

## Commitment Budget 2016/17 to 2020/21

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

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

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

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

Department and Item	Description
<b>Adult Social Care, Health and Housing</b>	
Fixed civil penalties - failure to declare changes in circumstances	Households who deliberately or negligently generate an overpayment in benefit for failing to inform a change in circumstance will be fined. An income budget was therefore created in 2014/15. However, it is expected that the number of fixed penalties issued will reduce in the two subsequent years.
Tenterden Lodge - Bed and Breakfast Accommodation	Tenterden Lodge has been purchased by the Council to house homeless families on a temporary basis which will reduce the costs associated with private Bed and Breakfast accommodation.
<b>Children, Young People and Learning</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Recruitment and retention of social workers in Children's Social Care	A package of measures from the Children's Social Care Programme Board seeking permanent ways of addressing staff shortages and improving the efficiency of the service.
<b>Corporate Services / Chief Executive's Office</b>	
Vacating Seymour House/Ocean House	The demolition of Seymour House is now complete and staff have moved from Ocean House to Time Square. The Council was liable for the lease of the building and associated costs until August 2015.
Borough Elections	Borough Elections were held in May 2015 and the budget will therefore not be required again until May 2019.
Residents Survey	The Council commission Qa Research to carry out a biennial survey of residents in the Borough in order to help guide future policies. Undertaken in 2014/15, it is next due in 2016/17.
Councillors access to the Local Government Pension Scheme	Councillor's access to the Local Government Pension Scheme ceased on the 7 May 2015.
Legal Services income relating to S106 Agreements	The income target in 2015/16 was increased to reflect projected income for 2014/15. This is a demand led service and there is no assurance that these levels can be maintained beyond 2015/16, resulting in a reduction in the saving from 2016/17 onwards.
Facilities Management Category Saving	Framework saving were built into the 2014/15 budget but it was not possible to identify the full amount within the year. A pressure was therefore built into the budget for 2015/16 only to allow for the phasing of the saving over two years. It is anticipated that the full savings will be achieved in 2016/17.

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

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

## ADULT SOCIAL CARE, HEALTH AND HOUSING

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

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

## CORPORATE SERVICES / CHIEF EXECUTIVE 'S OFFICE

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



## ENVIRONMENT, CULTURE AND COMMUNITIES

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

## COUNCIL WIDE

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

## ADULT SOCIAL CARE, HEALTH AND HOUSING

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

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

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

## CORPORATE SERVICES / CHIEF EXECUTIVE'S OFFICE

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

<b>Description Impact</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>																								
there has been no increase in the cost of Special Responsibility Allowances for the new administration.																											
<p><b>Revenue Services</b></p> <p>Implementation of the Surcharging module of the Capita payments system would allow the Council to pass the charge for using a credit card back to the customer. Currently the use of credit cards is costing the authority approximately £37,600 per annum (based on June 2015 income, managed through the Capita payment system). Failure to implement these changes would result in a significant pressure on the Revenues budget, as the allocated budget falls far short of the costs anticipated in 2015/2016 and 2016/2017 due to an increase in charges by banks.</p>	<b>-11</b>																										
<p><b>Property Services</b></p> <p>Home to School Transport savings are anticipated following the review of school runs, new tender process and the review of the services.</p>	<b>-60</b>																										
<p><b>Electoral Services</b></p> <p>This was seasonal spend on temporary staff used to support the canvass which has changed with the advent of Individual Electoral Registration.</p>	<b>-3</b>																										
<p><b>Human Resources</b></p> <p>Reduction in Occupational Health budget. This may result in longer turn around times on occupational health appointments/more limited availability of the Occupational Health Advisor.</p>	<b>-5</b>																										
<p><b>Departmental Posts</b></p> <p>The Department will reduce it's Full Time Equivalent (FTE) establishment in the following areas:</p> <table border="0" data-bbox="143 1646 869 1915"> <tr> <td>Finance</td> <td>FTE 1.0</td> <td>£0.031m</td> </tr> <tr> <td>Community Safety Team</td> <td>FTE 1.0</td> <td>£0.021m</td> </tr> <tr> <td>Member &amp; Mayoral Services</td> <td>FTE 0.6</td> <td>£0.007m</td> </tr> <tr> <td>Registration Services</td> <td>FTE 0.4</td> <td>£0.008m</td> </tr> <tr> <td>Customer Services</td> <td>FTE 1.0</td> <td>£0.037m</td> </tr> <tr> <td>Digital Services</td> <td>FTE 0.5</td> <td>£0.012m</td> </tr> <tr> <td>Human Resources</td> <td>FTE 0.5</td> <td>£0.018m</td> </tr> <tr> <td>Property Services</td> <td>FTE 1.0</td> <td>£0.015m</td> </tr> </table> <p>These vacant posts currently help the Department achieve its managed vacancy target. By reducing the number of vacancies held there will be a need to slow the recruitment process</p>	Finance	FTE 1.0	£0.031m	Community Safety Team	FTE 1.0	£0.021m	Member & Mayoral Services	FTE 0.6	£0.007m	Registration Services	FTE 0.4	£0.008m	Customer Services	FTE 1.0	£0.037m	Digital Services	FTE 0.5	£0.012m	Human Resources	FTE 0.5	£0.018m	Property Services	FTE 1.0	£0.015m	<b>-149</b>		<b>15</b>
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<b>Description Impact</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
generally and there will be less flexibility to enable the recruitment to critical service posts which may need to be held vacant for longer leading to potential non-delivery of key objectives.			
<b>Departmental Supplies &amp; Services</b>  Reduction in various supplies and services budgets across the Department	<b>-84</b>		
<b>Departmental Indirect Employee and Travel Costs</b>  Reduction in mileage, training, seminars and subsistence across the Department.	<b>-9</b>		
<b>Departmental Income</b>  There have been above inflation increases to Digital Services, Unified Training and Transport income targets in line with 2015/16 estimated income.	<b>-12</b>		
<b>Departmental Third Party Payments</b>  The costs of the Lord Lieutenants Office joint arrangement with Reading have fallen and the Molly Millars joint arrangement with Wokingham has come to an end.	<b>-22</b>		
<b>Human Resources</b>  The Councils policy of Disclosure and Barring Service re-checks of existing staff will be revised to require them only for posts where there is a statutory requirement for them to be carried out.	<b>-27</b>		
<b>Revenue Services</b>  At the present time there is a discretionary Council Tax discount of 100% for a maximum period of one month when a property becomes empty; this was agreed by Council in February 2013 for implementation with effect from 1 April 2013. It is proposed that this discount be removed with effect from 1 April 2016 and the full charge will then be payable when a property becomes empty, unless certain specific conditions apply.	<b>-150</b>		
<b>CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL</b>	<b>-756</b>	<b>0</b>	<b>15</b>



## ENVIRONMENT, CULTURE AND COMMUNITIES

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

## DRAFT REVENUE BUDGET SAVINGS PROPOSALS

## Annexe C

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

## COUNCIL WIDE

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Adult Residential and Nursing Care - Contributions from people supported
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<b>Purpose of the Charge:</b> To contribute to the costs of accommodation
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	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>2,301</b>	<b>2,347</b>

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

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

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

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

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

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

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

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Non Residential Support</b>  This includes homecare, day care, meals and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the 'Fairer Contributions' policy and so the actual contribution may be lower. Fee increases in 2015/16 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	2% (Estimate)

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

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

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

Are concessions available? No

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

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service : Adult Day Care

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

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

Are concessions available? No

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

## Service : Blue Badge Scheme

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

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

Are concessions available? No

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

<b>Service : Health funded adult social care provision</b>
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<b>Purpose of the Charge:</b> To recover the costs of the service
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	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	4,916	4,916

<b>Are concessions available?</b> No
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Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Health Funded Provision</b> The Council receives a number of different income streams from health organisations, summarised as:			
Registered nursing care contribution	£112 per week	DH rates to be set in April 2016*	0.0%
Continuing health care contributions	Actual costs incurred	Actual costs incurred*	
Joint funded posts and other income (including s256 transfer)	Actual costs incurred	Actual costs incurred*	
* Percentage increases are estimates. RNCC is now charged direct to the NHS by providers so there is no budget.			

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

## 2016/17 PROPOSED FEES &amp; CHARGES

<b>Service : Housing</b>
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**Purpose of the Charge:** To contribute to the costs of the service

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

**Are concessions available?** No

Description		Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
		(Inc VAT)	(Exc VAT)	(Inc VAT)	(Exc VAT)	
		£.p	£.p	£.p	£.p	%
<b>Forestcare Community Alarms</b>						
Lifeline Installation Charge		18.00	15.00	18.00	15.00	0.0%
Lifeline Rental and Monitoring						
- BFBC	Per week	4.46	3.71	4.46	3.71	0.0%
- Others	Per week	4.76	3.97	5.76	3.97	0.0%
Lifeline Monitoring only						
- BFBC	Per week	3.53	2.94	3.53	2.94	0.0%
- Others	Per week	4.19	3.49	4.19	3.49	0.0%
Extra/Lost Pendants						
- Flat Charge		68.76	57.30	68.76	57.30	0.0%
- Monthly Charge		72.00	60.00	72.00	60.00	0.0%
- Admin fee		24.00	20.00	72.00	60.00	0.0%
Lost IV Pendants				96.00	80.00	
Rental of additional pendant	Per week			0.89	0.74	
Telecare sensors	Per week			0.98	0.82	
Extension lead				7.20	6.00	
Care calls						
- 1 care call per day	Per week	4.20	3.50	4.20	3.50	0.0%
- 2 care calls per day	Per week	7.20	6.00	7.20	6.00	0.0%
- 3 care calls per day	Per week	8.40	7.00	8.40	7.00	0.0%
Keyholder Service (lifeline customers)						
- up to 12 visits	Per week	7.56	6.30	6.30	6.30	0.0%
- extra visits		18.00	15.00	18.00	15.00	0.0%
Keyholder and mobile response	Per week	7.56	6.30	7.56	6.30	0.0%
- per additional visit		54.00	45.00	54.00	45.00	0.0%
Keysafe Supply and Fit	Supply			66.00	55.00	
	Supply+fit 1st visit	72.00	60.00	72.00	60.00	0.0%
	Supply+fit subsequent visit			90.00	75.00	
Monitoring of security diallers	Per week	12.54	10.45	12.54	10.45	0.0%
Monitoring of two security diallers	Per week	18.36	15.30	18.36	15.30	0.0%
Lone Workers	Per person per year	47.48	39.57	47.48	39.57	0.0%
Lone Workers - with reports	Per person per year	49.50	41.25	49.50	41.25	0.0%
Hourly charge for adhoc work		54.00	45.00	54.00	45.00	0.0%
Epilepsy sensor	Per week	3.00	2.50	3.00	2.50	0.0%
"Brain in hand" smartphone service	Per week			3.60	3.00	
"Brain in hand" call out	Per call out			54.00	45.00	
Purchase mindme unit				102.00	85.00	
Sim card rental	Monthly			19.20	16.00	
Mindme rental + sim card rental	Per week			7.80	6.50	
Bed sensors	Per week			2.70	2.25	
<b>Homelessness</b>						
Bed and Breakfast						
- Current Tenancies	Per week		**		**	
10a Portman						
- Rent	Per week		**		**	
- Service Charge	Per week		18.31		18.31	0.0%
- Household equipment	Per week		9.26		9.26	0.0%
- Fuel*	Per week		5.77		5.77	0.0%
- Water*	Per week		2.76		2.76	0.0%
Tenterden Lodge						
- Rent	Per week		**		**	
- Service Charge	Per week				18.46	
- Fuel*	Per week				6.36	
-Water*	Per week				2.76	
* These charges will be uplifted in line with fee increases from utility companies, 0% is assumed based on current CPI						
** These rents will be set to accord to the Housing Benefit and Universal Credit Regulations for different household sizes.						
<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 &amp; HOUSING DEPARTMENT

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Housing

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

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

Are concessions available? No

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Housing Benefit Service

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:*</b>	0	0

\* The budget is held corporately

Are concessions available? No

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>17</b>	<b>17</b>

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

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

**Adult and Community Learning Plan**

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

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

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>182</b>	<b>182</b>

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

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

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

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

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

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

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

## Education Centre Room Hire Non Bracknell Forest Council

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

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

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

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

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

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>82</b>	<b>83</b>

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

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

**Education Centre Room Hire Bracknell Forest Council**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>82</b>	<b>83</b>

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

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

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

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



## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>74</b>	<b>75</b>

<b>Are concessions available? Yes, internal fees are lower than those charged to external customers.</b>
--

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

**Education Centre Refreshment Charges Non Bracknell Forest Council**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>74</b>	<b>75</b>

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

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

## Education Centre Refreshment Charges Bracknell Forest Council

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>7</b>	<b>7</b>

<b>Are concessions available? Yes, internal fees are lower than those charged to external customers.</b>
--

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

**Education Centre Charges for printing**

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

<p>To maximise income earned at the Education Centre, room hire rates may be adjusted for multiple bookings and in order to make full use of the rooms when demand is traditionally low (e.g. school holiday periods). Additionally, charges for goods and services need to reflect prices charged by suppliers which may require in-year revisions. New stock items will be purchased if demand justifies with prices to be agreed at the time. Various courses are provided, with charges set at the level required to cover direct costs and contribute to overall running costs.</p>
--

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>57</b>	<b>58</b>

<b>Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers</b>
---

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

**Professional Development Courses**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

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

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

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

## Consultancy Rates

Chargeable Activities			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
<b>BFC Schools and Academies</b>			
Daily rate	500.00	500.00	0.00
Half Day	286.00	289.00	1.00
Hourly rate	92.00	93.00	1.10
Twilight session (new for 2014-15)	179.00	181.00	1.10
Evening Session (new for 2014-15)	179.00	181.00	1.10
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	570.00	570.00	0.00
Half Day	306.00	310.00	1.30
Hourly rate	118.00	120.00	1.70
Twilight session (new for 2014-15)	199.00	201.00	1.00
Evening Session (new for 2014-15)	199.00	201.00	1.00

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Larchwood

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>70</b>	<b>71</b>

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

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

**Residential short break care**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Children Looked After

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>24</b>	<b>24</b>

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

<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	238.85	243.60	2.00
	Maximum	571.75	583.20	2.00
Fees are increased in line with guidance from the Fostering Network which has yet to be advised.				
Additional amount: Emergency placement		50.00	50.00	0.00
Additional amount: Long term placement		100.00	100.00	0.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Youth Offending Service

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

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

Are concessions available? No

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

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

## Training Fees

Supply training to external organisations	per day		300.00	
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## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>11</b>	<b>11</b>

<b>Are concessions available? Yes, for young people from low income families.</b>
---

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

**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 2.12	0.00 to 2.15	1.40
<b>Activities Fee</b>	per session	0.00 to 2.75	0.00 to 2.80	1.80

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>101</b>	<b>102</b>

<b>Are concessions available? Internal fees are lower than those charged to external customers see below</b>
--

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

**Hire Fees**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>4</b>	<b>4</b>

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

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

**Sale of Goods**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2015/16 Budget	Proposed 2016/17 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	19	19

<b>All concessions are included in the fee structure detailed below</b>
---

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

**Sessional Fees**

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

These charges would apply only to those sessions where additional costs are incurred e.g. baby massage/yoga, messy play sessions etc.

Children's Centres Managers are able, within budget limitations, to incentivise registration and engagement of families with the use of promotional offers which may be less than the sessional fees detailed above.

Any other sessions would either be completely free or donations sought to cover refreshment costs.

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>6</b>	<b>6</b>

<b>All concessions are included in the fee structure detailed below</b>
---

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

**Room Hire Fees**

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>0</b>	<b>0</b>

<b>All concessions are included in the fee structure detailed below</b>
---

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

**Room Hire Fees**

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

<b>Groups who are directly supporting the delivery of CC services will not be charged.</b>
--

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2016/17 PROPOSED FEES &amp; CHARGES

Service : Early Years Workforce Development

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 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? Yes, fees to BFC based childcare providers, including Local Authority schools, are lower than those charged to customers from outside the borough.

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

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

<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>

**Professional Development Courses**

<b>Course Fees and Timings</b>			
Non-statutory courses calculated per course to cover direct costs (delegates advised on application)	At cost	At cost	

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service: Legal &amp; Surveyors' Fees

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	117	131

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

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

**Legal & Surveyors' Fees for Property Transactions**

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

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

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



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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service: Electoral Registration

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

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

Are concessions available? No

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

<b>Electoral Registration</b>			
Certificate of current register	21.00	22.00	4.5
Certificate of historical registration	60.00	62.00	3.2
Street Index	22.00	23.00	4.3

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

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service: Registration of Births, Deaths and Marriages Services

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

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

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

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

## Change of Name Service

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

## Marriage and Civil Partnership Ceremonies

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

Licensing of premises as marriage venues (three year licence)	1,330.00	n/a		n/a	n/a	
New Licence	n/a	1,750.00			1790.00	2.3
Licence Renewal	n/a	1,500.00			1530.00	2.0
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office#	35.00	35.00	0.0		35.00	0.0
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):						
- for a housebound person#	82.00					
- for a detained person#	103.00					
Attendance of Registrar for a marriage or civil partnership:						
- at a registered building#	86.00					
- of a housebound person#	81.00					
- of a detained person#	88.00					
Attendance of Superintendent Registrar for a marriage or civil partnership:						
- of a housebound person#	84.00					
- of a detained person#	94.00					
Attendance of Superintendent Registrar for a marriage or civil partnership at approved premises						
- Monday - Thursday	320.00	355.00	10.9		365.00	2.8
- Friday	n/a	400.00	n/a		420.00	5.0
- Saturday	390.00	450.00	15.4		465.00	3.3
- Sunday/Bank Holiday	450.00	500.00	11.1		520.00	4.0
Marriage or Civil Partnership Ceremony in the Register Office or the Syrett Small Ceremony Room#	46.00	46.00	0.0		46.00	0.0

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

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Marriage and Civil Partnership Ceremonies (Cont)

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Other Ceremonies and Nationality Checking Service

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2017/18 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Other Ceremonies and Nationality Checking Service cont.</b>						
<b>Certificates</b>						
Birth (short and long), death and marriages certificates(extracts or full):						
- at time of registration#	4.00	4.00	0.0		n/a	
- after registration but in current register#	7.00	7.00	0.0		n/a	
- after registration and after register closed#	10.00	10.00	0.0		n/a	
Civil Partnership certificates (extract or full):						
- at time of registration#	4.00	4.00	0.0		n/a	
- at any other time#	10.00	10.00	0.0		n/a	
Additional fee - certificates						
Premium Service (in addition to statutory fee)	n/a	20.00			22.00	10.0
Postage admin per certificate	n/a	2.60			2.70	3.8
Additional fee						
Personal search (up to 6 hours)	n/a	18.00			19.00	5.6
<b>Nationality Checking Service</b>						
Single adult application - Monday - Friday	48.33	54.17	12.1	65.00	75.00	15.4
Single adult application - Saturday/evenings	65.00	75.00	15.4	90.00	100.00	11.1
Single child application - Monday-Friday	19.17	29.17	52.2	35.00	45.00	28.6
Single child application - Saturday/evenings	27.50	45.83	66.7	55.00	65.00	18.2
Single adult and single child - Monday-Friday	62.50	n/a		n/a	n/a	
Single adult and single child - Saturdays	78.75	n/a		n/a	n/a	
Single adult and two children - Monday-Friday	79.17	n/a		n/a	n/a	
Single adult and two children - Saturday	94.17	n/a		n/a	n/a	
Single adult and three children - Monday-Friday	95.83	n/a		n/a	n/a	
Single adult and three children - Saturday	108.33	n/a		n/a	n/a	
Joint spouse application - Monday-Friday	83.33	n/a		n/a	n/a	
Joint spouse application - Saturday	100.00	n/a		n/a	n/a	
Joint spouse and up to two children - Monday-Friday	125.00	n/a		n/a	n/a	
Joint spouse and up to two children -Saturday	137.50	n/a		n/a	n/a	
Additional fee if a second appointment is required	16.67	n/a		n/a	n/a	
<b>Settlement Checking Service</b>						
Single adult application - Monday-Friday	83.33	87.50	5.0	105.00	110.00	4.8
Single adult application and up to two children Monday-Friday	83.33	87.50	5.0	105.00	110.00	4.8
Each additional child - Monday-Friday	19.17	20.00	4.3	24.00	25.00	4.2
Additional fee if a second appointment is required	16.67	n/a		n/a	n/a	
<b>Individual Citizenship Ceremonies</b>						
Superintendent Registrar's Room - Monday-Friday	60.00	n/a		n/a	n/a	
Syrett Small Ceremony Room - Monday-Friday	104.17	n/a		n/a	n/a	
Syrett Large Ceremony Room:						
- Monday - Friday	166.67	n/a		n/a	n/a	
- Monday - Friday	104.17	108.33	4.0	130.00	135.00	3.8
Additional fee for cancellation/amendment/follow-up appointment	n/a	20.83	n/a	25.00	30.00	20.0
# These are statutory charges that are determined nationally through legislation.						
Note - Appointment fees will be taken at the time of booking						

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<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**

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

## Service: Democratic Services

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	3.0	3.0

**Are concessions available? No**

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

**Appeals Service**

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

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

## 2016/17 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

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

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

Are concessions available? No

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

**STANDARD OTHER CHARGES FOR DEMOCRATIC & REGISTRATION**

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

## Service: Education Transport

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

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

Are concessions available? No

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

Home to School Travel			
<i>Farepayer fees per term on existing routes</i>			
Lost Passes	20.00	20.00	0.0

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

## 2016/17 PROPOSED FEES &amp; CHARGES

Service: Town Centre Management

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

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

Are concessions available? Yes, charities and not for profit organisations can have the area without the charge for a maximum of 2 weeks per year, however cancellations with less than 48 hours notice will incur a charge of £5 per day. Local SME's may be charged a reduced rate, this degree of discretion is delegated to the Regeneration Manager.

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



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

Service : Cemetery & Crematorium

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

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

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
For the interment of the body of: a person aged 16 years or over		810.00		842.00	4.0
a child 3 years to 15 years		124.00		129.00	4.0
a stillborn child, foetus or child under 3 years		74.00		77.00	4.1
For the interment of a cremation urn or casket a person aged 16 years or over.		323.00		336.00	4.0
a child 3 years to 16 years		124.00		129.00	4.0
The whole of the foregoing fees and charges will be doubled in the case of any person who, at the time of death, was not a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council or in the case of a stillborn child of which, at the time of death neither of the parents was a Bracknell Forest Borough Council Tax payer or inhabitant or who had not resided at any time within the Borough during the 12 months preceding his or her death. In the event of the body of child being buried in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		896.00		932.00	4.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		453.00		471.00	4.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		565.00		588.00	4.1
To purchase a grave in reserve for a period of 75 years, with the right to renew for a further period		1,395.00		1,451.00	4.0
a child or person in a grave in respect of which an exclusive right of burial has been granted of a greater depth than 4 feet, the charge for every additional two feet will be		251.00		261.00	4.0
Additional charge for graves alongside roads or pathways		179.00		186.00	3.9
Additional charge for casket shaped grave for a person 16 and over		306.00		318.00	3.9
Right to erect memorial tablet 24" by 12" with one name on inscription		155.00		161.00	3.9
Additional inscription of each name		64.00		67.00	4.7
Plot Selection Fee		37.00		38.00	2.7
Temporary marker on Grave		25.00		26.00	4.0
Transfer of grant of exclusive right of burial		83.00		86.00	3.6
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	

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

**Service : Cemetery & Crematorium**

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

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

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

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CREMATORIUM</b>					
For the cremation of the body of:					
a person aged 16 years or under - (9.00 to 10.30)		FOC		FOC	
a person aged 16 years or under - (10.30 to 15.45)		FOC		FOC	
a person aged 16 years or over		684.00		718.00	5.0
Abatement Charge for each cremation		55.00		55.00	0.0
Scattering of Cremated remains - Sat, Sun & Bank Hol		28.00		29.00	3.6
Body parts		168.00		176.00	4.8
Cremation fee includes Medical Referee fee, use of chapel etc., provision of recorded music, use of organ (organist not included), disposal of cremated remains in the Gardens of Remembrance, provision of polytainer for cremated remains and the cost of recovery for the new cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Cremation Urns		109.00		113.00	3.7
Package and dispatch to an address in the UK		115.00		120.00	4.3
Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		499.00		519.00	4.0
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		245.00		255.00	4.1
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		245.00		255.00	4.1
For disposal of cremated remains when cremation has taken place elsewhere		163.00		170.00	4.3
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		65.00		68.00	4.6
Coffin to Catafalque(24hrs max)		53.00		55.00	3.8
Refrigeration Storage per coffin (per 24hr period)		17.00		18.00	5.9
Certified extract from the Register of Cremation		62.00		64.00	3.2
CD	38.00	31.67	39.00	32.50	2.6
DVD	50.00	41.67	52.00	43.33	4.0
WEBCAST	72.00	60.00	75.00	62.50	4.2
Visual Tribute Single Photo	6.00	5.00	6.00	5.00	0.0
Visual Tribute (with/without music) 1-5 photos	27.00	22.50	27.00	22.50	0.0
Visual Tribute (with/without music) 6-10 photos	37.00	30.83	37.00	30.83	0.0
Visual Tribute (with/without music) for each additional photo	2.25	1.88	2.25	1.88	0.0
DVD of Tribute only	27.00	22.50	28.00	23.33	3.7
DVD of Service incl Tribute	63.00	52.50	66.00	55.00	4.8
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

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

Service : Cemetery & Crematorium

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

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

**Are concessions available? No**

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

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

Service : Cemetery & Crematorium

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,580</b>	<b>1,700</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>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	494.00	411.67	514.00	428.33	4.0
Plaque Row 1 set up and year 1 lease	260.00	216.67	270.00	225.00	3.8
Plaque Row 2 (10 year lease)	565.00	470.83	588.00	490.00	4.1
Plaque Row 2 set up and year 1 lease	331.00	275.83	344.00	286.67	3.9
Plaque Row 3 (10 year lease)	606.00	505.00	630.00	525.00	4.0
Plaque Row 3 set up and year 1 lease	372.00	310.00	387.00	322.50	4.0
Birdbath Seat Plaque (10 year lease)	377.00	314.17	392.00	326.67	4.0
Birdbath Seat Plaque set up and 1 year lease	143.00	119.17	149.00	124.17	4.2
Annual lease on all Bracken Heal Plaques	27.00	22.50	28.00	23.33	3.7
<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)	79.00	65.83	82.00	68.33	3.8
Photo Plaque (4x3) added to existing tablet (Planter, Birdbath rows 2&3)	95.00	79.17	99.00	82.50	4.2
Photo Plaque (7x5) with initial order (Sanctum only)	119.00	99.17	124.00	103.33	4.2
Photo Plaque (7x5) added to existing tablet (Sanctum only)	143.00	119.17	149.00	124.17	4.2
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	489.00	407.50	509.00	424.17	4.1
Memorial Granite Rock set up and year 1 lease	255.00	212.50	265.00	220.83	3.9
Annual renewal of lease	27.00	22.50	28.00	23.33	3.7
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD</b>					
<b>MUSHROOM</b>					
3 DISC(10 year lease)	397.00	POA	413.00	344.17	4.0
3 DISC(set up and year 1 lease)	209.00	174.17	217.00	180.83	3.8
4 DISC(10 year lease)	397.00	330.83	413.00	344.17	4.0
4 DISC(set up and year 1 lease)	209.00	174.17	217.00	180.83	3.8
5 DISC(10 year lease)	397.00	330.83	413.00	344.17	4.0
5 DISC(set up and year 1 lease)	209.00	174.17	217.00	180.83	3.8
Annual renewal of lease	22.00	18.33	23.00	19.17	4.5
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	550.00	458.33	572.00	476.67	4.0
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	316.00	263.33	329.00	274.17	4.1
Annual renewal of lease	27.00	22.50	28.00	23.33	3.7
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	29.00	24.17	30.00	25.00	3.4
<b>Memorial Vase</b>					
Prepare and display for 10 year period	550.00	458.33	572.00	476.67	4.0
Prepare and display for 1 year	316.00	263.33	329.00	274.17	4.1
Replacement plaque (including inscription)	245.00	204.17	255.00	212.50	4.1
Annual renewal of lease	27.00	22.50	28.00	23.33	3.7

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

Service : Cemetery & Crematorium

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,580</b>	<b>1,700</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	1,176.00	980.00	1,223.00	1,019.17	4.0
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	642.00	535.00	668.00	556.67	4.0
Annual renewal of lease	62.00	51.67	64.00	53.33	3.2
Additional inscription per letter	2.85	2.38	2.90	2.42	1.8
Second & final interment (including 50 letter inscription)	313.00	260.83	326.00	271.67	4.2
Photo Plaque with initial order	112.00	93.33	116.00	96.67	3.6
Photo plaque added to existing tablet	135.00	112.50	140.00	116.67	3.7
<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	2,199.00	1,832.50	2,287.00	1,905.83	4.0
Prepare and display for year 1	1,280.00	1,066.67	1,331.00	1,109.17	4.0
Annual renewal	103.00	85.83	107.00	89.17	3.9

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

Service : On / Off Street Parking

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>757</b>	<b>757</b>

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CAR PARKING</b>					
<b>Multi Storey Car Parks</b>					
Charging period.....7 Days a week, 24 hours per day.					
<b>SEASON TICKETS</b>					
High Street and Charles Square mscp					
5 day annual (1-50 Tickets)	800.00	666.67	800.00	666.67	0.0
5 day annual (51 - 100 Tickets)	750.00	625.00	750.00	625.00	0.0
5 day annual (101+ Tickets)	700.00	583.33	700.00	583.33	0.0
7 day annual	950.00	791.67	950.00	791.67	0.0
7 day monthly	90.00	75.00	90.00	75.00	0.0
5 day monthly	80.00	66.67	80.00	66.67	0.0
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
Early redemption charge 7 day annual Season	90.00	75.00	90.00	75.00	0.0
Early redemption charge 5 Day annual Season	80.00	66.67	80.00	66.67	0.0
<b>DAILY CHARGES-Multi-Storey</b>					
Charles Square & High St mscps (mon-sat 6am - 8pm)					
0-1hr	1.10	0.92	1.10	0.92	0.0
1-2hrs	1.60	1.33	1.60	1.33	0.0
2-3hrs	2.10	1.75	2.10	1.75	0.0
3-4hrs	2.60	2.17	2.60	2.17	0.0
4-5hrs	3.70	3.08	3.70	3.08	0.0
5-6hrs	4.50	3.75	4.50	3.75	0.0
over 6 hrs	6.00	5.00	6.00	5.00	0.0
Lost chip coin	10.00	8.33	10.00	8.33	0.0
Charles Square & High St mscps (Sun & Overnight)					
Nightly charge 8pm to 6am (Monday to Sunday)	1.10	0.92	1.10	0.92	0.0
Sunday 6am to 8pm	1.20	1.00	1.20	1.00	0.0
<b>DAILY CHARGES Pay &amp; Display</b>					
Albert Road car park-mon-sat inclusive(7am - 8pm)					
0-2hrs	1.10	0.92	1.10	0.92	0.0
2-4hrs	1.60	1.33	1.60	1.33	0.0
4-6hrs	2.10	1.75	2.10	1.75	0.0
6-8hrs	3.50	2.92	3.50	2.92	0.0
over 8 hrs	5.00	4.17	5.00	4.17	0.0
Sunday 7am to 8pm	1.20	1.00	1.20	1.00	0.0

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

**Service :** On / Off Street Parking

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>757</b>	<b>757</b>

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Behind the Banks, Top of High Street 0-40 mins (Monday to Saturday 6am until 8pm) Sunday (6am until 8pm) Overnight Monday to Sunday 8pm until 6am	0.80 1.20 1.10	0.67 1.00 0.92	0.80 1.20 1.10	0.67 1.00 0.92	0.0 0.0 0.0
Easthampstead House (Saturday only 6am until 8pm) 0-2hrs 2-4hrs Maximum Sunday (6am until 8pm) Overnight Monday to Friday (4pm to 6am) Overnight Saturday and Sunday (8pm to 6am)	1.10 1.60 1.20 1.10 1.10	0.92 1.33 1.00 0.92 0.92	1.10 1.60 1.20 1.10 1.10	0.92 1.33 1.00 0.92 0.92	0.0 0.0 0.0 0.0 0.0
<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 All day charge	  3.00 5.00	  2.50 4.17	  3.00 5.00	  2.50 4.17	  0.0 0.0
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)  No charge for first 10 minutes 0-4 hrs All day charge <b>Season Tickets:</b> Annual for Residents of Bracknell Forest Annual for all others Replacement season ticket	  2.00 4.00  60.00 100.00 35.00	  1.67 3.33 0.00 50.00 83.33 29.17	  2.00 4.00  60.00 100.00 35.00	  1.67 3.33  50.00 83.33 29.17	  0.0 0.0  0.0 0.0 0.0
<b>Penalty Charge Notices ( Off Street)</b>					
Charge		Set by Regulation		Set by Regulation	
Charge if paid within 14 days		Set by Regulation		Set by Regulation	
<b>Penalty Charge Notices ( On-Street)</b>					
Charge		Set by Regulation		Set by Regulation	
Charge if paid within 14 days		Set by Regulation		Set by Regulation	
<b>Parking place Suspension(On-Street)</b>					
Charge per Suspension		Set by Regulation		Set by Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle		Set by Regulation		Set by Regulation	
Visitor Passes(inclusive of Admin Fee)	7.50	6.25	7.50	6.25	0.0
Replacement Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Permit - where original is not surrendered	20.00	16.67	20.00	16.67	0.0

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

Service : Regulatory Services

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	90	91

**Are concessions available? Yes. (See Pest Control)**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>DOG CONTROL</b>					
<b>PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs.</b>					
<b>Return of Stray Dog</b>					
Prescribed fee		25.00		Set by Regulation	
Vet fees		At cost		At cost	
Stray dog charges in office hours		55.00		55.00	0.0
Stray dog charges out of office hours		100.00		100.00	0.0
Dog Fouling fixed penalty charge		75.00		Set by Regulation	
<b>PEST CONTROL (call out and/or treatment charges)</b>					
<b>PURPOSE OF CHARGE: contribution towards overall costs.</b>					
<b>Rats</b>					
Treatment	52.95	44.13	53.00	44.17	0.1
<b>Mice</b>					
Treatment	65.15	54.29	66.00	55.00	1.3
<b>Wasps (first nest)</b>					
Treatment	52.45	43.71	53.00	44.17	1.0
<b>Wasps (subsequent nest treated during same visit)</b>					
Treatment	18.30	15.25	18.00	15.00	-1.6
<b>Bed Bugs</b>					
For up to 3 bedroomed dwelling	218.85	182.38	221.00	184.17	1.0
For each additional room	71.25	59.38	72.00	60.00	1.1
<b>Fleas</b>					
For up to 3 habitable rooms	167.95	139.96	170.00	141.67	1.2
For each additional room	54.95	45.79	55.00	45.83	0.1
<b>Squirrels</b>					
Survey and Treatment	152.70	127.25	154.00	128.33	0.9
<b>Call out Charge</b>					
Flat Fee	27.50	22.92	28.00	23.33	1.8
<b>Cancellation (Before 3pm on the day before treatment)</b>					
Flat Fee	27.50	22.92	28.00	23.33	1.8
<b>Pest treatment in commercial premises (Includes Pigeons)</b>					
		<b>At cost</b>		<b>At cost</b>	
<p>The fees for pest control are collected before the officer provides any treatment or precautionary advice. All pest control fees are increased by 50% where a call is outside normal working hours and by 100% where the visit is deemed necessary on weekends or recognised public holidays.</p> <p>Costs may be waived where pest control is carried out in the interest of public health.</p> <p>The pest control fees are discounted by 50% and bed bugs fees by 75% where the principal occupant is in receipt of an income related benefit, ie housing benefit or income support, pension creditor similar Government income support.</p>					
<b>ABANDONED VEHICLES</b>					
Removal (prescribed fee)		Set by regulation		Set by regulation	
Daily storage (prescribed fee)		Set by regulation		Set by regulation	
Enforcement disposal costs (prescribed fee)		Set by regulation		Set by regulation	
Enforcement invoice costs		73.80		75.00	1.6



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

Service : Regulatory Services

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>90</b>	<b>91</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>Miscellaneous</b>					
Health Certificate		17.30		18.00	4.0
Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60.		128.25		120.00	
				60.00	
Immigration reports for Home Office		223.95		226.00	0.9
Certificate for surrender of unsound food (per hour) plus disposal costs		64.15		65.00	1.3
Private Water and Pool Samples(includes cost of testing)	67.20	56.00	68.00	56.67	1.2
<b>Special Treatments: Single Payment</b>					
Premises		223.95		226.00	0.9
Person		40.70		41.00	0.7
<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		Set by regulation	
Service Stations (PVI and PVII)		246.00		Set by regulation	
Dry Cleaners		148.00		Set by regulation	
Vehicle Refinishers		346.00		Set by regulation	
Waste oil burning appliances under 0.4MWth		148.00		Set by regulation	
Mobile Screening and Crushing Plant		1,579.00		Set by regulation	
For the third to seventh applications		943.00		Set by regulation	
For the eighth and subsequent applications		477.00		Set by regulation	
<b>Substantial Changes (Sections 10 and 11 of the Act)</b>					
Standard Process		1,005.00		Set by regulation	
Service Stations		98.00		Set by regulation	
Waste Oil Burners under 0.4MW		98.00		Set by regulation	
Dry Cleaners		98.00		Set by regulation	
<b>Annual Subsistence Charge</b>					
Standard Process LOW		739.00		Set by regulation	
Standard Process MEDIUM		1,111.00		Set by regulation	
Standard Process HIGH		1,672.00		Set by regulation	
Service Stations LOW		108.00		Set by regulation	
Service Stations MEDIUM		216.00		Set by regulation	
Service Stations HIGH		326.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW LOW		76.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW MEDIUM		151.00		Set by regulation	
Dry Cleaners/Waste Oil Burners under 0.4MW HIGH		227.00		Set by regulation	
Mobile Screening and Crushing Plant LOW		618.00		Set by regulation	
Mobile Screening and Crushing Plant MEDIUM		989.00		Set by regulation	
Mobile Screening and Crushing Plant HIGH		1,484.00		Set by regulation	
For the second permit LOW		618.00		Set by regulation	
For the second permit MEDIUM		989.00		Set by regulation	
For the second permit HIGH		1,484.00		Set by regulation	
For the third to seventh permit LOW		368.00		Set by regulation	
For the third to seventh permit MEDIUM		590.00		Set by regulation	
For the third to seventh permit HIGH		884.00		Set by regulation	
For the eighth and subsequent applications LOW		189.00		Set by regulation	
For the eighth and subsequent applications MEDIUM		302.00		Set by regulation	
For the eighth and subsequent applications HIGH		453.00		Set by regulation	
Late payment charge(when invoice issued and not paid within 8 weeks)		50.00		Set by regulation	
Subsistence charges can be paid in four equal quarterly instalments, where payment is made quarterly there is an additional annual amount payable of £35 to cover additional administration costs.					

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

Service : **Regulatory Services**

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

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

Are concessions available? **No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Transfer and Surrender</b>					
Transfer		476.00		Set by regulation	
Partial Transfer		162.00		Set by regulation	
Surrender		Nil		Set by regulation	
Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Partial Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		Nil 45.00		Set by regulation Set by regulation	
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
Housing enforcement charge - where appropriate		391.95		396.00	1.0
New 5 Year HMO licence - up to 5 bedrooms		717.70		725.00	1.0
New Additional fee per extra bedroom		62.10		63.00	1.4
New - A reduction where the landlord is accredited		62.10		63.00	1.4
New - A reduction where the landlord is applying for more than one licence		62.10		63.00	1.4
Renewal of 5 Year HMO licence - up to 5 bedrooms		539.55		545.00	1.0
Renewal of Additional fee per extra bedroom		44.80		45.00	0.4
Renewal - A reduction where the landlord is accredited		44.80		45.00	0.4
Renewal- A reduction where the landlord is applying for more than one licence		44.80		45.00	0.4
Request for additional information by letter		68.20		69.00	1.2
<b>DISABLED FACILITIES SUPPORT SERVICE</b>					
Acting as an agent for a client in receipt of a disabled facilities grant or other building works		Works up to £20K - 15 % of the approved amount		Works up to £20K - 15 % of the approved amount	
Acting as an agent for a client in receipt of a disabled facilities grant or other building work		Works over £20K -12 % of the approved amount		Works over £20K - 12 % of the approved amount	
<b>TRAINING</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>Food Hygiene/Health and Safety Courses (per person)</b>					
Basic course	88.55	73.79	89.00	74.17	0.5
Delegates from business outside the Borough	98.75	82.29	100.00	83.33	1.3
Resit fee	40.70	33.92	41.00	34.17	0.7
Replacement certificates	27.50	22.92	28.00	23.33	1.8
One-off specialist courses/seminars	At cost	At cost	At cost	At cost	
<b>HIGH HEDGE ENQUIRIES</b>					
Initial Investigation		198.50		201.00	1.3
Full Investigation (Additional payment to complete investigation)		590.45		596.00	0.9

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

Service : Regulatory Services

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

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>90</b>	<b>91</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>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
Selling Vehicles on Road - Reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Graffiti and fly tipping - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	
Street litter notices and litter clearing notices - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Waste receptacles - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		75.00		Set by Regulation	

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

**Service : Waste Management**

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>459</b>	<b>559</b>

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
Bulky household refuse (excluding DIY material) Up to 3 items.		40.70		41.10	1.0
Between 4 and 7 items (minimum charge 1 hour)		51.90		52.40	1.0
Garden waste sacks(to include collection)		0.50		0.70	40.0
The waste collection charges for bulky and the annual Garden Waste Service are discounted by 50% where the principal occupant is in receipt of an income related benefit, i.e. housing benefit, council tax benefit or income support, pension credit or similar Government income support.					
Replacement of green or blue Wheeled bin - admin charge		27.05		27.30	0.9
Residents request to return and empty bin not presented for collection		23.90		24.15	1.0
Additional Wheeled Bin, under certain circumstances - Charge per annum		35.65		36.00	1.0
Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin - no longer a discount for early payment		30.00		40.00	33.3
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 240L Brown Bin.		22.50		30.00	33.3
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 240L Brown Bin.		15.00		20.00	33.3
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 240L Brown Bin.		7.50		10.00	33.3
Annual Collection for Garden Waste Service(April to June 14) - 140L Brown Bin - no longer a discount for early payment		26.00		36.00	38.5
Pro Rata charges for new customers joining the collection of Garden Waste Service(July to Sept 15) - 140L Brown Bin		19.50		27.00	38.5
Pro Rata charges for new customers joining the collection of Garden Waste Service(Oct to Dec 15) - 140L Brown Bin		13.00		18.00	38.5
Pro Rata charges for new customers joining the collection of Garden Waste Service(Jan to March 16) - 140L Brown Bin		6.50		9.00	38.5
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		32.60		33.00	1.2
Brown Bin for Garden Waste Repair		14.25		14.40	1.1

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

Service : Regulatory Services

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

	<b>2015/16 Budget £'000 283</b>	<b>Proposed 2016/17 Budget £'000 285</b>
<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	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<b>The fee basis is to change from 2016-17, with the current charges for 2015-16 shown below and the proposals for 2016-17 following.</b>					
<b>2015-16</b>					
<b>The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour)</b>					
1) Automatic or totalising weighing machines		69.75		N/A	
2) Equipment designed to weigh loads in motion		69.75		N/A	
3) Weighing or measuring equipment tested by means of statistical sampling		69.75		N/A	
4) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification		69.75		N/A	
5) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence		69.75		N/A	
6) Other tests - miscellaneous		69.75		N/A	
Where additional costs are incurred in providing the service because of the need to obtain specialised equipment, extra costs will be levied to meet the individual circumstances of each case on a full cost recovery basis. In any circumstance where an officer attends a premise at an appointed time and a delay occurs whether before or during a test and the delay is not attributed to Trading Standards.					
<b>Weights</b>					
1) Exceeding 5Kg or not exceeding 500mg or 2CM2		10.70		N/A	
2) Other weights		9.65		N/A	
<b>Measures</b>					
Linear measures not exceeding 3m or for each scale		10.70		N/A	
Cubic ballast measures (other than brim measures)		176.10		N/A	
<b>Weighing Instruments</b>					
Non - EC					
Not exceeding 1 tonne		54.45		N/A	
Exceeding 1 tonne to 10 tonne		86.55		N/A	
Exceeding 10 tonne		187.30		N/A	
EC (NAWI)					
<b>Measuring Instruments for Intoxicating Liquor</b>					
Not exceeding 150ml		20.85		N/A	
Other		22.40		N/A	
<b>Measuring Instruments for Liquid Fuel and Lubricants</b>					
1) Container type (unsubdivided)		62.60		N/A	
2) Petrol Pumps - Number of meters tested in one unit		114.50		N/A	
	1 meter	160.50		N/A	
	2 meters	221.50		N/A	
	3 meters	282.00		N/A	
	4 meters	343.00		N/A	
	5 meters	404.00		N/A	
	6 meters	465.00		N/A	
	7 meters	526.50		N/A	
	8 meters	78.50		N/A	
Ancillary equipment	a) Electronic console equipment (when teste	78.50		N/A	
	b) Credit Card Acceptors (additional fee)	78.50		N/A	
<b>Road Tanker Measuring Equipment (&gt;100 Litres)</b>					
1) Meter measuring system	Wet hose type with two	253.50		N/A	
	Wet hose type with three	297.50		N/A	
	Dry hose type with two	281.00		N/A	
	Dry hose type with three	323.70		N/A	
	Wet/Dry hose type with two	392.00		N/A	
	Wet/Dry hose type with	422.50		N/A	

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

Service : Regulatory Services

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	283	285

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<b>From 2016-17</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.</p> <p>When calculating the charges they will be influenced by whether one of more officers are required to conduct the test, whether a certificate is required and whether office transportation is used. Please contact us for further information.</p> <p>The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.</p> <p>The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.</p> <p>The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.</p> <p>Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.</p> <p>Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.</p> <p>All charges are subject to VAT unless otherwise specified. VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988</p> <p><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.</p> <p><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.</p> <p><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. I.e. £60 becomes £120 before VAT.</p>	N/A	N/A	72.00	60.00	
<p>Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.</p>	N/A	N/A	72.00	60.00	
<p><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. I.e. £60 becomes £120 before VAT.</p>	N/A	N/A	144.00	120.00	

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

Service : Licensing

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

	<b>2015/16 Budget £'000 283</b>	<b>Proposed 2016/17 Budget £'000 285</b>
<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	£.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 meters is prescribed					
1 year		178.00		Set by Statute	
2 years		234.00		Set by Statute	
3 years		292.00		Set by Statute	
4 years		360.00		Set by Statute	
5 years		407.00		Set by Statute	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		83.00		Set by Statute	
2 years		141.00		Set by Statute	
3 years		198.00		Set by Statute	
4 years		256.00		Set by Statute	
5 years		313.00		Set by Statute	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed					
1 year		105.00		Set by Statute	
2 years		136.00		Set by Statute	
3 years		166.00		Set by Statute	
4 years		198.00		Set by Statute	
5 years		229.00		Set by Statute	
Renewal of licence to store explosives where no minimum separation distance or a 0 metres separation distance is prescribed					
1 year		52.00		Set by Statute	
2 years		83.00		Set by Statute	
3 years		115.00		Set by Statute	
4 years		146.00		Set by Statute	
5 years		178.00		Set by Statute	
Licence variation					
Varying the name of licensee or address of site		35.00		Set by Statute	
Any other kind of variation		Reasonable cost		Set by Statute	
Transfer of Licence		35.00		Set by Statute	
Replacement of licence if lost		35.00		Set by Statute	
Full year registration for fireworks		500.00		Set by Statute	
<b>Petroleum Licences - per year of licence</b>					
Not exceeding 2,500 litres		42.00		Set by Statute	
Not exceeding 50,000 litres		58.00		Set by Statute	
Exceeding 50,000 litres		120.00		Set by Statute	
Transfer of Licence		8.00		Set by Statute	
<b>Miscellaneous</b>					
Administrative charge for provision of a certificate containing results of errors found on testing		42.00		42.00	0.0
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £68		69.75		70.00	0.4
<b>Primary Authority</b>					
Primary Authority Work Hourly chargeable rate		60.00		60.00	0.0
Annual charge - previous year usage up to 30 hours officer time		500.00		500.00	
Annual charge - previous year usage over 30 hours officer time		1,000.00		1,000.00	
<b>Buy with Confidence Trader Approval Scheme</b>					
<b>Annual Fee</b>					
1-5 Employees	127.25	106.04	128.50	107.08	1.0
6-20 Employees	191.40	159.50	193.00	160.83	0.8
21+ Employees	255.50	212.92	258.00	215.00	1.0

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

Service : Licensing

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	283	285

**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:					
Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
	£.p	£.p	£.p	£.p	%
Rateable value band					
A		100.00		Set by Statute	
B		190.00		Set by Statute	
C		315.00		Set by Statute	
D		450.00		Set by Statute	
E		635.00		Set by Statute	
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
Rateable value band					
D		900.00		Set by Statute	
E		1,905.00		Set by Statute	
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		Set by Statute	
10,000 - 14,999		2,000.00		Set by Statute	
15,000 - 19,999		4,000.00		Set by Statute	
20,000 - 29,999		8,000.00		Set by Statute	
30,000 - 39,999		16,000.00		Set by Statute	
40,000 - 49,999		24,000.00		Set by Statute	
50,000 - 59,999		32,000.00		Set by Statute	
60,000 - 69,999		40,000.00		Set by Statute	
70,000 - 79,999		48,000.00		Set by Statute	
80,000 - 89,999		56,000.00		Set by Statute	
90,000 and over		64,000.00		Set by Statute	
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
<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		37.00		Set by Statute	
Supply of copies of information contained in register		10.50		Set by Statute	
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		10.50		Set by Statute	
Notification of change of name or address (holder of premises licence)		10.50		Set by Statute	
Application to vary licence to specify an individual as designated premises supervisor		23.00		Set by Statute	
Interim Authority Notice		23.00		Set by Statute	
Application to transfer premises licence		23.00		Set by Statute	
Application for making a provisional statement		315.00		Set by Statute	
Application for copy of certificate or summary on theft, loss etc. of certificate summary		10.50		Set by Statute	
Notification of change of name or alteration of club rules		10.50		Set by Statute	
Change of relevant registered address of club		10.50		Set by Statute	
Temporary Event Notices		21.00		Set by Statute	
Application for copy of notice on theft, loss etc. of temporary event notice		10.50		Set by Statute	
Application for copy of licence on theft, loss etc. of personal licence		10.50		Set by Statute	
Notification of change of name or address (personal licence)		10.50		Set by Statute	
Notice of interest in any premises		21.00		Set by Statute	
Minor Variation		89.00		Set by Statute	
Removal of DPS Condition		23.00		Set by Statute	



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

Service : Regulatory Services

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	283	285

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<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		70.00		Set by Statute	
B		180.00		Set by Statute	
C		295.00		Set by Statute	
D		320.00		Set by Statute	
E		350.00		Set by Statute	
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D		640.00		Set by Statute	
E		1,050.00		Set by Statute	
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		500.00		Set by Statute	
10,000 - 14,999		1,000.00		Set by Statute	
15,000 - 19,999		2,000.00		Set by Statute	
20,000 - 29,999		4,000.00		Set by Statute	
30,000 - 39,999		8,000.00		Set by Statute	
40,000 - 49,999		12,000.00		Set by Statute	
50,000 - 59,999		16,000.00		Set by Statute	
60,000 - 69,999		20,000.00		Set by Statute	
70,000 - 79,999		24,000.00		Set by Statute	
80,000 - 89,999		28,000.00		Set by Statute	
90,000 and over		32,000.00		Set by Statute	
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises - Initial		2,517.00		2,542.00	1.0
Premises - Renewal		1,336.00		1,349.00	1.0
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial		447.00		451.00	0.9
Premises - Renewal		259.00		261.00	0.8
<b>Riding Establishment: Annual Licence</b>					
Premises - Initial		483.00		487.00	0.8
Premises - Renewal		251.00		253.00	0.8
Provisional - Initial		282.00		284.00	0.7
Provisional - Renewal		144.00		145.00	0.7
<b>Animal Boarding Establishment: Annual Licence</b>					
1 - 30 animals	Initial		381.00	384.00	0.8
	Renewal		223.00	225.00	0.9
31 - 60 animals	Initial		449.00	453.00	0.9
	Renewal		242.00	244.00	0.8
61 (or more) animals	Initial		547.00	552.00	0.9
	Renewal		296.00	298.00	0.7

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

Service : Licensing

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

	<b>2015/16 Budget £'000 283</b>	<b>Proposed 2016/17 Budget £'000 285</b>
<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	£.p	%
<b>Home Boarding of Dogs: Annual Licence</b>					
Initial		137.00		138.00	0.7
Renewal		115.00		116.00	0.9
<b>Dog Breeders: Annual Licence</b>					
Initial		458.00		463.00	1.1
Renewal		207.00		209.00	1.0
<b>Pet Shops: Annual Licence</b>					
Initial		458.00		463.00	1.1
Renewal		207.00		209.00	1.0
<b>Performing Animals: Single Payment</b>					
Registration		93.00		94.00	1.1
<b>Zoo: Annual Licence</b>					
Initial/Renewal		458.00		463.00	1.1
<b>Hairdresser: Single Payment</b>					
Premises		39.50		40.00	1.3
<b>Street Trading Consents</b>					
Week (minimum charge)		127.00		128.00	0.8
1 month		341.00		344.00	0.9
3 months		801.00		809.00	1.0
6 months		1,310.00		1,323.00	1.0
6 months max trading 2 events per week including Fri, Sat or Sun 40% reduction		741.00		748.00	0.9
6 months max trading 2 events per week Monday to Thursday 60% reduction		493.00		498.00	1.0
Street Trading Consent variation fee		83.00		84.00	1.2
Ice Cream van 1 month (per van)		170.00		172.00	1.2
Ice Cream van 6 months (per van)		655.00		662.00	1.1
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		457.00		462.00	1.1
Site Licence Renewal		397.00		401.00	1.0
Mobile Collector New		244.00		247.00	1.2
Mobile Collector Renewal		224.00		226.00	0.9
Variation of licence		336.00		340.00	1.2
Change of site manager		62.00		63.00	1.6
Copy Licence		11.00		11.00	0.0
Change of name		33.00		33.00	0.0

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

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		265.00		268.00	1.1
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		265.00		268.00	1.1
Home to School (annual fee)		135.00		136.00	0.7
<b>Operator Licence: Annual Fee</b>					
1 vehicle		172.00		174.00	1.2
2 - 5 vehicles		298.00		301.00	1.0
6 - 10 vehicles		500.00		505.00	1.0
11 - 15 vehicles		692.00		699.00	1.0
16 - 20 vehicles		938.00		947.00	1.0
more than 20 vehicles		1,130.00		1,141.00	1.0
<b>Operator Licence: 3 year Licences</b>					
1 vehicle		412.00		416.00	1.0
2 - 5 vehicles		724.00		731.00	1.0
6 - 10 vehicles		1,200.00		1,212.00	1.0
11 - 15 vehicles		1,663.00		1,680.00	1.0
16 - 20 vehicles		2,251.00		2,273.00	1.0
more than 20 vehicles		2,711.00		2,738.00	1.0
<b>Operator Licence: 5 year Licences</b>					
1 vehicle		New		652.00	0.0
2 - 5 vehicles		New		1,150.00	0.0
6 - 10 vehicles		New		1,900.00	0.0
11 - 15 vehicles		New		2,634.00	0.0
16 - 20 vehicles		New		3,564.00	0.0
more than 20 vehicles		New		4,292.00	0.0
<b>Driver Licences</b>					
New 1 year (all driver licence types)		138.00		139.00	0.7
Renewal 1 year		105.00		106.00	1.0
New 3 years		243.00		245.00	0.8
Renewal (3 years- 33% discount on annual fee)		210.00		212.00	1.0
Home to school renewal only		85.00		86.00	1.2
Home to school 3 years		170.00		172.00	1.2
<b>Other Charges</b>					
Transfer of vehicle to new owner		45.50		46.00	1.1
Conversion of driver licence to another type		73.00		74.00	1.4
Change of vehicle		68.00		69.00	1.5
Transfer of operator licence		45.50		46.00	1.1
Meter Test - Retest after failure		29.50		30.00	1.7
Knowledge Test		29.50		30.00	1.7
First Aid Training for drivers		25.50		26.00	2.0
DBS		At cost		At cost	
Check					
Administrative charge for DBS check		12.00		12.00	0.0
Replacement documents		22.00		22.00	0.0
Advertising on Hackney Carriages (Initial)		35.50		36.00	1.4
Advertising on Hackney Carriages (Renewal)		25.00		25.00	0.0
Replacement Badge		21.00		21.00	0.0
Replacement plate		25.00		25.00	0.0
Replacement backing plate		20.00		20.00	0.0
Medical exemption from carrying assistance dog		20.00		20.00	0.0
Refund processing fee		25.00		25.00	0.0
Change of vehicle registration		47.00		47.00	0.0

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

Service : Licensing

<b>Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions</b>
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	<b>2015/16 Budget</b> £'000 283	<b>Proposed 2016/17 Budget</b> £'000 285
<b>Income the proposed fees will generate:</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
	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005</b>					
<b>Bingo Club</b>					
New Application		2,625.00		Set by Statute	
Variation		1,312.50		Set by Statute	
Transfer/Reinstatement		900.00		Set by Statute	
Application with Prov Statement		900.00		Set by Statute	
Prov Statement		2,625.00		Set by Statute	
Notification of Change		37.50		Set by Statute	
Annual Fee		750.00		Set by Statute	
Copy Licence		18.75		Set by Statute	
<b>Adult Gaming Centre</b>					
New Application		1,500.00		Set by Statute	
Variation		750.00		Set by Statute	
Transfer/Reinstatement		900.00		Set by Statute	
Application with Prov Statement		900.00		Set by Statute	
Prov Statement		1,500.00		Set by Statute	
Notification of Change		37.50		Set by Statute	
Annual Fee		750.00		Set by Statute	
Copy Licence		18.75		Set by Statute	
<b>Betting (Other)</b>					
New Application		2,250.00		Set by Statute	
Variation		1,125.00		Set by Statute	
Transfer/Reinstatement		900.00		Set by Statute	
Application with Prov Statement		900.00		Set by Statute	
Prov Statement		2,250.00		Set by Statute	
Notification of Change		37.50		Set by Statute	
Annual Fee		450.00		Set by Statute	
Copy Licence		18.75		Set by Statute	
<b>* Licensed Premises Gaming Machine Permit</b>					
New		150.00		Set by Statute	
Annual Fee		50.00		Set by Statute	
Variation		100.00		Set by Statute	
Transfer		25.00		Set by Statute	
Copy Permit		15.00		Set by Statute	
Change Name		25.00		Set by Statute	
<b>**Club Gaming/Permit/Club Machine Permit</b>					
New		200.00		Set by Statute	
Annual Fee		50.00		Set by Statute	
Renewal		200.00		Set by Statute	
Variation		100.00		Set by Statute	
Copy Permit		15.00		Set by Statute	
<b>Notification of 2 or less gaming machines</b>		50.00		Set by Statute	
<b>Registration of non-commercial lottery</b>					
Initial Fee		40.00		Set by Statute	
Annual Fee		20.00		Set by Statute	

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

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

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

Service : Licensing

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

	<b>2015/16 Budget £'000 283</b>	<b>Proposed 2016/17 Budget £'000 285</b>
<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	£.p	%
<b>Park Homes</b>					
New licence		402.00		406.00	1.0
Per pitch		16.00		16.00	0.0
Transfer of licence		170.00		172.00	1.2
Alteration of conditions		312.00		315.00	1.0
Annual fee		13.35		13.48	1.0
Enforcement action - per hour		48.00		48.00	0.0
Deposit, vary or delete site rules		107.00		108.00	0.9

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

Service : Building Control

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>340</b>	<b>344</b>

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

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

**BUILDING REGULATIONS**

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

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

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

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

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

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

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq m floor area	183.25	152.71	186.00	155.00	1.5
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	229.05	190.88	232.00	193.33	1.3
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	412.30	343.58	417.00	347.50	1.1
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	320.65	267.21	324.00	270.00	1.0
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	106.90	89.08	108.00	90.00	1.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	183.25	152.71	186.00	155.00	1.5
Window replacement (non competent persons scheme)	118.10	98.42	120.00	100.00	1.6
Installation of domestic solar panels/wind turbines	159.85	133.21	162.00	135.00	1.3
Re-wiring or new electrical installation of a dwelling	106.90	89.08	108.00	90.00	1.0
Any electrical work other than re-wiring of a dwelling	106.90	89.08	108.00	90.00	1.0
Renovation of a thermal element	191.40	159.50	194.00	161.67	1.4

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

Service : Building Control

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	319.40	266.17	323.00	269.17	1.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	363.40	302.83	368.00	306.67	1.3
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	404.85	337.38	409.00	340.83	1.0
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	315.95	263.29	320.00	266.67	1.3
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	304.50	253.75	308.00	256.67	1.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	226.75	188.96	230.00	191.67	1.4
Window replacement (non competent persons scheme)	N/A		N/A		
Installation of domestic solar panels/wind turbines	N/A		N/A		
Re-wiring or new electrical installation of a dwelling	261.65	218.04	265.00	220.83	1.3
Any electrical work other than re-wiring of a dwelling	191.40	159.50	194.00	161.67	1.4
Renovation of a thermal element	N/A		N/A		
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq m floor area	505.95	421.63	512.00	426.67	1.2
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	596.55	497.13	603.00	502.50	1.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	824.60	687.17	833.00	694.17	1.0
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	642.35	535.29	649.00	540.83	1.0
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	413.30	344.42	418.00	348.33	1.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	413.30	344.42	418.00	348.33	1.1
Window replacement (non competent persons scheme)	118.10	98.42	120.00	100.00	1.6
Installation of domestic solar panels/wind turbines	159.85	133.21	162.00	135.00	1.3
Re-wiring or new electrical installation of a dwelling	368.50	307.08	373.00	310.83	1.2
Any electrical work other than re-wiring of a dwelling	298.25	248.54	302.00	251.67	1.3
Renovation of a thermal element	191.40	159.50	194.00	161.67	1.4

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

Service : Building Control

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

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

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

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)**

<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	159.85	133.21	162.00	135.00	1.3
2,001 - 5,000	275.90	229.92	279.00	232.50	1.1
5,001 - 10,000	321.70	268.08	325.00	270.83	1.0
10,001 - 20,000	445.90	371.58	451.00	375.83	1.1
20,001 - 30,000	171.00	142.50	173.00	144.17	1.2
30,001 - 40,000	205.65	171.38	208.00	173.33	1.1
40,001 - 50,000	239.25	199.38	242.00	201.67	1.1
50,001 - 60,000	276.90	230.75	280.00	233.33	1.1
60,001 - 70,000	312.55	260.46	316.00	263.33	1.1
70,001 - 80,000	348.15	290.13	352.00	293.33	1.1
80,001 - 90,000	372.60	310.50	377.00	314.17	1.2
90,001 - 100,000	419.40	349.50	424.00	353.33	1.1

**Inspection Charge (Full Plans)**

<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	391.95	326.63	396.00	330.00	1.0
30,001 - 40,000	477.45	397.88	483.00	402.50	1.2
40,001 - 50,000	561.95	468.29	568.00	473.33	1.1
50,001 - 60,000	643.40	536.17	650.00	541.67	1.0
60,001 - 70,000	726.85	605.71	735.00	612.50	1.1
70,001 - 80,000	810.35	675.29	819.00	682.50	1.1
80,001 - 90,000	866.30	721.92	875.00	729.17	1.0
90,001 - 100,000	976.25	813.54	987.00	822.50	1.1



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

Service : Building Control

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

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

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

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

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

**Service : Building Control**

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>340</b>	<b>344</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

**REGULARISATION CERTIFICATES**

<b>Type of Work</b>					
Domestic extension not exceeding 10 sq m floor area		518.25		524.00	1.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		611.05		618.00	1.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		845.70		855.00	1.1
Loft conversion		658.00		665.00	1.1
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building		423.40		428.00	1.1
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		423.40		428.00	1.1
Window Replacement (Non competent persons scheme)		120.55		122.00	1.2
Installation of domestic solar panels/wind turbines		164.20		166.00	1.1
Re-wiring or new electrical installation of a dwelling		376.45		381.00	1.2
Any electrical work other than re-wiring of a dwelling		306.05		310.00	1.3
Renovation of a thermal element		196.20		199.00	1.4
<b>Estimated Cost £</b>					
0 - 2000		164.20		166.00	1.1
2,001 - 5,000		282.65		286.00	1.2
5,001 - 10,000		329.55		333.00	1.0
10,001 - 20,000		457.50		463.00	1.2
20,001 - 30,000		576.95		583.00	1.0
30,001 - 40,000		699.55		707.00	1.1
40,001 - 50,000		821.10		830.00	1.1
50,001 - 60,000		942.70		953.00	1.1
60,001 - 70,000		1,064.25		1,075.00	1.0
70,001 - 80,000		1,186.95		1,199.00	1.0
80,001 - 90,000		1,269.05		1,282.00	1.0
90,001 - 100,000		1,428.95		1,444.00	1.1
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		846.70		856.00	1.1
2		1,128.25		1,140.00	1.0
3		1,340.50		1,354.00	1.0
4		1,552.70		1,569.00	1.0
5		1,761.70		1,780.00	1.0
NOTE: The following minimum charges apply: Where an extension to a dwelling, the total floor area of which exceeds 60m2, including means access and work in connection with that extension the sum of the Regularisation charge must not be less than £674.04					
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		155.75		158.00	1.4
Dealing with Demolition Notices		155.75		158.00	1.4
Officer Letter - Confirmation to Solicitor	43.75	36.46	45.00	37.50	2.9

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

Service : Highways

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>233</b>	<b>233</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><u>HIGHWAY ENQUIRIES</u></b>					
Standard rate per hour - minimum charge		83.50		60.00	-28.1
<b><u>RECHARGEABLE WORKS</u></b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b><u>HIGHWAY ADOPTIONS</u></b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		1,500.00		1,500.00	0.0
Surety deposit (cash element of total surety value)		3,000.00		3,000.00	0.0
Formal declarations (outside section 38)		1,000.00		1,000.00	0.0
Re-inspection rate per hour - minimum charge		83.50		84.35	1.0
<b><u>Section 38/Section 278 fees</u></b>					
Schemes up to £15,000 - minimum charge		1,500.00		1,500.00	0.0
Schemes over £15,000		10% of value		10% of value	0.0
<b><u>Commutated sums in respect of additional highway maintenance costs</u></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 Street scene Supplementary Planning Document - Commuted Sums					

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

Service : Highways

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>233</b>	<b>233</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><u>STREET NAMING &amp; NUMBERING</u></b>					
Property Name Change (Sole identity)		83.20		84.05	1.0
Addition of Property name (To numbered property)		26.00		26.25	1.0
Amendment to Postal Address		83.20		84.05	1.0
New Build - Individual Property		83.20		84.05	1.0
New Development - Fixed Fee		156.05		157.60	1.0
- Plus fee per Unit		20.80		21.00	1.0
Conversion of Property into Flats - Fee per Flat		41.65		42.05	1.0
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		20.80		21.00	1.0
<b><u>TRAFFIC SURVEY DATA</u></b>					
Junction turning counts - Per junction	547.55	456.29	553.05	460.88	1.0
Traffic count information	161.35	134.46	162.95	135.79	1.0
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	576.35	480.29	582.10	485.08	1.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	288.15	240.13	291.05	242.54	1.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<b>Developers Charges</b>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for first six months	19,342.00	16,118.33	19,535.00	16,279.17	1.0
Use of model for each additional month exceeding six months	3,919.30	3,266.08	3,960.00	3,300.00	1.0
Use of model for twelve months	39,193.00	32,660.83	39,580.00	32,983.33	1.0
<b><u>CONCESSIONARY FARES</u></b>					
Replacement Pass		5.00		5.00	0.0
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		11.60		11.70	0.9
Renewal of Disabled Person's Railcard		4.00		4.00	0.0

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

**Service :** Local Land Charges

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>164</b>	<b>164</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	%

**LOCAL LAND CHARGES**

<b>Fees for official search of Register and Standard Enquiries</b>					
Personal search		Free		Free	0.0
Assisted search (incl photocopies)		22.00		22.00	0.0
Requisition (LLC1)		25.00		25.00	0.0
Search carried out by Authority - Domestic (CON29R)		79.15		79.15	0.0
Search carried out by Authority - Non Domestic (CON29R)		84.15		84.15	0.0
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0
<b>Additional Parcel (eg Garage)</b>					
Garage		13.00		13.00	0.0
Non Garage		25.00		25.00	0.0
Optional Enquiries (each enquiry)		10.50		10.50	0.0
Added Enquiries (each enquiry)		21.00		21.00	0.0
Assisted Search (Including Copies)		22.00		22.00	0.0
Cancellation Administration Fee		36.75		36.75	0.0
Commons Registration Searches		10.50		10.50	0.0

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

Service : Development Control

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

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

**Are concessions available? No**

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

**PLANNING APPLICATIONS**

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

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

Service : Development Control

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>930</b>	<b>931</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>5. Agricultural buildings (excluding glasshouses)</b>					
a) Up to 465 sq metres (each application)	Each Application		80.00		Set by regulation
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		385.00		Set by regulation
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part))	For the first 540 sq metres		385.00		Set by regulation
	Each additional 75 sq m		385.00		Set by regulation
d) More than 4,215 sq m (£19,049+ £115 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		Set by regulation
	Each additional 75 sq m		115.00		Set by regulation
<b>6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline</b>					
a) Up to 465 sq metres (floor area of building proposed)	Each Application		80.00		Set by regulation
b) More than 465 sq metres (floor area of building proposed)	Each Application		2,150.00		Set by regulation
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		Set by regulation
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		195.00		Set by regulation
(b) More than 15 hectares (£29,112+ £115 for each 0.1 ha)	Maximum		65,000.00		Set by regulation
	Charge per Unit (0.1ha)		115.00		Set by regulation
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares	Each 0.1 hectare or part of		423.00		Set by regulation
(b) More than 7.5 hectares (£31,725 + £126 for each 0.1 of a hectare in excess of 7.5 hectares)	Each 0.1 hectares above 7.5 hectares		126.00		Set by regulation
	Maximum		250,000.00		Set by regulation

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

Service : Development Control

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	930	931

**Are concessions available? No**

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



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

**Service :** Development Control

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>930</b>	<b>931</b>

**Are concessions available?** No

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	£.p	£.p	%
Application to determine whether prior approval required for development under Parts 6,7,24 or 31 of Schedule 2 of General Permitted Development Order (each application)	Each Application		80.00		Set by regulation	
Agricultural and forestry buildings and operations or demolition of buildings	Each Application		80.00		Set by regulation	
Telecommunications code systems operators	Each Application		385.00		Set by regulation	
Proposed Change of Use to State Funded school or Registered Nursery	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a State-Funded School or registered Nursery	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	Each Application		80.00		Set by regulation	
Proposed Change of Use of a building from Office (Use class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	Each Application		172.00		Set by regulation	
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	Each Application		80.00		Set by regulation	
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	Each Application		172.00		Set by regulation	

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

Service : Development Control

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

	2015/16 Budget	Proposed 2016/17 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	<b>930</b>	<b>931</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>Pre Application Enquiry Fees</b>					
<b>Householder</b>					
Initial fee	46.95	39.13	47.40	39.50	1.0
<b>Residential Development</b>					
Initial fee (per site)					
1 Home	181.30	151.08	183.10	152.58	1.0
2-5 homes	437.25	364.38	441.60	368.00	1.0
6-10 homes	789.15	657.63	797.05	664.21	1.0
11-30 homes	1,173.05	977.54	1,184.80	987.33	1.0
31-50 homes	2,985.95	2,488.29	3,015.80	2,513.17	1.0
51 + homes	5,332.05	4,443.38	5,385.35	4,487.79	1.0
Change of use from a dwelling and change of use of land to garden	85.30	71.08	86.15	71.79	1.0
<b>Commercial Property Development (including change of use)</b>					
Initial fee (per site)					
Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, shop fronts and other changes relating to external appearance	69.35	57.79	70.05	58.38	1.0
40-250 sq m	191.95	159.96	193.85	161.54	1.0
250-1,000 sq m	426.55	355.46	430.80	359.00	1.0
1,001-10,000 sq m	746.50	622.08	753.95	628.29	1.0
Over 10,000 sq m (1Ha)	1,919.55	1,599.63	1,938.75	1,615.63	1.0
<b>Additional Charges</b>					
Officer recharge rate per officer in attendance at a meeting	90.65	75.54	91.55	76.29	1.0
Non-Material amendments to a planning permission - Householder	28.00	23.33	Set by regulation		
Non-Material amendments to a planning permission - Non-Residential	195.00	162.50	Set by regulation		
<b>Other Charges</b>					
Research Enquiries - Per Hour	90.65	75.54	91.55	76.29	1.0
<b>Mixed Developments</b>					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
<b>Advertising</b>					
Relating to the business on the premises		110.00		Set by regulation	
Advance signs which are not situated on or visible from the site, directing the public to a business		110.00		Set by regulation	
Other advertisements		385.00		Set by regulation	

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

Service : Highways

Purpose of the Charge: To contribute to the costs of the service					
		2015/16 Budget £'000	Proposed 2016/17 Budget £'000		
<b>Income the proposed fees will generate:</b>		122	123		
<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>Vehicle Access Crossings</b>					
Construction of crossing - actual		Actual cost		Actual cost	
Access Protection Markings	100.80	84.00	101.80	84.83	1.0
<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Third Party Report Inspection Fee		68.00		68.00	0.0
Skip Operators Licence annual fee		78.00		78.80	1.0
Skip Licence application fee including one week occupation of the highway		19.00		19.20	1.1
per additional week or part there of		12.50		12.65	1.2
for those found without a licence		135.00		136.35	1.0
HIPPO Bags (placed on highway) application fee including one week occupation of the highway		19.00		19.20	1.1
per additional week or part there of		12.50		12.65	1.2
for those found without a licence		51.90		52.40	1.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		152.70		252.00	65.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost + 15% Admin Fee		Advertising Cost + 15% Admin Fee	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost + 15% Admin Fee		Advertising Cost + 15% Admin Fee	
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		325.00		328.25	1.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		83.15		84.00	1.0
Temporary Deposit of Materials on Public Highway application fee including one week occupation of the highway		22.15		22.35	0.9
per additional week or part there of		16.65		16.80	0.9
per necessary inspection		51.90		52.40	1.0
Domestic Vehicle Access Application Fee (BFC Contractor)		38.80		39.20	1.0
Domestic Vehicle Access Inspection Fee - Per Occasion		51.90		52.40	1.0
Domestic Vehicle Access Application Fee (Private Contractor)		72.05		72.75	1.0
Domestic Vehicle Access Inspection Fee - Per Occasion		51.90		52.40	1.0
Property Developers or Commercial Vehicle Access Fee plus		138.00		139.40	1.0
1 Property		250.00		252.50	1.0
2-50 Properties		450.00		454.50	1.0
51 + Properties		700.00		707.00	1.0
per inspection		51.90		52.40	1.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit)		65.00		65.65	1.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S		170.00		171.70	1.0
Bus Stop Suspensions Per day		104.05		105.10	1.0
Maximum charge		213.25		215.40	1.0
Provision of temporary bus stops Per stop for duration of suspension		51.90		52.40	1.0
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		67.20		67.85	1.0
Application for Street Café (Registered charity) Fee (Based on number of chairs)		£113 plus number of chairs fee		£114 plus number of chairs fee	
01-10 Chairs		75.00		75.75	1.0
11-20 Chairs		100.00		101.00	1.0
21 +		125.00		126.25	1.0
Application for Street Café (Commercial) Fee (Based on number of chairs)		£113 plus number of chairs fee		£114 plus number of chairs fee	
01-10 Chairs		150.00		151.50	1.0
11-20 Chairs		250.00		252.50	1.0
21 +		350.00		353.50	1.0
Renewal for Street Café Fee (Based on number of chairs)		£69 plus number of chairs fee		£70 plus number of chairs fee	
01-10 Chairs		100.00		101.00	1.0
11-20 Chairs		150.00		151.50	1.0
21 +		250.00		252.50	1.0
Crane/Machinery/Structure on Public Highway Licence Fee plus		134.40		135.75	1.0
per necessary inspection		51.90		52.40	1.0
Street Works Licence Application Fee Fee plus		420.00		424.20	1.0
per inspection		50.90		51.40	1.0

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

Service : Highways

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

	<b>2015/16 Budget £'000 122</b>	<b>Proposed 2016/17 Budget £'000 123</b>
<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	£.p	%
Planting/Cultivation of Public Highway	Fee plus		101.80		102.80	1.0
	per necessary inspection		51.90		52.40	1.0
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus		420.00		424.20	1.0
	per necessary inspection		51.90		52.40	1.0
Application to place Cables etc. over the Public Highway	Fee plus		134.40		135.75	1.0
	per necessary inspection		51.90		52.40	1.0
Road Occupation with temporary traffic management (no excavation)	Fee plus		150.00		151.50	1.0
	per necessary inspection		51.90		52.40	1.0
Cost per failed core sample (layer thickness test)			Actual cost + 15% administration		Actual cost + 15% administration	
Cost per failed core sample (layer thickness test)			Actual cost + 15% administration		Actual cost + 15% administration	
Traffic Management Costs			Actual cost + 15% administration		Actual cost + 15% administration	
Street Works Permit Scheme	<b>Main Roads</b>					
	Provisional Advance Authorisation (PAA)		91.00		91.00	0.0
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.		224.00		224.00	0.0
	Major Activity [4 – 10 days]		128.00		128.00	0.0
	Major Activity [up to 3 days]		63.00		63.00	0.0
	Standard activity		128.00		128.00	0.0
	Minor Activity		63.00		63.00	0.0
	Immediate activity		57.00		57.00	0.0
	Permit Variation		45.00		45.00	0.0
	<b>Minor Roads</b>				0.00	
	Provisional Advance Authorisation (PAA)		74.00		74.00	0.0
	Major Activity [over 10 days] and all major works requiring a traffic regulation order.		143.00		143.00	0.0
	Major Activity [4 – 10 days]		0.00		0.00	
	Major Activity [up to 3 days]		0.00		0.00	
	Standard activity		0.00		0.00	
	Minor Activity		0.00		0.00	
	Immediate activity		0.00		0.00	
	Permit Variation		35.00		35.00	0.0
Rechargeable Street Works	Repair/Replacement	Actual cost + 15% administration		Actual cost + 15% administration		0

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

Service : Other Services

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b><u>MISCELLANEOUS</u></b>					
<b>Documents</b>					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
<b>Photocopying</b>					
A4 Black & White	0.25	0.21	0.25	0.21	0.0
A3 Black & White	0.40	0.33	0.40	0.33	0.0
A4 Colour	0.90	0.75	0.90	0.75	0.0
A3 Colour	1.80	1.50	1.80	1.50	0.0
Large Plans Black & White	0.85	0.71	0.85	0.71	0.0
Large Plans Colour	2.95	2.46	2.95	2.46	0.0
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

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

Service : Parks, Open Spaces & Countryside

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

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

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>PARKS &amp; COUNTRYSIDE</b>					
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms) exc VAT*</b>					
Senior Pitch	88.95	74.13	89.90	74.92	1.1
Senior Pitch for Junior Use	44.60	37.17	45.10	37.58	1.1
Junior Pitch	29.65	24.71	30.00	25.00	1.2
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	56.10	46.75	56.70	47.25	1.1
Senior Pitch for Junior Use	28.05	23.38	28.40	23.67	1.2
Junior Pitch	18.70	15.58	18.90	15.75	1.1
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	78.25	65.21	79.10	65.92	1.1
Adult Membership	39.15	32.63	39.60	33.00	1.1
Junior Membership	21.40	17.83	21.70	18.08	1.4
<b>Tennis - Pay and Play</b>					
Adult	6.10	5.08	6.20	5.17	1.60
Under 16/63+	4.50	3.75	4.60	3.83	2.20
<b>Hall Hire</b>					
Per Hour	12.15	10.13	12.30	10.25	1.2
<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)	23.90	19.92	24.20	20.17	1.3
<b>Local Businesses / Commercial Groups</b>	As appropriate		As appropriate		
<b>Rights of Way</b>					
Basic charge to process an application, add to register of deposits and posting notices on site				250.00	New charge
Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices				50.00	New charge
Subsequent declaration to renew Deposit (at up to 20 years intervals)				50.00	New charge
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academic year use.					

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

Service : Museums & Galleries

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

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

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

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

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

**Note 1**

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

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

Service : Golf Course

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>664</b>	<b>667</b>

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>DOWNSHIRE GOLF COMPLEX</b>					
<b>Membership</b>					
Family in Area	61.50	51.25	62.00	51.67	0.8
Adult in Area	35.35	29.46	35.70	29.75	1.0
Under 16 / 63+ in Area	17.30	14.42	17.45	14.54	0.9
Family out Area	81.85	68.21	82.65	68.88	1.0
Adult out Area	55.25	46.04	55.80	46.50	1.0
Under 16 / 63+ out Area	26.90	22.42	27.15	22.63	0.9
Adult Temporary Membership	2.10	1.75	2.10	1.75	0.0
Under 16 / 63+	1.50	1.25	1.50	1.25	0.0
<b>Main Course</b>					
Adult Member Summer - Monday - Friday	20.50	17.08	20.70	17.25	1.0
Adult Member Summer - Weekend & BH	26.60	22.17	26.60	22.17	0.0
Adult Winter - Monday - Friday	16.40	13.67	16.55	13.79	0.9
Adult Winter - Weekend & BH	24.60	20.50	24.60	20.50	0.0
Under 16 Summer - Monday - Friday	7.75	6.46	7.85	6.54	1.3
Under 16 Summer - Weekend & BH	12.35	10.29	12.35	10.29	0.0
Under 16 Winter - Monday - Friday	6.75	5.63	6.80	5.67	0.7
Under 16 Winter - Weekend & BH	11.85	9.88	11.85	9.88	0.0
63+ Summer - Monday - Friday	12.35	10.29	12.50	10.42	1.2
63+ Winter - Monday - Friday	11.35	9.46	11.50	9.58	1.3
<b>Limited Time</b>					
Summer Rate - Monday - Friday	13.90	11.58	13.90	11.58	0.0
Summer Rate - Weekend	14.90	12.42	14.90	12.42	0.0
Winter Rate - Monday - Friday	11.85	9.88	11.85	9.88	0.0
Winter Rate - Weekend	13.90	11.58	13.90	11.58	0.0
<b>9 Holes</b>					
Summer Rate - Monday - Friday	10.85	9.04	10.85	9.04	0.0
Winter Rate - Monday - Friday	9.80	8.17	9.80	8.17	0.0
<b>Season Tickets</b>					
5 Day (Monday to Friday only)	595.00	495.83	600.00	500.00	0.8
5 Day Plus (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	695.00	579.17	700.00	583.33	0.7
7 Day (Unlimited play 7 days a week)	895.00	745.83	900.00	750.00	0.6
Junior (Monday to Friday and after 1pm in the summer/11am in the winter at week-ends and Bank Holidays)	175.00	145.83	150.00	125.00	-14.3
<b>Pitch &amp; Putt</b>					
Adults	4.60	3.83	4.60	3.83	0.0
Under 16	2.25	1.88	2.25	1.88	0.0
Family ( 2 adults & 2 under 18's)	10.20	8.50	10.20	8.50	0.0
<b>Driving Range</b>					
20 balls	1.65	1.38	1.70	1.42	3.0
50 balls	3.60	3.00	3.60	3.00	0.0

Where applicable customers will pay the annual or temporary membership charge in additional to the activity price shown for main course green fees.

\* Includes leisure membership. If a customer has already purchased a leisure membership elsewhere, this price will be adjusted accordingly.

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

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

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



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

Service : Golf Course

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

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

**Are concessions available? There are concessions for people under 16, people over 62, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

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

**Leisure Saver Pass Prices**

NB no pre booking is permitted under this scheme..

**Main Course**

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

**Driving Range**

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

**Pitch & Putt**

Adults	1.45	1.21	1.45	1.21	0.0
Under 16	0.70	0.58	0.70	0.58	0.0
Family ( 2 adults & 2 under 16's)	3.05	2.54	3.10	2.58	1.6

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

Service : Joint Use Sports Centres

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

	2015/16 Budget £'000 301	Proposed 2016/17 Budget £'000 303
<b>Income the proposed fees will generate:</b>		

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>EDGBARROW &amp; SANDHURST SPORTS CENTRES</b>					
<b>Memberships</b>					
Family In Area	61.50	51.25	62.00	51.67	0.8
Adult In Area	35.35	29.46	35.70	29.75	1.0
Under 16 / 63+ In Area	17.30	14.42	17.45	14.54	0.9
Family Out Area	81.85	68.21	82.60	68.83	0.9
Adult Out Area	55.25	46.04	55.80	46.50	1.0
Under 16 / 63+ Out Area	26.90	22.42	27.15	22.63	0.9
Adult Temporary Membership	2.10	1.75	2.10	1.75	0.0
Under 16 / 63+ Temporary Membership	1.50	1.25	1.50	1.25	0.0
<b>Indoor Activity - Adult</b>					
Badminton Court Per Hour	10.40	8.67	10.50	8.75	1.0
Badminton Court 30 Minutes	5.40	4.50	5.45	4.54	0.9
5-a-side Football	43.25	36.04	43.70	36.42	1.0
Cricket Nets	43.25	36.04	43.70	36.42	1.0
Archery	43.25	36.04	43.70	36.42	1.0
Main Hall	43.25	36.04	43.70	36.42	1.0
Small Hall / Bar	26.30	21.92	26.55	22.13	1.0
Café/Bar Activity Space	20.40	17.00	20.60	17.17	1.0
Squash (ESC)	8.25	6.88	8.30	6.92	0.6
<b>Indoor Activity - Under 16 / 63+</b>					
Badminton Court Per Hour	6.80	5.67	6.85	5.71	0.7
Badminton Court 30 Minutes	4.20	3.50	4.25	3.54	1.2
5-a-side Football	29.40	24.50	29.70	24.75	1.0
Cricket Nets	29.40	24.50	29.70	24.75	1.0
Archery	29.40	24.50	29.70	24.75	1.0
Main Hall	29.40	24.50	29.70	24.75	1.0
Small Hall / Bar	23.45	19.54	23.70	19.75	1.1
Café/Bar	17.65	14.71	17.85	14.88	1.1
Squash (ESC)	5.20	4.33	5.50	4.58	5.8
<b>Outdoor Activity - Adult</b>					
Small Synthetic Pitch(SSC)	40.30	33.58	31.05	25.88	-23.0
Large Tarmac	31.75	26.46	32.05	26.71	0.9
Synthetic Pitch ( 1 Hour )	77.60	64.67	78.40	65.33	1.0
Synthetic Pitch ( 1.5 Hour )	116.45	97.04	117.60	98.00	1.0
1/3 Synthetic Pitch	31.05	25.88	31.35	26.13	1.0
Netball Court	11.70	9.75	11.80	9.83	0.9
Tennis Court	6.10	5.08	6.15	5.13	0.8
<b>Outdoor Activity - Under 16 / 63+</b>					
Small Synthetic Pitch(SSC)	24.35	20.29	17.15	14.29	-29.6
Large Tarmac	21.65	18.04	21.85	18.21	0.9
Synthetic Pitch ( 1 Hour )	41.85	34.88	42.25	35.21	1.0
Synthetic Pitch ( 1.5 Hour )	62.70	52.25	63.35	52.79	1.0
1/3 Synthetic Pitch	17.15	14.29	17.30	14.42	0.9
Netball Court	7.85	6.54	7.95	6.63	1.3
Tennis Court	4.50	3.75	4.55	3.79	1.1
<b>Body Logic Fitness Room</b>					
Casual Use	6.30	5.25	6.35	5.29	0.8
Monthly Direct Debit (Individual)	35.00	29.17	35.00	29.17	0.0
Monthly Direct Debit (Couple)	61.60	51.33	61.60	51.33	0.0
Annual	350.00	291.67	350.00	291.67	0.0
Be active @ Sandhurst	15.00	12.50	15.15	12.63	1.0
Be active Xpress (Daytime at Crowthorne)	15.00	12.50	15.15	12.63	1.0
Induction (free monthly/annual payees)	23.80	19.83	24.05	20.04	1.1
Health Assessment (free monthly/annual payees)	7.65	6.38	7.75	6.46	1.3
Personal Programme Card (free monthly/annual payees)	7.65	6.38	7.75	6.46	1.3
Personal Training Session	27.65	23.04	27.95	23.29	1.1
Personal Training Session (10 sessions)	246.60	205.50	249.05	207.54	1.0
GP Referral	4.30	3.58	4.35	3.63	1.2

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

Service : Joint Use Sports Centres

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

	2015/16 Budget £'000	Proposed 2016/17 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>301</b>	<b>303</b>

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

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

Where applicable customers will pay the annual or temporary membership charge in addition to the above activity prices.

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

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

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

**Leisure Saver Pass Prices**

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

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

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

Service : Indoor Sports and Recreation facilities

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

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

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

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

Service : Indoor Sports and Recreation facilities

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

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

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

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

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

Service : Indoor Sports and Recreation facilities

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

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

**Are concessions available? There are concessions for people under 16, people over 63, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

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

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%.

If a helper is required this person will be admitted free.

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

Off Peak is defined as: Monday-Friday 9.00am - 5.00pm and Weekends after 2.00pm.

Where applicable customers will pay the applicable annual or temporary membership charge in additional to the above activity prices.

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

**Leisure Saver Scheme**

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

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

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

**Service :** Retail Services, Catering and Licenced Premises

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,699</b>	<b>1,716</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>EASTHAMPTON PARK CONFERENCE CENTRE</b>					
<b>Delegate Rates:</b>					
Day Executive Service	58.38	48.65	58.95	49.13	1.0
Bed & Breakfast Single En-suite	99.12	82.60	100.10	83.42	1.0
Shared En-suite Per Person	67.80	56.50	68.50	57.08	1.0
Standard Single	53.46	44.55	54.00	45.00	1.0
Half Day Executive Service	50.82	42.35	51.35	42.79	1.0
Meals: Dinner	20.58	17.15	20.80	17.33	1.1
Breakfast - Full English	9.84	8.20	9.95	8.29	1.1
Lunch	15.78	13.15	15.95	13.29	1.1
Sandwiches	6.42	5.35	6.50	5.42	1.2
Tea/Coffee	2.34	1.95	2.35	1.96	0.4
<b>Room Hire:</b>					
Downshire (Day or part day)	2,611.92	2,176.60	2,638.05	2,198.38	1.0
Downshire (Evening)	1,069.38	891.15	1,080.05	900.04	1.0
Lecture Room (Day or part day)	534.06	445.05	539.40	449.50	1.0
Lecture Room (Evening)	534.06	445.05	539.40	449.50	1.0
Syndicate room	134.28	111.90	135.60	113.00	1.0
<b>Grounds Hire:</b>					
From	2,608.20	2,173.50	2,634.30	2,195.25	1.0
<b>Special Weekend Rate:</b>					
Standard singles only	178.86	149.05	180.65	150.54	1.0
<b>Education Centre:</b>					
Lunch	17.52	14.60	17.70	14.75	1.0
Buffet	10.86	9.05	10.95	9.13	0.8
Sandwiches	6.60	5.50	6.65	5.54	0.8

The above prices are maximum charges, where applicable and where not specifically identified courses/retail/catering/weddings/bedrooms/birthday parties/commercial bookings are charged at market rates.

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

Service : Library Service

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

	<b>2015/16 Budget £'000</b>	<b>Proposed 2016/17 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>93</b>	<b>94</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	%
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 8.05		0.20 8.15	0.0 1.2
Childrens Books borrowed by adults - Daily Max Per item		0.10 4.00		0.10 4.05	0.0 1.3
Childrens Books borrowed by children - Daily Max Per item		0.05 2.00		0.05 2.00	0.0 0.0
Teenage Books borrowed by young people 13-17 Max Per item		0.10 4.00		0.10 4.05	0.0 1.3
Spoken Word Cassettes/ CD's      Daily Max Per item		0.20 8.05		0.20 8.15	0.0 1.2
Music CD's                                  Daily Max Per item		0.20 8.05		0.20 8.15	0.0 1.2
DVD's    Daily Max Per item		0.60 8.05		0.60 8.15	0.0 1.2
Computer Games                          Daily Max Per item		0.60 8.05		0.60 8.15	0.0 1.2



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

Service : Library Service

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

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

**Are concessions available? No**

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Loan Charges</b>					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.20		2.20	0.0
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.50	0.0
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.50	0.0
<b>Requests</b>					
<b>Books/Periodical Articles - All per item</b>					
All items held in BFC Libraries		Free		Free	
Requests for children's books		Free		Free	
Requests for all other books		0.50		0.50	0.0
Requests for all other books if a registered disabled person or those with a leisure saver scheme		0.20		0.20	0.0
Annual subscription - Unlimited Requests					
- April -March (12 Months)		16.00		16.50	3.1
- October -March (6 Months)		11.00		11.50	4.5
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.60		4.70	2.2
British Library Requests (Subsequent Books)		15.00		15.35	2.3
British Library Requests (Subsequent Periodicals)		10.25		10.50	2.4
British Library Urgent Service		25.65		Price on Application	
British Library Urgent Service (Student Concession)		20.00		20.50	2.5

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

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service						
			<b>2015/16 Budget £'000 93</b>		<b>Proposed 2016/17 Budget £'000 94</b>	
<b>Income the proposed fees will generate:</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>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Internet printing fees</b>						
Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use	Half Hour	3.35	2.79	3.50	2.92	4.5
Head Phones	Each	1.80	1.50	1.80	1.50	0.0
CD Rom	Each	1.05	0.88	No longer sold		
USB Sticks	Each	3.65	3.04	4.50	3.75	23.3
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff	A4 Page	4.80	4.00	4.85	4.04	1.0
Scan and Print on Photo Paper	A4 Page	5.40	4.50	5.45	4.54	0.9
NEW - Print on Photo Paper	A4 Page			0.60	0.50	New item
<b>Fax Charges</b>						
Fax - UK First Page	1st Page	1.15	0.96	1.15	0.96	0.0
Fax - UK additional pages	A4 Page	0.80	0.67	0.80	0.67	0.0
Fax - EU First Page	1st Page	2.75	2.29	2.75	2.29	0.0
Fax - EU additional pages	A4 Page	1.30	1.08	1.30	1.08	0.0
Fax - Rest of World First Page	1st Page	4.05	3.38	4.10	3.42	1.2
Fax - Rest of World Extra Pages	A4 Page	2.05	1.71	2.05	1.71	0.0
<b>Photocopying Charges</b>						
Black & White	A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.0
Colour	A4 Page	0.80	0.67	0.80	0.67	0.0
Colour	A3 Page	1.70	1.42	1.70	1.42	0.0
<b>Other Charges</b>						
Printing from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.0
Facilities Hire at Libraries	Half day		30.00		30.50	1.7
Facilities Hire at Libraries	Full day		45.00		45.50	1.1
Loan of vocal scores	Multiples of 10 per week				2.00	New

**TREASURY MANAGEMENT REPORT**

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council’s prudential indicators for 2016/17 – 2018/19 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
- The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities).
  - The Council’s Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
  - The Treasury Management Strategy Statement which sets out how the Council’s treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, set out in Annex E(iii), the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term.
  - The Annual Investment Strategy which sets out the Council’s criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the DCLG Investment Guidance and is shown in Annex E(iv).
- 1.3 There are few changes between this report and that presented last year. The following highlights are noted to aid comparison
- The Council’s primary investment objectives are the safeguarding of its principal whilst ensuring adequate liquidity. As global economies emerge from very uncertain times the Council will continue to use the highest quality counterparties and maintain short-duration maturities of less than 12 months. As such there are no changes to the Council’s Investment Criteria from the previous year.
  - Interest rates are unlikely to return to their pre-crisis level of 5% in the foreseeable future. Indeed interest rates are unlikely to rise above 1% in the next 12 months. As such the Council’s rate of return on investments is unlikely to be materially impacted by interest rate movements in the next 12 months – a position similar to 2015/16.
  - The Council has embarked on a period of significant capital expenditure in the Borough that exceeds that which has gone before. This expenditure will require external borrowing and as such the Council will require a strategy for managing this. The Council is fortunate to be undertaking this expenditure at a time when borrowing rates are near an historical low. This expenditure is reflected in a number of the Prudential Indicators and has been allowed for in the General Fund Revenue Account.

## **The Capital Prudential Indicators 2016/17 – 2018/19**

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems.

Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2016/17 to 2018/19 complements these indicators. Some of the prudential indicators are shown in the Treasury Management Strategy to aid understanding.

### **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants, or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below. This forms the first prudential indicator:

<b>Capital Expenditure</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Capital Expenditure	68,885	31,395	13,903
<b>Financed by:</b>			
Capital receipts	5,000	9,000	4,200
Capital grants & Contributions	17,498	14,096	11,014
<b>Net financing need for the year</b>	<b>46,387</b>	<b>8,299</b>	<b>-1,311</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>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
<b>Capital Financing Requirement</b>			
<b>Opening CFR</b>	<b>68,878</b>	<b>113,282</b>	<b>134,389</b>
<b>Movement in CFR</b>	<b>44,404</b>	<b>21,107</b>	<b>193</b>

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

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

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

**Affordability Prudential Indicators**

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Estimates of the ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	<b>2016/17 Estimate</b>	<b>2017/18 Estimate</b>	<b>2018/19 Estimate</b>
<b>Ratio</b>	-0.16%	0.77%	1.18%

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

Incremental impact of capital investment decisions on the Council Tax

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

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

### **Minimum Revenue Provision (MRP) Policy Statement**

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to make an annual charge to the General Fund of 4% of the General Fund Debt.

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

It is a requirement of these new regulations that full Council approve an annual MRP Statement of its policy on making MRP.

As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant the Council’s borrowing need (its Capital Financing Requirement) will be positive and an MRP will be required. Historically the Council has not needed to borrow externally as it has had sufficient revenue investments to fund the capital programme. However it has still needed to make a charge to revenue for this “internal borrowing”.

The move to International Financial Reporting Standards (IFRS) in local government brought more PFI schemes on balance sheet and resulted in some leases (or parts of leases) being reclassified as finance lease instead of operating leases. These contracts would become subject to the requirement to provide MRP. IFRS requires these changes to be accounted for retrospectively. With the result that an element of the rental or service charge payable in previous years will be taken to the balance sheet to reduce the liability. On its own this change would result in a one-off increase to the capital financing requirement, and an equal increase in revenue account balances. This is not seen as a prudent course of action and as such the guidance recommends the inclusion in the annual MRP charge of an amount equal to the amount that has been taken to the balance sheet to reduce the liability, including the retrospective element in the first year.

The guidance sets out four options for making MRP. It envisages that authorities can distinguish between borrowing that is “supported” (through the RSG system) and other “unsupported or prudential” borrowing. The first two methods should only be used for “supported” borrowing

- 1) The regulatory method. This involves following the existing practice outlined in the former DCLG regulation. For the Council this is essentially the same as the CFR method.
- 2) The CFR Method. This involves setting the MRP equal to 4% of the Capital Financing Requirement at the end of the preceding year.
- 3) The Asset Life Method. This method requires MRP to be charged over the asset life. The asset life is determined in the year MRP commences and is not changed. MRP will not be charged until the asset becomes operational. Therefore it will be possible to take an MRP holiday for those assets in construction.

- 4) The Depreciation Method. This requires the MRP to equal the actual depreciation based on standard accounting procedures.

**Recommended Policy**

In setting the 2016/17 budget and beyond the following policy is recommended:

- 1) There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 2) The Council will identify the level of “supported borrowing” and use the CFR Method i.e. 4% of this figure as part of the MRP charge. The supported borrowing will be used in full irrespective of the service block the funding was allocated in the grant settlement and will also be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 3) For the remaining “unsupported borrowing” the Council will use the asset life method.

The actual charge made in the year will be based on applying the above policy to the previous year’s actual capital expenditure and funding decisions. Therefore the 2016/17 charge will be based on 2015/16 capital out-turn.

The recommended policy is consistent with approach that the Council has adopted in previous years, minimising the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of internal borrowings.



## TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

### Debt and Investment Projections 2015/16 – 2018/19

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. As a result of the significant investment planned by the Authority over the next three years the Council will be required to borrow externally during the period 2016/17 to 2018/19. However the exact timing of this borrowing will depend on the progress made in completing the major schemes. As such this table below highlights the expected change in investment balances.

	2015/16 Estimated	2016/17 Estimated	2017/18 Estimated	2018/19 Estimated
<b>External Debt</b>				
Debt at 31 March	0	£32m	£40m	£38m
<b>Investments</b>				
Investments at 31 March	£15m	0	0	0

### Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2016/17 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate
Borrowing	£108m	£128m	£129m
Other long term liabilities	£16m	£16m	£15m
Total	£124m	£144m	£144m

### Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

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

### Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough

Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

### Expected Movement in Interest Rates

The Council has appointed Capita as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives their central view on the future levels of the Bank Rate

#### Medium-Term Rate Estimates (averages)

Annual Average %	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2015	0.50	2.30	3.60	3.60
Mar 2016	0.50	3.00	3.70	3.70
Jun 2016	0.75	3.10	3.80	3.80
Sep 2016	0.75	3.20	3.90	3.90
Dec 2016	1.00	3.30	4.00	4.00
Mar 2017	1.00	3.40	4.10	4.10
Jun 2017	1.25	3.50	4.20	4.20
Sep 2017	1.50	3.50	4.30	4.30
Dec 2017	1.50	3.50	4.30	4.30
Mar 2018	1.75	3.50	4.30	4.30

\* Borrowing Rates

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

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

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

**Borrowing Strategy 2016/17**

The Council still will retain investments of at least £15m moving into 2016/17, however given the level of capital investments planned by the authority for 2016/17 and beyond, it will be required to borrow externally within the next 12 to 24 months and probably before the end of 2016/17. The Borough Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it is considered that there is a significant risk of a sharp fall in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and short term borrowing will be considered.
- if it is felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in the anticipated rate to US tapering of asset purchases, or in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.

However given the current short-term projections for interest rates, any borrowing undertaken in the next 24 months is likely to be of a longer maturity. Any decisions will be reported to the Executive and the Governance & Audit Committee at the next available opportunity.

As such the Authorised Limit for External Debt has been set to enable the Council to manage its cash flow effectively through the use of temporary borrowing, in the unlikely event that this should be necessary.

## Investment Strategy 2016/17 – 2018/19

### Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

### Key Objectives

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

### Investment Counterparty Selection Criteria

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

After this main principle the Council will ensure:

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

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

Specified Investments offer high security and high liquidity and are:

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

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

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

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

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

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

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

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

### **Creditworthiness policy**

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

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

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

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

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

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

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

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

## Annex E(iv)

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

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

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

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

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

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



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

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

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2016/17 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

### **Country and Sector Considerations**

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds. The list of banks and building societies currently available to the Council is limited to Lloyds, Barclays, Santander, Royal Bank of Scotland, HSBC and Nationwide.

### **Economic Investment Considerations**

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The UK Bank Rate is forecast to remain unmoved through to late 2016.

The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

### Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management income for next year.

	2015/16 Estimated + 1%	2015/16 Estimated - 1%
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Investment income	100	-100

### Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2016/17	2017/18	2018/19
<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>	£103m	£123m	£124m
<b>Limits on variable interest rates based on net debt</b>	£103m	£123m	£124m
<b>Maturity Structure of fixed interest rate borrowing 2015/16</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

### **Performance Indicators**

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2016/17 the Council does not expect to enter into any substantial long-term borrowing and as such the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

### **Treasury Management Advisers**

The Council uses Capita Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

### **Member and Officer Training**

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

**SPECIFIED INVESTMENTS**

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

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Debt Management Agency Deposit Facility*</b> (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
<b>Term deposits</b> with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
<b>Gilts</b> : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

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

## NON-SPECIFIED INVESTMENTS

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

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

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
<b>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><u>Investment</u></b>	<b><u>(A) Why use it?</u> <u>(B) Associated risks?</u></b>	<b><u>Share/ Loan Capital?</u></b>	<b><u>Repayable/ Redeemable within 12 months?</u></b>	<b><u>Security / Minimum credit rating **</u></b>	<b><u>Circumstance of use</u></b>	<b><u>Maximum maturity of investment</u></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</b> : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>





## ADULT SOCIAL CARE, HEALTH AND HOUSING

### Virements between Departments

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

### Virements between Departments

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

## CORPORATE SERVICES / CX OFFICE

### Virements between Departments

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

## ENVIRONMENT, CULTURE & COMMUNITIES

### Virements between Departments

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

## Departmental Virements over £50,000

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

## Departmental Virements over £50,000

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

## Departmental Virements over £50,000

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



## Departmental Virements over £50,000

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

### Departmental Virements over £50,000

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

# Local Council Tax Reduction Scheme Full Equality Impact Assessment



## 1. Introduction

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

## 2. Background

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

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

### 3. Consultation responses

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

<b>Demographic</b>	<b>Number responding</b>
A single parent	23
Receiving child maintenance	13
Of working age	65
In employment	43
Self employed	4
Of pensionable age	9

### 4. Age

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

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

<b>65-79</b>	<b>65-79</b>	<b>65-79</b>
66	22	11
<b>80+</b>	<b>80+</b>	<b>80+</b>
30	50	20

#### 4.3 Proposal 1 – reduce maximum CT liability to 80%

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

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

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

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

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

## 4.5 Proposal 3 – increase income disregards for working age people

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

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

## 4.6 Proposal 4 – include income from child maintenance payments

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

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

## 5. Gender

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

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

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

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

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

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

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

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

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

## 6. Ethnicity

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

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

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

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



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

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

Again no ethnic groups were in favour of this proposal.

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

6.6 Proposal 3 – increase income disregards for working age people

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

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

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

#### 6.7 Proposal 4 – include income from child maintenance payments

No ethnic groups thought this was fair more than unfair

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

## 7. Religion / belief

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

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

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

## 7.3 Proposal 1 – reduce maximum CT liability to 80%

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

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

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

## 7.5 Proposal 3 – increase income disregards for working age people

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

## 7.6 Proposal 4 – include income from child maintenance payments

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

## 8. Sexual orientation

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

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

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

8.3 Proposal 1 – reduce maximum CT liability to 80%

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

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

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
Heterosexual / straight	31	45	8
Gay man	50	50	0
Lesbian / gay woman			
Bisexual	0	100	0

Prefer not to say	0	75	25
No answer	33	33	14

## 8.5 Proposal 3 – increase income disregards for working age people

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
Heterosexual / straight	40	30	18
Gay man	0	50	50
Lesbian / gay woman			
Bisexual	100	0	0
Prefer not to say	50	38	12
No answer	52	22	10

## 8.6 Proposal 4 – include income from child maintenance payments

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
Heterosexual / straight	45	45	6
Gay man	50	50	0
Lesbian / gay woman			
Bisexual	100	0	0
Prefer not to say	12	88	0
No answer	38	48	5

## 8.7 The Council should balance the amount spent on CT scheme compare with what it spends on other services

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

## 9. Health Problem or disability

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

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
17	69	6

Are your day-to day activities limited because of your health problem or disability?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
35	35	31

## 9.2 Proposal 1 – reduce maximum CT liability to 80%

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
17	69	6

Are your day-to day activities limited because of your health problem or disability?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
13	77	0

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

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
17	48	11

Are your day-to day activities limited because of your health problem or disability?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
10	52	3

## 9.4 Proposal 3 – increase income disregards for working age people

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
27	45	14

Are your day-to day activities limited because of your health problem or disability?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
26	45	13

## 9.5 Proposal 4 – include income from child maintenance payments

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
37	51	3

Are your day-to day activities limited because of your health problem or disability?		
<b>Thought it fair</b>	<b>Thought it unfair</b>	<b>Thought it neither fair or unfair</b>
32	52	3

## 10. Conclusions

- 10.1 Overall although there was recognition of the need to balance the costs of the council tax reduction scheme against the cost of other services. The consultation responses found 42% agreeing a balance should be struck between cost of scheme and the funding the Council devotes to other services compared with 28% who did not agree.

### Reducing maximum discount to 80% of Council Tax Liability

- 10.2 Nearly twice as many people thought this was unfair compared to those who thought the proposal was fair. However, given the support to balance the cost of the scheme this proposal is recommended as a way in reducing the overall cost of the scheme in a fair way across all customers. Customers who are out of work and will have limited means to pay the increased council tax reduction due maximum reduction to 80% and have a disability or long term limiting illness will receive additional benefits to reflect those needs thus they should not be adversely affected by this proposal.

### Assume self-employed people earn minimum hourly rate

- 10.3 Just under a third of respondents supported this proposal. The proposal will only take place for self employed who have been trading for a year. Officers will ensure such customers are aware of the potential change to their council tax reduction so as to mitigate any adverse impact. For those who lose a reduction due to this proposal the hardship fund can provide limited financial support based on financial hardship. The following proposal will also mitigate the impact. Therefore, this proposal is recommended.

### Increase income disregards

- 10.4 Overall 44% of respondents supported this proposal. It provides additional income for working households and incentivises work and therefore it is recommended.

### Include income from child maintenance payments in income calculations

- 10.5 Overall 40% of respondents supported this proposal compared to 49% who did not. It is fair that all income is included when calculating council tax reduction and so this proposal is recommended. The hardship fund will mitigate any hardship that results from introducing this proposal.

- 10.6 There were a number of comments that respondents made on the proposals. These are included in the full report lodged in the member's group rooms.

### Mitigation of proposals

- 10.7 The report proposes changing the hardship fund so that households who face financial hardship due to the proposals can make an application for short terms financial help to allow them to regularise their finances. This will be extended to those who no longer receive a council tax reduction but did receive a reduction in the previous twelve months.
- 10.8 The customers who are self employed will have notice of the implementation of assumed income and the impact on their council tax reduction.
- 10.9 All households will be encouraged to contact the welfare and housing service on receipt of their revised council tax discount if the proposals are agreed. The welfare

and housing service will provide advice on how households can maximise their income to address.

Monitoring Arrangements

- 10.10 The impact of the proposals will be monitored on a quarterly basis. Reports will be run to identify the households who have had their council tax discount reduced and this will be compared to the households who have approached the Council due to financial hardship by protected groups where possible. Targeted promotion of the hardship scheme will be undertaken where it is shown that protected groups are not taking advantage of the hardship scheme.
- 10.11 Take up of the hardship scheme will be monitored on a quarterly basis by protected groups where possible.
- 10.12 The monitoring will be reported as part of the annual review of the scheme.
- 10.13 Publication of Equality Impact Assessment.
- 10.14 The EIA will be published on the Council's website.

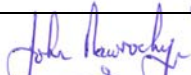


## Initial Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: ASCH&amp;H</b>		<b>Section: Performance &amp; Resources</b>
<b>1. Activity to be assessed</b>	To amend the Adult Social Care charging policies to take account of new powers given to Local Authorities by the Care Act, and take account of new duties imposed on Local Authorities by the Care Act. To set charges for services to people not entitled to funding from the Council that ensures the Council does not subsidise those services.		
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Neil Haddock		
<b>5. Who are the members of the screening team?</b>			
<b>6. What is the purpose of the activity?</b>	To continue to charge for residential and nursing fees in line with mandatory guidance, and to set charges for services to people not entitled to funding from the Council to ensure the Council does not subsidise those services. To amend the charging policy in respect of people who are one part of a couple in line to be compliant with a change in regulations brought about by the Care Act.		
<b>7. Who is the activity designed to benefit/target?</b>	People who are assessed as needing social care support.		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</b>	Y	People's eligibility for services is defined by the impact that that individual's disability or health condition has on them. People who need residential or nursing care will have more complex needs.	
<b>9. Racial equality</b>		N	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of race in the outcome of assessments.
<b>10. Gender equality</b>	Y	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there	Statistics on the numbers of people supported by the Council indicate that a majority of people in

			is no bias on the basis of gender in the outcome of assessments. However, as the majority of people who need support are older people, and women live longer than men, women are more likely to be eligible for the services that the proposed continuing charging regime would apply to.	residential or nursing care are women.
<b>11. Sexual orientation equality</b>		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different sexual orientation are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics.	
<b>12. Gender re-assignment</b>		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people who have undergone gender re-assignment are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics.	
<b>13. Age equality</b>	Y		People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of age in the outcome of assessments. However, the majority of people who need support are older people, and in particular, the vast majority of people who need residential or nursing care are older people.	Statistics on the numbers of people supported by the Council in residential or nursing care indicate that the vast majority are defined as older people.
<b>14. Religion and belief equality</b>		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different religions or beliefs are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics.	
<b>15. Pregnancy and maternity equality</b>		N	People's eligibility for services is assessed on the basis of need. However, as the majority of people who need support are older people, and women	

			live longer than men, women are more likely to be eligible for the services that the proposed continuing charging regime would apply to. However, given that this applies to older people (aged 65+), pregnancy and maternity is unlikely to apply.	
<b>16. Marriage and civil partnership equality</b>	Y		The proposal would negatively impact on the income levels of people living as a couple who have been financially assessed as a couple until now, but who would be assessed as a single person in future, where the main income and/or savings are held in the name of person being assessed. Mitigation will take the form of phasing in the changes.	Detailed information exists on the impact of the proposal on every individual; the vast majority of people are unaffected; those that are affected are some of the people living as a couple.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	None			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime. Approximately 500 people are supported in residential or nursing care in any one year. However, the proposal is to not change the existing charging arrangements.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support.	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>				
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support. The proposal for residential care is to continue charging in line with the currently mandated scheme, which becomes discretionary on 1 April 2015. The proposal in respect of the treatment of couples is to cease the discretionary scheme that had been	

			in place until 1 April 2015, as it is no longer lawful.
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?</b> Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Means Assessment – all people who are eligible for services undergo a financial assessment to ensure that they do not pay more than they can reasonably afford.	Ongoing	Neil Haddock	
<b>24. Which service, business or work plan will these actions be included in?</b>	Performance & resources team plan.		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<b>26. Chief Officers signature.</b>	Signature: 		Date: 27/11/15

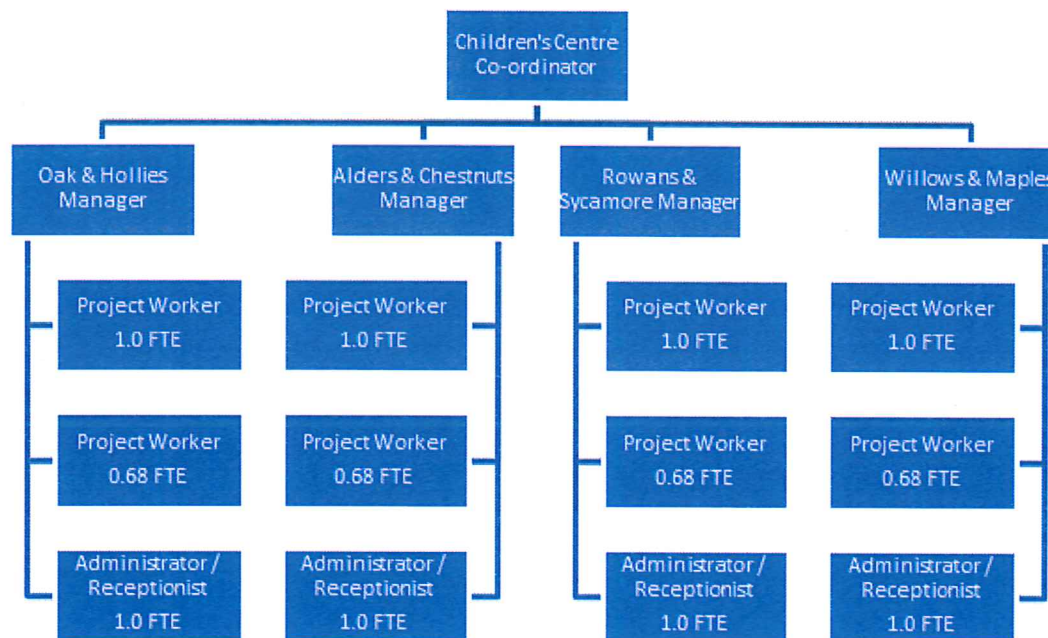
## Initial Equalities Screening Record Form

Date of Screening: 23/11/15	Directorate: Strategy, Resources and Early Help	Section: Prevention and Early Intervention
1. Activity to be assessed	<p>To change the delivery model of Children's Centres in Bracknell Forest through a restructure of Children's Centre Services to achieve budget savings whilst enhancing frontline services and ensuring commissioned services continue at existing levels of delivery.</p> <p>By changing the existing delivery model from single centres to a group of 4 centres and rationalising management, frontline services will be strengthened whilst ensuring quality and capacity of services continue to improve and there will be a cohesive service across the authority</p>	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Cherry Hall / Karen Frost	
5. Who are the members of the screening team?	Lorraine Collins and Heather Carter	
6. What is the purpose of the activity?	<p>Bracknell Forest Council has four Children's Centres which provide activities for under 5s and support and information for their families. They host services from a range of professionals depending on local need and parental choice.</p> <ul style="list-style-type: none"> <li>• The Rowans &amp; Sycamores Children's Centre is based on the site of Fox Hill Primary School serving the communities of Easthampstead, Wildridings Crown Wood, Harmans Water, Forest Park and Martins Heron</li> <li>• The Oaks &amp; Hollies Children's Centre is based on the site of Great Hollands School serving the communities of Great Hollands, Wooden Hill, Jennett's Park, Birch Hill, Hanworth, Amen Corner, Binfield and Farley Wood</li> <li>• The Willows &amp; Maples Children's Centre is based at Priestwood Youth Centre serving the communities of Priestwood, Bullbrook, Bracknell Town Centre, Winkfield, Warfield, North Ascot and Cranbourne</li> <li>• The Alders &amp; Chestnuts Children's Centre is based on the site of College Town Infant and Junior Schools serving the communities of Sandhurst, Owlsmoor, College Town, Crowthorne, Little Sandhurst and New Scotland Hill</li> </ul> <p>Examples of services available are:</p> <ul style="list-style-type: none"> <li>• activities for under 5s</li> <li>• antenatal and post natal advice and support for parents and carers</li> <li>• family support and parental outreach</li> <li>• healthy child programme</li> <li>• information and guidance on breast feeding, hygiene, nutrition and safety</li> <li>• promoting positive mental health and emotional well-being</li> <li>• speech and language and other specialist support</li> <li>• support for healthy lifestyles</li> <li>• help in stopping smoking</li> </ul>	

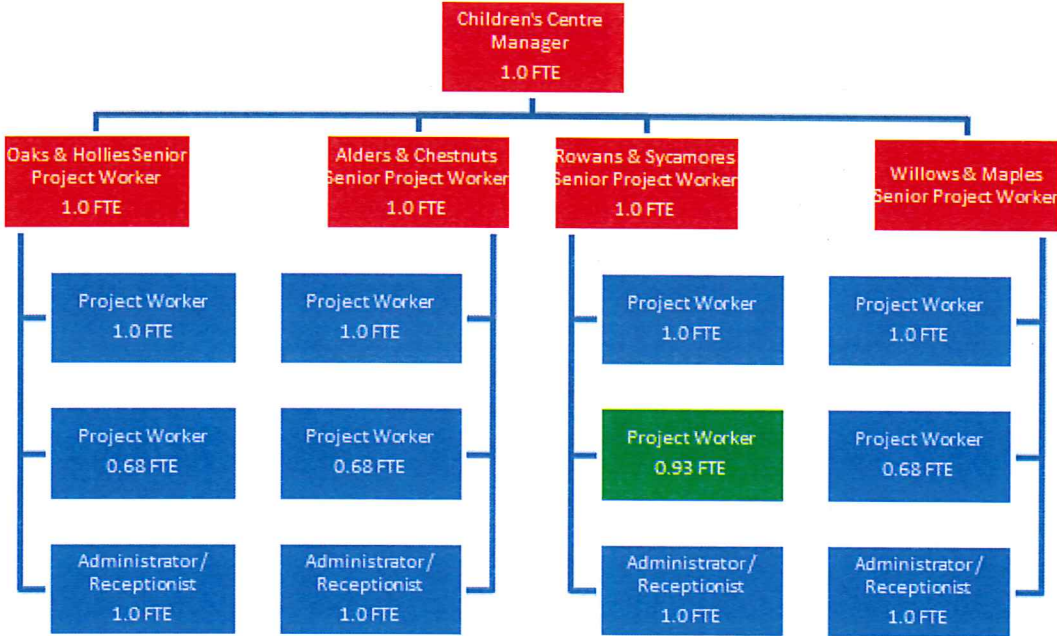
- cultural support groups for families
- links with Jobcentre Plus
- information and advice on childcare and activities for young people
- links with local registered childminders
- Information and advice on e-safety

It is proposed to strengthen frontline delivery whilst reducing strategic and operational managers. Having one post of overarching Children's Centre Manager will facilitate cohesive delivery of services across the borough, whilst allowing creation of 4 new posts of Senior Project Workers to strengthen delivery of frontline services.

**EXISTING STRUCTURE**



PROPOSED STRUCTURE



NB: FTE – Full time equivalent

Posts highlighted in RED depict new roles, posts highlighted in GREEN depict additional hours to increase the frontline service in that area.

7. Who is the activity designed to benefit/target?

Children aged 0-5 years and their families to promote positive outcomes and improve life chances.

Protected Characteristics

Please tick yes or no

Is there an impact?  
What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?  
If the impact is neutral please give a reason.


What evidence do you have to support this?  
E.g. equality monitoring data, consultation results, customer satisfaction information etc  
Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data

<p>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</p>		<p>N</p>	<p>Neutral</p>	<p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of disability. Health staff are co-located on 3 of the 4 CC sites enabling families to access health related appointments and enable information sharing and collaborative working to ensure family needs are met. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic. Regardless of any disabilities, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p>
<p>9. Racial equality</p>		<p>N</p>	<p>Neutral</p>	<p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of race. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of race, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p>
<p>10. Gender equality</p>		<p>N</p>	<p>Neutral</p>	<p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of gender. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of gender, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p>
<p>11. Sexual orientation equality</p>		<p>N</p>	<p>Neutral</p>	<p>Children’s Centres provide inclusive services for children aged 0-5 years and their families, regardless of sexual orientation. The proposed restructure of the Children’s Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic Regardless of sexual orientation, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p>



12. Gender re-assignment		N	Neutral	Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of gender re-assignment. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic
13. Age equality		N	Neutral	The proposed restructure of CC services will enhance frontline services. Children's Centres provide inclusive services for the target group detailed above. Therefore this proposal will make no change to the existing target age group. Regardless of age, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.
14. Religion and belief equality		N	Neutral	Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of religion and belief. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic. Regardless of religion/beliefs, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.
15. Pregnancy and maternity equality		N	Neutral	The age range of the majority of users are children aged 0-5 years and their parents/carers. Midwives and health visitors run ante and post natal groups from the centre; parents are actively supported to access services to meet their needs. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic There are existing staff on maternity leave. However, regardless of pregnancy/maternity, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.
16. Marriage and civil partnership equality		N	Neutral	Children's Centres provide inclusive services for children aged 0-5 years and their families, regardless of marital or

				<p>civil partnership status. The proposed restructure of the Children's Centres will enhance frontline services hence this proposal will have no impact on this protected characteristic.</p> <p>Regardless of marriage/civil partnership status, it is anticipated that, due to existing vacancies, all current staff will be able to be accommodated within the proposed new structure.</p>
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Children centre staff will be affected by the proposals to restructure. However, due to natural wastage of Children's Centre staff over the last year, it is envisaged there will be sufficient posts available for all existing staff in the proposed structure.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	N/A	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	As frontline services will be enhanced co-ordinating management of the four centres under a single manager and by the creation of four senior project worker posts there is no requirement to proceed to a full EIA.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				

Action	Timescale	Person Responsible	Milestone/Success Criteria
Equivalent or greater number of permanent (frontline) posts to be created in the restructure	April 2016	Karen Frost	All existing CC employees will have the opportunity to either continue within existing post (where applicable) or apply for redeployment within the new structure. Salary protection will apply (where applicable).
24. Which service, business or work plan will these actions be included in?	Prevention and Early Help		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature: 		Date: 26/11/15

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 25/11/2015	<b>Directorate:</b> CYPL	<b>Section:</b> L & A
<b>1. Activity to be assessed</b>	Reduction in spend on commissioned services for young people who are NEET	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Virtual School Head – Kashif Nawaz	
<b>5. Who are the members of the screening team?</b>	Virtual School Head – Kashif Nawaz	
<b>6. What is the purpose of the activity?</b>	<p>The aim of the service is to support those young people of school age and are at risk becoming NEET as well as supporting those who are 16 – 18 years old and are NEET. The current contract is due to expire on 31 March 2016. A contract was made under the framework agreement for Comprehensive Careers, Advice, Information and Guidance awarded to Adviza (formerly Connexions Thames Valley), commencing on 1 September 2012 and expiring on 31 August 2016. The value of the order is to be reduced which means that the LA budget for supporting services to young people who are NEET in the borough will also be reduced by £70k. Actual services to young people however, will not be reduced and this will continue to be delivered.</p>	
<b>7. Who is the activity designed to benefit/target?</b>	Young people across the ages of 14 – 18 years old.	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
	N	No
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</b>		No
<b>9. Racial equality</b>	N	No
		No young person will feel an impact from a racial equality perspective. All those involved come from a diverse number of backgrounds. Everyone will continue to be treated sensitively in regards to their

## Annexe H

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

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Monitor trends over time through monthly information reports. This is reported through the Performance management board in CYPL at DMT.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There are no areas of impact recorded hence a full impact assessment is not required.
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:		Date:

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 23.11.15	<b>Directorate:</b> CYPL		<b>Section:</b> YOS
<b>1. Activity to be assessed</b>	Withdrawal of dedicated parenting service (1 F/T post) for parents/carers of young offenders and those at risk of offending		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	Existing		
<b>4. Officer responsible for the screening</b>	Karen Roberts		
<b>5. Who are the members of the screening team?</b>	Jo Graves		
<b>6. What is the purpose of the activity?</b>	It is proposed that this service is withdrawn to achieve budget savings. The service deals with casework providing advice and support to parents/carers of young offenders and those at risk of entering the youth justice system for the first time. There are currently approximately 15 open cases, 2 of which are statutory parenting orders. Parents are mainly women and men from white British ethnic background, some may have disabilities, and many are single parents. Age range is approx.30 – 50. There is no set profile of parents of this client group, some struggle with low income, unemployment, poverty issues, whilst others are affluent, professional members of the community.		
<b>7. Who is the activity designed to benefit/target?</b>	Parents and carers of young offenders and those at risk of offending.		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b>	<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</b>	Y	Y	The withdrawal of this service will negatively affect all groups of service users, there is no differential impact.  There will be no dedicated parenting service to address issues for parents whose children and young people are offending or are at risk of offending and entering the youth justice system. These parents will need to be referred in to other teams who provide parenting (i.e. FIT) who are currently experiencing high demand. Having a dedicated

## Annexe H

				parenting worker for YOS enables the service to work in a joined up way with families, rather than just focussing on the young offender, which is clearly more effective in addressing the offending behaviour as the parents often have issues which contribute to the young person's risk of offending and reoffending.
<b>9. Racial equality</b>	Y		Y	See above
<b>10. Gender equality</b>	Y		Y	See above
<b>11. Sexual orientation equality</b>	Y		Y	See above
<b>12. Gender re-assignment</b>	Y		Y	See above
<b>13. Age equality</b>	Y		Y	See above
<b>14. Religion and belief equality</b>	Y		Y	See above
<b>15. Pregnancy and maternity equality</b>	Y		Y	See above
<b>16. Marriage and civil partnership equality</b>	Y		Y	See above
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	No differential impact, will impact on all groups.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	N/A			



19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None in relation to equalities		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	The parenting service is offered on a voluntary basis except for the statutory parenting orders which will be absorbed into the YOS team when this post goes and the case managers will be allocated these Orders. The voluntary parenting interventions will be referred out to other teams to mitigate the impact, e.g. FIT, family focus and where the case is open to children's social care they will pick up the parenting/ family work. So the impact will be that there is no dedicated parenting service for YOS cases but they will be referred to other teams and may have to wait longer for intervention which may not coincide with the work being done by YOS with the young person.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure that the voluntary parenting interventions are referred out to other teams to mitigate the impact, e.g. FIT, family focus and where the case is open to children's social care they will pick up the parenting/ family work.	From April 2016	YOS case managers	Cases are referred and service is provided
Statutory Parenting Orders will remain with YOS	From April 2016	YOS Operational Manager	Cases are allocated to YOS case managers
24. Which service, business or work plan will these actions be included in?	N/A		


<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	N/A
<b>26. Chief Officers signature.</b>	<p data-bbox="1108 305 1304 391"><i>Roma Hunt</i></p> <p data-bbox="877 418 989 448">Signature:</p> <p data-bbox="1661 418 1856 448">Date: 30.11.2015</p>

## Initial Equalities Screening Record Form

Date of Screening: 26 <sup>th</sup> November	Directorate: CYPL		Section: Children's Social Care
1. Activity to be assessed	Post Diagnostic Service for CHILDREN 9-18 year olds diagnosed with ASD Commissioned by the LA via Berkshire Autistic Society Children and Young Peoples Group Parent Workshops		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Sonia Johnson Head of Service Specialist Support		
5. Who are the members of the screening team?	Sonia Johnson and Jo Lillywhite, Short Breaks Manager		
6. What is the purpose of the activity?	<p><b>The children's group</b> – is designed to enable children to learn what their diagnosis means and meet other children who have also been newly diagnosed and provide opportunities for friendships and activity.</p> <p><b>The parenting workshops</b> - are designed to help parents whose children have received an autism diagnosis between the ages of 9 – 18 years.</p>		
7. Who is the activity designed to benefit/target?	Children who have been recently diagnosed with Autism and are over 9 years old.		
Protected Characteristics	Please tick yes or no	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.	Y	The proposed decision not to commission this Service at the end of the current contract from April 2016 will impact provision for children with a new diagnosis of autism and their families. Potential areas for savings are: <ul style="list-style-type: none"> <li>To the children's group</li> </ul>	<ul style="list-style-type: none"> <li>At the time of undertaking the EIA there are currently no other providers in Bracknell Forest providing this exact service. This is an Early intervention service/Targeted Service and Target support / Early Help and FIT have been made aware of the proposal for CSC (T3) to stop funding this area of work. There is also a view of emotional health and</li> </ul>

			<ul style="list-style-type: none"> <li>To the parent works shops</li> </ul>	well being services for T2 and the lead of that work is also aware of this proposal.
<b>9. Racial equality</b>		N		The savings will impact equally across this group
<b>10. Gender equality</b>		N		The savings will impact equally across this group. However there were more boys in the cohort for 2014/15
<b>11. Sexual orientation equality</b>		N		The savings will impact equally across this group
<b>12. Gender re-assignment</b>		N		The savings will impact equally across this group
<b>13. Age equality</b>	Y		This is for post 9years old – there are similar services for children who are diagnosed earlier in their child hood.	This only impacts on those 9 – 18 years.
<b>14. Religion and belief equality</b>	Y	N		The savings will impact equally across this group
<b>15. Pregnancy and maternity equality</b>	Y	N	Not applicable	
<b>16. Marriage and civil partnership equality</b>	Y	N	No Applicable	
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	Any reductions in the commissioning of this service may result in increased parent dissatisfaction and a reduction in opportunities for autistic disabled children and young people. For some children and families the impact may be greater – however those children would be eligible for an assessment via social care at T3 if that was the case they would not be left with unmet T3 (significant) need.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	No			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is</b>	In respect of age this service is designed to meet the needs of a restricted group ie over 9 years and under 18 years. The savings above may result in a reduced opportunity for some children and their families.			

<p><b>the difference in terms of its nature and the number of people likely to be affected?</b></p>	<p>The review undertaken by the CSST is that reductions to the Childrens Group will have a negative impact on newly diagnosed children with Autisms, well being and development.</p> <p>The take up of the parental workshops does not reflect the same.</p>		
<p><b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b></p>		<p>N</p>	<p>The LA is not required to provide this service within its Statutory Duties. It was provided in order to boost resilience for this group as a result of identified needed in 2012/13 as 3 year contract that is coming to and end.</p>
<p><b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b></p>	<p>When the service specification was prepared in 2012 there were 220 statemented children with a primary diagnosis of ASD and there was an anticipated increase generally in the number of diagnosis. We have been unable to obtain any supporting data from CAHMS in regard to diagnosis, to support us with capacity planning but I can confirm that the contract has provided parent training to 19 families (25 parents) during the last year 2014/15. This is less than in year 1. .</p> <p>There are currently 210 statemented children with a primary need of ASD. During the first 6 months of this financial year 4 parents have attended, with 3 providing positive feedback.</p> <p>Based on the information we have and the early intervention work that is available across the Borough through other teams (and the potential for them to meet the need for parent training for this age group). This is an area where savings can be made with limited or no impact. It is also relevant that BAS as a charity do provide such services themselves anyway.</p> <p>The weekly group for young people. Evidence of need, uptake and impact supports the recommendation to continue to commission BAS to provide is the weekly term time only group for CAYP DMT have agreed we can re-commission this as a variation to the contract.</p> <p>In the 2014/15 period, 39 children with ASD, over the age of 9 were given support. There were 11 females, 28 males, from 37 families.</p>		
<p><b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b></p>		<p>N</p>	<p><b>We are not progressing with the element of reduction that has a significant impact</b></p>
<p><b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b></p>			
<p><b>Action</b></p>	<p><b>Timescale</b></p>	<p><b>Person Responsible</b></p>	<p><b>Milestone/Success Criteria</b></p>

Contract review meeting with BAS to agree the variation for the children's groups	End of January 2015	Jo Lillywhite	Group continues to run
Further liaison with FIT/Targeted Services/CAMHS/ Emotional Health and well being strategic group to ensure that those providing the Boroughs T2 parenting support are aware mindful of this cohort of parents in provision planning.	End of December 2015	Jo Lillywhite	CAMHS / BAS have a point of contact for parenting support for those parents they want to sign post on
<b>24. Which service, business or work plan will these actions be included in?</b>			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	<p>The overview report has been to CSCMT and DMT and the proposals approved.</p> <p>Contracts review meetings with BAS informed the outcomes of the overview report</p> <p>Overview report has been provided to the Chief Officer for Targeted support who is aware of the decision not to decommission the parenting workshops.</p>		
<b>26. Chief Officers signature.</b>	<p>Signature: </p> <p>Date: November 2015</p>		

## Initial Equalities Screening Record Form

Date of Screening: 25 November 2015	Directorate: Corporate Services		Section: Customer Services	
1. Activity to be assessed	Implementation of the surcharging module of the Capita payments system.			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Bobby Mulheir			
5. Who are the members of the screening team?	Bobby Mulheir, Sarah Kingston			
6. What is the purpose of the activity?	To enable charges for use of credit cards to be passed onto the customer, rather than incurred by the Council.			
7. Who is the activity designed to benefit/target?	All customers making payments to the Council using a credit card.			
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>		<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>9. Racial equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>10. Gender equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>11. Sexual orientation equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>12. Gender re-assignment</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.

<b>13. Age equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>14. Religion and belief equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>15. Pregnancy and maternity equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>16. Marriage and civil partnership equality</b>	Y	N	There will be additional costs incurred by all customers using a credit card to pay the Council.	There is no evidence that any group of customers will be affected more by this change than any other group.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	There may be a disproportionate effect on those on lower incomes, who may choose to make credit card payments as a way of managing their finances.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	No			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	No difference identified			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	N		
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>				
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N		
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>				



Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	None		
26. Chief Officers signature.	Signature: Bobby Mulheir		Date: 25 November 2015