



**FINANCIAL PLANS**

**AND BUDGETS**

**SUPPORTING INFORMATION**

**2019/20**

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**Borough Treasurer**



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# **Summary of 2019/20 General Fund Revenue Budget Proposals to the Executive**

## **1 INTRODUCTION**

- 1.1 At its meeting on 18 December 2018, the Executive considered the overall position facing the Council in setting a budget for 2019/20. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. Since the Council had signed up to the Government's offer of a Four Year Settlement, the report was based on an assumption that there would be no significant changes to government funding.
- 1.2 In this broad context, the Executive published its draft budget proposals and these have been consulted on with the public, the Council's Overview & Scrutiny Commission and Scrutiny Panels, with town and parish councils, business ratepayers, the Schools Forum and voluntary organisations.

## **2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 18 DECEMBER 2018**

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

**Table 1: Draft Budget Proposals**

Directorate	Commitment Budget (CB ) Excl. Transformation	CB Transformation	Capital programme	Inflation	Service Pressures / Economies	Change in Contingency	New Homes Bonus & Social Care Funding	Future Funding Reserve – 17/18 Collection Fund Surplus	Draft Budget 2019/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Central	9,628	-332	0	0	2	0	0	0	9,298
Delivery	26,581	-540	0	0	-328	0	0	0	25,713
People	67,167	-1,350	0	0	1,121	0	-1,526	0	65,412
Non Departmental / Council Wide	-19,812	-772	14	2,400	-84	-1,000	390	-3,045	-21,909
<b>Total</b>	<b>83,564</b>	<b>-2,994</b>	<b>14</b>	<b>2,400</b>	<b>711</b>	<b>-1,000</b>	<b>-1,136</b>	<b>-3,045</b>	<b>78,514</b>

### **3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 18 DECEMBER 2018**

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

- 3.1.1 The Council's budget is set within the context of a 4-year Local Government Funding Settlement (LGFS) published following the General Election in May 2015. As such, 2019/20 will be the final year of this agreement. The paragraphs below set out the key issues included in the Provisional Settlement for 2019/20 and this is followed by a section that draws together the likely implications for the Council's medium term funding position.
- 3.1.2 The Provisional Settlement was published on 16 December 2018, having been delayed from the expected date of 6 December due to Parliament's focus on Brexit. The overall quantum of funding provided in government grant remained largely as expected once the additional resources included in the Autumn Budget 2018 are taken into account, and the proposed further changes to the New Home Bonus regime were withdrawn.
- 3.1.3 The levy payable on Business Rates Growth above Baseline is pooled in a centrally managed account and used to fund safety net payments to councils experiencing significant reductions in Business Rates. A £180 million surplus has built up on this levy account which the government indicated in the settlement would be redistributed to councils. However, it has subsequently been confirmed that the payment (approximately £0.254m for Bracknell Forest) will be made in 2018/19 rather than 2019/20. This sum will therefore be used to reduce the call on General Reserves at the end of 2018/19.
- 3.1.4 As part of the settlement the Government announced that the Berkshire bid to be a pilot area for 75% retention of Business Rates in 2019/20, led by Bracknell Forest, had been accepted. This is excellent news and will provide additional one-off resources to the county as a whole and to the individual Unitary Authorities.
- 3.1.5 Looking ahead, the Secretary of State confirmed his aim to introduce 75 per cent Business Rates Retention for all in 2020/21 and published a consultation document on possible changes to the system. The main proposals relate to balancing risk and reward; resets, the safety net, the levy, tier splits within areas, incentivising pools,

central and local rating lists, and the best way of dealing with appeals. Both the pilot and the revised scheme are covered in more detail in section 3.5.

- 3.1.6 Alongside the settlement, the Government also confirmed that it is looking to implement the Fair Funding Review in April 2020 to coincide with the introduction of the new Business Rates retention scheme and published a further consultation on its progress. This review will calculate the new baseline funding levels for individual local authorities based on an up-to-date assessment of their assessed relative needs and resources. Core funding from business rates will be redistributed according to the outcome of the new assessment, which is likely to have a significant long-term impact on the funding of the council.
- 3.1.7 The Council will respond to both consultations to ensure the issues faced by Bracknell Forest are clearly understood by the Government.
- 3.1.8 The final settlement was published on the 29 January and there were no changes from the Provisional Settlement published in December.

### 3.2 Specific Grants

- 3.2.1 From 2013/14 almost all Specific Grants have been rolled into the Baseline Funding that councils receive with only a minority administered outside of the formula mechanism.
  - 3.2.2 The Government consulted over the summer in 2017 on further changes to the New Homes Bonus scheme. However, the proposal to link New Homes Bonus payments to the number of successful planning appeals was not implemented. In the July 2018 consultation on the 2019/20 LGFS, the Government confirmed that it intended to increase the baseline in 2019/20 due to the continued upward trend in house building. An increase in the threshold would further reduce the level of funding received. However, the Settlement confirmed that there would in fact be no change to the grant calculation.
  - 3.2.3 Despite the decision not to increase the threshold, once allocations were revised to reflect actual housing growth, there has been a further modest decrease in grant compared to the December proposals (£0.026m), bringing the total receivable to -£1.356m for 2019/20 (-£1.772m in 2018/19).
  - 3.2.4 Two of the largest Specific Grants received by the Council are the ring-fenced Public Health Grant and the NHS funding to support social care and benefit health. The Public Health Grant for 2019/20 has been confirmed at -£3.943m as per the indicative figures received last year, a reduction of £0.107m (2.6%) compared to 2018/19. The figures included in the settlement for the Better Care Fund and social care in general were as expected and included the additional -£0.980m of social care funding announced as part of the Autumn Budget 2018.
  - 3.2.5 Information on a number of smaller Specific Grants has now been received. The overall impact has been an increase in grant income compared to the December proposals of -£0.027m, with the most significant changes relating to grants for homelessness.
- ### 3.3 Business Rates
- 3.3.1 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to

inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government.

- 3.3.2 Currently the Council collects significantly more Business Rates than it is allowed to keep and until the 2018/19 Business Rates Pilot only received approximately a quarter of any Business Rates growth, due to the levy. As indicated above, the Government has announced that it still intends to introduce a new system in 2020/21 based on 75% retention of Business Rates growth by local government. Under the new system existing grants including Revenue Support Grant and the Public Health Grant are expected to be incorporated into the baseline and more responsibilities are likely to be transferred to Local Government.
- 3.3.3 Bracknell Forest is in a virtually unique position in terms of its current Business Rates income. The transfer of a large multi-national company on to the Council's valuation list in 2013/14 significantly increased the level of Business Rates collected locally. This transfer represented a significant windfall for the Council, creating both a significant opportunity and risk at the time and has been a key factor in providing resources to balance the Council's budget since then.
- 3.3.4 Around half of the additional income was used to support the base budget with the remainder set aside in an earmarked reserve to mitigate against the risk of the additional income reducing or being withdrawn. This prudent approach meant that the Council was not immediately impacted by a successful appeal by the company against the rateable value, which resulted in it being reduced by 28% in 2016/17. A number of other appeals have recently been successful which will result in a further 7% reduction in rateable value. There are still appeals outstanding on the 2010 valuation and further multiple appeals were lodged following the 2017 valuation which are still outstanding. It is also anticipated that the company will join the Central Rating List when the new Business Rates system is introduced in 2020/21. A recent press article has indicated that this company is undergoing a restructure which could see the closure of its data centre in Bracknell and its relocation to the company's Newbury campus. There is therefore a possibility that we could see the loss of this income earlier than expected, sometime in 2019/20. Further investigations are being carried out in an effort to ascertain the potential timing of the move. At this stage, given the strategic importance of the data centre to the companies network and the reduced level of resources in the Valuation Office Agency and MHCLG to deal with any significant changes, it is felt that the likelihood of any move between ratings lists before April 2020 is low.
- 3.3.5 As the timing and outcome of all these events are uncertain, broad assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. This continues to represent a considerable risk to the Council's current and future Business Rates income. In 2017/18 a significant surplus of -£3.045m was projected on the Business Rates element of the Collection Fund which was transferred into the Future Funding Reserve in 2018/19. There is now a projected deficit on the Business Rates element of the Collection Fund for 2018/19 (£4.942m). This has arisen from a combination of the final income figure for 2017/18 being less than expected in January 2018 and additional income being projected for 2018/19. Due to its one-off nature, the deficit will be met from the Future Funding Reserve in 2019/20.
- 3.3.6 In addition to these specific issues, the move to the new funding system in 2020/21 will be accompanied by a re-set of the current 50% business rates retention arrangement. This will most likely mean that all or a large part of the additional



business rates that the Council has secured through the company referred to above and from the town centre opening in 2017 will no longer directly benefit Bracknell Forest.

### 3.4 Medium Term Financial Situation

3.4.1 The current four year settlement, despite some changes introduced in 2017/18, has provided a degree of certainty in terms of Government funding that has facilitated planning for the 2019/20 budget. However, as indicated in the sections above, there is significant uncertainty for the period from 2020/21 due to the potential impact of a number of issues, in particular:

- Fair Funding Review
- Business Rates system re-set
- 2019 Spending Review which will determine the overall quantum available
- Brexit

3.4.2 This hampers meaningful financial planning at a time when central government grant funding is the lowest it has been for decades and demand pressures are increasing. Given the relative prosperity of Bracknell Forest, it is unlikely that the impact of these changes will increase our local resources.

3.4.3 Members are also reminded that the predicted level of new savings from the Council's successful Transformation Programme is inevitably expected to fall by 2020, recognising that most services will have been subjected to fundamental reviews by that time. The most likely consequence of all of these factors combining is an additional recurring budget gap of around £6.5m in 2020/21. The Future Funding Reserve has deliberately been created and supplemented through the additional income from Business Rate Pilot status in order to help manage the transition to the new funding arrangements.

3.4.4 The impact of these factors will be a greater reliance on Council Tax income as an on-going source of funding to support essential front-line services. The current level of Council Tax in Bracknell Forest is still one of the lowest of any Unitary Authority in England. While a high level of increase in any year is unlikely to be universally welcomed by residents, the council's financial plans assume the maximum level of increase permitted is applied, as this is what the Government has assumed and provides the greatest level of protection possible for essential services in the period from 2020/21.

### 3.5 Business Rate Pilot

3.5.1 As part of the Provisional Settlement the government announced that fifteen local authority areas, including Berkshire, had been selected to pilot 75 per cent Business Rates Retention in 2019/20, as well as all London boroughs and the City of London Corporation. As a result no Revenue Support Grant (RSG) will be received in 2019/20 as this has been incorporated into the calculation of the Council's Business Rates baseline funding level. The baseline funding level has been set at -£18.305m which is £0.012m more than the combined figure for RSG and baseline funding assumed in the December report. However, no levy will be charged on any growth achieved above this level in 2019/20 enabling 75% to be retained locally.

3.5.2 Under the Berkshire proposal, £11m of the gain from the pilot will be provided to the Thames Valley LEP (£3.25m from Bracknell Forest) to undertake improvements in transport infrastructure that would help secure further economic and housing growth to benefit the County. The remainder will be allocated across the individual

authorities in proportion to their actual growth in business rates income. The actual benefits will depend on the level of business rates collected during 2019/20.

- 3.5.3 The additional benefit for Bracknell Forest arising from the pool is estimated to be approximately £6m. While some of this gain could be used to support the 2019/20 budget, the Council is already planning to use £4m of additional business rates growth to support its budget, from the growth in the Town Centre and the multi-national business referred to above. Any increase in this sum would simply create the potential for a greater “cliff edge” in 2020/21, when a new funding system is to be introduced that will remove or significantly reduce this gain.
- 3.5.4 In order to help ensure that the Council does not face an unmanageable position from 2020/21, it is proposed that the one-off gain from the Business Rate pilot and some of the growth in Business Rates are used as follows:
- £1.0m set aside in a new earmarked reserve to support funding of new schools within the Schools Budget over the next four years (paragraph 9.1.2);
  - £3.0m transferred into the Regeneration of the Town Centre Reserve to help fund the Council’s contribution to the further development of the Town Centre, as outlined in item 1 on the Executive agenda;
  - £0.7m transferred into the Transformation Reserve;
- 3.5.5 The Council is also projected to receive -£2.166m of Section 31 grant to cover the loss of income resulting from capping the Business Rates increase to 2% in 2014/15 and 2015/16 and CPI in 2019/20, and a number of Business Rate Reliefs (-£2.139m in 2018/19).
- 3.5.6 The net effect of all these changes is a change in the amount relating to Business Rates transferred to/from the Future Funding Reserve compared to last year. This reflects the fact we have moved from a pilot scheme based on 100% retention to one based on 75%, some of the gains are being transferred to other reserves this year and the Collection Fund has moved into a deficit position. The 2018/19 budget included a transfer of £11.214m into the Future Funding Reserve. There will be a small net transfer out of the reserve in 2019/20 (-£0.266m). It is estimated that there will be a balance of £19.8m available on the Future Funding Reserve at the end of 2018/19 and £19.5m at the end of 2019/20. This sum is available to provide protection against the significant funding changes expected from 2020/21, at which point the level of General Reserves is expected to be close to the minimum prudent level.

### 3.6 Council Tax and Collection Fund

- 3.6.1 The Council Tax Base for 2019/20 has been calculated as 45,573 (Band D equivalents) which at current levels would generate total income of -£57.692m in 2019/20.
- 3.6.2 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases equal to or in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. The threshold percentage has remained at 3% for 2019/20. As a council with Social Care responsibilities, Bracknell Forest was able to increase Council Tax by a further 3% in 2017/18 and 2018/19 to support Social Care pressures and the Council’s Medium Term Financial Strategy. This will not be an option in 2019/20 as 6% is the maximum permissible increase over the three year period. Every 1% increase in Council Tax in Bracknell Forest would generate approximately -£0.577m of additional income.

- 3.6.3 A deficit will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a lower level of growth in new properties than expected. The Council's share of this deficit is £0.427m.

### 3.7 Consultation

- 3.7.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the consultation period, the draft proposals have also been scrutinised by the Council's Overview & Scrutiny Commission and Scrutiny Panels. This included reviewing the draft fees and charges for 2019/20 during which a number of points were considered and clarified. Extracts from the minutes of these meetings are attached as Annexe B and show the Commission supported the approach to the draft budget.
- 3.7.2 The Schools' Forum considered the Executive's proposals relating to the schools element of the People's Directorate at its meeting on 17 January and welcomed the Council's decision to commit up to £1m over the next four years to provide additional funding for schools.
- 3.7.3 The draft budget proposals were published on the Council's web site and emails were sent to business ratepayers drawing their attention to the consultation. Seven responses were received to the public consultation via the web site plus a separate detailed response from the Labour Party. All responses are included at Annexe C.

### 3.8 Inflation

- 3.8.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. Inflation allowances have now been finalised within this framework. The actual inflation allocation required is £2.396m which is £0.004m less than the £2.4m included in the draft budget proposals. The Directorate analysis is shown in Table 2.

Table 2: Inflation Allocations

<b>Directorate</b>	<b>2019/20 £'000</b>
Central	264
Delivery	931
People (excluding schools)	1,201
Non Departmental / Council Wide	0
<b>Total</b>	<b>2,396</b>

- 3.8.2 Inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded mainly by the Dedicated Schools Grant, with an additional top up from the Council (section 4.1).

### 3.9 Other Revisions to the Draft Budget Proposals

- 3.9.1 As outlined above, in the two months since the Executive published the draft budget proposals more information has inevitably become available. Details of the suggested amendments to the draft budget proposals are set out in paragraphs a) to i) below, with the net impact being an increase in the net revenue budget for 2019/20

of £0.368m. These changes have been reflected in the full budget proposals set out in Annexe D and the Commitment Budget (Annexe A).

- a) Central - Bracknell Town Neighbourhood Development Plan  
The Council, as the local planning authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process, including organising the consultation, holding and arranging an independent examination and a referendum. The estimated net cost has reduced by £0.037m since the draft budget proposals were published.
- b) Delivery – Invest to Save Scheme for the memorial area at the Cemetery and Crematorium  
The scheme was approved by CMT on 19 December and will generate additional income from 2019/20 (-£0.004m)
- c) Delivery – Waste Management  
An increase in the cost of the Waste Disposal PFI based on the latest waste projections which in particular show an increase in Energy from Waste tonnages next year (£0.149m).
- d) Delivery – Operations Unit Post Room  
The savings achievable from the restructure of the post and scanning teams has increased by -£0.005m.
- e) Delivery – Town Centre Car Parks  
The equipment maintenance free period for The Avenue Car Park has ended resulting in additional annual costs of £0.037m.
- f) Delivery - Highways  
Following the decision to bring together the Highway Asset Management and Transport Development services it has been possible to streamline the management of the functions resulting in the deletion of the Highways Asset Manager post (-£0.059m).
- g) Delivery Transformation – South Hill Park  
The -£0.075m grant reduction proposed for 2019/20 has been deferred until 2020/21, following a revised proposal being submitted by the Trustees (£0.075m). Any longer term funding agreement will be considered again next year.
- h) People – Adult Social Care  
The projected pressure arising from care packages has increased by £0.132m to £0.982m since the December draft budget proposals.
- i) People – Children Looked After  
Due to changes in the number and cost of placements since the December report, this pressure has increased by £0.080m to £1.698m. Should any additional placement costs be incurred during 2019/20 that cannot be accommodated within the approved budget, a request will be made for support from the Contingency.

## **4 OTHER BUDGET ISSUES**

### **4.1 Schools Budget**

- 4.1.1 Whilst spending on the Schools Budget is generally funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council's funding responsibilities, councils retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, councils must plan to spend at least to the level of estimated DSG.
- 4.1.2 The policy of the Council for many years has been to fund the Schools Budget up to the level of annual DSG grant income plus any accumulated surplus balances held in the retained Schools Budget. Following a request from the Schools' Forum, it is proposed to supplement this with up to £1m from council reserves over the next four years, specifically to support the additional cost arising from new schools. An earmarked reserve will be set up as part of the 2019/20 budget to account for the £1m contribution.
- 4.1.3 The DSG comprises 4 funding Blocks, each with a separate calculation of funding and intended purpose; the Schools Block (SB); the Central School Services Block (CSSB, and the new funding block); the High Needs Block (HNB); and the Early Years Block (EYB). The SB and CSSB directly support mainstream schools and are generally delegated to governors. The HNB and EYB are centrally managed by local authorities with the significant majority of funding ultimately being paid directly to providers, including schools. The HNB supports pupils whose educational needs are above £10,000 with the EYB mainly funding the cost of the 30 hours a week free entitlement to childcare and early years education for working families.
- 4.1.4 To date, the DfE has confirmed SB funding at £69.804m with the CSSB at £1.025m. Other elements of the DSG have yet to be confirmed, with the current estimate for the HNB at £15.406m and the EYB at £7.013m. Therefore, at this stage, total DSG income for 2019/20 is estimated at £93.248m.
- 4.1.5 In recommending the budget requirement next year for the SB, as well as utilising the DSG additional funding will be drawn down from reserves to contribute to the additional cost of new schools. This amounts to £0.592m, with £0.338m coming from the Council's earmarked reserve and £0.254m from the overall SB. As this pressure has been expected, an earmarked reserve has been created in the SB for the latter.
- 4.1.6 Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. Agreeing how much is centrally managed is a decision for the Schools Forum. To meet these deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. The recommendations set the parameters for the formal decision to be made. The Executive Member also endorses the decisions of the Schools Forum when these are undertaken in its statutory decision making role.

### **4.2 Pensions**

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

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

#### 4.3 Investments

- 4.3.1 Now that the Council is in no longer debt-free and is reliant on external borrowing to fund its capital investments, returns on surplus cash are likely to remain relatively low during 2019/20 and beyond. As such the impact of interest rates on borrowing rates are of greater significance to the Council.
- 4.3.2 The overall longer run future trend is for gilt yields, and consequently PWLB rates, to rise, albeit gently. However, over about the last 25 years, the UK has been through a period of falling bond yields as inflation subsided to, and then stabilised at, much lower levels than before, and supported by central banks implementing substantial quantitative easing purchases of government and other debt after the financial crash of 2008. Quantitative easing, conversely, also caused a rise in equity values as investors searched for higher returns and purchased riskier assets.
- 4.3.3 Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK and the remaining uncertainty around Brexit. Forecasts will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.
- 4.3.4 Investment returns are likely to remain low during 2019/20 but to be on a gently rising trend over the next few years. Borrowing interest rates have been volatile so far in 2018/19 and have increased modestly since the summer. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when the Council may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt
- 4.3.5 The Council's own forecasts are cautious and in line with a subdued path for increases in Bank Rate likely in the latter half of 2019 and into 2020. Long-term interest rates remain close to historical lows with 10-year and 25-year Public Works Loan Board rates in the region of 2.5% to 2.8%. Shorter dated maturities, less than 1 year, will track base rates and as such are not expected to increase materially over the next 12 months. Given a mix of borrowing maturities (longer term maturities will tend to be used for capital investment requirements whilst shorter-dated market loans will be used to manage day-to-day cash flow), the average interest rate on borrowing assumed in the Council's 2019/20 revenue budget is 2.5%.
- 4.3.6 The 2019/20 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2016 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2019/20. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-nationalised UK Banks). Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E

- 4.3.7 Since publication of the Treasury Management Strategy report in December further advice has been received from the Council's Treasury Management advisers regarding the Minimum Revenue Provision (MRP) policy adopted by the Council. The policy set out and explained in Annex E(iii) has been updated to reflect the advice that the set-aside for commercial property investments should be retained but under the auspices of Voluntary Revenue Provision (VRP) rather than MRP – providing additional flexibility to the Council to reverse this set-aside at a future date should the assets be sold or the value of the assets change. As such the MRP policy has been revised to implement this change and the final version reviewed and endorsed by the Governance and Audit Committee on the 30 January 2019.
- 4.3.8 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016. They are included at Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.3.9 The capital programme proposes Council funded capital expenditure of £19.050m and an externally funded programme (including self-funding schemes) of £14.387m for 2019/20. After allowing for projected receipts of approximately £5m in 2019/20 and carry forwards, the additional revenue costs will be £0.072m in 2019/20 and £0.605m in 2020/21. These figures include on-going costs associated with the maintenance and support of IT capital purchases.
- 4.3.10 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Ministry of Housing, Communities and Local Government's (MHCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annexe E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget. The annuity method is used to calculate the annual charge where this is based on the life of the asset. With the exception of the partial deferral method introduced in relation to commercial property investment, described in paragraphs 9.3.5 – 9.3.7, the MRP policy is unchanged from that adopted last year.
- 4.3.11 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its revenue provision will increase. The Council also needs to make a charge to revenue for "internal borrowing".
- 4.3.12 The final budget proposals included an estimate of £2.223m for the Minimum Revenue Provision and Voluntary Revenue Provision required to be made in 2019/20. The actual charge made in 2019/20 will be based on applying the approved policy to the 2018/19 actual capital expenditure and funding decisions.

#### 4.4 Capital Charges

- 4.4.1 Capital charges are made to service directorates in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent

the opportunity cost to the Council of owning non-current assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.

4.4.2 Capital charges do, however, represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges “below the line”, i.e. outside service directorate costs, thereby reducing the net revenue budget whilst not directly affecting the overall cost of each individual service. This means that the charges do not affect the level of Council Tax. The capital charges in 2019/20 total £13.511m which is a decrease of £1.049m compared to the current year. Last year’s original budget assumed infrastructure assets would move to being valued on a depreciated replacement cost basis rather than a depreciated historic cost basis which significantly increased the depreciation figures. This change in valuation basis has been postponed indefinitely and is the primary reason for the decrease in 2019/20. There will be no impact on the charge to the General Fund which is based on the MRP, and on any Voluntary Revenue Provision, not depreciation.

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

#### 4.5 Internal Services Recharges

4.5.1 Members’ decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2019/20. Due to their corporate nature, some services do not relate to a single service directorate, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the directorates responsible for providing them (Central & Delivery). However, all such costs must be charged to the services that receive support from them.

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

#### 4.6 Statement by the Director: Finance

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

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

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



## Robustness of estimates

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

This identifies a number of key risk areas including:

- significant pressures on the Council's ability to balance its finances whilst maintaining satisfactory service standards;
- delivery of significant savings through the transformation programme;
- significant loss of and changes to responsibilities of key Council staff through redundancy, restructure retirements, etc. together with managing services with reduced capacity Council and staff resources re-allocated to the transformation programme. Council and its outsourced providers unable to recruit and retain staff at all levels;
- significant loss and changes in responsibilities of key staff, managing services with reduced capacity and the need to recruit, train and retain staff with the relevant skills and expertise;
- uncertainty around the impact of alternative options for Brexit, the financial and operational implications for services such as social care, contingency planning requirements and the potential impact for businesses located in the Borough;
- providing local school places for local children and the consequences if provision is not correct;
- the impact of demand led services and the need to plan for and respond to future and in-year demographic changes and national policy initiatives;
- sustaining adult social care services where there is insufficient external provision available;
- effective safeguarding of children and vulnerable adults when there are external factors outside the Council's control;
- delivery of an IT Strategy and digital infrastructure that meets business needs, compliance, information accuracy, greater reliance on end users and the threat of cyber attacks;
- maintaining adequate Business Continuity plans and procedures.

The potential impact of the move of a telecommunications company from Bracknell referred to in paragraph 6.3.4 is a new, material, risk, albeit with a low likelihood of a financial impact during 2019/20. This will be added to the Strategic Risk Register.

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

- Budget Setting Process
  - Production and regular monitoring of a robust medium-term financial strategy.
  - Regular analysis of budgets to identify legislative, demographic, essential and desirable service pressures / enhancements.
  - Detailed consideration of budgets by officers and Members to identify potential budget proposals.
  - Robust scrutiny of budget proposals prior to final agreement.
  - Ensuring adequacy and appropriateness of earmarked reserves, both for the immediately following and future years.

- **Budget Monitoring**
  - Robust system of budgetary control with regular reporting to the Corporate Management Team (CMT) and through the Quarterly Service Reports (QSRs) to Members.
  - Exception reports to the Executive.
  - Regular review of the Councils' budget monitoring arrangements by both internal and external audit to ensure they remain fit for purpose.
  - Taking corrective action where necessary during the year to ensure the budget is delivered.
  - Specific regular review by Finance Business Partners of particularly volatile budget areas.

4.6.3 The Director: Finance receives regular updates from Business Partners on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2019/20 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Waste Management PFI, major school redevelopment proposals (Binfield Learning Village in particular) and the implementation of savings proposals in particular the significant savings arising from the Transformation Programme;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management** – return on investments is affected by cash flow and the level of the Bank rate. There is also a high degree of uncertainty around the timing at which the Council will commence borrowing;
- **Uninsured losses** – the Council's insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;
- **Contractual Issues** – disputes, contract inflation (in particular rates for care providers which are increasing due to rising demand and reducing supply) and renewal of major contracts;
- **Legislative Changes** – for example, the transference of risks resulting from the retention of Business Rates by councils and the localisation of Council Tax support, the introduction of the Better Care Fund and its impact on funding and the way services will be delivered in the future, the implementation of responsibilities under the Care Act 2014 and Children and Families Act 2014, and the transition to universal credit;
- **Independent external providers** – changes in provision by independent service providers may result in increased costs to the Council;
- **Service interdependencies** – the potential impact of service reductions in one area on the demand for other services provided by the Council;
- **External inspections** – improvements identified through external inspection;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.

- **Schools Budget** – the impact of schools becoming academies on school support services, income generated from selling services and grant income that is calculated on the basis of the number of maintained schools and pupils within.

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

#### Contingency

- 4.6.5 In setting the budget for 2018/19, the level of general contingency was increased to £2.5m. Within the draft budget proposals for 2019/20 the Contingency was decreased to £1.5m, although it was recognised that this would need to be reviewed.
- 4.6.6 The Director of Finance, Chief Executive and CMT have reflected upon the outlook for the economy as a whole, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. Given the overall level of risk involved in delivering further savings in statutory services as well as the general economic uncertainty, it is felt that the level of the contingency should remain at £2.5m. This broadly comprises £1.5m for social care demand pressures and £1.0m for other potential risks.

#### Earmarked Reserves

- 4.6.7 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £30.668m in Earmarked Reserves at the start of 2018/19 which were approved by the Governance and Audit Committee in July 2018. The Director of Finance has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Director of Finance will review again the earmarked reserves in light of the changing risks facing the Council as part of the 2018/19 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

## 5 NET REVENUE BUDGET

- 5.1 Tables 3a and 3b summarise the budget changes made since December for each directorate outlined in section 3 and 4 above.

**Table 3a: Summary of budget changes**

	<b>Inflation (Section 8.2)</b>	<b>Revisions to draft budget proposals (Sections 6.3, 6.5, 7.3, 8.3, 9.1, 9.3 and 10.6)</b>	<b>Changes to Specific Grants (Section 6.2)</b>	<b>Total Changes Identified</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Central	264	-37	0	227
Delivery	931	193	0	1,124
People (excluding schools)	1,201	550	-27	1,724
Non Departmental / Council Wide	-2,400	-4,278	26	-6,652
<b>TOTAL</b>	<b>-4</b>	<b>-3,572</b>	<b>-1</b>	<b>-3,577</b>

**Table 3b: Non Departmental / Council Wide – revisions to draft budget proposals**

<b>Non Departmental / Council Wide</b>	<b>Revisions to draft budget proposals</b>
	<b>£'000</b>
Change in Contingency	1,000
Capital Programme – Interest	58
Business Rates Growth	-1,262
Future Funding Reserve	-8,436
Regeneration of Bracknell Town Centre Reserve	3,000
Transformation Reserve	700
New Schools Reserve	662
<b>TOTAL</b>	<b>-4,278</b>

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

**Table 4: Revised Executive Budget Proposals 2019/20**

<b>Department</b>	<b>2019/20 Draft Proposals (Table 1)</b>	<b>Changes Identified (Table 3)</b>	<b>Revised Budget Proposals</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Central	9,298	227	9,525
Delivery	25,713	1,124	26,837
People (excluding schools)	65,412	1,724	67,136
Non Departmental / Council Wide	-21,909	-6,652	-28,561
<b>Total</b>	<b>78,514</b>	<b>-3,577</b>	<b>74,937</b>

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

Table 5: Final Draft Budget Proposals 2019/20

Department	Executive Budget Proposals (Table 4)	Changes to Capital Charges, Recharges & Pensions	Final Budget Proposals
	£'000	£'000	£'000
Central	9,525	-109	9,416
Delivery	26,837	-2,712	24,125
People (excluding schools)	67,136	2,822	69,958
Non Departmental / Council Wide	-28,561	-1	-28,562
<b>Total</b>	<b>74,937</b>	<b>0</b>	<b>74,937</b>

## 6 USE OF BALANCES

- 6.1 The Council needs to maintain reserves to aid cash flow and to protect itself from fluctuations in actual expenditure and income. An allowance for cash flow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.
- 6.2 In deciding the level of any contribution from balances, the Executive will wish to have regard to the level of balances available. The Council's General Fund balance is expected to be £9.0m at 31 March 2019, assuming that spending in the current year matches the approved budget. This is made up as follows:

Table 6: General Balances as at 31 March 2019

	£m
General Fund as at 01 April 2018	9.0
Planned use in 2018/19	(2.5)
VAT refund for leisure services*	2.3
Redistribution of surplus on government levy account (paragraph 6.1.3)	0.2
<b>TOTAL Estimated General Balances</b>	<b>9.0</b>

\*The Council has been trying to reclaim VAT on leisure income for a number of years, arguing that the sale of sporting and leisure services should be exempt from VAT. The outcome of a court case last year which ruled in favour of the LB of Ealing's claim for a VAT refund on leisure income prompted the submission of a revised claim for overpaid VAT for the period 2010 to 2018. This claim was successful.

- 6.3 The Council has for many years planned on maintaining a minimum prudential balance of £4m, which indicates that a sum of up to £5.0m is potentially available for use. However, given that these resources are one-off, it is important when considering the use of reserves to not only consider the current year's budget but also future years' pressures.
- 6.4 The Council will also have an estimated £19.8m in the Future Funding Reserve as at 31 March 2019, £4.9m of which will be used to meet the deficit on the Business Rates element of the Collection Fund in 2018/19.

## **7 FUNDING THE BUDGET PROPOSALS**

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £74.937m before allowing for additional interest resulting from the use of balances. This compares with income of -£70.628m from Business Rates baseline funding (-£18.305m) and Council Tax at the 2018/19 level (-£57.692m) less the Collection Fund – Council Tax deficit (£0.427m) and the Collection Fund – Business Rates deficit (£4.942m). The Net Revenue Budget is therefore £4.309m above the level of income for 2019/20.
- 7.2 Each 1% increase in Council Tax in 2019/20 will generate approximately -£0.577m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 2.99%. This is the maximum increases permissible under the current guidance without a referendum and, significantly, is the increase factored into the Governments spending power calculations. This will generate additional income of -£1.727m and reduce the budget gap to £2.582m.
- 7.3 It is recommended that the Council makes a contribution of £2.582m (before additional interest from the use of balances) from General Reserves to bridge the remaining budget gap in 2019/20. The additional interest from the use of revenue balances increases the gap by £0.032m and therefore the amount that needs to be funded from balances to £2.614m.
- 7.4 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to increase by 2.99% to £1,303.83.

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

Line		2018/19	2019/20
		<b>£'000</b>	<b>£'000</b>
	<b>Bracknell Forest's Expenditure</b>		
1	Central	9,028	9,416
2	Delivery	29,355	24,125
3	People	66,536	69,958
4	Corporate Wide Items ( to be allocated)	(252)	377
5	<b>Sub-Total</b>	<b>104,667</b>	<b>103,876</b>
6	<b>Non Departmental Expenditure</b>		
7	Contingency provision	2,500	2,500
8	Debt Financing Costs	1,816	2,221
9	Levying Bodies	111	113
10	Interest	3,326	2,879
11	Pension Interest Cost & Administration Expenses	7,725	7,033
12	Other Services	248	248
13	Business Rates Growth	(13,116)	(14,256)
14	Contribution from Capital Resources	(200)	(200)
15	Capital Charges	(14,560)	(13,511)
16	Contribution from Pension Reserve	(18,305)	(18,664)
17	Contribution to/(from) Earmarked Reserves	11,214	4,096
18	New Homes Bonus grant	(1,767)	(1,351)
19	Local Services Support Grant	(4)	(15)
20	<b>Net Revenue Budget</b>	<b>83,655</b>	<b>74,969</b>
21	Movement in General Fund Balances	(2,515)	(2,614)
22	<b>Net Revenue Budget after use of balances</b>	<b>81,140</b>	<b>72,355</b>
23	Less - External Support		
24	Business Rates	(20,635)	(18,305)
25	Revenue Support Grant	0	0
26	Collection Fund Adjustment – Council Tax	(115)	427
27	Collection Fund Adjustment – Business Rates	(3,045)	4,942
28	<b>Bracknell Forest's Council Tax Requirement</b>	<b>57,345</b>	<b>59,419</b>
29	<b>Collection Fund</b>		
30	Bracknell Forest's Requirement	57,345	59,419
31	divided by the Council Tax Base ('000)	45.30	45.573
32	<b>Council Tax at Band D (excluding Parishes)</b>		
33	Bracknell Forest	£1,265.94	£1,303.83





## Commitment Budget excluding Transformation Savings 2019/20 to 2021/22

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Central</b>				
Approved Budget	18,344	10,728	10,833	10,827
Residents Survey		-29		
Local Development Framework		86	42	-42
Bracknell Town Neighbourhood Development Plan		48	-48	
Net Inter Departmental Virements	-7616			
<b>Central Departments Adjusted Budget</b>	<b>10,728</b>	<b>10,833</b>	<b>10,827</b>	<b>10,785</b>
<b>Delivery</b>				
Approved Budget	13,395	18,690	18,839	18,704
Waste Disposal PFI		165	-10	59
Capital Invest to Save 2015/16 - Street Lighting LED		-98		
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery & Crematorium		-65		
Borough Elections		123	-123	
Establishment of additional polling stations		4		
Revenue impact of 2018/19 Capital Programme - ICT costs		39		
Sports Development		-15		
Capital Invest to Save 2018/19 - Memorial area Easthampstead Cemetery & Crematorium		-4	-2	
Net Inter Departmental Virements	5,295			
<b>Delivery Adjusted Budget</b>	<b>18,690</b>	<b>18,839</b>	<b>18,704</b>	<b>18,763</b>
<b>People</b>				
Approved Budget	48,586	48,734	49,217	49,796
Support to former Independent Living Fund recipients		8		
Additional funding for Adult Social Care		507	509	
Suitability surveys		-20		20
School Improvement Service		0	70	
Duke of Edinburgh Awards Scheme		-12		
Net Inter Departmental Virements	148			
<b>People Adjusted Budget</b>	<b>48,734</b>	<b>49,217</b>	<b>49,796</b>	<b>49,816</b>
<b>Total Service Departments</b>	<b>78,152</b>	<b>78,889</b>	<b>79,327</b>	<b>79,364</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	3,330	5,503	4,800	5,780
Minimum Revenue Provision		405	448	400
Increase in employers Pension Fund contributions		330	330	400
Interest on External Borrowing		-1,500	172	
2018/19 Capital Programme - (Full Year Effect) Interest		24		
2018/19 Use of Balances (Full Year Effect) - Interest		31		
2019/20 Capital Programme - Interest		72	73	
Future Funding Reserve - Interest contribution		-55	-55	
Revenue impact of 2019/20 Capital Programme - ICT costs			12	
Lead Local Flood Authority Grant		-10		
Net Inter Departmental Virements	2173			
<b>Non Departmental / Council Wide Adjusted Budget</b>	<b>5,503</b>	<b>4,800</b>	<b>5,780</b>	<b>6,580</b>
<b>TOTAL BUDGET</b>	<b>83,655</b>	<b>83,689</b>	<b>85,107</b>	<b>85,944</b>
<b>Change in commitment budget</b>		<b>34</b>	<b>1,418</b>	<b>837</b>

## Commitment Budget - Transformation Savings 2019/20 to 2021/22

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Central Departments</b>					
Public Transport Subsidy			-250	-350	
Planning and Development Control		-200	-40		
Parks and Open Spaces		-200	-42	-193	-39
<b>Central Departments Total</b>	<b>0</b>	<b>-400</b>	<b>-332</b>	<b>-543</b>	<b>-39</b>
<b>Delivery</b>					
Easthampstead House		-300			
South Hill Park	-100	-25	0	-75	
Library review	-250	-120	-30		
Leisure Services Review	-300	-600	-66		
Car Parking income	-225	-387	-44		
Easthampstead Park Conference Centre		-131	-325		
Capital Invest to Save 2018/19 - Bracknell Leisure Centre					
<b>Delivery Total</b>	<b>-875</b>	<b>-1,563</b>	<b>-465</b>	<b>-75</b>	<b>0</b>
<b>People</b>					
Adults Transformation		-1,800	-616	-600	-584
Childrens Transformation		-1,180	-734		
<b>People Total</b>	<b>0</b>	<b>-2,980</b>	<b>-1,350</b>	<b>-600</b>	<b>-584</b>
<b>Non Departmental / Council Wide</b>					
Commercial Property Investment Strategy	-1,000	-1,000	-750		
Council Wide Support Services	-500	-311			
Council Wide Support Services - Business Intelligence		-29	-22		
<b>Non Departmental / Council Wide Total</b>	<b>-1,500</b>	<b>-1,340</b>	<b>-772</b>	<b>0</b>	<b>0</b>
<b>TOTAL TRANSFORMATION PROGRAMME SAVINGS</b>	<b>-2,375</b>	<b>-6,283</b>	<b>-2,919</b>	<b>-1,218</b>	<b>-623</b>
<b>Overall Change in Commitment Budget</b>			<b>-2,885</b>	<b>200</b>	<b>214</b>
<b>Total Budget including Transformation Savings</b>			<b>80,770</b>	<b>80,970</b>	<b>81,184</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:

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2020/21 £'000
Central Departments	9,863	9,636	9,087	9,006
Delivery	26,200	25,884	25,674	25,733
People	66,684	65,817	65,796	65,232
Non Departmental/Council Wide	-19,092	-20,567	-19,587	-18,787
	83,655	80,770	80,970	81,184

**Movements**

Central Departments	-227	-549	-81
Delivery	-316	-210	59
People	-867	-21	-564
Non Departmental/Council Wide	-1,475	980	800
	-2,885	200	214

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

**Environment, Culture and Communities Overview and Scrutiny Panel meeting held on 8 January 2019**

### **35. Draft Budget Proposals 2019/20**

It was noted members had received a full draft budget pack as well as agenda papers related to items of the draft budget relating to Environment, Culture and Communities. The information was the same but presented in a different format.

Discussion on the budget resulted in the following comments and questions:

- Members queried why an income was not received where an office space was reclassified from Class B to a Class C dwelling. Andrew Hunter, Director: Place, Planning & Regeneration informed members this fee was set universally across all local authorities so could not be changed locally.
- It was acknowledged this was a consultation process but members queried why some of the proposed fees and charges appeared particularly high. For example, on Page 61 of the agenda there were large increases planned for a marriage in the Haversham room at South Hill Park. Other examples of substantial increases included an 8.2% increase for the internment of a body over 16 years of age in comparison to a 3.5% increase for most other fees and charges. Members also referred to an increase in the fee of citizenship ceremonies held at the weekend. Laura Cooper, Finance Business Partner, agreed to check the reason for the increases with officers responsible for this area and report back to members.
- Members queried why the season ticket for parking at Braccan Walk (Page 77) was proposed to increase by 12.5% as it was thought the hourly rate had been frozen. Damian James, Assistant Director, Contract Services, informed members the season ticket rate was set using the market rate in comparison with other local authorities; benchmarking against other car parks in the area, which were owned privately, and rounding the figure up to £45.00. Some season tickets had been kept low previously to allow the new Town Centre to bed in.
- Members queried why there was a proposed 139.9% increase in the charge for transferring a Hackney Carriage vehicle to a new owner (Page 85). Damian James explained this was due to Bracknell Forest Borough Council (BFC) bringing their fees in line with West Berkshire and Wokingham Borough Council's fees as part of a joint Public Protection Partnership.

### **Actions**

- **Laura Cooper to respond to members questions about crematorium/cemetery fees and wedding/civil ceremony fees.**

## Children, Young People and Learning Overview and Scrutiny Panel meeting held on 9 January 2019

### 27. Draft Budget Proposals 2019/20

Paul Clark, Finance Business Partner, provided an overview on the proposed items in the revenue budget for 2019/20 affecting children, young people and learning. He explained the key parts were prior commitments; proposals regarding new pressures and proposed efficiencies and savings. The current deficit to meet identified needs for Children and Young People was £2.5m. Options available to the Council in order to address the funding gap included raising council tax; drawing down from reserves and/or making reductions in expenditure.

As a result of discussions the following comments and questions were made:

#### *Revenue Budget*

- Members queried a £135k pressure listed in Schools ICT services when three posts had been deleted. It was believed the pressure on that line corresponded to another line which offset the pressure but the member was advised to ask the Interim Executive Director: Delivery directly as they would be better placed to answer this question.
- Members asked why there was a proposed £46k saving anticipated in the Special Educational Needs (SEN) budget at a time when needs were increasing. It was acknowledged SEN was an area of growing need but the saving related to a review of roles and responsibilities in this area to ensure the right people were in the right roles according to national and local priorities.
- Members asked how the Council would ensure the same level of service for training parents and carers to support children with specialist medical needs as it was noted the funding arrangements were changing. Members received assurances that training would be funded by East Berkshire Clinical Commissioning Group (CCG) in the future but processes and people delivering the training would remain the same.
- Members asked the Finance Business Officer what the greatest pressure was for 2019/20 and were directed towards Annex C on Page 30 of the Agenda which highlighted the changes and explained these were not considered to impact significantly on services. Cllr Gareth Barnard, Executive Member for Children, Young People and Learning noted pressures were usually due to increasing numbers of looked after children (LAC) and an increase in complexity of needs. In order to cope with those pressures the department had already e-engineered their approach to the 'front door' to ensure good multi-agency working as well as making changes to the School Improvement Team to hold governors and senior leaders to account more effectively.
- Members queried if children without needs were receiving less as resources were needed for children with higher needs. Cllr Gareth Barnard responded that at the last School's Forum it was announced a further £1m was being committed for revenue needs of schools offering additional places for all children and there was a tenuous link between school funding and attainment. The crucial thing was strong leadership. He also noted some schools had accumulated substantial sums of money and there was an argument it should be spent on those children attending that school currently and Ofsted showed Bracknell had made good progress in that area.
- It was noted the data relating to housing related savings on Page 30 should not have appeared in the agenda as they would be scrutinised by the Adult Social Care, Health and Housing Overview & Scrutiny Panel.

*Capital Budget*

Paul Clark, Finance Business Partner, explained the budget, as set out on Page 55, Annex C, showed investment of £13m in services for children and young people.

- Members asked if the merger of Ascot Heath Infant School and Ascot Heath Junior School was funded by the Church of England or the Council? The Finance Business Partner explained the amalgamation was complicated by land ownership issues but following a conversation with the Oxfordshire Diocese ownership of the land would rest with the Council and the legal transfer was currently being finalised. Cllr Gareth Barnard explained that whilst the Council would take on financial issues relating to the schools the amalgamation would allow the schools to become one entity, one strong leadership team and improve education on the site.
- Members were keen to learn when the new youth facility at Braccan Walk, as per the funding stream on Page 66, would be ready. Cllr Gareth Barnard informed members that it was included in the capital funding pending the conclusion of the feasibility study so that the funds for the project were in the budget. It was noted children and young people had been heavily involved in developing what the youth facility would look like.

## **Adult Social Care and Housing Overview and Scrutiny Panel meeting held on 15 January 2019**

### **40. 2019/20 Draft Budget Proposals**

The Panel considered and commented on the key themes and priorities for Adult Social Care, Health and Housing as outlined in the Council's Draft Budget Proposals for 2019/20.

Panel members were asked to give advance notice to the Chairman of any questions relating to the Draft Budget Consultation in advance of the meeting.

Julian McGowan, Business Partner: Finance, introduced the draft Budget proposals that related to Adult Social Care, Health and Housing. He advised the Panel that:

- The report summarised the proposed 2019/20 budget and provided details on savings, pressures and fees & charges relevant to the Adult Social Care, Health and Housing Overview and Scrutiny Panel (ASCH&H O&S Panel).
- The overall budget had been set at £79m which resulted in a gap of £2.5m from known funding sources.
- Members would be able to close this gap by
  - Raising Council Tax
  - Using general reserves
  - Requesting further savings to those already detailed in the paper are identified. The annexes detailed the commitment budget and identified pressures and savings.
- The commitment budget included a target of £616k efficiencies from Adult Social Care transformation.
- Pressures had been estimated at £850k for Adult Social Care, offset by savings across Adult Social Care and Housing of £567k.
- The Capital budget for Adult Social Care contained just one project, the redevelopment of the Heathlands site into a new care home.
- The total value of this scheme was £10m, funded £7m by the Council and £3m from the CCG.

Within Adult Social Care related savings, Members asked what the Mental Health Community Network budget was to provide and why it hadn't been used. In response to the Member questions, Julian McGowan, Business Partner: Finance advised that:

- The money was used for Community Connectors and recovery services. There was unspent money because the service had been delivered in a smaller envelope than had been anticipated.

Within Adult Social Care related savings, clarity was sought to explain the statement "Additional income from increased activity in the deputyship team". In response to the Member question, Melanie O'Rourke, Assistant Director Adult Social Care Operations advised that:

- The Ministry of Justice had made some changes to guidance on charges that could be made and an increase in income had resulted from those charges. For example, charges could now be applied for completion of court reports, travel into individual's homes and applied to people who own their own homes.

## Overview and Scrutiny Commission meeting held on 24 January 2019

### 38. The Councils Budget Consultation

The Commission considered a report that set out draft budget proposals for 2019/20. It was reported that the Executive would be considering all representations made at its meeting on 12 February 2019, before recommending the budget to Council.

The Director: Finance updated the Commission and made the following points:

- The financial settlement had been received late due to Brexit which had impacted the budget planning as the settlement had not been received when the budget papers were published in December.
- The report highlighted a number of pressures and transformational savings.
- The directorate restructure, which had been undertaken in September 2018, no longer matched the O&S structure, therefore many of budget items that historically would have been reviewed at the Overview and Scrutiny Commission under the old resources directorate had been reviewed at the Environment, Culture and Communities O&S Panel.
- The report to the Commission covered the whole budget but also specifically looked at items in regards to Finance & OD, Transformation and HR.

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

- The recent announcement made in regards to the relocation of Vodafone was a potential risk to the 2019/20 budget. It had been recorded on the Corporate Risk register as the impact would be high, but the current likelihood was low. The time scales for the relocation were currently unknown however if the relocation happened at the start of the financial year there would be a significant impact on the budget, however if it was a shorter period of the year the financial impact wouldn't be as significant. As the Council was part of the Berkshire Business Rate pilot, the County as whole would receive income from Vodafone as they would be relocating to the Newbury area, so this did give a level of protection.
- New homes bonuses was an area that the council should be looking at as a significant number of houses were being built.
- The fees and charges were formulated through a tried and tested process. The aim was to ensure that the charge covered the cost of delivering the service. However some of the fees and charges did have further limitations such as pre-set charges set by the government, or services that could be delivered in the market place, so there was a need for the charge to be competitive. There were yearly increases which were in line with inflation; this could be 3/4/5%, the increase helped with the overall budget.
- Business Partners worked with directorates on a case by case basis to ensure the fees were set at the correct level.
- The setting of some fees were out of the Council's control, such as planning which was prescriptive and social care, as an element was set by Government. The majority however, were at the Council's discretion.
- At Environment, Culture and Communities O&S Panel, held on the 8 January 2019, Members had queried the proposed increase in the charge for transferring a Hackney Carriage vehicle to a new owner. It was queried whether this was a joint discussion as the increase was great. The Director: Finance explained that there was a desire to regularise the joint Public Protection Partnership and to bring the Council's fees in line with West Berkshire and Wokingham Borough Council's fees. Members raised concerns about the unison in the partnership and wanted to make sure that the Council didn't lose its ability to set its own fees and charges.

- There was a reduction in the number of internal audit days delivered which had produced a saving. The Council has signed up to the national rate arrangement.
- External audit fees continued to reduce in line with the tendering process undertaken previously.
- The number of internal audit days delivered would be the same as the past three years.
- A request had been made for funding for a full time Apprenticeship Manager to maximise the apprentice levy. An interim had been in place and there was a wish to make this a permanent appointment as it had been successful.
- The apprenticeship levy had been used to support existing apprenticeships at the Council. So far there were sixty five people using the levy.
- In recommendation 2.4 of the Revenue Budget report, the £1m additional funding for schools to be made available from the Council was to help mitigate the financial impact of new schools opening in the Borough. The issue had been raised by the School's Forum in response to the draft budget consultation as existing schools felt that they were being penalised. The Executive had responded to this issue with the additional funding to be allocated through the funding formula. Academies were outside of this arrangement.
- Members were in support of recommendation 2.4 as it was desperately needed to support schools with empty places, however it was felt that the recommendation needed to be more specific as it didn't indicate what the funding was for nor that it had been raised by the Schools Forum.

The Director: Finance stated that the O&S structures needed to link properly to the new directorate structure going forward to ensure that the budget process could be navigated more smoothly in the coming years.

The Commission endorsed the report and the comments made in the minute extracts from Overview & Scrutiny Panels.

The final budget would be going to Executive for endorsement on 12 February 2019 and for approval at Full Council on 27 February 2019. All comments from the Overview and Scrutiny Panels would be annexed to the Executive report.



**Response to the 2019/2020 Budget Consultation by Mary Temperton, on Behalf of Bracknell Labour**

This is the eighth such response I have made and it does not get any easier. The papers are very complex and I suggest, difficult for most residents to fully appreciate without 'inside knowledge'. I am in a privileged position and would like to thank the Finance team of officers for giving their time to answer my questions and helping me have a detailed insight.

As this is the last year of the four- year Local Government Funding Settlement, the budget could be drawn up on expected settlement figures, and, once the figures were released, this proved to be the case.

Last year, the officers did well to win the six Berkshire Unitaries bid and lead the pilot scheme to retain 100% of the business rate locally. This provided about £7m which has been put aside to provide protection against the expected negative funding changes expected 2020/2021. They are to be congratulated for the fact that they have done the same again for the new pilot of 75% retention, so more money for the 'Future Funding Reserve'? The Government's plans for the funding of Local Government is still uncertain so I accept that this prudence is essential until the facts are known.

The recent announcement by Vodafone, must surely impact directly on the finances of this council.

The Public Health grant is ring-fenced, at the moment. But is still reduced this year, despite national problems with obesity, dental health and emotional wellbeing. Extra grant funding for Adult Social Care has been received and promised in 2019/20 as part of the government's response to the huge pressures being experienced.

It is disappointing to note that the New Home Bonus for Bracknell Forest is lower than expected partly because there are a large number of unoccupied new houses. This has also affected the growth of the taxbase. Overpricing of houses does not help. What can the Council do to improve this?

I fully support the need to raise the Council Tax to support pressures in both Adult Services and in Children's services

I support the proposed 2.99% increase in Council Tax, avoiding the need for a referendum which would be both costly and almost certainly rejected. I appreciate this is the maximum value that can be increased this year as the extra 6% increase, over a three year period, permitted by the government to support Social care pressures has already been raised in the previous two years, thus avoiding higher tax this year – the year of the Local elections.

The increase in overall maintenance liabilities concerning. Bracknell Town buildings were all built in the same era, of the same materials and design, and this in itself must pose a problem. This does not look well for the future when Council finances will be even tougher.

The budget state £3.105m: urgent planned maintenance works in schools on the current building condition surveys, but a school works programme of £1,499m- all funded from the DFE Schools

Capital Maintenance budget grant. “The programme of works will be matched to the available budget”- so £1.6m urgent maintenance will not be done!

I fully support the Heathlands project.

I support the relocation of the Education Centre following the sale of Easthampstead Park Conference Centre. The Education Centre offers good support to all Bracknell Forest schools. The creation of a learning kitchen to teach pupils with special needs life skills they need to be independent in adulthood is to be applauded.

I again regret and oppose the withdrawing of grant funding to South Hill Park - the final reduction in funding of £75,000 in this budget. It had been assumed that the Trust would be able to make up the shortfall from new generation of income from the enlarged restaurant, and weddings. The print room has been established upstairs, and the restaurant is being completed, but the necessary income has not yet been realised. I attended the SHP AGM and was greatly impressed by the expertise and mindset of the new Trust board members. They will make this work. But they need more time. They have applied for a loan; if a grant cannot be given, then at least it will enable them to move forward with the loan.

I regret that there is nothing in the budget to support the introduction of domestic food waste collection. This may be funded in the future by a government grant, but other Councils are already there and doing it.

I fully support the investment in our local neighbourhood shopping areas. They are the hub of our communities and all are looking very tired.

The Look Out – after South Hill Park- is the best thing we have in Bracknell Forest. The Science Centre there is excellent and I fully support the upgrade. This has to be kept exciting for regular attendees. I have already recommended the inclusion of a solid carbon dioxide exhibit.

I fully support the long promised Youth Facility in the heart of our new town. As described, this will be a hub for Youth Work with our most vulnerable young people. It must not just be the centre for ‘targeted work’ but also a real attraction for young people so that they come into town to join in all the activities offered there. A good bus service from all our communities will be essential.

In the Revenue Papers, I note that inflation has not yet been finalised but assumed pay awards of 2% have been included.

I have accessed the Schools’ budget papers from the Schools’ Forum meeting and they, as last year, are very, very difficult to follow. The further promise of £1.54m for Bracknell Forest Schools is good news but this will have to cover pay awards, inflation and increased SEN spending. Added to this, each BF maintained school has to lose some of its funding, to compensate the newly built schools that are not yet fully occupied. The papers suggest this is a pressure of up to £5m over the next 4 years; I support the Council giving £1m over the next four years to address this impact of the delivery of new schools on the existing schools.

I questioned the reduction of £250K under ‘Public transport Subsidy’ and now realise this is because less than expected numbers are taking up and using the ‘Free Bus Passes’. I ask the Council to

explore why these are not being used as their employment helps reduce loneliness, aids sociability and helps keep the buses available for all on all routes.

If older residents are not coming into our new town centre- equivalent to £250K- then questions should be asked 'why not' ?

I note the savings because of the introduction of the LED lighting. I fully support this project, but the lights in many areas are ineffective because the poles are too short, there are not enough of them, and they light up the road not the paths. Some of this saving should be used to make the scheme effective.

I fully support the permanent recruitment of a specialist worker to support the prevention of exploitation and children going missing.

The increase in charges to Bracknell Forest by the Thames Valley adoption Service because more children have been adopted is good news.

I am very concerned about the cut of £46K in the Special Education Team, however. This is a real priority for our residents and our children need to be assessed and supported as soon as possible.

Bracknell Forest needs to improve the number of completed Education, Health and Care plans in Primary Schools compared to other authorities. Early assessment of educational needs can greatly improve the child's attainment and subsequent success at secondary school. This money is needed by our vulnerable children.

£15k because Bracknell Forest is making hay and selling it is also good news.

How glad I am that the council voted to NOT accept the recommendation to increase members' Allowances.

I acknowledge that the transformation programme- to look at every service, the way every department works, and do things differently - has saved the Council about £12m in the last two years. I think all the workforce should be congratulated in enabling this to happen.

Because of the huge depletion in the Government Revenue Support Grant, I appreciate how tight the finances are and recognise the need to raise the Council Tax by 2.99%.

With the £46K back in for SEN and money for SHP, the extra money should be taken from the balances.

## Report Settings Summary

Event	<b>Budget Consultation 2019/20</b>
Total Responses	<b>7</b>
Total Respondents	<b>1</b>
Questions	<i>Custom selection (see Table Of Contents)</i>
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	
Created on	2019-02-01 07:59:18
Created by	Verity Breeds

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Name & Address .....	17

# Efficiency savings

Question responses: 7 (100.00%)

To what extent do you agree with the proposed efficiency savings?

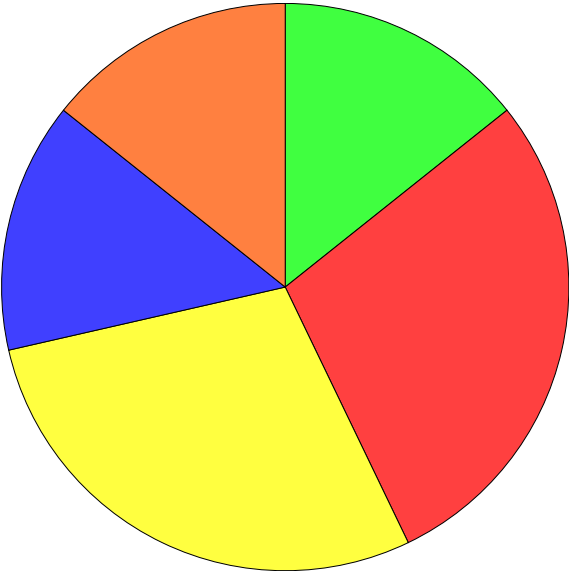


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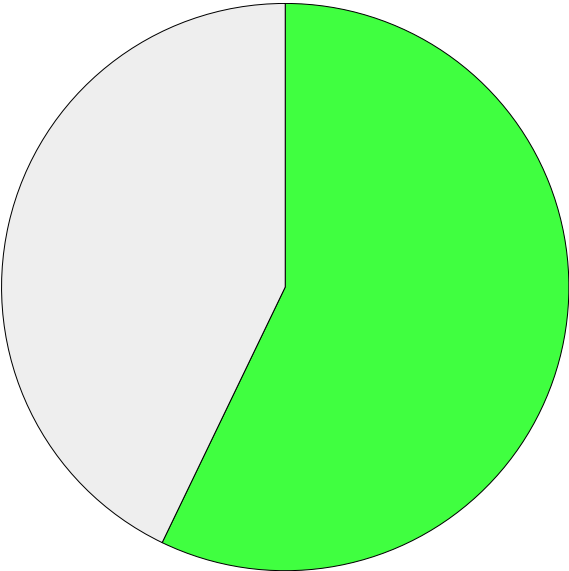
	% Total	% Answer	Count
<div>Strongly Agree</div>	14.29%	14.29%	1
<div>Agree</div>	28.57%	28.57%	2
<div>Neutral</div>	28.57%	28.57%	2
<div>Disagree</div>	14.29%	14.29%	1
<div>Strongly Disagree</div>	14.29%	14.29%	1
Total	100.00%	100.00%	7

Table .2

# Why proposed efficiency savings

Question responses: 4 (57.14%)

Please tell us why you agree or disagree with the proposed efficiency savings



	% Total	% Answer	Count
<div></div> [Responses]	57.14%	100.00%	4
<div></div> [No Response]	42.86%	--	3
Total	100.00%	100.00%	7

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				Stop paying management consultants in children's social care, some are on £300 a day, it's pathetic they add no	19/12/18 12:42	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				value. Rapid improvement team are a waste of money and space				
2				I realise that we don't have a magic money tree and in truth have managed savings so far and have balances our budget As you say there is a limit to how much more we can save on efficiencies alone.	19/12/18 16:28	0.1	Submitted	web
3				I disagree with the Government proposal to end funding to councils.	22/12/18 08:07	0.1	Submitted	web
4				Prudent, well balanced and deliverable	12/01/19 12:34	0.1	Submitted	web

Table .3



changes to services

Question responses: 7 (100.00%)

To what extent do you agree with the Council's proposals to increase expenditure in specific areas?

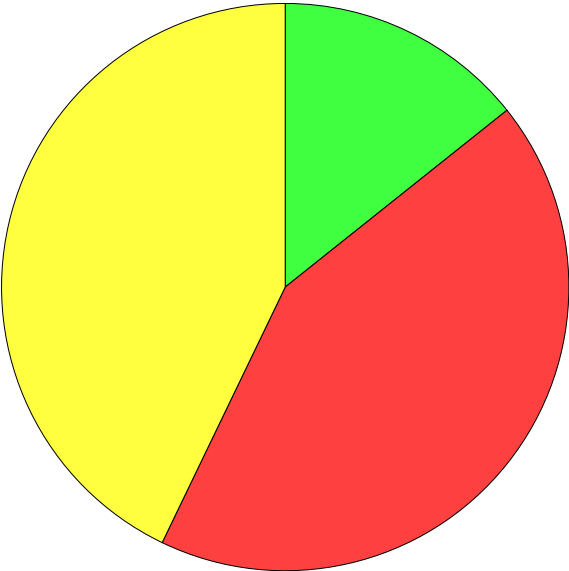


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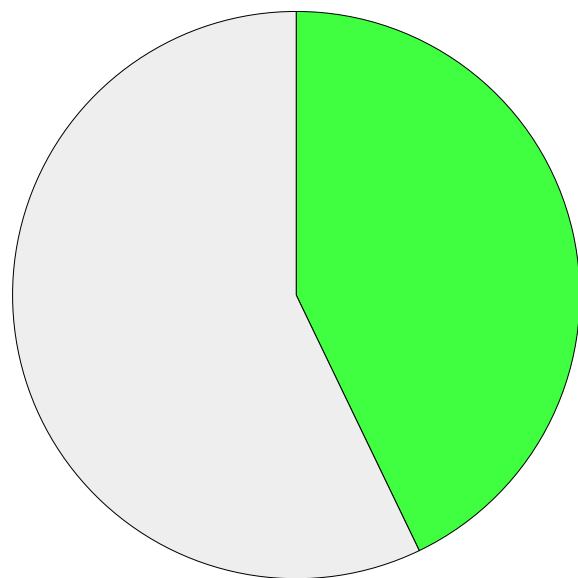
	% Total	% Answer	Count
<div></div> Strongly Agree	14.29%	14.29%	1
<div></div> Agree	42.86%	42.86%	3
<div></div> Neutral	42.86%	42.86%	3
<div></div> Disagree	0.00%	0.00%	0
<div></div> Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	7

Table .2

## why changes to services

Question responses: **3 (42.86%)**

Please tell us why you agree or disagree with the Council's proposals to increase expenditure in specific areas



	% Total	% Answer	Count
<span style="color: green;">■</span> [Responses]	42.86%	100.00%	3
<span style="color: grey;">■</span> [No Response]	57.14%	--	4
Total	100.00%	100.00%	7

**Table .2**

**Table .1**

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				Social care and children's services have to be protected	19/12/18 16:28	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
3				I suppose you have to confirm to what Government dictates but I don't agree with services being funded only by Council Tax. Removing responsibility from Central Government	22/12/18 08:07	0.1	Submitted	web
4				Continues to support our most vulnerable residents, other services are measured on value for money	12/01/19 12:34	0.1	Submitted	web

Table .3

transformation

Question responses: 7 (100.00%)

To what extent do you agree with the Council's proposed Transformation Programme?

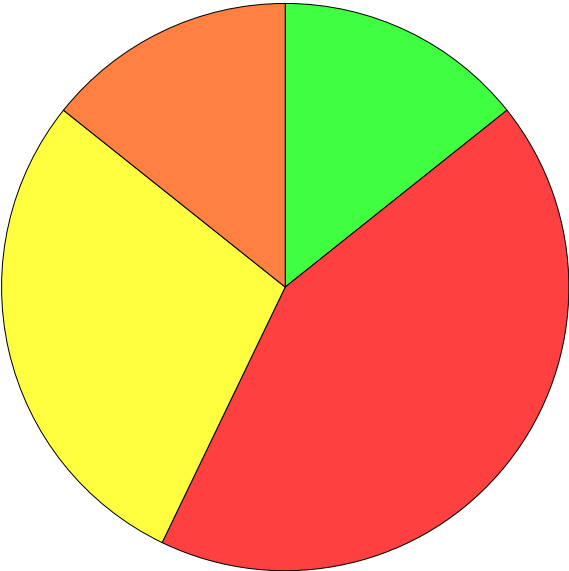


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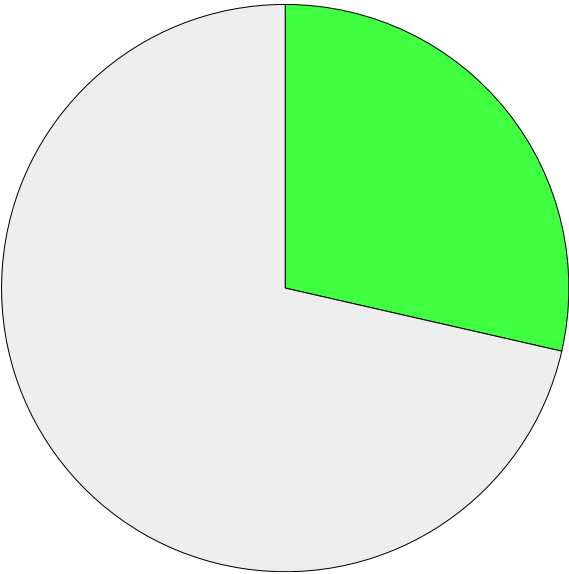
	% Total	% Answer	Count
<div></div> Strongly Agree	14.29%	14.29%	1
<div></div> Agree	42.86%	42.86%	3
<div></div> Neutral	28.57%	28.57%	2
<div></div> Disagree	0.00%	0.00%	0
<div></div> Strongly Disagree	14.29%	14.29%	1
Total	100.00%	100.00%	7

Table .2

why transformation programme

Question responses: 2 (28.57%)

Please tell us why you agree or disagree with the Council's Transformation Programme



	% Total	% Answer	Count
<div></div> [Responses]	28.57%	100.00%	2
<div></div> [No Response]	71.43%	--	5
Total	100.00%	100.00%	7

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				It relies on paying expensive consultants	19/12/18 12:42	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				I think I've already answered that question	19/12/18 16:28	0.1	Submitted	web

Table .3

# Capital Spending Proposals

Question responses: 7 (100.00%)

To what extent do you agree with the Council's capital spending proposals?

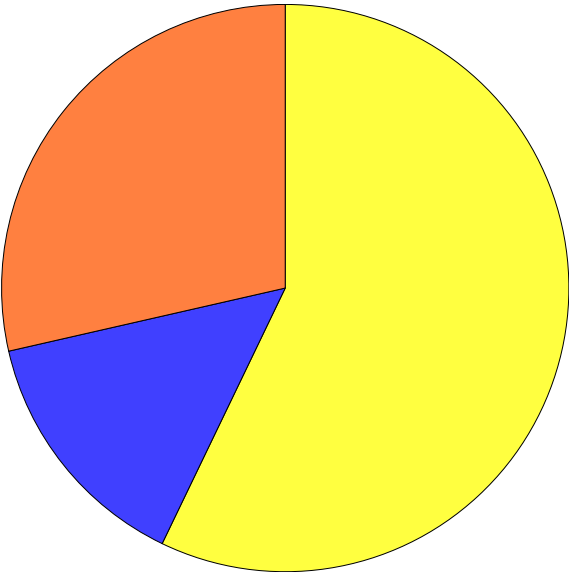


Table .1

	% Total	% Answer	Count
<div>Strongly Disagree</div>	0.00%	0.00%	0
<div>Disagree</div>	0.00%	0.00%	0
<div>Neutral</div>	57.14%	57.14%	4
<div>Agree</div>	14.29%	14.29%	1
<div>Strongly Agree</div>	28.57%	28.57%	2
Total	100.00%	100.00%	7

Table .2

# Capital Comments

Question responses: 1 (14.29%)

Please tell us why you agree or disagree with the Council's capital spending proposals

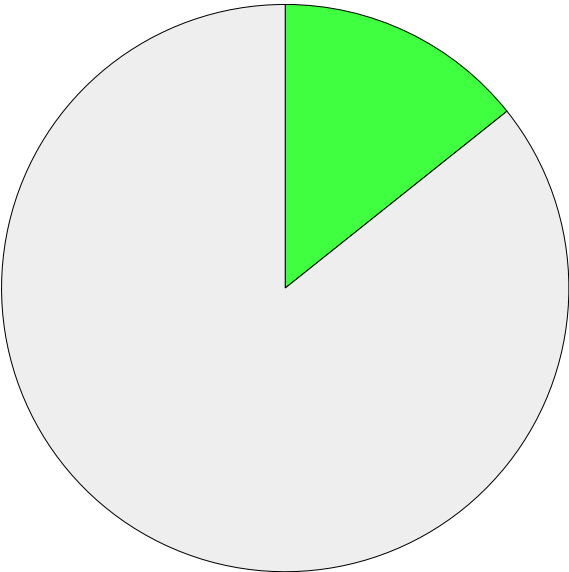


Table .1

	% Total	% Answer	Count
<div></div> [Responses]	14.29%	100.00%	1
<div></div> [No Response]	85.71%	--	6
Total	100.00%	100.00%	7

Table .2



ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				More money should be spent on social houses, by which I don't mean affordably housing ehich is beyond the means of most young people	19/12/18 16:28	0.1	Submitted	web

Table .3

# Other Comments

Question responses: 0 (0.00%)

Please add any other comments

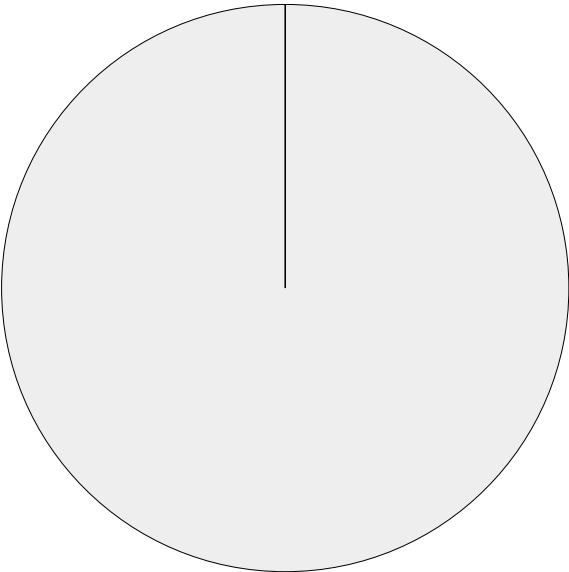


Table .1

There is no data to display for this question

	% Total	% Answer	Count
<div></div> [Responses]	0.00%	0%	0
<div></div> [No Response]	100.00%	--	7
Total	100.00%	0%	7

Table .2

# Questions

Question responses: 0 (0.00%)

Please add any questions you may have

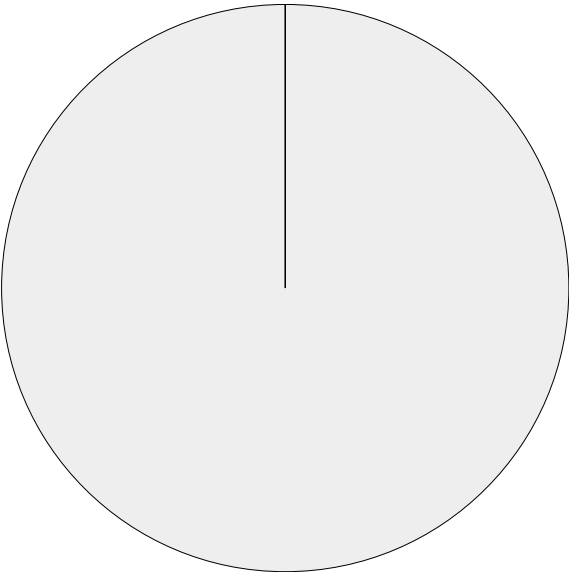


Table .1

There is no data to display for this question

	% Total	% Answer	Count
<div></div> [Responses]	0.00%	0%	0
<div></div> [No Response]	100.00%	--	7
Total	100.00%	0%	7

Table .2



## CENTRAL

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Finance – Audit</b>  A reduction in the number of internal audit days delivered by the Council's external providers (-£20,000).  External audit fees continue to reduce in line with the tendering process undertaken previously (-£5,000).	-25		
<b>Human Resources</b>  Reduction in the equipment purchase (-£2,500) and printing (-£2,000) budgets, both of which have been underspent previously.	-4		
<b>Human Resources</b>  Whilst there is a current in-year pressure on the long service awards/staff rewards scheme, this is due to a peak year and also the dual awards schemes. In future years, the new scheme will create a cost saving.	-2		
<b>Monitoring Streetworks</b>  Increase in Monitoring Streetworks and New Roads and Street Works Act (NRSWA) Penalty income budgets in line with income received in prior years and projections for the current year.	-50		
<b>Parks &amp; Countryside</b>  Responsibility for meadow cuts to be taken in-house reducing external costs.	-15		
<b>Organisational Development</b>  A full time Apprenticeship Manager is required in order to manage the arrangements surrounding the apprenticeship levy effectively, align training needs to the Organisational Development strategy and utilise the levy payment to the maximum.	50		
<b>Town Centre</b>  As a result of the town centre redevelopment additional annual maintenance costs are being incurred, which include the Real Time Passenger Information System, Urban Traffic Management Control system and Variable Message Signs.	48		
<b>CENTRAL TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>

## DELIVERY

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Surveyors</b>  Underspends were identified within Others Fees for Bought in Services and Consultants Fees	-20		
<b>Operations Unit – Vehicles</b>  Income exceeded budget in 17/18 due to the hiring of vehicles.	-15		
<b>Digital Services</b>  The deletion of two vacant technical posts in the Digital Services team results in a saving, however, it is necessary to replace their input with bought-in services, and therefore a corresponding pressure arises to meet this requirement.	-62		
<b>Schools ICT SLA</b>  Following the resignation of 3 technical staff, the decision was taken to no longer provide the technical service as part of the SLA. The deletion of these posts and a subsequent restructure of the remaining staff has created a saving on the staffing budget. However there is a corresponding pressure on the income target due to not offering the technical service.	-135		
<b>Members &amp; Mayoral Services</b>  This saving can be made as a result of the Council deciding not to accept the recommendation of the Independent Remuneration Panel to increase Members' Basic Allowance and Special Responsibility Allowances by the percentage increase agreed for staff.	-13		
<b>Registrars, Schools Appeals &amp; Elections</b>  Underspends have been identified across various supplies and services.	-3		
<b>ICT Services</b>  Once the upgrade of all devices to Windows 10 is completed, the Zenworks desktop deployment solution will no longer be required.	-49		
<b>Commercial Sponsorship</b>  Budget for commercial sponsorship increased to reflect actual income received.	-9		

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Operations Unit – Post Room &amp; Postage</b>  Restructure of the post and scanning teams. In addition, the use of GovNotify, GovDelivery and online communication methods and a reduction in paper post being sent has created a saving on postage.	-52		
<b>Brown Bins</b>  The budget for 2018/19 had been set to take account of potential losses of customers. The number of customers has not reduced by the amount initially expected and therefore the income budget can be reset to take into account non cash recharges so that the service breaks even.	-50		
<b>Cemetery &amp; Crematorium</b>  Additional income from increased services due to the new chapel. The increased income is based on an additional two cremations per day, Monday to Saturday over 50 weeks.	-480		
<b>Waste Management</b>  Savings arising from re3 local initiatives at recycling centres. Increased levels of recycling results in more tonnage being diverted from landfill.	-50		
<b>Public Protection Partnership – Regulatory Services</b>  The Joint Management Board has considered the budget in light of a request to reduce partner contributions and a desire to align fees and charges where possible.	-38		
<b>Departmental Management</b>  Reduction in various supplies and services budgets	-13		
<b>Public Conveniences</b>  Savings arising from a review of budgets for Business Rates and maintenance.	-9		
<b>Revenue Services</b>  Restructure of the revenues team resulting from the re-design of processes.	-61		
<b>Operations Unit – Cash</b>  Reduction in cash and cheques and therefore collections at Time Square.	-5		

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Democratic &amp; Registration Services</b>  From 31 November 2018 there will no longer be a role for Registrars to provide a Nationality Checking Service (NCS) to the UK Visa and Immigration Service (UKVI). UKVI has appointed a new commercial partner to manage this service and customers are now able to complete their immigration application online at new service points across the UK.	45		
<b>Cemetery &amp; Crematorium</b>  Our existing contractor has been awarded our cleaning contract again for a further two years. They had held their price for the last 4 years but with the new chapel and additional cleaning areas and an expected uplift on the current costs it will give us a pressure moving forward.  In addition to this, two additional members of staff are required; an attendant and a grounds person. The nature of the grounds has changed over the years, as such the cemetery has filled and so it has reduced the large areas of easy to cut grass. Whilst the new Chapel has been designed as much as possible to minimise staffing needs, the current team is too small to be able to cover this facility to achieve the proposed additional income generation.	58		
<b>Environmental Services</b>  There will be a need to increase resources to undertake the new work required by Continental Landscapes Ltd (CLL) on both Street Cleansing and Grounds Maintenance Contracts. This will create an unavoidable budget pressure on the contract as the new work on these estates is phased in.	120		
<b>Parking</b>  The Residents Parking scheme is required to avoid issues with town centre parking, however the cost of the scheme exceed incomes. There is also a pressure within Decriminalised Parking Enforcement due to income reducing historically over time.  Visits to the Council's car parks are less than those estimated pre-opening of the Lexicon, and in addition to this, the decision to freeze car parking charges to Sept 2019 has meant assumptions around increases in income have had to be revised downwards.	231		
<b>Public Protection Partnership – Regulatory Services</b>  The rateable value of the additional licenced premises within the town centre is lower than was previously expected in the budget.	40		



<b>Description Impact</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
This results in the annual fee income being of a lesser value even though the total number of premises may look representative to past years. Income from the taxi trade is also on the decline due to an increase in the number of drivers now operating through Uber. The minimum loss per annum per driver is £393.61.			
<b>Digital Services</b>  The deletion of two vacant technical posts in the Digital Services team results in a saving, however, it is necessary to replace their input with bought-in services, and therefore a corresponding pressure arises to meet this requirement.	<b>62</b>		
<b>Schools ICT Service Level Agreement (SLA)</b>  Following the resignation of three technical staff, the decision was taken to no longer provide the technical service as part of the SLA. The deletion of these posts and a subsequent restructure of the remaining staff has created a saving on the staffing budget. However there is a corresponding pressure on the income target due to not offering the technical service.	<b>135</b>		
<b>ICT Services</b>  Additional licensing required for VMWare services, Splunk licences are required to increase the capacity for future scanning and an additional Health Check is required on our usage of the cloud as well as on premises services that inform the Public Services Network (PSN) requirements.	<b>18</b>		
<b>Town Centre</b>  Additional maintenance costs within the car parks as a result of town centre redevelopment.	<b>59</b>		
<b>Highways</b>  Following the decision to bring together the Highway Asset Management and Transport Development services it has been possible to streamline the management of the functions resulting in the deletion of the Highways Asset Manager post.	<b>-59</b>		
<b>DELIVERY TOTAL</b>	<b>-355</b>	<b>0</b>	<b>0</b>

## PEOPLE

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<p><b>Revised delivery of services and support arrangements</b></p> <p>As part of the on-going process to improve efficiency, the Department continues to review services to consider alternative ways for their delivery or opportunities for cost reductions through reduced take up or general efficiencies.</p> <p>The main changes proposed this year regarding lower demand relate to:</p> <ul style="list-style-type: none"> <li>• Demand for direct payments to a young person needing care and support, to pay for the cost of arranging all or part of their own support rather than through the council, has reduced.</li> </ul> <p>Other changes in response to service review, new ways of working and general efficiencies are:</p> <ul style="list-style-type: none"> <li>• The Special Educational Needs Team assesses the educational needs of children and young people with special needs and disabilities. The Team will be reviewed and updated, with changes in roles and responsibilities to ensure statutory duties and key local priorities continue to be met (£46,000).</li> <li>• The funded training for parents and carers to support children and young people with specialist medical needs will cease as it will in future be funded and delivered by the Clinical Commissioning Group (£7,000).</li> <li>• Funding for Oakwood Youth Challenge Activity Centre of facilities to increase/develop inclusion for children with disabilities will cease now that the work has concluded and is now embedded and self-sustaining. No further funding contributions are required (£2,000).</li> </ul>	-15		
<p><b>Housing related savings</b></p> <p>Savings can be categorised as follows:</p> <ul style="list-style-type: none"> <li>• Following a management restructure the number of Heads of Service posts has reduced.</li> <li>• The cost of the Disabled Facilities Grant team will be met from the associated grant from central government.</li> <li>• Reduction in net homelessness costs due to lower levels of Bed &amp; Breakfast, and income from temporary accommodation.</li> </ul>	-120 -87 -40		

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<p><b>Adult Social Care related savings</b></p> <p>Savings can be categorised as follows:</p> <ul style="list-style-type: none"> <li>• Better Care Fund funding for assistive equipment &amp; technology.</li> <li>• The grants and donations budget will be aligned to reflect current commitments. Further discretionary grants awarded during the year will be considered in the light of the current budgetary position.</li> <li>• Uncommitted budget in the Mental Health Community Network budget will be reduced. As this is budget that has not been used in the current year, there are not expected to be any adverse service implications.</li> <li>• Additional income from increased activity in the deputyship team.</li> </ul>	<p>-180</p> <p>-105</p> <p>-25</p> <p>-10</p>		
<p><b>Commissioning and Social Work</b></p> <p>Permanent recruitment of a specialist Exploitation and Prevention Worker (Assistant Team Manager) to support the prevention of exploitation and children going missing. This will ensure coordination and oversight in respect of the guidance (Section 7 of the Social Services Act 1970) which must be complied with in regard to independent return home interviews for children who go missing (each time) from home or care. There were 627 missing episodes last year and over 180 children who had exploitation services (either sexual exploitation or county lines).</p>	<p>54</p>		
<p><b>Children Looked After</b></p> <p>Based on the current costed schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects the known number of children being looked after next year. There is significant turnover in the looked after population with varying placements costs depending on the age of child and type of placement needed. A small number of placements are at a very high cost. The pressure also includes an increase (£11,000) from the Adoption Thames Valley Shared Service, which provides a regional adoption service for 7 Local Authorities, including Bracknell Forest. Cost allocation through the partnership is through an agreed formula based on the proportion of adoptions by each Local Authority over the previous 3 years. Each year the proportion changes as the latest 3 year usage data is used. The charge to Bracknell Forest has increased as a greater proportion of adoptions were secured than in the previous period.</p>	<p>911</p>		

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Education related statutory duties</b>  The Department for Education no longer provides grant funding to Local Authorities to meet these costs. An agreement is in place with maintained schools to contribute to the costs at £20 per pupil. Academy schools meet the responsibilities directly and do not make a contribution. As more schools have converted to academy status, the income receipt has reduced.	23		
<b>Externally provided Adult Social Care</b>  Based on the current cost of care packages there continues to be a pressure on Adult Social Care. Most of the pressure is being noted in the Older People budget, but also includes the Learning Disability budget. The pressure is caused by an increase in complexity of packages as the number of individuals supported has marginally decreased in recent months. This pressure will be kept under review throughout the budget setting cycle as care costs are volatile and can change significantly.	982		
<b>Schools Budget- New Schools</b>  There is a significant medium term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. New schools generally need to open at the start of the developments and will take a number of years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of scale. This cost pressure is not adequately resourced in the funding settlement from the government and in order to protect school budgets, up to £1m of funding will be provided by the Council over the next four years.	338		
<b>PEOPLE TOTAL</b>	1,671	0	0

## COUNCIL WIDE

Description Impact	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Departmental Supplies &amp; Services</b>  The following budgets have been centralised following the closure of Easthampstead House and the transfer of staff to Time Square: postage, stationery, refreshments and mobile telephones. As a result of the centralisation and previous underspends, a saving has been identified.	-64		
<b>Voluntary Sector Grants</b>  The Council provides grant support to some voluntary sector organisations that are also able to generate income from charges to their service users. Recognising this, it is proposed to implement the previously agreed tapering of grant support to Shopmobility (£9,850) following an eightfold increase in visitors to the town centre, and to reduce the grant to Keep Mobile (£10,000) and seek to agree further phased reductions over time.	-20		
<b>Earmarked Reserves</b>  Funding from an earmarked reserve to help meet the additional cost of new schools. Up to £1m will be provided by the Council over the next four years.	-338		
<b>COUNCIL WIDE TOTAL</b>	<b>-422</b>	<b>0</b>	<b>0</b>



## TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 1.5 CIPFA defines treasury management as:  
  
*“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*
- 1.6 Revised reporting is required for 2019/20 due to revisions of the Ministry of Housing, Communities and Local Government's (MHCLG) Investment Guidance, the MHCLG Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes include the introduction of a capital strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011. The capital strategy is being reported separately.

### Capital Strategy

The CIPFA revised 2017 Prudential and Treasury Management Codes require, for 2019-20, all local authorities to prepare an additional report, a capital strategy report, which will provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of this capital strategy is to ensure that all elected members on the full council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

This capital strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset.

If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

### **Treasury Management reporting**

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

**a. Prudential and treasury indicators and treasury strategy** (this report) -

The first, and most important report is forward looking and covers:

- the capital plans, (including prudential indicators);
- a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
- an investment strategy, (the parameters on how investments are to be managed).

**b. A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.

**c. An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

1.7 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.

1.8 The Treasury Management Strategy for 2019/20 covers two main areas:

#### **Capital issues**

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

#### **Treasury management issues**

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;



- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

## **The Capital Prudential Indicators 2019/20 – 2021/22**

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 2019/20 to 2021/22 complements these indicators.

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### **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 such as the impact of the wider economy.

The Council is asked to approve the summary capital expenditure projections below and to note the out-turn position reported to the Executive and approved on the 17<sup>th</sup> July 2018.

<b>Capital Expenditure</b>	<b>2019/20 Estimate £000</b>	<b>2020/21 Estimate £000</b>	<b>2021/22 Estimate £000</b>
Capital Expenditure	33,437	4,980	4,780
Commercial Activities	0	0	0
<b>Financed by:</b>			
Capital receipts	5,599	3,000	3,000
Capital grants & Contributions	14,387	2,445	2,445
<b>Net financing need for the year</b>	<b>19,050</b>	<b>-465</b>	<b>-665</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 CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

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.

## Annexe E(i)

The Council is asked to approve the CFR projections below:

£m	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
<b>Capital Financing Requirement</b>					
CFR – services	127,740	147,492	165,042	185,936	184,863
CFR - Commercial activities/ non-financial investments	<b>58,381</b>	<b>89,940</b>	<b>89,609</b>	<b>89,270</b>	<b>88,924</b>
<b>Total CFR</b>	186,121	237,432	254,651	275,206	273,787
<b>Movement in CFR</b>	<b>74,413</b>	<b>51,311</b>	<b>17,219</b>	<b>20,555</b>	<b>-1,420</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	73,208	49,618	14,850	17,722	-4,674
Less MRP/VRP and other financing movements	1205	1,693	2,369	2,833	3,255
<b>Movement in CFR</b>	<b>74,413</b>	<b>51,311</b>	<b>17,219</b>	<b>20,555</b>	<b>-1,420</b>

*# 2018/19 includes impact of carry-forward from 2018/19 in addition to 2019/20 Capital Programme*

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

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

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum. In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017.

Further statutory guidance on MRP was issued by Government on 2 February 2018, which largely becomes effective from 1 April 2019. The exception related to the section allowing local authorities to change their approach to calculating MRP at any time, which took effect immediately. A key part of the updated guidance clarified that the duty to make MRP extends to investment properties where their acquisition has been partially or fully funded by an increase in borrowing or credit arrangements. A variety of options are provided to councils under the regulations and guidance, so long as there is a prudent provision.

This Council has prioritised risk management in defining its policy and approach to commercial property investment. While some councils will continue to waive MRP on commercial properties using this justification, the Director of Finance, following advice taken from both the Council's Treasury Advisers and legal advice from Counsel, believes that a voluntary revenue provision (VRP) should be made in respect of these assets. This would have regard to the Government guidance and, at the same time, ensure that the Council retains the flexibility to reverse this set-aside at a future date should the assets be sold or the value of the assets change.

The Director: Finance recommends that Council approves the following MRP Statement.

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

**Based on CFR** – MRP will be based on the CFR. This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases but excluding CPIS expenditure) the MRP policy will be:

**Asset life method** - MRP will be based on the annuity basis, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For assets purchased under the Commercial Property Investment Strategy (CPIS) the VRP policy will be:

**Partial deferral method** – VRP will be charged at 10% of the property value over a 15 year period to reflect a realistic level of value risk, on the basis that the properties will typically be held for a period of no greater than around 10 to 20 years.

- For all other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts (including loans to companies wholly or partly owned by the Council) and there is a strong likelihood that this will happen, the MRP policy will be:

**Deferral method** - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset or loan repayments from third parties

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2019/20 charge will be based on 2018/19 capital out-turn.

### **MRP Overpayments**

A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2018 the total VRP overpayments were £0m.

## 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 2019/20 – 2021/22**

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed.

	<b>2019/20 Estimated</b>	<b>2020/21 Estimated</b>	<b>2021/22 Estimated</b>
<b>External Debt</b>			
Debt at 31 March	£120m	£130m	£135m
<b>Investments</b>			
Investments at 31 March	£10m	£10m	£10m

### Current Portfolio

The overall treasury management portfolio as at 31 March 2018 and for the position as at 31<sup>st</sup> December are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/18	31/03/18	31/10/18	31/10/18
<b>Treasury Investments</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Money Market Funds	16,994	100	10,364	100
<b>External Borrowing</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Local Authorities	30,000	30%	20,000	20%
PWLB	70,000	70%	80,000	80%
<b>Net Treasury Borrowing</b>	<b>83,006</b>		<b>69,636</b>	

### 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 2019/20 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	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Borrowing	£270m	£280m	£270m
Other long term liabilities	£20m	£18m	£17m
Total	£290m	£298m	£287m

### 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	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Borrowing	£265m	£270m	£265m
Other long term liabilities	£20m	£18m	£17m
Total	£285m	£293m	£282m

### Borrowing in advance of need.

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

### Expected Movement in Interest Rates

The Council's treasury advisor, Link Asset Services has provided the following forecast:

Link Asset Services Interest Rate View														
	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75%	0.75%	1.00%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%	1.50%	1.75%	1.75%	2.00%
3 Month LIBID	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%	1.70%	1.80%	1.90%	2.00%
6 Month LIBID	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%	1.80%	1.90%	2.00%	2.10%
12 Month LIBID	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%	1.90%	2.00%	2.10%	2.20%
5yr PWLB Rate	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%
10yr PWLB Rate	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.20%	3.20%
25yr PWLB Rate	2.90%	3.00%	3.00%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%	3.60%	3.70%
50yr PWLB Rate	2.70%	2.80%	2.80%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%	3.40%	3.50%

The flow of positive economic statistics since the end of the first quarter of 2018 has shown that pessimism was overdone about the poor growth in quarter 1 when adverse weather caused a temporary downward blip. Quarter 1 at 0.1% growth in GDP was followed by a return to 0.4% in quarter 2 and by a strong performance in quarter 3 of +0.6%. However, growth in quarter 4 is expected to weaken significantly.

At their November quarterly Inflation Report meeting, the MPC repeated their well-worn phrase that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary or contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time, but declined to give a medium term forecast. However, with so much uncertainty around Brexit, they warned that the next move could be up or down, even if there was a disorderly Brexit. While it would be expected that Bank Rate could be cut if there was a significant fall in GDP growth as a result of a

disorderly Brexit, so as to provide a stimulus to growth, they warned they could also raise Bank Rate in the same scenario if there was a boost to inflation from a devaluation of sterling, increases in import prices and more expensive goods produced in the UK replacing cheaper goods previously imported, and so on. In addition, the Chancellor could potentially provide fiscal stimulus to support economic growth, though at the cost of increasing the budget deficit above currently projected levels.

It is unlikely that the MPC would increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. Getting parliamentary approval for a Brexit agreement on both sides of the Channel will take well into spring 2019. However, in view of the hawkish stance of the MPC at their November meeting, the next increase in Bank Rate is now forecast to be in May 2019, (on the assumption that a Brexit deal is agreed by both the UK and the EU). The following increases are then forecast to be in February and November 2020 before ending up at 2.0% in February 2022.

**Inflation.** The Consumer Price Index (CPI) measure of inflation has been falling from a peak of 3.1% in November 2017 to 2.1% in December 2018. In the November Bank of England quarterly Inflation Report, inflation was forecast to still be marginally above its 2% inflation target two years ahead, (at about 2.1%), given a scenario of minimal increases in Bank Rate.

As for the **labour market** figures in October, unemployment at 4.1% was marginally above a 43 year low of 4% on the Independent Labour Organisation measure. A combination of job vacancies hitting an all-time high, together with negligible growth in total employment numbers, indicates that employers are now having major difficulties filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to 3.3%, (3 month average regular pay, excluding bonuses). This meant that in real terms, (i.e. wage rates less CPI inflation), earnings are currently growing by about 1.2%, the highest level since 2009. This increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This tends to confirm that the MPC was right to start on a cautious increase in Bank Rate in August as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy.

In the **political arena**, the Brexit deal put forward by the Conservative minority government was defeated on 15 January. It is unclear at the time of writing, how this situation will move forward. However, our central position is that Prime Minister May's government will endure, despite various setbacks, along the route to reaching an orderly Brexit though the risks are increasing that it may not be possible to get full agreement by the UK and EU before 29 March 2019, in which case this withdrawal date is likely to be pushed back to a new date. If, however, the UK faces a general election in the next 12 months, this could result in a potential loosening of monetary and fiscal policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up.

### **Investment and borrowing rates**

- Investment returns are likely to remain low during 2019/20 but to be on a gently rising trend over the next few years.
- Borrowing interest rates have been volatile so far in 2018-19 and have increased modestly since the summer. The policy of avoiding new borrowing by running down spare cash balances has served well over the

last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt;

- There will remain a cost of carry, (the difference between higher borrowing costs and lower investment returns), to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost.

### **Borrowing Strategy 2019/20**

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

Against this background and the risks within the economic forecast, caution will be adopted with the 2019/20 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

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

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

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

### **Debt rescheduling**

As short-term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long-term debt to short-term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;

- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the Executive, at the earliest meeting following its action.

## Investment Strategy 2019/20 – 2021/22

### Investment Policy

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with financial investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy.

The Council’s investment policy has regard to the following: -

- MHCLG’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2018

The Council’s investment priorities will be security first, portfolio liquidity second and then yield, (return).

The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. Other information: ratings will not be the sole determinant of the quality of an institution; 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 achieve this consideration 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.
3. 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.
4. This authority has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in appendix under the categories of ‘specified’ and ‘non-specified’ investments.
  - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year.
  - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
5. Lending and transaction limits, (amounts and maturity), for each counterparty will be set through applying the matrix table shown under the Council’s creditworthiness policy

6. This authority has engaged external consultants, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
7. All investments will be denominated in sterling.
8. As a result of the change in accounting standards for 2018/19 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. The MHCLG are currently conducting a consultation for a temporary override to allow English local authorities time to adjust their portfolio of investments. Members will be updated when the result of this consultation is known

### Creditworthiness policy

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

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

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

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

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

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money Market Funds (CNAV, LVNAV & VNAV)	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

The 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 2019/20 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

### **Country and Sector Considerations**

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

### **Economic Investment Considerations**

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

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

### **Sensitivity to Interest Rate Movements**

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

	<b>2019/20 Estimated + 1%</b>	<b>2019/20 Estimated - 1%</b>
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Borrowing costs	1,000	1,000

### **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:

	2019/20	2020/20	2020/21
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£280m	£288m	£287m
<b>Limits on variable interest rates based on net debt</b>	£280m	£288m	£287m
<b>Maturity Structure of fixed interest rate borrowing 2017/18</b>			
		<b>Lower</b>	<b>Upper</b>
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

### Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2019/20 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

### Treasury Management Advisers

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

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which

their value will be assessed are properly agreed and documented, and subject to regular review.

**Member and Officer Training**

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

**SPECIFIED INVESTMENTS**

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

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

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Money Market Funds</b> CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	AAA Rating by Fitch, Moodys or S&P	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
<b>Forward deals</b> with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	As per Investment Criteria	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	As per Investment Criteria	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.***

<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>
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 Investment Criteria</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 Investment Criteria</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 Investment Criteria</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 Investment Criteria</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
<b>Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity</b>	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per Investment Criteria</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>



## **Reserves & Balances Policy Statement**

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

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

Reserves and Balances can be held for a number of purposes

### **General Balances**

<b>Balance</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>General Fund</b>	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level.	March 16 £12.730m March 17 £11.071m March 18 £9.047m March 19 £9.046m March 20 £6.432m

**Earmarked Reserves**

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

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Insurance and other Uninsured Claims</b>	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 16 £2.666m March 17 £2.750m March 18 £2.843m March 19 £2.815m March 20 £2.815m
<b>Budget Carry Forward</b>	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 16 £0.315m March 17 £0.221m March 18 £0.084m March 19 £0.000m March 20 £0.000m
<b>Cost of Structural Change</b>	To fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 16 £1.555m March 17 £1.852m March 18 £1.990m March 19 £1.444m March 20 £1.944m
<b>Schools' Balances</b>	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 16 £3.333m March 17 £1.695m March 18 £1.272m March 19 £1.072m March 20 £0.872m
<b>Discretionary School Carry Forwards</b>	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 16 £0.074m March 17 £0.052m March 18 £0.091m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
	Schools Specific Contingency as set out in the financial regulations.		March 19 £0.091m March 20 £0.091m
<b>Unused Schools Budget Balance</b>	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 16 £1.373m March 17 £1.778m March 18 £1.994m March 19 £1.600m March 20 £1.200m
<b>SEN Resource Units</b>	To fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 16 £0.316m March 17 £0.304m March 18 £0.337m March 19 £0.459m March 20 £0.459m
<b>School Meals Re-tender</b>	To cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 16 £0.040m March 17 £0.040m March 18 £0.040m March 19 £0.040m March 20 £0.040m
<b>School Expansion Rates</b>	To help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 16 £0.445m March 17 £0.595m March 18 £0.841m March 19 £1.091m March 20 £1.191m
<b>School Diseconomy Costs</b>	To help finance the medium term cost pressure that will arise from new schools being built. These will generally open with relatively low pupil	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve	March 17 £0.300m March 18 £0.800m March 19 £1.000m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
	numbers and will therefore need additional financial support until pupil numbers reach a viable level.	has been approved by the Schools Forum.	March 20 £0.746m
<b>SEN Strategy Reserve</b>	To help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.439m March 19 £0.389m March 20 £0.139m
<b>Repairs &amp; Renewals</b>	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 16 £0.014m March 17 £0.009m March 18 £0.021m March 19 £0.021m March 20 £0.021m
<b>Building Regulation Chargeable Account</b>	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 16 £0.000m March 17 £0.000m March 18 £0.000m March 19 £0.000m March 20 £0.000m
<b>Commutated Maintenance of Land</b>	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 16 £1.104m March 17 £1.375m March 18 £1.519m March 19 £1.479m March 20 £1.479m
<b>S106 and Travel Plan Monitoring</b>	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 16 £0.120m March 17 £0.128m March 18 £0.145m March 19 £0.131m March 20 £0.131m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Property Searches Chargeable Account</b>	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 16 £0.154m March 17 £0.135m March 18 £0.092m March 19 £0.087m March 20 £0.082m
<b>Transformation</b>	To support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 16 £1.399m March 17 £1.960m March 18 £2.882m March 19 £2.882m March 20 £2.502m
<b>Revenue Grants Unapplied</b>	To hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 16 £2.333m March 17 £3.653m March 18 £2.899m March 19 £2.734m March 20 £2.574m
<b>School Masterplans and Feasibility Studies</b>	To meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 16 £0.500m March 17 £0.350m March 18 £0.341m March 19 £0.691m March 20 £0.591m
<b>Repairs and Maintenance</b>	Addresses 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 16 £0.039m March 17 £0.039m March 18 £0.030m March 19 £0.030m March 20 £0.000m
<b>Public Health Reserve</b>	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 16 £0.380m March 17 £0.539m March 18 £1.007m March 19 £1.670m March 20 £1.670m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Better Care Fund Reserve</b>	To help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 16 £1.328m March 17 £0.617m March 18 £1.420m March 19 £1.570m March 20 £0.611m
<b>Regeneration of Bracknell Town Centre</b>	To help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 17 £0.250m March 18 £0.752m March 19 £0.752m March 20 £3.502m
<b>Commercial Properties Acquisition</b>	To meet any revenue costs arising from the Council's Commercial Property Investment Strategy.	Any upfront costs incurred prior to a decision being taken to purchase a commercial property will need to be met from revenue if the purchase does not proceed. The reserve will be closed at the end of 2018/19 as it is no longer required.	March 17 £0.150m March 18 £0.125m March 19 £0.000m
<b>London Rd Feasibility</b>	To meet professional fees regarding the London Road landfill site.	The reserve will be used to cover professional fees relating to the feasibility study.	March 18 £0.050m March 19 £0.050m March 20 £0.000m
<b>Future Funding</b>	Will be used to smooth the impact of changes in Business Rates income and central government funding decisions.	The reserve will help to balance the revenue budget over the medium term. It has a wider remit than just Business Rates but also replaces the Business Rates Equalisation Reserve.	March 18 £8.608m March 19 £19.822m March 20 £19.556m
<b>Dilapidations Reserve</b>	Holds funds from tenants for end-of-lease property repairs and reinstatements.	The reserve will be used to carry out repairs and reinstatements to commercial properties required before they can be re-let.	March 18 £0.045m March 19 £0.045m March 20 £0.045m
<b>New Schools Reserve</b>	A new reserve to be set up in 2019/20 to help fund the additional financial support initially required by new schools	There is a significant medium term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant	March 20 £0.662m

Reserve	Purpose	Policy	Value
		<p>need for more school places. New schools generally need to open at the start of the developments and will take a number of years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of scale. Up to £1m of funding will be provided by the Council over the next four years with £0.338m required in 2019/20.</p>	

**Unusable Revenue Reserves**

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

<b>Balance</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Collection Fund Adjustment Account</b>	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 16 -£5.611m March 17 £5.761m March 18 -£2.351m March 19 -£2.351m March 20 -£2.351m
<b>Accumulated Absences Account</b>	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 16 -£5.598m March 17 -£5.328m March 18 -£5.685m March 19 -£5.685m March 20 -£5.685m
<b>Pensions</b>	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March16 -£214.650m March17 -£282.216m March18 -£276.125m March 19 -£276.125m March 20 -£276.125m



**CENTRAL DIRECTORATES**  
**2019/20 PROPOSED FEES & CHARGES**

Service: Town Centre Management

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

	<b>2018/19 Budget</b> £'000	<b>Proposed</b> <b>2019/20 Budget</b> £'000
Income the proposed fees will generate:	0	0

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

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

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

**Service : Building Control**

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>363</b>	<b>375</b>

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>BUILDING REGULATIONS</b>					
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, for which you will be invoiced. 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.					
Where a BUILDING NOTICE is submitted instead of Full plans, the full charge is payable at the time of submission.					
The charges for Building Regulation work are established at a level to cover the cost of the service so the applicant only pays for the service they need. Under the new Building (Local Authority Charges) Regulations 2010, there are two methods that Bracknell Building Control may use to establish the charge for building work. 1) Establishment of a standard charge or; 2) An individually determined charge.					
<b>Standard Charges:</b> The majority of domestic extensions and alteration work will generally attract a charge which falls within our 'Standard Charges' tables. Charges will not be payable for certain aspects of work, carried out for the benefit of disabled persons. The standard charges have been set on the basis that building work does not consist of, or include high risk or innovative construction which may require additional checking for compliance. Also, that the duration of the project from commencement to completion does not exceed 12 months. It is also assumed that the building work will be undertaken by a person or company who is competent to carry out the relevant design and building work. If not the work may incur supplementary charges.					
<b>Individually Determined Charges:</b> This method of determining the charge relates mainly to commercial projects or larger domestic schemes and includes all other work that is not listed in or 'Standard Charges' tables A to C. This includes: <ul style="list-style-type: none"> <li>• Building work in relation to more than one building.</li> <li>• Building work consisting of a domestic extension where the floor area exceeds 60m2.</li> <li>• Applications subject to a reversion charge (work reverting from and approved inspector to the local authority).</li> <li>• Building work consisting of alterations to a domestic property where the estimated cost of work exceeds £100,000.</li> <li>• Building work consisting of a non-exempt domestic garage or carport with a floor area in excess of 60m2.</li> <li>• Non-domestic building work consisting of alterations, extension or new build where the cost of work exceeds £100,000.</li> <li>• Work consisting of the erection or conversion of 5 or more dwellings or where the floor area of a dwelling exceeds 500m2. For all new housing schemes please contact our office in the first instance for an individually determined quote.</li> </ul>					
If your building work is defined as requiring an individual determined charge, please contact us at 01344 354100 or email <a href="mailto:building.control@bracknell-forest.gov.uk">building.control@bracknell-forest.gov.uk</a> with a description of the work and we will contact you to discuss a charge.					
<b>PROPOSAL</b>					
<b>Domestic Plan Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq. m floor area	194.00	161.67	201.00	167.50	3.6
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	242.00	201.67	251.00	209.17	3.7
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	435.00	362.50	450.00	375.00	3.4
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.	338.00	281.67	350.00	291.67	3.6
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	114.00	95.00	118.00	98.33	3.5
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	194.00	161.67	201.00	167.50	3.6
Window replacement (non competent persons scheme)	126.00	105.00	131.00	109.17	4.0
Installation of domestic solar panels/wind turbines	170.00	141.67	176.00	146.67	3.5
Re-wiring or new electrical installation of a dwelling	114.00	95.00	118.00	98.33	3.5
Any electrical work other than re-wiring of a dwelling	114.00	95.00	118.00	98.33	3.5
Renovation of a thermal element	202.00	168.33	209.00	174.17	3.5
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq. m floor area	337.00	280.83	349.00	290.83	3.6
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	384.00	320.00	398.00	331.67	3.6
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	427.00	355.83	442.00	368.33	3.5
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.	334.00	278.33	346.00	288.33	3.6
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	322.00	268.33	333.00	277.50	3.4
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	240.00	200.00	249.00	207.50	3.8
Re-wiring or new electrical installation of a dwelling	277.00	230.83	287.00	239.17	3.6
Any electrical work other than re-wiring of a dwelling	202.00	168.33	209.00	174.17	3.5
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq. m floor area	534.00	445.00	553.00	460.83	3.6
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	629.00	524.17	651.00	542.50	3.5
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	867.00	722.50	897.00	747.50	3.5
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.	676.00	563.33	699.00	582.50	3.4
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	436.00	363.33	451.00	375.83	3.4
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	436.00	363.33	451.00	375.83	3.4
Window replacement (non competent persons scheme)	126.00	105.00	131.00	109.17	4.0
Installation of domestic solar panels/wind turbines	170.00	141.67	176.00	146.67	3.5
Re-wiring or new electrical installation of a dwelling	389.00	324.17	403.00	335.83	3.6
Any electrical work other than re-wiring of a dwelling	316.00	263.33	327.00	272.50	3.5
Renovation of a thermal element	202.00	168.33	209.00	174.17	3.5

CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES

Service : Building Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	363	375

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
	£	£	£	£	%

**CHARGES FOR OTHER WORK**

**Plan Charge (Full Plans)**

**Table A** Where the estimated cost is (£)

0 - 2000	170.00	141.67	176.00	146.67	3.5
2,001 - 5,000	291.00	242.50	301.00	250.83	3.4
5,001 - 10,000	339.00	282.50	351.00	292.50	3.5
10,001 - 20,000	471.00	392.50	488.00	406.67	3.6
20,001 - 30,000	181.00	150.83	188.00	156.67	3.9
30,001 - 40,000	218.00	181.67	226.00	188.33	3.7
40,001 - 50,000	252.00	210.00	261.00	217.50	3.6
50,001 - 60,000	292.00	243.33	302.00	251.67	3.4
60,001 - 70,000	330.00	275.00	342.00	285.00	3.6
70,001 - 80,000	368.00	306.67	381.00	317.50	3.5
80,001 - 90,000	393.00	327.50	407.00	339.17	3.6
90,001 - 100,000	442.00	368.33	458.00	381.67	3.6

**Inspection Charge (Full Plans)**

**Table A** Where the estimated cost is (£)

0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	413.00	344.17	428.00	356.67	3.6
30,001 - 40,000	503.00	419.17	521.00	434.17	3.6
40,001 - 50,000	592.00	493.33	613.00	510.83	3.5
50,001 - 60,000	677.00	564.17	701.00	584.17	3.5
60,001 - 70,000	765.00	637.50	792.00	660.00	3.5
70,001 - 80,000	853.00	710.83	883.00	735.83	3.5
80,001 - 90,000	911.00	759.17	942.00	785.00	3.4
90,001 - 100,000	1,028.00	856.67	1,063.00	885.83	3.4

**Building Notice Charge (Building Notice)**

**Table A** Where the estimated cost is (£)

0 - 2000	170.00	141.67	176.00	146.67	3.5
2,001 - 5,000	291.00	242.50	301.00	250.83	3.4
5,001 - 10,000	339.00	282.50	351.00	292.50	3.5
10,001 - 20,000	471.00	392.50	488.00	406.67	3.6
20,001 - 30,000	593.00	494.17	614.00	511.67	3.5
30,001 - 40,000	719.00	599.17	744.00	620.00	3.5
40,001 - 50,000	844.00	703.33	873.00	727.50	3.4
50,001 - 60,000	968.00	806.67	1,001.00	834.17	3.4
60,001 - 70,000	1,093.00	910.83	1,131.00	942.50	3.5
70,001 - 80,000	1,219.00	1,015.83	1,261.00	1,050.83	3.4
80,001 - 90,000	1,304.00	1,086.67	1,349.00	1,124.17	3.5
90,001 - 100,000	1,468.00	1,223.33	1,518.00	1,265.00	3.4

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

**Number of Dwellings (Plan Charge)**

1	435.00	362.50	450.00	375.00	3.4
2	483.00	402.50	500.00	416.67	3.5
3	531.00	442.50	550.00	458.33	3.6
4	580.00	483.33	600.00	500.00	3.4
5	629.00	524.17	651.00	542.50	3.5

**Number of Dwellings (Inspection Charge)**

1	437.00	364.17	452.00	376.67	3.4
2	677.00	564.17	701.00	584.17	3.5
3	847.00	705.83	876.00	730.00	3.4
4	1,015.00	845.83	1,050.00	875.00	3.4
5	1,182.00	985.00	1,223.00	1,019.17	3.5

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	363	375

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>REGULARISATION CERTIFICATES</b>					
<b>Type of Work</b>					
Domestic extension not exceeding 10 sq. m floor area		546.00		565.00	3.5
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		644.00		666.00	3.4
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		891.00		922.00	3.5
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.		693.00		717.00	3.5
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		446.00		462.00	3.6
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		446.00		462.00	3.6
Window Replacement (Non competent persons scheme)		128.00		133.00	3.9
Installation of domestic solar panels/wind turbines		174.00		180.00	3.4
Re-wiring or new electrical installation of a dwelling		397.00		411.00	3.5
Any electrical work other than re-wiring of a dwelling		324.00		336.00	3.7
Renovation of a thermal element		208.00		216.00	3.8
<b>Estimated Cost £</b>					
0 - 2000		174.00		180.00	3.4
2,001 - 5,000		298.00		309.00	3.7
5,001 - 10,000		347.00		359.00	3.5
10,001 - 20,000		483.00		500.00	3.5
20,001 - 30,000		607.00		628.00	3.5
30,001 - 40,000		737.00		763.00	3.5
40,001 - 50,000		864.00		894.00	3.5
50,001 - 60,000		993.00		1,027.00	3.4
60,001 - 70,000		1,119.00		1,158.00	3.5
70,001 - 80,000		1,248.00		1,291.00	3.4
80,001 - 90,000		1,335.00		1,381.00	3.4
90,001 - 100,000		1,503.00		1,555.00	3.5
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		892.00		923.00	3.5
2		1,187.00		1,228.00	3.5
3		1,410.00		1,458.00	3.4
4		1,634.00		1,690.00	3.4
5		1,853.00		1,917.00	3.5
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		1.00		1.00	0.0
Building Regulations (1g)		1.00		1.00	0.0
Building Regulations (1h)		1.00		1.00	0.0
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		166.00		172.00	3.6
Dealing with Demolition Notices		166.00		172.00	3.6
Officer Letter - Confirmation to Solicitor	47.00	39.17	49.00	40.83	4.3

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Local Land Charges

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>165</b>	<b>165</b>

**Are concessions available? No**

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

**LOCAL LAND CHARGES**

**Fees for Official Search of Register and Standard Enquiries**

Personal search		Free		Free	0.0
Assisted search (including photocopies)		22.00		22.75	3.4
Copy search		25.00		25.85	3.4
Requisition (LLC1)		25.00		25.85	3.4
Extra Parcel Fee on (LLC1)		5.00		5.17	3.4
Standard Enquiries CON2a	99.60	83.00	103.00	85.83	3.4

**Additional Parcel (eg Garage)**

Additional Parcels and Garages	22.80	19.00	23.60	19.67	3.5
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**Other**

Optional Enquiries (each enquiry)	12.60	10.50	13.10	10.92	4.0
Added Enquiries (each enquiry)	25.20	21.00	26.10	21.75	3.6
Assisted Search (including copies)		22.00		22.75	3.4
Cancellation Administration Fee		36.75		38.00	3.4
Commons Registration Searches	12.60	10.50	13.10	10.92	4.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

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

	2018/19 Budget £'000 377	Proposed 2019/20 Budget £'000 387
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>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		82.00		85.00	3.7
Skip Licence:					
application fee including one week occupation of the highway		20.00		21.00	5.0
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		142.00		147.00	3.5
HIPPO Bags (placed on highway):					
application fee including one week occupation of the highway		20.00		21.00	5.0
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		55.00		57.00	3.6
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		742.00		767.00	3.4
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost 5.00		Rechargeable Advertising Cost 5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		Advertising Cost 5.00		Advertising Cost 5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost 5.00		Advertising Cost 5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)		Advertising Cost 5.00		Advertising Cost 5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost 5.00		Advertising Cost 5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)		175.00		181.00	3.4
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice.		742.00		767.00	3.4
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		87.00		90.00	3.4
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		23.00		24.00	4.3
Temporary Deposit of Materials on Public Highway:		17.15		18.00	5.0
application fee including one week occupation of the highway		55.00		57.00	3.6
per additional week or part there of		n/a		147.00	
per necessary inspection					
for those found without a licence					
Inspection of Illegally Constructed Works / Retrospective Approval inspection and admin cost		414.00		428.00	3.4
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)					
Fee		408.00		422.00	3.4
per additional hour or part thereof		51.00		53.00	3.9
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					
Fee		612.00		633.00	3.4
Per additional hour or part thereof		102.00		105.00	2.9
Bus Stop Suspensions					
Application fee (minimum 7 days notice)		247.00		255.00	3.2
Application fee (minimum 3 days notice)		347.00		359.00	3.5
Application fee (≤ 2 days notice)		447.00		462.00	3.4
Parking suspension or dispensation					
Utilities, Contractors, Builders & Commercial Removals:					
Application fee (minimum 7 days notice)		n/a		255.00	0.0
Application fee (minimum 3 days notice)		n/a		359.00	0.0
Application fee (≤ 2 days notice)		n/a		462.00	0.0
Domestic Removals (per day)		n/a		60.00	0.0
Blood Transfusion Service, Health Screening		n/a		FREE	0.0
Application to place 'A' Board on the Public Highway					
per board per annum (including £25.00 non refundable application fee)		71.00		73.00	2.8
for those found without a licence		n/a		147.00	0.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : **Monitoring Streetworks**

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>377</b>	<b>387</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Application for Street Café (Registered charity)					
Fee, plus charge based on number of chairs:		118.00		122.00	3.4
01-10 Chairs		79.00		82.00	3.8
11-20 Chairs		105.00		109.00	3.8
21+ Chairs		131.00		135.00	3.1
Application for Street Café					
Fee, plus charge based on number of chairs:		261.00		270.00	3.4
01-10 Chairs		200.00		207.00	3.5
11-20 Chairs		500.00		517.00	3.4
21+ Chairs		900.00		931.00	3.4
Renewal for Street Café					
Fee, plus charge based on number of chairs:		175.00		181.00	3.4
01-10 Chairs		130.00		134.00	3.1
11-20 Chairs		340.00		352.00	3.5
21+ Chairs		600.00		620.00	3.3
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		141.00		146.00	3.5
per site (as appropriate)		55.00		57.00	3.6
Fees for administering unlicensed ATC's.		481.00		497.00	3.3
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		141.00		146.00	3.5
per necessary inspection		55.00		57.00	3.6
for those found without a licence				497.00	
Street Works Licence Application Fee (Initial 200m)					
Fee plus		612.00		633.00	3.4
per additional 200 metres or part thereof		140.00		145.00	3.6
per inspection		53.00		55.00	3.8
Planting/Cultivation of Public Highway					
Commerical fee or				220.00	
Domestic fee plus		107.00		111.00	3.7
per necessary inspection		55.00		57.00	3.6
Temporary Excavations in Public Highway (Road Opening) Licence					
Fee plus		612.00		633.00	3.4
per necessary inspection		55.00		57.00	3.6
Application to place Cables etc. over the Public Highway					
Fee plus		141.00		146.00	3.5
per necessary inspection		55.00		57.00	3.6
Road Occupation with temporary traffic management (no excavation)					
Fee plus		158.00		163.00	3.2
per necessary inspection		55.00		57.00	3.6
Cost per failed core sample (layer thickness test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Cost per failed core sample (Air Voids test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Traffic Management Costs		Actual cost + 15% Admin		Actual cost + 15% Admin	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)					
Fee plus		350.00		362.00	3.4
Per site		55.00		57.00	3.6
Penalty for Temporary signs on the Highway without authorisation or Licence		612.00		633.00	3.4
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.		219.00		226.00	3.2

**CENTRAL DIRECTORATES**  
**2019/20 PROPOSED FEES & CHARGES**

Service : **Monitoring Streetworks**

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>377</b>	<b>387</b>

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Street Works Permit Scheme</b>					
<b>Main Roads</b>					
Provisional Advance Authorisation (PAA)		105.00		105.00	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		240.00		240.00	0.0
Major Activity [4 – 10 days]		130.00		130.00	0.0
Major Activity [up to 3 days]		65.00		65.00	0.0
Standard activity		130.00		130.00	0.0
Minor Activity		65.00		65.00	0.0
Immediate activity		60.00		60.00	0.0
Permit Variation		45.00		45.00	0.0
<b>Minor Roads</b>					
Provisional Advance Authorisation (PAA)		75.00		75.00	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		150.00		150.00	0.0
Major Activity [4 – 10 days]		75.00		75.00	0.0
Major Activity [up to 3 days]		45.00		45.00	0.0
Standard activity		75.00		75.00	0.0
Minor Activity		45.00		45.00	0.0
Immediate activity		40.00		40.00	0.0
Permit Variation		35.00		35.00	0.0
<b>Rechargeable Street Works</b>					
Repair/Replacement	Actual cost + 15% Admin		Actual cost + 15% Admin		
Specialist Contracted Services	Actual cost + 15% Admin		Actual cost + 15% Admin		
Street Works / Permit Team project registration fees for s38 and s278 or in lieu of.					
Fee for schemes up to £25k value		524.00		542.00	3.4
Fee for schemes over £25k value.		1,049.00		1,085.00	3.4
<b>Vetting of Traffic Signals designs linked to s278 &amp; s38 schemes</b>					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,530.00		1,582.00	3.4
Fee (Over £25k Signals, Controller & Installation Costs)		2,550.00		2,637.00	3.4
<b>Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 &amp; s38 schemes.</b>					
Fee (Up to £25k Signals, Controller & Installation Costs)		612.00		633.00	3.4
Fee (Over £25k Signals, Controller & Installation Costs)		1,224.00		1,266.00	3.4



**CENTRAL DIRECTORATES**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Development & Adoptions

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>253</b>	<b>261</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>HIGHWAY ENQUIRIES</b>					
Standard rate per hour - minimum charge		62.00		64.00	3.2
<b>RECHARGEABLE WORKS</b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge		Minimum - At Cost Plus 15%		Minimum - At Cost Plus 15%	
<b>HIGHWAY ADOPTIONS</b>					
<b>Road Adoptions</b>					
Minimum application fee (part of the overall Section 38/278 fees)		2,550.00		2,550.00	0.0
Surety deposit (minimum cash element of total surety value)		3,060.00		3,500.00	14.4
Formal declarations (outside section 38)		1,020.00		1,055.00	3.4
Re-inspection rate per hour - minimum charge		88.00		91.00	3.4
<b>SECTION 38 &amp; SECTION 278 COMMUTED SUM</b>					
<b>Section 38/Section 278 fees</b>					
Schemes up to £25,000 - minimum charge		2,550.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture or where non standard items are provided within the extent of the highway.					
Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums. This document is reviewed periodically and any revision will reflect any sums agreed now or in the future through the fees and charges process. Set out below are rates for infrastructure and street furniture.					
Commutated sums - Payable before the issue of the Provisional Completion Certificate or before the issue of the Final Completion Certificate, depending on the S278/S38 agreement in place.					
<b>Section 38</b>					
Manhole per item <3m depth				2,760.00	
New Tree per item				380.00	
Existing Tree per item				330.00	
Parking Bay				700.00	
Swales <500mm m2				75.00	
Permeable paving m2				120.00	
Infiltration Trench Lin m				320.00	
Ditches Lin m				360.00	
<b>Section 278</b>					
Manhole per item <3m depth				2,760.00	
Carriageway m2 SMA				120.00	
Carriageway m2 HRA				120.00	
Carriageway block paved m2				130.00	
Footway m2				80.00	
Footway block paved m2				90.00	
Verge m2				20.00	
Shrub inspection maintenance m2				50.00	
Anti-Skid m2				100.00	
Gully per item				530.00	
Beaney Blocks lin m				320.00	
New Tree per item				380.00	
Existing Tree per item				330.00	
Street light 12m column				1,860.00	
Street light 10m				1,820.00	
Street light 8m				1,700.00	
Street light 6m				1,650.00	
Street Light 5m				1,630.00	
Parking Bay				700.00	
Illuminated Bollard				900.00	
Illuminated sign <600mm replace and maintain				750.00	
Non Lit Sign <600 replace and maintain				210.00	
Timber Bollard				470.00	
Feeder pillar				200.00	
Traffic Signal per head (pedestrian)				10,000.00	
Traffic Signal per head (junction)				12,500.00	
The above is not a comprehensive list of all the items for Commuted Sums and other items will be considered as part of the initial design discussions. Non-standard materials that relate to items on this list will also need to be discussed early on in the process.					
Structures - costs to be agreed for individual structures at an early stage. Any structure that is to be adopted or maintained by the Highway Authority will require Commuted Sums and this will need to be assessed and agreed at an early Stage. Structural design assessment and approval (AIP etc.) will require additional fees and will be on a case by case basis.					
Any non standard drainage and SuDs systems that are to be either adopted/maintained by the Highway Authority will need to be reviewed separately and discussed at an early stage and will require Commuted Sums.					
Additional rates would relate to S38 agreements where non-standard highway detail has been applied. These rates will follow those S278 agreed rates.					

CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	253	261

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>STREET NAMING &amp; NUMBERING</b>					
Property Name Change (Sole identity)		88.00		91.00	3.4
Addition of Property name (To numbered property)		28.00		29.00	3.6
Amendment to Postal Address		88.00		91.00	3.4
New Build - Individual Property		88.00		91.00	3.4
New Development Fixed Fee		164.00		170.00	3.7
Plus fee per Unit		23.00		24.00	4.3
Conversion of Property into Flats - Fee per Flat		44.00		46.00	4.5
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		23.00		24.00	4.3
<b>TRAFFIC SURVEY DATA</b>					
Observed or modelled junction turning counts - per junction	575.00	479.17	595.00	495.83	3.5
Traffic count information from automatic counters	169.00	140.83	175.00	145.83	3.6
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.	606.00	505.00	627.00	522.50	3.5
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	303.00	252.50	313.00	260.83	3.3
Other data requests will be assessed on their merits and charged at the discretion of					
<b>Bracknell Forest Multi-Modal Transport Model (BFMMTM) - Developers Charges</b>					
Use of model for one month or each additional month exceeding six months	4,120.00	3,433.33	4,260.00	3,550.00	3.4
Use of model for first six months	20,325.00	16,937.50	21,016.00	17,513.33	3.4
<b>CONCESSIONARY FARES</b>					
Replacement Pass		7.00		8.00	14.3
New annual Senior Citizen Railcard (with any increases made by SWT during the year to be passed on) by SWT during the year to be passed on)		13.00		14.00	7.7
Renewal of Disabled Person's Railcard		6.00		7.00	16.7

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,072</b>	<b>1,075</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>PLANNING APPLICATIONS</b>					
<b>Outline Application</b>					
All types (except B1,B4,B6,D1 and D2) where site area is: □					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)					
Charge per 0.1 hectares		462.00		462.00	0.0
(b) More than 2.5 hectares (£11432+£138 each 0.1 ha (or part) of site area)					
Standard charge plus		11,432.00		11,432.00	0.0
Charge per 0.1 hectares in excess of 2.5 hectares		138.00		138.00	0.0
Maximum		150,000.00		150,000.00	0.0
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit		206.00		206.00	0.0
Two or more dwelling units		407.00		407.00	0.0
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)					
Charge per Unit		462.00		462.00	0.0
Maximum		n/a		n/a	
(b) More than 50 dwellings (£22859+£138 for each dwelling)					
Standard charge		22,859.00		22,859.00	0.0
Charge per Unit above 50		138.00		138.00	0.0
Maximum		300,000.00		300,000.00	0.0
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above. For Maximum and Charge per Unit, see above rates for full application.					
Application for approval of reserved matters following outline approval		Full fee due or of full fee already paid then £462 due		Full fee due or of full fee already paid then £462 due	0.0
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)		234.00		234.00	0.0
b) 40 sq metres to 75 sq metres (each application)		462.00		462.00	0.0
c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)		462.00		462.00	0.0
d) More than 3750 sq m (£22859+ £138 each additional 75 sq m or part of)					
Standard charge		22,859.00		22,859.00	0.0
Each additional 75 sq m or part of		138.00		138.00	0.0
Maximum		300,000.00		300,000.00	0.0
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above. For maximum and charge per Unit, see above rates for full application.					
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (charge for each 0.1 ha (or part) of site area)		462.00		462.00	0.0
(b) More than 5 hectares (£22859+ £138 each additional 0.1 ha)					
Standard charge plus		22,859.00		22,859.00	0.0
Each Additional 0.1ha		138.00		138.00	0.0
Maximum		300,000.00		300,000.00	0.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,072</b>	<b>1,075</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
5. Agricultural buildings (excluding glasshouses)					
a) Up to 465 sq metres (each application)		96.00		96.00	0.0
b) 465 sq metres to 540 sq metres (first 540 sq m) (each application)		462.00		462.00	0.0
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part)					
For the first 540 sq meters		462.00		462.00	0.0
Each additional 75 sq m		462.00		462.00	0.0
d) More than 4,215 sq m (£22859+ £138 for each 75 sq m in excess of 4,215 sq m)					
Standard Charge		22,859.00		22,859.00	0.0
Each additional 75 sq m		138.00		138.00	0.0
Maximum		300,000.00		300,000.00	0.0
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline					
a) Up to 465 sq metres (floor area of building proposed) (each application)		96.00		96.00	0.0
b) More than 465 sq metres (floor area of building proposed) (each application)		2,580.00		2,580.00	0.0
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)		234.00		234.00	0.0
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
(a) Up to 15 hectares each 0.1 ha (or part)		234.00		234.00	0.0
(b) More than 15 hectares (£34934+ £138 for each 0.1 ha)					
Standard Charge		34,934.00		34,934.00	0.0
Charge per Unit (0.1ha)		138.00		138.00	0.0
Maximum		78,000.00		78,000.00	0.0
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares (Each 0.1 hectare or part of)		508.00		508.00	0.0
(b) More than 7.5 hectares (£38070 + £151 for each 0.1 of a hectare in excess of 7.5 hectares)					
Each 0.1 hectares above 7.5 hectares		151.00		151.00	0.0
Standard Charge		38,070.00		38,070.00	0.0
Maximum		300,000.00		300,000.00	0.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	<b>2018/19 Budget</b>	<b>Proposed 2019/20 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,072</b>	<b>1,075</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	%
4. Operations (other than exploratory drilling) for the winning and working of oil or natural gas					
a) Site area not more than 15		257.00		257.00	0.0
b) Site area more than 15 hectares					
Standard charge plus		38,520.00		38,520.00	0.0
For each 0.1 hectares in excess of 15 hectares		151.00		151.00	0.0
Maximum		78,000.00		78,000.00	0.0
5. Other operations for the winning and working of minerals excluding oil and natural gas					
a) Site area not more than 15 hectares (Per 0.1 hectares (or part of)		234.00		234.00	0.0
b) Site area more than 15 hectares:					
Standard charge plus		34,934.00		34,934.00	0.0
For each 0.1 hectares in excess of 15 hectares		138.00		138.00	0.0
Maximum		78,000.00		78,000.00	0.0
6. Other operations not coming into any of the above categories:					
for each 0.1 hectare (or part thereof)		234.00		234.00	0.0
Maximum		2,028.00		2,028.00	0.0
<b>Lawful Development Certificate</b>					
Existing use - in breach of a planning condition		Same as full		Same as full	
Existing use - lawful not to comply with a particular condition		234.00		234.00	0.0
Proposed use		Half the normal planning fee		Half the normal planning fee	

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,072</b>	<b>1,075</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Change of use of a building to use as one or more separate dwelling houses, or other cases</b>					
For each application:					
Not more than 50 dwelling houses		462.00		462.00	0.0
More than 50 dwellings (£22859+ £138 for each dwelling)					
Standard charge plus		22,859.00		22,859.00	0.0
Charge per Unit above 50		138.00		138.00	0.0
Maximum		300,000.00		300,000.00	0.0
Other Changes of Use of a building or land		462.00		462.00	0.0
Agricultural and forestry buildings and operations or demolition of buildings		96.00		96.00	0.0
Telecommunications code systems operators		462.00		462.00	0.0
Proposed Change of Use to State Funded school or Registered Nursery		96.00		96.00	0.0
Proposed Change of Use of Agricultural Building to a State-Funded School or registered Nursery		96.00		96.00	0.0
Proposed Change of Use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure		96.00		96.00	0.0
Proposed Change of Use of a building from Office (Use class B1) Use to a use falling within Use Class C3 (Dwelling house)		96.00		96.00	0.0
Proposed Change of Use of Agricultural Building to a Dwelling house (Use Class C3), where there are no Associated Building Operations		96.00		96.00	0.0
Proposed Change of Use of Agricultural Building to a Dwelling house (Use Class C3), and Associated Building Operations		206.00		206.00	0.0
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwelling house), where there are no Associated Building Operations		96.00		96.00	0.0
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwelling house), and Associated Building Operations		206.00		206.00	0.0
Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwelling houses (Class C3)		96.00		96.00	0.0
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwelling houses (Class C3)		96.00		96.00	0.0
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwelling houses (Class C3), and Associated Building Operations.		206.00		206.00	0.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

**Service :** Development Control

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,072</b>	<b>1,075</b>

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3)		96.00		96.00	0.0
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3), and Associated Building Operations		206.00		206.00	0.0
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loans (Sui Generis Users) to Assembly and Leisure Users (Class D2)		96.00		96.00	0.0
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		96.00		96.00	0.0
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		96.00		96.00	0.0
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.		96.00		96.00	0.0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	1,072	1,075

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Residential - all rates based on gross new units</b>					
<b>Stage 1 In-Principle advice for Permitted Development Enquiries</b>					
Householder	51.00	42.50	53.00	44.17	3.9
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy</b>					
Householder	82.00	68.33	85.00	70.83	3.7
1 unit	153.00	127.50	158.00	131.67	3.3
2-5 units	306.00	255.00	316.00	263.33	3.3
6-10 units	408.00	340.00	422.00	351.67	3.4
11-25 units	612.00	510.00	633.00	527.50	3.4
26-50 units	1,020.00	850.00	1,055.00	879.17	3.4
51+ units	1,530.00	1,275.00	1,582.00	1,318.33	3.4
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
Householder	82.00	68.33	85.00	70.83	3.7
1 unit	163.00	135.83	169.00	140.83	3.7
2-5 units	326.00	271.67	337.00	280.83	3.4
6-10 units	796.00	663.33	823.00	685.83	3.4
11-25 units	1,163.00	969.17	1,203.00	1,002.50	3.4
26-50 units	2,142.00	1,785.00	2,215.00	1,845.83	3.4
51+ units	5,202.00	4,335.00	5,379.00	4,482.50	3.4
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
Householder	133.00	110.83	138.00	115.00	3.8
1 unit	255.00	212.50	264.00	220.00	3.5
2-5 units	510.00	425.00	527.00	439.17	3.3
6-10 units	969.00	807.50	1,002.00	835.00	3.4
11-25 units	1,428.00	1,190.00	1,477.00	1,230.83	3.4
26-50 units	2,550.00	2,125.00	2,637.00	2,197.50	3.4
51+ units	5,712.00	4,760.00	5,906.00	4,921.67	3.4



CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES

Service : Development Control

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	1,072	1,075

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Commercial/Non-Residential</b>					
Based on floorspace including change of use					
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy</b>					
0-200 sq metres	122.00	101.67	126.00	105.00	3.3
201-1000 sq metres	255.00	212.50	264.00	220.00	3.5
1001-2000 sq metres	347.00	289.17	359.00	299.17	3.5
2001-3000 sq metres	408.00	340.00	422.00	351.67	3.4
3001-5000 sq metres	612.00	510.00	633.00	527.50	3.4
5001-10000 sq metres	1,020.00	850.00	1,055.00	879.17	3.4
10001+ sq metres	1,530.00	1,275.00	1,582.00	1,318.33	3.4
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
0-200 sq metres	133.00	110.83	138.00	115.00	3.8
201-1000 sq metres	306.00	255.00	316.00	263.33	3.3
1001-2000 sq metres	469.00	390.83	485.00	404.17	3.4
2001-3000 sq metres	796.00	663.33	823.00	685.83	3.4
3001-5000 sq metres	1,163.00	969.17	1,203.00	1,002.50	3.4
5001-10000 sq metres	2,142.00	1,785.00	2,215.00	1,845.83	3.4
10001+ sq metres	5,202.00	4,335.00	5,379.00	4,482.50	3.4
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq metres	204.00	170.00	211.00	175.83	3.4
201-1000 sq metres	459.00	382.50	475.00	395.83	3.5
1001-2000 sq metres	663.00	552.50	686.00	571.67	3.5
2001-3000 sq metres	969.00	807.50	1,002.00	835.00	3.4
3001-5000 sq metres	1,428.00	1,190.00	1,477.00	1,230.83	3.4
5001-10000 sq metres	2,550.00	2,125.00	2,637.00	2,197.50	3.4
10001+ sq metres	5,712.00	4,760.00	5,906.00	4,921.67	3.4
<b>Bespoke Service</b>					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Development Control

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	<b>1,072</b>	<b>1,075</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Extras</b>					
<b>Consideration of additional plans (within 12 weeks of original application)</b>					
<b>Residential</b>					
Householder	41.00	34.17	42.00	35.00	2.4
1 unit	82.00	68.33	85.00	70.83	3.7
2-5 units	163.00	135.83	169.00	140.83	3.7
6-10 units	306.00	255.00	316.00	263.33	3.3
11-25 units	459.00	382.50	475.00	395.83	3.5
26-50 units	612.00	510.00	633.00	527.50	3.4
51+ units	765.00	637.50	791.00	659.17	3.4
<b>Commercial/Non-Residential</b>					
0-200 sq metres	41.00	34.17	42.00	35.00	2.4
201-1000 sq metres	82.00	68.33	85.00	70.83	3.7
1001-2000 sq metres	163.00	135.83	169.00	140.83	3.7
2001-3000 sq metres	306.00	255.00	316.00	263.33	3.3
3001-5000 sq metres	459.00	382.50	475.00	395.83	3.5
5001-10000 sq metres	612.00	510.00	633.00	527.50	3.4
10001+ sq metres	765.00	637.50	791.00	659.17	3.4
<b>Additional charges</b>					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	120.00	100.00	124.00	103.33	3.3
Non-Material amendments to a planning permission - Householder	34.00	28.33	34.00	28.33	0.0
Non-Material amendments to a planning permission - Non-Residential	234.00	195.00	234.00	195.00	0.0
<b>Miscellaneous</b>					
Change of use from a dwelling and change of use of land to garden	88.00	73.33	91.00	75.83	3.4
Non householder finding out use class, what type of amendment is required on an	71.00	59.17	73.00	60.83	2.8
Letter of confirmation of compliance with enforcement notice	163.00	135.83	169.00	140.83	3.7
<b>Other Charges</b>					
Research Enquiries - Per Hour	93.00	77.50	96.00	80.00	3.2
<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		132.00		132.00	0.0
Advance signs which are not situated on or visible from the site, directing the public to		132.00		132.00	0.0
Other advertisements		462.00		462.00	0.0
<b>Application for Permission in Principle (valid from 1 June 2018)</b>					
£402 for each 0.1 hectare (or part thereof)		402.00		402.00	0.0
<b>Approval/Variation/discharge of condition</b>					
Application for removal or variation of a condition following grant of planning		234.00		234.00	0.0
Request for confirmation that one or more planning conditions have been complied with. (Each Application)		£34 per request for Householder otherwise £116 per request		£34 per request for Householder otherwise £116 per request	0 / 0

**CENTRAL DIRECTORATES  
2019/20 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	63	65

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms)*</b>					
Senior Pitch	100.90	84.08	104.35	86.96	3.4
Senior Pitch for Junior Use	50.70	42.25	52.45	43.71	3.5
Junior Pitch	33.70	28.08	34.85	29.04	3.4
Annual Charge	5,747.30	4,789.42	5,942.75	4,952.29	3.4
<b>Baseball Diamond with Changing Rooms*</b>					
Adult	100.90	84.08	104.35	86.96	3.4
Junior Hire	50.70	42.25	52.45	43.71	3.5
Annual Charge	4,039.75	3,366.46	4,177.15	3,480.96	3.4
<b>Baseball Diamond without Changing Rooms*</b>					
Adult	63.70	53.08	65.90	54.92	3.5
Junior Hire	31.90	26.58	33.00	27.50	3.5
Annual Charge	3,107.30	2,589.42	3,213.00	2,677.50	3.4
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	63.70	53.08	65.90	54.92	3.5
Senior Pitch for Junior Use	31.90	26.58	33.00	27.50	3.5
Junior Pitch	21.20	17.67	21.95	18.29	3.5
Annual Charge	3,831.90	3,193.25	3,962.20	3,301.83	3.4
<b>FARLEY WOOD</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	63.70	53.08	65.90	54.92	3.5
Senior Pitch for Junior Use	31.90	26.58	33.00	27.50	3.5
Junior Pitch	21.20	17.67	21.95	18.29	3.5
Annual Charge	3,307.60	2,756.33	3,420.10	2,850.08	3.4
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	88.70	73.92	91.75	76.46	3.4
Adult Membership	44.40	37.00	45.95	38.29	3.5
Junior Membership	24.40	20.33	25.25	21.04	3.5
<b>Tennis - Pay and Play</b>					
Adult	7.00	5.83	7.25	6.04	3.6
Under 16/64+	5.20	4.33	5.40	4.50	3.8
<b>Tennis Latika Farleywood</b>					
Annual charge additional court booking**	2,804.50	2,337.08	2,899.85	2,416.54	3.4
Cabin Hire	1,096.50	913.75	1,133.80	944.83	3.4
Additional hourly rate	0.90	0.75	0.95	0.79	5.6
** A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights.					
<b>Hall Hire</b>					
Per Hour	13.90	11.58	14.40	12.00	3.6
<b>Cricket Pitch with Changing room</b>					
Adult	93.60	78.00	96.80	80.67	3.4
Junior	47.10	39.25	48.75	40.63	3.5
<b>Cricket Pitch without Changing room</b>					
Adult	59.10	49.25	61.15	50.96	3.5
Junior	29.60	24.67	30.65	25.54	3.5
<b>Multi Use Games Area (MUGA)</b>					
Hire Per Hour	24.00	20.00	24.85	20.71	3.5
<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)	27.20	22.67	28.15	23.46	3.5
Local Businesses / Commercial Groups	POA	POA	POA	POA	
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.					
<b>Rights of Way</b>					
Basic charge to process an application, add to register of deposits and posting notices on site		280.50		290.05	3.4
Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices		56.10		58.05	3.5
Subsequent declaration to renew Deposit (at up to 20 years intervals)		56.10		58.05	3.5

**CENTRAL DIRECTORATES**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	63	65

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Filming Opportunities</b>					
Filming charges below give the ballpark cost of service, with full price confirmed on application, as is required to reflect the bespoke nature of many of the filming requests and to strategically support the ongoing development of a new borough filming business in conjunction with the new Berkshire Film Office.					
Filming administration fee (per application)	n/a	n/a	50.00	41.67	0.0
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	n/a	n/a	50.00	41.67	0.0
Small production (up to 10 people + small tripod)	n/a	n/a	300.00	250.00	0.0
Medium-larger productions (Between 11 - 40 people, kit and trucks)	n/a	n/a	800.00	666.67	0.0
Major productions (41+ people, kit and trucks)	n/a	n/a	POA		0.0
Student pieces / News / Weather reporting	n/a	n/a	Free		0.0
Charities (Normally free, or may charge to recover council costs if these will be incurred)	n/a	n/a	POA		0.0
Extra requirements / other discretionary services such as: Site meetings / inspections, Legal / licence fee, Exclusivity of site fee, Unit base / parking, Assisting with filming on the public highway, Providing access to parks / buildings, Coning off areas, Providing access to electricity, Refuse collection, Removal or addition of street furniture, Street cleaning, Turning off street lights, Providing access to water, Parking.	n/a	n/a	POA		0.0

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service: Legal & Surveyors' Fees

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	154	159

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>Legal &amp; Surveyors' Fees for Property Transactions</b>					
New Lease		515		535	3.9
Licence to Assign		385		400	3.9
Contracted Out Lease - fee is dependant on complexity		225/375		235/390	4.4/4
License to Alter - fee is dependant upon complexity		225/375		235/390	4.4/4
Deed of Variation - fee is dependant on complexity		225/375		235/390	4.4/4
Sale of Garages & Freehold Reversions		310		325	4.8
Letter/Deed of Postponement		140		145	3.6
Transfer (or hourly rate as appropriate)		365		380	4.1
Section 106 Agreements		1,115		1,500	34.5

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

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,500, at a rate of £176 per hour.

DELIVERY  
2019/20 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2018/19 Budget £'000 2	Proposed 2019/20 Budget £'000 2
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Electoral Registration</b>					
Certificate of historical registration		45.00		47.00	4.4
Street Index		24.00		25.00	4.2
<b>Register of Electors</b>					
In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)		20.00		Set by Statute	
In printed format, £10 plus £5 for each 1000 entries (or remaining part of 1,000 entries)		10.00		Set by Statute	
<b>Register of Overseas Electors</b>					
In data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries)		20.00		Set by Statute	
In printed format, £10 plus £5 for each 100 entries or (or remaining part of 100 entries)		10.00		Set by Statute	
<b>Marked copy of the Register of Electors</b>					
In data format, £10 plus £1 per 1,000 entries or part thereof		10.00		Set by Statute	
In paper format, £10 plus £2 for each 1000 entries or part thereof		10.00		Set by Statute	

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service: Registration of Births, Deaths and Marriages Services

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

	<b>2018/19 Budget £'000 190</b>	<b>Proposed 2019/20 Budget £'000 140</b>
<b>Income the proposed fees will generate:</b>		

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2020/21 Proposed Fee (Inc VAT)	2020/21 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Marriage and Civil Partnership Ceremonies</b>								
New Licence		2,100.00		2,171.00	3.4		2,245.00	3.4
Licence Renewal		1,800.00		1,861.00	3.4		1,924.00	3.4
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office		35.00		Set by Statute			Set by Statute	
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		Set by Statute			Set by Statute	
- for a detained person		103.00		Set by Statute			Set by Statute	
Attendance of Registrar for a marriage or civil partnership:								
- at a registered building		86.00		Set by Statute			Set by Statute	
- of a housebound person		81.00		Set by Statute			Set by Statute	
- of a detained person		88.00		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a marriage or civil partnership:								
- of a housebound person		84.00		Set by Statute			Set by Statute	
- of a detained person		94.00		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a ceremony at approved premises								
- Monday-Thursday		450.00		475.00	5.6		490.00	3.2
- Friday-Saturday		550.00		575.00	4.5		595.00	3.5
- Sunday/Bank Holiday		600.00		625.00	4.2		650.00	4.0
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	450.00	375.00	570.00	475.00	26.7	588.00	490.00	3.2
- Friday-Saturday	550.00	458.33	690.00	575.00	25.5	714.00	595.00	3.5
- Sunday/Bank Holiday	600.00	500.00	750.00	625.00	25.0	780.00	650.00	4.0
Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)								
- Monday-Thursday		300.00		420.00	40.0		490.00	16.7
- Friday-Saturday		400.00		500.00	25.0		595.00	19.0
- Sunday/Bank Holiday		500.00		575.00	15.0		650.00	13.0
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	300.00	250.00	504.00	420.00	68.0	588.00	490.00	16.7
- Friday-Saturday	400.00	333.33	600.00	500.00	50.0	714.00	595.00	19.0
- Sunday/Bank Holiday	500.00	416.67	690.00	575.00	38.0	780.00	650.00	13.0
Pre-ceremony chat appointments								
Daytime Monday - Friday		20.00		21.00	5.0		22.00	4.8
Evening Monday - Friday		30.00		31.00	3.3		32.00	3.2
Marriage or Civil Partnership Ceremony in the Register Office		46.00		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office		45.00		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building		46.00		Set by Statute			Set by Statute	
Application to convert a Civil Partnership to a marriage		27.00		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:								
- of a housebound person		99.00		Set by Statute			Set by Statute	
- of a detained person		117.00		Set by Statute			Set by Statute	
- of a seriously ill person not expected to recover		15.00		Set by Statute			Set by Statute	
Note - Appointment fees will be taken at the time of booking								

DELIVERY  
2019/20 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2018/19 Budget £'000 190	Proposed 2019/20 Budget £'000 190
Income the proposed fees will generate:		

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2020/21 Proposed Fee (Inc VAT)	2020/21 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Certificates and Citizenship Ceremonies</b>								
<b>Certificates</b>								
Birth (short and long), death and marriages certificates(extracts or full):								
- at time of registration		4.00		Set by Statute			Set by Statute	
- after registration but in current register		7.00		Set by Statute			Set by Statute	
- after registration and after register closed		10.00		Set by Statute			Set by Statute	
Civil Partnership certificates (extract or full):								
- at time of registration		4.00		Set by Statute			Set by Statute	
- at any other time		10.00		Set by Statute			Set by Statute	
Additional fee								
Personal search (up to 6 hours)		18.00		Set by Statute			Set by Statute	
Additional fee - certificates								
Premium Service Fee (in addition to statutory fee)		23.00		28.00	21.7		30.00	7.1
Postage admin per certificate		3.00		3.25	8.3		3.25	0.0
<b>European Passport Return Services</b>								
Single Application Monday - Friday		27.00		30.00	11.1		31.00	3.3
<b>Individual Citizenship Ceremonies at Register Office</b>								
- Monday - Friday		150.00		175.00	16.7		180.00	2.9
<b>Individual Citizenship Ceremonies at Haversham Room</b>								
- Monday - Thursday		N/A		420.00			490.00	16.7
- Friday - Saturday		N/A		500.00			595.00	19.0
Additional fee for cancellation/amendment/follow-up appointment		30.00		36.00	20.0		37.00	2.8
Note - Appointment fees will be taken at the time of booking								



**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service: Democratic Services

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>2</b>	<b>2</b>

Are concessions available? Agendas are available online at no charge.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2020/21 Proposed Fee (Inc VAT)	2020/21 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Council Publications</b>								
<b>Appeals Service</b>								
Charges to Schools for administration and clerking of appeals								
Up to 3 appeals and 1 ombudsman case a year for three years	690.00	575.00	744.00	620.00		768.00	640.00	3.2
Up to 5 appeals and 2 ombudsman cases a year for three years	1,050.00	875.00	1,116.00	930.00	6.3	1152.00	960.00	3.2
Up to 10 appeals and 2 ombudsmen cases a year for three years	1,962.00	1,635.00	2,028.00	1,690.00	3.4	2100.00	1,750.00	3.6
Up to 20 appeals and 2 ombudsmen cases a year for three years	3,420.00	2,850.00	3,540.00	2,950.00		3720.00	3,100.00	5.1
Additional appeal once the maximum has been reached	2,016.00	1,680.00	N/A	N/A		N/A	N/A	
Charge for unscheduled occasional appeals	312.00	260.00	330.00	275.00	5.8	336.00	280.00	1.8

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service: Customer Experience

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

Income the proposed fees will generate:	2018/19 Budget £'000 0	Proposed 2019/20 Budget £'000 0
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**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>Certificate</b>					
Proof of Life/Pension Certificate	12.50	10.42	13.00	10.83	4.0

DELIVERY  
2019/20 PROPOSED FEES & CHARGES

Service: Education Transport

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

Income the proposed fees will generate:	2018/19 Budget £'000 0	Proposed 2019/20 Budget £'000 0
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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 to School Travel</b>					
<i>Farepayer fees per term on existing routes</i>					
Lost Passes		20.00		21.00	5.0

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Museums & Galleries

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	718	742

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>THE LOOK OUT</b>					
<b>Admission</b>					
Adult	7.60	6.33	7.90	6.58	3.9
Under 16 / Students / 64+ / Disabled	5.20	4.33	5.40	4.50	3.8
Saver Ticket	20.40	17.00	21.20	17.67	3.9
School Children	4.75	3.96	4.95	4.13	4.2
Under 4s Group Bookings	4.75	3.96	4.95	4.13	4.2
45 minute visit special needs	3.15	2.63	3.30	2.75	4.8
Adult after 4pm	4.00	3.33	4.15	3.46	3.8
Under 16 / Students / 64+ / Disabled, after 4pm	2.65	2.21	2.75	2.29	3.8
Saver Ticket after 4pm	10.20	8.50	10.70	8.92	4.9
Parent & Toddler (Term time only)	6.55	5.46	6.80	5.67	3.8
Carers for disabled	Free	Free	Free	Free	
<b>Birthday Parties*</b>					
Venue Hire	POA	POA	POA	POA	
<b>Loyalty Card</b>					
Adult	30.40	25.33	31.60	26.33	3.9
Under 16	20.80	17.33	21.60	18.00	3.8
Family	81.60	68.00	84.80	70.67	3.9
<b>Commercial Hire</b>					
Whole Day	255.00	212.50	264.00	220.00	3.5
Half Day	129.00	107.50	133.00	110.83	3.1
Per Hour	61.00	50.83	63.00	52.50	3.3
Evening hire, per hour	82.00	68.33	85.00	70.83	3.7
* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.					

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Highways

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Vehicle Access Crossings</b>					
Construction of crossing		Actual cost		Actual cost	
Domestic Vehicle Access Application Fee (BFC Contractor)		41.00		42.00	2.4
Domestic Vehicle Access Inspection Fee - Per Occasion		55.00		57.00	3.6
Domestic Vehicle Access Application Fee (Private Contractor)		76.00		79.00	3.9
Domestic Vehicle Access Inspection Fee - Per Occasion		55.00		57.00	3.6
Property Developers or Commercial Vehicle Access					
Fee plus charge based on number of properties:		435.00		450.00	3.4
1 Property		263.00		272.00	3.4
2-5 Properties		473.00		489.00	3.4
6 + Properties		736.00		761.00	3.4
per inspection		55.00		57.00	3.6
Access Protection Markings	106.00	88.33	110.00	91.67	3.8

**DELIVERY  
2019/20 PROPOSED FEES & CHARGES**

**Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex**

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

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

**Protected Prices**

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

**Club Prices**

The supplier can increase these prices annually in line with inflation, subject to council approval.

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

**Core Prices**

The supplier can increase these prices annually in line with inflation, subject to council approval.

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

**Non-Core Prices**

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

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Library Service

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

	<b>2018/19 Budget £'000 98</b>	<b>Proposed 2019/20 Budget £'000 98</b>
Income the proposed fees will generate:		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Overdue Charges Per Loan Period</b>					
Adult Books, inc multimedia	Daily	0.25		0.30	20.0
	Max Per item	8.60		8.90	3.5
Childrens Books borrowed by adults	Daily	1.00		1.10	10.0
	Max Per item	4.30		4.50	4.7
Childrens Books borrowed by children	Daily	0.05		0.10	100.0
	Max Per item	2.15		2.30	7.0
Teenage Books borrowed by young people 13-17	Daily	0.10		0.10	0.0
	Max Per item	4.30		4.50	4.7
Spoken Word Cassettes/ CD's	Daily	0.20		0.30	50.0
	Max Per item	8.60		8.90	3.5
Music CD's	Daily	0.20		0.30	50.0
	Max Per item	8.60		8.90	3.5
DVD's	Daily	0.65		0.70	7.7
	Max Per item	9.00		9.80	8.9
Computer Games	Daily	0.65		0.70	7.7
	Max Per item	9.00		9.80	8.9
<b>Loan Charges</b>					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.30		2.40	4.3
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.30		2.40	4.3
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.60	6.7
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.60	20.0
<b>Requests - Books/Periodical Articles - All per item</b>					
All items held in BFC Libraries					
Requests for children's books		Free		Free	
Requests for all other books		0.50		0.60	20.0
Requests for all other books if a registered disabled person or those with a leisure		0.20		0.30	50.0
Subscription - unlimited requests	12 Months - (April-March)	18.00		19.00	5.6
	6 months - (October - March)	12.50		13.00	4.0
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.90		5.50	12.2
British Library Requests (Subsequent Books)		16.00		16.50	3.1
British Library Requests (Subsequent Periodicals)		11.00		12.00	9.1
British Library Urgent Service		POA		POA	
British Library Urgent Service (Student Concession)		21.50		22.00	2.3

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Library Service

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

	<b>2018/19 Budget £'000 98</b>	<b>Proposed 2019/20 Budget £'000 98</b>
Income the proposed fees will generate:		

**Are concessions available? No**

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
<b>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	3.80	3.17	3.90	3.25	2.5
Head Phones Purchase	Each	2.00	1.67	2.10	1.75	4.8
USB SticksCD Rom	Each	5.00	4.17	5.20	4.33	3.8
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff	A4 Page	5.20	4.33	5.40	4.50	3.9
Scan and Print on Photo Paper	A4 Page	5.80	4.83	6.00	5.00	3.5
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50	0.0
<b>Fax Charges</b>						
Fax - UK First Page	1st Page	1.20	1.00	1.20	1.00	0.0
Fax - UK additional pages	A4 Page	0.80	0.67	0.80	0.67	0.0
Fax - EU First Page	1st Page	2.80	2.33	2.90	2.42	3.9
Fax - EU additional pages	A4 Page	1.40	1.17	1.40	1.17	0.0
Fax - Rest of World First Page	1st Page	4.30	3.58	4.40	3.67	2.5
Fax - Rest of World Extra Pages	A4 Page	2.20	1.83	2.30	1.92	4.9
<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	1.80	1.50	1.90	1.58	5.3
<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		35.00		40.00	14.3
Facilities Hire at Libraries	Full day		50.00		60.00	20.0
Loan of vocal scores	Multiples of 10 per week		POA		POA	
<b>Facilities Hire at Libraries</b>						
Hourly rate for block bookings			12.00		13.00	8.3



**DELIVERY**  
**2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	1,829	2,418

**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</b>					
<b>For the interment of the body of:</b>					
a person aged 16 years or over		1,148.00		1,248.00	8.7
re-open Grave aged 16 years or over		878.00		950.00	8.2
a child 3 years to 15 years		135.00		140.00	3.7
a stillborn child, foetus or child under 3 years		81.00		84.00	3.7
<b>For the interment of a cremation urn or casket:</b>					
a person aged 16 years or over		350.00		378.00	8.0
a child 3 years to 16 years		135.00		140.00	3.7
<b>Exclusive rights of burial (deed for 75 years)</b>					
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant for an person 16 years or over		971.00		1,005.00	3.5
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		490.00		507.00	3.5
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		612.00		633.00	3.4
The whole of the foregoing fees and charges will treble in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		194.00		201.00	3.6
Additional charge for casket shaped grave for a person 16 and over		331.00		343.00	3.6
Right to erect memorial		168.00		174.00	3.6
Additional inscription of each name		70.00		73.00	4.3
Plot Selection Fee		40.00		42.00	5.0
Temporary marker on Grave		28.00		29.00	3.6
Transfer of grant of exclusive right of burial		90.00		92.00	2.2
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

**DELIVERY**  
**2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,829</b>	<b>2,418</b>

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CREMATORIUM</b>					
<b>For the cremation of the body of:</b>					
a person aged 16 years or under		FOC		FOC	
a person aged 16 years or over					
30 Minute Chapel Time		785.00		812.00	3.4
45 Minute Chapel Time (Wellington Only)		930.00		962.00	3.4
60 Minute Chapel Time		1,075.00		1,112.00	3.4
Additional 15 minutes Chapel Time (Wellington Only)		145.00		150.00	3.4
Overrun Fee, extra 30 minutes in chapel/service		290.00		300.00	3.4
a person aged 16 years or over 0900 - 1545 Saturday		1,177.50		1,218.00	3.4
Abatement Charge for each chargeable cremation		60.00		63.00	5.0
Scattering of Cremated remains - Sat, Sun & Bank Hol		31.00		33.00	6.5
Body parts		184.00		191.00	3.8
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 excluding weekends and Bank Holidays, provision of polytainer for cremated remains and the cost of recovery for the new cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Package and dispatch to an address in the UK		128.00		133.00	3.9
Cremation only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		579.00		599.00	3.5
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		435.00		450.00	3.4
For disposal of cremated remains when cremation has taken place elsewhere		181.00		188.00	3.9
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		72.00		75.00	4.2
Coffin to Catafalque(24hrs max)		59.00		62.00	5.1
Refrigeration Storage per coffin (per 24hr period)		20.00		21.00	5.0
Certified extract from the Register of Cremation		67.00		69.00	3.0
CD or USB - Audio Recording	41.00	34.17	43.00	35.83	4.9
Each additional copy	35.00	29.17	37.00	30.83	5.7
USB, DVD, Blu-ray audio visual recording	56.00	46.67	58.00	48.33	3.6
Each additional copy	35.00	29.17	37.00	30.83	5.7
Webcast - per 30 minutes	79.00	65.83	82.00	68.33	3.8
Webcast - per 45 minutes (Wellington Only)	119.00	99.17	123.00	102.50	3.4
Single Image	12.00	10.00	13.00	10.83	8.3
Simple Slideshow (up to 25 photos)	38.00	31.67	40.00	33.33	5.3
Professional Slideshow (up to 25 photos)	77.00	64.17	80.00	66.67	3.9
Additional photos for tributes - up to 25	20.00	16.67	21.00	17.50	5.0
Family supplied video checking & loading to Obitus	20.00	16.67	21.00	17.50	5.0
USB, DVD, Blu-ray of Tribute only	30.00	25.00	32.00	26.67	6.7
Each additional copy	20.00	16.67	21.00	17.50	5.0
USB, DVD, Blu-ray of Service incl Tribute	70.00	58.33	72.00	60.00	2.9
Each additional copy	35.00	29.17	37.00	30.83	5.7
The charges for a cremation on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

**DELIVERY**  
**2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,829</b>	<b>2,418</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	93.00	77.50	96.00	80.00	3.2
5 line entry	137.00	114.17	142.00	118.33	3.6
8 line entry	164.00	136.67	170.00	141.67	3.7
5 line entry with floral emblem	218.00	181.67	225.00	187.50	3.2
8 line entry with floral emblem	228.00	190.00	236.00	196.67	3.5
5 line entry with badge, bird, crest or shield	242.00	201.67	250.00	208.33	3.3
8 line entry with badge, bird, crest or shield	287.00	239.17	297.00	247.50	3.5
8 line entry with coat of arms	295.00	245.83	305.00	254.17	3.4
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	77.00	64.17	80.00	66.67	3.9
5 line entry	93.00	77.50	96.00	80.00	3.2
8 line entry	102.00	85.00	105.00	87.50	2.9
5 line entry with floral emblem	190.00	158.33	196.00	163.33	3.2
8 line entry with floral emblem	195.00	162.50	202.00	168.33	3.6
5 line entry with badge, bird, crest or shield	206.00	171.67	213.00	177.50	3.4
8 line entry with badge, bird, crest or shield	218.00	181.67	225.00	187.50	3.2
8 line entry with coat of arms	242.00	201.67	250.00	208.33	3.3
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	366.00	305.00	378.00	315.00	3.3
Prepare and display for a 1 year period	215.00	179.17	222.00	185.00	3.3
Annual Renewal	20.00	16.67	21.00	17.50	5.0
Replacement of memorial leather panel	198.00	165.00	205.00	170.83	3.5
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	366.00	305.00	378.00	315.00	3.3
Babies Picture Book Plaque set up and Year 1 Lease	215.00	179.17	222.00	185.00	3.3
Annual Renewal	20.00	16.67	21.00	17.50	5.0
Babies Standard Plaque Prepare and display for a 10 year period	366.00	305.00	378.00	315.00	3.3
Babies Standard Plaque set up and year 1 Lease	215.00	179.17	222.00	185.00	3.3
Annual Renewal	20.00	16.67	21.00	17.50	5.0
<b>Roses</b>					
Rose standard with plaque for a 7 year period	463.00	385.83	479.00	399.17	3.5
Rose standard with plaque set up and 1st year lease	233.00	194.17	241.00	200.83	3.4
Renewal of standard rose annual lease	39.00	32.50	40.00	33.33	2.6
Standard Plaque (additional or replacement)	54.00	45.00	56.00	46.67	3.7
Classic Plaque (additional or replacement)	66.00	55.00	68.00	56.67	3.0
Cast Bronze Plaque	134.00	111.67	139.00	115.83	3.7
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,400.00	1,166.67	1,448.00	1,206.67	3.4
A commemorative bench, plaque, set up and 1st year lease.	731.00	609.17	756.00	630.00	3.4
Annual renewal of commemorative bench	75.00	62.50	78.00	65.00	4.0
Cast bronze plaque	120.00	100.00	124.00	103.33	3.3
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
Annual renewal of lease	66.00	55.00	68.00	56.67	3.0
Additional letter inscription per letter	3.00	2.50	3.00	2.50	0.0
Second and final interment (including 50 letter inscription)	340.00	283.33	352.00	293.33	3.5

**DELIVERY**  
**2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,829</b>	<b>2,418</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>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	547.00	455.83	566.00	471.67	3.5
Plaque Row 1 set up and year 1 lease	281.00	234.17	291.00	242.50	3.6
Plaque Row 2 (10 year lease)	624.00	520.00	645.00	537.50	3.4
Plaque Row 2 set up and year 1 lease	358.00	298.33	370.00	308.33	3.4
Plaque Row 3 (10 year lease)	669.00	557.50	692.00	576.67	3.4
Plaque Row 3 set up and year 1 lease	403.00	335.83	417.00	347.50	3.5
Birdbath Seat Plaque (10 year lease)	421.00	350.83	435.00	362.50	3.3
Birdbath Seat Plaque set up and 1 year lease	155.00	129.17	160.00	133.33	3.2
Annual lease on all Bracken Heal Plaques	30.00	25.00	31.00	25.83	3.3
<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)	86.00	71.67	89.00	74.17	3.5
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	103.00	85.83	107.00	89.17	3.9
Photo Plaque (7x5) with initial order (Sanctum only)	129.00	107.50	133.00	110.83	3.1
Photo Plaque (7x5) added to existing tablet (Sanctum only)	155.00	129.17	160.00	133.33	3.2
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	529.00	440.83	547.00	455.83	3.4
Memorial Granite Rock set up and year 1 lease	275.00	229.17	284.00	236.67	3.3
Annual renewal of lease	30.00	25.00	31.00	25.83	3.3
Personal Plaque designs	POA	POA	POA	POA	
<b>COPSE STONE</b>					
Memorial Granite Rock 10 year lease	496.00	413.33	513.00	427.50	3.4
Memorial Granite Rock set up and year 1 lease	235.00	195.83	243.00	202.50	3.4
Annual renewal of lease	30.00	25.00	31.00	25.83	3.3
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD - MUSHROOM</b>					
3 DISC(10 year lease)	446.00	371.67	461.00	384.17	3.4
3 DISC(set up and year 1 lease)	225.00	187.50	233.00	194.17	3.6
4 DISC(10 year lease)	446.00	371.67	461.00	384.17	3.4
4 DISC(set up and year 1 lease)	225.00	187.50	233.00	194.17	3.6
5 DISC(10 year lease)	446.00	371.67	461.00	384.17	3.4
5 DISC(set up and year 1 lease)	225.00	187.50	233.00	194.17	3.6
Annual renewal of lease	25.00	20.83	26.00	21.67	4.0
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	609.00	507.50	630.00	525.00	3.4
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	343.00	285.83	355.00	295.83	3.5
Annual renewal of lease	30.00	25.00	31.00	25.83	3.3
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	32.00	26.67	33.00	27.50	3.1
<b>Memorial Vase</b>					
Prepare and display for 10 year period	609.00	507.50	630.00	525.00	3.4
Prepare and display for 1 year	343.00	285.83	355.00	295.83	3.5
Replacement plaque (including inscription)	265.00	220.83	274.00	228.33	3.4
Annual renewal of lease	30.00	25.00	31.00	25.83	3.3

**DELIVERY**  
**2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	1,829	2,418

**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>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	1,291.00	1,075.83	1,335.00	1,112.50	3.4
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	695.00	579.17	719.00	599.17	3.5
Annual renewal of lease	66.00	55.00	68.00	56.67	3.0
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	340.00	283.33	352.00	293.33	3.5
Photo Plaque with initial order	120.00	100.00	124.00	103.33	3.3
Photo plaque added to existing tablet	146.00	121.67	151.00	125.83	3.4
<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	2,386.00	1,988.33	2,467.00	2,055.83	3.4
Prepare and display for year 1	1,385.00	1,154.17	1,432.00	1,193.33	3.4
Annual renewal	111.00	92.50	115.00	95.83	3.6
<b>MISCELLANEOUS ITEMS</b>					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Waste Management

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	711	735

**Are concessions available? Yes - Bulky Household and garden waste brown bin collection service - There is a 50% discount where the principal occupant is in receipt of an income related benefit.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee 2020/21 (Inc VAT)	Proposed Fee 2020/21 (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE</b>								
Bulky household refuse (excluding DIY material) Up to 3 items.		43.00		44.00	2.3			
Between 4 and 7 items (minimum charge 1 hour)		54.00		56.00	3.7			
Annual Collection for Garden Waste Service - 240L Brown Bin		50.00		50.00	0.0		52.00	4.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (July to Sept) - 240L Brown Bin		37.50		37.50	0.0		39.00	4.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (Oct to Dec) - 240L Brown Bin		25.00		25.00	0.0		26.00	4.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (Jan to March) - 240L Brown Bin		12.50		12.50	0.0		13.00	4.0
Annual Collection for Garden Waste Service - 140L Brown Bin		46.00		46.00	0.0		48.00	4.3
Pro Rata charges for new customers joining the collection of Garden Waste Service (July to Sept) - 140L Brown Bin		34.50		34.50	0.0		36.00	4.3
Pro Rata charges for new customers joining the collection of Garden Waste Service (Oct to Dec) - 140L Brown Bin		23.00		23.00	0.0		24.00	4.3
Pro Rata charges for new customers joining the collection of Garden Waste Service (Jan to March) - 140L Brown Bin		11.50		11.50	0.0		12.00	4.3
Garden waste sacks(to include collection)		1.00		1.00	0.0		1.00	0.0
<b>MISCELLANEOUS</b>								
Replacement of green or blue Wheeled bin - admin charge		29.00		30.00	3.4			
Residents request to return and empty bin not presented for collection		26.00		27.00	3.8			
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		38.00		39.00	2.6			
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		35.00		36.00	2.9			
Brown Bin for Garden Waste Repair		15.00		16.00	6.7			

DELIVERY  
2019/20 PROPOSED FEES & CHARGES

Service : Parking

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	3,599	3,368

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>SEASON TICKETS- SUBJECT TO AVAILABILITY</b>					
<b>Braccan Walk</b>					
Monthly weekend season ticket	40.00	33.33	45.00	37.50	12.5
5 day monthly	85.00	70.83	90.00	75.00	5.9
5 day quarterly	245.00	204.17	255.00	212.50	4.1
5 day half yearly	470.00	391.67	490.00	408.33	4.3
5 day annual (1-50 Tickets)	850.00	708.33	880.00	733.33	3.5
5 day annual (51+ Tickets)	775.00	645.83	805.00	670.83	3.9
7 day annual	1,000.00	833.33	1,035.00	862.50	3.5
7 day monthly	95.00	79.17	100.00	83.33	5.3
<b>High Street</b>					
5 day monthly	95.00	79.17	100.00	83.33	5.3
5 day annual (1-50 Tickets)	900.00	791.67	935.00	779.17	3.9
5 day annual (51+ Tickets)	800.00	666.67	830.00	691.67	3.8
7 day annual	1,150.00	958.33	1,190.00	991.67	3.5
7 day monthly	105.00	87.50	110.00	91.67	4.8
<b>Albert Road</b>					
Per Hour	1.50	1.25	1.60	1.33	6.7
Mon-Sun inc - 10 hrs	5.50	4.58	5.70	4.75	3.6
7 day monthly renewal	55.00	45.83	60.00	50.00	9.1
<b>Wick Hill</b>					
Per Hour	1.50	1.25	1.60	1.33	6.7
Mon-Sun inc - 10 hrs	4.50	3.75	4.70	3.92	4.4
7 day monthly renewal	45.00	37.50	50.00	41.67	11.1
<b>Car Park Spaces Behind Banks</b>					
0-40 minutes	1.00	0.83	1.10	0.92	10.0
Overnight Mon-Sun 6pm until 6am	1.50	1.25	1.60	1.33	6.7
Replacement season ticket (admin charge)	35.00	29.17	40.00	33.33	14.3
Season ticket early redemption charge on 5 & 7 days annual tickets (remaining pro-rata value)	9.5%	9.5%	9.5%	9.5%	0.0

**DAILY CHARGES**

All daily charges for the town centre car parks/parking inc Braccan Walk, High St., The Avenue car & Weather Way car parks are linked to the fees for the Avenue car park. The Avenue car park fees are set by the terms of the lease and all such fees are now to be determined annually in September by the Town Centre Regeneration Committee.

DELIVERY  
2019/20 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>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
Income the proposed fees will generate:	3,599	3,368

**Are concessions available? Yes**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LEISURE PREMISES</b>					
<b>Coral Reef Car Park</b> (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	3.10	2.58	3.10	2.70	0.0
All day charge	5.10	4.25	5.10	4.40	0.0
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.70	0.0
All day charge	4.10	3.42	4.10	3.50	0.0
<b>Season Tickets</b>					
Annual for Residents of Bracknell Forest	61.00	50.83	65.00	52.60	6.6
Annual for all others	102.00	85.00	110.00	87.90	7.8
Replacement season ticket	36.00	30.00	37.50	31.00	4.2
<b>RESIDENTS PARKING</b>					
1st Permit	25.00	20.83	25.00	20.83	0.0
2nd Permit	40.00	33.33	40.00	33.33	0.0
3rd Permit	60.00	50.00	60.00	50.00	0.0
4th Permit	80.00	66.67	80.00	66.67	0.0
5th Permit	100.00	83.33	100.00	83.33	0.0
4 hour reusable permit	25.00	20.83	25.00	20.83	0.0
Scratch cards - 50 x 4 hour	15.00	12.50	15.00	12.50	0.0
Scratch cards - 50 x 24 hour	40.00	33.33	40.00	33.33	0.0
Service Provider	60.00	50.00	60.00	50.00	0.0
Landlord - 10 x 4 hour scratch card	10.00	8.33	10.00	8.33	0.0
Landlord - 10 x 24 hour scratch card	20.00	16.67	20.00	16.67	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	25.00	20.83	25.00	20.83	0.0
<b>OTHER PARKING CHARGES</b>					
<b>Parking place Suspension (On-Street)</b>					
For paid or restricted bays, charge per vehicle per day, for up to 5 days		50.00		Please see Highways	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle for up to 5 days		50.00		Please see Highways	
<b>Penalty Charge Notices (Off Street)</b>					
Charge		25.00		25.00	0.0
Charge if paid within 14 days		50.00		50.00	0.0
<b>Penalty Charge Notices (On-Street)</b>					
Charge		35.00		35.00	0.0
Charge if paid within 14 days		70.00		70.00	0.0



Service : Regulatory Services

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>286</b>	<b>286</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<p>All tests to be charged at the prevailing hourly rate.</p> <p>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.</p> <p>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></p> <p>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>	76.00	63.33	75.00	62.53	-1.3
<p><b>Certificate of errors</b></p> <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>	76.00	63.33	N/A	N/A	
<p><b>Out of hours working</b> (subject to staff being available)</p> <p>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>	152.00	126.67	N/A	N/A	

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	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>286</b>	<b>286</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Explosives Licences - Set by Statute Law</b>					
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		N/A	
2 years		Set by Statute		N/A	
3 years		Set by Statute		N/A	
4 years		Set by Statute		N/A	
5 years		Set by Statute		N/A	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		N/A	
2 years		Set by Statute		N/A	
3 years		Set by Statute		N/A	
4 years		Set by Statute		N/A	
5 years		Set by Statute		N/A	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance prescribed					
1 year		Set by Statute		N/A	
2 years		Set by Statute		N/A	
3 years		Set by Statute		N/A	
4 years		Set by Statute		N/A	
5 years		Set by Statute		N/A	
Renewal of licence to store explosives where no minimum separation distance or 0 metres separation distance prescribed					
1 year		Set by Statute		N/A	
2 years		Set by Statute		N/A	
3 years		Set by Statute		N/A	
4 years		Set by Statute		N/A	
5 years		Set by Statute		N/A	
New Licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		109.00		109.00	0.00
2 years		141.00		141.00	0.00
3 years		173.00		173.00	0.00
4 years		206.00		206.00	0.00
5 years		238.00		238.00	0.00
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		54.00		54.00	0.00
2 years		86.00		86.00	0.00
3 years		120.00		120.00	0.00
4 years		152.00		152.00	0.00
5 years		185.00		185.00	0.00
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		185.00		185.00	0.00
2 years		243.00		243.00	0.00
3 years		304.00		304.00	0.00
4 years		374.00		374.00	0.00
5 years		423.00		423.00	0.00
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net					
1 year		86.00		86.00	0.00
2 years		147.00		147.00	0.00
3 years		206.00		206.00	0.00
4 years		266.00		266.00	0.00
5 years		326.00		326.00	0.00
Licence variation					
Varying the name of licensee or address of site		36.00		36.00	0.0
Any other kind of variation		40.00		40.00	0.0
Transfer of Licence		36.00		36.00	0.0
Replacement of licence if lost		36.00		36.00	0.0
Full year registration for fireworks		515.00		515.00	0.0

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**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>Petroleum Licences - per year of licence - Set by Statute Law</b>						
Not exceeding 2,500 litres		44.00		44.00	0.0	
Not exceeding 50,000 litres		60.00		60.00	0.0	
Exceeding 50,000 litres		125.00		125.00	0.0	
Transfer of Licence		11.00		N/A		
<b>Miscellaneous</b>						
Administrative charge for provision of a certificate containing results of errors found on testing		44.00		44.00	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 £74		74.00		74.00	0.0	
<b>Primary Authority</b>						
Primary Authority Work Hourly chargeable rate		55.00		56.38	2.5	
Annual charge - previous year usage up to 10 hours officer time		500.00		512.50	2.5	
Annual charge - previous year usage up to 20 hours officer time		1,000.00		1,025.00	2.5	
Anything likely to be in excess of 20 hours				POA		
<b>Support with Confidence</b>						
<b>Application fee</b>	1-5 Employees	155.00	129.17	71.34	59.45	-54.0
	6-20 Employees	205.00	170.83	142.68	118.90	-30.4
	21+ Employees	255.00	212.50	357.94	298.28	40.4
Disbursements are charged at cost. Employees 6-21+ reduced fee to £50 if registered with confidence.						
<b>Buy with Confidence</b>						
<b>Members from 2017-18</b>	1-5 Employees	310.00	258.33	150.00	125.00	-51.6
	6-20 Employees	465.00	387.50	200.40	167.00	-56.9
	21+ Employees	620.00	516.67	249.60	208.00	-59.7
<b>Annual Fee</b>	1-5 Employees	N/A	N/A	300.00	250.00	-
	6-20 Employees	N/A	N/A	450.00	375.00	-
	21+ Employees	N/A	N/A	600.00	500.00	-
<b>Legacy members</b>	1-5 Employees	148.00	123.33	148.00	123.33	0.0
	6-20 Employees	222.00	185.00	222.00	185.00	0.0
	21+ Employees	296.00	246.67	296.00	246.67	0.0

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Income the proposed fees will generate:	286	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LICENSING ACT 2003</b>					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:					
<b>Premises Licences - one-off fee set by statute based upon rateable value (RV) of premises (Class B - Statutory Fee)</b>					
Rateable value band					
A		100.00		100.00	0.00
B		190.00		190.00	0.00
C		315.00		315.00	0.00
D		450.00		450.00	0.00
E		635.00		635.00	0.00
Pre-application Advice per hour, minimum 1 hour.		N/A		56.38	-
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		900.00	0.0
E		1,905.00		1,905.00	0.0
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		1,000.00	0.0
10,000 - 14,999		2,000.00		2,000.00	0.0
15,000 - 19,999		4,000.00		4,000.00	0.0
20,000 - 29,999		8,000.00		8,000.00	0.0
30,000 - 39,999		16,000.00		16,000.00	0.0
40,000 - 49,999		24,000.00		24,000.00	0.0
50,000 - 59,999		32,000.00		32,000.00	0.0
60,000 - 69,999		40,000.00		40,000.00	0.0
70,000 - 79,999		48,000.00		48,000.00	0.0
80,000 - 89,999		56,000.00		56,000.00	0.0
90,000 and over		64,000.00		64,000.00	0.0
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>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		70.00	0.0
B		180.00		180.00	0.0
C		295.00		295.00	0.0
D		320.00		320.00	0.0
E		350.00		350.00	0.0
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		640.00	0.0
E		1,050.00		1,050.00	0.0
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		500.00	0.0
10,000 - 14,999		1,000.00		1,000.00	0.0
15,000 - 19,999		2,000.00		2,000.00	0.0
20,000 - 29,999		4,000.00		4,000.00	0.0
30,000 - 39,999		8,000.00		8,000.00	0.0
40,000 - 49,999		12,000.00		12,000.00	0.0
50,000 - 59,999		16,000.00		16,000.00	0.0
60,000 - 69,999		20,000.00		20,000.00	0.0
70,000 - 79,999		24,000.00		24,000.00	0.0
80,000 - 89,999		28,000.00		28,000.00	0.0
90,000 and over		32,000.00		32,000.00	0.0

Service : Regulatory Services

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Income the proposed fees will generate:	286	286

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>OTHER FEES</b>					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Section 25 - Theft, loss, etc. of premises licence or summary		10.50		10.50	0.0
Section 29 - Application for a provisional statement where premises being built, etc.		315.00		315.00	0.0
Section 33 - Notification of change of name or address		10.50		10.50	0.0
Section 37 - Application to vary licence to specify individual as premises supervisor		23.00		23.00	0.0
Section 42 - Application for transfer of premises licence		23.00		23.00	0.0
Section 47 - Interim authority notice following death etc. of licence holder		23.00		23.00	0.0
Section 79 - Theft, loss etc. of certificate or summary		10.50		10.50	0.0
Section 82 - Notification of change of name or alteration of rules of club		10.50		10.50	0.0
Section 83(1) or (2) - Change of relevant registered address of club		10.50		10.50	0.0
Section 100 - Temporary event notice		21.00		21.00	0.0
Section 110 - Theft, loss etc. of temporary event notice		10.50		10.50	0.0
Section 117 - Application for a grant or renewal of personal licence		37.00		37.00	0.0
Section 126 - Theft, loss etc. of personal licence		10.50		10.50	0.0
Section 127 - Duty to notify change of name or address		10.50		10.50	0.0
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0

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	£.p	£.p	£.p	£.p	%
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises - Initial		2,617.00		N/A	
Premises - Renewal		1,389.00		N/A	
Premises Application		N/A		Min £3,100 to max £5,150	
Pre-application advice per hour		N/A		56.38	
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial		464.00		476.00	2.6
Premises - Renewal		269.00		276.00	2.6
<b>Riding Establishment: Annual Licence</b>					
Premises - Initial		501.00		514.00	2.6
Premises - Renewal		261.00		268.00	2.7
Provisional - Initial		292.00		299.00	2.4
Provisional - Renewal		149.00		153.00	2.7
<b>Animal Boarding Establishment: Annual Licence</b>					
1 - 30 animals Initial		395.00		405.00	2.5
Renewal		232.00		238.00	2.6
31 - 60 animals Initial		466.00		478.00	2.6
Renewal		251.00		257.00	2.4
61 (or more) animals Initial		568.00		582.00	2.5
Renewal		307.00		315.00	2.6
<b>Home Boarding of Dogs: Annual Licence</b>					
Initial		142.00		146.00	2.8
Renewal		119.00		122.00	2.5
<b>Dog Breeders: Annual Licence</b>					
Initial		477.00		489.00	2.5
Renewal		215.00		220.00	2.3
<b>Pet Shops: Annual Licence</b>					
Initial		477.00		489.00	2.5
Renewal		215.00		220.00	2.3
<b>Performing Animals: Single Payment</b>					
Registration		96.00		112.75	17.4
Re-registration under 2018 regulations		N/A		112.75	
Renewal		N/A		112.75	
<b>Zoo: Annual Licence</b>					
Initial/Renewal		477.00		489.00	2.5
<b>Hairdresser: Single Payment</b>					
Premises		41.00		42.03	2.5
<b>Street Trading Consents</b>					
Week (minimum charge)		132.00		135.00	2.3
1 month		354.00		363.00	2.5
3 months		833.00		854.00	2.5
6 months		1,362.00		1,396.00	2.5
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		818.00		837.60	2.4
6 months max trading 2 events per week Monday to Thursday 60% reduction		545.00		558.40	2.5
Street Trading Consent variation fee		86.00		88.00	2.3
Ice Cream van 1 month (per van)		177.00		181.00	2.3
Ice Cream van 6 months (per van)		682.00		699.00	2.5
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		476.00		487.90	2.5
Site Licence Renewal		413.00		487.90	18.1
Mobile Collector New		254.00		260.35	2.5
Mobile Collector Renewal		233.00		260.35	11.7
Variation of licence		350.00		358.75	2.5
Change of site manager		65.00		66.63	2.5
Copy Licence		11.00		11.28	2.5
Change of name		34.00		34.85	2.5
Pre-application advice		N/A		56.38	

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	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		276.00		281.88	2.1
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		276.00		281.88	2.1
Home to School (annual fee)		140.00		143.50	2.5
Vehicle with dispensation		N/A		328.00	
Temporary Vehicle Licence (up to 3 months)		N/A		225.50	
<b>Operator Licence: Annual Fee</b>					
1 vehicle		179.00		183.48	2.5
2 - 5 vehicles		310.00		317.75	2.5
6 - 10 vehicles		520.00		533.00	2.5
11 - 15 vehicles		720.00		738.00	2.5
16 - 20 vehicles		975.00		999.38	2.5
more than 20 vehicles		1,175.00		1,204.38	2.5
<b>Operator Licence: 3 year Licences</b>					
1 vehicle		428.00		438.70	2.5
2 - 5 vehicles		753.00		771.83	2.5
6 - 10 vehicles		1,248.00		1,279.20	2.5
11 - 15 vehicles		1,730.00		1,773.25	2.5
16 - 20 vehicles		2,341.00		2,399.53	2.5
more than 20 vehicles		2,819.00		2,889.48	2.5
<b>Operator Licence: 5 year Licences</b>					
1 vehicle		371.00		558.63	50.6
2 - 5 vehicles		1,184.00		922.50	-22.1
6 - 10 vehicles		1,956.00		1,845.00	-5.7
11 - 15 vehicles		2,712.00		2,767.50	2.0
16 - 20 vehicles		3,670.00		3,690.00	0.5
more than 20 vehicles		4,419.00		4,529.48	2.5
<b>Driver Licences</b>					
New 1 year (all driver licence types)		143.00		146.58	2.5
Renewal 1 year		109.00		111.73	2.5
New 3 years		252.00		264.45	4.9
Renewal (3 years- 33% discount on annual fee)		218.00		223.45	2.5
Home to school renewal only		89.00		91.00	2.2
Home to school 3 years		177.00		181.43	2.5
Conversion of driver licence to another type		76.00		77.90	
<b>Other Charges</b>					
Transfer of vehicle to new owner		47.00		112.75	139.9
Change of vehicle		71.00		72.78	2.5
Transfer of operator licence		47.00		48.18	2.5
Meter Test - Retest after failure		31.00		31.00	0.0
Knowledge Test		31.00		31.00	0.0
Missed Appointments		N/A		35.88	
First Aid Training for drivers		27.00		27.68	2.5
DBS Check		At cost		At cost	
Administrative charge for DBS check		12.00		27.50	129.2
Replacement licence		23.00		39.98	73.8
Advertising on Hackney Carriages (Initial)		37.00		46.13	24.7
Advertising on Hackney Carriages (Renewal)		26.00		30.75	18.3
Replacement badge		22.00		39.98	81.7
Replacement vehicle licence plate		26.00		56.38	116.8
Replacement backing plate		21.00		24.60	17.1
Medical exemption from carrying assistance dog		21.00		21.53	2.5
Refund processing fee		26.00		56.38	116.8
Change of vehicle registration		49.00		56.38	15.1
Safeguarding Training		30.00		30.00	
Age test of vehicle		N/A		56.38	
Pre-application advice per hour, minimum 1 hour		N/A		56.38	

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	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005 - All fees and charges for gambling are set by statute law</b>					
<b>Casino (regional)</b>					
New Application		11,250.00		15,000.00	33.3
Provisional/isional Statement		11,250.00		15,000.00	33.3
Application with Provisional Statement		6,000.00		8,000.00	33.3
Variation		5,625.00		7,500.00	33.3
Transfer/Reinstatement		4,875.00		6,500.00	33.3
Annual Fee		11,250.00		15,000.00	33.3
<b>Casino (large)</b>					
New Application		7,500.00		10,000.00	33.3
Provisional/isional Statement		7,500.00		10,000.00	33.3
Application with Provisional Statement		3,750.00		5,000.00	33.3
Variation		3,750.00		5,000.00	33.3
Transfer/Reinstatement		1,612.50		2,150.00	33.3
Annual Fee		7,500.00		10,000.00	33.3
<b>Casino (small)</b>					
New Application		6,000.00		8,000.00	33.3
Provisional/isional Statement		6,000.00		8,000.00	33.3
Application with Provisional Statement		2,250.00		3,000.00	33.3
Variation		3,000.00		4,000.00	33.3
Transfer/Reinstatement		1,350.00		1,800.00	33.3
Annual Fee		3,750.00		5,000.00	33.3
<b>Bingo Club</b>					
New Application		2,625.00		3,500.00	33.3
Provisional/isional Statement		2,625.00		3,500.00	33.3
Application with Provisional Statement		900.00		1,200.00	33.3
Variation		1,312.50		1,750.00	33.3
Transfer/Reinstatement		900.00		1,200.00	33.3
Annual Fee		750.00		1,000.00	33.3
<b>Betting (Other)</b>					
New Application		2,250.00		3,000.00	33.3
Provisional/isional Statement		2,250.00		3,000.00	33.3
Application with Provisional Statement		900.00		1,200.00	33.3
Variation		1,125.00		1,500.00	33.3
Transfer/Reinstatement		900.00		1,200.00	33.3
Annual Fee		450.00		600.00	33.3
<b>Tracks</b>					
New Application		1,875.00		2,500.00	33.3
Provisional/isional Statement		1,875.00		2,500.00	33.3
Application with Provisional Statement		712.50		950.00	33.3
Variation		937.50		1,250.00	33.3
Transfer/Reinstatement		712.50		950.00	33.3
Annual Fee		750.00		1,000.00	33.3
<b>Family Entertainment Centres</b>					
New Application		1,500.00		2,000.00	33.3
Provisional/isional Statement		1,500.00		2,000.00	33.3
Application with Provisional Statement		712.50		950.00	33.3
Variation		750.00		1,000.00	33.3
Transfer/Reinstatement		712.50		950.00	33.3
Annual Fee		562.50		750.00	33.3
<b>Adult Gaming Centre</b>					
New Application		1,500.00		2,000.00	33.3
Provisional/isional Statement		1,500.00		2,000.00	33.3
Application with Provisional Statement		900.00		1,200.00	33.3
Variation		750.00		1,000.00	33.3
Transfer/Reinstatement		900.00		1,200.00	33.3
Annual Fee		750.00		1,000.00	33.3
<b>* Licensed Premises Gaming Machine Permit</b>					
New		150.00		150.00	0.0
Pre-application advice per hour		N/A		56.38	-
Annual Fee		50.00		50.00	0.0
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		15.00		15.00	0.0
Change Name		25.00		25.00	0.0
Notification of 2 or less gaming machines		50.00		50.00	0.0
<b>**Club Gaming/Permit/Club Machine Permit</b>					
New		200.00		200.00	0.0
Existing Holder		100.00		100.00	0.0
Annual Fee		50.00		50.00	0.0
Renewal		200.00		200.00	0.0
Variation		100.00		100.00	0.0
Copy Permit		15.00		15.00	0.0
<b>Registration of non-commercial lottery</b>					
Initial Fee		40.00		40.00	0.0
Annual Fee		20.00		20.00	0.0
<b>All Licences</b>					
Notification of change		N/A		50.00	-
Copy licence		N/A		25.00	-
Pre-application advice per hour		N/A		56.38	-



\* 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.

Service : Regulatory Services

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	286	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CARAVAN SITES</b>					
New licence		418.00		428.45	2.5
New licence per pitch		16.00		16.40	2.5
Transfer of licence		177.00		181.43	2.5
Alteration of conditions		324.00		332.10	2.5
Annual fee per pitch		14.00		14.35	2.5
Enforcement action - per hour		55.00		56.38	2.5
Deposit, vary or delete site rules		111.00		113.78	2.5
Variation of licence		N/A		112.75	-

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	95	95

**Are concessions available? Yes**

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>Return of Stray Dog</b>					
Prescribed fee					
Vet fees		At cost		At cost	
Fixed penalty notice - failure to chip dog		500.00		500.00	
Stray dog charges in office hours		82.00		N/A	
Stray dog charges out of office hours		130.00		N/A	
Stray Dogs - Not taken to kennel		N/A		71.75	
Stray Dogs - Taken to kennel					
Fee		N/A		88.00	
Plus overnight kennel fees		N/A		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		N/A		56.38	
Plus recovery of costs		N/A		At Cost	
Dog Fouling fixed penalty charge		75.00		75.00	
50% reduction if in receipt of some benefits, proof required					
<b>ABANDONED VEHICLES</b>					
Removal (prescribed fee) less than 3.5 tonnes		150.00		150.00	0.0
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		20.00	0.0
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		75.00	0.0
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		200.00	0.0
Enforcement invoice costs		77.00		77.00	0.0
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		60.00		60.00	0.0
Graffiti and fly-posting		50.00		50.00	0.0
Street litter notices and litter clearing notices - reduced to £60 if paid within 7		60.00		60.00	0.0
Unauthorised distribution of literature on designated land		50.00		50.00	0.0
Failure to produce a waste transfer note		180.00		180.00	0.0
Domestic waste Waste receptacles		60.00		60.00	0.0
Industrial and commercial waste receptacle offences		100.00		100.00	0.0
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7		180.00		180.00	0.0
Offence of Dropping Litter		50.00		50.00	0.0
Offence of Littering from vehicles		50.00		50.00	0.0
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details		50.00		50.00	0.0
Nuisance parking		60.00		60.00	0.0
Abandoning a vehicle		120.00		120.00	0.0
Noise exceeding permitted level - domestic premises		100.00		100.00	0.0
Noise exceeding permitted level - licensed premises		500.00		500.00	0.0
<b>Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016</b>					
<b>FIXED PENALTY NOTICES</b>					
Waste deposit offence (fly tipping) - reduced to £120 if paid within 10 days		120.00		120.00	0.0
<b>MISCELLANEOUS</b>					
Production of Statement of Facts (Discretionary) - an hourly rate of £124 for up to 2 hours work and thereafter a charge of £62.		124.00		127.00	2.4
Immigration reports for Home Office		62.00		63.00	1.6
Immigration reports for Home Office		233.00		239.00	2.6
Certificate for surrender of unsound food (per hour) plus disposal costs		67.00		69.00	3.0
<b>Special Treatments: Single Payment</b>					
Premises		233.00		N/A	-
Person		42.00		N/A	-
<b>Skin Piercing Registrations</b>					
Individuals		42.00		179.38	327.1
Premises		233.00		279.83	20.1
Joint Application		N/A		447.93	-
Pre-application advice per hour		N/A		56.38	-
<b>Commerical Food Export</b>					
Certificate		19.00		56.38	196.7

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	95	95

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute law</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>Environmental Permitting (E&amp;W) Regulations 2016</b>					
<b>Application Fee</b>					
Standard Process		1,650.00		1,650.00	0.0
Service Stations (PVI and PVII)		257.00		257.00	0.0
Dry Cleaners		155.00		155.00	0.0
Vehicle Refinishers		362.00		362.00	0.0
Waste oil burning appliances under 0.4MWth		148.00		N/A	-
Mobile Screening and Crushing Plant		1,650.00		1,650.00	0.0
For the third to seventh applications		985.00		985.00	0.0
For the eighth and subsequent applications		498.00		498.00	0.0
<b>Substantial Changes (Sections 10 and 11 of the Act)</b>					
Standard Process		1,050.00		1,050.00	0.0
Reduced Activities		102.00		102.00	0.0
Service Stations		101.00		N/A	-
Waste Oil Burners under 0.4MW		101.00		N/A	-
Dry Cleaners		101.00		N/A	-
<b>Annual Subsistence Charge</b>					
Standard Process LOW		772.00		772.00	0.0
Standard Process MEDIUM		1,161.00		1,161.00	0.0
Standard Process HIGH		1,747.00		1,747.00	0.0
Service Stations LOW		113.00		113.00	0.0
Service Stations MEDIUM		226.00		226.00	0.0
Service Stations HIGH		341.00		341.00	0.0
VR's and other reduced fees LOW		228.00		228.00	0.0
VR's and other reduced fees MEDIUM		365.00		365.00	0.0
VR's and other reduced fees HIGH		548.00		548.00	0.0
Dry Cleaners/PVR1 LOW		79.00		79.00	0.0
Dry Cleaners/PVR1 MEDIUM		158.00		158.00	0.0
Dry Cleaners/PVR1 HIGH		237.00		237.00	0.0
Mobile Screening and Crushing Plant LOW		646.00		646.00	0.0
Mobile Screening and Crushing Plant MEDIUM		1,034.00		1,034.00	0.0
Mobile Screening and Crushing Plant HIGH		1,506.00		1,506.00	0.0
For the second permit LOW		646.00		646.00	0.0
For the second permit MEDIUM		1,034.00		1,034.00	0.0
For the second permit HIGH		1,506.00		1,506.00	0.0
For the third to seventh permit LOW		385.00		385.00	0.0
For the third to seventh permit MEDIUM		617.00		617.00	0.0
For the third to seventh permit HIGH		924.00		924.00	0.0
For the eighth and subsequent applications LOW		198.00		198.00	0.0
For the eighth and subsequent applications MEDIUM		316.00		316.00	0.0
For the eighth and subsequent applications HIGH		473.00		473.00	0.0
Late payment charge (when invoice issued and not paid within 8 weeks)		52.00		52.00	0.0
<b>Transfer and Surrender</b>					
Transfer		169.00		169.00	0.0
Partial Transfer		497.00		497.00	0.0
Surrender		0.00		0.00	0.0
Transfer Reduced Fees		0.00		0.00	0.0
Partial Transfer Reduced Fees		47.00		47.00	0.0
<b>PRIVATE WATER SUPPLIES</b>					
Risk Assessment - per hour		N/A		56.38	-
Sampling					
Per hour of officer time		N/A		56.38	-
Laboratory analysis				At cost	-
Pool samples	69.60	58.00	70.80	59.00	1.7
Investigation					
Fee		N/A		105.58	-
Laboratory analysis				At cost	-
Analysis - Regulation 10		N/A		26.65	-
Analysis of Group A Parameters		N/A		POA	-
Analysis of Group B Parameters		N/A		POA	-

**DELIVERY**  
**2019/20 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	95	95

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
Housing enforcement charge - where appropriate		408.00		418.00	2.5
New Houses in Multiple Occupation (HMO) - Assisted Application		1,145.00		1,173.63	2.5
New 5 Year HMO licence - up to 5 bedrooms		747.00		766.00	2.5
New Additional fee per extra bedroom		65.00		67.00	3.1
New - A reduction where the landlord is accredited		65.00		67.00	3.1
New - A reduction where the landlord is applying for more than one licence		65.00		67.00	3.1
Renewal of 5 Year HMO licence - up to 5 bedrooms		561.00		575.00	2.5
Renewal of HMO Houses in Multiple Occupation		765.00		784.13	2.5
Renewal of Additional fee per extra bedroom		46.00		47.00	2.2
Renewal - A reduction where the landlord is accredited		46.00		47.00	2.2
Renewal- A reduction where the landlord is applying for more than one licence		46.00		47.00	2.2
Request for additional information by letter		71.00		73.00	2.8
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		N/A		391.55	
Enforcement Notices served under Housign Act 2004		N/A		112.75	
Civil Penalties Housing Offences		N/A		Up to £30,000	
<b>HIGH HEDGE ENQUIRIES</b>					
Initial Investigation		207.00		212.00	2.4
Full Investigation (Additional payment to complete investigation)		614.00		629.00	2.4
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		N/A		1,174.65	
<b>OTHER FEES FOR INFORMATION</b>					
Environmental Enquiries by Individuals, Non Commerical		N/A		112.75	
Commercial and Government		N/A		112.75	
Civil Actions		N/A		112.75	
Safety Certificate and Adminstration		N/A		112.75	
Pre-application Advice oer hours		N/A		56.38	
<b>RESIDENT AND BUSINESS ADVICE</b>					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		N/A		56.38	
Request for Advice		N/A		56.38	
Primary Authority Advice		N/A		56.38	

## 2019/20 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
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	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

Are concessions available? Yes. Reductions for those on Universal Credit and other benefits meeting requirements set by Education and Skills Funding Agency.
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT) Minimum	Increase
	£.p	£p	%

## Adult and Community Learning Plan

Course Fees (per hour)			
Community Learning	5.00 - 10.00	5.00 - 11.00	3.40
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.
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Flexibility is required in order for charges to be made dependant on the programme, qualification and costs. Concessions are available to those learners meeting set criteria such as the unemployed.
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## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	269	278

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

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

## Brakenhale Open Learning Centre Room Hire and Refreshments

<b>Room Hire per Hour</b>				
Grant funded courses		12.00	12.40	3.30
Bracknell Forest Council		15.00	15.50	3.30
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		15.00	15.50	3.30
Other external users		18.60	19.25	3.50
IT Suite (specific requirement to use IT)		22.70	23.50	3.50
IT Suite (specific request for large hall)		22.70	23.50	3.50
Insurance		7% room hire	7% room hire	
<b>Refreshments</b>				
Tea & Coffee	Per person per Mug	1.05	1.10	4.80
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

Following the sale of Easthampstead Park Conference Centre, the Education Centre is expected to be relocated to the Open Learning Centre in a new Leadership Hub. This change will require a review of charges and it may be necessary to amend the above proposed amounts.

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	60	62

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

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

## Professional Development Courses

Course Fees and Timings			
<b>Internal and Other LA Schools *</b>			
Full Day (09.15 - 15.45)	141.00	146.00	3.50
Half Day (09.15 - 12.15) or (13.00 - 16.00)	77.00	80.00	3.90
Twilight (16.15 - 17.30)	35.00	37.00	5.70
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	279.00	289.00	3.60
Half Day (09.15 - 12.15) or (13.00 - 16.00)	152.00	158.00	3.90
Twilight (16.15 - 17.30)	68.00	71.00	4.40
Course fees will be increased to take account of any specific additional costs incurred. Charges to academy schools are as internal schools plus 10%			



## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	60	62

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

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

## Consultancy Rates

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
<b>BFC Schools and Academies</b>			
Daily rate	520.00	538.00	3.50
Half Day	301.00	312.00	3.70
Hourly rate	97.00	101.00	4.10
Twilight session (new for 2014-15)	189.00	196.00	3.70
Evening Session (new for 2014-15)	189.00	196.00	3.70
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	587.00	607.00	3.40
Half Day	324.00	336.00	3.70
Hourly rate	126.00	131.00	4.00
Twilight session (new for 2014-15)	210.00	218.00	3.80
Evening Session (new for 2014-15)	210.00	218.00	3.80

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.

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Larchwood

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

	<b>2018/19 Budget</b>	<b>Proposed 2019/20 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>107</b>	<b>111</b>

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

<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		449.00	464.30	3.40
<b>Day-care</b>				
Standard	per hour	18.30	18.95	3.60
Additional 1:1 staffing	per hour	15.20	15.75	3.60
Additional 2:1 staffing	per hour	30.35	31.40	3.50
<b>Day-care - New Clients</b>				
Standard	per hour	23.40	24.20	3.40
Additional 1:1 staffing	per hour	18.85	19.50	3.40
Additional 2:1 staffing	per hour	37.60	38.90	3.50

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Children Looked After

**Purpose of the Charge:** To cover the costs of foster care charges when BFC foster carers are used by other Local Authorities

	<b>2018/19 Budget</b>	<b>Proposed 2019/20 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>26</b>	<b>27</b>

**Are concessions available?** No

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

**Foster care charges**

Charge per week	Minimum	253.50	259.50	2.36
	Maximum	606.80	621.15	2.36
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		50.00	50.00	0.00
Additional amount: Long term placement		100.00	100.00	0.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Youth Offending Service

<b>Purpose of the Charge: To charge for Training provided by Bracknell Youth Offending Service</b>
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	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	2	2

Are concessions available? No
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<b>Purpose of the Charge: To contribute to the costs of the service</b>
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Training Fees**

Supply training to external organisations	per day	303.00	314.00	3.60
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## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	12	12

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

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

## Young Peoples Attendance Fee

<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 2.30	0.00 to 2.40	4.30
<b>Activities Fee</b>	per session	0.00 to 2.95	0.00 to 3.10	5.10

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	110	114

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

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

## Hire Fees

Youth & Community Groups - not for profit basis				
Hall	per hour	7.70 to 14.10	7.70 to 14.60	3.50
Meeting Room	per hour	7.70 to 13.10	7.70 to 13.55	3.40
Private & Commercial				
Hall	per hour	11.30 to 31.20	11.30 to 32.30	3.50
Meeting room	per hour	11.30 to 26.10	11.30 to 27.00	3.40
Other income is generated by long term leases				

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	20	21

All concessions are included in the fee structure detailed below

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

## Sessional Fees

<b>Sessional Fees</b>			
BFC families	2.75	3.00	9.1
Families from outside BFC	5.50	6.00	9.1

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

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

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	4	4

All concessions are included in the fee structure detailed below

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

## Room Hire Fees

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	14.10	14.60	3.5
Squirrel Room	11.80	12.25	3.8
Owl Room	9.50	9.85	3.7
Badger Room	7.20	7.45	3.5
Kitchen (if used for cooking)	11.80	12.25	3.8
Modular Building	14.10	14.60	3.5
<b>Voluntary/non profit making Group</b>			
Hall	10.75	11.15	3.7
Squirrel Room	8.30	8.60	3.6
Owl Room	6.00	6.25	4.2
Badger Room	3.70	3.85	4.1
Kitchen (if used for cooking)	8.30	8.60	3.6
Modular Building	10.75	11.15	3.7
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	14.10	14.60	3.5
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	10.75	11.15	3.7



## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	3	3

All concessions are included in the fee structure detailed below

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

## Room Hire Fees

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	10.75	11.15	3.7
Blue Room	9.50	9.85	3.7
Family Room and Kitchen	14.10	14.60	3.5
Pre-school room	16.55	17.15	3.6
<b>Voluntary/non profit making Group</b>			
Green Room	7.20	7.45	3.5
Blue Room	6.00	6.25	4.2
Family Room and Kitchen	10.75	11.15	3.7
Pre-school room	13.00	13.45	3.5
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	11.80	12.25	3.8
Meeting Room 1	8.30	8.60	3.6
Meeting Room 2	7.20	7.45	3.5
<b>Voluntary/non profit making Group</b>			
Family Room	8.30	8.60	3.6
Meeting Room 1	6.00	6.25	4.2
Meeting Room 2	3.70	3.85	4.1

Groups directly supporting the delivery of Children's Centre services may not be charged.

## 2019/20 PROPOSED FEES &amp; CHARGES

Service : Free entitlement to early years childcare

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

	<b>2018/19 Budget</b>	<b>Proposed 2019/20 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>0</b>	<b>0</b>

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

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

**Additional support charge**

Charge per hour	0.00	16.50	n/a
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Where providers are unable to provide data required for the free entitlement to early years childcare, where additional costs are incurred, a charge can be levied, capped at £50. This is a new charge and has been agreed by the Schools Forum.

## PEOPLE DIRECTORATE

## 2019/20 PROPOSED FEES &amp; CHARGES

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

	<b>2018/19 Budget</b>	<b>Proposed 2019/20 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,152</b>	<b>2,204</b>

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

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases in 2019/20 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	2.4% (Estimate)
<b>Deferred Payments</b> Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%	1.85%	0.00%
Deferred Payment Arrangement Fee	925.00	956.00	3.4%
Deferred Payment Annual administration fee	310.00	321.00	3.4%
<b>Arrangement of self funder social care</b> Arrangement Fee Annual Administration Fee	310.00 205.00	321.00 212.00	3.4% 3.4%
<b>Provider Failure</b> Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	270.00	279.00	3.4%

## 2019/20 PROPOSED FEES &amp; CHARGES

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

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	1,533	1,570

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

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Non Residential Support</b> This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases in 2019/20 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	2.4% (Estimate)

## Service : Council provided residential and day care

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	89	91

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Waymead</b> Respite Charge per night <b>Day Care</b> <b>Waymead Day Services</b> Per hour <b>Bracknell Day Centre</b> Full day Half day Transport (per day - Wokingham only) <b>Glenfield</b> Hourly rate	223.89    17.56  105.27 52.63 20.95  15.89	228.37    17.91  107.38 53.68 21.37  16.21	2.0%    2.0%  2.0% 2.0% 2.0%  2.0%

## Service : Blue Badge Scheme

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

	2018/19 Budget £'000	Proposed 2019/20 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? No

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

## 2019/20 PROPOSED FEES &amp; CHARGES

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
		2018/19 Budget £'000	Proposed 2019/20 Budget £'000			
Income the proposed fees will generate:		1,397	1,444			
Are concessions available? No						
Description		Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Lifeline Rental and Monitoring						
- BFBC	Per week	4.50	3.75	4.66	3.88	3.4%
	Per month	19.30	16.08	19.96	16.63	3.4%
- Others	Per week	4.80	4.00	4.97	4.14	3.4%
	Per month	20.64	17.20	21.34	17.78	3.4%
	Per quarter	61.93	51.61	64.03	53.36	3.4%
Lifeline Monitoring only						
- BFBC	Per week	3.57	2.97	3.68	3.07	3.4%
	Per month	15.29	12.74	15.80	13.17	3.4%
	Per quarter	44.93	37.44	46.45	38.71	3.4%
- Others	Per week	4.22	3.52	4.37	3.64	3.4%
	Per month	18.14	15.12	18.76	15.63	3.4%
	Per quarter	54.44	45.37	56.29	46.91	3.4%
GSM Lifeline		7.80	6.50	8.06	6.72	3.4%
Extra/Lost Pendants						
- Flat Charge		68.76	57.30	71.10	59.25	3.4%
- Lost ivi Pendants		96.00	80.00	99.26	82.72	3.4%
- Rental of additional pendant	Per week	1.20	1.00	1.24	1.03	3.4%
Sensors						
Smoke	Per week	2.16	1.80	2.23	1.86	3.4%
Carbon Monoxide	Per week	3.24	2.70	3.35	2.79	3.4%
Flood	Per week	2.76	2.30	2.86	2.38	3.4%
Temperature Extreme / Heat	Per week	2.16	1.80	2.23	1.86	3.4%
Universal	Per week	1.20	1.00	1.24	1.03	3.4%
PIR / Fast PIR	Per week	1.20	1.00	1.24	1.03	3.4%
Medication Dispenser	Per week	4.80	4.00	4.97	4.14	3.4%
Epilepsy sensor kit	Per week	12.00	10.00	12.41	10.34	3.4%
Chair & bed sensor kit	Per week	6.00	5.00	6.20	5.17	3.4%
Falls pendant	Per week	2.40	2.00	2.48	2.07	3.4%
Bogus Caller	Per week	1.20	1.00	1.24	1.03	3.4%
Minuet watch	Per week	2.40	2.00	2.48	2.07	3.4%
Arm/ Disarm Zoning Trigger	Per week	1.20	1.00	1.24	1.03	3.4%
Jellybean Switch	Per week	2.40	2.00	2.48	2.07	3.4%
Natural Gas Detector	Per week	4.20	3.50	4.34	3.62	3.4%
Wrist Worn Epilepsy Pendant	Per week	51.60	43.00	53.35	44.46	3.4%
Responder service for lifeline customers						
- up to 12 visits per year	Per week	10.44	8.70	10.80	9.00	3.4%
- up to 24 visits per year		18.00	15.00	18.61	15.51	3.4%
- extra visits (excluding bank holidays)		37.20	31.00	38.46	32.05	3.4%
- extra visits (including bank holidays)		55.80	46.50	57.70	48.08	3.4%
Responder service for commercial customers						
- up to 6 visits per year	Per week	7.56	6.30	7.81	6.51	3.4%
- per additional visit		54.00	45.00	55.84	46.53	3.4%
Key Safes						
Keysafe Supply and Fit	Supply only	66.00	55.00	68.24	56.87	3.4%
	Supply + fit	72.00	60.00	74.45	62.04	3.4%
	Moving keysafe	54.00	45.00	55.84	46.53	3.4%
	Supply+fit subsequent visit	90.00	75.00	93.06	77.55	3.4%
Monitoring of security diallers	Per week	12.54	10.45	12.97	10.81	3.4%
Monitoring of two security diallers	Per week	18.36	15.30	18.98	15.82	3.4%
Lone Workers						
Lone Workers	Per person per year	47.48	39.57	49.10	40.92	3.4%
Lone Workers - with reports	Per person per year	49.50	41.25	51.18	42.65	3.4%
GPS Lone Worker - BFC	Per person per year	238.80	199.00	246.92	205.77	3.4%
GPS Lone Worker - External	Per person per year	330.00	275.00	341.22	284.35	3.4%
Hourly charge for adhoc work		54.00	45.00	55.84	46.53	3.4%
Extension lead		7.20	6.00	7.44	6.20	3.4%
One telecare service / ivi falls pendant	Per week	0.98	0.82	1.02	0.85	3.4%
Two telecare sensors		1.86	1.55	1.92	1.60	3.4%
Three telecare sensors		2.74	2.28	2.83	2.36	3.4%
Epilepsy bed sensor	Per week	3.00	2.50	3.11	2.59	3.4%

## 2019/20 PROPOSED FEES &amp; CHARGES

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	£.p	£.p	%
<b>Care calls</b>						
- 1 care call per day	Per week	9.60	8.00	9.92	8.27	3.4%
- 2 care calls per day	Per week	18.00	15.00	18.61	15.51	3.4%
- 3 care calls per day	Per week	24.00	20.00	24.82	20.68	3.4%
- 3 care calls per day + 1 customer	Per week	36.00	30.00	37.22	31.02	3.4%
<b>Pocket Pal</b>						
GPS Device - customer buying device	Per device	114.00	95.00	117.88	98.23	3.4%
GPS Device - customer buying device (sim rental)	Monthly	15.00	12.50	15.52	12.93	3.4%
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	7.80	6.50	8.06	6.72	3.4%

## Service: Homelessness

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

	2018/19 Budget	Proposed 2019/20 Budget
	£'000	£'000
Income the proposed fees will generate:	958	988

Are concessions available? No

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	£.p	£.p	%
<b>Homelessness</b>						
Bed and Breakfast						
- Current Tenancies	Per week		150.00		150.00	0.0%
10a Portman						
- Rent	Per week		150.00		155.10	3.4%
- Service Charge	Per week		18.42		19.05	3.4%
- Household	Per week		9.32		9.64	3.4%
- Fuel*	Per week		5.77		5.97	3.4%
- Water*	Per week		2.76		2.85	3.4%
Tenterden Lodge						
- Rent	Per week		160.00		165.44	3.4%
- Service Charge	Per week		12.47		12.89	3.4%
- Fuel*	Per week		3.16		3.27	3.4%
- Water*	Per week		2.76		2.85	3.4%
York Town Road						
- Rent	Per week		126.06		130.35	3.4%
- Service Charge	Per week		12.47		12.89	3.4%
- Fuel*	Per week		3.16		3.27	3.4%
- Water*	Per week		2.76		2.85	3.4%
Council owned properties: Reading						
- 1 bed	Per week		195.00		201.63	3.4%
- 2 bed	Per week		225.11		232.76	3.4%
- 3 bed	Per week		246.92		255.32	3.4%
- 4 bed	Per week		330.00		341.22	3.4%
Council owned properties: Blackwater Valley						
- 1 bed	Per week		184.63		190.91	3.4%
- 2 bed	Per week		215.77		223.11	3.4%
- 3 bed	Per week		208.11		215.19	3.4%
- 4 bed	Per week		330.00		341.22	3.4%
Council owned properties: East Thames Valley						
- 1 bed	Per week		195.00		201.63	3.4%
- 2 bed	Per week		236.53		244.57	3.4%
- 3 bed	Per week		267.69		276.79	3.4%
- 4 bed	Per week		371.53		384.16	3.4%
* These charges will be uplifted in line with fee increases from utility companies, RPI is assumed						
<b>Small Landsales - Administration Fee</b>						
Flat Charge		210.31	175.26	217.46	181.22	3.4%
<b>Passport and Driving Licence Checking Service</b>						
For landlords		24.00	20.00	24.82	20.68	3.4%
For employers		24.00	20.00	24.82	20.68	3.4%

## 2019/20 PROPOSED FEES &amp; CHARGES

<b>Service : Housing</b>
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<b>Purpose of the Charge:</b> To contribute to the costs of the service
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	<b>2018/19 Budget £'000</b>	<b>Proposed 2019/20 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>77</b>	<b>80</b>

<b>Are concessions available?</b> No
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<b>Description</b>		<b>Current Fee (Exc VAT) £.p</b>	<b>Proposed Fee (Exc VAT) £.p</b>	<b>Increase %</b>
<b>Rents - Learning Disability Accommodation</b>				
151 Holbeck	Per week per bedroom	96.47	99.75	3.4%
9 Portman Close	Per week per bedroom	96.47	99.75	3.4%
<b>Service Charges</b>				
151 Holbeck, 9 Portman	Per week per bedroom	13.59	14.05	3.4%
<b>Waymead</b>				
Rent	Per week per bedroom	156.06	161.37	3.4%
Service Charge	Per week per bedroom	27.76	28.70	3.4%
Fuel*	Per week per bedroom	5.80	6.00	3.4%
Water*	Per week per bedroom	6.80	7.03	3.4%
<b>Easthampstead Mobile Home Park</b>				
Water Charge*			-	3.4%
Site Rent	Per week	48.07	49.70	3.4%

\* These charges will be uplifted in line with fee increases from utility companies, RPI is assumed.





## GENERAL FUND REVENUE BUDGET

### SUMMARY

	<b>2019/20 Budget</b>
	<b>£'000</b>
<b><u>Services</u></b>	
Central	9,416
Delivery	24,125
People	69,958
Corporate Wide issues (to be allocated)	377
Sub Total	103,876
<b><u>Other Expenditure</u></b>	
Contingency	2,500
Debt Financing Costs (MRP and VRP)	2,221
Levying Bodies	113
Interest	2,879
Pension Interest Cost & Administration Expenses	7,033
Other Services	248
Business Rates Growth	-14,256
Contribution from Capital Resources	-200
Capital Charges	-13,511
Contribution to/from Pension Reserve	-18,664
Contribution from Earmarked Reserve	4,096
New Homes Bonus Grant	-1,351
Flood and Travel Related Grants	-15
Net Revenue Budget	74,969
Use of General Fund Balances	-2,614
Net Revenue Budget after use of Balances	<b>72,355</b>
<b><u>Less External Support</u></b>	
Business Rates Baseline Funding	-18,305
Revenue Support Grant	0
Total External Support	-18,305
Collection Fund Adjustment - Council Tax	427
Collection Fund Adjustment - Business rates	4,942
<b>Bracknell Forest's Council Tax Requirement</b>	<b>59,419</b>
Bracknell Forest's Council Tax Base (Band D equivalents)	45,573
Council Tax at Band D	£1,303.83



## Central - Revenue Budget

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Original Budget £'000
Director: Place, Planning & Regeneration	4,531	5,659	4,996
Director: Finance	3,123	3,160	3,093
Director: Organisation Development, Transformation & HR	2,241	2,385	2,336
Chief Executives Office	375	331	341
Non Cash Budgets	-1,242	-1,242	-1,350
	<u>9,028</u>	<u>10,293</u>	<u>9,416</u>

Variation Analysis	£'000
Original Approved Budget 2018/19	9,028
Virements (Ongoing)	458
Commitments	-227
Inflation	264
Pressures	98
Economies	-96
Pension (IAS17) Adjustment	-390
Capital Financing Charges	-69
Allocation of Recharges	350
	<u><u>9,416</u></u>



## Delivery - Revenue Budget

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Original Budget £'000
Executive Director Delivery	218	498	310
Assistant Director ICT	3,767	3,929	3,868
Assistant Director Property Services	-3,027	-5,581	-5,574
Borough Solicitor	516	532	575
Head of Democratic & Registration Services	1,468	1,483	1,719
Assistant Director Customer Experience	5,451	5,774	5,269
Assistant Director Contract Services	13,076	12,515	12,783
Non Cash Budgets	7,887	7,887	5,175
	<u>29,356</u>	<u>27,037</u>	<u>24,125</u>

Variation Analysis	£'000
Original Approved Budget 2018/19	29,356
Virements (Ongoing)	-2,779
Commitments	-316
Inflation	931
Pressures	768
Economies	-1,123
Pension (IAS17) Adjustment	-414
Capital Financing Charges	-1,009
Allocation of Recharges	-1,289
	<u><u>24,125</u></u>



## People - Revenue Budget

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Original Budget £'000
Director	-34	-322	-864
Commissioning	751	712	776
Learning and Achievement	1,750	1,796	1,742
Children & Families Social Care	12,576	12,600	13,200
Strategy, Resources and Early Help	3,499	3,212	3,310
Education Related Statutory and Regulatory Duties	-512	-512	-489
Adult Social Care	28,337	28,662	28,916
Early Help & Communities	2,131	2,160	1,851
Public Health & Business Intelligence	89	372	407
Non Cash Budgets	17,949	17,949	20,771
Schools Block	68,909	68,899	71,390
High Needs Block	14,720	14,807	14,644
Early Years Block	7,050	7,014	7,013
Dedicated Schools Grant and Other income	-90,679	-90,325	-92,709
	<b>66,536</b>	<b>67,024</b>	<b>69,958</b>

Variation Analysis	£'000
Original Approved Budget 2018/19	66,536
Virements (Ongoing)	148
Commitments	-866
Inflation	1,201
Pressures	2,308
Economies	-637
Grant Adjustments	-1,554
Pension (IAS17) Adjustment	1,854
Capital Financing Charges	29
Allocation of Recharges	939
	<b>69,958</b>





## **Summary of Capital Programme Report to Executive**

### **1 Introduction**

As part of the Council's financial and policy planning process, the Executive issued draft Capital Programme proposals for 2019/20 - 2021/22 for consultation on 18 December 2018. The main focus was inevitably departmental spending needs for 2019/20, although future year's schemes do also form an important part of the programme. This report sets out the proposed capital programme, following the consultation exercise. The revenue implications of the recommendations in this report are reflected in the Council's revenue budget proposals for 2019/20.

### **2 Background**

The Local Government Act 2003 requires councils to have regard to the Prudential Code for Capital Finance in Local Authorities when setting their capital expenditure plans, which must be affordable, prudent and sustainable. The proposed capital programme for 2019/20 has been developed, therefore, with particular regard to affordability and the impact of the Council's capital expenditure plans on the revenue budget. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

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

### **3 New Schemes**

The Executive's proposals for the Council's Capital Programme for 2019/20 – 2021/22 were evaluated and prioritised into several broad categories in accordance with the Council's existing Corporate Capital Strategy and Asset Management Plan.

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

This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2018/19 Capital Programme. Schemes in this category form the first call on the available capital resources.

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

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

From an analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2019/20 Revenue Budget proposals to meet these liabilities. In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.32m is recommended to address the majority of the 1C & 1D priorities.

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

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

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

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

### **Invest To Save Schemes**

These are schemes where the additional revenue income or savings arising from their implementation exceeds the additional revenue costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy a further £1m is included in the 2019/20 capital programme for potential Invest to Save schemes.

### **Capital Programme 2019/20 – 2020/21**

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £33.437m in 2019/20. A list of these new schemes, for each service, is included in the Annexes A – E.

<b>Capital Programme 2019/20-2021/22</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>
B	Delivery	6,424	3,560	3,560
C	People	15,473	0	0
D	Central Directorates	6,740	1,120	920
E	Non Departmental	4,800	300	300
	<b>Total Capital Programme</b>	<b>33,437</b>	<b>4,980</b>	<b>4,780</b>
	less Externally Funded schemes	14,387	2,445	2,445
	<b>Council Funded Programme</b>	<b>19,050</b>	<b>2,335</b>	<b>2,135</b>
	Less Previously Committed schemes	7,700	0	0
	<b>Total request for Council funding</b>	<b>11,350</b>	<b>2,535</b>	<b>2,335</b>

## **4 Externally Funded Schemes**

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

### **Government Grants**

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. However as a result in a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the country, the Council has received no Basic Needs Grant (BNG) in 2018/19 and is expecting a relatively small allocation in 2019/20 of £0.735m.

However the Council has clear need for investment in school places in the Borough and has identified a number of schemes that require funding in the coming years and are set out in Annex C. The available BNG will be applied to fund these schemes and the shortfall will be met from Council funding.

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £1.92m for 2019/20. A matched funding bid has also been accepted for the work on Downshire Way – this will attract grant of £2.29m to be matched with £0.2m of Council funding and developer contributions.

### **Section 106 (£1.145m)**

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

Officers have identified a number of schemes that could be funded from Section 106 funds in 2019/20, where funding becomes available. These are highlighted in the Annexes to this report.

## **5 Funding Options**

The proposed capital programme for 2019/20 has been developed on the assumption that it will be funded by a combination of approximately £5.59m of capital receipts (including £4m of CIL), Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

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

To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme

recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2019/20 to 2021/22 in March 2019, alongside its consideration of the specific budget proposals for 2019/20 and the Council's medium-term financial prospects.

Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2020/21 onwards, will need to be undertaken during next summer.

**CAPITAL PROGRAMME - ALL DEPARTMENTS**

	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>TOTAL £000</b>
<b>Delivery</b>	6,424	3,560	3,560	13,544
<b>People</b>	15,473	-	-	15,473
<b>Central Directorates</b>	6,740	1,120	920	8,780
<b>Non-Departmental</b>	4,800	300	300	5,400
<b>Total Capital Programme</b>	<b>33,437</b>	<b>4,980</b>	<b>4,780</b>	<b>43,197</b>
<b>External Funding</b>	13,652	2,445	2,445	18,542
<b>DfE Basic Needs Grant - Schools</b>	735	-	-	735
<b>Council Funding</b>	<b>19,050</b>	<b>2,535</b>	<b>2,335</b>	<b>23,920</b>

**CAPITAL PROGRAMME - DELIVERY**

	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
<b>Committed</b>				
Roads & Footway Resurfacing #	200	200	200	600
Equipment Replacement Downshire Golf Complex	35	35	35	105
	<b>235</b>	<b>235</b>	<b>235</b>	<b>705</b>
<b>Unavoidable</b>				
Waste Collection Vehicles	2,060	-	-	2,060
Waste Services - CORE Upgrade	58	-	-	58
	<b>2,118</b>	<b>-</b>	<b>-</b>	<b>2,118</b>
<b>Maintenance</b>				
Buildings Planned Maintenance Programme	1,320	1,200	1,200	3,720
	<b>1,320</b>	<b>1,200</b>	<b>1,200</b>	<b>3,720</b>
		-	-	
<b>Rolling Programme / Other Desirable</b>				
The Look-Out Science Exhibitions and Play Area	40	-	-	40
Cemetery & Crematorium - Gates	15	-	-	15
IT General Schemes (made up of)				
----- IT Infrastructure	621	350	350	1,321
----- Transformation	300	200	200	700
	<b>976</b>	<b>550</b>	<b>550</b>	<b>2,076</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,649</b>	<b>1,985</b>	<b>1,985</b>	<b>8,619</b>
<b>External Funding</b>				
Highways Maintenance	1,200	1,200	1,200	3,600
Disabled Facilities Grants	450	250	250	950
Section 106 Leisure & Culture (small schemes)	125	125	125	375
<b>TOTAL EXTERNAL FUNDING</b>	<b>1,775</b>	<b>1,575</b>	<b>1,575</b>	<b>4,925</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,424</b>	<b>3,560</b>	<b>3,560</b>	<b>13,544</b>
# Part Capitalisation of Revenue				

**CAPITAL PROGRAMME - PEOPLE**

	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
<b>Committed</b>				
Heathlands	7,000	-	-	7,000
Sandhurst School Nursery Relocation	50	-	-	50
Wooden Hill Classrooms	450	-	-	450
	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Maintenance</b>				
Non-School Schemes	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Rolling Programme / Other Desirable</b>				
Braccan Walk - New Youth Facility	750	-	-	750
Ascot Heath Schools - Amalgamation	450	-	-	450
Holly Spring Schools - Amalgamation	320	-	-	320
The Rowans Childrens Centre & Fox Hill School	110	-	-	110
Kennel Lane School - Perimeter Fencing	60	-	-	60
College Hall - Security	67	-	-	67
<b>Total</b>	<b>1,757</b>	<b>-</b>	<b>-</b>	<b>1,757</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>9,257</b>	<b>-</b>	<b>-</b>	<b>9,257</b>
<b>External Funding - Other</b>				
Heathlands	3,950	-	-	3,950
DfE Grant: Schools Capital Maintenance (provisional)	1,499	-	-	1,499
DfE Grant: Devolved Formula Capital (provisional)	260	-	-	260
DfE Grant: Special Provision Capital Fund	250	-	-	250
Section 106 - Schools	250	-	-	250
Schools Contributions to above schemes	7	-	-	7
	<b>6,216</b>	<b>-</b>	<b>-</b>	<b>6,216</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>6,216</b>	<b>-</b>	<b>-</b>	<b>6,216</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>15,473</b>	<b>-</b>	<b>-</b>	<b>15,473</b>

**CAPITAL PROGRAMME - CENTRAL DIRECTORATES**

	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
<b>Committed</b>				
Traffic Modelling	125	-	-	125
A322 Downshire Way (Matched Funding DfT Grant)	200	200	-	400
	<b>325</b>	<b>200</b>	<b>-</b>	<b>525</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
No Schemes	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
Country Park	599	-	-	599
Traffic Signal Maintenance	75	50	50	175
South Hill Park - Path Networks	65	-	-	65
Mobile Wireless Security Camera	15	-	-	15
	<b>754</b>	<b>50</b>	<b>50</b>	<b>854</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,079</b>	<b>250</b>	<b>50</b>	<b>1,379</b>
<b>External Funding</b>				
Country Park - ITS	1,881	-	-	1,881
Country Park - S106	120			120
Integrated Transport & Maintenance	720	720	720	2,160
A322 Downshire Way (Matched Funding DfT Grant)	2,290	-	-	2,290
Section 106 Schemes (LTP)	500	-	-	500
Sustainable Alternative Natural Green Space	150	150	150	450
	<b>5,661</b>	<b>870</b>	<b>870</b>	<b>7,401</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>5,661</b>	<b>870</b>	<b>870</b>	<b>7,401</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,740</b>	<b>1,120</b>	<b>920</b>	<b>8,780</b>



**CAPITAL PROGRAMME - NON-DEPARTMENTAL**

	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
<b>Committed</b>				
Capitalisation of Project Management costs	300	300	300	900
	<b>300</b>	<b>300</b>	<b>300</b>	<b>900</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Maintenance</b>				
See Council Wide	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Rolling Programme / Other Desirable</b>				
Town Centre Regeneration	4,500	-	-	4,500
	<b>4,500</b>	<b>-</b>	<b>-</b>	<b>4,500</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,800</b>	<b>300</b>	<b>300</b>	<b>5,400</b>
<b>External Funding</b>				
No Schemes	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>4,800</b>	<b>300</b>	<b>300</b>	<b>5,400</b>

