



**FINANCIAL PLANS  
AND BUDGETS  
SUPPORTING INFORMATION  
2018/19**

**28 February 2018**

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Borough Treasurer**



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# Summary of 2018/19 General Fund Revenue Budget Proposals to the Executive

## 1 INTRODUCTION

- 1.1 At its meeting on 19 December 2017, the Executive considered the overall position facing the Council in setting a budget for 2018/19. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. Since the Council had signed up to the Government's offer of a Four Year Settlement, the report was based on an assumption that there would be no significant changes to government funding.
- 1.2 In this broad context, the Executive published its draft budget proposals and these have been consulted on with the public, the Council's Overview & Scrutiny Commission and Scrutiny Panels, with town and parish councils, business ratepayers, the Schools Forum and voluntary organisations.

## 2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 19 DECEMBER 2017

- 2.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular, the scope to invest in new service provision is severely restricted. Many of the pressures accommodated in the budget package are simply unavoidable as they relate to current levels of demand or legislation changes.
- 2.2 As in previous years, economies have focused as far as possible on increasing efficiency, income generation and reducing central and departmental support rather than on front line services. However, since it became a Unitary Authority in 1998 the Council has successfully delivered savings of around £80m in total. As a result it is almost inevitable that further savings will have some impact on services, although the transformation programme put in place by the Council is seeking to minimise this.
- 2.3 The draft budget proposals, which reflected the priorities in the Council Plan and included a suggested approach for inflation, are summarised in Table 1.

**Table 1: December Draft Budget Proposals**

Department	Commitment Budget (CB) Excl. Transformation	CB Transformation	Capital programme	Inflation	Service Pressures / Economies	Change in Contingency	New Homes Bonus & Improved Better Care Fund	Business Rates Reserve	Draft Budget 2018/19
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Social Care, Health and Housing	35,547	-1,800	0	0	1,873	0	-62	0	35,558
Children, Young People and Learning	28,012	-1,165	0	0	936	0	0	0	27,783
Environment, Culture & Communities	35,187	-1,812	0	0	-554	0	0	0	32,821
Resources / Chief Executive's	4,984	-611	0	0	125	0	0	0	4,498
Non Departmental / Council Wide	-14,160	-1,029	40	1,500	18	500	932	-8,863	-21,062
<b>Total</b>	<b>89,570</b>	<b>-6,417</b>	<b>40</b>	<b>1,500</b>	<b>2,398</b>	<b>500</b>	<b>870</b>	<b>-8,863</b>	<b>79,598</b>

### **3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 19 DECEMBER 2017**

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

3.1.1 The Council's budget is set within the context of a 4-year Local Government Funding Settlement (LGFS) published following the General Election in May 2015. As such, 2018/19 will be the third year of this agreement. The paragraphs below set out the key issues included in the Provisional Settlement for 2018/19 and this is followed by a section that draws together the likely implications for the Council's medium term funding position.

3.1.2 The Provisional Settlement was published on 19 December 2017. The overall quantum of funding provided in government grant remained largely as expected and proposed further changes to the New Home Bonus regime were withdrawn. As part of the settlement the Government announced that the Berkshire bid to be a pilot area for 100% retention of Business Rates in 2018/19, led by Bracknell Forest, had been accepted. This will provide additional one-off resources to the county as a whole and to the individual Unitary Authorities – work is being undertaken to move forward with this Pilot in the most advantageous way for all parties.

3.1.3 Looking ahead, the Provisional Settlement confirmed that the Government is intending to implement a revised business rates retention scheme in 2020/21. This will now be based on 75% rates retention rather than 100%, which was the stated intention before the impact of the Brexit negotiations on the Parliamentary timetable. Both the pilot and the revised scheme are covered in more detail in section 6.3.

3.1.4 A further consultation document on the fair funding review of relative needs and resources has also been published. This review will calculate the new baseline funding levels for individual local authorities based on an up-to-date assessment of their assessed relative needs and resources. The aim is to have a revised funding

system in place in 2020/21 to coincide with the introduction of the new Business Rates retention scheme. Core funding from business rates will be redistributed according to the outcome of the new assessment, which will have a significant long-term impact on the funding of the Council.

- 3.1.5 The Council will respond to ensure the issues faced by Bracknell Forest are clearly understood by the Government as part of this review.
- 3.1.6 The Government also announced changes to the Council Tax referendum principles for 2018/19 and 2019/20. It has acknowledged that increasing demand for social care services to vulnerable children is placing significant pressure on local authority finances across the country. However, rather than announcing additional central funding to address these pressures the Government's response is to permit local authorities to meet pressures where appropriate through local taxation. In recognition of this, as well as higher than expected inflation levels, the Government has chosen to set the core referendum principles in line with inflation at 3% - compared to 2% in previous years.
- 3.2 Specific Grants
- 3.2.1 From 2013/14 almost all Specific Grants have been rolled into the Baseline Funding that councils receive with only a minority administered outside of the formula mechanism.
- 3.2.2 In 2015/16 the Government consulted on a number of possible reforms to the New Homes Bonus to sharpen the incentive for housebuilding and provide £800m for Adult Social Care. The outcome of the consultation was announced alongside the Provisional Settlement for 2017/18. The Government decided to:
- reduce the number of years for which legacy payments are made from 6 years to 5 years in 2017/18 and then to 4 years from 2018/19 and
  - set a national baseline for housing growth to sharpen the incentive for councils to deliver more new homes. The Government chose to set the initial baseline in 2017/18 at 0.4% below which the Bonus will not be paid but retained the option of making adjustments to the baseline in 2018/19 and future years in the event of significant and unexpected housing growth.
- 3.2.3 The Government consulted over the Summer on further changes to the scheme. The proposal to link New Homes Bonus payments to the number of successful planning appeals has not been implemented in the Provisional Settlement and the national baseline for growth has been maintained at 0.4%. However, NHB will still be £0.079m less than included in the December proposals, based on final figures and the overall sum available for distribution, bringing the total receivable to -£1.767m for 2018/19 (-£2.796m for 2017/18).
- 3.2.4 Two of the largest Specific Grants received by the Council are the ring-fenced Public Health Grant and the NHS funding to support social care and benefit health. The Public Health Grant for 2018/19 has been confirmed at £4.050m, a reduction of £0.107m (2.6%) compared to 2017/18. Indicative figures show a further reduction of £0.107m to £3.943m in 2019/20. With regards to NHS funding, it has been assumed that the pooling of health and social care services budgets under the Better Care Fund will have a neutral impact on the Council's revenue budget.
- 3.2.5 Information on a number of smaller Specific Grants is still awaited. The only significant allocations that has been confirmed relates to Housing Benefit Administration Subsidy grant which has been reduced by £0.036m to -£0.283m, and

Local Council Tax Administration Subsidy Grant which remains unchanged at -£0.090m in 2018/19.

### 3.3 Business Rates

- 3.3.1 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government.
- 3.3.2 Currently the Council collects significantly more Business Rates than it is allowed to keep and only receives approximately a quarter of any Business Rates growth. As indicated above, the Government has announced that it still intends to introduce a new system by 2020/21 based on a 75% retention of local growth in Business Rates by local government. Under the new system existing grants including Revenue Support Grant and the Public Health Grant will be incorporated into the baseline and more responsibilities are likely to be transferred to Local Government.
- 3.3.3 Bracknell Forest is in a virtually unique position in terms of its current business rates income. The transfer of a large multi-national company on to the Council's valuation list in 2013/14 significantly increased the level of Business Rates collected locally. This transfer represented a significant windfall for the Council, creating both a significant opportunity and risk at the time and has been a key factor in providing resources to balance the Council's budget since then.
- 3.3.4 Around half of the additional income was used to support the base budget with the remainder set aside in a Business Rates Equalisation reserve to mitigate against the risk of the additional income reducing or being withdrawn. This prudent approach meant that the Council was not immediately impacted by a successful appeal by the company against the rateable value, which resulted in it being reduced by 28% in 2016/17. A further appeal was lodged last year, which is still outstanding, and the company has also applied to join the Central Rating List, which would mean the income transferring away from Bracknell Forest.
- 3.3.5 As the timing and outcome of these events are uncertain, broad assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. This continues to represent a considerable risk to the Council's current and future Business Rates income.
- 3.3.6 The Borough Treasurer has received verbal confirmation from a senior official at the MHCLG that they are not proposing to take a decision about a possible transfer to the central list until the new funding system is introduced in 2020/21. While there can be no certainty, the working assumption is that at that point the case to move the company to the Central List will be accepted and Bracknell Forest will lose overnight the significant amount of additional income that is being received, part of which is being used to support the base revenue budget.
- 3.3.7 In addition to this specific issue, the move to the new funding system in 2020/21 will be accompanied by a re-set of the current 50% business rates retention arrangement. This will most likely mean that all or a large part of the additional business rates that the Council has secured through the company referred to above and from the town centre opening in 2017 will no longer directly benefit Bracknell

Forest. This is a consequence of Bracknell Forest having for many years been able to generate income significantly in excess of its assessed funding needs, which are unlikely to change relative to other authorities under a new funding system.

3.3.8 In terms of the Council's budget plans, Business Rates income for 2018/19 has been forecast to grow in line with the Government's baseline assumptions plus additional growth resulting from the opening of the regenerated Town Centre. The 2017/18 budget assumed an additional -£0.750m of Business Rates from the Town Centre and the Commitment Budget currently assumes a further -£0.750m of income in 2018/19. Actual income will depend on the rateable values agreed for the let units and how quickly the few remaining units are let. At this stage only a small number of valuations have been confirmed by the Valuation Office. However, these give no cause to believe that the Council's assumptions will be widely adrift of the actual position.

3.3.9 In the meantime, the projected surplus on the Business Rates element of the Collection Fund for 2017/18 is -£3.045m, largely due to the impact of the single multi-national company. This one-off surplus will be available in 2018/19, but recognising the high probability that it is a time limited benefit, it is proposed that this be transferred to the Business Rates Equalisation Reserve and remain available to guard against medium-term risk.

### 3.4 Medium Term Financial Situation

3.4.1 The current four year settlement, despite some changes introduced last year, has provided a degree of certainty in terms of Government funding that has facilitated planning for the 2018/19 and 2019/20 budgets. However, as indicated in the sections above, there is significant uncertainty for the period from 2020/21 due to the potential impact of the following issues in particular;

- Fair Funding review
- Business Rates system re-set
- Treatment of multi-national company

3.4.2 Given the relative prosperity of Bracknell Forest, it would be imprudent to expect that the impact of these changes, all of which are more likely to mean a re-distribution of resources from wealthier to more deprived areas, will be anything other than detrimental to our local resources, at least in the immediate aftermath of their introduction in 2020/21.

3.4.3 Members are also reminded that the predicted level of new savings from the Council's successful Transformation Programme is inevitably expected to fall by 2020, recognising that most services will have been subjected to fundamental reviews by that time. The most likely consequence of all of these factors combining is an additional recurring budget gap of around £7m in 2020/21.

3.4.4 The impact of these factors combining at that time will be a greater reliance on Council Tax income as an on-going source of funding to support essential front-line services. The current level of Council Tax in Bracknell Forest is the second lowest of any Unitary Authority in England. While a high level of increase in any year is unlikely to be universally welcomed by residents, Members are advised that Bracknell Forest is still likely to retain this position even if the maximum level of increase permitted is proposed and that this would provide the greatest level of protection possible for essential services in the period from 2020/21.

### 3.5 Business Rate Pilot

- 3.5.1 As part of the Provisional Settlement the government announced that another ten areas had been selected to take part in 100% rates retention pilots in 2018/19, including Berkshire. As a result, no Revenue Support Grant (RSG) will be received in 2018/19 as this has been incorporated into the calculation of the Council's Business Rates baseline funding level. The baseline funding level has been set at -£20.636m which is £0.033m less than the combined figure for RSG and baseline funding assumed in the December report. However, no levy will be charged on any growth achieved above this level in 2018/19 enabling 100% to be retained locally. There is also a possibility that will not be confirmed until later in the year that the pilot could be extended to a second year, either as a 100% or 75% pilot, with the revised permanent scheme then coming into effect in 2020/21.
- 3.5.2 Based on Business Rates projections for all the Unitaries within Berkshire at the time the proposal was submitted, it was estimated that the pilot will enable around £35m of additional funding to be secured for the area. Under the joint proposal £25m of this would be provided to the LEP to undertake improvements in transport infrastructure that would help secure further economic and housing growth to benefit the County. The remainder would be allocated across the individual authorities in proportion to their actual growth in business rates income. No authority would be worse off financially than they would have been under the current funding arrangements. The actual benefits will depend on the level of business rates collected during 2018/19.
- 3.5.3 The additional benefit for Bracknell Forest is currently estimated to be £6.9m. While some of the Berkshire authorities are proposing to use their gain to support their 2018/19 budgets, they are in a different starting position to Bracknell Forest. This Council was already planning to use £4m of additional business rates growth to support its budget, from the growth in the Town Centre and the multi-national business referred to above. Any increase in this sum would simply create the potential for a greater "cliff edge" in 2020/21, when a new funding system is to be introduced that will remove or significantly reduce this gain.
- 3.5.4 In order to help ensure that the Council does not face an unmanageable position from 2020/21, it is proposed that the one-off gain from the Business Rate pilot is transferred to the Business Rate Equalisation Reserve and earmarked for one-off uses, including to support the revenue budget from 2020/21 onwards. In recognition of this additional financial flexibility, the transfer of an additional £0.250m into the Business Rates Equalisation Reserve included as part of the December budget proposals has been reversed.
- 3.5.5 The Council will also receive Section 31 grant to cover the loss of income resulting from capping the Business Rates increase to 2% in 2014/15 and 2015/16 and CPI in 2018/19, and a number of Business Rate Reliefs (-£2.178m). Although this is a significant increase over current levels (-£1.253m), as 80% of the increase has resulted from the rates pilot which is a one-off gain it is again proposed that this additional income is not used to support the 2018/19 budget.
- 3.5.6 The net effect of all these changes is that no additional growth or section 31 income is proposed to be used to support the budget compared to the December proposals and an additional £8.2m will be transferred into the Business Rates Equalisation Reserve. It is estimated that there will be a balance of £6m available on the reserve at the end of 2017/18 and £17m at the end of 2018/19, of which £3m is the current year's Collection Fund surplus. This sum is available to provide protection against

the significant funding changes expected from 2020/21, at which point the level of General Reserves is expected to be close to the minimum prudent level..

### 3.6 Council Tax and Collection Fund

- 3.6.1 The Council Tax Base for 2018/19 has been calculated as 45,298 (Band D equivalents) which at current levels would generate total income of -£54.103m in 2018/19.
- 3.6.2 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases equal to or in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. As stated above, the threshold percentage has been increased to 3% for 2018/19. As a council with social care responsibilities, it will now also be possible for Council Tax to be raised by a further 3% to support social care pressures providing certain criteria are met. The Government's financial modelling assumes that all Councils with adult social care responsibilities will raise a 6% precept over two or three years. Every 1% increase in Council Tax in Bracknell Forest would generate approximately -£0.541m of additional income.
- 3.6.3 A surplus will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a lower than expected take up of the Local Council Tax Benefit Support Scheme. The Council's share of this surplus which can be used to support the 2018/19 budget is -£0.115m.

### 3.7 Consultation

- 3.7.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the consultation period, the draft proposals have also been scrutinised by the Council's Overview & Scrutiny Commission and Scrutiny Panels. Extracts from the minutes of these meetings are attached as Annexe B and show the Commission broadly supported the draft proposals presented.
- 3.7.2 The draft fees and charges for 2018/19 have also been considered by the Overview and Scrutiny Commission and Scrutiny Panels, which highlighted a small number of issues for further consideration, which has happened.
- 3.7.3 The Schools' Forum considered the Executive's proposals relating to the Children, Young People and Learning department at its meeting on 18 January and, again, no significant issues were raised.
- 3.7.4 Only two responses were received to the public consultation including a detailed response from the Labour Party. The Labour response is included at Annexe C, the second respondent strongly agreed with the Council's proposals.
- 3.7.5 Alongside the final budget proposals being published on the Council's web site, at which time the impact of the Business Rates pilot arrangements were better understood, representatives of business ratepayers were contacted drawing their attention to the consultation. Any responses received were highlighted to Members.

### 3.8 Inflation

- 3.8.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. Inflation allowances have been reviewed further by the Borough Treasurer and the Corporate Management Team within this framework. As a consequence, the inflation provision has been increased to

£2.422m, recognising the impact of the current inflation indices on prices for goods and services. The Departmental analysis is shown in Table 2.

Table 2: Inflation Allocations

<b>Department</b>	<b>2018/19 £'000</b>
Adult Social Care, Health and Housing	801
Children, Young People and Learning (excluding schools)	451
Resources / Chief Executive's Office	390
Environment, Culture and Communities	655
Non Departmental / Council Wide	125
<b>Total</b>	<b>2,422</b>

3.8.2 This is an additional cost of £0.922m compared to the draft budget proposals. The original allocation assumed pay awards of 1%. National Employers made an offer to the unions on pay on 5 December. The proposal is for the majority of staff to receive a 2% pay rise from April 2018 and a further 2% rise in April 2019. To accommodate the introduction of the National Living Wage, the proposal also includes higher increases for staff on scale point 19 or below. The revised allocation for pay is based on this offer (+£0.5m). An additional allocation of £0.125m is also being held at Council Wide level to cover any in-year issues, given that inflation is currently running significantly above the national target level. If unchanged, this has the potential to impact on contracts and other non-pay items and is the main reason for the rest of the increase.

3.8.3 Inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded by the Dedicated Schools Grant.

### 3.9 Other Revisions to the Draft Budget Proposals

3.9.1 As outlined above, in the two months since the Executive published the draft budget proposals more information has inevitably become available. Details of the suggested amendments to the draft budget proposals are set out in paragraphs a) to l) below with the net impact being an increase in the net revenue budget for 2018/19 of £0.175m. These changes have been reflected in the full budget proposals set out in Annexe D and the Commitment Budget (Annexe A).

- a) Adult, Social Care, Health and Housing - Adult, Social Care  
There has been an improvement in the budgetary position since the December report, as the transformation programme begins to have an effect. The pressure arising from care packages has been reduced by £0.564m to £1.645m as a consequence.
- b) Children, Young People and Learning – Transformation  
After reviewing the savings projections, the figure included in the Commitment Budget for 2018/19 has been increased by £0.015m to -£1.180m.
- c) Children, Young People and Learning – Looked After Children  
Due to an increase in the number and cost of placements since the December report, this pressure has increased by £0.460m to £1.698m. Should any additional placement costs be incurred during 2018/19 that cannot be accommodated within the approved budget, a request will be made for support from the contingency.

- d) Environment Culture and Communities – Street Lighting LED Invest to Save Scheme  
The projected electricity savings resulting from the replacement of conventional street lights with LEDs have been reviewed to reflect the latest information on electricity usage and re-profiled to take into account progress on the capital scheme. As a result a pressure has been included in 2018/19 (£0.261m) and the saving in the Commitment Budget (£0.041m) reviewed and slipped to 2019/20.
- e) Environment Culture and Communities – Waste Management  
Savings arising from re3 local initiatives at recycling centres have been reviewed to reflect the latest information. The savings has been reduced by £0.073m but still stands at -£0.627m.
- f) Environment Culture and Communities – car parking income  
Net income from the Avenue car park and the latest demand data has now been incorporated into the savings projection (-£0.075m).
- g) Environment Culture and Communities – South Hill Park  
The -£0.100m grant reduction has now been phased over two years with £0.075m having been moved to 2019/20, following a revised proposal being submitted by the Trustees.
- h) Environment Culture and Communities – Easthampstead Park Conference Centre  
The saving has now been reviewed and phased over two years. The saving achievable in 2018/19 has been reduced by £0.119m to -£0.131m.
- i) Environment Culture and Communities – Library Review  
Due to delays in implementing the self service ICT equipment, £0.030m of the saving assumed for 2018/19 has slipped into 2019/20.
- j) Resources – replacement of Huddle  
The projected saving from the replacement of Huddle with Microsoft Share Point has been transferred into Resources and reduced by £0.013m to -£0.002m following a review of budgets.
- k) Non Departmental / Council Wide - 2018/19 Capital Programme  
For consistency, the impact of the 2018/19 Capital Programme on interest has now been reflected in the Commitment Budget. The Minimum Revenue Provision figure included in the Commitment Budget has also been reviewed using the latest capital projections and has been reduced by £0.243m.
- l) All Departments – Council Wide Support Services and Chief Executive Department restructures  
The Commitment Budget now reflects the movement of budgets between departments following the implementation of these reviews. This has no impact on the overall budget.

## **4 OTHER BUDGET ISSUES**

### **4.1 Schools Budget**

4.1.1 Whilst spending on the Schools Budget is generally funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council's funding responsibilities, councils retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, councils must plan to spend at least to the level of estimated DSG. The policy of the Council is to fund the Schools Budget up to the level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning responsible for agreeing individual service budgets.

4.1.2 As reported in December, following the latest national funding reforms, the DSG now comprises 4 funding Blocks (was 3), each with a separate and new calculation of funding; the Schools Block (SB); the Central School Services Block (CSSB, and the new funding block); the High Needs Block (HNB); and the Early Years Block (EYB). The SB and CSSB directly support mainstream schools and are generally delegated to governors. The HNB and EYB are centrally managed by LAs. The HNB supports pupils whose educational needs are above £10,000 with the EYB mainly funding the cost of the 30 hours a week free entitlement to childcare and early years education for working families.

4.1.3 To date, the DfE has confirmed SB funding at £67.494m with the CSSB at £1.041m. There is no update to the provisional estimates for the HNB at £14.70m and the EYB at £7.05m. Therefore, at this stage, total DSG income for 2018/19 is estimated at £90.285m.

4.1.4 In recommending the budget requirement next year for the SB, the Schools Forum has considered the best approach to take to fund the additional costs arising from supporting new schools as these are not recognised in the DfE funding settlement and would ordinarily need to be funded from a 'top slice' to the budgets of existing schools. As this pressure has been expected, an earmarked reserve has been created in the SB. In order to fully protect budgets for existing schools, the forum is recommending drawing down £0.394m from the New School Reserve. This will be actioned at the start of the year.

4.1.5 Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. Agreeing how much is centrally managed is a decision for the Schools Forum. To meet these deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. Recommendation 2.4 sets the parameters for the formal decision to be made that the Schools Budget is set at the level of grant received plus any accumulated balances, which ensures that there can be no impact on Council Taxpayers. The Executive Member also endorses the decisions of the Schools Forum when these are undertaken in its statutory decision making role.

### **4.2 Pensions**

4.2.1 Accounting standards on the treatment of pension costs (IAS19) require the inclusion within the total cost of services of a charge that represents the economic benefits of pensions accrued by employees. To simplify the presentation of the budget proposals the IAS19 adjustments were not incorporated into the budget proposals considered by the Executive. However they are included in the supporting information

presented to Council. This will not impact upon the Council's net overall budget or the level of Council Tax.

#### 4.3 Investments

- 4.3.1 Now that the Council is in no longer debt-free and is reliant on external borrowing to fund its capital investments, returns on surplus cash are likely to remain relatively low during 2018/19 and beyond. As such, the impact of interest rates on borrowing rates are of greater significance to the Council. The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. In its November 2017 meeting, the Monetary Policy Committee (MPC) raised rates for the first time in 10-years – by 0.25%, in effect reversing the stimulus rate-cut introduced following the Brexit vote.
- 4.3.2 The MPC in its latest Inflation Report made some obvious comments around the fact that the UK is going through a period of heightened uncertainty due, particularly, to the unknowns around how the Brexit negotiations will proceed and the likely effect on households and companies. As such there is a wide spread of potential outcomes during the next 18-24 months. There is, therefore, a likelihood of heightened volatility as events actually unfold.
- 4.3.3 The Council's own forecasts are cautious and in line with a subdued path for increases in Bank Rate; we do not currently see inflation posing a significant threat over the next three years. Our assumptions are based on a 0.25% increase in November 2018 to 0.75%, 1.0% in November 2019 and 1.25% in August 2020. This is much in line with market expectations. Long-term interest rates are at historical lows with 10-year and 25-year Public Works Loan Board rates in the region of 2.2% to 2.7%. Short-term maturities are in the region of 1.5% offering a much smaller cost of carry (this being the difference between the cost of borrowing and the potential re-investment rates). Given a mix of borrowing maturities, the average interest rate on borrowing assumed in the Council's 2018/19 revenue budget is 2.5%.
- 4.3.4 The 2018/19 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2016 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2018/19. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-nationalised UK Banks). Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 31 January 2018, the Treasury Management Strategy remains unchanged from that consulted on in December.
- 4.3.5 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016 and additional funding approved by Council on 29 November 2017. They are included at Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.3.6 The capital programme proposes Council funded capital expenditure of £40.741m (including £30m already approved for commercial property purchases) and an externally funded programme of £17.330m in 2018/19. After allowing for projected

receipts of approximately £9.8m in 2018/19 and carry forwards, the additional revenue costs will be £0.040m in 2018/19 and £0.291m in 2019/20. These figures include on-going costs associated with the maintenance and support of IT capital purchases.

- 4.3.7 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Department for Communities and Local Government (MHCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annex E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget. The annuity method is used to calculate the annual charge where this is based on the life of the asset. The MRP policy is unchanged from that adopted last year, was reviewed by the Governance and Audit Committee at its meeting on 31 January 2018 and no further changes were proposed.
- 4.3.8 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. The Council also needs to make a charge to revenue for "internal borrowing".
- 4.3.9 The final budget proposals included an estimate of £1.816m for the Minimum Revenue Provision required to be made in 2018/19. The actual charge made in 2018/19 will be based on applying the approved MRP policy to the 2017/18 actual capital expenditure and funding decisions.

#### 4.4 Capital Charges

- 4.4.1 Capital charges are made to service departments in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent the opportunity cost to the Council of owning non-current assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.
- 4.4.2 Capital charges do, however, represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges "below the line", i.e. outside service department costs, thereby reducing the net revenue budget whilst not directly affecting the overall cost of each individual service. This means that the charges do not affect the level of Council Tax. The capital charges in 2018/19 total £14.560m which is a decrease of £4.393m compared to the current year. Last year's budget assumed infrastructure assets would move to being valued on a depreciated replacement cost basis rather than a depreciated historic cost basis which significantly increased the depreciation figures. This change in valuation basis has been postponed indefinitely and is the primary reason for the decrease in 2018/19. There will be no impact on the charge to the General Fund which is based on the MRP not depreciation.
- 4.4.3 Changes to capital charges do affect internal services recharges (see below) and were not incorporated into the budget proposals considered by the Executive. They are included in the supporting information presented to Council.

#### 4.5 Internal Services Recharges

- 4.5.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2018/19. Due to their corporate nature, some services do not relate to a single service department, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the departments responsible for providing them (mainly Resources). However, all such costs must be charged to the services that receive support from them.
- 4.5.2 The impact of changes in recharges for internal services is entirely neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving them. The overall level of recharges is dependent upon the Executive's budget proposals being approved.

#### 4.6 Statement by the Borough Treasurer

- 4.6.1 Under the Local Government Act 2003, the Borough Treasurer (as the Council's Section 151 Officer) must report to Members each year at the time they are considering the budget and Council Tax on:
- a) The robustness of estimates; and
  - b) The adequacy of reserves.

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

##### Robustness of estimates

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

This identifies a number of key risk areas including:

- financial and economic factors, in particular the need to maintain services whilst achieving significant savings including those from the transformation programme;
- staffing and the need to recruit, train and retain staff with the relevant skills and expertise;
- the impact of the national and global economy on economic activity in the Borough including potential for businesses to relocate following Brexit and other international decisions;
- providing local school places for local children and the consequences if provision is not correct;
- the impact of demand led services and the need to plan for and respond to future changes;
- sustaining adult social care services as external providers withdraw from the market;
- effective safeguarding of children and vulnerable adults;
- IT infrastructure availability and suitability, compliance, information accuracy and the threat of cyber attacks;

- potential for personal sensitive data to be misused or stolen in particular as a result of changing IT controls to meet business needs;
- the need to monitor and control the implementation of the Binfield Learning Village project to ensure delivery on time and within budget.

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

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

4.6.3 The Borough Treasurer receives regular updates from Business Partners on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2018/19 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Waste Management PFI, major school redevelopment proposals (Binfield Learning Village in particular) and the implementation of savings proposals in particular the significant savings arising from the Transformation Programme;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;

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

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

#### Contingency

- 4.6.5 In setting the budget for 2017/18, the level of general contingency was increased to £2.000m. Within the draft budget proposals for 2018/19 the Contingency was increased to £2.500m, although it was recognised that this would need to be reviewed.
- 4.6.6 The Borough Treasurer, Chief Executive and CMT have reflected upon the outlook for the economy as a whole, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. In this respect, while the Transformation Programme is currently broadly on track, it is not possible to state with absolute confidence at this time that the full level of target savings will be achieved through these complex reviews, in the timescales originally envisaged.
- 4.6.7 Given the overall level of risk from both spending pressures and significant savings, a one-off increase in the contingency to £2.500m is felt to be appropriate for 2018/19. This figure includes an earmarked sum of £0.700m to cover a specific known risk in Adult Social Care, over which clarity is expected to be received during the year.

## Earmarked Reserves

- 4.6.8 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £19.095m in Earmarked Reserves at the start of 2017/18 which were approved by the Governance and Audit Committee in July 2017. The Borough Treasurer has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Borough Treasurer will review again the earmarked reserves in light of the changing risks facing the Council as part of the 2017/18 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

## 5 NET REVENUE BUDGET

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

Table 3: Summary of budget changes

	<b>Inflation (Section 3.8)</b>	<b>Revisions to draft budget proposals (Sections 3.3 3.5, 3.6 &amp; 3.9)</b>	<b>Changes to Specific Grants (Section 3.2)</b>	<b>Total Changes Identified</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Adult Social Care, Health and Housing	801	-1,212	36	-375
Children, Young People and Learning (excluding schools)	451	-249	0	202
Environment, Culture & Communities	655	-235	0	420
Resources / Chief Executive's	390	2,099	0	2,489
Non Departmental / Council Wide	-1,375	2,568	97	1,290
<b>TOTAL</b>	<b>922</b>	<b>2,971</b>	<b>133</b>	<b>4,026</b>

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

Table 4: Revised Executive Budget Proposals 2018/19

<b>Department</b>	<b>2018/19 Draft Proposals (Table 1)</b>	<b>Changes Identified (Table 3)</b>	<b>Revised Budget Proposals</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Adult Social Care, Health and Housing	35,558	-375	35,183
Children, Young People and Learning (excluding schools)	27,783	202	27,985
Environment, Culture & Communities	32,821	420	33,241
Resources / Chief Executive's	4,498	2,489	6,987
Non Departmental / Council Wide	-21,062	1,290	-19,772
<b>Total</b>	<b>79,598</b>	<b>4,026</b>	<b>83,624</b>

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

Table 5: Final Draft Budget Proposals 2018/19

Department	Executive Budget Proposals (Table 4)	Changes to Capital Charges, Recharges & Pensions	Final Budget Proposals
	£'000	£'000	£'000
Adult Social Care, Health and Housing	35,183	1,441	36,624
Children, Young People and Learning (excluding schools)	27,985	1,927	29,912
Environment, Culture & Communities	33,241	-2,428	30,813
Resources / Chief Executive's	6,987	583	7,570
Non Departmental / Council Wide	-19,772	-1,523	-21,295
<b>Total</b>	<b>83,624</b>	<b>0</b>	<b>83,624</b>

## 6 USE OF BALANCES

- 6.1 The Council needs to maintain reserves to aid cash flow and to protect itself from fluctuations in actual expenditure and income. An allowance for cash flow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.
- 6.2 In deciding the level of any contribution from balances, the Executive will wish to have regard to the level of balances available. The Council's General Fund balance at the start of 2018/19 is expected to be £8.5m. This is made up as follows:

Table 6: General Balances as at 31 March 2018

General Fund as at 01 April 2017	£m
Planned use in 2017/18	11.1
	(2.6)
<b>TOTAL Estimated General Balances</b>	<b>8.5</b>

- 6.3 The Council has for many years planned on maintaining a minimum prudential balance of £4m, which indicates that a sum of up to £4.5m is potentially available for use. However, given that these resources are one-off, it is important when considering the use of reserves to not only consider the current year's budget but also future years' pressures.

## 7 FUNDING THE BUDGET PROPOSALS

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £83.624m before allowing for additional interest resulting from the use of balances. This compares with income of -£77.899m from Business Rates baseline funding (-£20.636m), the Collection Fund – Council Tax surplus (-£0.115m), the Collection Fund – Business Rates surplus (-£3.045m) and Council Tax at the

2017/18 level (-£54.103m). The Net Revenue Budget is therefore £5.725m above the level of income for 2018/19.

- 7.2 Each 1% increase in Council Tax in 2018/19 will generate approximately -£0.541m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 5.99%; a general increase of 2.99% plus a further 3% increase to support Social Care pressures. These are the maximum increases permissible under the current guidance without a referendum and, significantly, are the increases factored in to the Governments spending power calculations to 2019/20. This will generate additional income of -£3.241m and reduce the budget gap to £2.484m.
- 7.3 It is recommended that the Council makes a contribution of £2.484m (before additional interest from the use of balances) from General Reserves to bridge the remaining budget gap in 2018/19. The additional interest from the use of revenue balances increases the gap by £0.031m and therefore the amount that needs to be funded from balances to £2.515m.
- 7.4 The Final Local Government Finance Settlement was announced by the Secretary of State for Housing, Communities and Local Government on Tuesday 6 February, after the report to the Council's Executive was published. As part of his statement on the Settlement, the Secretary of State announced that an additional £150m Adult Social Care Support Grant was being made available, of which Bracknell Forest's share is £0.226m. It is proposed that the grant is used locally to invest in prevention services aimed at reducing longer-term needs of adults with Mental Health issues, which is a key local priority for social care and health partners. Apart from minor adjustments to the initial New Homes Bonus grant figures, there were no other changes from the Provisional Settlement announced in December. As the additional income is matched by expenditure, there was no impact on the overall budget figures.
- 7.5 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to increase by 5.99% to £1,265.94.

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

Line		2017/18	2018/19
		£'000	£'000
	<b>Bracknell Forest's Expenditure</b>		
1	Adult Social Care and Health	35,875	36,624
2	Children, Young People and Learning	28,104	29,912
3	Environment, Culture & Communities	35,828	30,813
4	Chief Executives /Resources	7,146	7,570
5	Corporate Wide Items ( to be allocated)	(1,197)	(252)
6	<b>Sub-Total</b>	<b>105,756</b>	<b>104,667</b>
7	<b>Non Departmental Expenditure</b>		
8	Contingency provision	2,000	2,500
9	Debt Financing Costs (Minimum Revenue Provision)	1,550	1,816
10	Levying Bodies	110	111
11	Interest	1,392	3,326
12	Pension Interest Cost & Administration Expenses	7,715	7,725
13	Other Services	249	248
14	Business Rates Growth	(4,145)	(13,116)
15	Contribution from Capital Resources	(300)	(200)
16	Capital Charges	(18,954)	(14,560)
17	Contribution from Pension Reserve	(12,378)	(18,305)
18	Contribution to/(from) Earmarked Reserves	9,060	11,214
19	New Homes Bonus grant	(2,796)	(1,767)
20	Local Services Support Grant	(4)	(4)
21	Transition Grant	(914)	0
22	<b>Net Revenue Budget</b>	<b>88,341</b>	<b>83,655</b>
23	Movement in General Fund Balances	(2,568)	(2,515)
24	<b>Net Revenue Budget after use of balances</b>	<b>85,773</b>	<b>81,140</b>
25	Less - External Support		
26	Business Rates	(15,719)	(20,635)
27	Revenue Support Grant	(7,081)	0
28	Collection Fund Adjustment – Council Tax	(613)	(115)
29	Collection Fund Adjustment – Business Rates	(9,113)	(3,045)
30	<b>Bracknell Forest's Council Tax Requirement</b>	<b>53,247</b>	<b>57,345</b>
31	<b>Collection Fund</b>		
32	Bracknell Forest's Requirement	53,247	57,345
33	divided by the Council Tax Base ('000)	44.58	45.30
34	<b>Council Tax at Band D (excluding Parishes)</b>		
35	Bracknell Forest	£1,194.39	£1,265.94



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

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Adult Social Care, Health and Housing</b>				
Approved Budget	31,673	31,380	30,697	31,212
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	-293			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>31,380</b>	<b>30,697</b>	<b>31,212</b>	<b>31,721</b>
<b>Children, Young People and Learning</b>				
Approved Budget	17,723	16,600	16,938	16,998
Suitability surveys		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	-1,123			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>16,600</b>	<b>16,938</b>	<b>16,998</b>	<b>16,988</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	21,032	20,291	19,673	19,526
Waste Disposal PFI		45	16	10
Capital Invest to Save 2006/07 - Easthampstead Park		-1		
Car Parking income		-35		
Capital Invest to Save 2015/16 - Street Lighting LED			-98	
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	-741			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>20,291</b>	<b>19,673</b>	<b>19,526</b>	<b>19,536</b>
<b>Resources</b>				
Approved Budget	13,554	13,471	13,491	13,585
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	-83			
<b>Resources Adjusted Budget</b>	<b>13,471</b>	<b>13,491</b>	<b>13,585</b>	<b>13,585</b>
<b>Total Service Departments</b>	<b>81,742</b>	<b>80,799</b>	<b>81,321</b>	<b>81,830</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	4,359	6,599	8,609	9,289
Minimum Revenue Provision		266	275	129
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		
2018/19 Capital Programme - Interest		40	24	
Revenue impact of 2018/19 Capital Programme - ICT costs			39	
Net Inter Departmental Virements	2,240			
<b>Non Departmental / Council Wide Adjusted Budget</b>	<b>6,599</b>	<b>8,609</b>	<b>9,289</b>	<b>9,748</b>
<b>TOTAL BUDGET</b>	<b>88,341</b>	<b>89,408</b>	<b>90,610</b>	<b>91,578</b>
<b>Change in commitment budget</b>		<b>1,067</b>	<b>1,202</b>	<b>968</b>

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

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Adult Social Care, Health and Housing*</b>				
Transformation		-1,800	-1,700	TBA
<b>Adult Social Care and Health Total</b>	<b>0</b>	<b>-1,800</b>	<b>-1,700</b>	<b>0</b>
<b>Children, Young People and Learning</b>				
Transformation		-1,180	-640	TBA
<b>Children, Young People and Learning Total</b>	<b>0</b>	<b>-1,180</b>	<b>-640</b>	<b>0</b>
<b>Environment, Culture and Communities</b>				
South Hill Park	-100	-25	-75	
Library review	-250	-120	-30	
Leisure Services Review	-300	-600		
Car Parking income	-225	-387	-162	
Easthampstead Park Conference Centre		-131	-44	
Public Transport Subsidy			-200	-400
Planning and Development Control		-200		
Parks and Open Spaces		-200	-200	
<b>Environment, Culture and Communities Total</b>	<b>-875</b>	<b>-1,663</b>	<b>-711</b>	<b>-400</b>
<b>Resources</b>				
Council Wide Support Services	-500	-311		
Easthampstead House		-300	-100	
<b>Resources Total</b>	<b>-500</b>	<b>-611</b>	<b>-100</b>	<b>0</b>
<b>Non Departmental / Council Wide</b>				
Commercial Property Investment Strategy	-1,000	-1,000	-1,000	
Council Wide Support Services - Business Intelligence		-29	-18	
<b>Non Departmental / Council Wide Total</b>	<b>-1,000</b>	<b>-1,029</b>	<b>-1,018</b>	<b>0</b>
<b>TOTAL TRANSFORMATION PROGRAMME SAVINGS</b>	<b>-2,375</b>	<b>-6,283</b>	<b>-4,169</b>	<b>-400</b>
<b>Overall Change in Commitment Budget</b>		<b>-5,216</b>	<b>-2,967</b>	<b>568</b>
<b>Total Budget including Transformation Savings</b>		<b>83,125</b>	<b>80,158</b>	<b>80,726</b>

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

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

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Adult Social Care and Health	35,582	33,099	31,914	32,423
Children, Young People and Learning	26,981	26,139	25,559	25,549
Environment, Culture & Communities	35,087	32,806	31,948	31,558
Resources	7,063	6,472	6,466	6,466
Non Departmental/Council Wide	-16,372	-15,391	-15,729	-15,270
	<b>88,341</b>	<b>83,125</b>	<b>80,158</b>	<b>80,726</b>

- Inter committee

**Movements**

Adult Social Care, Health and Housing	-2,483	-1,185	509
Children, Young People and Learning	-842	-580	-10
Environment, Culture & Communities	-2,281	-858	-390
Resources	-591	-6	0
Non Departmental/Council Wide	981	-338	459
	<b>-5,216</b>	<b>-2,967</b>	<b>568</b>

**MINUTE EXTRACTS OF OVERVIEW AND SCRUTINY COMMISSION AND PANELS  
CONCERNING THE 2018/19 BUDGET CONSULTATION**

**Environment, Culture and Communities Overview and Scrutiny Panel meeting held on  
9 January 2018**

**183. 2018/19 Draft Budget Proposals**

The Panel was invited to consider its response to the Executive's draft budget proposals for 2018/19. It was being consulted as part of the statutory consultation process which would conclude on 30 January 2018, after which it would consider the outcome of the consultation exercise at its meeting on 13 February 2018, before recommending the budget to Council.

Arising from questions and discussion the following points were made:

- Percentage increases were based on market pricing whilst ensuring residents could access services. As a guide most services were raised in line with RPI.
- Concerns were raised about a particularly high increase in the cost of applying for a Street Café and it was noted that prices had been suppressed whilst the Lexicon was being built to encourage new traders and prices now reflected the more prosperous town centre
- Increase in Sports Hire were a reflection of other local authorities cost for similar facilities and followed the councils policy to view competitor's pricing.
- For buildings with a size of over 100,000sqm, it was confirmed that the cost package would be bespoke.
- The affects of China no longer taking aluminium and plastics would have a minimal effect on addressing waste and recycling in the Borough.
- Traffic Survey data was being sold to third party consultants for commercial use and it was questioned whether the price could be increased.
- A range of feedback had been received from members of the public regarding the new LED lights and it was confirmed there would be enough budget to look at individual areas and make adjustments where necessary.
- Steve Loudoun would report back on the costs and capital gains as a result of the new LED lighting installed.
- The delivery of housing by Surrey Heath had been slower than anticipated which meant their requirement for SANG was also reduced. It was confirmed that the land could be returned to BFC for SANG use but was currently not needed.
- Steve Loudoun would report back on why there was 64.4% increase in cost to use the memorial chapel at the Crematorium
- The events charging policy at local libraries was as per council policy so a surplus would be made to cover both the speaker and additional money towards running costs.
- Concerns were raised about the increase in cost for the residents parking scheme as some residents struggled to afford the cost of the permits and consequently were parking just outside the permit zone. It was noted the full cost of the scheme was currently not being covered. Steve Loudoun would confirm what the cost would be to make it cost neutral.
- Concerns were raised about whether the cost savings proposed in the budget would impact services provided by the Council and it was confirmed that the savings were believed to be genuine efficiencies which may increase some risks but would not impact services.

## Children, Young People and Learning Overview and Scrutiny Panel meeting held on 10 January 2018

### 88. 2018/19 Draft Budget Proposals

The Director of Children, Young People and Learning presented the Draft Budget Proposals for 2018/19 for Children, Young People and Learning.

It was noted that any specific financial questions from Members would be directed to the Finance Business Partner for Children, Young People and Learning.

Arising from discussion, the following points were noted:

- It was clarified that provision for inflation and pay awards would come out of the schools budget.
- Clarity was requested around paragraph 8.13 and 8.14 in the report regarding reduction in schools budget. The Director commented that no school in Bracknell Forest was in a detrimental budget situation, rather there were some schools which would gain more than others. The central government agreed national funding formula for schools put a cap on the amount to be passed to schools over a 2 year implementation period. Members requested that this message be clarified before being publicised to schools and through the budget.
- The revenue funding values from Pupil Premium and Free School Meals grants was not yet known for 2018/19. It was anticipated that other demands on school budgets such as pay awards to teaching staff may not be included in the grant allocation.
- Members recognised the potential impact of having a change of Minister for Education in central government.
- It was clarified that the Local Authority would be supporting all schools to ensure their budget was used to best effect.
- Following the withdrawal of the Educational Services grant, the Schools Forum had agreed to contribute £20 per child to fund Educational Services going forward.
- Although the timescale to respond to the settlement seemed short to Members, the Director gave reassurance that Governing Bodies had seen the information in draft form before the settlement was formally released on 16 December 2017.
- The outcomes for other Local Authorities were not known, however it was understood that the London boroughs and large County Councils had not benefitted from the new formula.
- Members were reassured that the Elevate programme would remain in Bracknell Forest, however the mechanics of delivery would change to meet the demand of online services rather than a shop front in Princess Square.
- Statutory education psychology on the recommendation of a school would continue to be funded by the Local Authority, but parents who requested an education psychologist assessment would now be charged.
- It was clarified that if CAMHS or another Health service referred a child to Education Services, they should describe the necessary outcome rather than prescribing a service such as Education Psychology.
- It was requested that Members' concern be noted regarding the figures in the Capital Programme bids, as it was felt that these were too costly.

## Health Overview and Scrutiny Panel meeting held on 11 January 2018

### 31. 2018/19 Draft Budget Proposals

The Panel noted that the Executive had agreed the Council's draft budget proposals for 2018/19 as the basis for consultation with the O&S Commission, O&S Panels and other interested parties. The detailed figures were of little relevance to the Panel as the Public Health grant was almost entirely funded from ring-fenced specific grant.

The Borough Treasurer's report indicated that the Public Health Grant in 2017/18 was £4,157,000 and the Panel was informed that although the allocation for 2018/19 was likely to be around 2.5% lower, it would be possible for the Council to work within a slightly lower Public Health budget. The Panel noted the report and reserved comment in the absence of any further detail on the 2018/19 budget.

## Adult Social Care and Housing Overview and Scrutiny Panel meeting held on 16 January 2018

### 78. 2018/19 Draft Budget Proposals

The Panel noted that the Executive had agreed the Council's draft budget proposals for 2018/19 as the basis for consultation with the O&S Commission, O&S Panels and other interested parties. Extracts from the 2018/19 Revenue Budget and Capital Programme reports of relevance to the Panel had been circulated to assist members to frame questions and any comments on the draft budget proposals.

The Panel noted the Service Pressures/Development for Adult Social Care, Health and Housing totalling £2,633k arising mainly from current levels of demand and legislation changes. However, there were also a number of offsetting savings that had been identified, which together with the substantial Transformation Programme savings shown in the commitment budget, would enable the Council to set a manageable budget for the year ahead.

Arising from comments and questions the Panel noted:

- There was a risk that now that the Government had placed the responsibility for social care with the Secretary of State for Health, changes could follow which would adversely affect the Better Care Fund Allocation.
- The new conversations model for care assessors together with other initiatives, including a greater involvement with the voluntary sector, had enabled substantial transformation savings to be built into the commitment budget in both 2018/19 and 2019/20 which were considered to be sustainable.
- The pressure arising from the high cost of the transfer of care packages from Children's to Adult was due to high cost family expectations, particularly around the education element of the package. In the longer term the Transformation Programme was due to look at ways the cost of these packages could be managed more effectively.
- The saving of £27k in rent for the Waymead premises since this would no longer be used. Alternative more suitable premises would be found to continue to provide respite care.
- A small increase in the fee for making arrangements to find an alternative placement for people (funding their own care) whose care provider had failed. The cost of the care remained with the individual.
- The Capital Programme contained provision to increase the loan to Downshire Homes Ltd (DHL) to purchase 25 properties for homeless households and 5 properties for households with learning disabilities. A review of the governance arrangements for DHL was due to take place.

The Director was asked to circulate to members further information /explanation on the following:

- The provision of £8k in the commitment budget for 2019/20 for support to former Independent Living Fund recipients.
- Clarification about the Council owned properties in Reading, Blackwater Valley and East Thames Valley used for homeless families.

## Overview and Scrutiny Commission – 25 January 2018

### 42. The Council's Budget Consultation

Councillor Virgo had declared an affected interest in the item as he was an independent board member of South Hill Park Trust.

The Commission considered a report that set out draft budget proposals for 2018/19. It was reported that the Executive would be considering all representations made at its meeting on 13 February 2018, before recommending the budget to Council.

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

- The draft budget proposals for 2018/19 had been agreed by the Executive at its meeting on the 19 December 2017, before the Government had released details on the provisional settlement. The Secretary of State had listened to local government concerns about Children's Services pressures and had given flexibility for local Council's to increase Council Tax by an additional 1% above the 3% general increase and 2% increase for Adult Social Care pressures. This meant a possible 6% increase.
- Overview and Scrutiny's contribution to the consultation process was a key element in the budget setting process.
- No changes had been announced to the New Homes Bonus.
- The Berkshire bid to participate in a business rates pilot has been accepted with Bracknell Forest acting as the lead Council. This was good news as additional funding would be available.
- In order to respond to the pressures in Children, Young People and Learning and Adult Social Care there was a reliance on the delivery of transformation projects.
- In 2018/19 there was a modest capital budget under £9million and there would be no need for additional borrowing and no new capital demands.

The Director of Corporate Services reported that within her directorate there were pressures which underpinned the ability to transform and to keep up with legislative changes. The proposed savings were genuine efficiency savings generated by shifts in operations such as savings related to working in the Microsoft environment.

The Members noted the supplementary report which included the relevant budget minute extract from each Panel meeting.

Concerns were raised about the implementation of the £35k saving proposal to provide all agendas electronically. The Commission queried the details of when the decision was made, who by, together with what consultation had taken place with Members. The Director of Resources explained that this proposal was in response to the Council's difficult financial situation and reflected the whole Council's approach to reducing paper. It was explained that relevant IT kit, support and training would be provided so that Members could use the Mod.Gov application to access information and ensure that all Members were confident in using electronic screens. It was confirmed that adaptations would be made to respond to individual's needs. The Director stated that it had been recognised that some reports would require printing and examples were discussed such as the Local Plan, site visits, budget papers. It was confirmed that some paper copies would be available for public meetings however these would be the rarity. In response to concerns around difficulties using the software it was acknowledged that it would take time to learn this new skill and Members would have the option to print their own copy at their own cost as required. It was suggested that this would restrict the number of people who would stand as candidates but surveys had

shown that the local population as a whole were more digitally enabled and the Residents Survey had indicated a growing request for more digitised communication by Bracknell Forest residents. Residents expected their council to be as cost effective as it could. It was suggested that the structure of reports should be reviewed as it was challenging to find vital information in the existing report format. The Vice Chairman asked for clarity on the statutory requirements on the Council for supporting members in this respect. The Chairman concluded that there was deep unease about the implementation of this proposal and concerns would be raised outside of the meeting.

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

- In relation to investments and borrowing the Council would take a mix of borrowing maturities as the best value was being offered on long-term borrowing maturities of 40 to 50 years but needed to create a balanced portfolio to be able to respond to changing markets.
- The additional 1% pressure in relation to the pay award for staff was due to the offer made to Unions being 1% above the assumed 1%.
- The Schools section of the budget paper had been rewritten in response to comments at the CYPLO&S Panel meeting as members had found the wording very confusing.

The Chairman revisited the concerns raised at the ECC O&S Panel about the increases to fees and charges in some areas but a lack of increase in others. The hourly rate of £55 for professional planning fees was highlighted as a concern as this was considered to be too low for a commercial charge and there was a risk that the Council was subsidising third parties who would pass this on as a recharge. It was explained that the cost of services would be covered and that legally the Council could not deliberately raise charges to make a profit. However the Borough Treasurer agreed to look at this again and report back on how the rate was assessed and what factors were taken into account.

It was raised that there had been a significant number of queries at each of the Panel meetings, there had been no budget papers relating to Health and Members were disappointed that officers attending the meetings had been unable to answer the detailed questions.

Councillor Virgo sought clarification on the length of the grant settlement to be offered to South Hill Park as the Activist report had recommended a three year agreement. The Borough Treasurer advised that South Hill Park Trust had indicated that they would not be able to deliver the grant reduction target and they would be working towards a two year agreement.

In relation to the proposed fees and charges for the Appeals Service offered by Democratic Services it was queried whether the fees covered the cost of delivering the service. It was explained that these fees were introduced to respond to Academy and Voluntary Aided Schools requesting this service and had been calculated based on recent experience. It was queried whether higher charges would prohibit the appeals process. The Chairman requested further information on how the Appeals Service charging was assessed.

The £7k proposed saving on staff benefits related to the ceasing of free Sports Centre membership which was taken up by 200 members of staff, 100 of which are in schools, but would be money leaving the organisation once the Sports Centre was outsourced.

The Chairman reiterated concerns regarding the performance targets being reached in relation to transformation savings for both Children, Young People and Learning and Adult

Social Care, Health and Housing but the Borough Treasurer reassured Members present that close monitoring was in place to ensure that this would be delivered.

The Commission endorsed the comments made in the minute extracts from Overview & Scrutiny Panels and would incorporate these into the overall feedback.



## **Response to Budget Consultation from Mary Temperton on behalf of the Labour Party**

As in the past few years, the budget is dominated by the complete withdrawal of the Revenue Support grant by 2020, resulting in an 80% reduction in Government funding for Bracknell Forest.

£20m needs to be saved over the next two years despite £80m having already been saved by this Council to date. Obviously, as with every other Council, these huge sums can no longer be found by efficiency savings. I acknowledge that every department has been reviewed to find alternative ways of working and this essential 'transformation programme' is saving money-reflected in the £6.417m reduction in the Council's commitment budget.

The actual settlement figure is not included in the consultation papers but I understand this was as expected from the 'four year Financial Settlement' signed in 2015 – an expected reduction of £2.6m for 2018/19. The fact that fewer houses than predicted have been completed in Bracknell Forest must also affect the New Homes bonus. A reduction of £1.9m has been predicted, but the latest figure is again not included in the budget papers.

It is difficult to make an informed response to this consultation without all the actual figures. Inclusion of the value of additional grants received and all those withdrawn do enable this response to be made, however.

### **Capital Programme:**

I support all schemes that result in more 'affordable' homes being made available. The cash Incentive Scheme seems to do this, but by an unusual route. The £8m for Downshire Homes for 25 properties for homeless households and 5 for households with learning difficulties to add to its existing 22 is welcomed. The papers do suggest a trading surplus should now be shown, as two years has passed. Where is this shown? If this is not the case, why is this information given? More information should have been given to explain the £233K needed to bail out Stonewater to enable the provision of 36 'affordable' units to be secured; although I appreciate that this is at no cost to Bracknell Forest residents.

The Council received £9m in the Basic Needs grant from central government to support the Schools investment programme last year, and £6m the year before. The total withdrawal of this grant must affect investment in our schools and only three are benefitting substantially. Another specific grant supports the Binfield learning village. Easthampstead Park Community School is one school I would have urged needs some investment.

The £100K allocated for Off Street Parking is welcomed but will never be enough to satisfy the needs of the residents. Parking on most of the estate roads is now chock-a-block, with residents being unable to leave their homes in the evenings because they have no-where to park on their return. Many park on the grass verges and these are being churned and destroyed. As the Council will not take action against such parking, I suggest that this money be used to put meshing down on the grass verges across the borough; enabling parking but preventing our estates becoming 'Somme-like'.

All the Parish and Town councils have been invited to consider taking over responsibility for Play areas in their localities. I know that the response from Bracknell Town Council was positive. Since the discussion, nothing has been progressed. I suggest this be acted on.

I fully support the £30K Upgrade in Play Area and Exhibits at the Look Out. This is an excellent provision and the update is needed to ensure it retains the interest of all its regular users.

Parking here is always difficult and the suggestion to increase provision and protect the area is welcomed. The suggested fees of £4.10 will not be popular, not because of its price hike, but because finding the odd 10p will be a pain (this applies to the other odd bits too). In contrast, the 0-4 hours fee has been kept at a sensible £2.00.

The provision of a new Harmanswater Library is greatly welcomed. £298k is included as extra funding from the council, but with Invest to save and S106 funding, the cost for this totals £795K. This seems an excessive amount to build three walls and fit out!! Surely, the whole Community Centre should be refurbished for this or at least a lift put in to enable access to it. This would be a very good use of S106 money.

### **Revenue Budget:**

The papers state that the revenue from Commercial Property Investment Strategy is £1m. I questioned this figure at full Council and do so again. In the minutes of the December Council meeting, it states that this strategy is 'delivering £2m' - so why is that figure not included here - as was stated at the January Council meeting - I had found another £1m. Does this mean the transformation saving should be corrected to £7.417m? In the Annex A, Commercial Property Investment Strategy, is only showing a return of £1m. Was it the minutes of the Dec Council that were wrong?

I congratulate the officers for leading and securing the Berkshire Unitaries bid to pilot 100% business rates retention in 2018/19. This is said to bring £35m to the area – 70% for infrastructure projects and the resulting 30% allocated in proportion to the individual authorities according to their growth in business rate income. This must be very good news for Bracknell Forest with the development of the new town centre.

I totally support the committed funding in response to the pressures on the adult services and children's services.

I denounce the Government's withdrawal of the Education Services Grant that supported the statutory and regulatory services the Council has to provide. This money will now have to come from the Dedicated Schools' Grant meaning less can be spent on our children. The explanations describing the changes and outcomes for the schools' budgets following the Government's introduction of the Schools National Funding Formula (SNFF) are very confusing. Some schools were to have reductions, some increases. The SNFF has not been funded sufficiently to enable the changes promised. Because of the pressure resulting from the general election, £1.3bn extra funding is now available nationally, and every school will have now an increase. The increase cannot be as big as promised, because no school will get a reduction - so all schools in Bracknell Forest will get an increase. But then paragraph 8.14 says: 'despite there being an additional £1.3bn of investment in core school budgets, there is no noticeable increase in funding allocated to Bracknell Forest schools compared to the December 2016 amount. Whilst there is an increase of £0.263m of funding in 2018/19 this is offset by a similar amount of reduction in 2019/20' - ??? I understand that this whole section has now been rewritten, but I am responding to the papers published for Public

Consultation. I had to attend The 'Schools Forum' to understand all this. I would be surprised if the 'broad section of resident and service users' responding to the consultation did not have the same difficulties.

The funding for opening the Binfield Learning Village is again taking money from the existing schools in the borough- £0.555m for 2018/19 and an estimated £0.479m in 2019/20. Surely this funding should come from central government? A new school is needed because of additional children. The existing children should not suffer reduced funding because of this. Has an appeal been made to the Government to honour their commitment to provide school places?

All schools will receive an increase but the proposal for staff wage increases is 2%, inflation is at 3% and there is the Local Government pension deficit to pay. This increase will be wiped out.

I oppose the further reduction in grant of £100K to South Hill Park. I understand that this was proposed in last year's budget, on the understanding that building changes to enable weddings and other large receptions to be held there would result in increased revenue. These changes have not been possible because contractors could not guarantee their work would enable a theatre and a reception to take place in adjacent settings with no interruption from noise. Alternative building changes have now been proposed. The new management of South Hill Park is making a very positive impact and the Arts Centre, greatly loved by Bracknell Forest residents, is doing well. I ask that this reduction is not made but the grant is awarded to enable the centre to complete the building work, resource its increased revenue and prove this is sufficient to support the Centre for the future.

I fully appreciate and support all the funding for the pressures being experienced by Adult Social Care and Children, Young People and Learning departments.

The £14k cost to cut the grass in the central reservation in Millennium Way and on station roundabout seems excessive. It is stated that this has to be done out of hours. I suggest, one lane is blocked and the work done during the off peak periods. Bracknell Forest residents are very accustomed to road closures and would welcome the saving of £14k.

I fully support the proposal to employ two trainees under the National Graduate Development Programme and the eight Apprentices across the Council. This is an example of the Council Leading the way and in some way justifies the apprenticeship levy paid by all schools. I would ask if our Children Looked After Leavers could be considered for the apprenticeships, an example of the Council extending its care.

I am concerned that the Council seems to be withdrawing from supporting the voluntary sector (£75K) at the same time as the success of many of the transformation projects rely on it. Each organisation will have to devote more time to fund raising at the very same time it is relied upon to increase its community involvement.

The reduction in the take up of apprenticeships is very concerning. Relevant information and support for our young people is essential. This is especially true for youngsters vulnerable to becoming 'NEET'. I have been told that by combining with the regional consortium, the reduction to Elevate which supports such young people will not affect service delivery. I would hope it could be improved and will monitor this carefully.

In the Local Children's Safeguarding Board's report, much was made of the success and importance of advocacy and independent representation, enabling young people to have their voice heard. This was said to be especially important for the Children Looked After. I am very concerned at the reduction of £19k to support this service when it has proven to be so successful with such positive outcomes.

The support of the Education Psychology Service to schools is greatly valued. Their expertise helps teachers provide strategies and support for their students experiencing problems. When successful, this prevents the need for further testing and assessments. The statement in the papers seems to imply the schools would now have to pay for this service. Schools have very tight budgets and I would hate advice not to be sought and preventative measures not introduced because of this increased cost to the school. This would be a very short term saving, leading to increased costs.

I fully support the move to a Paperless council but reading 'The local Plan' on my iPad caused problems. However, printing these 1200 pages for all councillors seems a terrible waste of precious resources as well as a large cost. I am delighted that the Members' Allowances budget has been underspent. I know £2k of this comes from me, but I am glad others are contributing too- the 'Transformation' of Members?

I am concerned at the proposal to reduce the face to face contact in the Welfare and Housing department. The preventative advice and support given by this workforce saves the Council money. People in crisis need to talk to someone, not send messages on a machine. In response to my question at full Council Jan. 17, on the extension of Universal credit to Bracknell in May, I was assured that the Council would support and help claimants. This recommendation seems to make that less likely.

The Adult and Community learning has just received an excellent Ofsted report. To celebrate this, the proposal is to increase the cost of each course by 66.67%!! Surely part of the success was that all residents could access the courses at a reasonable rate. The courses were inclusive, not just good value for those on benefits with reduced fees. The income generated in 2017/18 was £10K the expected income generated in 2018/19 is also £10K. Does this reflect expected reduced uptake?

Residents are struggling to pay the cost of the Parking Permits now. Increasing the cost for the first permit by 8%, the second by 5% but then not charging any more to the residents who are taking up more spaces than an average household, seems unjust. I suggest households should be encouraged to reduce their number of vehicles needing to be parked in residential areas. Higher fees for the greater number of permits may act as a deterrent.

The Central Government's withdrawal of funds has resulted in a complete rethink of the way the Council operates. I have participated in all workshops discussing 'Transformation' and appreciate all that has been achieved. The changes have affected every employee.

The savings are given as £6.417m (£7.417m if the £1m is found from Commercial Property investment) - a huge savings.

The Council Tax is said to generate £54.118m from all properties

Business rates are given as £20.669m which now includes the reduced Revenue Support Grant as a result of the arrangements for the Business Rates Pool.

Although the cost of a 1% increase in pay is shown as £0.5m, these budget papers assume a pay increase of no more than 1%, negotiating contracts on minimum inflation and inflation only on Council charges and fees.

Pay negotiations are ongoing for a 2% rise and inflation is at 3%

So the gap is likely to be larger than stated.

To close the given gap in funding of £4.811m, the Council has the choice to use balances, raise Council taxes, or make further cuts.

I favour a mixture of the first two.

The Government agreed last year that the adult Social Care precept could be raised by a total of 6% before 2020. A 3% increase was used last year and it was proposed that an increase of 3% would again be included this year- allowing for no such increase in 2019.

I understand the Council can now raise the Taxes by 5.99% without having to organise a referendum. If every 1% increase in council tax gives about £0.54m revenue increase, then even this would not be enough to close the gap (£3.2m) I think most residents would accept an increase of about £1 a week to maintain services but there will also be another increase for the police.

I support an increase of 4.99% (£2.7m) This is far more than pay increases in the last year but I trust the Council Tax Discount Package will be well publicised to help those eligible.

This increase will also improve the base revenue to help safeguard services for the future.

After all the grants are considered, I would support the balance being taken from the General reserves of £8.5m

Mary Temperton



## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Assistive equipment and technology</b> Additional funding identified from the Better Care Fund.	-250		
<b>Out of hours restructure</b> 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		
<b>Waymead respite care</b> Budget for rent of premises that is no longer required.	-27		
<b>Local Healthwatch and Carers contract</b> 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		
<b>Grants</b> As the Council seeks to transform the way in which social care is provided, grants to the voluntary sector are expected to reduce.	-75		
<b>Property</b> With the closure of Bridgewell intermediate care facility in the Winter 2017, it is anticipated that property repairs and maintenance costs will reduce.	-20		
<b>Appointeeship income</b> Additional income is being generated from an increase in clients for whom the Council manages their financial affairs.	-20		
<b>Homelessness</b> 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
<p><b>Housing Benefit overpayments</b></p> <p>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.</p>	-50		
<p><b>Housing Benefits processing</b></p> <p>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.</p>	-40		
<p><b>Forestcare income</b></p> <p>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.</p>	-60		
<p><b>Supporting people contract</b></p> <p>Full year-effect of saving on the supporting people contract re-tendered in the previous year.</p>	-30		
<p><b>My Homebuy</b></p> <p>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.</p>	-20		
<p><b>Public Health</b></p> <p>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.</p>	-60		
<p><b>Adult Social Care residential pressures<sup>1</sup></b></p> <p>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</p>	1,645		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p>exacerbated by the closure of care homes in recent months).</p> <p>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.</p> <p>These factors have combined to result in a cost base for residential Adult Social Care that is significantly in excess of the base budget.</p>			
<p><b>High cost care package transfers</b></p> <p>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.</p> <p>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.</p>	<b>174</b>		
<p><b>National minimum wage and carers providing a sleep-in</b></p> <p>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.</p>	<b>250</b>		
<b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b>	<b>1,309</b>	<b>0</b>	<b>0</b>

<sup>1</sup> The pressure has reduced by £0.564m compared to the budget consultation papers

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Reductions on discretionary services</b></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"> <li>• 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);</li> <li>• Removing non-statutory functions in the Capital and Property Team (£31,000);</li> <li>• Removing non-statutory aspects of the advocacy and independent representation of children and young people involved in social care services (£19,000);</li> <li>• A planned reduction in the development of one-off strategic initiatives (£13,000).</li> </ul>	<b>-112</b>		
<p><b>Revised delivery of services and support arrangements</b></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"> <li>• 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);</li> <li>• Reduced use of general office resources and specialist advice services (£32,000).</li> </ul> <p>Other changes in response to service review, new ways of working and general efficiencies are:</p> <ul style="list-style-type: none"> <li>• 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);</li> <li>• Making greater use of the Berkshire Information Advice Service that supports parents with special educational needs children (£19,000);</li> <li>• 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</li> </ul>	<b>-43</b>		
	<b>-266</b>	<b>-12</b>	

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p>resource (£28,000);</p> <ul style="list-style-type: none"> <li>• Incorporating the key aspects of the After School Development Worker into other posts (£33,000);</li> <li>• 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;</li> <li>• 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).</li> </ul>			
<p><b>Special Educational Needs</b></p> <p>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.</p>	<b>65</b>		
<p><b>Performance Management and Governance</b></p> <p>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.</p>	<b>54</b>		
<p><b>Looked After Children<sup>1</sup></b></p> <p>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</p>	<b>1,698</b>		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
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.			
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>1,396</b>	<b>-12</b>	<b>0</b>

<sup>1</sup> The pressure has increased by £0.460m compared to the budget consultation papers

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Waste Management<sup>1</sup></b>  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.	-627		
<b>E+ Card</b>  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		
<b>E+ Card</b>  Reduction in the Smartcard supplies and services budgets	-10		
<b>Transport Policy, Planning &amp; Strategy</b>  Reduction in usage of consultants.	-35		
<b>Road Safety</b>  Following the removal of the Road Safety Officer post, publicity for the service has reduced.	-10		
<b>Transport Policy, Planning &amp; Strategy</b>  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		
<b>Transport Policy, Planning &amp; Strategy</b>  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		
<b>Transport Policy, Planning &amp; Strategy</b>  As a result of additional monitoring it has been possible to	-20		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
identify more infringements, which has led to an increase in New Roads and Street Works Act (NRSWA) penalties.			
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>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.</p>	<b>-25</b>		
<p><b>Sports Development</b></p> <p>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.</p>	<b>-30</b>	<b>-14</b>	
<p><b>Town Centre Maintenance</b></p> <p>The new town centre necessitates higher additional cleansing and landscaping maintenance. The majority of the additional costs relate to street cleansing needs.</p>	<b>69</b>		
<p><b>Environmental Services</b></p> <p>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.</p> <p>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.</p>	<b>14</b>		
<p><b>Parks Open Space &amp; Countryside</b></p> <p>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.</p> <p>The council is working with Surrey Heath to review the profile of house building and therefore future receipts for the coming year.</p>	<b>200</b>		
<p><b>Local Development Framework</b></p> <p>The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas.</p> <p>In prior years the budget has been consistently reduced and the programme has continued to be delivered by the carry forward of</p>	<b>68</b>		

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
prior years budgets. However from 2018/19 this will no longer be possible and a base budget must be established.			
<b>Transport Policy, Planning &amp; Strategy</b>  Bracknell Forest forms part of the Berkshire Local Transport Board which is now a member of the Transport for the South East (TfSE)  A budget is required to support operational costs, including staff, strategy development and communications activity. This cost is split between the six Berkshire authorities.	10		
<b>Off Street Parking</b>  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		
<b>Highway Maintenance</b>  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		
<b>Non Cash Budgets</b>  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		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<b>Highways</b>  The projected electricity savings resulting from the replacement of conventional street lights with LEDs have been reviewed to reflect the latest information on electricity usage and re-profiled to take into account slippage on the capital scheme.	261		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>-220</b>	<b>-14</b>	<b>0</b>

<sup>1</sup> The saving has reduced by £0.073m compared to the budget consultation papers

## RESOURCES

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

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<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><b>ICT</b></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>	<b>-90</b>		
<p><b>Assistant Chief Executive</b></p> <p>A savings following the departure of the Assistant Chief Executive.</p>	<b>-30</b>		
<p><b>CCC Review – Digital Post Room</b></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>	<b>-76</b>		
<p><b>Member Services</b></p> <p>The Information Commissioner's Office requires all members to be registered as a data controller.</p>	<b>1</b>		
<p><b>ICT</b></p> <p>Annual subscription for Microsoft software licencing's set out in the 3-year Microsoft Enterprise Agreement (£365,000).</p>			

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p>The Council's internet capacity needs expanding to allow for the use of cloud products (£15,000).</p> <p>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).</p> <p>Increased cost of support contracts to cover maintenance of network equipment (£6,000).</p> <p>Additional licences need to be bought for load balancers for moving AD/Exchange into the cloud (£8,000).</p>	<b>419</b>		
<p><b>HR</b></p> <p>There has been an increase in the cost of the new Occupational Health contract which came into effect in July 2017 (£15,000).</p> <p>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).</p> <p>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).</p>	<b>27</b>		
<p><b>HR &amp; Payroll</b></p> <p>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).</p> <p>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).</p>	<b>21</b>		
<p><b>Digital Services</b></p> <p>Annual licensing costs for Invotra, a Cloud hosted managed intranet replacement.</p>	<b>8</b>		
<p><b>Customer Services (Facilities Management)</b></p> <p>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.</p>	<b>10</b>		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p><b>Customer Services</b></p> <p>Council Wide license allowing roll out of Booking Bug to unlimited services across the Council (£18,000).</p> <p>Annual licensing costs for MusterPoint the social media management platform (£9,000).</p> <p>Annual licence for Lean Process Modeller Software (£9,000).</p> <p>Council Wide annual licensing costs for the GovDelivery digital communications platform and for the GovDelivery/Firmstep integration (£20,000).</p>	<b>56</b>		
<p><b>Revenue Services</b></p> <p>Estimated cost of surcharging on credit card payments which will have to be met by the Council from 1 January 2018.</p>	<b>60</b>		
<p><b>ICT<sup>1</sup></b></p> <p>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.</p>	<b>-2</b>		
<b>RESOURCES TOTAL</b>	<b>123</b>	<b>0</b>	<b>0</b>

<sup>1</sup> The saving has reduced by £0.013m compared to the budget consultation papers and was previously shown under Council Wide.

## COUNCIL WIDE

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Citizen &amp; Customer Contact (CCC) Review – Face to Face</b></p> <p>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.</p>	-29		
<p><b>CCC Review – Income Collection</b></p> <p>New approach to income collection - removal of cash and cheques, and move to automatic set-up of direct debits.</p>	-20		
<p><b>CCC Review – GovDelivery</b></p> <p>GovDelivery will replace current posted bulk mailings, brochures and flyers. Examples include:</p> <ul style="list-style-type: none"> <li>• Waste &amp; Recycling annual renewal notices</li> <li>• Libraries "What's On</li> <li>• Community Learning course brochure and newsletters</li> <li>• Fostering and adoption leaflets</li> <li>• Children's Centres communications</li> </ul>	-18		
<p><b>Training Budgets</b></p> <p>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).</p>	-120		
<p><b>Capitalisation of Expenditure</b></p> <p>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 increasingly difficult. The budget target has therefore been reduced.</p>	100		
<p><b>Apprenticeships and Graduate Trainees</b></p> <p>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</p>	120		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
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).			
<b>COUNCIL WIDE TOTAL</b>	<b>33</b>		



**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.

<b>Capital Expenditure</b>	<b>2018/19 Estimate £000</b>	<b>2019/20 Estimate £000</b>	<b>2020/21 Estimate £000</b>
Capital Expenditure	58,221	17,648	2,598
<b>Financed by:</b>			
Capital receipts	9,800	3,000	3,000
Capital grants & Contributions	17,480	8,685	1,475
<b>Net financing need for the year</b>	<b>30,941</b>	<b>5,963</b>	<b>-1,877</b>

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

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

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

The Council is asked to approve the CFR projections below:

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

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

*# 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
<b>External Debt</b>				
Debt at 31 March	£90m	£130m	£130m	£130m
<b>Investments</b>				
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 repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

### Investment Counterparty Selection Criteria

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

After this main principle the Council will ensure:

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

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

Specified Investments offer high security and high liquidity and are:

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

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

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

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

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

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

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

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

### **Creditworthiness policy**

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

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

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

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

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

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money market funds	AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£7m	liquid

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

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

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

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

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

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

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 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%
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
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
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£266m	£263m	£261m
<b>Limits on variable interest rates based on net debt</b>	£266m	£263m	£261m
<b>Maturity Structure of fixed interest rate borrowing 2017/18</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested >	£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
<b>Debt Management Agency Deposit Facility*</b> (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
<b>Term deposits</b> with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
<b>Gilts</b> : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

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

## NON-SPECIFIED INVESTMENTS

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

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

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

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

## Reserves & Balances Policy Statement

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

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

Reserves and Balances can be held for a number of purposes

### General Balances

Balance	Purpose	Policy	Value
<b>General Fund</b>	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level.	March 15 £10.961m March 16 £12.730m March 17 £11.071m March 18 £8.503m March 19 £5.988m

**Earmarked Reserves**

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

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Insurance and other Uninsured Claims</b>	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 15 £2.731m March 16 £2.666m March 17 £2.750m March 18 £2.850m March 19 £2.900m
<b>Budget Carry Forward</b>	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 15 £0.202m March 16 £0.315m March 17 £0.221m March 18 £0.000m March 19 £0.000m
<b>Cost of Structural Change</b>	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 15 £1.469m March 16 £1.555m March 17 £1.852m March 18 £0.760m March 19 £0.260m
<b>Schools' Balances</b>	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 15 £4.013m March 16 £3.333m March 17 £1.695m March 18 £1.295m March 19 £0.995m
<b>Discretionary School Carry Forwards</b>	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 15 £0.074m March 16 £0.074m March 17 £0.052m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
	Schools Specific Contingency as set out in the financial regulations.		March 18 £0.052m March 19 £0.052m
<b>Unused Schools Budget Balance</b>	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 15 £0.208m March 16 £1.373m March 17 £1.778m March 18 £1.109m March 19 £1.109m
<b>SEN Resource Units</b>	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.490m March 16 £0.316m March 17 £0.304m March 18 £0.344m March 19 £0.244m
<b>School Meals Re-tender</b>	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.040m March 16 £0.040m March 17 £0.040m March 18 £0.040m March 19 £0.040m
<b>School Expansion Rates</b>	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.196m March 16 £0.445m March 17 £0.595m March 18 £0.825m March 19 £0.975m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>School Diseconomy Costs</b>	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will generally open with relatively low pupil numbers and will therefore need additional financial support until pupil numbers reach a viable level.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 17 £0.300m March 18 £0.800m March 19 £0.404m
<b>SEN Strategy Reserve</b>	An earmarked reserve set up in 2017/18 from the under spend on the Schools Budget to help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.439m March 19 £0.439m
<b>Repairs &amp; Renewals</b>	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 15 £0.066m March 16 £0.014m March 17 £0.009m March 18 £0.009m March 19 £0.009m
<b>Building Regulation Chargeable Account</b>	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 15 £0.000m March 16 £0.000m March 17 £0.000m March 18 £0.000m March 19 £0.000m
<b>Commutated Maintenance of Land</b>	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 15 £0.643m March 16 £1.104m March 17 £1.375m March 18 £1.489m March 19 £1.414m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>S106 and Travel Plan Monitoring</b>	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 15 £0.120m March 16 £0.120m March 17 £0.128m March 18 £0.132m March 19 £0.142m
<b>Property Searches Chargeable Account</b>	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 15 £0.133m March 16 £0.154m March 17 £0.135m March 18 £0.090m March 19 £0.045m
<b>Business Rates Equalisation</b>	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals.	March 15 £13.700m March 16 £11.798m March 17 £0.000m March 18 £6.000m March 19 £17.000m
<b>Transformation</b>	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 15 £0.480m March 16 £1.399m March 17 £1.960m March 18 £1.470m March 19 £0.470m
<b>Demographic Pressures and Projects</b>	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements. The reserve is no longer required.	March 15 £0.477m March 16 £0.477m March 17 £0.194m March 18 £0.000m
<b>Revenue Grants Unapplied</b>	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 15 £2.083m March 16 £2.333m March 17 £3.653m March 18 £3.653m March 19 £3.653m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Early Intervention</b>	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work. The reserve is no longer required.	March 15 £0.289m March 16 £0.259m March 17 £0.029m March 18 £0.000m
<b>School Masterplans and Feasibility Studies</b>	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 15 £0.500m March 16 £0.500m March 17 £0.350m March 18 £0.350m March 19 £0.350m
<b>Repairs and Maintenance</b>	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 15 £0.187m March 16 £0.039m March 17 £0.039m March 18 £0.000m
<b>Members Initiatives</b>	A reserve to fund another round of small projects (£0.015m per member) based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.	The reserve will be used for local ward priorities identified by members The reserve is no longer required.	March 15 £0.207m March 16 £0.089m March 17 £0.082m March 18 £0.000m
<b>Public Health Reserve</b>	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 15 £0.399m March 16 £0.380m March 17 £0.539m March 18 £0.936m March 19 £0.936m
<b>Better Care Fund Reserve</b>	A reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 15 £0.945m March 16 £1.328m March 17 £0.617m March 18 £0.093m March 19 £0.093m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Regeneration of Bracknell Town Centre</b>	A new reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 17 £0.250m March 18 £0.162m March 19 £0.162m
<b>Commercial Properties Acquisition</b>	A new reserve to meet any revenue costs arising from the Council's Commercial Property Investment Strategy.	Any upfront costs incurred prior to a decision being taken to purchase a commercial property will need to be met from revenue if the purchase does not proceed.	March 17 £0.150m March 18 £0.120m March 19 £0.120m

### Unusable Revenue Reserves

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

<b>Balance</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Collection Fund Adjustment Account</b>	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 15 -£5.851m March 16 -£5.611m March 17 £5.761m March 18 £3.000m March 19 £0.000m
<b>Accumulated Absences Account</b>	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 15 -£5.692m March 16 -£5.598m March 17 -£5.328m March 18 -£5.328m March 19 -£5.328m
<b>Pensions</b>	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March15 -£223.895m March16 -£214.650m March17 -£282.216m March18 -£282.216m March19 -£282.216m



**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

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	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).

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under 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)
<b>Deferred Payments</b> Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%		
Deferred Payment Arrangement Fee	900.00	925.00	2.8%
Deferred Payment Annual administration fee	300.00	310.00	3.3%
<b>Arrangement of self funder social care</b> Arrangement Fee * Annual Administration Fee *	300.00 200.00	310.00 205.00	3.3% 2.5%
<b>Provider Failure</b> Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	265.00	270.00	1.9%

Service : Adult non residential services - Contributions from people supported

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'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) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<p><b>Non Residential Support</b> This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases in 2017/18 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.</p>	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 £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:*	3	3

Are concessions available? No

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

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

**Annexe G**

Service : Adult Day Care

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

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

**Are concessions available?** No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Day Care</b>			
<b>Waymead Day Services</b>			
Per hour	15.75	16.18	2.7%
<b>Bracknell Day Centre</b>			
Per day (CCG only, 2:1 high need support)*	124.36	127.72	2.7%
Per hour	15.75	16.18	2.7%
<b>Glenfield</b>			
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
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available?** No

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

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

**Annexe G**

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	%	
<b>Lifeline Rental and Monitoring</b>						
- 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%	
<b>Lifeline Monitoring only</b>						
- 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%	
<b>GSM Lifeline</b>	Per week 7.80	6.50	7.80	6.50	0.0%	
<b>Extra/Lost Pendants</b>						
- Flat Charge	68.76	57.30	68.76	57.30	0.0%	
- Lost ivi Pendants	96.00	80.00	96.00	80.00	0.0%	
- Rental of additional pendant	Per week 1.20	1.00	1.20	1.00	0.0%	
<b>Sensors</b>						
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%	
<b>Responder service for lifeline customers</b>						
- 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%	
<b>Responder service for commercial customers</b>						
- 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%	
<b>Key Safes</b>						
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%	
<b>Lone Workers</b>						
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**

**Annexe G**

Service: Forestcare continued						
<b>Care calls</b>						
- 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%
<b>Pocket Pal</b>						
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 G**

**Service: Homelessness**

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

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>955</b>	<b>955</b>

**Are concessions available?** No

<b>Description</b>	<b>Current Fee (Inc VAT) £.p</b>	<b>Current Fee (Exc VAT) £.p</b>	<b>Proposed Fee (Inc VAT) £.p</b>	<b>Proposed Fee (Exc VAT) £.p</b>	<b>Increase %</b>
<b>Homelessness</b>					
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					
<b>Small Landsales - Administration Fee</b>					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
<b>Passport and Driving Licence Checking Service</b>					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

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

**Annexe G**

Service : Housing

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

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

**Are concessions available?** No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Rents - Learning Disability Accommodation</b>			
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%
<b>Service Charges</b>			
151 Holbeck, 9 Portman Per week per bedroom	13.59	13.59	0.0%
<b>Waymead</b>			
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%
<b>Easthampstead Mobile Home Park</b>			
Water Charge* Per week	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

<b>Service : Housing Benefit Service</b>
--

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

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

\* The budget is held corporately

**Are concessions available?** No

Description	Current Fee (Exc VAT)  £.p	Proposed Fee (Exc VAT)	Increase  %
<b>Applicable amounts</b> 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.	
<b>Income-related social security benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non income-related social security benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>War pensions scheme benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Contributory and non-contributory social security rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non dependent deductions and bands</b>	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	
<b>Universal Credit Rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non-social security payments and rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	

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

**Annexe G**

**Service : Adult and Community Learning**

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

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

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

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**

**Annexe G**

**Service : Adult and Community Learning**

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

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

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

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

**Brakenhale Open Learning Centre Room Hire and Refreshments**

<b>Room Hire per Hour</b>				
Grant funded courses		11.70	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	
<b>Refreshments</b>				
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**

**Annexe G**

**Service : Education Centre**

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

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

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

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

**Education Centre Room Hire Non Bracknell Forest Council**

<b>Whole Day</b>			
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
<b>Half Day</b>			
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
<b>Hourly rate</b>			
All rooms	47.00	48.00	2.10

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

**Annexe G**

**Service : Education Centre**

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

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

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

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

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

<b>Twilight</b>			
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
<b>Evening</b>			
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**

**Annexe G**

**Service : Education Centre**

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

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

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

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

**Education Centre Room Hire Bracknell Forest Council**

<b>Whole Day</b>			
Newbury	268.00	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
<b>Half Day</b>			
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
<b>Hourly rate</b>			
All rooms	35.00	36.00	2.90

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

**Annexe G**

**Service : Education Centre**

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

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

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

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

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

<b>Twilight</b>			
Newbury	101.00	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
<b>Evening</b>			
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**

**Annexe G**

**Service : Education Centre**

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

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

<b>Delegate Charge</b>			
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
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.55	6.75	3.10
<b>Lunch in Main Restaurant</b>			
Per Person	15.40	15.85	2.90
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

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

**Annexe G**

**Service : Education Centre**

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

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

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

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

**Education Centre Delegate and Refreshment Charges Bracknell Forest Council**

<b>Delegaegate Charge</b>			
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
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.40	6.60	3.10
<b>Lunch in Main Restaurant</b>			
Per Person	15.20	15.65	3.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

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

**Annexe G**

**Service : Education Centre**

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

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

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

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

**Education Centre Charges for printing**

<b>Photocopying</b>				
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
<b>Laminating</b>	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**

**Annexe G**

**Service : Learning and Achievement**

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

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

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

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

**Professional Development Courses**

Course Fees and Timings			
<b>Internal and Other LA Schools and Academies</b>			
Full Day (09.15 - 15.45)	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
<b>Independent Schools</b>			
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**

**Annexe G**

**Service : Learning and Achievement**

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

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

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

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

**Consultancy Rates**

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

**Annexe G**

**Service : Larchwood**

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

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

**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**

<b>Overnight</b>			
Per Night	436.30	449.00	2.90
<b>Daycare</b>			
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
<b>Daycare - New Clients</b>			
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**

**Annexe G**

**Service : Children Looked After**

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

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

**Are concessions available? No**

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

**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**

**Annexe G**

**Service : Youth Offending Service**

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

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

**Are concessions available? No**

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

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

**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**

**Annexe G**

**Service : Youth Service**

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

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

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

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

**Young Peoples Attendance Fee**

<b>Attendance Fee</b>	per session	0.00 to 1.00	0.00 to 1.00	0.00
<b>Membership Fee</b>	per annum	0.00 to 2.20	0.00 to 2.30	4.50
<b>Activities Fee</b>	per session	0.00 to 2.85	0.00 to 2.95	3.50

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

**Annexe G**

**Service : Youth Service**

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

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

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

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

**Hire Fees**

<b>Youth &amp; Community Groups - not for profit basis</b>			
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
<b>Private &amp; Commercial</b>			
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**

**Annexe G**

**Service : Youth Service**

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

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>4</b>	<b>4</b>

**Are concessions available? No**

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

**Sale of Goods**

<b>Tuck Shops</b> Various refreshments	0.01 to 1.95	0.01 to 2.05	5.10
Price changes are determined by rates set by suppliers			
<b>Duke of Edinburgh Awards</b> 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**

**Annexe G**

**Service : Children's Centres**

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

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

**All concessions are included in the fee structure detailed below**

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

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families	2.65	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**

**Annexe G**

**Service : Children's Centres**

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

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

**All concessions are included in the fee structure detailed below**

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

**Room Hire Fees**

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
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
<b>Voluntary/non profit making Group</b>			
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
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	13.70	14.10	2.9
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	10.40	10.75	3.4

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

**Annexe G**

**Service : Children's Centres**

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

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>0</b>	<b>0</b>

**All concessions are included in the fee structure detailed below**

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

**Room Hire Fees**

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
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
<b>Voluntary/non profit making Group</b>			
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
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
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
<b>Voluntary/non profit making Group</b>			
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**

**Annexe G**

Service : **Building Control**

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

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

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

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

**BUILDING REGULATIONS**

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

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

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

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

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

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

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq m floor area	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

Annexe G

Service : Building Control

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

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

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Domestic Inspection Charge (Full Plans)</b>					
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		
<b>Domestic Charge (Building Notice)</b>					
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

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 %
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NB  
 Work for the benefit of disabled persons may be exempt from charges  
 Floor areas are measured internally  
 If there is more than one domestic extension in any application then the floor areas must be added together up to a maximum of 60 sq m  
 Full estimated cost means the full cost of the works shown in the plans, but excludes professional fees and VAT. If an estimate is not submitted the estimate will be based on the RICS Building Cost Information Service  
 Regularisation charges are calculate

**CHARGES FOR OTHER WORK**

**Plan Charge (Full Plans)**

Table A Where the estimated cost is (£)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
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 (£)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	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

Annexe G

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
	£	£	£	£	%
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> 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
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
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
<b>Number of Dwellings (Inspection Charge)</b>					
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

Annexe G

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	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Domestic extension not exceeding 10 sq m floor area		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
<b>Estimated Cost £</b>					
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)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
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**

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

	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
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	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	164	164

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>LOCAL LAND CHARGES</b>					
Fees for official search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Assisted search (incl photocopies)		22.00		22.00	0.0
Copy search		25.00		25.00	0.0
Requisition (LLC1)		25.00		25.00	0.0
Extra Parcel Fee on (LLC1)		5.00		5.00	0.0
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

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
	£	£	£	£	%
<b><u>HIGHWAY ENQUIRIES</u></b>					
Standard rate per hour - minimum charge		61.00		62.00	1.6
<b><u>RECHARGEABLE WORKS</u></b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b><u>HIGHWAY ADOPTIONS</u></b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		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
<b>Section 38/Section 278 fees</b>					
Schemes up to £25,000 - minimum charge		2,500.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums					

Service : Highways

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

	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
	£	£	£	£	%
<b><u>STREET NAMING &amp; NUMBERING</u></b>					
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
<b><u>TRAFFIC SURVEY DATA</u></b>					
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 Other data requests will be assessed on their merits and charged at the discretion of the Council	297.00	247.50	303.00	252.50	2.0
<b>Developers Charges</b>					
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
<b><u>CONCESSIONARY FARES</u></b>					
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

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>958</b>	<b>977</b>
<b>Are concessions available? No</b>		

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

**PLANNING APPLICATIONS**

<b>Outline Application</b>					
All types (except B1, B4, B6, D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Charge per 0.1 hectares		385.00	462.00	20.0
(b) More than 2.5 hectares (£11,432+£138) (each 0.1 ha (or part) of site area)	Maximum		125,000.00	150,000.00	20.0
	Standard charge PLUS		9,527.00	11,432.00	20.0
	Charge per 0.1 hectares in excess of 2.5 hectares		115.00	138.00	20.0
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			172.00	206.00	19.8
Two or more dwelling units			339.00	407.00	20.1
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		19,250.00	n/a	0.0
	Charge per Unit		385.00	462.00	20.0
(b) More than 50 dwellings (£22,859+ £138 for each dwelling)	Maximum		250,000.00	300,000.00	20.0
	Standard charge		19,049.00	22,859.00	20.0
	Charge per Unit above 50		115.00	138.00	20.0
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
Application for approval of reserved matters following outline approval			n/a	Full fee due or of full fee already paid then £462 due	n/a
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	234.00	20.0
b) 40 sq metres to 75 sq metres (each application)	Charge per Application		385.00	462.00	20.0
c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		385.00	462.00	20.0
d) More than 3750 sq m (£22,859+ £138 each additional 75 sq m or part of	Maximum		250,000.00	300,000.00	20.0
	Standard charge		19,049.00	22,859.00	20.0
	Each additional 75 sq m or part of		115.00	138.00	20.0
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (each 0.1 ha (or part) of site area)	Charge per Unit (0.1ha)		385.00	462.00	20.0
(b) More than 5 hectares (£22,859+ £138 each additional 0.1 ha )	Maximum		250,000.00	300,000.00	20.0
	Standard charge		19,049.00	22,859.00	20.0
	Each Additional 0.1ha		115.00	138.00	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
		£	£	£	£	%
5. Agricultural buildings (excluding glasshouses)						
a) Up to 465 sq metres (each application)	Each Application		80.00		96.00	20.0
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		385.00		462.00	20.0
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		462.00	20.0
	Each additional 75 sq m		385.00		462.00	20.0
d) More than 4,215 sq m (£22,859+ £138 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		300,000.00	20.0
	Standard Charge		19,049.00		22,859.00	20.0
	Each additional 75 sq m		115.00		138.00	20.0
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		96.00	20.0
b) More than 465 sq metres (floor area of building proposed)	Each Application		2,150.00		2,580.00	20.0
<b>Operations, Etc other than Building Works</b>						
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		234.00	20.0
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		234.00	20.0
(b) More than 15 hectares (£34,934+ £138 for each 0.1 ha)	Maximum		65,000.00		78,000.00	20.0
	Standard Charge		29,112.00		34,934.00	20.0
	Charge per Unit (0.1ha)		115.00		138.00	20.0
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		508.00	20.1
(b) More than 7.5 hectares (£38,070 + £151 for each 0.1 of a hectare in excess of 7.5 hectares)	Each 0.1 hectares above 7.5 hectares		126.00		151.00	19.8
	Standard Charge		31,725.00		38,070.00	20.0
	Maximum		250,000.00		300,000.00	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
			£	£	£	%
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		257.00	20.1
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		£38,520 + additional £151 for each 0.1 hectares in excess of 15 hectares up to a maximum of £70,000	20.0
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		234.00	20.0
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		£34,934 + additional £138 for each 0.1 hectares in excess of 15 hectares up to a maximum of £78,000	20.0
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		£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	20.0
<b>Lawful Development Certificate</b>						
Existing use - in breach of a planning condition			Same as full		Same as full	
Existing use - lawful not to comply with a particular condition			195.00		234.00	20.0
Proposed use			Half the normal planning fee		Half the normal planning fee	

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

Service : Development Control

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		2017/18 Budget £'000	Proposed 2018/19 Budget £'000		
<b>Income the proposed fees will generate:</b>		<b>958</b>	<b>977</b>		
<b>Are concessions available? No</b>					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Change of use of a building to use as one or more separate dwellinghouses, or other cases					
Not more than 50 dwellinghouses	Each Application	n/a		462.00	n/a
More than 50 dwellings (£22,859+ £138 for each dwelling)	Maximum	n/a		300,000.00	n/a
	Standard charge	n/a		22,859.00	n/a
	Charge per Unit above 50	n/a		138.00	n/a
Other Changes of Use of a building or land	Each Application	n/a		462.00	n/a
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	n/a	n/a
Agricultural and forestry buildings and operations or demolition of buildings	Each Application		80.00	96.00	20.0
Telecommunications code systems operators	Each Application		385.00	462.00	20.0
Proposed Change of Use to State Funded school or Registered Nursery	Each Application		80.00	96.00	20.0
Proposed Change of Use of Agricultural Building to a State-Funded School or registered Nursery	Each Application		80.00	96.00	20.0
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	96.00	20.0
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	96.00	20.0
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	Each Application		80.00	96.00	20.0
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	Each Application		172.00	206.00	19.8
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	96.00	20.0
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	206.00	19.8
Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	Each Application		n/a	96.00	n/a
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	Each Application		n/a	96.00	n/a
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations.	Each Application		n/a	206.00	n/a

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

Service : Development Control

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

**Are concessions available? No**

Description		Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
		£	£	£	£	%
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3)	Each Application		n/a		96.00	n/a
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3), and Associated Building Operations	Each Application		n/a		206.00	n/a
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loans (Sui Generis Users) to Assembly and Leisure Users (Class D2)	Each Application		n/a		96.00	n/a
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	Each Application		n/a		96.00	n/a
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	Each Application		n/a		96.00	n/a
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.	Each Application		n/a		96.00	n/a

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

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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
	£	£	£	£	%
<b>Residential - all rates based on gross new units</b>					
<b>Stage 1 In-Principle advice for Permitted Development Enquiries</b>					
Householder	50.00	41.67	51.00	42.50	2.0
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
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
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
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
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
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

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	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
	£	£	£	£	%
<b>Commercial/Non-Residential</b>					
Based on floorspace including change of use					
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
0-200 sq metres	120.00	100.00	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
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
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
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
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
<b>Bespoke Service</b>					
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
	£	£	£	£	%
<b>Extras</b>					
<b>Consideration of additional plans (within 12 weeks of original application)</b>					
<b>Residential</b>					
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
<b>Commercial/Non-Residential</b>					
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
<b>Additional charges</b>					
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	34.00	28.33	21.4
Non-Material amendments to a planning permission - Non-Residential	195.00	162.50	234.00	195.00	20.0
<b>Miscellaneous</b>					
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
<b>Other</b>					
Research Enquiries - Per Hour	91.55	76.29	93.00	77.50	1.6
<b>Mixed</b>					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
<b>Advertising</b>					
Relating to the business on the premises		110.00		132.00	20
Advance signs which are not situated on or visible from the site, directing the public to a business		110.00		132.00	20
Other advertisements		385.00		462.00	20
<b>Application for Permission in Principle (valid from 1 June 2018)</b>					
£402 for each 0.1 hectare (or part thereof)		n/a		402.00	n/a
<b>Approval/Variation/discharge of condition</b>					
Application for removal or variation of a condition following grant of	Each Application	n/a		234.00	n/a
Request for confirmation that one or more planning conditions have been complied with		n/a		£34 per request for Householder otherwise £116 per request	n/a

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
	£	£	£	£	%
<b>Vehicle Access Crossings</b>					
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
<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Third Party Report Inspection Fee		68.00		68.00	0.0
Skip Operators Licence annual fee		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. Fee for schemes up to £25k value		514.20		524.00	1.9
	Fee for schemes over £25k value.	1,028.40		1,049.00	2.0
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	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	178	182

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	125.0
	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	145.1
	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		138.45	141.00	1.8
	per necessary inspection		53.45	55.00	2.9
Street Works Licence Application Fee (Initial 200m)	Fee plus		600.00	612.00	2.0
	per additional 200metres or part thereof		137.35	140.00	1.9
	per inspection		52.45	53.00	1.0
Planting/Cultivation of Public Highway	Fee plus		104.85	107.00	2.1
	per necessary inspection		53.45	55.00	2.9
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus		600.00	612.00	2.0
	per necessary inspection		53.45	55.00	2.9
Application to place Cables etc. over the Public Highway	Fee plus		138.45	141.00	1.8
	per necessary inspection		53.45	55.00	2.9
Road Occupation with temporary traffic management (no excavation)	Fee plus		154.55	158.00	2.2
	per necessary inspection		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		342.80	350.00	2.1
	Per site		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	<b>Main Roads</b>				
		91.00		105.00	15.4
		224.00		240.00	7.1
		128.00		130.00	1.6
		63.00		65.00	3.2
		128.00		130.00	1.6
		63.00		65.00	3.2
		57.00		60.00	5.3
		45.00		45.00	0.0
	<b>Minor Roads</b>				
		74.00		75.00	1.4
		143.00		150.00	4.9
		0.00		75.00	
		0.00		45.00	
		0.00		75.00	
		0.00		45.00	
		0.00		40.00	
		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.**

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

**Are concessions available? No**

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

**MISCELLANEOUS**

**Documents**

Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	

**Photocopying**

A4 Black & White	0.30	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 &amp; Countryside

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:	39	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
	£	£	£	£	%
<b>PARKS &amp; COUNTRYSIDE</b>					
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms) exc VAT*</b>					
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
<b>Baseball Diamond with Changing Rooms exc VAT*</b>					
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	4,039.75	3,366.46	10.0
<b>Baseball Diamond without Changing Rooms exc VAT*</b>					
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
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
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					
<b>FARLEY WOOD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
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					
<b>Tennis Association</b>					
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
<b>Tennis - Pay and Play</b>					
Adult	6.40	5.33	7.00	5.83	9.4
Under 16/64+	4.70	3.92	5.20	4.33	10.6
<b>Tennis Latika Farleywood</b>					
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					
<b>Hall Hire</b>					
Per Hour	12.60	10.50	13.90	11.58	10.3
<b>Cricket Pitch with Changing room</b>					
Adult	91.70	76.42	93.60	78.00	2.1
Junior	46.10	38.42	47.10	39.25	2.2
<b>Cricket Pitch without Changing room</b>					
Adult	57.90	48.25	59.10	49.25	2.1
Junior	29.00	24.17	29.60	24.67	2.1
<b>Adhoc field Hire/flyball per hour</b>					
Muga Per Hour	n/a	n/a	24.00	20.00	n/a
<b>Ranger / Officer led activity (Walks &amp; Talks)</b>					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	24.70	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**

	<b>2017/18 Budget</b> £'000 39	<b>Proposed</b> <b>2018/19 Budget</b> £'000 43
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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
	£	£	£	£	%

**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

<b>Purpose of the Charge: To recover the costs of the service</b>					
		<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>		
<b>Income the proposed fees will generate:</b>		<b>1,718</b>	<b>1,752</b>		
<b>Are concessions available? No</b>					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>EASTHAMPTAD PARK CONFERENCE CENTRE</b>					
<b>Delegate Rates:</b>					
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
<b>Room Hire:</b>					
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
<b>Grounds Hire:</b>					
From	2,687.00	2,239.17	2,740.75	2,283.96	2.0
<b>Special Weekend Rate:</b>					
Standard singles only	184.25	153.54	187.95	156.63	2.0
<b>Education Centre:</b>					
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

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

<b>Are concessions available? No</b>
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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					
<b>Overdue Charges Per Loan Period</b>					
Adult Books, inc multimedia - Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
Childrens Books borrowed by adults - Daily Max Per item		0.10 4.20		0.10 4.30	2.00 2.40
Childrens Books borrowed by children - Daily Max Per item		0.05 2.10		0.05 2.15	2.00 2.40
Teenage Books borrowed by young people 13-17 Max Per item		0.10 4.20		0.10 4.30	2.00 2.40
Spoken Word Cassettes/ CD's      Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
Music CD's                                  Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
DVD's    Daily Max Per item		0.60 8.40		0.65 9.00	8.30 7.10
Computer Games                          Daily Max Per item		0.60 8.40		0.65 9.00	8.30 7.10

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

Service : Library Service

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

<b>Are concessions available? No</b>
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<b>Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Loan Charges</b>					
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
<b>Requests</b>					
<b>Books/Periodical Articles - All per item</b>					
All items held in BFC Libraries					
Requests for children's books		Free		Free	
Requests for all other books		0.50		0.5	0.00
Requests for all other books if a registered disabled person or those with a leisure saver scheme		0.20		0.2	0.00
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						
		<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>			
<b>Income the proposed fees will generate:</b>		<b>98</b>	<b>98</b>			
<b>Are concessions available? No</b>						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
<b>Internet printing fees</b>						
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
<b>Fax Charges</b>						
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
<b>Photocopying Charges</b>						
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
<b>Other Charges</b>						
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.	
<b>Facilities Hire at Libraries</b>						
Hourly rate for block bookings			11.00		12.00	9.1

Service : Cemetery & Crematorium

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

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

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
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 trebled in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		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.					

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
<b>Income the proposed fees will generate:</b>	<b>1,744</b>	<b>1,779</b>

**Are concessions available? Yes on some services**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CREMATORIUM</b>					
For the cremation of the body of:		FOC		FOC	
a person aged 16 years or under		745.00		785.00	5.4
a person aged 16 years or over		55.00		60.00	9.1
Abatement Charge for each chargeable cremation		30.00		31.00	3.3
Scattering of Cremated remains - Sat, Sun & Bank Hol		180.00		184.00	2.2
Body parts					
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 G

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	%
<b>Memorial Fees</b>					
<b>Entries in The Book of Remembrance</b>					
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
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
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
<b>Memorial Leather Panel</b>					
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
<b>Babies' Garden of remembrance Plaque</b>					
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
<b>Roses</b>					
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
<b>Memorial Garden Seats</b>					
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
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
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 G

Service : Cemetery & Crematorium

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

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

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
				3	
	£.p	£.p	£.p	£.p	%
<b>Bracken Heal Birdbath</b>					
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
<b>Personal Plaque designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	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
<b>AILS CRAIG</b>					
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	
<b>COPSE STONE</b>					
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	
<b>BLUEBELL WOOD - MUSHROOM</b>					
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
<b>Granite 2000</b>					
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
<b>Memorial Vase</b>					
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

Service : Cemetery & Crematorium

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

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

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	3 £.p	%
<b>Sanctum 2000® Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,266.00	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
<b>Personal Plaque Designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	
<b>SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)</b>					
10 Years	2,339.00	1,949.17	2,386.00	1,988.33	2.0
Prepare and display for year 1	1,358.00	1,131.67	1,385.00	1,154.17	2.0
Annual renewal	109.00	90.83	111.00	92.50	1.8
<b>MISCELLANEOUS ITEMS</b>					
Other small miscellaneous items are available, with prices available on request					

**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 NB the rates have to be set a year in advance. The rates shown here are the same as they have been agreed for 2018/19. The 2019-20 rate are for decision now and no increase is proposed above the already agreed 2018/19 rates.**

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
Annual Collection for Garden Waste Service (April to June) - 140L Brown Bin		36.00		46.00	27.8
Pro Rata charges for new customers joining the collection of Garden Waste Service (July to Sept) - 140L Brown Bin		27.00		34.50	27.8
Pro Rata charges for new customers joining the collection of Garden Waste Service (Oct to Dec) - 140L Brown Bin		18.00		23.00	27.8
Pro Rata charges for new customers joining the collection of Garden Waste Service (Jan to March) - 140L Brown Bin		9.00		11.50	27.8
Garden waste sacks(to include collection)		0.70		1.00	42.9

**C- MISCELLANEOUS**

Replacement of green or blue Wheeled bin - admin charge		28.00		29.00	3.6
Residents request to return and empty bin not presented for collection		25.00		26.00	4.0
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		37.00		38.00	2.7
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		34.00		35.00	2.9
Brown Bin for Garden Waste Repair		15.00		15.00	0.0
Brown Bin for Garden Waste - Cost of repair		15.00		16.00	6.7

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

<b>LEISURE PREMISES</b>					
Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
<b>Coral Reef Car Park</b> (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	3.00	2.50	3.10	2.58	3.3
All day charge	5.00	4.17	5.10	4.25	2.0
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.67	0.0
All day charge	4.00	3.33	4.10	3.42	2.5
<b>Season Tickets:</b>					
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

<b>RESIDENTS PARKING</b>					
Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
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

<b>OTHER PARKING CHARGES</b>					
<b>Parking place Suspension(On-Street)</b>					
For paid or restricted bays, charge per vehicle per day	£150 for up to 5 days			Set by Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle for up to 5 days	£50 for up to 5 days			Set by Regulation	
<b>Penalty Charge Notices ( Off Street)</b>					
Charge	50.00			Set by Regulation	
Charge if paid within 14 days	25.00			Set by Regulation	
<b>Penalty Charge Notices ( On-Street)</b>					
Charge	70.00			Set by Regulation	
Charge if paid within 14 days	35.00			Set by Regulation	

<b>DAILY CHARGES</b>					
All daily charges for the town centre car parks/parking inc Braccan Walk, High St., Easthampstead House, & The Avenue car parks are all linked to the fees for the Avenue car park. The Avenue car park fees are set by the terms of the lease and all such fees and season tickets are now to be determined from time to time by the Town Centre Regeneration Committee					

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

Service : Regulatory Services

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

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>285</b>	<b>286</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<p>All tests to be charged at the prevailing hourly rate.            All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.            When calculating the charges they will be influenced by whether one or more officers are required to conduct the test, whether a certificate is required and whether office transportation is used.            Please contact us for further information.</p> <p>The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.</p> <p>The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.</p> <p>The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.</p> <p>Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.</p> <p>Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.</p> <p>All charges are subject to VAT unless otherwise specified.            VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988</p>					
<b>Hourly rate of Charge</b>					
The hourly rate of charge is based on the average cost of supplying an officer, including the provision of technical and administrative support staff and relevant overheads. The charge is based on the number of officers required and is based on the time involved and is not restricted to the time taken for the individual test.	74.00	61.67	76.00	63.33	2.7
<b>Certificate of errors</b>					
Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.	74.00	61.67	76.00	63.33	2.7
<b>Out of hours working</b> (subject to staff being available)					
A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. ie £60 becomes £120 before VAT.	148.00	123.33	152.00	126.67	2.7

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

Service : Regulatory Services

<b>Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions</b>					
		<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>		
<b>Income the proposed fees will generate:</b>		<b>285</b>	<b>286</b>		
<b>Are concessions available? No</b>					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Explosives Licences</b>					
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where no minimum separation distance or 0 metres separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence variation					
Varying the name of licensee or address of site		Set by Statute		Set by Statute	
Any other kind of variation		35.00		40.00	14.3
Transfer of Licence		Set by Statute		Set by Statute	
Replacement of licence if lost		Set by Statute		Set by Statute	
Full year registration for fireworks		500.00		515.00	3.0
<b>Petroleum Licences - per year of licence</b>					
Not exceeding 2,500 litres		Set by Statute		Set by Statute	
Not exceeding 50,000 litres		Set by Statute		Set by Statute	
Exceeding 50,000 litres		Set by Statute		Set by Statute	
Transfer of Licence		10		11	10.0
<b>Miscellaneous</b>					
Administrative charge for provision of a certificate containing results of errors found on testing		43.00		44.00	2.3
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £68		72.00		74.00	2.8
<b>Primary Authority</b>					
Primary Authority Work Hourly chargeable rate		62.00		55.00	-11.3
Annual charge - previous year usage up to 30 hours officer time		515.00		500.00	-2.9
Annual charge - previous year usage over 30 hours officer time		1,030.00		1,000.00	-2.9
<b>Buy with ConfidenceTrader Approval Scheme</b>					
<b>Application fee</b>					
1-5 Employees	150.00	125.00	155.00	129.17	3.3
6-20 Employees	200.40	167.00	205.00	170.83	2.3
21+ Employees	249.60	208.00	255.00	212.50	2.2
<b>Members from 2017-18</b>					
1-5 Employees	300.00	250.00	310.00	258.33	3.3
6-20 Employees	450.00	375.00	465.00	387.50	3.3
21+ Employees	600.00	500.00	620.00	516.67	3.3
<b>Legacy members</b>					
1-5 Employees	144.00	120.00	148.00	123.33	2.8
6-20 Employees	216.00	180.00	222.00	185.00	2.8
21+ Employees	288.00	240.00	296.00	246.67	2.8

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

Service : Regulatory Services

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

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>285</b>	<b>286</b>

**Are concessions available? No**

<b>LICENSING ACT 2003</b>					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:					
<b>Description</b>	<b>Current Fee</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Proposed Fee</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Rateable value band</b>					
A		Set by Statute		Set by Statute	
B		Set by Statute		Set by Statute	
C		Set by Statute		Set by Statute	
D		Set by Statute		Set by Statute	
E		Set by Statute		Set by Statute	
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
<b>Rateable value band</b>					
D		Set by Statute		Set by Statute	
E		Set by Statute		Set by Statute	
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
<b>Number of people in attendance at any one time</b>					
5,000 - 9,999		Set by Statute		Set by Statute	
10,000 - 14,999		Set by Statute		Set by Statute	
15,000 - 19,999		Set by Statute		Set by Statute	
20,000 - 29,999		Set by Statute		Set by Statute	
30,000 - 39,999		Set by Statute		Set by Statute	
40,000 - 49,999		Set by Statute		Set by Statute	
50,000 - 59,999		Set by Statute		Set by Statute	
60,000 - 69,999		Set by Statute		Set by Statute	
70,000 - 79,999		Set by Statute		Set by Statute	
80,000 - 89,999		Set by Statute		Set by Statute	
90,000 and over		Set by Statute		Set by Statute	
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
<b>OTHER FEES</b>					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Personal Licence Application		Set by Statute		Set by Statute	
Supply of copies of information contained in register		Set by Statute		Set by Statute	
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		Set by Statute		Set by Statute	
Notification of change of name or address (holder of premises licence)		Set by Statute		Set by Statute	
Application to vary licence to specify an individual as designated premises supervisor		Set by Statute		Set by Statute	
Interim Authority Notice		Set by Statute		Set by Statute	
Application to transfer premises licence		Set by Statute		Set by Statute	
Application for making a provisional statement		Set by Statute		Set by Statute	
Application for copy of certificate or summary on theft, loss etc. of certificate summary		Set by Statute		Set by Statute	
Notification of change of name or alteration of club rules		Set by Statute		Set by Statute	
Change of relevant registered address of club		Set by Statute		Set by Statute	
Temporary Event Notices		Set by Statute		Set by Statute	
Application for copy of notice on theft, loss etc. of temporary event notice		Set by Statute		Set by Statute	
Application for copy of licence on theft, loss etc. of personal licence		Set by Statute		Set by Statute	
Notification of change of name or address (personal licence)		Set by Statute		Set by Statute	
Notice of interest in any premises		Set by Statute		Set by Statute	
Minor Variation		Set by Statute		Set by Statute	
Removal of DPS Condition		Set by Statute		Set by Statute	

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

Service : Regulatory Services

<b>Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions</b>
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	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	285	286

<b>Are concessions available? No</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>ANNUAL FEES</b>					
Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:					
Rateable value band					
A		Set by Statute		Set by Statute	
B		Set by Statute		Set by Statute	
C		Set by Statute		Set by Statute	
D		Set by Statute		Set by Statute	
E		Set by Statute		Set by Statute	
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D		Set by Statute		Set by Statute	
E		Set by Statute		Set by Statute	
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		Set by Statute		Set by Statute	
10,000 - 14,999		Set by Statute		Set by Statute	
15,000 - 19,999		Set by Statute		Set by Statute	
20,000 - 29,999		Set by Statute		Set by Statute	
30,000 - 39,999		Set by Statute		Set by Statute	
40,000 - 49,999		Set by Statute		Set by Statute	
50,000 - 59,999		Set by Statute		Set by Statute	
60,000 - 69,999		Set by Statute		Set by Statute	
70,000 - 79,999		Set by Statute		Set by Statute	
80,000 - 89,999		Set by Statute		Set by Statute	
90,000 and over		Set by Statute		Set by Statute	
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises - Initial		2,542.00		2,617.00	3.0
Premises - Renewal		1,349.00		1,389.00	3.0
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial		451.00		464.00	2.9
Premises - Renewal		261.00		269.00	3.1
<b>Riding Establishment: Annual Licence</b>					
Premises - Initial		487.00		501.00	2.9
Premises - Renewal		253.00		261.00	3.2
Provisional - Initial		284.00		292.00	2.8
Provisional - Renewal		145.00		149.00	2.8
<b>Animal Boarding Establishment: Annual Licence</b>					
1 - 30 animals	Initial	384.00		395.00	2.9
	Renewal	225.00		232.00	3.1
31 - 60 animals	Initial	453.00		466.00	2.9
	Renewal	244.00		251.00	2.9
61 (or more) animals	Initial	552.00		568.00	2.9
	Renewal	298.00		307.00	3.0

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

Service : Regulatory Services

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

	2017/18 Budget £'000 285	Proposed 2018/19 Budget £'000 286
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Home Boarding of Dogs: Annual Licence</b>					
Initial		138.00		142.00	2.9
Renewal		116.00		119.00	2.6
<b>Dog Breeders: Annual Licence</b>					
Initial		463.00		477.00	3.0
Renewal		209.00		215.00	2.9
<b>Pet Shops: Annual Licence</b>					
Initial		463.00		477.00	3.0
Renewal		209.00		215.00	2.9
<b>Performing Animals: Single Payment</b>					
Registration		94.00		96.00	2.1
<b>Zoo: Annual Licence</b>					
Initial/Renewal		463.00		477.00	3.0
<b>Hairdresser: Single Payment</b>					
Premises		40.00		41.00	2.5
<b>Street Trading Consents</b>					
Week (minimum charge)		128.00		132.00	3.1
1 month		344.00		354.00	2.9
3 months		809.00		833.00	3.0
6 months		1,323.00		1,362.00	2.9
6 months max trading 2 events per week including Fri,Sat,or Sun 40% reduction		748.00		818.00	9.4
6 months max trading 2 events per week Monday to Thursday 60% reduction		498.00		545.00	9.4
Street Trading Consent variation fee		84.00		86.00	2.4
Ice Cream van 1 month (per van)		172.00		177.00	2.9
Ice Cream van 6 months (per van)		662.00		682.00	3.0
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		462.00		476.00	3.0
Site Licence Renewal		401.00		413.00	3.0
Mobile Collector New		247.00		254.00	2.8
Mobile Collector Renewal		226.00		233.00	3.1
Variation of licence		340.00		350.00	2.9
Change of site manager		63.00		65.00	3.2
Copy Licence		11.00		11.00	0.0
Change of name		33.00		34.00	3.0

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

Service : Regulatory Services

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	285	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		268.00		276.00	3.0
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		268.00		276.00	3.0
Home to School (annual fee)		136.00		140.00	2.9
<b>Operator Licence: Annual Fee</b>					
1 vehicle		174.00		179.00	2.9
2 - 5 vehicles		301.00		310.00	3.0
6 - 10 vehicles		505.00		520.00	3.0
11 - 15 vehicles		699.00		720.00	3.0
16 - 20 vehicles		947.00		975.00	3.0
more than 20 vehicles		1,141.00		1,175.00	3.0
<b>Operator Licence: 3 year Licences</b>					
1 vehicle		416.00		428.00	2.9
2 - 5 vehicles		731.00		753.00	3.0
6 - 10 vehicles		1,212.00		1,248.00	3.0
11 - 15 vehicles		1,680.00		1,730.00	3.0
16 - 20 vehicles		2,273.00		2,341.00	3.0
more than 20 vehicles		2,738.00		2,819.00	3.0
<b>Operator Licence: 5 year Licences</b>					
1 vehicle		652.00		671.00	2.9
2 - 5 vehicles		1,150.00		1,184.00	3.0
6 - 10 vehicles		1,900.00		1,956.00	2.9
11 - 15 vehicles		2,634.00		2,712.00	3.0
16 - 20 vehicles		3,564.00		3,670.00	3.0
more than 20 vehicles		4,292.00		4,419.00	3.0
<b>Driver Licences</b>					
New 1 year (all driver licence types)		139.00		143.00	2.9
Renewal 1 year		106.00		109.00	2.8
New 3 years		245.00		252.00	2.9
Renewal (3 years- 33% discount on annual fee)		212.00		218.00	2.8
Home to school renewal only		86.00		89.00	3.5
Home to school 3 years		172.00		177.00	2.9
<b>Other Charges</b>					
Transfer of vehicle to new owner		46.00		47.00	2.2
Conversion of driver licence to another type		74.00		76.00	2.7
Change of vehicle		69.00		71.00	2.9
Transfer of operator licence		46.00		47.00	2.2
Meter Test - Retest after failure		30.00		31.00	3.3
Knowledge Test		30.00		31.00	3.3
First Aid Training for drivers		26.00		27.00	3.8
DBS Check		At cost		At cost	
Administrative charge for DBS check		12.00		12.00	0.0
Replacement documents		22.00		23.00	4.5
Advertising on Hackney Carriages (Initial)		36.00		37.00	2.8
Advertising on Hackney Carriages (Renewal)		25.00		26.00	4.0
Replacement Badge		21.00		22.00	4.8
Replacement plate		25.00		26.00	4.0
Replacement backing plate		20.00		21.00	5.0
Medical exemption from carrying assistance dog		20.00		21.00	5.0
Refund processing fee		25.00		26.00	4.0
Change of vehicle registration		47.00		49.00	4.3
Sfeguarding Training		20.00		20.00	0.0

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

Service : Regulatory Services

<b>Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions</b>
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<b>Income the proposed fees will generate:</b>	<b>2017/18 Budget £'000 285</b>	<b>Proposed 2018/19 Budget £'000 286</b>
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<b>Are concessions available? No</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005</b>					
<b>Bingo Club</b>	New Application		Set by Statute		Set by Statute
	Variation		Set by Statute		Set by Statute
	Transfer/Reinstatement		Set by Statute		Set by Statute
	Application with Prov Statement		Set by Statute		Set by Statute
	Prov Statement		Set by Statute		Set by Statute
	Notification of Change		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute
	Copy Licence		Set by Statute		Set by Statute
<b>Adult Gaming Centre</b>	New Application		Set by Statute		Set by Statute
	Variation		Set by Statute		Set by Statute
	Transfer/Reinstatement		Set by Statute		Set by Statute
	Application with Prov Statement		Set by Statute		Set by Statute
	Prov Statement		Set by Statute		Set by Statute
	Notification of Change		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute
	Copy Licence		Set by Statute		Set by Statute
<b>Betting (Other)</b>	New Application		Set by Statute		Set by Statute
	Variation		Set by Statute		Set by Statute
	Transfer/Reinstatement		Set by Statute		Set by Statute
	Application with Prov Statement		Set by Statute		Set by Statute
	Prov Statement		Set by Statute		Set by Statute
	Notification of Change		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute
	Copy Licence		Set by Statute		Set by Statute
<b>* Licensed Premises Gaming Machine Permit</b>					
	New		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute
	Variation		Set by Statute		Set by Statute
	Transfer		Set by Statute		Set by Statute
	Copy Permit		Set by Statute		Set by Statute
	Change Name		Set by Statute		Set by Statute
<b>**Club Gaming/Permit/Club Machine Permit</b>					
	New		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute
	Renewal		Set by Statute		Set by Statute
	Variation		Set by Statute		Set by Statute
	Copy Permit		Set by Statute		Set by Statute
<b>Notification of 2 or less gaming machines</b>					
			Set by Statute		Set by Statute
<b>Registration of non-commercial lottery</b>					
	Initial Fee		Set by Statute		Set by Statute
	Annual Fee		Set by Statute		Set by Statute

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

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

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

Service : Regulatory Services

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

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	285	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Caravan Sites</b>					
New licence		406.00		418.00	3.0
New licence per pitch		16.00		16.00	0.0
Transfer of licence		172.00		177.00	2.9
Alteration of conditions		315.00		324.00	2.9
Annual fee per pitch		13.48		14.00	3.9
Enforcement action - per hour		48.00		55.00	14.6
Deposit, vary or delete site rules		108.00		111.00	2.8

2018/19 PROPOSED FEES & CHARGES

Service : Regulatory 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:	92	95

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>DOG CONTROL</b>					
Purpose of the Charge: To contribute to the costs of the service					
<b>Return of Stray Dog</b>					
Prescribed fee					
Vet fees		At cost		At cost	
Fixed penalty notice - failure to chip dog		500.00		prescribed by law	
Stray dog charges in office hours		80.00		82.00	2.5
Stray dog charges out of office hours		125.00		130.00	4.0
Dog Fouling fixed penalty charge		75.00		prescribed by law	
50% reduction if in receipt of some benefits, proof required					
<b>PEST CONTROL (call out and/or treatment charges)</b>					
We are no longer carrying out these services					
<b>ABANDONED VEHICLES</b>					
Removal (prescribed fee) less than 3.5 tonnes		150.00		prescribed by law	
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		prescribed by law	
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		prescribed by law	
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		prescribed by law	
Enforcement invoice costs		77.00		prescribed by law	

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

**Annexe G**

Service : Regulatory Services

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

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	92	95

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Miscellaneous</b>					
Health Certificate		18.00		19.00	5.6
Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60.		120.00		124.00	3.3
		60.00		62.00	
Immigration reports for Home Office		226.00		233.00	3.1
Certificate for surrender of unsound food (per hour) plus disposal costs		65.00		67.00	3.1
Private Water and Pool Samples(includes cost of testing)	67.20	56.00	69.60	58.00	3.6
<b>Special Treatments: Single Payment</b>					
Premises		226.00		233.00	3.1
Person		41.00		42.00	2.4
<b>ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES</b>					
The following fees and charges are in respect of Prescribed Processes . Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.					
<b>LAPC Fees and Charges</b>					
<b>Application Fee</b>					
Standard Process		1,579.00		1,626.00	3.0
Service Stations (PVI and PVII)		206.00		212.00	2.9
Dry Cleaners		148.00		152.00	2.7
Vehicle Refinishers		306.00		315.00	2.9
Waste oil burning appliances under 0.4MWth		148.00		152.00	2.7
Mobile Screening and Crushing Plant		1,579.00		1,626.00	3.0
For the third to seventh applications		943.00		971.00	3.0
For the eighth and subsequent applications		477.00		491.00	2.9
<b>Substantial Changes (Sections 10 and 11 of the Act)</b>					
Standard Process		1,005.00		1,035.00	3.0
Service Stations		98.00		101.00	3.1
Waste Oil Burners under 0.4MW		98.00		101.00	3.1
Dry Cleaners		98.00		101.00	3.1
<b>Annual Subsistence Charge</b>					
Standard Process LOW		739.00		761.00	3.0
Standard Process MEDIUM		1,111.00		1,144.00	3.0
Standard Process HIGH		1,672.00		1,722.00	3.0
Service Stations LOW		108.00		111.00	2.8
Service Stations MEDIUM		216.00		222.00	2.8
Service Stations HIGH		326.00		336.00	3.1
Dry Cleaners/Waste Oil Burners under 0.4MW LOW		76.00		78.00	2.6
Dry Cleaners/Waste Oil Burners under 0.4MW MEDIUM		151.00		155.00	2.6
Dry Cleaners/Waste Oil Burners under 0.4MW HIGH		227.00		234.00	3.1
Mobile Screening and Crushing Plant LOW		618.00		636.00	2.9
Mobile Screening and Crushing Plant MEDIUM		989.00		1,018.00	2.9
Mobile Screening and Crushing Plant HIGH		1,484.00		1,528.00	3.0
For the second permitLOW		618.00		636.00	2.9
For the second permit MEDIUM		989.00		1,018.00	2.9
For the second permit HIGH		1,484.00		1,528.00	3.0
For the third to seventh permit LOW		368.00		379.00	3.0
For the third to seventh permit MEDIUM		590.00		608.00	3.1
For the third to seventh permit HIGH		884.00		910.00	2.9
For the eighth and subsequent applicationsLOW		189.00		195.00	3.2
For the eighth and subsequent applications MEDIUM		302.00		311.00	3.0
For the eighth and subsequent applications HIGH		453.00		466.00	2.9
Late payment charge(when invoice issued and not paid within 8 weeks)		50.00		51.00	2.0
Subsistence charges can be paid in four equal quarterly instalments, where payment is made on a daily basis there is an additional annual amount payable of £35 to cover additional administration costs.					

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

Annexe G

Service : Regulatory 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:	92	95

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Transfer and Surrender</b>					
Transfer		162.00		167.00	3.1
Partial Transfer		476.00		490.00	2.9
Surrender		0.00		0.00	0.0
Transfer : Service Stations, Waste Oil Burnersunder 0.4 MW and Dry Cleaners		0.00		0.00	0.0
Partial Transfer : Service Stations, Waste Oil Burnersunder 0.4 MW and Dry Cleaners		0.00		0.00	0.0
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
Housing enforcement charge - where appropriate		396.00		408.00	3.0
New 5 Year HMO licence - upto 5 bedrooms		725.00		747.00	3.0
New Additional fee per extra bedroom		63.00		65.00	3.2
New - A reduction where the landlord is accredited		63.00		65.00	3.2
New - A reduction where the landlord is applying for more than one licence		63.00		65.00	3.2
Renewal of 5 Year HMO licence - upto 5 bedrooms		545.00		561.00	2.9
Renewal of Additional fee per extra bedroom		45.00		46.00	2.2
Renewal - A reduction where the landlord is accredited		45.00		46.00	2.2
Renewal- A reduction where the landlord is applying for more than one licence		45.00		46.00	2.2
Request for additional information by letter		69.00		71.00	2.9
<b>Food Hygiene/Health and Safety Courses (per person)</b>					
We are no longer running these courses					
<b>HIGH HEDGE ENQUIRIES</b>					
Initial Investigation		201.00		207.00	3.0
Full Investigation (Additional payment to complete investigation)		596.00		614.00	3.0

## ENVIRONMENT, CULTURE &amp; COMMUNITIES DEPARTMENT

## 2018/19 PROPOSED FEES &amp; CHARGES

Service : Regulatory 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:	92	95

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
ive		100.00		prescribed by law	
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		prescribed by law	
Graffiti and fly posting - reduced to £50 if paid within 7 working days		75.00		prescribed by law	
Street litter notices and litter clearing notices - reduced to £60 if paid within 7 working days		100.00		prescribed by law	
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		75.00		prescribed by law	
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		prescribed by law	
Waste receptacles - reduced to £60 if paid within 7 working days		100.00		prescribed by law	
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		prescribed by law	
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		75.00		prescribed by law	
<b>Unauthorised Deposit of Waste( Fixed Penalties) Regulations 2016</b>					
<b>FIXED PENALTY NOTICES</b>					
Waste deposit offence ( flytipping) - reduced to £120 if paid within 10 days		200.00		prescribed by law	

**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**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
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
<b>Income the proposed fees will generate:</b>	5	2

**Are concessions available? No**

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

<b>Electoral Registration</b>				
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

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

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

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

<b>Household Delivery</b>				
Delivery Administration fee:				
- across more than half of the Borough	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
<i>Charges may increase depending on the size and weight of the documents</i>				

*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	%

<b>Change of Name Service</b>						
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	%
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					
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
<b>NEW</b> - Attendance of celebrant for a venue other than the Haversham 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

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

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

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Marriage and Civil Partnership Ceremonies (Cont)**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>NEW</b> - Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)						
Monday - Thursday	N/A	300.00	N/A	N/A	350.00	16.7
Friday - Saturday	N/A	400.00	N/A	N/A	450.00	12.5
Sunday/Bank Holiday	N/A	500.00	N/A	N/A	550.00	10.0
<b>NEW</b> - Other ceremonies in the Haversham Room (includes celebrant's attendance)						
Monday - Thursday	N/A	250.00	N/A	300.00	350.00	40.0
Friday - Saturday	N/A	333.33	N/A	400.00	450.00	35.0
Sunday/Bank Holiday	N/A	416.67	N/A	500.00	550.00	32.0
Pre-ceremony chat appointments						
Daytime Monday - Friday	17.50	20.00	14.3	N/A	21.00	5.0
Evening Monday - Friday	N/A	30.00	-	N/A	31.00	3.3
Marriage or Civil Partnership Ceremony in the Register Office	46.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office#	45.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building#	46.00					
Application to convert a Civil Partnership to a marriage#	27.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:						
- of a housebound person #	99.00					
- of a detained person#	117.00					
- of a seriously ill person not expected to recover#	15.00					
Note - Appointment fees will be taken at the time of booking						

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Certificates and Nationality Checking Service**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Certificates</b>						
Birth (short and long), death and marriages certificates(extracts or full):						
- at time of registration#	4.00					
- after registration but in current register#	7.00					
- after registration and after register closed#	10.00					
Civil Partnership certificates (extract or full):						
- at time of registration#	4.00					
- at any other time#	10.00					
Additional fee						
Personal search (up to 6 hours)	18.00					
Additional fee - certificates						
Premium Service	22.00	23.00	4.5	N/A	24.00	4.3
(in addition to statutory fee)						
Postage admin per certificate	2.80	3.00	7.1	N/A	3.25	8.3
<b>Nationality Checking Service</b>						
Single adult application - Monday - Friday	66.67	79.17	18.8	95.00	110.00	15.8
Single child application - Monday-Friday	41.67	58.33	40.0	70.00	90.00	28.6
<b>Joint Citizenship &amp; Passport Service additional fee</b>						
Single Application Monday - Friday	20.00	22.50	-	27.00	29.00	7.4
<b>European Passport Return Services</b>						
Single Application Monday - Friday	20.00	22.50	-	27.00	29.00	7.4
<b>Settlement Checking Service</b>						
Single adult application - Monday-Friday	100.00	110.00	10.0	132.00	150.00	13.6
<b>Individual Citizenship Ceremonies at Register Office</b>						
- Monday - Friday	112.50	125.00	11.1	150.00	175.00	16.7
Additional fee for cancellation/amendment/follow-up appointment	27.50	30.00	9.1	N/A	32.50	8.3
Note - Appointment fees will be taken at the time of booking						

**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
<b>Income the proposed fees will generate:</b>	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**

<b>Agendas/Minutes, etc</b>			
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
<b>Income the proposed fees will generate:</b>	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
<b>STANDARD OTHER CHARGES FOR DEMOCRATIC &amp; REGISTRATION</b>				
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	%
<b>Home to School Travel</b>			
<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				



## GENERAL FUND REVENUE BUDGET

### SUMMARY

	<b>2018/19 Budget</b>
	<b>£'000</b>
<b><u>Services</u></b>	
Adult Social Care and Health	36,624
Children, Young People and Learning	29,912
Environment, Culture & Communities	30,813
Chief Executive/Resources	7,570
Corporate Wide issues (to be allocated)	-252
Sub Total	<u>104,667</u>
<b><u>Other Expenditure</u></b>	
Contingency	2,500
MRP (Debt Financing Costs)	1,816
Levying Bodies	111
Interest	3,326
Pension Interest Cost & Administration Expenses	7,725
Other Services	248
Business Rates Growth	-13,116
Contribution from Capital Resources	-200
Capital Charges	-14,560
Contribution to/from Pension Reserve	-18,305
Contribution from Earmarked Reserve	11,214
New Homes Bonus Grant	-1,767
Local Services Support Grant	-4
Net Revenue Budget	<u>83,655</u>
Use of General Fund Balances	<u>-2,515</u>
Net Revenue Budget after use of Balances	<b>81,140</b>
<b><u>Less External Support</u></b>	
Business Rates Baseline Funding	-20,635
Revenue Support Grant	0
Total External Support	<u>-20,635</u>
Collection Fund Adjustment - Council Tax	-115
Collection Fund Adjustment - Business rates	-3,045
<b>Bracknell Forest's Council Tax Requirement</b>	<b>57,345</b>
Bracknell Forest's Council Tax Base (Band D equivalents)	45,298
Council Tax at Band D	£1,265.94



## Adult Social Care Health & Housing - Revenue Budget

	2017/18 Original Budget £'000	2018/19 Revised Budget £'000	2018/19 Original Budget £'000
Director	735	718	332
Community Mental Health Team for Older Adults	4,961	4,976	5,691
Community Mental Health Team	2,436	2583	2,778
Community Team for People with Learning Disabilities	11,709	11,882	12,350
Adult Community Team	8,040	7,767	7,577
Intermediate Care	988	1,021	1,264
Assistive equipment & technology	362	362	126
Safeguarding	380	387	266
Connections Hub	0	0	498
Emergency Duty Services	241	263	374
Housing Services	2,222	2,394	2,381
Housing Benefits	802	809	748
Community Safety	0	143	268
Forestcare	160	173	297
Commissioning	1,010	1014	1,088
Performance & Resources	1,567	1104	0
Business Intelligence	0	0	179
Public Health	4,419	4432	4,457
Public Health Grant	-4,157	-4157	-4,050
	<u>35,875</u>	<u>35,871</u>	<u>36,624</u>

### Variation Analysis

	£'000
Original Approved Budget 2017/18	35,875
Virements (Ongoing)	-293
Commitments	-2483
Inflation	801
Pressures	2069
Economies	-760
Grant Adjustments	-26
Pension (IAS17) Adjustment	1325
Capital Financing Charges	-19
Allocation of Recharges	135
	<u><u>36,624</u></u>



## Children, Young People & Learning - Revenue Budget

	2017/18 Original Budget £'000	2018/19 Revised Budget £'000	2018/19 Original Budget £'000
Service Strategy	24	24	50
Children's Support & Management Costs	-459	-504	-416
Children's services-Commissioning & SW	4,844	4,906	5,444
Children Looked After (CLA)	6,768	6,792	7,684
Family Support Services	1,627	1,600	1,689
Youth Justice	394	387	403
Other Children's & Family Services	1,726	1,761	1,868
Service Strategy	139	150	157
Safeguarding Children and Young People's Services	6	6	7
Traffic Management & Road Safety	38	37	41
Primary Schools	41,833	37,339	43,441
Secondary Schools	35,030	27,351	36,916
Special Schools	11,329	11,929	12,247
Other Special Schools Related Expenditure	3,015	3,038	3,067
Pre-School Education	5,729	6,665	7,223
Youth Services	860	840	894
Adult & Community Learning	143	145	187
Student Support	243	243	265
Non-School Funding	593	590	542
Post 16 Provision	713	714	714
Other Education and Community Budget	183	183	317
Dedicated Schools Budget	-85,515	-74,929	-90,285
Education Management & Support Service	-1,159	-1,506	-2,543
	<u>28,104</u>	<u>27,761</u>	<u>29,912</u>

### Variation Analysis

	£'000
Original Approved Budget 2017/18	28,104
Virements (Ongoing)	-1,123
Commitments	-842
Inflation	451
Pressures	1,817
Economies	-421
Grant Adjustments	0
Pension (IAS17) Adjustment	2,661
Capital Financing Charges	-1,075
Allocation of Recharges	340
	<u><u>29,912</u></u>



## Resources / Chief Executive's - Revenue Budget

	2017/18 Original Budget £'000	2018/19 Revised Budget £'000	2018/19 Original Budget £'000
Other Adult Services	-6	1	1
Support Services & Management Costs	202	177	163
Community Safety (Crime Reduction)	270	128	46
Recreation, Sports and Leisure (Community Centres)	493	492	519
Economic Development	-1,595	-3,834	-3,474
Community Development	233	239	307
Education Management & Support Service (Home to School Transport)	1,935	1,935	1,879
Democratic Representation & Management	1,883	1,877	2,003
Corporate Management	1,910	1,918	2,479
Registration of Electors	319	312	389
Conducting Elections	2	2	2
Local Tax Collection	805	802	723
General Grants, Bequests & Donations	332	332	309
Registration Births, Deaths & Marriages	108	109	105
Non Distributed Costs	74	74	70
Central Support Services	181	1,303	2,049
	<u>7,146</u>	<u>5,867</u>	<u>7,570</u>

### Variation Analysis

	£'000
Original Approved Budget 2017/18	7,146
Virements (Ongoing)	-83
Commitments	-590
Inflation	390
Pressures	602
Economies	-479
Grant Adjustments	0
Pension (IAS17) Adjustment	1,436
Capital Financing Charges	-171
Allocation of Recharges	-681
	<u><u>7,570</u></u>



## Environment, Culture & Communities - Revenue Budget

	2017/18 Original Budget £'000	2018/19 Revised Budget £'000	2018/19 Original Budget £'000
Cemeteries, Crematoria & Mortuary Services	-846	-833	-777
Flood Defence & Land Drainage	214	197	209
Waste Collection	1,108	1,110	1,150
Waste Disposal	6,668	6,669	6,359
Street Cleansing	823	899	1,003
Recycling	989	991	932
Culture and Heritage	602	618	571
Open Spaces	2,108	2,222	2,148
Recreation, Sports and Leisure	2962	2525	1131
Libraries	2102	2162	2236
Building Control	265	266	257
Development Control	809	831	746
Economic Development	0	176	331
Environmental Initiatives	69	12	10
Planning Policy	648	782	713
Business Support	603	607	503
Transport Planning, Policy & Strategy	922	821	846
Structural Maintenance	5,521	5,556	1,589
Capital Charges re Construction Projects	1,032	1,032	2,694
Environment, Safety & Routine Maintenance	2,732	2,794	2,167
Traffic Management & Road Safety	799	777	884
Parking Services	447	457	-194
Public Transport	1,790	1,836	1,739
Street Lighting (including Energy Costs)	1,216	1,147	1,410
Winter Service	308	308	360
Democratic Representation & Management	143	137	154
Corporate Management	104	97	112
Local Land Charges	30	34	3
Emergency Planning	97	112	118
Coroners Courts Service	144	144	148
Regulatory Services	1,419	1,355	1,261
	<b>35,828</b>	<b>35,841</b>	<b>30,813</b>

### Variation Analysis

	£'000
Original Approved Budget 2017/18	35,828
Virements (Ongoing)	-742
Commitments	-2,281
Inflation	655
Pressures	782
Economies	-1,002
Pension (IAS17) Adjustment	495
Capital Financing Charges	-3,128
Allocation of Recharges	206
	<b>30,813</b>



## Summary of Capital Programme Report to Executive

### 1 Introduction

As part of the Council's financial and policy planning process, the Executive issued draft Capital Programme proposals for 2018/19 - 2020/21 for consultation on 19 December 2017. The main focus was inevitably departmental spending needs for 2018/19, although future year's schemes do also form an important part of the programme. This report sets out the proposed capital programme, following the consultation exercise. The revenue implications of the recommendations in this report are reflected in the Council's revenue budget proposals for 2018/19.

### 2 Background

The Local Government Act 2003 requires councils to have regard to the Prudential Code for Capital Finance in Local Authorities when setting their capital expenditure plans, which must be affordable, prudent and sustainable. The proposed capital programme for 2018/19 has been developed, therefore, with particular regard to affordability and the impact of the Council's capital expenditure plans on the revenue budget. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

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

### 3 New Schemes

The Executive's proposals for the Council's Capital Programme for 2018/19 – 2020/21 were evaluated and prioritised into several broad categories in accordance with the Council's existing Corporate Capital Strategy and Asset Management Plan.

#### **Other Unavoidable & Committed schemes**

This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2017/18 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

#### **Maintenance (Improvements and capitalised repairs)**

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

From an analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2018/19 Revenue Budget proposals to meet these liabilities. In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given

the financial constraints on both the revenue and capital budgets an allocation of £1.125m is recommended to address the majority of the 1C & 1D priorities.

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

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

### **Rolling programmes / Other Desirable**

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

### **Invest To Save Schemes**

These are schemes where the additional revenue income or savings arising from their implementation exceeds the additional revenue costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy a further £1m is included in the 2018/19 capital programme for potential Invest to Save schemes.

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £40.741m in 2018/19. A list of these new schemes, for each service, is included in the Annexes A – E.

<b>Capital Programme 2018/19-2020/21</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>
A	Adult Social Care, Health & Housing	8,973	10,000	0
B	Children, Young People & Learning	8,134	750	250
C	Resources	2,135	70	0
D	Council Wide	32,313	363	388
E	Environment Culture & Communities	6,666	6,465	1,960
	<b>Total Capital Programme</b>	<b>58,221</b>	<b>17,648</b>	<b>2,598</b>
	<b>Externally Funded</b>	<b>17,480</b>	<b>8,685</b>	<b>1,475</b>
	<b>Total request for Council funding</b>	<b>40,741</b>	<b>8,963</b>	<b>1,123</b>

## 4 Externally Funded Schemes

A number of external funding sources are available to fund schemes within the capital programme. External support has been identified from two main sources:

### Government Grants

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. However as a result in a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the country, the Council will receive no Basic Needs Grant in 2018/19. This is the first year this has happened.

However the Council has clear need for investment in school places in the Borough and have identified two schemes that require funding in the coming years and are set out in Annex B. In addition to this Council funding a total of £2.178m will be invested in various schools across the Borough from specific capital grants

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.089m for 2018/19. A matched funding bid has also been accepted for the work on Downshire Way – this will attract grant of £3.29m to be matched with £1.4m of Council funding and developer contributions.

### Section 106 (£3.480m)

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2018/19, where funding becomes available. These are highlighted in the Annexes to this report. The level of new funding available through Section 106 is expected to reduce in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

## 5 Funding Options

The proposed capital programme for 2018/19 has been developed on the assumption that it will be funded by a combination of approximately £9.8m of capital receipts (including £3m of CIL), Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.

Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.

To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2018/19 to 2020/21 in March 2018, alongside its consideration of the specific budget proposals for 2018/19 and the Council's medium-term financial prospects.

Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2019/20 onwards, will need to be undertaken during next summer.

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

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
No Schemes	-	-	-	-
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
See Council Wide	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
Cash Incentive Scheme	240	-	-	240
Heathlands Redevelopment	500	7,000	-	7,500
	<b>740</b>	<b>7,000</b>	<b>-</b>	<b>7,740</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>740</b>	<b>7,000</b>	<b>-</b>	<b>7,740</b>
<b>External Funding</b>				
Downshire Homes (Self Funding)	8,000	-	-	-
Heathlands Redevelopment - External Funding		3,000		
Edenfield-Stonewater Housing Development (S106)	233			
<b>TOTAL EXTERNAL FUNDING</b>	<b>8,233</b>	<b>3,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,973</b>	<b>10,000</b>	<b>-</b>	<b>7,740</b>

## CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2018/19	2019/20	2020/21	TOTAL
	£000	£000	£000	£000
<b>Committed</b>				
Binfield Learning Village	3,000	-	-	3,000
	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>Unavoidable</b>	-	-	-	-
<b>Maintenance</b>				
Schools Maintenance externally funded	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
College Town Amalgamation	300	-	-	300
Sandhurst School Nursery Relocation	250	50	-	300
Wooden Hill Classrooms (School Bid)	20	450	-	470
<b>Total</b>	<b>570</b>	<b>500</b>	<b>-</b>	<b>1,070</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>3,570</b>	<b>500</b>	<b>-</b>	<b>4,070</b>
<b>External Funding - DfE Basic Need Grant</b>				
College Town Amalgamation (unspent 2017/18 Grant)	150	-	-	150
No Grant in 2018/19	-	-	-	-
	<b>150</b>	<b>-</b>	<b>-</b>	<b>150</b>
<b>External Funding - Other</b>				
Schools Capital Maintenance Grant	1,912	-	-	1,912
Section 106 - Small Schemes	250	250	250	750
Section 106 - Binfield Learning Village	1,986	-	-	1,986
Devolved Formula Capital (estimate)	266	-	-	266
	<b>4,414</b>	<b>250</b>	<b>250</b>	<b>4,914</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>4,564</b>	<b>250</b>	<b>250</b>	<b>5,064</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,134</b>	<b>750</b>	<b>250</b>	<b>9,134</b>

**CAPITAL PROGRAMME - RESOURCES**

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Civic Accommodation	2,135	70	0	2,205
	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>
<b>Unavoidable</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>				
See Council Wide	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>

## CAPITAL PROGRAMME - COUNCIL WIDE

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Commerical Property Investment Strategy	30,000	0	0	30000
Capitalisation of Project Management costs	300	300	300	900
	<b>30,300</b>	<b>300</b>	<b>300</b>	<b>30,900</b>
<b>Unavoidable</b>				
	-	-	-	-
<b>Maintenance</b>				
Buildings Planned Maintenance	1,125	n/a	n/a	1,125
	<b>1,125</b>	-	-	<b>1,125</b>
<b>Rolling Programme / Other Desirable</b>				
Property Review Feasibility	100	-	-	100
IT Schemes (made up of)	788	63	88	939
-----IT Infrastructure	175	15	40	230
-----Members IT Refresh	36	-	-	36
-----Time2Change	-	-	-	-
-----ICT Digital Strategy	537	48	48	633
-----CWSS / Self Service	40	-	-	40
	<b>888</b>	<b>63</b>	<b>88</b>	<b>1,039</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>32,313</b>	<b>363</b>	<b>388</b>	<b>33,064</b>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	-	-	-	-
<b>TOTAL CAPITAL PROGRAMME</b>	<b>32,313</b>	<b>363</b>	<b>388</b>	<b>33,064</b>

## CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Self Service Technology Assisted Opening In Libraries	355	0	0	355
Roads & Footway Resurfacing #	200	200	200	600
Equipment Replacement Downshire Golf Complex #	35	35	35	105
Matched Funding for LEP Funding (A329)	450	0	0	450
A322 Downshire Way (Matched Funding DfT Grant)	200	200	200	600
	<b>1,240</b>	<b>435</b>	<b>435</b>	<b>2,110</b>
<b>Unavoidable</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rolling Programme / Other Desirable</b>				
Off-Street Car Parking	100	100	0	200
Land Drainage Schemes	80	100	100	280
Improvement and Maintenance of Play Areas	70	70	0	140
Traffic Modelling	125	125	0	250
Update Traffic Signal Infrastructure	0	200	200	400
The Look Out Play Area/Exhibits Upgrade	30	0	0	30
The Look Out Parking Bay Programme (self-funding)	40	0	0	40
Harmanswater Library	298	0	0	298
	<b>743</b>	<b>595</b>	<b>300</b>	<b>1,638</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,983</b>	<b>1,030</b>	<b>735</b>	<b>3,748</b>
<b>External Funding</b>				
Highways Maintenance	1,369	1,200	0	2,569
Integrated Transport & Maintenance	720	720	0	1,440
A322 Downshire Way (Matched Funding DfT Grant)	1,000	2,290	0	3,290
Section 106 Schemes (LTP)	350	500	500	1,350
Disabled Facilities Grants	450	450	450	1,350
Self Service Technology Assisted Opening In Libraries (S106)	22	0	0	22
Harmanswater Library (Invest-to-Save)	133	0	0	133
Harmanswater Library (S106)	364	0	0	364
Sustainable Alternative Natural Green Space	150	150	150	450
Section 106 Leisure & Culture (small schemes)	125	125	125	375
	<b>4,683</b>	<b>5,435</b>	<b>1,225</b>	<b>11,343</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>4,683</b>	<b>5,435</b>	<b>1,225</b>	<b>11,343</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,666</b>	<b>6,465</b>	<b>1,960</b>	<b>15,091</b>
# Part Capitalisation of Revenue				

