.50	291.00	242.50	2.1
5,001 - 10,000	332.00	276.67	339.00	282.50	2.1
10,001 - 20,000	461.00	384.17	471.00	392.50	2.2
20,001 - 30,000	581.00	484.17	593.00	494.17	2.1
30,001 - 40,000	704.00	586.67	719.00	599.17	2.1
40,001 - 50,000	827.00	689.17	844.00	703.33	2.1
50,001 - 60,000	949.00	790.83	968.00	806.67	2.0
60,001 - 70,000	1,071.00	892.50	1,093.00	910.83	2.1
70,001 - 80,000	1,195.00	995.83	1,219.00	1,015.83	2.0
80,001 - 90,000	1,278.00	1,065.00	1,304.00	1,086.67	2.0
90,001 - 100,000	1,439.00	1,199.17	1,468.00	1,223.33	2.0
FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS					
Number of Dwellings (Plan Charge)					
1	426.00	355.00	435.00	362.50	2.1
2	473.00	394.17	483.00	402.50	2.1
3	520.00	433.33	531.00	442.50	2.1
4	568.00	473.33	580.00	483.33	2.1
5	616.00	513.33	629.00	524.17	2.1
Number of Dwellings (Inspection Charge)					
1	428.00	356.67	437.00	364.17	2.1
2	663.00	552.50	677.00	564.17	2.1
3	830.00	691.67	847.00	705.83	2.0
4	995.00	829.17	1,015.00	845.83	2.0
5	1,158.00	965.00	1,182.00	985.00	2.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

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		535.00		546.00	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		631.00		644.00	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		873.00		891.00	2.1
Loft conversion		679.00		693.00	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		437.00		446.00	2.1
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		437.00		446.00	2.1
Window Replacement (Non competent persons scheme)		125.00		128.00	2.4
Installation of domestic solar panels/wind turbines		170.00		174.00	2.4
Re-wiring or new electrical installation of a dwelling		389.00		397.00	2.1
Any electrical work other than re-wiring of a dwelling		317.00		324.00	2.2
Renovation of a thermal element		203.00		208.00	2.5
Estimated Cost £					
0 - 2000		170.00		174.00	2.4
2,001 - 5,000		292.00		298.00	2.1
5,001 - 10,000		340.00		347.00	2.1
10,001 - 20,000		473.00		483.00	2.1
20,001 - 30,000		595.00		607.00	2.0
30,001 - 40,000		722.00		737.00	2.1
40,001 - 50,000		847.00		864.00	2.0
50,001 - 60,000		973.00		993.00	2.1
60,001 - 70,000		1,097.00		1,119.00	2.0
70,001 - 80,000		1,223.00		1,248.00	2.0
80,001 - 90,000		1,308.00		1,335.00	2.1
90,001 - 100,000		1,473.00		1,503.00	2.0

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

Number of Dwellings (Plan Charge)					
1		874.00		892.00	2.1
2		1,163.00		1,187.00	2.1
3		1,382.00		1,410.00	2.0
4		1,601.00		1,634.00	2.1
5		1,816.00		1,853.00	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)		1.00		1.00	0.0
Building Regulations (1g)		1.00		1.00	0.0
Building Regulations (1h)		1.00		1.00	0.0

Other Charges

Hoarding / Scaffold Licences - Per Licence		162.00		166.00	2.5
Dealing with Demolition Notices		162.00		166.00	2.5
Officer Letter - Confirmation to Solicitor	46.00	38.33	47.00	39.17	2.2

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Local Land Charges

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

	2017/8 Budget £'000 164	Proposed 2018/19 Budget £'000 164
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
	£	£	£	£	%
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
Standard Enquiries CON2a	99.60	83.00	99.60	83.00	0.0
Search carried out by Authority - Domestic (CON29R)*		80.00		n/a	n/a
Search carried out by Authority - Non Domestic (CON29R)*		85.00		n/a	n/a
Additional Parcel (eg Garage)					
Additional Parcels and Garages	22.80	19.00	22.80	19.00	0.0
Garage*		13.00		n/a	n/a
Non Garage*		25.00		n/a	n/a
Optional Enquiries (each enquiry)*	12.60	10.50	12.60	10.50	0.0
Added Enquiries (each enquiry)*	25.20	21.00	25.20	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	12.60	10.50	12.60	10.50	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Highways

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	311	317

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<u>HIGHWAY ENQUIRIES</u>					
Standard rate per hour - minimum charge		61.00		62.00	1.6
<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		2,500.00		2,550.00	2.0
Surety deposit (cash element of total surety value)		3,000.00		3,060.00	2.0
Formal declarations (outside section 38)		1,000.00		1,020.00	2.0
Re-inspection rate per hour - minimum charge		86.00		88.00	2.3
Section 38/Section 278 fees					
Schemes up to £25,000 - minimum charge		2,500.00		2,550.00	
Schemes over £25,000		10% of value		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					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Highways

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	311	317

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<u>STREET NAMING & NUMBERING</u>					
Property Name Change (Sole identity)		86.00		88.00	2.3
Addition of Property name (To numbered property)		27.00		28.00	3.7
Amendment to Postal Address		86.00		88.00	2.3
New Build - Individual Property		86.00		88.00	2.3
New Development - Fixed Fee		161.00		164.00	1.9
- Plus fee per Unit		22.00		23.00	4.5
Conversion of Property into Flats - Fee per Flat		43.00		44.00	2.3
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		22.00		23.00	4.5
<u>TRAFFIC SURVEY DATA</u>					
Observed or modelled junction turning counts - per junction	564.00	470.00	575.00	479.17	2.0
Traffic count information from automatic counters	166.00	138.33	169.00	140.83	1.8
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	594.00	495.00	606.00	505.00	2.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	297.00	247.50	303.00	252.50	2.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<u>Developers Charges</u>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for one month or each additional month exceeding six months	4,039.00	3,365.83	4,120.00	3,433.33	2.0
Use of model for first six months	19,926.00	16,605.00	20,325.00	16,937.50	2.0
<u>CONCESSIONARY FARES</u>					
Replacement Pass		6.00		7.00	16.7
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		12.00		13.00	8.3
Renewal of Disabled Person's Railcard		5.00		6.00	20.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	958	977

Are concessions available? No

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

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
2018/19 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	958	977

Are concessions available? No

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
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
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	958	977

Are concessions available? No

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

2018/19 PROPOSED FEES & CHARGES

Service : Development Control

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	958	977

Are concessions available? No

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
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
2018/19 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	958	977

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Residential - all rates based on gross new units					
Stage 1 In-Principle advice for Permitted Development Enquiries					
Householder	50.00	41.67	51.00	42.50	2.0
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
Householder	80.00	66.67	82.00	68.33	2.5
1 unit	150.00	125.00	153.00	127.50	2.0
2-5 units	300.00	250.00	306.00	255.00	2.0
6-10 units	400.00	333.33	408.00	340.00	2.0
11-25 units	600.00	500.00	612.00	510.00	2.0
26-50 units	1,000.00	833.33	1,020.00	850.00	2.0
51+ units	1,500.00	1,250.00	1,530.00	1,275.00	2.0
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
Householder	80.00	66.67	82.00	68.33	2.5
1 unit	160.00	133.33	163.00	135.83	1.9
2-5 units	320.00	266.67	326.00	271.67	1.9
6-10 units	780.00	650.00	796.00	663.33	2.1
11-25 units	1,140.00	950.00	1,163.00	969.17	2.0
26-50 units	2,100.00	1,750.00	2,142.00	1,785.00	2.0
51+ units	5,100.00	4,250.00	5,202.00	4,335.00	2.0
Full Standard Pre-App with site visit and all relevant consultees					
Householder	130.00	108.33	133.00	110.83	2.3
1 unit	250.00	208.33	255.00	212.50	2.0
2-5 units	500.00	416.67	510.00	425.00	2.0
6-10 units	950.00	791.67	969.00	807.50	2.0
11-25 units	1,400.00	1,166.67	1,428.00	1,190.00	2.0
26-50 units	2,500.00	2,083.33	2,550.00	2,125.00	2.0
51+ units	5,600.00	4,666.67	5,712.00	4,760.00	2.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	958	977

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
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	122.00	101.67	1.7
201-1000 sq metres	250.00	208.33	255.00	212.50	2.0
1001-2000 sq metres	340.00	283.33	347.00	289.17	2.1
2001-3000 sq metres	400.00	333.33	408.00	340.00	2.0
3001-5000 sq metres	600.00	500.00	612.00	510.00	2.0
5001-10000 sq metres	1,000.00	833.33	1,020.00	850.00	2.0
10001+ sq metres	1,500.00	1,250.00	1,530.00	1,275.00	2.0
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
0-200 sq metres	130.00	108.33	133.00	110.83	2.3
201-1000 sq metres	300.00	250.00	306.00	255.00	2.0
1001-2000 sq metres	460.00	383.33	469.00	390.83	2.0
2001-3000 sq metres	780.00	650.00	796.00	663.33	2.1
3001-5000 sq metres	1,140.00	950.00	1,163.00	969.17	2.0
5001-10000 sq metres	2,100.00	1,750.00	2,142.00	1,785.00	2.0
10001+ sq metres	5,100.00	4,250.00	5,202.00	4,335.00	2.0
Full Standard Pre-App with site visit and all relevant consultees					
0-200 sq metres	200.00	166.67	204.00	170.00	2.0
201-1000 sq metres	450.00	375.00	459.00	382.50	2.0
1001-2000 sq metres	650.00	541.67	663.00	552.50	2.0
2001-3000 sq metres	950.00	791.67	969.00	807.50	2.0
3001-5000 sq metres	1,400.00	1,166.67	1,428.00	1,190.00	2.0
5001-10000 sq metres	2,500.00	2,083.33	2,550.00	2,125.00	2.0
10001+ sq metres	5,600.00	4,666.67	5,712.00	4,760.00	2.0
Bespoke Service					
Please contact the planning service to discuss requirements and charges					

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service					
		2017/18 Budget	Proposed 2018/19 Budget		
		£'000	£'000		
Income the proposed fees will generate:		958	977		
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Extras					
Consideration of additional plans (within 12 weeks of original application)					
Residential					
Householder	40.00	33.33	41.00	34.17	2.5
1 unit	80.00	66.67	82.00	68.33	2.5
2-5 units	160.00	133.33	163.00	135.83	1.9
6-10 units	300.00	250.00	306.00	255.00	2.0
11-25 units	450.00	375.00	459.00	382.50	2.0
26-50 units	600.00	500.00	612.00	510.00	2.0
51+ units	750.00	625.00	765.00	637.50	2.0
Commercial/Non-Residential					
0-200 sq metres	40.00	33.33	41.00	34.17	2.5
201-1000 sq metres	80.00	66.67	82.00	68.33	2.5
1001-2000 sq metres	160.00	133.33	163.00	135.83	1.9
2001-3000 sq metres	300.00	250.00	306.00	255.00	2.0
3001-5000 sq metres	450.00	375.00	459.00	382.50	2.0
5001-10000 sq metres	600.00	500.00	612.00	510.00	2.0
10001+ sq metres	750.00	625.00	765.00	637.50	2.0
Additional charges					
Officer recharge rate per officer in attendance at a meeting					
Meetings (per officer for 1.5 hours)	95.00	79.17	97.00	80.83	2.1
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	88.00	73.33	2.1
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	71.00	59.17	1.4
Letter of confirmation of compliance with enforcement notice	160.00	133.33	163.00	135.83	1.9
Other					
Research Enquiries - Per Hour	91.55	76.29	93.00	77.50	1.6
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

	2017/ 18 Budget £'000 178	Proposed 2018/19 Budget £'000 182
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
	£	£	£	£	%
Vehicle Access Crossings					
Construction of crossing - actual		Actual cost		Actual cost	
Admin fee		15%		15%	0.0
Access Protection Markings	103.85	86.54	106.00	88.33	2.1
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		80.40		82.00	2.0
Skip Licence application fee including one week occupation of the highway		19.60		20.00	2.0
per additional week or part there of for those found without a licence		12.90		13.00	0.8
		139.10		142.00	2.1
HIPPO Bags (placed on highway) application fee including one week occupation of the highway		19.60		20.00	2.0
per additional week or part there of for those found without a licence		12.90		13.00	0.8
		53.45		55.00	2.9
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		727.25		742.00	2.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost		Rechargeable Advertising Cost	
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		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		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost		Advertising Cost	
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		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice.		171.40		175.00	2.1
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		727.25		742.00	2.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		85.70		87.00	1.5
Temporary Deposit of Materials on Public Highway application fee including one week occupation of the highway		22.80		23.00	0.9
per additional week or part there of		17.15		17.15	0.0
per necessary inspection		53.45		55.00	2.9
Domestic Vehicle Access Application Fee (BFC Contractor)		40.00		41.00	2.5
Domestic Vehicle Access Inspection Fee - Per Occasion		53.45		55.00	2.9
Domestic Vehicle Access Application Fee (Private Contractor)		74.20		76.00	2.4
Domestic Vehicle Access Inspection Fee - Per Occasion		53.45		55.00	2.9
Inspection of Illegally Constructed Dropped Kerb / Retrospective Approval inspection and admin cost		405.95		414.00	2.0
Property Developers or Commercial Vehicle Access Fee plus		350.00		435.00	24.3
1 Property		257.55		263.00	2.1
2-5 Properties		463.60		473.00	2.0
6 + Properties		721.15		736.00	2.1
per inspection		53.45		55.00	2.9
Street Works / Permit Team project fees for s38 and s278 or in lieu of.		514.20		524.00	1.9
Fee for schemes up to £25k value		1,028.40		1,049.00	2.0
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)		400.00		408.00	2.0
Per additional hour or part thereof		50.00		51.00	2.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S		600.00		612.00	2.0
Per additional hour or part thereof		100.00		102.00	2.0
Bus Stop Suspensions Application fee (minimum 7 days notice)				247.00	
Application fee (minimum 3 days notice)				347.00	
Application fee (≤ 2 days notice)				447.00	
Provision of temporary bus stops Per stop for duration of suspension		Now included above		Now included above	
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		69.20		71.00	2.6

Service : Highways

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

	2017/ 18 Budget £'000 178	Proposed 2018/19 Budget £'000 182
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
		£	£	£	£	%
Application for Street Café (Registered charity)	Fee (Based on number of chairs)		£116 plus number of chairs fee		£118 plus number of chairs fee	1.7
	01-10 Chairs		77.25		79.00	2.3
	11-20 Chairs		103.00		105.00	1.9
	21 +		128.80		131.00	1.7
Application for Street Café (Commercial)	Fee (Based on number of chairs)		£116 plus number of chairs fee		£261 plus number of chairs fee	1.7
	01-10 Chairs		154.55		200.00	29.4
	11-20 Chairs		257.55		500.00	94.1
	21 +		360.55		900.00	149.6
Renewal for Street Café	Fee (Based on number of chairs)		£171.40 plus number of chairs fee		£175 plus number of chairs fee	2.2
	01-10 Chairs		103.00		130.00	26.2
	11-20 Chairs		154.55		340.00	120.0
	21 +		257.55		600.00	133.0
Application to place Automatic Traffic Counters (ATC's) on the highway.	Application Fee (Non-refundable) plus per site (as appropriate)		138.45		141.00	1.8
	Fees for administering unlicensed ATC's.		53.45		55.00	2.9
			471.35		481.00	2.0
Crane/Machinery/Structure on Public Highway Licence	Fee plus per necessary inspection		138.45		141.00	1.8
			53.45		55.00	2.9
Street Works Licence Application Fee (Initial 200m)	Fee plus per additional 200metres or part thereof per inspection		600.00		612.00	2.0
			137.35		140.00	1.9
			52.45		53.00	1.0
Planting/Cultivation of Public Highway	Fee plus per necessary inspection		104.85		107.00	2.1
			53.45		55.00	2.9
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus per necessary inspection		600.00		612.00	2.0
			53.45		55.00	2.9
Application to place Cables etc. over the Public Highway	Fee plus per necessary inspection		138.45		141.00	1.8
			53.45		55.00	2.9
Road Occupation with temporary traffic management (no excavation)	Fee plus per necessary inspection		154.55		158.00	2.2
			53.45		55.00	2.9
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		350.00	2.1
			53.45		55.00	2.9
Retrospective Licence and penalty for Temporary signs on the Highway without authorisation or Licence	Fee		600.00		612.00	2.0
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		219.00	2.2

Service : Highways

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

	2017/ 18 Budget £'000 178	Proposed 2018/19 Budget £'000 182
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
		£	£	£	£	%
Street Works Permit Scheme	Main Roads					
	Provisional Advance Authorisation (PAA)		91.00		105.00	15.4
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.		224.00		240.00	7.1
	Major Activity [4 – 10 days]		128.00		130.00	1.6
	Major Activity [up to 3 days]		63.00		65.00	3.2
	Standard activity		128.00		130.00	1.6
	Minor Activity		63.00		65.00	3.2
	Immediate activity		57.00		60.00	5.3
	Permit Variation		45.00		45.00	0.0
	Minor Roads					
	Provisional Advance Authorisation (PAA)		74.00		75.00	1.4
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.		143.00		150.00	4.9
	Major Activity [4 – 10 days]		0.00		75.00	
	Major Activity [up to 3 days]		0.00		45.00	
	Standard activity		0.00		75.00	
	Minor Activity		0.00		45.00	
	Immediate activity		0.00		40.00	
	Permit Variation		35.00		35.00	0.0
Rechargeable Street Works	Repair/Replacement	Actual cost + 15% administration		Actual cost + 15% administration		
	Specialist Contracted Services	Actual cost + 15% administration		Actual cost + 15% administration		
Vetting of Traffic Signals designs linked to s278 & s38 schemes	Fee (Up to £25k Signals, Controller & Installation Costs)		1,500.00		1,530.00	2.0
	Fee (Over £25k Signals, Controller & Installation Costs)		2,500.00		2,550.00	2.0
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		612.00	2.0
	Fee (Over £25k Signals, Controller & Installation Costs)		1,200.00		1,224.00	2.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Other Services

Purpose of the Charge: To recover the costs.					
		2017/18 Budget £'000 1	Proposed 2018/19 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
	£	£	£	£	%
<u>MISCELLANEOUS</u>					
Documents					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
Photocopying					
A4 Black & White	0.30	0.25	0.30	0.25	0.0
A3 Black & White	0.40	0.33	0.40	0.33	0.0
A4 Colour	0.90	0.75	0.90	0.75	0.0
A3 Colour	1.80	1.50	1.80	1.50	0.0
Large Plans Black & White	0.90	0.75	0.90	0.75	0.0
Large Plans Colour	3.00	2.50	3.10	2.58	3.3
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service					
		2017/18 Budget £'000 39	Proposed 2018/19 Budget £'000 43		
Income the proposed fees will generate:					
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
	£	£	£	£	%
PARKS & COUNTRYSIDE					
WESTMORLAND PARK					
Football Pitch (with changing rooms) exc VAT*					
Senior Pitch	91.70	76.42	100.90	84.08	10.0
Senior Pitch for Junior Use	46.10	38.42	50.70	42.25	10.0
Junior Pitch	30.60	25.50	33.70	28.08	10.1
Annual Charge	5,224.80	4,354.00	5,747.30	4,789.42	10.0
Baseball Diamond with Changing Rooms exc VAT*					
Adult	91.70	76.42	100.90	84.08	10.0
Junior Hire	46.10	38.42	50.70	42.25	10.0
Annual Charge	3,672.50	3,060.42	3,709.00	3,090.83	1.0
Baseball Diamond without Changing Rooms exc VAT*					
Adult	57.90	48.25	63.70	53.08	10.0
Junior Hire	29.00	24.17	31.90	26.58	10.0
Annual Charge	2,824.80	2,354.00	3,107.30	2,589.42	10.0
PRIORY FIELD					
Football Pitch (without changing rooms) exc VAT*					
Senior Pitch	57.90	48.25	63.70	53.08	10.0
Senior Pitch for Junior Use	29.00	24.17	31.90	26.58	10.0
Junior Pitch	19.30	16.08	21.20	17.67	9.9
Annual Charge	3,483.53	2,902.94	3,831.90	3,193.25	10.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
FARLEY WOOD					
Football Pitch (without changing rooms) exc VAT*					
Senior Pitch	57.90	48.25	63.70	53.08	10.0
Senior Pitch for Junior Use	29.00	24.17	31.90	26.58	10.0
Junior Pitch	19.30	16.08	21.20	17.67	9.9
Annual Charge	3,006.89	2,505.74	3,307.60	2,756.33	10.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
Tennis Association					
Family Membership	80.70	67.25	88.70	73.92	9.9
Adult Membership	40.40	33.67	44.40	37.00	9.9
Junior Membership	22.20	18.50	24.40	20.33	9.9
Tennis - Pay and Play					
Adult	6.40	5.33	7.00	5.83	9.4
Under 16/64+	4.70	3.92	5.20	4.33	10.6
Tennis Latika Farleywood					
Annual charge additional court booking	2,549.57	2,124.64	2,804.50	2,337.08	10.0
Cabin Hire	996.82	830.68	1,096.50	913.75	10.0
Additional hourly rate	0.84	0.70	0.90	0.75	7.1
* A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights					
Hall Hire					
Per Hour	12.60	10.50	13.90	11.58	10.3
Cricket Pitch with Changing room					
Adult	91.70	76.42	93.60	78.00	2.1
Junior	46.10	38.42	47.10	39.25	2.2
Cricket Pitch without Changing room					
Adult	57.90	48.25	59.10	49.25	2.1
Junior	29.00	24.17	29.60	24.67	2.1
Adhoc field Hire/flyball per hour					
Muga Per Hour	n/a	n/a	24.00	20.00	n/a
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)	24.70	20.58	27.20	22.67	10.1
Local Businesses / Commercial Groups	As appropriate		As appropriate		

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service		
	2017/18 Budget	Proposed
	£'000	2018/19 Budget
Income the proposed fees will generate:	39	£'000
		43

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
	£	£	£	£	%
Rights of Way					
Basic charge to process an application, add to register of deposits and posting notices on site		255.00		280.50	10.0
Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices		51.00		56.10	10.0
Subsequent declaration to renew Deposit (at up to 20 years intervals)		51.00		56.10	10.0
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 academic year use.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Service : Museums & Galleries

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	591	603

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
	£	£	£	£	%
THE LOOK OUT					
Admission					
Adult	7.45	6.21	7.60	6.33	2.0
Under 16 / Students / 64+ / Disabled	5.10	4.25	5.20	4.33	2.0
Saver Ticket	20.00	16.67	20.40	17.00	2.0
School Children	4.65	3.88	4.75	3.96	2.2
Under 4s Group Bookings	4.65	3.88	4.75	3.96	2.2
45 minute visit special needs	3.10	2.58	3.15	2.63	1.6
Adult after 4pm	3.90	3.25	4.00	3.33	2.6
Under 16 / Students / 64+ / Disabled, after 4pm	2.60	2.17	2.65	2.21	1.9
Saver Ticket after 4pm	10.00	8.33	10.20	8.50	2.0
Parent & Toddler (Term time only)	6.40	5.33	6.55	5.46	2.3
Carers for disabled	Free		Free		
Birthday Parties*					
Loyalty Card					
Adult	29.80	24.83	30.40	25.33	2.0
Under 16	20.40	17.00	20.80	17.33	2.0
Family	80.00	66.67	81.60	68.00	2.0
Commercial Hire					
Whole Day	250.00	208.33	255.00	212.50	2.0
Half Day	126.00	105.00	129.00	107.50	2.4
Per Hour	60.00	50.00	61.00	50.83	1.7
Evening hire, per hour	80.00	66.67	82.00	68.33	2.5

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

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT 2018/19 PROPOSED FEES & CHARGES

Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex

In the contract there are four pricing elements which are described as –

- Protected Prices
 - Red Diamond Sports Club, Activate GP Referral, Wellbeing & Leisure Team, Fit for Life, Foster Carers
- Club Prices
 - Bracknell & Wokingham Swimming Club, Bracknell Gymnastics Club, Bracknell Lifesaving Club, Bracknell Sub Aqua Club; Bracknell Athletics Club, Downshire Golf Club, Easthampstead Golf Club, Easthampstead Ladies Golf Club
- Core Prices
 - Predominately made up from the charges agreed by Council
- Non Core Prices
 - Everything else

Protected Prices

The Protected Prices can only vary if BFC agrees at its absolute discretion.

Club Prices

Subject to an annual increase in line with inflation the supplier shall maintain the current Club Prices until 31 March 2019.

In subsequent years the supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Club Prices at the Facilities in excess of inflation but the Council is under no obligation to accept such proposals. The Council will consider the proposed changes to the Club Prices and shall either agree or reject the proposals. The Council's decision will be final.

Core Prices

Subject to an annual increase in line with inflation the supplier will maintain the Core Prices until 31 March 2019.

In subsequent years the supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Core Prices at the Facilities in excess of inflation based on their assessment of market pricing (N.B The Council's current charging policy is market pricing). The Council will consider the proposed changes to the core prices and shall either agree or reject the proposals although changes to prices cannot unreasonably be withheld. The Council's decision will be final.

Non-Core Prices

The supplier can charge customers for activities not covered by the Protected Prices, the Club Prices and the Core Prices. These prices are not authorised by the Council but will be charged at market rates. Typically, these would include classes, new innovations and the like.

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Service : Retail Services, Catering and Licenced Premises

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1,718	1,752

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	%

EASTHAMPTREAD PARK CONFERENCE CENTRE

Delegate Rates:

Day Executive Service	60.15	50.13	61.35	51.13	2.0
Bed & Breakfast Single En-suite	102.10	85.08	104.15	86.79	2.0
Shared En-suite Per Person	69.85	58.21	71.25	59.38	2.0
Standard Single	55.10	45.92	56.20	46.83	2.0
Half Day Executive Service	52.40	43.67	53.45	44.54	2.0
Meals: Dinner	21.20	17.67	21.60	18.00	1.9
Breakfast - Full English	10.15	8.46	10.35	8.63	2.0
Lunch	16.25	13.54	16.60	13.83	2.2
Sandwiches	6.65	5.54	6.80	5.67	2.3
Tea/Coffee	2.40	2.00	2.45	2.04	2.1

Room Hire:

Downshire (Day or part day)	2,690.80	2,242.33	2,744.60	2,287.17	2.0
Downshire (Evening)	1,101.65	918.04	1,123.70	936.42	2.0
Lecture Room (Day or part day)	550.20	458.50	561.20	467.67	2.0
Lecture Room (Evening)	550.20	458.50	561.20	467.67	2.0
Syndicate room	138.30	115.25	141.05	117.54	2.0

Grounds Hire:

From	2,687.00	2,239.17	2,740.75	2,283.96	2.0
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Special Weekend Rate:

Standard singles only	184.25	153.54	187.95	156.63	2.0
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Education Centre:

Lunch	18.05	15.04	18.40	15.33	1.9
Buffet	11.15	9.29	11.35	9.46	1.8
Sandwiches	6.80	5.67	6.95	5.79	2.2

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
2018/19 PROPOSED FEES & CHARGES

Service : Library Service

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	98	98

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
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		0.20		0.20	2.00
Max Per item		8.40		8.60	2.40
Childrens Books borrowed by adults - Daily		0.10		0.10	2.00
Max Per item		4.20		4.30	2.40
Childrens Books borrowed by children - Daily		0.05		0.05	2.00
Max Per item		2.10		2.15	2.40
Teenage Books borrowed by young people 13-17		0.10		0.10	2.00
Max Per item		4.20		4.30	2.40
Spoken Word Cassettes/ CD's Daily		0.20		0.20	2.00
Max Per item		8.40		8.60	2.40
Music CD's Daily		0.20		0.20	2.00
Max Per item		8.40		8.60	2.40
DVD's Daily		0.60		0.65	8.30
Max Per item		8.40		9.00	7.10
Computer Games Daily		0.60		0.65	8.30
Max Per item		8.40		9.00	7.10

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Library Service

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	98	98

Are concessions available? No

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

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

Loan Charges

Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.20		2.30	4.50
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.20		2.30	4.50
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.50	0.00
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.50	0.00

Requests

Books/Periodical Articles - All per item

All items held in BFC Libraries		Free		Free	
Requests for children's books		0.50		0.5	0.00
Requests for all other books		0.20		0.2	0.00
Requests for all other books if a registered disabled person or those with a leisure saver scheme					
Annual subscription - Unlimited Requests		0.00		0	
- April -March (12 Months)		17.00		18	5.90
- October -March (6 Months)		12.00		12.5	4.20
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.80		4.90	2.00
British Library Requests (Subsequent Books)		15.65		16.00	2.20
British Library Requests (Subsequent Periodicals)		10.70		11.00	2.80
British Library Urgent Service		Price on Application		Price on Application	
British Library Urgent Service (Student Concession)		21.00		21.50	2.40

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service		
	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	98	98

Are concessions available? No

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

Internet printing fees

Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.00
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.00
Guest Internet Use	Half Hour	3.60	3.00	3.80	3.17	5.70
Head Phones Hire	Each					
Head Phones Purchase	Each	2.00	1.67	2.00	1.67	
USB SticksCD Rom	Each	5.00	4.17	5.00	4.17	0.00
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.00
Scan and Print by staff	A4 Page	5.00	4.17	5.20	4.33	3.80
Scan and Print on Photo Paper	A4 Page	5.60	4.67	5.80	4.83	3.40
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50	0.00

Fax Charges

Fax - UK First Page	1st Page	1.20	1.00	1.20	1.00	0.00
Fax - UK additional pages	A4 Page	0.80	0.67	0.80	0.67	0.00
Fax - EU First Page	1st Page	2.80	2.33	2.80	2.33	0.00
Fax - EU additional pages	A4 Page	1.40	1.17	1.40	1.17	0.00
Fax - Rest of World First Page	1st Page	4.20	3.50	4.30	3.58	2.30
Fax - Rest of World Extra Pages	A4 Page	2.10	1.75	2.20	1.83	4.60

Photocopying Charges

Black & White	A4 Page	0.20	0.17	0.20	0.17	0.00
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.00
Colour	A4 Page	0.80	0.67	0.80	0.67	0.00
Colour	A3 Page	1.80	1.50	1.80	1.50	0.00

Other Charges

Printing from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.00
Facilities Hire at Libraries	Half day		31.00		35.00	12.90
Facilities Hire at Libraries	Full day		46.00		50.00	8.70
Loan of vocal scores	Multiples of 10 per week		2.00		p.o.a.	

Facilities Hire at Libraries

Hourly rate for block bookings		11.00		12.00	9.1
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**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service : Cemetery & Crematorium

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1,744	1,779

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>CEMETERY & CREMATORIUM</u>					
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		N/A		N/A	
re-open Grave aged 16 years or over		N/A		N/A	
For the interment (double depth) of the body of:					
a person aged 16 years or over		1,125.00		1,148.00	2.0
re-open Grave aged 16 years or over		860.00		878.00	2.1
a child 3 years to 15 years		132.00		135.00	2.3
a stillborn child, foetus or child under 3 years		79.00		81.00	2.5
For the interment of a cremation urn or casket:					
a person aged 16 years or over		343.00		350.00	2.0
a child 3 years to 16 years		132.00		135.00	2.3
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		480.00		490.00	2.1
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		600.00		612.00	2.0
The whole of the foregoing fees and charges will treble 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		190.00		194.00	2.1
Additional charge for casket shaped grave for a person 16 and over		324.00		331.00	2.2
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant		951.00		971.00	2.1
Right to erect memorial		164.00		168.00	2.4
Additional inscription of each name		68.00		70.00	2.9
Plot Selection Fee		39.00		40.00	2.6
Temporary marker on Grave		27.00		28.00	3.7
Transfer of grant of exclusive right of burial		88.00		90.00	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
2018/19 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1,744	1,779

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		745.00		785.00	5.4
Abatement Charge for each chargeable cremation		55.00		60.00	9.1
Scattering of Cremated remains - Sat, Sun & Bank Hol		30.00		31.00	3.3
Body parts		180.00		184.00	2.2
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		125.00		128.00	2.4
Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		539.00		579.00	7.4
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		265.00		435.00	64.2
Service of double or additional length, including use of organ or recorded music, per 30 minutes in addition to usual cremation or interment fee		286.00		290.00	1.4
45 minute service in 2nd chapel (new chapel) including cremation				990.00	
For disposal of cremated remains when cremation has taken place elsewhere		177.00		181.00	2.3
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		70.00		72.00	2.9
Coffin to Catafalque(24hrs max)		57.00		59.00	3.5
Refrigeration Storage per coffin (per 24hr period)		19.00		20.00	5.3
Certified extract from the Register of Cremation		65.00		67.00	3.1
CD or USB - Audio Recording	40.00	33.33	41.00	34.17	2.5
Each additional copy	35.00	29.17	35.00	29.17	
USB, DVD, Blu-ray audio visual recording	54.00	45.00	56.00	46.67	3.7
Each additional copy			35.00	29.17	
WEBCAST	77.00	64.17	79.00	65.83	2.6
Visual Tribute (with/without music) 1-5 photos	28.00	23.33	29.00	24.17	3.6
Visual Tribute (with/without music) 6-10 photos	38.00	31.67	39.00	32.50	2.6
Visual Tribute (with/without music) for each additional photo	2.50	2.08	2.55	2.13	2.0
Single Image	12.00	10.00	12.00	10.00	
Simple Slideshow (up to 25 photos)	38.00	31.67	38.00	31.67	
Professional Slideshow (up to 25 photos)	77.00	64.17	77.00	64.17	
Additional photos for tributes - up to 25	20.00	16.67	20.00	16.67	
Family supplied video checking & loading to Obitus	20.00	16.67	20.00	16.67	
USB, DVD, Blu-ray of Tribute only	29.00	24.17	30.00	25.00	3.4
Each additional copy	20.00	16.67	20.00	16.67	
USB, DVD, Blu-ray of Service incl Tribute	68.00	56.67	70.00	58.33	2.9
Each additional copy	35.00	29.17	35.00	29.17	
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
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

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

	2017/18 Budget	Proposed
	£'000	2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	1,744	1,779

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	91.00	75.83	93.00	77.50	2.2
5 line entry	134.00	111.67	137.00	114.17	2.2
8 line entry	161.00	134.17	164.00	136.67	1.9
5 line entry with floral emblem	214.00	178.33	218.00	181.67	1.9
8 line entry with floral emblem	224.00	186.67	228.00	190.00	1.8
5 line entry with badge, bird, crest or shield	237.00	197.50	242.00	201.67	2.1
8 line entry with badge, bird, crest or shield	281.00	234.17	287.00	239.17	2.1
8 line entry with coat of arms	289.00	240.83	295.00	245.83	2.1
Copy of an entry from The Book of Remembrance in a folded remembrance card					
2 line entry	75.00	62.50	77.00	64.17	2.7
5 line entry	91.00	75.83	93.00	77.50	2.2
8 line entry	100.00	83.33	102.00	85.00	2.0
5 line entry with floral emblem	186.00	155.00	190.00	158.33	2.2
8 line entry with floral emblem	191.00	159.17	195.00	162.50	2.1
5 line entry with badge, bird, crest or shield	202.00	168.33	206.00	171.67	2.0
8 line entry with badge, bird, crest or shield	214.00	178.33	218.00	181.67	1.9
8 line entry with coat of arms	237.00	197.50	242.00	201.67	2.1
Memorial Leather Panel					
Prepare and display for a 10 year period	359.00	299.17	366.00	305.00	1.9
Prepare and display for a 1 year period	211.00	175.83	215.00	179.17	1.9
Annual Renewal	19.00	15.83	20.00	16.67	5.3
Replacement of memorial leather panel	194.00	161.67	198.00	165.00	2.1
Babies' Garden of remembrance Plaque					
Babies Picture Book Plaque (10 years)	359.00	299.17	366.00	305.00	1.9
Babies Picture Book Plaque set up and Year 1 Lease	211.00	175.83	215.00	179.17	1.9
Annual Renewal	19.00	15.83	20.00	16.67	5.3
Babies Standard Plaque Prepare and display for a 10 year period	359.00	299.17	366.00	305.00	1.9
Babies Standard Plaque set up and year 1 Lease	211.00	175.83	215.00	179.17	1.9
Annual Renewal	18.00	15.00	20.00	16.67	11.1
Roses					
Rose standard with plaque for a 7 year period	454.00	378.33	463.00	385.83	2.0
Rose standard with plaque set up and 1st year lease	228.00	190.00	233.00	194.17	2.2
Renewal of standard rose annual lease	38.00	31.67	39.00	32.50	2.6
Standard Plaque (additional or replacement)	53.00	44.17	54.00	45.00	1.9
Classic Plaque (additional or replacement)	65.00	54.17	66.00	55.00	1.5
Cast Bronze Plaque	132.00	110.00	134.00	111.67	1.5
Memorial Garden Seats					
A commemorative bench with plaque for a 10 year period	1,373.00	1,144.17	1,400.00	1,166.67	2.0
A commemorative bench, plaque, set up and 1st year lease.	717.00	597.50	731.00	609.17	2.0
Annual renewal of commemorative bench	74.00	61.67	75.00	62.50	1.4
Cast bronze plaque	118.00	98.33	120.00	100.00	1.7
Cremated Remains Desk Tablet (with flower holder)					
Annual renewal of lease	65.00	54.17	66.00	55.00	1.5
Additional letter inscription per letter	3.00	2.50	3.00	2.50	0.0
Second and final interment (including 50 letter inscription)	333.00	277.50	340.00	283.33	2.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Annexe D

Service : Cemetery & Crematorium

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1,744	1,779

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)	536.00	446.67	547.00	455.83	2.1
Plaque Row 1 set up and year 1 lease	275.00	229.17	281.00	234.17	2.2
Plaque Row 2 (10 year lease)	612.00	510.00	624.00	520.00	2.0
Plaque Row 2 set up and year 1 lease	351.00	292.50	358.00	298.33	2.0
Plaque Row 3 (10 year lease)	656.00	546.67	669.00	557.50	2.0
Plaque Row 3 set up and year 1 lease	395.00	329.17	403.00	335.83	2.0
Birdbath Seat Plaque (10 year lease)	413.00	344.17	421.00	350.83	1.9
Birdbath Seat Plaque set up and 1 year lease	152.00	126.67	155.00	129.17	2.0
Annual lease on all Bracken Heal Plaques	29.00	24.17	30.00	25.00	3.4
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)	84.00	70.00	86.00	71.67	2.4
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	101.00	84.17	103.00	85.83	2.0
Photo Plaque (7x5) with initial order (Sanctum only)	126.00	105.00	129.00	107.50	2.4
Photo Plaque (7x5) added to existing tablet (Sanctum only)	152.00	126.67	155.00	129.17	2.0
AILS CRAIG					
Memorial Granite Rock 10 year lease	519.00	432.50	529.00	440.83	1.9
Memorial Granite Rock set up and year 1 lease	270.00	225.00	275.00	229.17	1.9
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4
Personal Plaque designs	POA	POA	POA	POA	
COPSE STONE					
Memorial Granite Rock 10 year lease	486.00		496.00		
Memorial Granite Rock set up and year 1 lease	230.00		235.00		
Annual renewal of lease	29.00		30.00		
Personal Plaque designs	POA	POA	POA	POA	
BLUEBELL WOOD - MUSHROOM					
3 DISC(10 year lease)	437.00	POA	446.00	371.67	2.1
3 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
4 DISC(10 year lease)	437.00	364.17	446.00	371.67	2.1
4 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
5 DISC(10 year lease)	437.00	364.17	446.00	371.67	2.1
5 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
Annual renewal of lease	24.00	20.00	25.00	20.83	4.2
Granite 2000					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	597.00	497.50	609.00	507.50	2.0
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	336.00	280.00	343.00	285.83	2.1
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	31.00	25.83	32.00	26.67	3.2
Memorial Vase					
Prepare and display for 10 year period	597.00	497.50	609.00	507.50	2.0
Prepare and display for 1 year	336.00	280.00	343.00	285.83	2.1
Replacement plaque (including inscription)	260.00	216.67	265.00	220.83	1.9
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	1,744	1,779

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	1,266.00	1,055.00	1,291.00	1,075.83	2.0
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	681.00	567.50	695.00	579.17	2.1
Annual renewal of lease	65.00	54.17	66.00	55.00	1.5
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	333.00	277.50	340.00	283.33	2.1
Photo Plaque with initial order	118.00	98.33	120.00	100.00	1.7
Photo plaque added to existing tablet	143.00	119.17	146.00	121.67	2.1
Personal Plaque Designs					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2018/19 PROPOSED FEES & CHARGES**

Service : Waste Management

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	594	711

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.		42.00		43.00	2.4
Between 4 and 7 items (minimum charge 1 hour)		53.00		54.00	1.9
B - GARDEN WASTE					
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
2018/19 PROPOSED FEES & CHARGES**

Service : On / Off Street Parking

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

	2017/18 Budget £'000	2018/19 Budget £'000
Income the proposed fees will generate:	1,171	1,518

LEISURE PREMISES					
Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
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	3.10	2.58	3.3
All day charge	5.00	4.17	5.10	4.25	2.0
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	4.10	3.42	2.5
Season Tickets:					
Annual for Residents of Bracknell Forest	60.00	50.00	61.00	50.83	1.7
Annual for all others	100.00	83.33	102.00	85.00	2.0
Replacement season ticket	35.00	29.17	36.00	30.00	2.9

RESIDENTS PARKING					
1st Permit		25.00		27.00	8.0
2nd Permit		40.00		42.00	5.0
3rd Permit		60.00		60.00	0.0
4th Permit		80.00		80.00	0.0
5th Permit		100.00		100.00	0.0
4 hour reusable permit		25.00		27.00	8.0
Scratch cards - 50 x 4 hour		15.00		16.00	6.7
Scratch cards - 50 x 24 hour		40.00		42.00	5.0
Service Provider		60.00		60.00	0.0
Landlord - 10 x 4 hour scratch card		10.00		10.50	5.0
Landlord - 10 x 24 hour scratch card		20.00		21.00	5.0
Replacement Permit - where original is surrendered	5.00	4.17	6.00	5.00	19.9
Replacement Permit - where original is not surrendered	25.00	20.83	26.00	21.67	4.0

OTHER PARKING CHARGES					
Parking place Suspension(On-Street)					
For paid or restricted bays, charge per vehicle per day	£150 for up to 5 days			Set by Regulation	
Parking place Dispensation Permit (On-Street)					
Charge per vehicle for up to 5 days	£50 for up to 5 days			Set by Regulation	

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	149	154

Are concessions available? No

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

Legal & Surveyors' Fees for Property Transactions

New Lease	495*	515	4.0%
Licence to Assign	370	385	4.1%
Contracted Out Lease - fee is dependant on complexity	215/360	225/375	4.3%
License to Alter - fee is dependant upon complexity	215/360	225/375	4.3%
Deed of Variation - fee is dependant on complexity	215/360	225/375	4.3%
Sale of Garages & Freehold Reversions	300	310	3.3%
Letter/Deed of Postponement	135	140	3.7%
Transfer (or hourly rate as appropriate)	350	365	4.3%
Section 106 Agreements	1070**	1,115	4.2%
Processing of subject access requests	11	11***	0.0%

* With discretion for the Borough Solicitor to increase if time recorded costs exceed £515, at a rate of £176 per hour.

** With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,115, at a rate of £176 per hour.

*** Processing of subject access requests is only chargeable until May 2018.

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	5	2

Are concessions available? No

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

Electoral Registration				
Certificate of current register	22.00	23.00	4.3	N/A
Certificate of historical registration	44.00	45.00	2.2	N/A
Street Index	23.00	24.00	4.2	N/A
Proof of life/pension certification	10.00	10.42	4.0	12.50

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	195.00	200.00	2.6	240.00
- across less than half of the Borough	145.00	150.00	3.4	180.00
Plus charges per leaflet/property				
-rural properties per leaflet/property	0.22	0.23	4.5	0.28
-urban properties per leaflet/property	0.17	0.18	5.9	0.22
-each additional leaflet (both urban and rural)	0.04	0.04	0.0	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.

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2017/18 Budget £'000	Proposed 2018/19 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)	2019/20 Proposed Fee (Inc VAT)	Increase
	£.p	£.p	%	£.p	£.p	%

Change of Name Service						
Adult	41.67	45.83	10.0	55.00	56.00	1.8
- Additional deed purchased at time of appointment	8.33	10.42	25.0	12.50	13.00	4.0
- Copy of archived deed	14.58	16.67	14.3	20.00	21.00	5.0
Child	45.83	50.00	9.1	60.00	62.00	3.3
- Additional deed purchased at time of appointment	8.33	10.42	25.0	12.50	13.00	4.0
- Copy of archived deed	14.58	16.67	14.3	20.00	21.00	5.0

Marriage and Civil Partnership Ceremonies

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (Exc. VAT)	Increase
	£.p	£.p	%	£.p	£.p	%

New Licence	1,950.00	2,100.00	7.7	n/a	2,200.00	4.8
Licence Renewal	1,650.00	1,800.00	9.1	n/a	1,900.00	5.6
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office#	35.00	These are statutory charges that are determined nationally through legislation. There are a number of additional statutory charges available on request				
Notice of Intent fee for marriage and civil partnership away from the Register Office (<i>includes fee for entry in marriage notice book</i>):						
- 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	400.00	450.00	12.5	N/A	475.00	5.6
- Friday - Saturday	450.00	550.00	22.2	N/A	575.00	4.5
- Sunday/Bank Holiday	550.00	600.00	9.1	N/A	625.00	4.2
NEW - Attendance of celebrant for a venue other than the Havesham Room						
Monday - Thursday	N/A	375.00 -		450.00	475.00	26.7
Friday - Saturday	N/A	458.33 -		550.00	575.00	25.5
Sunday/Bank Holiday	N/A	500.00 -		600.00	625.00	25.0

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

RESOURCES

2018/19 PROPOSED FEES & CHARGES

Marriage and Civil Partnership Ceremonies (Cont)

[illegible]

RESOURCES

2018/19 PROPOSED FEES & CHARGES

Certificates and Nationality Checking Service

[illegible]

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Democratic Services

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

	2017/18 Budget £'000	Proposed 2018/19 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

<u>Agendas/Minutes, etc</u>			
Council agenda – Charge per Annum (Based on 8 per Annum)	170.00	175.00	2.9
Executive Agenda – Charge per Annum (based on 11 per Annum)	255.00	260.00	2.0
Planning Committee (based on 12 per Annum)	255.00	260.00	2.0
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	122.00	125.00	2.5
Charge per single copy	32.00	33.00	3.1
Part extract (any Committee) including background papers - administration fee	12.00	12.50	4.2

Service: Democratic Services

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	3.2	2

Are concessions available? No

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

Appeals Service

Charges to Schools for administration and clerking of appeals				
Up to 5 appeals and 2 ombudsman cases a year for three years	N/A	600.00		720.00
Up to 10 appeals and 2 ombudsmen cases a year for three years	N/A	900.00	-	1080.00
Additional appeal once the maximum has been reached	N/A	1,680.00	-	2016.00
Charge for unscheduled occasional appeals	260.00	270.00	2.0	324.00
	260.00	270.00	2.0	324.00

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Democratic Services

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	0.0	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	25.00	25.00	0.0	30.00
Hourly Rate	57.00	57.00	0.0	68.40
Minimum Charge	31.00	31.00	0.0	37.20
Photocopying Charges				
A4 B&W	0.27	0.27	0.0	0.32
A3 B&W	0.43	0.43	0.0	0.52
A4 Colour	0.83	0.83	0.0	1.00
A3 Colour	1.55	1.55	0.0	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.

	2017/18 Budget £'000	Proposed 2018/19 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

RESOURCES
2018/19 PROPOSED FEES & CHARGES

Service: Town Centre Management

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	44	44

Are concessions available? Yes, Community groups and local charities pay a reduced cost - non refundable admin fee only (£50)

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
All commercial activity in the town centre is going to be booked via our commercialisation contractor. There are no set fees as each proposal is considered on a case by case basis				

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 2018/19 – 2020/21 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).

The Capital Prudential Indicators 2018/19 – 2020/21

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 2018/19 to 2020/21 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.

Capital Expenditure	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
Capital Expenditure	57,876	7,748	2,598
Financed by:			
Capital receipts	8,000	3,000	3,000
Capital grants & Contributions	17,330	5,685	1,475
Net financing need for the year	32,546	-937	-1,877

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:

	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
Capital Financing Requirement			
Opening CFR	204,295	247,166	245,131
Movement in CFR	42,871	-2,035	-2,379

Movement in CFR represented by			
Net financing need for CFR purposes #	45,043	463	223
Less MRP/VRP and other financing movements	-2,172	-2,498	-2,602
Movement in CFR	42,871	-2,035	-2,379

2018/19 includes impact of carry-forward from 2017/18 in addition to 2018/19 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)

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.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017. 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

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 annuity basis, 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 2018/19 charge will be based on 2017/18 capital out-turn.

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 2018/19 – 2020/21

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 borrow externally on an ongoing basis.

	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
External Debt				
Debt at 31 March	£90m	£130m	£130m	£130m
Investments				
Investments at 31 March	£10m	£10m	£10m	£10m

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 2018/19 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	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Borrowing	£250m	£248m	£246m
Other long term liabilities	£16m	£16m	£15m
Total	£266m	£263m	£261m

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	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Borrowing	£235m	£233m	£231m
Other long term liabilities	£15m	£15m	£15m
Total	£250m	£248m	£246m

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, Link Asset Services (formerly known as Capita Asset Services), has provided the following forecast:

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

As expected, the Monetary Policy Committee (MPC) delivered a 0.25% increase in Bank Rate at its meeting on 2 November 2017. This removed the emergency cut in August 2016 after the EU referendum. The MPC also gave forward guidance that they expected to increase Bank rate only twice more by 0.25% by 2020 to end at 1.00%. The Link Asset Services forecast as above includes increases in Bank Rate of 0.25% in November 2018, November 2019 and August 2020.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. It has long been expected, that at some point, there would be a more protracted move from bonds to equities after a historic long-term trend, over about the last 25 years, of falling bond yields. The action of central banks since the financial crash of 2008, in implementing substantial Quantitative Easing, added further impetus to this downward trend in bond yields and rising bond prices. Quantitative Easing has also directly led to a rise in equity values as investors searched for higher returns and took on riskier assets. The sharp rise in bond yields since the US Presidential election in November 2016 has called into question whether the previous trend may go into reverse, especially now the Fed. has taken the lead in reversing monetary policy by starting, in October 2017, a policy of not fully reinvesting proceeds from bonds that it holds when they mature.

Until 2015, monetary policy was focused on providing stimulus to economic growth but has since started to refocus on countering the threat of rising inflationary pressures as stronger economic growth becomes more firmly established. The Fed. has started raising interest rates and this trend is expected to continue during 2018 and 2019. These increases will make holding US bonds much less attractive and cause their prices to fall, and therefore bond yields to rise. Rising bond yields in the US are likely to exert some upward pressure on bond yields in the UK and other developed economies. However, the degree of that upward pressure is likely to be dampened by how strong or weak the prospects for economic growth and rising inflation are in each country, and on the degree of progress towards the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

From time to time, gilt yields – and therefore PWLB rates - can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis and emerging market developments. Such volatility could occur at any time during the forecast period.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The above forecasts (and MPC decisions) will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The overall balance of risks to economic recovery in the UK is probably to the downside, particularly with the current level of uncertainty over the final terms of Brexit.

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

- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- A resurgence of the Eurozone sovereign debt crisis, possibly Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system.
- Weak capitalisation of some European banks.
- Rising protectionism under President Trump
- A sharp Chinese downturn and its impact on emerging market countries

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- UK inflation returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.
- The Fed causing a sudden shock in financial markets through misjudging the pace and strength of increases in its Fed. Funds Rate and in the pace and strength of reversal of Quantitative Easing, which then leads to a fundamental reassessment by investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.

Investment and borrowing rates

Investment returns are likely to remain low during 2018/19 but to be on a gently rising trend over the next few years.

Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Apart from that, there has been little general trend in rates during the current financial year. 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 the future when authorities may

not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of 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 cost – the difference between borrowing costs and investment returns.

Borrowing Strategy 2018/19

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2018/19 treasury operations. The Borough Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was 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 an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the Executive at the next available opportunity.

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Investment Strategy 2018/19 – 2020/21

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 re-payment 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

Annex E(iv)

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 2018/19 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 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. However as all borrowing is fixed any increase in rates will only impact on new borrowing

	2018/19 Estimated + 1%	2018/19 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	400	400

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:

	2018/19	2019/20	2020/21
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£266m	£263m	£261m
Limits on variable interest rates based on net debt	£266m	£263m	£261m
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 >	£m	£m	£m

364 days	0	0	0
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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 2018/19 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 Link 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 CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	AAA Rating by Fitch, Moodys or S&P	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	As per list of approved Counterparties	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	As per list of approved Counterparties	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/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Callable deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity. (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

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

Summary

Virements between Departments

	Reorganisation £'000	Structural Changes Reserve £'000	Other Earmarked Reserves £'000	S106 Bus Contracts £'000	Other S106 £'000	Council Wide £'000	Total £'000
Adult Social Care, Health and Housing	248	38	0	0	0	-297	-11
Children, Young People and Learning	17	224	273	0	0	-834	-320
Environment, Culture & Communities	11	18	88	82	101	-436	-136
Resources / Chief Executive's	-276	71	0	0	0	-673	-878
Non Departmental / Council Wide	0	0	0	0	0	2,240	2,240
Earmarked Reserves	0	-351	-361	-82	-101	0	-895
TOTAL	0	0	0	0	0	0	0

ADULT SOCIAL CARE, HEALTH AND HOUSING

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
143	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
-15	A vacant Web Officer position has been transferred to Resources as part of a wider project. A part year effect budget virement has therefore been made.
-11	A virement to Children, Young People and Learning to support the purchase of specialist equipment.
131	The responsibility for the Disabled Facilities Support Service and Energy Management functions have been transferred to Adult Social Care, Health and Housing.
	<u>Structural Changes</u>
38	An allocation from the Structural Changes Reserve to finance redundancy costs
	<u>Council Wide items</u>
161	Adjustment to pension deficit contribution budgets following on from the triennial review.
-2	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-3	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-453	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-11	Total Virements

CHILDREN, YOUNG PEOPLE AND LEARNING

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
17	Virements to Children, Young People and Learning to support the purchase of mobile devices and specialist equipment.
	<u>Structural Changes</u>
224	An allocation from the Structural Changes Reserve to finance redundancy costs and salary protection payments
	<u>Other Earmarked Reserves</u>
273	The Schools Forum agreed that £0.180m should be drawn down from the Schools Budget General Balance and £0.093m from the SEN Resource Unit Reserve to support planned expenditure.
	<u>Council Wide items</u>
89	Adjustment to pension deficit contribution budgets following on from the triennial review.
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-3	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-405	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-512	Allocation of income budgets to Children, Young People and Learning from Council Wide Items. These cover income receipts from the DSG funded Schools Budget in respect of the £0.260m contribution to LA "retained" education statutory and regulatory duties already agreed by the Schools Forum and income of £0.252m to LA "general" statutory and regulatory duties paid by individual maintained schools at £20 per pupil.
-320	Total Virements

ENVIRONMENT, CULTURE & COMMUNITIES

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
177	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
-35	The management of the bus station has been transferred to Property Services in Resources
-131	The responsibility for the Disabled Facilities Support Service and Energy Management functions have been transferred to Adult Social Care, Health and Housing.
	<u>Structural Changes</u>
18	An allocation from the Structural Changes Reserve to finance redundancy costs
	<u>Other Earmarked Reserves</u>
88	Allocations from the Town Centre Regeneration Reserve to support additional cleansing (£0.075m) and grass cutting (£0.013m) within Bracknell Town Centre.
	<u>S106 Bus Contracts</u>
82	The Section 106 Agreement for Wykery Copse, agreement number YN364, allows for bus services to be provided between Jennetts Park and the Bracknell bus and rail stations. The contract was re-let for this service with effect from April this year resulting in an annual cost of £81,650. A virement is therefore requested for this sum.
	<u>Other S106</u>
101	A number of posts (3 FTE) are to be met from Section 106 SPA Mitigation monies at a cost of £0.086m. A 0.5 FTE post in Parks and a full time post in Planning Policy to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. Plus 1.5 Ranger posts to maintain and manage the areas that have been designated SANGS, which are required to be maintained at a higher standard than general open areas. An additional virement of £0.004m is also required to fund the annual running costs of a vehicle required for the maintenance of the enhanced SANG's.
	<u>Council Wide items</u>
95	Adjustment to pension deficit contribution budgets following on from the triennial review.
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-4	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-524	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-136	Total Virements

RESOURCES / CX OFFICE

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
-6	A virement to Children, Young People and Learning to support the costs of the mobile devices project.
-320	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
35	The management of the bus station has been transferred to Property Services in Resources
15	A vacant Web Officer position has been transferred to Resources as part of a wider project. A part year effect budget virement has therefore been made.
	<u>Structural Changes</u>
71	An allocation from the Structural Changes Reserve to finance redundancy costs
	<u>Council Wide items</u>
22	Adjustment to pension deficit contribution budgets following on from the triennial review.
8	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
10	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-1,595	Following purchases of commercial properties in Stowmarket and Sheffield, a budget for associated rental income has been transferred into Resources from Corporate Wide Items.
1,382	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-500	The budgetary savings resulting from the Council Wide Support Services transformation programme in 2017/18 have now been transferred to the Resources Department.
-878	Total Virements

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Adult Social Care, Health and Housing</u>
		Adult Social Care Support Grant received in 2017/18.
	-363	Government Grants
109		Community Mental Health Team (including Older Adults) - care package costs
153		Learning Disabilities - care package costs
101		Miscellaneous Public Health supplies & services - care package costs
		Government grant for discretionary housing benefit awards, which was confirmed after the 2017/18 budget had been agreed.
	-70	Government Grants
70		Housing Benefit discretionary payments
		The drug and alcohol recovery contract was ended and services re-provided in house. This included staff transferring to the Council under TUPE.
	-161	Substance misuse - non-employee expenditure
161		Substance misuse - employees
		Following the rule changes surrounding IR35 a long term consultant in Housing has elected to take permanent employment. A member of staff previously employed by the NHS and recharged to the Council has also now moved onto the Council payroll.
	-80	Housing Benefits Administration - supplies & services
80		Housing Benefits Administration - employees
	-56	Adult Community Team - third party payments
56		Adult Community Team - employees
		Prevention services, which are funded from the Better Care Fund (BCF), have been moved from the Commissioning team to Public Health.
	-100	Public Health - other grants
50		Public Health - employees
50		Public Health - contracted services
		The 2017/18 BCF plan was formally approved by central government in October 2017. This virement reflects the various projects funded from the BCF that had not been assumed in the original budget build.
	-1,247	NHS funding
430		Assistive equipment and technology
378		Adult Community Team
100		Commissioning & Resources
100		Intermediate care
89		Community Team Mental Health (including Older Adults)
80		Director
70		Learning Disabilities
		Mental Health services previously provided through the Rethink contract are now being provided in-house.
	-130	Community Team Mental Health - third party payments
	-29	Community Team Mental Health - other grants
108		Community Team Mental Health - employees
51		Community Team Mental Health - non-employee expenditure
2,236	-2,236	Total

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Children, Young People and Learning - Departmental Cash Budget</u>
		The devolved staffing budgets have been reviewed and reset to reflect requirements for the year. A number of virements are required that balance to a net nil effect.
30		Children's Services & Commissioning
	-95	Early Years, Childcare and Play
29		Performance and Governance
36		Extended services and support to families
95	-95	Total
		<u>Children, Young People and Learning - Schools Budget</u>
		The Council Budget setting process agreed that the allocation of budgets to individual lines of the Schools Budget could be agreed by the Executive Member, up to the level of anticipated grant income. The original budget approved by the Council was on a provisional basis and adjustments are now reported to reflect the changes agreed by the Executive Member, all of which were supported by the Schools Forum.
	-494	Funds Delegated to Schools
494		School Grant Income
483		Maintained Schools & Academies
	-277	Non Maintained Special Schools & Colleges
114		Education out of School
82		Other SEN Services
1,558		Early Years Free Entitlement
4		Other Early Years Services
	-1,964	DSG
		The Education and Skills Funding Agency (EFSA) has confirmed changes to Dedicated School Grant funding in respect of deducting grant to be paid direct to academy schools of £12.617m. Relevant budgets have been adjusted accordingly to reflect the reduced income and ensure a net nil impact in the accounts. Furthermore, funding for school secondary sixth forms has increased by £0.135m and reflects additional student intake in the 2016/17 academic year.
	-12,617	Funds Delegated to Schools
12,617		DSG
135		Funds Delegated to Schools
	-135	School Grant Income
15,487	-15,487	Total

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Environment, Culture and Communities</u>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures
59		Leisure & Culture
	-130	Planning Transport & Countryside
53		Environment & Public Protection
18		Performance & Resources
130	-130	Total

Departmental Virements over £50,000


Debit	Credit	Explanation
£'000	£'000	
		<u>Resources</u>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures. In order to balance the DSB it has been necessary to identify underspends within non-DSB budgets to vire to the DSB budgets.
100	-100	Office Accommodation DSB Home-to-School transport (Non DSB)
100	-100	Total

Initial Equalities Screening Record Form

Date of Screening: 29/11/2017	Directorate: Adult Social Care, Health & Housing		Section: Commissioning and Resources	
1. Activity to be assessed	Transformation of the relationship with the Voluntary Sector			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project X Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	X New <input type="checkbox"/> Existing			
4. Officer responsible for the screening	Neil Haddock, Chief Officer Commissioning & Resources			
5. Who are the members of the screening team?	Commissioning Team			
6. What is the purpose of the activity?	To move from a block grant / contract regime with the Voluntary Sector, to one where individuals purchase the services they want from voluntary sector organisations using their Personal Budgets . This will be on a phased basis, with full implementation from 1 st April 2019.			
7. Who is the activity designed to benefit/target?	People in receipt of Personal Budgets			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	People in receipt of personal budgets will have some form of disability, so will be impacted by these proposals. The impact is considered to be positive.	By definition, people with a personal budget have some form of disability. The impact is considered positive, as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.
9. Racial equality	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally

				recognised model. There is no evidence in Bracknell to suggest that racial background impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
10. Gender equality	Y	N	People in receipt of personal budgets are statistically more likely to be women. Therefore gender is an indirect factor in these proposals. The impact is considered to be positive.	Gender is an indirect factor in these proposals. People in receipt of personal budgets are statistically more likely to be women. This is due to the fact that amongst the older population in receipt of personal budgets, women outnumber men by a factor of nearly 2:1, both in Bracknell and nationally, and, in turn, it is the older population who are more likely to be in receipt of a personal budget. Therefore gender is an indirect factor in these proposals. The impact is considered to be positive as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.
11. Sexual orientation equality	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that sexual orientation impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
12. Gender re-assignment	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that sexual orientation impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
13. Age equality	Y	N	People in receipt of personal budgets are statistically more likely to be older people, so age is an indirect factor in these proposals. The impact is considered to be positive.	Age is an indirect factor, as statistically people in receipt of a personal budget are more likely to be older, aged 65+. The impact is considered positive, as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide

				services that will meet their needs. This power is positive.
14. Religion and belief equality	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that religion or belief impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
15. Pregnancy and maternity equality	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that pregnancy on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
16. Marriage and civil partnership equality	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that marriage or civil partnership status impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Not applicable.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Not applicable			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Potentially, approximately 1000 people per year could be affected, all of whom will have some form of disability, and approximately 600 would be older people (aged 65+). The split between men and women is likely to be 40:60. The significance cannot be quantified numerically, however the impact is that people have greater choice in how to spend their Personal Budget.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	For each equality group where there is an impact, the impact is that they have greater choice in how to use their Personal Budget to meet their needs. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.	

21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Information on how people use their Personal Budgets will help identify the positive impact of these proposals. This information will be built up from individual support plans for each person with a Personal Budget.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There are no negative equality impacts of this proposal, as explained above.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? The impact of this is on the voluntary sector, who will no longer receive money from the Council to provide services that people could purchase with their Personal Budgets. In order to avoid destabilising the Voluntary Sector, this is being phased in over 2 years. In addition, the Department, as part of its Transformation Program, has launched a Digital Marketplace, and created new roles of Community Connectors, to help people identify which services they wish to purchase from different providers, including the voluntary sector. Individual organisations who provide services that people want will flourish. These actions have already been done.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?	Adult Social Care Transformation Program		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	<div data-bbox="1066 1031 1375 1128" data-label="Text">  </div> <div data-bbox="867 1117 1050 1182" data-label="Text"> <p>Signature: Date:29/11/2017</p> </div>		

Initial Equalities Screening Record Form

Date of Screening: 25/11/2017	Directorate: CYPL		Section: L & A
1. Activity to be assessed	Reduction in spend on commissioned services for young people who are NEET		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Virtual School Head – Kashif Nawaz		
5. Who are the members of the screening team?	Virtual School Head – Kashif Nawaz		
6. What is the purpose of the activity?	The aim of the service is to support those young people of school age and are at risk of becoming NEET as well as supporting those who are 16 – 18 years old and are NEET. The service was previously contracted to Adviza and bought in-house in March 2017. With the presence of Elevate, opportunities have been identified to deliver the service with a lower cost which meant that a saving of £49k can be made for the 2018/19 financial year. Actual services to young people however, will not be reduced and this will continue to be delivered.		
7. Who is the activity designed to benefit/target?	Young people across the ages of 14 – 18 years old.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.		N No	All young people are provided with the same service and there is no evidence of any differential due to disability?
9. Racial equality		N No	No young person will feel an impact from a racial equality perspective. All those involved come from a diverse number of backgrounds. Everyone will continue to be treated sensitively in regards to their needs.

Annexe H

10. Gender equality		N	No	All young people are provided with the same service and there is no evidence of any differential due to gender
11. Sexual orientation equality		N	No	Based on information relating to gender, staff are aware of individual needs and can adapt their service to meet this.
12. Gender re-assignment		N	No	All young people are provided with the same service and there is no evidence of any differential due to gender
13. Age equality		N	No	The service set up to support young people of school age through to 18 year olds. This will continue to be the case
14. Religion and belief equality		N	No	Individual support plans reflect the religious and cultural beliefs of individuals using this service. Staff are therefore aware of how these needs can be followed through.
15. Pregnancy and maternity equality		N	No	The service currently supports expectant mothers and families and will continue to do so. There will be no change in the current level of support available to them.
16. Marriage and civil partnership equality		N	No	The service does not differentiate between those who are either single, married or in a civil partnership – this will continue to remain the case as staff are fully trained to meet individual needs.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	No further information available at this time			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Monitor trends over time through monthly information reports. This is reported through the Performance management board in CYPL at DMT.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There are no areas of impact recorded hence a full impact assessment is not required.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: _____ Date: _____		

Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources		Section: Customer Services
1. Activity to be assessed	We are planning to change the way the face to face service is offered at Time Square. Customers will be able to see a specialist officer by appointment only, and any 'drop-in' customers will be directed to self-service. Support will be provided for any customers who are unable to use self-service facilities on their own		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball		
6. What is the purpose of the activity?	The aim is to support customers in becoming more self-reliant and learning how to access our online services. by moving to appointments to enable customers to access specialist officers, we can better manage the use of resources, and help to reduce demand. Customers may initially find it more difficult to access council officers as they will need to make an appointment. They will be supported to access online services, and this will help them to develop digital skills needed for accessing information and services in other areas of their lives.		
7. Who is the activity designed to benefit/target?			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
9. Racial equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.

10. Gender equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
11. Sexual orientation equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
12. Gender re-assignment	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
13. Age equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
14. Religion and belief equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
15. Pregnancy and maternity equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
16. Marriage and civil partnership equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Most people will benefit from being supported to develop digital skills and learn how to access online services.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the	No difference			

number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer satisfaction will be recorded as we trial different ways of working.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative equality impacts of this proposal, as explained above.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? At Time Square 'North' reception more self service facilities will be provided and staff will be in the area to support customers as required; this will help them to develop digital skills needed for accessing information and services in other areas of their lives. Opportunities to take this forward will be trialled over the next few months with the main developments taking place during the next financial year.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17

Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources		Section: Customer Services
1. Activity to be assessed	We are introducing GovDelivery and Gov.UK Notify to enable the council to send bulk emails to residents. Residents can subscribe for emails through GovDelivery, and receive newsletters, bulletins, briefings, service disruption information, etc. Gov.UK Notify will enable us to send emails or text messages to customers to remind them to do things, or to prompt them to take action. These contacts can also be managed in bulk, but can be personalised to the recipients. Initial trials will be run with the Revenues Service, sending reminders for overdue payments.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball, Dave Evans		
6. What is the purpose of the activity?	We want to move most of the council's communication with residents to digital channels, to reduce costs.		
7. Who is the activity designed to benefit/target?	This activity is designed to reduce costs, and to benefit all residents.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.
9. Racial equality	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not

			online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
10. Gender equality	¥	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
11. Sexual orientation equality	¥	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
12. Gender re-assignment	¥	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
13. Age equality	¥	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	

14. Religion and belief equality	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
15. Pregnancy and maternity equality	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
16. Marriage and civil partnership equality	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	N/A.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No difference			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality	Y	N		

Duties?			
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer feedback will be gathered as we introduce new ways of working.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative impacts of this proposal, as explained above
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data This presents additional channels for communication for customers and as such as seen to be a benefit. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17

Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources		Section: Customer Services
1. Activity to be assessed	We are planning to change our approach to income collection, and will no longer advertise the acceptance of cash and cheques. In the future we will work towards refusing to accept cash and cheque payments completely.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball, Dave Evans		
6. What is the purpose of the activity?	The aim is to reduce the costs associated with income collection. Customers may initially find it more difficult to make payments, although we will accept online, telephone and over the counter card payments. We will encourage people to set up direct debits where this is appropriate. People will still be able to pay by cash and cheque at the post office, and we will accept these payments, if customers genuinely have no other means of paying us.		
7. Who is the activity designed to benefit/target?	This activity is designed to reduce costs.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
9. Racial equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
10. Gender equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.

			other.	
11. Sexual orientation equality	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
12. Gender re-assignment	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
13. Age equality	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
14. Religion and belief equality	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
15. Pregnancy and maternity equality	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
16. Marriage and civil partnership equality	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	N/A.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No difference			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer feedback will be gathered as we introduce new ways of working.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative equality impacts of this proposal, as explained above.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Customers who still wish to pay by Cheque or Cash will stay be able to pay by this method at their own bank or building society. It is only at the civic offices that cheques and cash will not be accepted. Customers who have a cheque book will have a bank account, so everyone will be able to continue to pay by this method if they wish			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17