

## Notice of Meeting

### Council

Councillor Bhandari (Mayor)  
Councillor Mrs L Gibson (Deputy Mayor)  
Councillors Allen, Angell, Atkinson, Dr Barnard, Bettison OBE,  
Bidwell, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker,  
Dudley, Finch, Ms Gaw, Gbadebo, MJ Gibson, Green,  
Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon,  
Mrs Ingham, Kennedy, Kirke, Leake, Mrs Mattick, Mrs McKenzie,  
Mrs McKenzie-Boyle, McLean, Ms Merry, Mossom, Neil, Parker,  
Porter, Skinner, Temperton, Turrell, Virgo and Wade



**Wednesday 22 February 2023, 7.30 pm**  
**Time Square, Market Street, Bracknell, RG12 1JD**

**Susan Halliwell**  
**Chief Executive**

### Agenda

*All councillors at this meeting have adopted the Mayor's Charter  
which fosters constructive and respectful debate.*

Item	Description	Page
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#### **The meeting will be opened with prayers by the Mayor's Chaplain**

1.	<b>Apologies for Absence</b>	
2.	<b>Minutes of Previous Meeting</b>	5 - 20
	To approve as a correct record the minutes of the meeting of the Council held on 11 January 2023.	
3.	<b>Declarations of Interest</b>	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
4.	<b>Mayor's Announcements</b>	

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5.	<b>Executive Report</b>	21 - 24
	<p>To receive the Leader's report on the work of the Executive since the Council meeting held on 11 January 2023.</p> <p>Council is asked to resolve a recommendation in respect of:</p> <ul style="list-style-type: none"> <li>• <b>The revised polling district and polling place scheme</b></li> </ul>	
6.	<b>Financial Plans and Revenue Budgets 2023/24</b>	25 - 206
	<p>To consider recommendations in respect of:</p> <ul style="list-style-type: none"> <li>• Capital Programme 2023/24 – 2024/25</li> <li>• Revenue Budget 2023/24</li> <li>• Council Tax 2023/24</li> </ul>	
7.	<b>Annual update of the Council's Pay Statement</b>	207 - 238
	To consider the Pay Policy Statement for 2023/24.	
8.	<b>Appointment of Deputy Electoral Registration Officers</b>	239 - 240
	To authorise the appointment of Deputy Electoral Registration Officers.	
9.	<b>Questions Submitted Under Council Procedure Rule 10</b>	
	<p><u>Councillor Temperton to Councillor Birch, Executive Member for Adult Services, Health and Housing</u></p> <p>The result of the Inspection by CQC of Heathlands Care Centre in August was 'Inadequate'.</p> <p>Can the Council be given an update on the situation there now?</p> <p><u>Councillor Bidwell to Councillor Birch, Executive Member for Adult Services, Health and Housing</u></p> <p>Following the very concerning reports of Home Care visits being unofficially cut to five or six minutes instead of the allocated time, residents are anxious for assurance that this could not happen in Bracknell Forest.</p> <p>Can you tell us how the period of time that the Carer actually spends with the resident and quality of provision allocated in the care packages financed by Bracknell Forest are monitored?</p>	

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Published: 14 February 2023

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**COUNCIL**  
**11 JANUARY 2023**  
**7.30 - 10.04 PM**



**Present:**

Councillors Bhandari (Mayor), Mrs L Gibson (Deputy Mayor), Allen, Angell, Dr Barnard, Bettison OBE, Bidwell, D Birch, Mrs Birch, Brossard, Brown, Finch, Ms Gaw, Gbadebo, MJ Gibson, Green, Harrison, Mrs Hayes MBE, Heydon, Mrs Ingham, Mrs Mattick, Mrs McKenzie-Boyle, McLean, Neil, Porter, Temperton, Turrell, Virgo and Wade

**Present Virtually:**

Councillors Atkinson, Dudley, Mrs Hamilton, Ms Hayes, Leake, Mrs McKenzie, Ms Merry and Mossom

**Apologies for absence were received from:**

Councillors Brunel-Walker, Kennedy, Kirke, Parker and Skinner

**33. Minutes of Previous Meetings**

**RESOLVED** that the minutes of the Council meetings held on 30 November and 21 December 2022 be approved and signed by the Mayor as a correct record.

**34. Declarations of Interest**

There were no declarations of interest.

**35. Mayor's Announcements**

Mayor's Opportunity Champion Awards Winner

The Mayor began his announcements with a continuation of the Opportunity Awards that were announced at the Council meeting on 30 November 2022.

The September award was presented to Peter Manners-Smith for the amazing work Peter was doing in Binfield on multiple fronts. Peter ran the choir, which the Mayor had been honoured to listen to when unveiling the Christmas tree, and the rackets clubs in the local area. The Mayor described Peter as 'truly an opportunity champion' and very deserving of the Opportunity Award.

Mayor's Engagements

The Mayor had been very honoured to have been invited to the 40<sup>th</sup> anniversary of the Scottish Dancing Institute at Crowthorne and thoroughly enjoyed participating a little bit.

The Mayor had also been honoured to present an amount of money that had been raised to Bracknell food bank.

The Mayor had turned on Christmas tree lights at the Lexicon and in Binfield. Awards had also been presented to winners of the Mayor's Christmas card competition and the Mayor had very much enjoyed visiting the schools and meeting the students.

The Mayor spoke of how poignant and heart-warming it had been to have lunch with and meet those living in Bracknell Forest who are homeless.

### Ofsted Reports

Councillor Dr Barnard, Executive Member for Children, Young People and Learning, reported that Edgebarrow had received an Ofsted report judging it 'outstanding' in all categories. Congratulations were given to everyone involved with the school.

Councillor Dr Barnard announced that a new school, Kings Academy, had been judged 'good' at its first inspection. This was said to have been a 'tremendous start for a very prestigious school'.

Councillor Dr Barnard explained that, when taken together, Bracknell Forest local authority, in terms of 'good' and 'outstanding' schools was ranked the sixth best in England. It was noted that making the jump to the next level would be extremely difficult due to having a comparatively small number of schools in the borough.

Councillor Dr Barnard said that this was 'huge credit to everyone in our schools and schools improvement team' and described the ranking as evidence of the Council's ongoing and long-term commitment to support Governors and those involved in the leadership of schools.

Councillor Dr Barnard explained that this meant when families were choosing schools for their children in autumn they would be choosing from 'good' and 'outstanding' schools.

Councillor Barnard also recognised the work that schools in the borough had put in during autumn term and recognised the challenges head teachers had managed regarding staff and student illness. The Councillor explained that this was also true for the highly trained staff in the SEND team that support children in the borough with additional needs.

## **36. Police and Crime Commissioner's Presentation**

Police and Crime Commissioner, Matthew Barber, attended the meeting along with the Chief Constable, John Campbell, and Superintendent Andrew Cranidge of Thames Valley Police. They gave a presentation to Council about the work Thames Valley Police had done over the previous year and their plans for the future.

### Police and Crime Commissioner – Matthew Barber

The PCC began by explaining that he would be focussing on a number of areas over the upcoming year.

The first of these being 'contact with the public'. The PCC explained that he would be looking at 101 specifically due to the fact that it is the main contact for the public with the police for non-emergency issues. The PCC said that he would be looking to improve the service, not only by providing call centres with additional resources, but also looking at technological and system changes that can be made. Over the coming year, Thames Valley Police looked set to knock several minutes off of the average time a member of the public waits to talk to an operator when using the 101 number.

The PCC announced that other methods of contacting the police were being explored. Online access to investigation updates for victims of crime was being looked into. Other messaging platforms were also being explored as ways for the public to contact the police. The PCC hoped that these projects would be able to be launched publicly in the financial year to follow.

The next area the PCC discussed was 'delivering effective community policing on the ground'. He spoke of the need to have a good visible presence within communities. The PCC explained that Thames Valley Police were in a strong position regarding policing numbers with over 4,800 officers in the force. There was a hope that by the end of 2023 there would be more police officers per head of the population than there had ever been before. That would go beyond the Home Office target for recruitment.

In the budget that was to be set over the coming weeks, the PCC was looking to secure not just the additional officers part of the TVP's full-establishment, but also to set provision to continue to grow the number of officers in future years so that TVP can at least keep pace with population growth.

The PCC explained that the increase in police numbers would allow Superintendent Cranidge and his team to become more proactive in preventing crime before it occurs and, thereby, alleviate some of the emergency demand.

#### Chief Constable – John Campbell

The Chief Constable gave a presentation on the work Thames Valley Police had been doing since they last attended Council in September 2021. The presentation also looked at some figures on TVP recruitment, arrests and prosecutions.

The Chief Constable advised that TVP were undertaking a review of some of their structures within policing and confirmed that letters had been sent to LA's relating to this. The review was commissioned not only because it is the right thing for an organisation of TVP's size to do every ten years or so, but also because of the savings TVP was required to make as a public organisation.

The Chief Constable explained that, going forward, there were some very important basics in terms of how TVP were going to deliver policing. These were a commitment to community policing and enhancing the relationship with local authorities.

The Chief Constable spoke of some of the highlights of the past year. TVP had been awarded 'White Ribbon' accreditation – this reflects an organisation that is committed to stamping out misogyny, sexism and the harassment of women. TVP had also been given a 'Menopause Friendly' award as an employer that reflects and understands the impact of menopause on women in our workplace. TVP had been one of the first forces in the country to be awarded a 'Race Trailblazer' award for being committed to recognising issues of diversity within the organisation. TVP had recently been graded 'outstanding'.

Along with Scotland and London, the local area had been the focus internationally as members of the public gathered to pay their respects to the late Her Majesty Queen Elizabeth II at Windsor Castle. Local Superintendent, Andrew Cranidge, had been taken away from his regular duties to assist with the London Bridge Operation. The Chief Constable explained that while this was a local loss, the force sometimes faced challenges that would necessitate drawing officers from around the force to assist. Around 2,000 officers were on duty at Windsor Castle on the day of the final

internment of the late Her Majesty. The Chief Constable described the operation as a proud day for the force.

The Chief Constable announced that he was leaving TVP at the end of March 2023 and his replacement was to be his Deputy Chief Constable, Jason Hogg.

#### Superintendent Andrew Cranidge

Local Superintendent, Andrew Cranidge, continued the presentation. He explained that there were three key areas that he directed his staff to work to across the police. These were violence against women and girls, violence and knife crime and, finally, victim care.

The Superintendent ran through a number of slides containing the 'outcome rates' for Crime, Domestic Abuse, Residential Burglery, Violence with Injury, Knife Crime and Sexual Offences. The Superintendent briefed Members on a number of operation meetings, such as, Op Kinetic, which was the domestic abuse meeting that reviewed all domestic abuse offences - there were two separate meetings: one for perpetrators and one for victims.

4 examples of the good work TVP had been doing in Bracknell were presented by Superintendent Cranidge.

#### Chief Constable John Campbell

The Chief Constable concluded the presentation by updating Members on some comments that had been made during TVP's Police Effectiveness, Efficiency and Legitimacy (PEEL) Report.

At the conclusion of the presentation, the Mayor congratulated the outgoing Chief Constable, John Campbell, on the sterling service that he provided to Thames Valley Police over the years.

In advance of the meeting, members had submitted some questions for the representatives of Thames Valley Police. These were answered in turn:

#### Councillor Chris Turrell

Question: Given the increased concern from residents over speeding and noisy driving, what actions are being taken or being considered by Thames Valley Police, using technology, such as cameras or dashcam evidence?

Answer: There had been developments in technology that may have been able to detect noisy vehicles. There were, however, some challenges around how much money it would cost to implement versus the number of noisy vehicles on the road.

Operation Chrome was ongoing. TVP had been working with the Road Policing Team to try and capture and record offences. Work had also started with the CSP and local councils around 'target hardening'.

The PCC hoped that in the next budget he would be able to provide some funding for piloting new technology. A preference was expressed that the new technology be mobile to get maximum coverage of roads in Bracknell.

## Councillor Temperton

Question: *How can Community Policing become more visible and more effective so residents report crime again, knowing action will be taken and they will be kept informed?*

Answer: The Chief Constable explained that the increase in police officers would start to bear fruit – there had been 600 extra members of staff employed compared to three years prior. Because of their training programme, some neighbourhood officers had had to be used to do response policing. The Chief Constable advised that it was possible that this would be the case for a few months. He emphasised that this did not reflect any loss in TVP's commitment to neighbourhood policing.

TVP encouraged members of the public to report drug crime. There was recognition that the use of 101 as a reporting mechanism could be difficult – there was an average two-minute waiting time. There was also recognition that TVP must improve on the loop from members of the public reporting crime and TVP, where possible, keeping them informed on matters relating to the crime they reported.

Councillor Brunel-Walker \*The question was not answered at the meeting and, as such, the response below was provided in writing at a later date\*

Question: I am sure you will agree that the sustained and ambitious investment in the regeneration of Bracknell town centre over recent years has achieved a stunning retail and leisure destination for our residents and visitors. As the Lexicon celebrates its fifth anniversary, the Council, Bracknell Regeneration Partnership, Thames Valley Police and our retailers continue to work very closely to make our town welcoming, safe and accessible.

One of The Lexicon's strengths is our shared commitment to the safety of customers and workers which involves collaborating to tackle crime in its various forms. Through the extensive security resource provided by the Lexicon, the engagement of neighbourhood policing and retail security in some premises, we have on the surface achieved our aim but, in reality, the picture is changing for the worse.

The rise in thefts from premises, incidences of anti-social behaviour, e-scooters and cycling in the pedestrianised areas are damaging the perception of the town centre.

Can you reassure the Council, our residents and businesses that Thames Valley Police recognise as a priority the need to make the Town Centre safe, welcoming and resilient to criminal activity through a level of Police resource reflecting the importance of our town centre now and in the coming years? Will the Chief Constable and Police & Crime Commissioner confirm the level of Police resourcing dedicated to the town centre and the actions being taken to materially reduce theft from retail businesses and incidences of anti-social behaviour?

Answer: NHP & Dep Commander have been working closely with centre manager and CSP manager to address issues. Part of the approach is that five Security staff are CSAS accredited (Community Safety Accreditation Scheme (CSAS) under Police Reform Act 2002) from October 2022. Provides the powers below:

1. Power to require giving of name and address
2. Power to require name and address for anti-social behaviour
3. Power to require persons aged under 18 to surrender alcohol
4. Power to stop cycles
5. Power to photograph persons away from a police station

6. Power to deal with begging
7. Power to issue fixed penalty notices for cycling on a footpath
8. Power to issue fixed penalty notices for graffiti and fly-posting
9. Power to issue fixed penalty notice on behalf of Bracknell Forest Council for breaches of the Alcohol Public Space Protection Order (PSPO).

There is a specific tasking for all LPA officers to patrol the Lexicon and this is now providing evince from civil order such as CBOs to manage the behaviour of persistent offenders. Further meetings are in the diary to review.

#### Councillor Mrs Birch

Question 1: Due to the 3 fatalities on Mill Lane and Ringmead would the police consider putting in average speed cameras from Nine Mile Ride, along the A3095 and down Mill Lane to Twin Bridges with the speed being 40 mph along this corridor? This would help speeding, ensure traffic flow but deter the anti-social speed racers but, more importantly, also make it safer for our residents.

Answer: There were no average speed cameras in the local area that were controlled by TVP. The introduction of average speed cameras would have required a joint partnership arrangement between TVP and the local authority. Fixed and mobile speed cameras were in place.

The PCC said that average speed cameras were to be considered when looking at the additional funding for the next financial year.

The local Superintendent was going to discuss average speed cameras with the Roads Policing Chief.

Question 2: Can you please give an update on recruiting PCSO's as the lack of a neighbourhood police presence is causing concern. When can we expect Bracknell to have a fully staffed neighbourhood police team in place?

Answer: Recruitment of PCSO's had been covered in the presentation.

The Chief Constable added that courses were planned throughout 2023. It was hoped that PCSO recruitment would improve once Officer recruitment had slowed down.

It was acknowledged that slow PCSO recruitment was causing a communication breakdown between residents reporting crime and the local police. It was hoped that an increase in PCSO recruitment in the months following would solve this issue.

Question 3: I have had an increasing number of residents contact me about finding evidence of drug misuse and an increase in the smell of marijuana, can you please give an assurance about the measures you are taking to stop this?

Answer: The Tasking Team was tackling CDLs where there was exploitation of vulnerable and young. This included the use of closure orders and at the time there was a number of closure orders across Bracknell. There were 7 CDLs operating in Bracknell but that number was reduced to 2 due to disruption from the police. Intel over last few years had indicated that CDLs did not want to come to Bracknell due to risk of police intervention.

### Councillor Gbadebo

Question: Is there a mobile app (not a website) that residents could download to report crime and follow-up/monitor progress something similar to an IT helpdesk ticketing system? If there is no app, why not? An app would have easy access to the various sensors on mobile devices eg GPS, camera, mic, etc to aid and simplify crime reporting. A single app could be shared by all UK police force.

Answer: There was not an app available at the time, however, there was a considerable amount of work being done in this area. The police had a national internet presence in the UK so that all police forces looked and felt the same.

There was a national piece of work ongoing looking at how the relationship with the public could be mobilized using what the public use day in day out in terms of apps.

The PCC was of the view that there should not be a bespoke 'app', but rather the police should look into how messaging apps that people use in their every day lives could be used to contact the police.

### Councillor Gaw

Question: What is the money accrued from speeding tickets spent on and how is it or could it be used to promote and prevent speeding in target areas?

Answer: The money accrued from speeding tickets was being invested back into a Road Safety Fund. The fund was then being used to finance road safety initiatives and other capital projects such as new equipment.

### Councillor McKenzie-Boyle

Question: The Home Office announced the funding settlement for police forces across the country for the next financial year. In Thames Valley, this means an additional £5.1m in Government grant, an increase of 1.8%. Alongside this funding from the Home Office, the Government has also allowed Police & Crime Commissioners to increase council tax by up to £15 (for a Band D property) in order to make additional investments in policing.

I'm sure residents would only be too pleased that £15 would ensure a police patrol on their streets. Knowing your commitment to our communities Mr Barber I'm sure this will high on your priority list and next meeting could you let us know the results of what a £15 per household has actually bought us.

So I'm asking for reassurance that the possibility of extra burden on the precept will give us extra police resources that are visible; those police resources are distributed fairly across the borough, and officers who have pledged to attend Neighbourhood action groups giving them opportunity to hear first-hand from residents their concerns which is one of their KPIs, actually do.

Answer: The PCC reiterated his desire for TVP to deliver for communities.

The PCC explained that the 1.8% increase in home office funding did not account for the inflationary costs that TVP was experiencing. The PCC explained that if he were to go ahead with the increase in council tax, the funds raised were to be used to put

additional officers on the streets. He also explained that a substantial savings plan was in place over the upcoming years in an effort to balance the books.

#### Councillor Leake

Question: If it is so that individuals who receive a speeding fine have to also pay to attend a speeding awareness course, that course effectively becomes cost neutral. In this event, what would the funds accrued from fines be spent on?

Answer: The Chief Constable explained that the primary use of the money was on the staff implementing structures around speed enforcement. He offered to go away and prepare a more comprehensive response to the question.

The PCC expanded on the answer given by the Chief Constable by explaining that some of the funds would be used on the pilot tech schemes that he had mentioned earlier in the meeting. He reiterated the fact that some of the money would be used on managing the process. Excess funds would be used on projects relating to road safety and education, which was being done in conjunction with the Borough and Royal Berkshire Fire and Rescue Service.

The Mayor again thanked the PCC and the representatives from TVP for attending.

### 37. **Executive Report**

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 30 November 2022. The Executive had met once on 13 December 2022.

The Leader highlighted the following matters that had been considered:

- A draft capital programme had been approved for consultation based on a total spending of £6.427m.
- The Executive had agreed its draft revenue budget proposals for 2023/24 as the basis for consultation.
- The Strategic Procurement Plan for Corporate and School's Cleaning Services had been approved.
- The Executive had agreed to make alternations to the Policies Map that were necessary to give effect to the Central and Eastern Berkshire Joint Minerals and Waste Plan.
- The formal making of the Warfield Neighbourhood Development Plan had been agreed.
- The performance of the council over the period July to September 2022 had been noted.
- The Strategic Procurement Plan for the provision of Accommodation Based Housing Related Support had been approved.

The report contained a recommendation that the Council was asked to resolve in respect of the following matter:

- The Joint Minerals and Waste Plan

On the proposition of Councillor Chris Turrell, Executive Member for Planning and Transport seconded by Councillor Mrs Dorothy Hayes MBE, Executive Member for the Environment it was

RESOLVED that the recommendations relating to the Joint Minerals and Waste Plan as set out at paragraph 5.3.1 of the Executive Report be approved.

38. **Questions Submitted Under Council Procedure Rule 10**

Councillor McLean asked Councillor Turrell, Executive Member for Planning and Transport, the following published question:

*Residents of Warfield, and surrounding areas, have suffered considerable inconvenience and disruption of late, as a result of unauthorised works encroaching Harvest Ride and adjacent roads. what steps is the Executive Member for Planning and Transport taking to prevent reoccurrences of such unauthorised activities and can he make the fines applicable commensurate with the inconvenience they cause?*

In response, Councillor Turrell said the following:

“Thank you for the question. It is worth noting that a number of organisations beside the Council, usually utilities, have powers to work on Bracknell Forest's highway network. Since November 2014, the Council has operated a Street Works Permit Scheme as an extension of its powers granted by legislation including the Traffic Management Act 2004. Most highway authorities have set up such schemes. The objectives of the scheme are primarily to regulate occupation of the public highway by statutory undertakers and their contractors.

Schemes are required to deliver parity of treatment across works promoters. Importantly, this includes local highway authorities and their contractors. Whilst all works promoters require a permit to be granted prior to occupying the highway, there are limited grounds upon which the Council can refuse. In dire emergencies the procedure is different: the statutory undertaker must notify the Council within two hours of starting work, in order to obtain a permit. It is rightly the case that in dangerous circumstances, public safety comes before red tape.

Fundamentally, the permit scheme cannot unreasonably withhold access to the highway and must instead seek to facilitate works through co-ordination and the application of prescribed permit conditions. Fixed Penalty Notices can be issued for breaches of scheme conditions or the absence of a valid permit. These penalties are fixed in statute. As an example, the absence of a valid permit would incur a penalty of £500, subject to discount for prompt payment. It is not acceptable for a contractor to plead ignorance of a permit scheme or to proceed with non-urgent work without a permit: it is well known that highway authorities operate permit schemes. Having obtained a permit, the contractor should display the permit reference at the site, together with telephone and digital contact details.

Residents with concerns can either use these details, or in case of difficulty, contact customer services at the Council. If these details are not visible, I would strongly urge residents to contact the Council to report this, so that the highway network team can take appropriate action as soon as possible.

During December 2022, the period to which this question relates, there were two incidents of unauthorised access to the public highway by contractors in the Warfield area. One case involved a fibre-optic telecommunications provider operating without a valid permit and the other was a Council contractor who failed to update their application for re-programmed work. An FPN was issued in both cases.

Pre-pandemic, the scheme processed approximately 6,500 permits per year with this having since risen to around 8,500 due to the roll-out of digital fibre installation supported by the Government. During 2021/22, 138 fixed penalty notices were issued. Total PCN and fines averaged £64,000 annually in the four years to 31 March 2022, and have been £78,000 between 1 April and 31 December 2022.

In the last published annual scheme evaluation report, the overall benefits of the permit scheme were demonstrated through the 178 calendar days of impactful works which were avoided through the co-ordination and collaboration with works promoters.

At any time, residents or businesses, along with wider stakeholders can view the status of planned or on-going road works via the publicly available website "[one.network](#)" which provides details of the works promoter, the type of work and its duration.

So, we have an established scheme with clear sanctions and enforcement, keeping our roads as clear of works as practicably possible."

Councillor Ingham asked the Executive Member a supplementary question on what pressure could be applied to ensure reinstatement of grass verges to an acceptable standard following unauthorised works.

The Executive Member explained that grass verges had to be reinstated to how they were before the unauthorised works took place – using the same materials. Councillor Turrell explained that hard reinstatement was fairly straightforward, whilst restoring verges could be slightly more problematic because the weather could throw up difficulties.

After the meeting, Councillor Turrell provided further detail to his response to the supplementary question. The additional information is set out below:

"Each undertaker has power to conduct works in the public highway under the relevant act for their sector i.e. Gas Act, Water Act, Telecoms Act etc. Under the New Roads & Street Works Act 1991 the standards of their works are prescribed under sections 65 (Safety) and section 71 (Reinstatement) and the details are contained in the Safety at Street Works and Road Works Code of Practice [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/321056/safety-at-streetworks.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf) and the Specification for the reinstatement of openings in highways [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/977196/specification-for-the-reinstatement-of-openings-in-highways-fourth-edition.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/977196/specification-for-the-reinstatement-of-openings-in-highways-fourth-edition.pdf).

There is provision for an undertaker to complete an interim reinstatement whereby an alternative material is used than that of a permanent reinstatement but the reinstatement must be made permanent after 6 months. Between the Act & the Specification it is determined that a reinstatement guarantee period is 2 years from the date of permanent reinstatement or 3 years if it is a deep excavation (>1.5m depth of cover). The street authority has the power to inspect but has no duty to inspect although our internal policy is to over inspect at Category A (works in progress) and Category B (undertaken within 6 months of interim or permanent reinstatement). The street authority may be paid a fee of £50 for a sample of inspections (up to 30%) although the current consultation on new regulations would

change this percentage based on the performance of the individual undertaker but ultimately the street authority can perform as many inspections as it likes at its own cost. (It is however, important for the street authority to only inspect the works and not supervise them).

There is one piece of case law (British Telecommunications PLC v Nottinghamshire County Council) that in summary found that the guarantee period cannot be relied upon by the undertaker if it can be proven that the reinstatement never complied with the specification at the time. Thus a defective reinstatement is a continuing offence until discovered by the street authority after which the utility must repair the reinstatement or the street authority must lay information for summary trial at the magistrates court within 6 months. This often requires investigatory works in the form of coring the reinstatement if the core determines that the reinstatement fails the undertaker has to pay the costs of the core and reinstate to the specification if however, the core proves that the reinstatement is compliant all costs must be borne by the street authority and the undertakers liability for the reinstatement ends.

Verges are inspected along with all other reinstatements but the specification allows for a period of up to 12 months for sufficient growth to be established. On inspection we will ensure the ground is level, or as it was found, and any stones larger than 20mm nominal size removed, adequately seeded and if not will call back the undertaker to make good. Also if growth does not establish we can and will call back the undertaker at any time. If any verges are not picked up in the sample inspection regime any concerns can be reported to the council and we will inspect and follow due process, but in the first instance sufficient time should be given to allow regrowth to establish.”

Councillor Temperton asked the following question to Councillor Bettison, Executive Member for Council Strategy and Community Cohesion:

*“Can the Council have an update on the numbers and wellbeing of the Refugees and Asylum seekers supported by Bracknell Forest? Have any of the refugees registered as homeless, and if so, what support is being given to them?”*

In response, Councillor Bettison said the following:

**Refugees and Asylum seekers directly supported by Bracknell Forest Council**

The council is directly supporting approximately 230 Refugees and Asylum Seekers across the schemes outlined below:

- 165 people have arrived on the Homes for Ukraine Visa Scheme, 149 are staying with Host families and 16 people are now living in private rented properties.
- 40 Afghanistan nationals who are either on the Afghan Relocation and Assistance Policy (ARAP) or Afghan Citizens Resettlement Scheme (ACRS) Visa scheme. 13 are here long term with housing allocated and 27 are here in temporary accommodation secured by the Home Office until longer term accommodation options are found.
- We are anticipating 28 unaccompanied asylum seeking children arriving in the borough under the National Transfer scheme.

- 2 Syrian families under the vulnerable persons resettlement scheme who are in long term accommodation.

### **Initial Welfare Support**

Each adult refugee on these schemes is welcomed on arrival to Bracknell Forest by a Family Link worker from Early Help. The Link workers give them and their hosts guidance on how to set up life in the UK such as applying for bank accounts, universal credit, Biometric Residence Permits, NHS Healthcare checks and applying for school places. They also receive:

- A sim card
- A Three Month bus pass
- Welcome packs from our Voluntary and Community sector.
- Free 12 month Leisure pass.

### **Ongoing Welfare Support**

The refugees on these schemes have check in conversations and visits with Early Help's link workers at least once per month but increased frequencies for those with higher needs, they also have access to:

- Housing advice (including rematching to new hosts on Homes for Ukraine Scheme or advice on private rental properties). This includes support from a Moving On officer post to support families to access the private rental sector.
- Opportunities to learn and practice language through language cafes or volunteering through our Voluntary and Community Sector.
- Careers advice and support with applying for jobs.
- Access to mental health services
- Support for our schools such as English as an Additional Language (EAL) provision.
- Community activities (Such as through the Vzi Razom Community hub in Princess Square).
- We also have fortnightly communications updates to guest and hosts with the latest news and updates.
- Link workers are also very responsive and actively look for any safeguarding concerns amongst the refugees during their work to ensure safety of our Refugees and Asylum seekers.

### **Indirect Support**

We are also indirectly supporting refugees on the following schemes with community engagement and signposting of support. We are not in direct contact with arrivals under these visa schemes unless they contact us, as we are not given data or contact details for them.

- Ukraine Family Visa Scheme
- Ukraine Visa extension scheme
- Hong Kong British Nationals Overseas Visa scheme

### **Homeless Registrations and Support**

From these schemes we are aware of the following being registered as homeless:

Homelessness application accepted	25
Housing prevention or relief duty accepted	18
Number of families in Temporary Accommodation	6

These individuals currently receive statutory homelessness support where they are entitled under the terms of their visa. This support involves:

- Offer of advice on housing options available
- Where assessed as having a reason to believe they are Homeless, Eligible and in Priority Need they will be provided with emergency housing,
- Supported to find longer-term housing or help where appropriate to stay/return to their home or host
- Registered with Homefinder and Help 2 Rent – private sector options in and out of area
- Registered on the Housing Register – social housing in area
- Personal Housing Plan to support them self-resolve their homeless situation
- Allocated a Tenancy Sustainment Officer if support is required to maintain their Temporary Accommodation

Councillor McLean asked the following question to Councillor Harrison, Executive Member for Culture, Delivery and Public Protection:

*“Following the introduction of the Elections Act 2022, what steps will the Council be taking to prepare residents for the need to provide photo identity documents in order to be able to vote? What system will be in place to allow those without suitable documents to apply for an ‘electoral identity document?’”*

Councillor Harrison responded by explaining that from the 4<sup>th</sup> May 2023, voters would need to show photo ID at polling stations. The Electoral Commission had launched a public awareness campaign. Their website set out all of the information regarding voter ID, including what ID is acceptable and what to do if someone does not have an acceptable photo ID.

The document must be the original – it cannot be a photocopy. Out of date photo ID could be used as long as it looks like the person it is supposed to be and the document showed the correct name.

The Electoral Services team was receiving training in the administration of the process and that was to cover whether local ID documents such as the Council’s E+ card will be acceptable in time for the launch of the Voter Authority Certificate (VAC) portal.

The Council was supporting the national campaign with its own communications plan which was going to provide information regarding the requirement for photo ID through all available channels between the end of January and election day.

Residents without an accepted photo ID could apply for a free VAC through the gov.uk website. Applications for the 4<sup>th</sup> May 2023 election could be made from late January until 5pm on 25<sup>th</sup> April 2023. There was an option to complete a paper application form for those who could not do so online. You must be registered to vote before you can obtain a VAC.

The Bracknell Forest Website was to provide links to the VAC portal once it had become available.

Councillor Brown had submitted a question similar to that submitted by Councillor McLean. She noted that the previous answer given by Councillor Harrison sufficiently answered her question but asked that the Executive Member make it clear whether the E+ card would be accepted when that information was available. Councillor Harrison confirmed he would let members know once the document had been verified properly.

**39. Motion (or Motions) Submitted Under Council Procedure Rule 11**

Motion 01/2023 was moved and seconded by Councillors Temperton and Bettison OBE respectively as follows:

This Council strongly believes in the need to continue its work to address the impact of man-made Climate Change on our local communities. To this end, this Council asks the executive to continue its detailed action plans with measurable ambitious annual targets and an annual report to address the climate emergency to ensure that the Council meets the government target of eradicating its net contribution to climate change by 2050.

Speaking to the motion Councillor Temperton emphasised that the word 'emergency' had to be included in the motion because there was an emergency. She hoped that including the word 'emergency' in the motion would put urgency into the conversation that would hopefully lead to action. The Met office had confirmed 2022 as the hottest year on record with average annual temperatures passing 10°C for the first time.

Councillor Temperton ran through some statistics to support the rationale for her motion.

Councillor Temperton recognised that she had done a lot to increase its biodiversity and reduce its carbon footprint. She noted that the Council could only do so much. Every business and resident's commitment was going to be required. Councillor Temperton commended residents for their response to the Council's food waste recycling campaign.

Councillor Temperton expressed a desire for the Council hold more roadshows to encourage change and to be out in every community.

Councillor Virgo said, in supporting the motion, that Councillors had been working cross party on the Council's climate change goals. Every portfolio was being examined for its climate change impact. Councillor Virgo agreed there was an emergency and stated that important initiatives were being worked on, and were to be announced in due course, that were to make a huge difference to the Borough.

Councillor Dr Barnard spoke in support of the motion. He mentioned that world communities, business and industry had come together to tackle environmental problems in the past – giving the examples of acid rain and holes in the ozone layer.

Councillor Dr Barnard explained that he was confident that by working together, residents and the Council would be able to affect positive change.

Councillor Turrell expressed his pleasure at the direction the Council was taking. He explained that Bracknell Forest Council had a record of taking opportunities when they arose and that the Climate Change Strategy that the Council had brought into force in 2020 was a very useful means of being able to take those opportunities as quickly as possible.

Councillor Bidwell spoke in favour of the motion. He said that it was important that the strong language that had been recommended in the motion be maintained by all members so that the public were aware of the Council's commitment to tackle the climate emergency.

Councillor Harrison spoke of the need for action. He highlighted the fact that climate change would happen regardless of what language was used to describe it. Councillor Harrison called for more recycling and for a continued effort to reduce the amount of energy used. He also spoke of the need for emergency planning so that the Council would be better placed to deal with the impact of climate change.

Councillor Bettison OBE, the motion's seconder, thanked Councillor Temperton for agreeing that the best message to send was via a cross-party motion to show unity. He highlighted the importance of working together. He explained that all of the work that had been done in the war against carbon in the past had been down to the fact people had worked together and, this unity was to be needed in the fight to come.

Councillor Bettison OBE spoke of the need to work with everyone who wanted to work with the Council in the fight against climate change.

Councillor Mrs Hayes MBE thanked Members for realising that Bracknell Forest Council was determined to fight climate change. Working with the residents had been substantially beneficial to the Borough and it was hoped that this benefit would continue to be realised.

Winding up, Councillor Temperton thanked those who had spoken and reiterated that there was a climate emergency and, if all stakeholders were brought together, the Council would achieve net zero carbon.

On being put to a vote the motion was CARRIED.

**CHAIRMAN**

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To: Council  
22 February 2023

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## Executive Report to Council The Leader

### 1 Purpose of Report

- 1.1 Since the Council agenda for the meeting on the 11 January 2023 was published, the Executive met on the 24 January 2023 and 7 February 2023. This report summarises decisions taken by reference to the relevant portfolio within which they fall.
- 1.2 The Budget proposals that were considered at the Executive on the 7 February 2023 were set out separately in the Council agenda.
- 1.3 Updated Forward Plans for the Executive and other Council meetings are published every Friday and can be viewed online at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk). Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

### 2 Recommendation

- 2.1 Council is asked to consider the recommendation set out at paragraph 5.1.1.

### 3 Reasons for Recommendations

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive. The relevant reports that the Executive considered can be found [here](#).

### 4 Alternative Options Considered

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive. The relevant reports that the Executive considered can be found [here](#).

### 5 Supporting Information

#### Culture, Delivery and Public Protection

#### 5.1 [Polling Districts Polling Place Review 2023 \(Ref - I110773\)](#)

##### 5.1.1 **RECOMMENDED that the Council approve the revised polling district and polling place scheme, as set out in Annex A of the Working Groups report.**

- 5.1.2 Following on from the conclusion of the recent boundary reviews it is necessary to alter the Council's polling scheme to take account of the new borough, parish and town council ward boundaries.

5.1.3 Included within the recommendations were the appointment of designated alternative polling places where the Returning Officer could locate polling stations at short notice should the primary venue not be available due to any unforeseen circumstances. This was to ensure the efficient administration of any electoral event.

5.1.4 Several alternative locations had been evaluated by officers and the Boundary Review Working Group throughout the review process and a number of these were included in the scheme as suitable alternative polling places. Those designated as the primary polling place were considered to offer the most suitable arrangements for voters and polling station staff.

## 5.2 [Final Agreement for Everyone Active Covid Financial Support \(Ref - I111160\)](#)

5.2.1 The Executive approved the repayment by Everyone Active to the Council of financial support provided in recognition of the impact of COVID-19 on trading at the sites managed by them on the Council's behalf.

### **Transformation and Finance**

## 5.3 [Design and Construction Support Procurement Update \(Ref - I110786\)](#)

5.3.1 The Executive agreed that a contract extension to the current Managing Partner contract be approved for a 2-year period.

5.3.2 The current 10-year contract with the Council's Managing Partner is due to end in June 2023, which would leave the Council without the technical support required to aid in the delivery of capital projects. Following a procurement process which attracted minimal market interest and only one viable submission, the current contract is to be extended for a 2-year period on the existing terms and conditions. This would allow sufficient time for the Council to explore future options.

### **Children, Young People & Learning**

## 5.4 [Joint Child Care Legal Team - Heads of Terms for Updated Shared Service Agreement \(Ref - I111508\)](#)

5.4.1 The Executive agreed the Heads of Terms that form the basis of a new Shared Service Agreement between all the Berkshire local authorities and the Joint Child Care Legal Team employed by Reading Borough Council and that authority be delegated to the Borough Solicitor to negotiate the final version of the detailed agreement.

5.4.2 This follows a review in 2019 by Berkshire Chief Executives into the arrangements and costs of the shared legal service, which explored possible service improvements and effective joint working across the partner organisations to reduce overall costs.

### **Adult Services, Health and Housing**

## 5.5 [Housing Strategy 2023-2028 \(Ref - I108977\)](#)

5.5.1 The Executive approved the final draft of the Housing Strategy 2023-2028 for publication, including the amendments made in response to stakeholder consultation. The other supporting documents were also approved for publication including the consultation report and executive summary.

- 5.5.2 The housing strategy set out the Council's ambition to ensure that everyone has a safe, stable, and genuinely affordable home where they could be independent and financially secure. The strategy supports the Bracknell Forest Council Plan by setting out detailed plans and priorities for achieving the Council's housing objectives.
- 5.5.3 Stakeholder consultation was an important part of the development of the strategy. It enabled residents, partners, housing providers and councillors to identify key local housing issues and to shape the actions needed to deliver the objectives of the strategy.
- 5.6 [0-19 Public Health Nursing Procurement Plans \(Ref - I111132\)](#)
- 5.6.1 The Executive approved the procurement plan to retender Bracknell Forest public health nursing services for 0-19 year olds from the 1 April 2024 for a period of 5 years with up to two twelve month extensions.
- 5.6.2 The Health and Social Care Act 2012 set out the local authority's statutory responsibility for commissioning public health services for children and young people aged 0-19 years. The current contract for the public health 0-19 services was due to end in March 2023 but has been extended for a year to enable a full procurement to be undertaken. Options for joint procurement with other local authorities in East Berkshire were explored but have been discounted at this time due to different needs and delivery arrangements.

## **6 Advice Received from Statutory and Other Officers**

### Legal Advice

- 6.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

### Financial Advice

- 6.2 The Executive Director: Resources' comments have been addressed in the reports to the Executive.

### Equalities Impact Assessment

- 6.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive.

### Strategic Risk Management Issues

- 6.4 Any strategic risks have been identified in the reports to the Executive.

### Climate Change Implications

- 6.5 The recommendations in Section 2 above are expected to have no impact on emissions of CO<sub>2</sub>.

The reason the Council believes that this will have no impact on emissions is that the report is providing an update on decisions taken rather than proposing any action. The impact or not of each of the individual decisions was set out in the respective reports.

Health & Wellbeing Considerations

6.6 There are no considerations.

Background Papers

Executive Agenda – [24 January 2023](#)  
[7 February 2023](#)

Contact for further information

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**TO: COUNCIL**  
**22 FEBRUARY 2023**

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**FINANCIAL PLANS AND REVENUE BUDGETS 2023/24**  
**Executive Director: Resources**

**1 PURPOSE OF REPORT**

- 1.1 At its meeting on 07 February 2023, the Executive considered the 2023/24 proposals for the revenue and capital budgets. The recommendations on these proposals are submitted to the Council by the Executive and are included in section 2 covering all planned spending, service developments and expenditure reductions for next year.
- 1.2 A separate document presents an overview of the Council's spending plans for 2023/24 and detailed budgets for the General Fund and capital programme. The document reflects the Executive's recommendations and includes the reports considered by it.
- 1.3 In order to set a legal budget the full Council must make a formal Council Tax resolution. The Localism Act 2011 made several changes to the Local Government Finance Act 1992, and now requires the Council to calculate a council tax requirement for the year rather than a budget requirement. The appropriate resolution to give effect to the proposals contained in the separate budget report is included in section 3.
- 1.4 The Council Tax Resolution also refers to the Council's capital programme. The revenue budget proposals allow for a council funded capital programme of £6.621m recommended by the Executive.
- 1.5 The resolution in Section 3 also includes reference to the Council Tax for the Police and Crime Commissioner for the Thames Valley, the Royal Berkshire Fire Authority (RBFA) and all Parish Councils as the precepts of these bodies must be included in this Council's formal Council Tax Resolution. The precept for the RBFA will be agreed at its meeting on 15 February 2023 and for Bracknell Town Council on the 21 February 2023. The Council Tax Resolution assumes a 6.76% (£5 for a Band D property) increase in the RBFA precept and a 3.00% (£2.84 for a Band D property) in the BTC precept; however, should these prove to be incorrect paragraphs 3.3, 3.5 and 3.6 of the Council Tax Resolution will be revised and re-issued once the precept is agreed.

**2 RECOMMENDATIONS SUBMITTED BY THE EXECUTIVE**

**2.1 Capital Programme 2023/24 - 2025/26**

**RECOMMENDED:**

- i) General Fund capital funding of £14.987m for 2023/24 in respect of those schemes listed on pages 184 to 186, of which £6.621m be funded from Council resources;
- ii) The inclusion of £8.366m of expenditure to be externally funded (including £2.930m of S106 funding) as outlined in the summary report for Council (page 164) and included on pages 168 to 171;

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- iii) That those schemes that attract external grant funding be recommended to the Council for inclusion within the 2023/24 capital programme at the level of funding received;
- iv) Capital schemes that require external funding can only proceed once the Council is certain of receiving the grant;
- v) The inclusion of an additional budget of £1m for 'Invest to Save' schemes.

## 2.2 Revenue Budget 2023/24

### RECOMMENDED that:

- i) The budget proposals set out in Table 1 (page 2) of the summary report for Council, subject to the changes identified in sections 3.2 (page 3), 3.3 (pages 3 to 5), 3.4 (pages 5 to 7), 3.6 (page 7), 3.9 (pages 8 to 10), 4.3 (pages 11 to 12), 7.2 (page 18) and 7.3 (page 18) of the report, be agreed;
- ii) Fees and charges as set out in Annexe G (pages 93 to 158) be approved;
- iii) A provision for inflation of £9.760m be approved;
- iv) A further council tax discount funded by Bracknell Forest Council in 2023/24 of £75 for working age households receiving council tax support (section 3.9.1(a) page 9);
- v) Notes that the Government has made available a Council Tax Support Fund to provide a £25 reduction in the Council Tax bills for working age and pensioner households receiving council tax support as set out in section 3.3.9 (page 4) and agrees that the Executive Member for Transformation and Finance be authorised to determine the approach to the discretionary part of the fund;
- vi) The commitment budget as set out in Annexe A be approved (pages 20 to 21);
- v) That the Council should make additional funding available for distribution to schools through the local funding formula at the level set out in section 4.1 (pages 11 to 11) of the summary report for Council subject to any minor amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
- vi) A general contingency totalling £2.750m be included, use of which is authorised by the Chief Executive in consultation with the Executive Director: Resources in accordance with the delegations included in the Council's constitution;
- vii) Subject to the above recommendations the revised draft budget proposals be agreed;
- viii) A contribution of £3.590m to be made from the Future Funding Reserve (including £0.081m additional interest from the use of balances) to support revenue expenditure;
- ix) Total net expenditure (after use of balances) of £89.287m (page 19), be approved;
- x) The Council's Council Tax requirement, excluding Parish Council precepts, be set at £75.053m;
- xi) The Council Tax for the Council's services for each Valuation Band be set as follows:

Unrestricted

Band	Tax Level Relative to Band D	£
A	6/9	1,026.24
B	7/9	1,197.28
C	8/9	1,368.32
D	9/9	1,539.36
E	11/9	1,881.44
F	13/9	2,223.52
G	15/9	2,565.60
H	18/9	3,078.72

At the meeting on 07 February 2023 the Executive recommended the 2023/24 Treasury Management Strategy Statement and noted that strategy together with the Prudential Indicators and the Minimum Revenue Provision Policy Statement were matters which the Council needed to approve.

- xii) The Council approves the following indicators, limits, strategies and policies included in Annexe E (pages 60 to 83):
- The Prudential Indicators and Limits for 2023/24 to 2025/26 contained within Annexe E(i);
  - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
  - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
  - The Authorised Limit Prudential Indicator in Annexe E(iii);
  - The Investment Strategy 2023/24 to 2025/26 and Treasury Management Limits on Activity contained in Annexe E(iv);
- xiii) The formal Council Tax Resolution contained in section 3 be approved.

**3 COUNCIL TAX RESOLUTION**

3.1 That the recommendations of the Executive outlined in sections 2.1 and 2.2 be agreed.

3.2 That it be noted that the amounts calculated for the year 2023/24 in accordance with Section 67 of the Local Government Finance Act 1992 are:

(a) 48,756 **TAX BASE FOR THE WHOLE COUNCIL AREA**

*being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, as its council tax base for the year*

(b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

**EACH PARISH AREA**

Binfield	4,636
Bracknell	20,614
Crowthorne	3,242
Sandhurst	7,986
Warfield	5,349
Winkfield	6,929

*being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate*

3.3 That the following amounts be now calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government and Finance Act 1992 as amended (the Act):

(a) £344,283,953 **TOTAL EXPENDITURE INCLUDING GENERAL FUND, PARISH PRECEPTS AND THE COUNCIL'S SHARE OF ANY DEFICIT ON THE COLLECTION FUND**

*being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act*

(b) £265,223,413 **TOTAL INCOME INCLUDING GOVERNMENT SUPPORT AND THE COUNCIL'S SHARE OF ANY SURPLUS ON THE COLLECTION FUND**

*being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act*

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- (c) £79,060,540 **BOROUGH AND PARISH PRECEPTS NET EXPENDITURE TO BE FINANCED FROM COUNCIL TAX**

*being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year*

- (d) £1,621.56 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

*being the amount at 3.3(c) above, divided by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year (including Parish precepts)*

- (e) £4,007,504 **PARISH PRECEPTS**

*being the aggregate amount of all special items referred to in Section 34(1) of the Act*

- (f) £1,539.36 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

*being the amount at 3.3(d) above less the result given by dividing the amount at 3.3(e) above by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates*

Unrestricted

(g)	Part of the Council's area	<b>BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"</b>	<b>£</b>
		Binfield	1,599.47
		Bracknell	1,636.71
		Crowthorne	1,628.55
		Sandhurst	1,615.61
		Warfield	1,585.87
		Winkfield	1,622.37

*being the amounts given by adding to the amount at 3.3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate*

(h) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

<b>Parish</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
Binfield	1,066.31	1,244.03	1,421.75	1,599.47	1,954.91	2,310.35	2,665.78	3,198.94
Bracknell	1,091.14	1,273.00	1,454.85	1,636.71	2,000.42	2,364.14	2,727.85	3,273.42
Crowthorne	1,085.70	1,266.65	1,447.60	1,628.55	1,990.45	2,352.35	2,714.25	3,257.10
Sandhurst	1,077.07	1,256.59	1,436.10	1,615.61	1,974.63	2,333.66	2,692.68	3,231.22
Warfield	1,057.25	1,233.45	1,409.66	1,585.87	1,938.29	2,290.70	2,643.12	3,171.74
Winkfield	1,081.58	1,261.84	1,442.11	1,622.37	1,982.90	2,343.42	2,703.95	3,244.74

*being the amounts given by multiplying the amounts at 3.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands*

Unrestricted

- 3.4 That it be noted that for the year 2023/24 the Police and Crime Panel have stated the following amounts in precepts issued to the Council regarding the Police and Crime Commissioner for the Thames Valley, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
Police and Crime Commissioner for the Thames Valley	170.85	199.33	227.80	256.28	313.23	370.18	427.13	512.56

- 3.5 That it be noted that for the year 2023/24 the Royal Berkshire Fire Authority have stated the following amounts in precepts issued to the Council, subject to confirmation by the Fire Authority on 15 February, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
Royal Berkshire Fire Authority	52.63	61.41	70.18	78.95	96.49	114.04	131.58	157.90

- 3.6 That, having calculated the aggregate in each case of the amounts at 3.3(h), 3.4 and 3.5 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of council tax for the year 2023/24 for each of the categories of dwellings shown below:

(a) Part of the Council's area	<b>TOTAL COUNCIL TAX FOR EACH VALUATION BAND</b>							
<b>Parish</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
Binfield	1,289.79	1,504.77	1,719.73	1,934.70	2,364.63	2,794.57	3,224.49	3,869.40
Bracknell	1,314.62	1,533.74	1,752.83	1,971.94	2,410.14	2,848.36	3,286.56	3,943.88
Crowthorne	1,309.18	1,527.39	1,745.58	1,963.78	2,400.17	2,836.57	3,272.96	3,927.56
Sandhurst	1,300.55	1,517.33	1,734.08	1,950.84	2,384.35	2,817.88	3,251.39	3,901.68
Warfield	1,280.73	1,494.19	1,707.64	1,921.10	2,348.01	2,774.92	3,201.83	3,842.20
Winkfield	1,305.06	1,522.58	1,740.09	1,957.60	2,392.62	2,827.64	3,262.66	3,915.20

#### **4 REASONS FOR RECOMMENDATIONS**

To enable the Council to make a formal Council Tax resolution by setting a revenue budget, Council Tax level and capital budget for 2023/24.

#### **5 ALTERNATIVE OPTIONS CONSIDERED**

5.1 Background information relating to the options considered is included in the supporting information.

#### **6 SUPPORTING INFORMATION**

6.1 The attached 'Financial Plans and Budget Supporting Information 2023/24' presents an overview of the Council's spending plans for 2023/24 and detailed budgets for the General Fund and capital programme. The document reflects the Executive's recommendations and includes summaries of the reports considered by it.

#### **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

##### Borough Solicitor

7.1 Nothing to add to the report.

##### Executive Director: Resources

7.2 The financial implications of this report are included in the supporting information.

##### Equalities Impact Assessment

7.3 The Council's budget proposals impact on a wide range of services. A detailed consultation was undertaken on the draft budget proposals published in December to provide individuals and groups the opportunity to provide comments.

7.4 None of the budget proposals require specific equality impact assessments to be carried out.

##### Strategic Risk Management Issues

7.5 The supporting information sets out the key risks facing the Council's budget and the arrangements in place to manage these risks, including maintaining an appropriate level of reserves and contingency.

##### Climate Change Implications

7.6 There are no implications arising from the proposals in this report, which are recommending budget proposals to Council.

#### **8 CONSULTATION**

8.1 Details of the consultation process and responses received are included in the supporting information.

Contact for further information

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**FINANCIAL PLANS  
AND BUDGETS  
SUPPORTING INFORMATION  
2023/24**

**22 February 2023**

**Stuart McKellar CPFA  
Executive Director: Resources**

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# Summary of 2023/24 General Fund Revenue Budget Proposals to the Executive

## 1 INTRODUCTION

- 1.1 At its meeting on 13 December 2022, the Executive considered the expected overall position facing the Council in setting a budget for 2023/24. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. The budget proposals were therefore based on high level information included in the Government's Autumn Statement which was published on 17 November 2022.
- 1.2 As the Autumn Statement did not include details of funding at individual council level, assumptions were made in the draft budget proposals on how additional funding for social care and any New Homes Bonus would be allocated. In this broad context, the Executive published its draft budget proposals, which were open for public consultation for a six week period.

## 2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 13 DECEMBER 2022

- 2.1 In the face of significant pressures on Local Government expenditure and grant funding, the scope to invest in new service provision is severely restricted. Many of the pressures accommodated in the budget package are, however, 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, reducing central and departmental support and transforming rather than reducing front line services.
- 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 )	Capital programme	Inflation	Service Pressures / Economies <sup>1</sup>	Contingency	Specific Grant Assumptions	Earmarked Reserves – 21/22 Collection Fund Deficit	Draft Budget 2023/24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Central	21,197	0	0	56	0	0	0	21,253
Delivery	17,281	0	0	822	0	0	0	18,103
People	96,988	0	0	-512	0	-2,600	0	93,876
Non Departmental / Council Wide	-46,334	96	9,800	-3,697	100	2,100	2,428	-35,507
<b>Total</b>	<b>89,132</b>	<b>96</b>	<b>9,800</b>	<b>-3,331</b>	<b>100</b>	<b>-500</b>	<b>2,428</b>	<b>97,725</b>

### **3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 13 DECEMBER 2022**

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

3.1.1 The Provisional Settlement was published on 19 December 2022 and covered one year only, with high level indications of the likely approach to be taken to some key areas of funding in 2024/25. This confirmed that funding in a number of areas would be maintained or increased in 2023/24 and also provided details at council level of additional funding announced as part of the Autumn Statement. The final settlement was published on the 6 February with one change compared to the Provisional Settlement – the level of Services Grant payable to Bracknell Forest was increased by £0.027m to £0.681m.

3.1.2 Funding from central government is currently received through a share of Business Rates, Revenue Support Grant (RSG) and Specific Grants. The provisional settlement delivers additional grant of -£0.735m compared to the expectation at the time of the draft budget proposals, with further details provided below.

#### **3.2 Revenue Support Grant (RSG)**

3.2.1 The provisional settlement confirmed that RSG would be increased in line with the September increase in the Consumer Price Index (10.1%) and that three grants would be rolled into the total to simplify the funding landscape, namely the Family Annexe Council Tax Discount grant (£0.027m), Local Council Tax Support Administration Subsidy (LCTS) grant (£0.096m - the budget for which will be removed from the People Directorate), and additional funding for food safety and standards enforcement (Natasha's Law £0.002m). RSG will therefore increase by -£0.311m to -£2.148m which is a net increase of -£0.215m compared to the assumption made in the draft proposals.

#### **3.3 Specific Grants**

3.3.1 The Autumn Statement indicated that councils would receive £1 billion of new grant funding for social care and £1.3 billion of funding for Adult Social Care (ASC) charging reforms. As the latter reforms have now been delayed until October 2025 this funding would still be made available to meet current pressures. The provisional settlement confirmed additional grant funding nationally of £700m for social care (with the remaining £300m going to Health) and £1.345 billion relating to charging reforms (£1.265 billion) and ASC precept equalisation (£80 million). These and other allocations confirmed at individual council level as part of the provisional settlement are covered below.

3.3.2 Regarding the additional funding of £700m for social care, £400 million will be combined with the existing £162 million of Fair Cost of Care and Market Sustainability funding and rebadged as the ASC Market Sustainability and Improvement Fund. This has been allocated using the existing ASC Relative Needs Formula, resulting in additional grant income of -£0.603m (and a revised total of -£0.847m) for the Council. It is proposed that a portion of the grant (-£0.425m) will be used to meet additional ASC demographic pressures identified since December, with the balance assumed to be cost neutral as it will be used to fund additional expenditure in line with the grant conditions. The remaining £300m will be allocated from the £600 million of new discharge funding announced in the Autumn Statement. This grant funding will be paid out using the existing improved Better Care Fund (iBCF) grant shares and will be required to be pooled as part of the Better Care Fund. For Bracknell Forest the allocation is -

£0.214m and is referred to as the ASC Discharge Fund. The sum of these two grant changes (-£0.817m) is £0.293m less than the -£1.100m assumed in the draft budget proposals.

- 3.3.3 The majority of the additional £1.345 billion referred to above will also be allocated using ASC Relative Needs Formula with the Council's share being -£1.787m. This is £0.287m more than the -£1.500m assumed in the draft budget proposals. The funding will be included in the existing Social Care Grant. The Independent Living Fund grant (-£0.248m) will also be rolled into the Social Care Grant which is cost neutral for the Council.
- 3.3.4 The iBCF will retain the same distribution and quantum as in 2022/23 (-£1.525m) which is the position assumed in the draft budget proposals.
- 3.3.5 Lower Tier Services Grant, an un-ringfenced grant introduced in 2022/23, will be re-purposed to create a new one-off Funding Guarantee to ensure that all councils will see at least a 3% increase in their Core Spending Power before any decisions are taken about organisational efficiencies, use of reserves, and council tax levels. This guarantee does not deliver any funding adjustment for the Council. The draft proposals assumed that this grant would continue, meaning the Council is £0.199m worse off than predicted for this grant stream.
- 3.3.6 In the draft budget proposals, it was assumed that the Services Grant would reduce by £0.600m to remove grant previously provided for the 1.25% increase in employers National Insurance contributions (which has now been reversed) and to reflect the risk that at least some of the grant could be transferred from the Southeast to other parts of the country. The distribution mechanism has not changed, however the overall sum has been reduced not only to reflect the removal of the NI increase but also to help fund RSG and increases in the Supporting Families programme. Overall, the reduction of £0.480m confirmed in the Final Settlement is £0.120m less than that assumed in the draft proposals
- 3.3.7 The provisional settlement confirmed that there would be a new round of New Homes Bonus (NHB) allocations for 2023/24 which would again be for one year only. The existing allocation mechanism has been maintained for a further year and the Council's allocation for 2023/24 will be -£0.786m. This is only £0.008m less than the allocation assumed in the draft budget proposals. The Government intends to set out the future position for New Homes Bonus ahead of the 2024/25 Local Government Finance Settlement.
- 3.3.8 The ring-fence on the Public Health grant will be retained in 2023/24, however the settlement included no information about the national total, or individual council allocations.
- 3.3.9 Alongside the provisional settlement the Government announced allocations from a Council Tax Support Fund (-£0.129m for Bracknell Forest) to provide additional support to economically vulnerable households. The Government expects local authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by up to £25. Based on current claimant numbers, this will account for around £0.090m of the grant. Councils can use any remaining allocation as they see fit to support vulnerable households with council tax bills. This will be cost neutral for the budget as a corresponding pressure will be added to the Central Directorate (Resources). It is proposed to delegate authority to the Executive Member for Transformation and Finance to agree an approach to the small discretionary element of the scheme.

3.3.10 Information on a number of smaller Specific Grants has now been received. Any changes in these grants will be managed within Directorate budgets and will therefore not impact on the overall budget proposals.

#### 3.4 Business Rates

3.4.1 Another 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), periodic revaluations, the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract.

3.4.2 The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. It has been confirmed this will also be increased by approximately 3.7% (based on the difference between the post-revaluation Business Rates multiplier and the 2022-23 multiplier value which has been frozen) to -£17.462m, an increase of -£0.630m compared to the income assumed in the draft budget proposals.

3.4.3 A national business rates revaluation takes effect from 1 April 2023. This has introduced changes to the amounts of business rates collectable in individual areas, which are typically matched by compensating adjustments to grant funding to ensure no impact (at least immediately) on local authorities' resources. Alongside the revaluation, the Government implemented the move of several hereditaments, notably large scale telecommunications networks, onto its Central List from local business rates lists. This included a large multi-national company currently on Bracknell Forest Council's Local List, representing the largest such transfer to be faced by any local authority in the country. Following the Government's consultation on the transfer it became clear the aim was to make this cost neutral, with transfers to the Central List treated in the same way as other changes from the wider revaluation. This was expected to produce a positive outcome for Bracknell Forest, broadly protecting the Council's income levels. In the draft budget proposals it was assumed that there would be no net change to the Council's retained business rates income following these changes. Due to their complexity, it has taken some time to confirm the actual impact on the Council's available resources.

3.4.4 The National Non Domestic Rates (NNDR1) return effectively sets the Council's budget for the Business Rates Retention Scheme and identifies the amount to be paid across to Central Government and the Royal Berkshire Fire Authority. It also identifies Section 31 grant receivable in relation to Business Rates. This is designed to cover the loss of income resulting from the capping or freezing of Business Rates increases in several previous years, the freezing of the Business Rates multipliers in 2023/24 and the impact of several Business Rate Reliefs. The completion of this return in mid-January following the Provision Settlement has enabled the impact on the Council's budget to be calculated.

3.4.5 Overall the changes introduced by the revaluation and the central list transfer have been positive for the Council. Business Rates growth above baseline and net of any levy payment to Central Government, which the Council is able to use to support the budget, has actually increased by -£1.339m compared to last year. In addition, Section 31 income is estimated to increase by --£0.849m, primarily due to compensation for the Government's freezing of the Business Rates multiplier for a further year.

3.4.6 Against this, in 2021/22 a deficit of £2.428m was projected on the Business Rates element of the Collection Fund. As this primarily related to the additional Business Rates reliefs granted by the Government, this was funded from the Business Rates Reliefs Reserve in 2022/23, which was created using Government grant provided for this purpose. A larger deficit of £4.980m is now projected on the Business Rates element of the Collection Fund for 2022/23, which will need to be funded in the 2023/24 budget. Funding of this deficit can be found from a combination of the Business Rates Reliefs Reserve (£4.480m) and a proportion of the Business Rates growth referred to in paragraph 6.4.5 above (£0.500m).

3.4.7 While the Government has signalled for many years that it would like to make fundamental changes to the current local government funding system, it is improbable that this will now happen in the current Parliament. Future changes that will be revisited and most likely introduced at some point include a business rates reset, implementation of the, still to be completed, Fair Funding review and the merger of existing grants including RSG and most likely the Public Health Grant into the revised baseline. The outcome of these deliberations is impossible to determine, although it will almost certainly have a significant long-term detrimental impact on the funding of the Council.

### 3.5 Medium Term Financial Situation

3.5.1 On 12 December, the Government published a policy statement which not only covered its high level intentions for the Local Government Finance Settlement in 2023/24 but also provided additional information relating to the 2024/25 settlement:

- For 2024/25, the core council tax referendum principles will be the same as 2023/24. The referendum limit for increases to council tax will remain at 3% per year and in addition, councils with social care responsibilities will be able to increase the adult social care precept by up to 2%.
- The core settlement will continue in a similar manner for 2024/25. The major grants will continue as set out for 2023/24: RSG will continue and be uplifted in line with Baseline Funding Levels (i.e. linked to CPI) and the Social Care Grant and other social care grants will increase as set out in the Autumn Statement.
- The future of the New Homes Bonus will be confirmed ahead of the 2024/25 Local Government Finance Settlement.
- There will be a new funding stream in 2024/25, subject to successful delivery of the Extended Producer Responsibility for packaging (pEPR) scheme in 2023/24. The Government predicts that local authorities will receive additional income from the scheme, although this is not guaranteed, whilst being asked to submit data relevant to their waste collection services. Further details are awaited.

3.5.2 The Autumn Statement confirmed the following increases in social care funding for 2024/25:

- Further repurposed money from delaying charging reforms of £612m (from £1.265 billion in 2023/24 to £1.877 billion in 2024/25). Based on the 2023/24 allocations this would increase Social Care Grant by a further -£0.864m.
- An additional £400m distributed through the Better Care Fund to get people out of hospital on time into care settings and split 50:50 between Local Government and Health. Based on the 2023/24 allocations this would increase the ASC Discharge Fund by -£0.143m.

- an additional £283m to help support capacity and discharge. Based on the 2023/24 allocations this would increase the ASC Market Sustainability and Improvement Fund by a further -£0.427m.
- 3.5.3 There is however still significant uncertainty due to the potential impact of a number of issues, in particular:
- Fair Funding Review
  - Business Rates system re-set
  - The impact of inflation and the recession
- 3.5.4 The uncertainty detailed above hampers meaningful medium term financial planning at a time when demand pressures are increasing significantly. Given the relative prosperity of Bracknell Forest and the Government's aim to "level up" across the regions, it is unlikely that the impact of these changes will increase our local resources overall.
- 3.5.5 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 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, for many years the Council's financial plans have assumed the maximum level of increase permitted is applied. This is in line with Government assumptions and provides the greatest level of protection possible for essential services in the period from 2023/24.
- 3.5.6 Given the scale of the predicted £8.1m budget gap identified in December's draft budget report, it will be necessary to draw several £ millions from the Council's accumulated reserves to meet its legal obligation to set a balanced budget. The level of reserves held means that this is possible in the short to medium-term, however the Council's future financial strategy will need to ensure that spending is brought in line with available recurring resources in the years ahead. This will inevitably necessitate service prioritisation in addition to a continued focus on operational efficiencies and transformational change.
- 3.6 Council Tax and Collection Fund
- 3.6.1 The Council Tax Base for 2023/24 has been calculated as 48,756 Band D equivalents which at current levels would generate total income of -£71.486m in 2023/24.
- 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 Government has set a core referendum limit of 3% plus the option for councils with responsibility for adult social care, such as Bracknell Forest, to set an adult social care precept of up to a further 2%. Every 1% increase in Council Tax in Bracknell Forest would generate -£0.715m 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 an increase in the allowance for bad debts. The Council's share of this one-off deficit is £0.396m which will increase the budget gap. This is £0.154m less than the £0.550m assumed in the draft budget proposals.

### 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. An extract from the minutes of the meeting is attached as Annexe B. In response to this feedback, three savings proposals included in the original draft budget package have been removed, adding £0.043m to the spending proposals.
- 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 12 January. Continuing concern was expressed regarding the projected High Needs Block annual and cumulative deficit and the Council's ability to manage any potential payback from April 2023. This has been acknowledged as a key issue for the Council and a high-level action plan has been developed that is expected to reduce the scale of the deficit over time. The expected financial impact of this in each of the coming years is currently being assessed.
- 3.7.3 The draft budget proposals were published on the Council's website and emails were sent to business ratepayer representative groups drawing their attention to the consultation. Two responses were received to the public consultation via the website (set out in Annexes C1 and C2, with names redacted) plus a separate detailed response from the Council's Labour Group (repeated in full in Annex C4). No responses were received from business ratepayers. While the responses are to be welcomed, they were broadly supportive of the draft budget and therefore no specific changes to the draft budget are proposed in relation to them. The Executive Director: Resources has responded to the questions raised by the respondents.

### 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 and total £9.760m, £0.040m less than the figure included in the draft budget proposals. The directorate analysis is shown in Table 2.

Table 2: Inflation Allocations

<b>Directorate</b>	<b>2023/24 £'000</b>
Central	1,766
Delivery	2,808
People (excluding schools)	5,179
Non Departmental / Council Wide	7
<b>Total</b>	<b>9,760</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 9.1).

### 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. 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 2023/24 (£0.362m). These changes have been reflected in the full budget proposals set out in Annexe D and the Commitment Budget (Annexe A).

- a) Council Tax Bills - Central – Resources (Revenues)  
Government grant has been provided to support the most vulnerable households with their Council Tax bills (see paragraph 6.3.9). This will primarily be used by the Council to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by £25 (£0.129m).  
  
The Council itself has also decided to provide Council Tax discounts of £75, based on categories used last year (£0.270m). This will be funded from the Covid-19 Reserve and will supplement the Government's £25 scheme. For low income working age households this will maintain the total support at £100, the same as in the current year.
- b) Central – PPR (Regeneration and Economic Development)  
The cost of the Bracknell Town Centre events programme approved by the Bracknell Town Centre Regeneration Committee, including proposals around the King's Coronation, will be £0.100m in 2023/24. This will be funded from the Town Centre Regeneration Reserve on a one-off basis.
- c) Delivery – Binfield Community Hub  
Additional running and maintenance costs (£0.040m).
- d) Delivery – Grounds Maintenance  
Removal of grounds maintenance savings relating to reductions in weed spraying, fly tip removal and the number of litter bins (£0.043m).
- e) People – Social Care Costs  
Due to changes in the number and cost of placements since the December report, Social Care pressures have been updated as normal to reflect the impact in 2023/24 of existing placements (Children's £0.060m and Adults £0.425m). As indicated in paragraph 6.3.2, the latter is proposed to be funded using a proportion of the ASC Market Sustainability and Improvement Fund.
- f) People – Use of Grant Funding  
Correction of the saving arising from the use of Supporting Families Grant to support Council expenditure (£0.108m), which will be achieved but was incorrectly shown in the draft budget proposals.
- g) People – Housing and Welfare  
An additional officer will be funded for 1 year to supplement the existing 1 FTE post and support welfare work to progress the Council's Financial Hardship Action Plan. The post will be funded from the Covid-19 Reserve (£0.043m).
- h) Non-departmental / Council Wide – Minimum Revenue Provision  
Increase in charge resulting from changes to the Capital Programme (£0.025m).
- i) Non-departmental / Council Wide – earmarked reserves  
Transfers from Earmarked Reserves to fund the additional £75 reduction in Council tax bills for households in receipt of Council Tax support (-£0.270m), an additional post to support welfare activities (-£0.043m) and the Bracknell

Town Centre events programme (-£0.100m).

- 3.9.2 The Executive is asked to support the changes above and confirm that there are no further changes to the draft budget proposals that they wish to make following representations made during the consultation period.

#### **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 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); 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 councils with most of the 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 free entitlement to childcare and early years education for 2, 3 and 4 year olds.
- 4.1.3 To date, under powers delegated through the December budget report, the Executive Member has agreed a budget for the SB of £90.860m and a CSSB of £0.980m. These amounts represent the estimated level of DSG funding, with the detailed budget decisions matching those previously approved by the Schools Forum. The HNB and EYB will be considered by the Executive Member for Children, Young People in March with current estimates indicating income of -£23.740m and -£8.689m respectively. Therefore, at this stage, total DSG income for 2023/24 is estimated at-£124.269m.
- 4.1.4 Within the DSG allocation, funding retained for special educational needs and disability (SEND) pupils will increase by 9.7% (£2.102m) next year. Whilst a substantial increase, this would still be insufficient to fund the forecast costs which indicate a £7.166m overspend for the year. This primarily arises from underfunding of current commitments with further increases in costs expected as the numbers of pupils requiring support and the complexity of need increase as well as general inflationary pressures. This is a national issue with the council working closely with the Schools Forum on a change programme.
- 4.1.5 This deficit will be balanced in the Council's budget by a charge to the DSG Adjustment Account as it will need to be met from the DSG over the medium term. A contribution from the DSG Adjustment Account of £7.500m is already reflected in the base budget. A reduction in contribution of £0.334m will therefore be required which has been reflected in the Commitment Budget. Officers are meeting regularly with stakeholders to identify further options for change in service delivery and reduction in costs including the Department for Education (DfE) funded Delivering Better Value Programme which is an outcomes focussed, evidence-based programme rooted in co-production and is expected to result in a bid to the DfE for additional grant funding of approximately £1m.

- 4.1.6 In light of the significant financial pressures that councils are experiencing on the High Needs (HN) budgets (those intended to support pupils with SEND) the DfE introduced time limited rules to make clear that any accrued deficit is not a liability on councils but remains a DfE responsibility. Whilst initially introduced for a 3 year period to 31 March 2023, reflecting on the increasing HNB deficits across the country, the DfE have extended their period of debt responsibility for a further 3 years to 31 March 2026.
- 4.1.7 Without any interventions, the forecast balance for HN budgets at 31 March 2024 is a cumulative deficit of £30m. This is clearly not an affordable position for a small unitary authority like Bracknell Forest and it is essential that emerging plans to address the deficit are agreed quickly and enacted by the Council and schools.
- 4.1.8 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 by the Council is a decision for the Schools Forum. To meet DfE deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. Recommendation 2.6 sets 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 was 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 Whilst the Council is not debt-free, the level of internal resources has enabled the Council to avoid any new external borrowing since 2018. However, given the economic conditions over the last 5 years, returns on surplus cash have been historically low leading into 2022/23. This prolonged period of low global interest rates changed markedly from April 2022 onwards, with central banks around the world increasing rates. This has led to the highest UK Base Rate for over 13 years, with the Bank Rate now standing at 3.5%.
- 4.3.2 In terms of current market views, the central forecast for interest rates was updated on 19 December and reflects a view that the MPC would be keen to further demonstrate its anti-inflation credentials by delivering a succession of rate increases. The Bank Rate is expected to reach a peak of 4.5% in 2023. Increases in the base rate of this magnitude will clearly benefit the Council if it can continue to rely on internal resources to fund its Capital Programme and offers the potential for higher investment returns.
- 4.3.3 The 2023/24 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 2023/24. 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 £10m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 25 January 2023, the Treasury Management Strategy remains unchanged from that consulted on in December.

- 4.3.4 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. They are included at Annex E (i) and within the Treasury Management Strategy Statement at Annex E (iii).
- 4.3.5 The capital programme is being considered separately on tonight's agenda and proposes Council funded capital expenditure of £6.621m and an externally funded programme (including self-funding schemes) of £8.366m for 2023/24. After allowing for projected receipts of approximately £2.25m (including CIL) in 2023/24 and carry forwards, the additional revenue costs will be £0.101m in 2023/24 and £0.343m in 2024/25. These figures have now been reflected in the Commitment Budget and the impact on 2023/24 is £0.005m higher than in the draft budget proposals. Costs will need to be revised at the meeting if the Executive decides on a different level of capital spending.
- 4.3.6 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 Annex E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget. The Government is currently consulting on proposed changes to MRP guidance, the result of which may require changes to the Council's MRP policy in future years, although the extent of such changes is not currently known.
- 4.3.7 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. The Council also needs to make a charge to revenue for "internal borrowing".
- 4.3.8 The draft budget proposals included an estimate of £1.904m for the Minimum Revenue Provision required to be made in 2023/24 and £0.536m for a Voluntary Revenue Provision relating to commercial property purchases. The figures have been reviewed based on the latest capital projections and MRP has been increased by £0.025m to £1.929m. The actual charge made in 2023/24 will be based on applying the approved MRP policy to the 2022/23 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 2023/24 total £14.653m which is a decrease of £1.144m compared to the current year and primarily results from disposals due to academisation. There will be no impact on the charge to the General Fund which is based on the MRP not depreciation.
- 4.4.3 Changes to capital charges do affect internal services recharges (see below). Changes to these have not been incorporated into the budget proposals in this report at this stage, although they will be included in the supporting information to the Council meeting on 22 February.

#### 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 2023/24. 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 Executive Director: Resources

- 4.6.1 Under the Local Government Act 2003, the Executive Director: Resources (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;
- the impact of the coronavirus on internal staff resources and external suppliers, and the council's ability to deliver essential services and meet the increasing needs of the community;
- the impact of the use of long term locums and agency workers for key posts and labour market pressures on finances and business resilience;
- ensuring children with special education needs receive timely and appropriate support for their education where demand is increasing, and internal resources are limited;
- the impact of demand led services and the need to plan for and respond to future and in-year demographic changes, changes in the market for services and any associated financial pressures;
- sustaining adult and children's social care services where there is insufficient external provision available and costs of provision are increasing significantly;
- 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, data protection, greater reliance on end users and the threat of cyber-attacks;
- additional support for refugees arriving in the Borough and its impact on services;
- delivery of the Council's climate change action plan to meet environmental objectives and climate change targets and the ability to influence overall emissions in the Borough;
- maintaining adequate Business Continuity plans and procedures;
- maintaining an adequate internal control environment.

4.6.3 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).
  - 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.

4.6.4 The Executive Director: Resources receives regular updates from Finance 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 2023/24 budget have been identified as the following:

- **Covid-19 Pandemic** – uncertainty surrounding the length and overall impact of the continuing pandemic on costs and income;
- **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 Leisure, 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 and the implementation of savings proposals;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time, which represent the highest levels of price increases seen in the United Kingdom for decades. While the Government predicts that the rate of inflation will fall quickly during 2023, this cannot be guaranteed;
- **Treasury Management** – return on investments and additional borrowing are affected by cash flow and the level of the Bank rate.
- **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** – difficulty in identifying the financial and non-financial impacts and whether any future burdens will be fully funded;
- **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, most notably at this time in Special Educational Needs and Disability services;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.

4.6.5 The probability of some of the above risks occurring is high. However, it is unlikely that all will occur at the same time. The measures in place, set out in paragraph 10.2, lead the Executive Director: Resources 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, contingency sums within the budget proposals.

#### Contingencies

- 4.6.6 In setting the budget for 2022/23, the level of General Contingency was reduced to £1.900m and a Covid-19 specific contingency removed. Within the draft budget proposals for 2023/24 the Contingency was increased to £2.000m, although it was recognised that this would need to be reviewed.
- 4.6.7 The Executive Director: Resources, Chief Executive and the Corporate Management Team have reflected upon the outlook for the economy, the impact of demographic changes, current market conditions for social care services and the resulting pressures on services and other risks regarding the proposed budget. Considering all the significant risks to the budget, in particular the volatility of changes in social care costs, an increase of £0.750m in the General Contingency to £2.750m is now felt to be appropriate.

#### Earmarked Reserves

- 4.6.8 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £85.568m in Earmarked Reserves at the start of 2022/23 which were approved by the Governance and Audit Committee in July 2022. The Executive Director: Resources has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered, some of which are to be used in support of the 2023/24 budget. The Executive Director: Resources will review again the earmarked reserves considering the changing risks facing the Council as part of the 2022/23 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 for each directorate, assuming that all items outlined above and detailed in Annexes A to F are agreed, but before changes to capital charges, pension costs and internal services recharges are incorporated within service directorate budgets.

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

	<b>Inflation (Section 8.2)</b>	<b>Revisions to draft budget proposals (Sections 6.4, 8.3, 9.1 and 10.7)</b>	<b>Changes to Specific Grants (Section 6.3)</b>	<b>Total Changes Identified</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Central	1,766	499	-129	2,136
Delivery	2,808	48	0	2,856
People (excluding schools)	5,179	302	271	5,752
Non Departmental / Council Wide	-9,793	-5,966	87	-15,672
<b>TOTAL</b>	<b>-40</b>	<b>-5,117</b>	<b>229</b>	<b>-4,928</b>

**Table 3b: Non Departmental / Council Wide – revisions to draft proposals and grant adjustments included in Table 3a**

<b>Non Departmental / Council Wide</b>	<b>Revisions to draft budget proposals &amp; specific grants</b>
	<b>£'000</b>
Grant adjustments (paragraph 6.3)	
New Homes Bonus	8
Lower Tier Services Grant	199
Services Grant	-120
Changes in Business Rates Growth, S31 income projections and levy payment (6.4.5 and 6.4.6)	-2,188
Additional movements in earmarked reserves (6.4.6 and 8.3.1)	-4,892
Changes in MRP and Interest (8.3.1)	30
DSG Adjustment Account (9.1.5)	334
Change in Contingency (10.7)	750
<b>TOTAL</b>	<b>-5,879</b>

- 5.2 These figures are added to the draft proposals to produce a final budget proposal for each directorate. This is summarised in Table 4.

**Table 4: Draft Budget Proposal 2023/24**

<b>Department</b>	<b>2023/24 Draft Proposals (Table 1)</b>	<b>Changes Identified (Table 3a)</b>	<b>Revised Budget Proposals</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Central	21,253	2,136	23,389
Delivery	18,103	2,856	20,959
People (excluding schools)	93,876	5,752	99,628
Non Departmental / Council Wide	-35,507	-15,672	-51,179
<b>Total</b>	<b>97,725</b>	<b>-4,928</b>	<b>92,797</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 will be

£10.57m as of 31 March 2023, if spending in the current year remains within the approved budget, which is the expected position.

Table 5: General Balances as at 31 March 2023

General Fund as at 01 April 2022	£m 11.35
Planned use in 2022/23	(0.78)
<b>TOTAL Estimated General Balances</b>	<b>10.57</b>

- 6.3 In addition, the Council will have £19.9m in the Future Funding Reserve as at 31 March 2023, which has been deliberately established in recent years to help manage the anticipated impact of national funding changes. It would therefore be most appropriate to make use of the Future Funding Reserve to bridge any budget gaps in the next few years, before drawing on General Balances.
- 6.4 There is therefore a degree of flexibility determining the approach to balancing the 2023/24 budget from the current position. However, these resources are one-off and it is therefore important when considering the use of reserves to not only consider the current year's budget but also future years' pressures. In that respect, Council Tax income represents by far the most significant on-going funding source available to secure delivery of essential services into the long-term

## **7 FUNDING THE BUDGET PROPOSALS**

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £92.797m before allowing for additional interest resulting from use of balances of £0.081m. This compares with income of -£85.720m from Revenue Support Grant (-£2.148m), Business Rates baseline funding (-£17.462m), Council Tax at 2022/23 levels (-£71.486m), Collection Fund – Business Rates deficit (£4.980m) and the Collection Fund – Council Tax deficit (£0.396m). The Net Revenue Budget is therefore now £7.158m above the level of income for 2023/24.
- 7.2 Each 1% increase in Council Tax in 2023/24 will generate approximately -£0.715m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 4.99%. This is the maximum increase permissible under the referendum principles (2.99%) plus an Adult Social Care Precept of 2%. The additional income generated (-£3.568m) will reduce the budget gap to £3.590m (including £0.081m additional interest from the use of balances).
- 7.3 It is recommended that the Council contributes £3.590m from the Future Funding Reserve to bridge the remaining budget gap in 2023/24.
- 7.4 The following budget summary outlines the Council's Council Tax requirement

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

Line		2023/24	2022/23
		£'000	£'000
	<b>Bracknell Forest's Expenditure</b>		
1	Central	22,247	21,441
2	Delivery	18,729	17,459
3	People	96,375	96,032
4	Corporate Wide Items (to be allocated)	70	657
5	<b>Sub-Total</b>	<b>137,421</b>	<b>135,589</b>
6	<b>Non-Departmental Expenditure</b>		
7	Contingency provision	2,750	1,900
8	Debt Financing Costs (Minimum and Voluntary Revenue Provisions)	2,465	2,242
9	Levying Bodies	131	124
10	Interest	1,804	1,644
11	Pension Interest Cost & Administration Expenses	8,198	7,137
12	Other Services	223	230
13	Business Rates Growth	(10,561)	(9,537)
14	Contribution from Capital Resources	(200)	(200)
15	Capital Charges	(14,653)	(15,796)
16	Contribution from Pension Reserve	(21,162)	(25,582)
17	Contribution to/(from) Earmarked Reserves	(8,482)	1,529
18	Contribution from DSG Adjustment Account	(7,166)	(7,500)
19	New Homes Bonus grant	(786)	(2,294)
20	Flood and Travel Related Grants	(14)	(15)
21	Lower Tier Services Grant	0	(199)
22	Services Grant	(681)	(1,160)
23	<b>Net Revenue Budget</b>	<b>89,287</b>	<b>88,112</b>
24	Movement in General Fund Balances	0	(775)
25	<b>Net Revenue Budget after use of balances</b>	<b>89,287</b>	<b>87,337</b>
26	Less - External Support		
27	Business Rates	(17,462)	(16,832)
28	Revenue Support Grant	(2,148)	(1,837)
29	Collection Fund Adjustment – Council Tax	396	(354)
30	Collection Fund Adjustment – Business Rates	4,980	2,428
31	<b>Bracknell Forest's Council Tax Requirement</b>	<b>75,053</b>	<b>70,742</b>
32	<b>Collection Fund</b>		
33	Bracknell Forest's Requirement	75,053	70,742
34	divided by the Council Tax Base ('000)	48.756	48.249
35	<b>Council Tax at Band D (excluding Parishes)</b>		
36	Bracknell Forest	£1,539.36	£1,466.19

## Commitment Budget 2023/24 to 2025/26

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Central</b>				
Approved Budget	15,145	15,312	14,901	15,104
Residents Survey			20	-20
Local Development Framework		14	133	-141
Revenues		-320		
The Look Out		-50	-50	
Queens' Platinum Jubilee		-55		
External Auditor Fees			100	
Net Inter Departmental Virements	167			
<b>Central Departments Adjusted Budget</b>	<b>15,312</b>	<b>14,901</b>	<b>15,104</b>	<b>14,943</b>
<b>Delivery</b>				
Approved Budget	17,184	17,310	16,972	16,731
Waste Disposal PFI		55	50	31
Neighbourhood Plan Referendums - Warfield and Winkfield		-60		
Greening Waste Collection Arrangements		-13	-15	-15
Borough Elections		120	-120	
Revenue impact of 2022/23 Capital Programme - London Road Landfill Works		30		
ICT - Rationalisation		-90		
ICT - Business Change Programme		-150	-150	
Leisure Contract Management Fee		-189		
Invest to Save - Carbon Reduction Initiatives		-6	-6	
Invest to Save - Coral Reef Gift Shop		-35		
Net Inter Departmental Virements	126			
<b>Delivery Adjusted Budget</b>	<b>17,310</b>	<b>16,972</b>	<b>16,731</b>	<b>16,747</b>
<b>People</b>				
Approved Budget	68,908	69,293	69,529	69,456
Suitability surveys			20	-20
Schools Budget - Funding for New Schools		-182		
Schools Budget - High Needs deficit to be charged to the Dedicated Schools Grant Adjustment Account		-334		
Heathlands		-14		
Forestcare			-153	
Foster Care Allowances - Mainstream		371		
Enhanced Foster Care Pilot		-86	86	
Social Worker Recruitment and Retention Package		456		
Children's Support Services – Pathway for Adulthood SEND Officer		52		
Invest to Save - Carbon Reduction Initiatives		-27	-26	
Net Inter Departmental Virements	385			
<b>People Adjusted Budget</b>	<b>69,293</b>	<b>69,529</b>	<b>69,456</b>	<b>69,436</b>
<b>Total Service Departments</b>	<b>101,915</b>	<b>101,402</b>	<b>101,291</b>	<b>101,126</b>
<b>Non-Departmental / Council Wide</b>				
Approved Budget	-13,124	-13,802	-12,179	-11,766
Minimum and Voluntary Revenue Provision		223	168	53
Increase in employers Pension Fund contributions		330	125	125
2022/23 Capital Programme - (Full Year Effect) Interest		66		
2022/23 Use of Balances (Full Year Effect) - Interest		12		
Revenue impact of 2023/24 Capital Programme - Parking Infrastructure			19	
2023/24 Capital Programme - Interest		101	101	
Earmarked Reserve - Funding for New Schools		182		
Schools Budget - High Needs deficit to be charged to the Dedicated Schools Grant Adjustment Account		334		
Earmarked Reserves - Revenues		320		
Earmarked Reserves - Queens' Platinum Jubilee		55		
Net Inter Departmental Virements	-678			
<b>Non-Departmental / Council Wide Adjusted Budget</b>	<b>-13,802</b>	<b>-12,179</b>	<b>-11,766</b>	<b>-11,588</b>
<b>TOTAL BUDGET</b>	<b>88,113</b>	<b>89,223</b>	<b>89,525</b>	<b>89,538</b>
<b>Change in commitment budget</b>		<b>1,110</b>	<b>302</b>	<b>13</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:

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Central	21,608	21,197	21,400	21,239
Delivery	17,585	17,247	17,006	17,022
People	96,417	96,653	96,580	96,560
Non-Departmental / Council Wide	-47,497	-45,874	-45,461	-45,283
	88,113	89,223	89,525	89,538

#### Movements

Central  
Delivery  
People  
Non Departmental/Council Wide

	2023/24 £'000	2024/25 £'000	2025/26 £'000
Central	-411	203	-161
Delivery	-338	-241	16
People	236	-73	-20
Non Departmental/Council Wide	1,623	413	178
	1,110	302	13

**EXTRACT FROM THE MINUTES OF THE OVERVIEW AND SCRUTINY  
COMMISSION MEETING HELD ON THE 12 JANUARY 2023**

**45. Budget Consultation**

The Commission considered the Council's draft budget proposals for 2023/24 which were open for public consideration. The Commission invited Councillor Heydon Executive Member for Transformation and Finance and Stuart McKellar, Executive Director: Resources to attend the meeting to answer their questions on the details of the proposals.

Prior to detailed questions Councillor Heydon, Executive Member for Transformation and Finance provided a recap:

- There was a significant budget gap that needed to be addressed through a combination of further savings, raising council tax and transfers from reserves. It was added that there was flexibility to raise the council tax by three percent plus two percent, which was understood to be the increase applied by the vast majority of other authorities. A point was added that one of the Council's key manifesto pledges was to remain within the 10 lowest council tax bands of the unitary authorities. Whilst the settlement was published last month the details were still being worked through.

Stuart McKellar, Executive Director: Resources added the following points:

- The finance settlement provided some answers and helped to put the draft budget in the overall funding context. However, the 2023/24 budget was complex due to the national revaluation of the business rates system. In addition, the Government changes to the designation of businesses from local lists to the Government central list had impacted large telecoms companies, with Bracknell Forest being the most significantly affected council in England. The Summer 2022 consultation around the Government's planned approach to achieve a cost neutral impact from this change provided some reassurance for the Council.
- The finance settlement was positive in the respect that there was a small increase in funding of about £130 000 relative to what was expected. The grant for social care provided a further £600 000 which could be used to fund either existing pressures or new spend.
- The reserves will be used to balance the budget, within the region of £4.5 – 5 million pounds, in line with the planned amount. Final budget decisions including the level of Council Tax would not be made until February 2023 when all the information and full context were available.

Arising from the discussion the following points were made:

**Capital budget**

- Clarification was sought regarding whether the budget was based on council tax being raised by 4.99%. The response by the Executive Director: Resources was that the budget was prepared on an expectation of 3% prior to the information in the Autumn budget and that there was now flexibility to increase it further. It was also noted that regardless of the council tax changes a large sum of the reserves would need to be used. The significance of income from council tax increases is that it is always there as revenue whereas reserves will run out at some

point. The Member for Transformation and Finance added to this response by commenting inflation and salary awards have also added pressures.

- A question on the capital programme around funding for schools was raised. The question was whether this funding was for all schools, maintained and academies. It was clarified that this funding was only for maintained schools, with academies being funded directly. A further question was raised about if Bracknell Forest would receive any grant funding for schools. It was clarified that Bracknell Forest would not expect to receive any grant to enhance the scale of current provision due to there being surplus places in schools. There was however a possibility to receive some funding for maintenance.
- In relation to scheduled computer equipment and the impact of phase 4 not being completed due to increased costs, it was explained that all staff would still have access to equipment but that it may be older equipment is not refreshed. Frustration was expressed about using older, less efficient equipment and a question was asked about what the extra cost to complete phase 4 would be. **Action: Executive Director: Resources to ask IT department for detailed costs.**
- A query was raised about maintenance of the High Street car park, specifically around issues with the structure, as there was no reference to it in the capital programme. It was noted that this was generally covered by the maintenance programme. However, due to the scale it might need to be looked at as a separate capital proposal.
- It was noted that there was no money allocated for the Coronation within the capital budget. It was acknowledged that this was something which needed to be considered in the final budget proposal. A further point was made by the Chief Executive that there was revenue budget allocated to this.
- In relation to the issue of the weight of electric cars causing potential damage to car park structures a question was raised about when or if, in the future, there would be money within the budget to address this problem. In response it was explained that before anything was seen in the budget there would need to be conditioned surveys to test the load conditions of car parks. It was acknowledged this would mainly be a problem for older car parks. A further point was made that the consideration of added weight from electric vehicles was currently part of the work of the consultant engineers employed by the Council.
- Concern was raised around the infrastructure upgrade within car parks and if this implied the loss of ticket machines. In response it was explained that there is a project currently in place to look at how ticketing within car parks could be improved in terms of response times and reliability as more people go online. Further concern was shared that this would be a retrograde step and it was suggested this was taken offline.
- Concern was raised about the statement within funded highways maintenance regarding the point that many significant maintenance projects are now beyond reach and an acceptance that there will be increasing highway claims due to reduced condition levels. It was pointed out that the Council get a lot of funds and grants for major highway projects and the question was asked about if it was possible to receive more money through government grants for projects like repair of potholes. It was explained that the wording of this was set out to explain the proposal to add an extra £1.6 million from council funds in addition to grant funding. It was however acknowledged that the wording within this part would be reviewed.
- A point was made about the spend on roads within the borough with concern for the upkeep of infrastructure due to lack of funding. A request was made for an accurate and detailed breakdown of spend for highways. It was acknowledged that the budget papers focus on changes to budgets rather the current spending

levels and so the current allocation covering the revenue budgets as well would need to be looked at to answer this question fully. **Action: Executive director: Resources to provide further information.**

- In response to a question about whether the Council spent £30k applying for an investment zone which has now been withdrawn it was clarified that the only costs associated were with officer time.
- The highway network is a valuable asset, and it was noted that more money being spent on it was a positive point. However, it was noted that there was an error in the figures and clarification was sought. The Executive Director: Resources explained that the increase referred to in the detailed text from £1.2 million to £1.8 million would be achieved in 2025/26.
- A further point was made that this was not a high figure and concern was raised that this would have a negative impact on infrastructure. In response, it was noted that Bracknell Forest were among a minority of councils who are able to significantly supplement the level of Government capital grant funding from their own resources. The Executive Member for Transformation added a further point that in addition to this funding there was also money from ongoing maintenance revenue budgets.
- A question was asked about how much money has been given towards play equipment within the borough to ensure they remain safe. The answer was that due to investment in previous years bringing equipment to a reasonable standard there was no inclusion for funding within this area in this budget. A further point was raised that a lot of the play areas are owned by the parishes, although this is not always the case. It was agreed that this point would be taken offline for further discussion.

### Revenue Budget

- A point was raised around the transport strategy, which stated that the council were putting an additional £387k in 2023/24 with a question being asked about what the total contribution to this was. Due to not having the base budget information available it was not possible to answer this question although members were assured that the aim was to continue funding at the same level to ensure the same network coverage as now. **Action: Executive Director: Resources to advise of this total.**
- It was noted that external auditor fees are going to increase next year, and a question was raised about why it is not in the 2023/24 budget. It was confirmed that the increased costs of around £100 000 will be felt in 2024/25, when the audit of the 2023/24 accounts will take place.
- A query was raised about Forest care and the removal of pressure, asking why this wasn't shown until 2024/25 where money back is shown. In response it was explained that Forest care is a trading arm which should break even, therefore it was expected that by 2024/25 a business plan would be brought forward to secure that position. Further clarification was provided through the explanation that the commitment budget shows a three-year plan which relates to next year and future years.
- Under savings within ground maintenance the reduction of weed spraying from 3 to 2 sprays per annum was challenged citing a risk of greater damage to verges and roads which could cause future pressures. It was noted that this reduction of sprays had occurred a few years ago and was subsequently reinstated due to damage caused. In response it was clarified that the reduction was put forward as a budget saving, to address the significant levels of savings required. The impact of this would need to be addressed back to the service area who had done an assessment of the risks prior the decision. **Action: Executive Director: Resources to provide additional information regarding the risk assessment.**

- Under savings within ground maintenance/street cleaning the 25% reduction in litter bins through the Borough which would provide a saving of £30k in 2024/25 was challenged. Concern was that this reduction would have an adverse effect resulting in more litter. In response to this decision, it was stated that this was identified as a further saving. Members of the Commission strongly felt that risking the cleanliness of the borough, for a saving of £30k was letting residents down, diluting services and potentially adding to the Boroughs carbon footprint and wished to make clear to the Executive their opposition to this draft saving proposal. An additional concern was raised that the proposed reduction to the large scale fly tipping budget could also contribute to a greater number of incidents of fly-tipping. It was felt that decisions regarding savings in areas like this needed to be made through a strategic approach. The Executive Director: Resources clarified that the views on this topic would go to the executive, via the minutes of the meeting, and be considered as part of the final budget proposals.
- During the pandemic staff car parking charges were suspended, regarding the possible reintroduction of these a question asked about whether the reintroduction would hinder retention of staff and impact wellbeing. It was clarified that when these are reintroduced, they would be small charges of around £5-£10 per month.
- A query was raised about the additional above inflation payments for the waste collection contract and whether this was to cover salary increases for the staff. It was explained that this recognises that the Council have worked proactively to provide a realistic pay level for staff and to cover cost of running vehicles to ensure the Council would not face industrial disputes.

### Fees and charges

- Under concessionary fares it was pointed out that the new annual Senior Citizen Railcard was going to be increased from £17 to £19 which was an 11.8% increase, a question was asked about how this was decided. It was explained that the fees and charges were approached within average guidelines and each individual service area would look at average figures in relation to the market situation. It was noted that all areas, businesses, and individuals are facing a cost-of-living crisis and a balance had to be found to be able to continue to provide the statutory and discretionary services to residents.
- A £5 increase on brown bin charges was noted and questions were asked about how this decision was made and calculated. It was explained that a standard increase of around 7.5% is applied and that each area looks into the applicability of that for those charges. Whilst it was agreed that this does offer value for money the council needed to ensure it was reviewed with the long-term impact in mind.
- A question was raised about why the increase to marriage and civil partnership is smaller this year than next - 3% for 2023/24 and 7.5% for 2024/25. It was acknowledged that the service area would have looked at these proposals with an awareness of the market around them.
- Under cemetery it was noted that for a person aged 18 or over there was no change to fees. However, fees for a child aged 3 years 1 day -17 years 364 days was increasing by 7.9 % and fees for a stillborn child, foetus or under 3 was increasing by 7.7%. It was felt that these increases in fees were focussing on the wrong people. The Executive Director: Resources recognised that this was a sensitive area, and these increases were made through careful review. **Action: Executive Director: Resources to provide additional information regarding how these decisions were made.**
- Regarding agency staff and the aims around keeping costs down within this area it was confirmed that there has been a large amount of work within children's and

adult social care staff. There has been a review of terms and conditions to make them more attractive. The first adverts with these changes were published in early January 2023 and it was anticipated that this would help attract and retain more staff. This methodology was also hoped to be implemented across other areas including planning.

- A comment was made about the budget calculation of the council tax stating its complex use of percentages rather than meaningful figures. It was felt that this wasn't presented in a way that was meaningful to the public. In response the Executive Director: Resources explained that at this stage they are only looking at the tax base calculation and that the actual level of tax levied by the police authority, fire authority and local parish town councils goes through the full council meeting in February 2023. Whilst this is a technical matter and might not be of interest to some members of the public at this stage, it was important to parish and town council colleagues.
- Clarification was sought around the council tax levy of 4.99% and if this would ease problems raised. The draft budget proposals set out a budget gap of almost £8 million which assumed no increase in council tax. The greater the council tax rise the less reliance on reserves and realistically this was the only sustainable financial position for the council in the long term.
- With the removal of the council tax support that was in place for 2023/24 a point was made that the new system of support available from new government grants should be adequately publicised. It was agreed that once final budget discussions had taken place, and this was confirmed it would be shared.

# Budget Consultation 2023-24 v1.1

## Report Settings Summary

Event	<b>Budget Consultation 2023/24</b>
Total Responses	<b>2</b>
Total Respondents	<b>1</b>
Questions	<b>All</b>
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	Budget Consultation 2023-24 v1.1
Created on	2023-01-17 10:59:08
Created by	Amy Ma

**Table .1**

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**Why proposed efficiency savings** ..... 5

**changes to services** ..... 6

**why changes to services** ..... 7

**fees and charges** ..... 9

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**Capital Spending Proposals** ..... 12

**Capital Comments** ..... 13

**Other Comments** ..... 14

**Questions** ..... 16

# Efficiency savings

Question responses: 2 (100.00%)

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

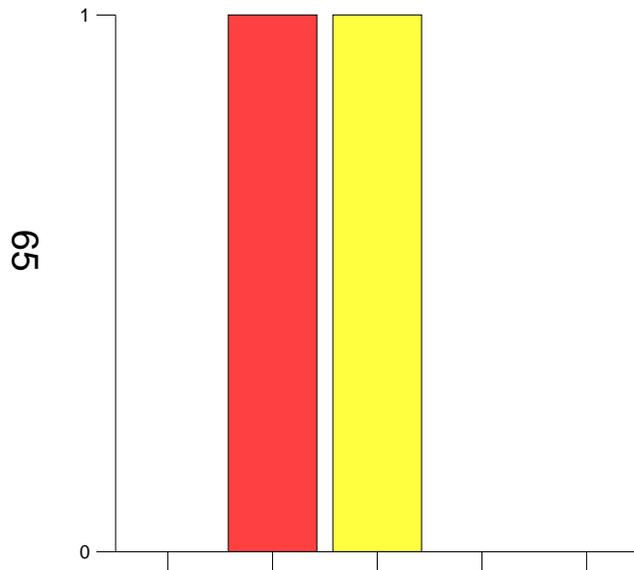


Table .1

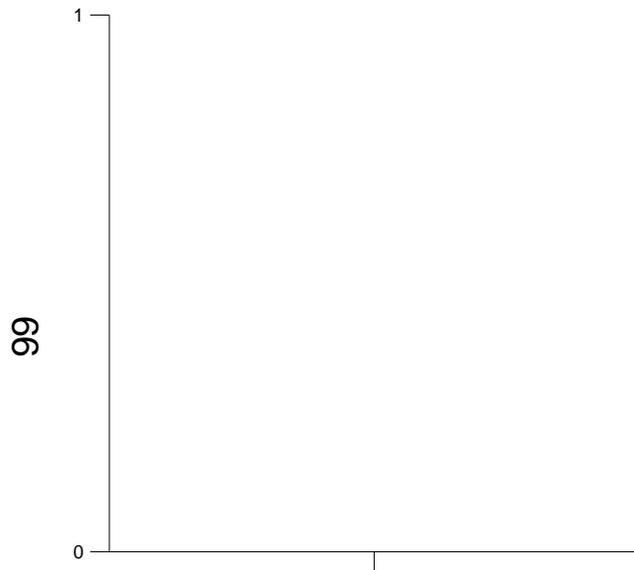
	% Total	% Answer	Count
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<span style="color: red;">■</span> Agree	50.00%	50.00%	1
<span style="color: yellow;">■</span> Neutral	50.00%	50.00%	1
<span style="color: blue;">■</span> Disagree	0.00%	0.00%	0
<span style="color: orange;">■</span> Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

# Why proposed efficiency savings

Question responses: **0 (0.00%)**

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



**Table .1**

There is no data to display for this question

	% Total	% Answer	Count
<input type="checkbox"/> [Responses]	0.00%	0%	0
<input type="checkbox"/> [No Response]	100.00%	--	2
Total	100.00%	0%	2

**Table .2**

# changes to services

Question responses: 2 (100.00%)

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

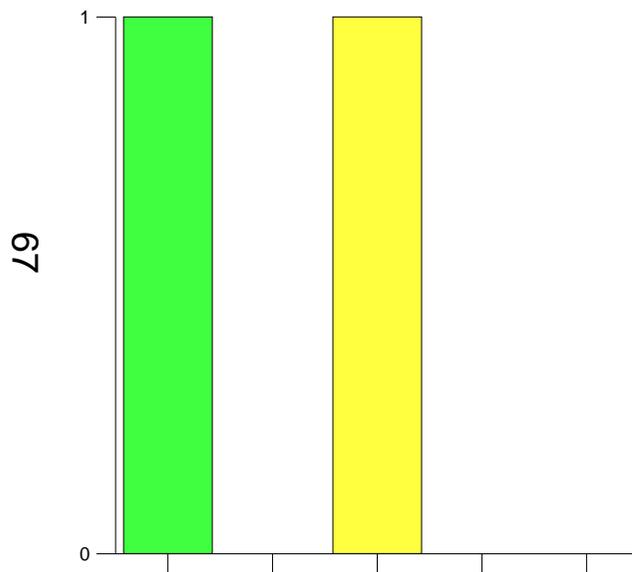


Table .1

	% Total	% Answer	Count
Strongly Agree	50.00%	50.00%	1
Agree	0.00%	0.00%	0
Neutral	50.00%	50.00%	1
Disagree	0.00%	0.00%	0
Strongly Disagree	0.00%	0.00%	0
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>2</b>

Table .2

# why changes to services

Question responses: 1 (50.00%)

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

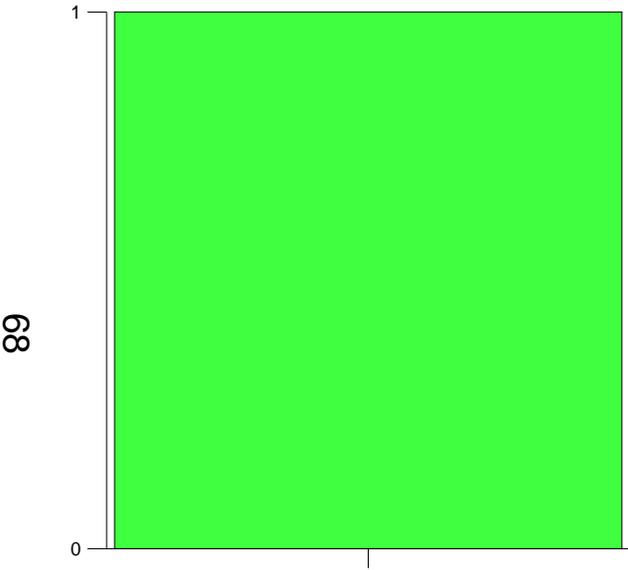


Table .1

	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	50.00%	100.00%	1
<input type="checkbox"/> [No Response]	50.00%	--	1
Total	100.00%	100.00%	2

Table .2

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				<p>RE: People Directorate - Children's Social Care staffing pressures. The additional £134,000 proposed expenditure should be viewed as an absolute minimum to provide the additional identified posts. In my opinion, serious consideration should also be given to increasing this amount to enable enhanced rates of pay (either one-off or otherwise) for staff undertaking frontline service delivery in critical areas. The effect of this should bring about improved staff retention in the identified areas as well as offering more attractive and competitive recruitment packages - especially relevant when considering the relatively higher costs associated with living in the area compared to the majority of other areas in the UK . The overall result of the additional expenditure would ultimately enable greater accessibility to vital services for struggling families. The costs associated with such a specific measure should be weighed against the relatively lesser costs associated with, for example, long term care provision in circumstances where a family is unable to continue caring for a child at home.</p>	04/01/23 16:47	0.1	Submitted	web

Table .3

# fees and charges

Question responses: 2 (100.00%)

To what extent do you agree with the council's proposed fees and charges?

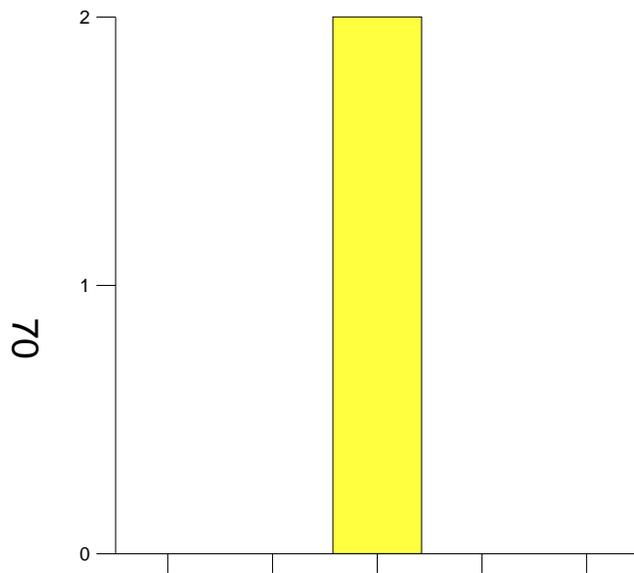


Table .1

	% Total	% Answer	Count
<span style="color: green;">■</span> Strongly Agree	0.00%	0.00%	0
<span style="color: red;">■</span> Agree	0.00%	0.00%	0
<span style="color: yellow;">■</span> Neutral	100.00%	100.00%	2
<span style="color: blue;">■</span> Disagree	0.00%	0.00%	0
<span style="color: orange;">■</span> Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

# why fees and charges

Question responses: 1 (50.00%)

Please tell us why you agree or disagree with the council's proposed fees and charges

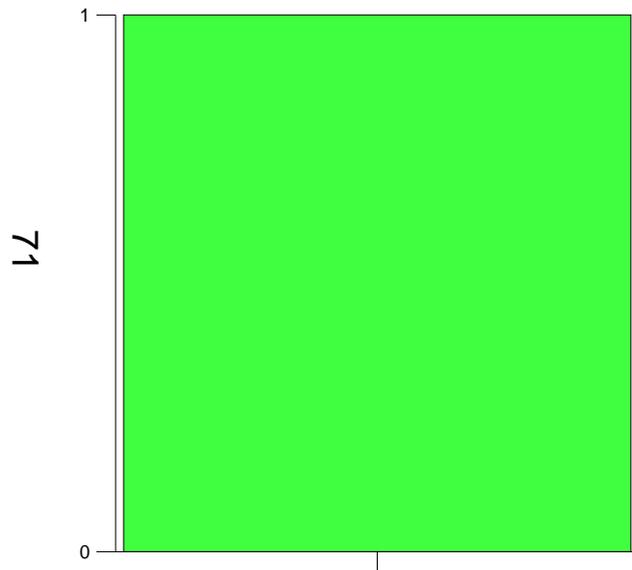


Table .1

	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	50.00%	100.00%	1
<input type="checkbox"/> [No Response]	50.00%	--	1
Total	100.00%	100.00%	2

Table .2

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
3				Does this item cover changes in Council Tax? If not, where should I comment on that? Or do you not want comments on that? (FYI, I'm fully supportive of proper funding of adult social care and continue to support the levying of the adult social care precept.)	15/01/23 14:15	0.1	Submitted	web

Table .3

72

# Capital Spending Proposals

Question responses: 2 (100.00%)

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

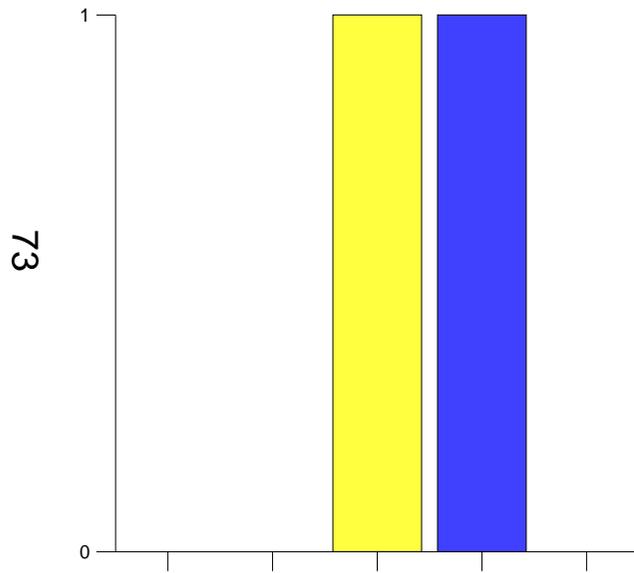


Table .1

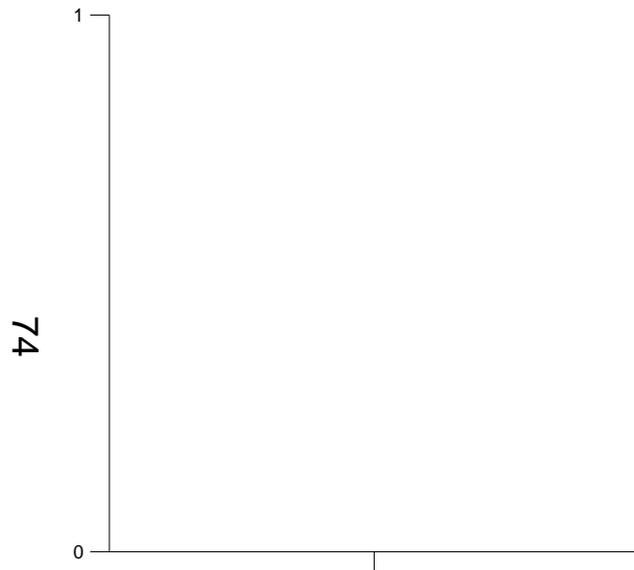
	% Total	% Answer	Count
<span style="color: green;">■</span> Strongly Disagree	0.00%	0.00%	0
<span style="color: red;">■</span> Disagree	0.00%	0.00%	0
<span style="color: yellow;">■</span> Neutral	50.00%	50.00%	1
<span style="color: blue;">■</span> Agree	50.00%	50.00%	1
<span style="color: orange;">■</span> Strongly Agree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

# Capital Comments

Question responses: **0 (0.00%)**

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



**Table .1**

There is no data to display for this question

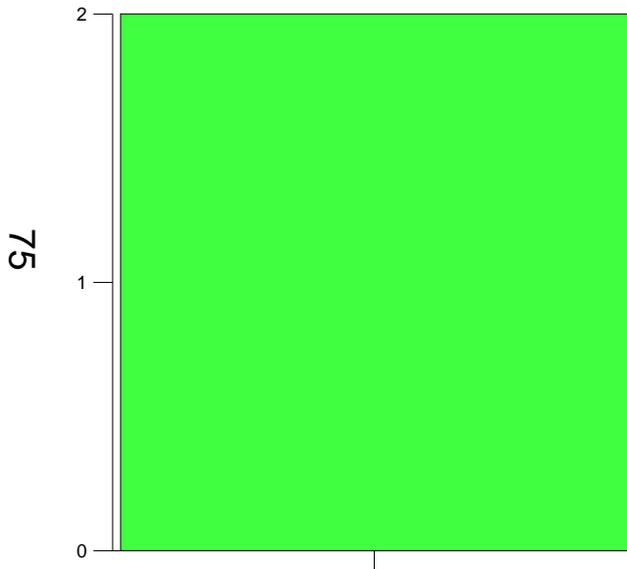
	% Total	% Answer	Count
<input type="checkbox"/> [Responses]	0.00%	0%	0
<input type="checkbox"/> [No Response]	100.00%	--	2
Total	100.00%	0%	2

**Table .2**

# Other Comments

Question responses: 2 (100.00%)

Please add any other comments



	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	100.00%	100.00%	2
<input type="checkbox"/> [No Response]	0.00%	--	0
Total	100.00%	100.00%	2

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				Ref: Marketing of final budget. There is an alternative interpretation to the quote last year from the responsible Councillor that BFBC's overall budget	04/01/23 16:47	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				remains "...in the bottom 10% of all Unitary Authorities." Despite a promise to maintain the position in this financial year, please can it also be remembered that there are desperate people in situations where an increase in the relative position (without being extreme) would alleviate a lot of burden and stress in their lives.				
3				The documents are very difficult to navigate. I downloaded them and viewing them in Chrome on Windows 10. They seem to prohibit searching and text selection, so this makes it hard to pull figures together so that I can perform my own analysis. I did spot one minor typo in item 8.26 of document 2a. According to the other figures you provide, the statement of "a potential gap of around £8.210m" should actually read "a potential gap of around £8.120m" (i.e. £97.725m minus £89.605m).	15/01/23 14:15	0.1	Submitted	web

Table .3

# Questions

Question responses: 1 (50.00%)

Please add any questions you may have

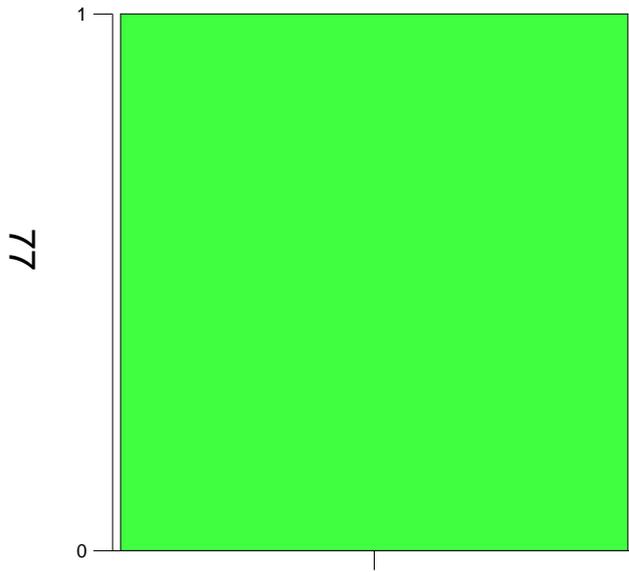


Table .1

	% Total	% Answer	Count
<span style="color: green;">■</span> [Responses]	50.00%	100.00%	1
<span style="color: gray;">■</span> [No Response]	50.00%	--	1
Total	100.00%	100.00%	2

Table .2

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
3				<p>Looking back at the setting of the current (2022-23) level, I found a document on your website that states: "The Government has set a core referendum limit of 2% plus the option for councils with responsibility for adult social care, such as Bracknell Forest, to set an adult social care precept of up to a further 1%. In 2021/22 the Council was given the option of setting an additional adult social care precept of up to 3% which could be raised in 2021/22 or spread across two financial years. 1.5% was raised in 2021/22 leaving the option to raise a further 1.5% in 2022/23, which would be in addition to the 2%+1% referred to above." (That explains why there was a 4.49% increase, whereas I've read much confusing stuff in the press recently stating that an increase above 3% should not have been possible without requiring approval via a referendum.) My understanding from the recent central government Autumn Statement is that: "The government is giving local authorities in England additional flexibility in setting council tax by increasing the referendum limit for increases in council tax to 3% per year from April 2023. In addition, local authorities with social care</p>	15/01/23 14:15	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				responsibilities will be able to increase the adult social care precept by up to 2% per year." Does that mean that the core precept plus adult social care precept could not rise more than 5% from the 2022-23 level, or is there still some "carry forward" from previous years that you could add on without requiring approval via a referendum?				

Table .3

79

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To obtain a copy in an alternative format please telephone 01344 352000

### Nepali

यस प्रचारको सक्षेप वा सार निचोड चाहिं दिइने छ, ठूलो अक्षरमा, ब्रेल वा क्यासेट सूनको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

### Tagalog

Mga buod/ mga hango ng dokumentong ito ay makukuha sa malaking letra, limbag ng mga bulag o audio kasette. Mga kopya sa ibat-ibang wika ay inyo ring makakamtan. Makipag-alam sa 01344 352000

### Urdu

اس دستاویز کے خلاصے یا مختصر متن جلی حروف، بریل لکھائی یا پھر آڈیو کیسٹ پر ریکارڈ شدہ صورت میں فراہم کئے جا سکتے ہیں۔ دیگر زبانوں میں اس کی کاپی بھی حاصل کی جا سکتی ہے۔  
اس کے لیے براہ مہربانی ٹیلیفون نمبر 01344 352000 پر رابطہ کریں۔

### Polish

Streszczenia lub fragmenty tego dokumentu mogą być dostępne w wersji napisanej dużym drukiem, pismem Brajla lub na kasecie audio. Można również otrzymać kopie w innych językach. Proszę skontaktować się z numerem 01344 352000.

### Portuguese

Podemos disponibilizar resumos ou extractos deste documento em impressão grande, em Braille ou em audiocassete. Podem também ser obtidas cópias em outros idiomas. Por favor ligue para o 01344 352000

## Response to Budget Consultation from Labour Group

These papers are again having to be consulted on before the actual Provisional Finance Settlement having been received. However, we all recognise that the Director of Resources and his team have a very good idea of what is expected and so can assume there will be no great surprises.

The papers this year were easy to understand. The descriptions of budget items certainly help

### Response to the Capital Programme

The paper states that Capital Funding for planned maintenance for Schools is allocated and does not come for the Council-wide programme. A Schools Planned Works programme of £1.860m is being put forward based on the level expected to be received from the DfE.

Is this money certain to arrive from the DfE or is it too subject to the changes in capital funding formula?

The Total Capital Programme is £12.293m. After External funding is removed, CIL receipts and property disposals, the Council Funded Programme is £4,177m

How certain is this External Funding?

A great deal of the property and infrastructure in Bracknell Forest was built at approximately the same time when the New Town was created. This is all coming of age and must mean even higher maintenance costs must be included soon. If experience of the Great Hollands Community Centre is anything to go by, keep patching parts of a roof is an uneconomic way of managing a building.

Councill officers cannot work without efficient ICT laptops. We question the impact of not completing the planned phase 4 this financial year as this has been identified as necessary. Similarly with the mobile phone handsets. This will again lead to handsets of different age and capacities.

Cllr Mary Temperton is very disappointed that the car parks at Great Hollands, number 3 and 4 in the priority list will not be resurfaced this year. Last year notices went up to tell all residents that the car parks were to be resurfaced and requesting the removal of cars. On the day, only the potholes were filled and some of these were left as they were said to be 'too deep'. It was said they would be resurfaced this year- now not. People have tripped in both car parks, but apparently have not reported this into the Council. Both car parks are full most days.

Work at Bracknell Leisure Centre, Coral Reef obviously must be done to maintain the necessary atmospheric conditions, or even to ensure they stay open.

The reduction in energy use is good news.

The suggestion to provide the cashless option for payment at the car parks is opposed as unnecessary expenditure in these difficult times. The ticket machinery is only halfway through its life span. The queues are very limited, and I doubt if the Council has had lots of complaints from queuing customers. In five years' time, at the end of the equipment life span, even more amazing paying methods will be realised. This money would be better spent on the essential resurfacing of another carpark

The move to maintain the Council's Housing stock is essential, however, we hope that the projected energy saving measures include improved insulation - loft, walls, doors, and windows. This will reduce the carbon footprint as well as fuel poverty.

The inclusion on Highway Maintenance is very concerning.

The following paragraph was read with great dismay: - 'Many significant maintenance projects are now beyond financial reach and the residential highway network is necessarily a lower priority for intervention unless a public risk is identified. Local member and resident dissatisfaction is a clear consequence. Increasing highway claims are expected due to reducing condition levels, particularly carriageway and footways.'

Every resident will agree and 'public risk', as for carparking surfaces. obviously means tripping, injury, and reporting.

It has since been explained that this is included to give the reason why more money must be allocated

The uplift of £600K to £1.2m per annum is welcomed but this hardly seems enough following the damming statement.

£400K is to be spent on strategic transport schemes, but no detail is given about this. More information would be welcomed at this consultation stage.

The Inhouse hay-making project is to be applauded.

There is no mention of the proposed EV service station on London Road. There is no obvious 'earmarked fund' to cover this, so how will it be financed?

#### Response to the Revenue Budget

All Members are aware of the desperate budgeting considerations for all Local Councils resulting from the years of underfunding from Central Government and now the huge increases due to inflation, electricity and gas prices and salary increases. The increase from £4.368m 2022/23 to £9.800m reflects this and is staggering.

The Government will allow all councils to raise their taxes 4.99% without needing to have a referendum and the government expects all councils to do this in order to raise the money each needs to maintain its services. – this maximum includes an increase of up to 2% per year to help support the pressure on Adult Social Services.

But with all the cuts suggested by the different departments, the potential gap is still stated as being about £8.2m, so - Council Taxes will have to rise.

4.99% increase will greatly affect many of our residents already struggling to cope with increased mortgages, energy costs and the highest inflation for thirty years.

The £320K included last year to support households paying council tax on the lowest incomes, was very welcome but that too has been cut this year.

No money is included to celebrate the Coronation – will this be needed?

The 2.0% increase per pupil funding in England from central government is welcomed, but this, together with the extra £2.3bn promised funding for schools is only expected to bring the funding to the level it was in 2010. At the School's Forum, it was agreed by all Heads that this was not sufficient to cover rising costs.

The current forecast for the High Needs Block deficit for Bracknell Forest in March 2023 is £22.8m. We appreciate that the Council is working with the DfE to resolve this payment and that the time limit has been extended, but no local authority will be able to pay this sort of money. In the papers it states that 'this deficit will be balanced in the Council's budget by a contribution from school reserves, as it will need to be met from the Direct School Grant over the medium term – expected to be about £2.5m at March 2023.

Every year, more deficits accumulate. Resolving this in the short term is very challenging, even with the extra grant of £1m.

There must be an increase of bus services throughout Bracknell Forest if residents are ever to give up their solo use of cars. The further financial support to ensure existing bus services are maintained across the Borough is welcomed, but we fear this is not sufficient to reverse the reduced patronage.

The included finance to support a permanent Climate Change Officer is welcomed.

The recruitment and retention packages are welcomed, especially the Officer to address the high number of SEND young people who are not in education, employment, or training.

Indeed, all the extra posts to support Adult Social Care, Children's Social Care and SEND are supported and must improve the effectiveness of the Council's provision.

We totally oppose the 25% reduction in litter bins throughout the Borough. We spend a lot of time reporting overflowing bins that need emptying. These are full of bags from dog walkers. We spend a lot of time organising Litter Picks. Near the bins, there is little litter, as you move further away, the litter grows exponentially. This would have a very, very detrimental effect of our communities. We would be living in squalor. We agree, litter should not be dropped. But as it is, the Council needs to be realistic and provide bins. We need more bins, not less. Where bins have recently been removed, people continue to leave their litter and dog poo bags.

The increase in the charges is usually about 7.5% and this seems a fair balance between having to charge more to cover increased costs but still attempting to make the service affordable.

The one charge we would challenge is the cost to collect three bulky household items of waste. There is no suggested charge for just one item and yet mattresses are being dumped so very often. A charge for one such item would certainly help relieve garage areas on our estates.

It has been known for several years that Vodafone will begin to pay its business rates to the Central List and no longer to Bracknell Forest Council. This was thought to leave a hole of £4m a year and in preparation, money was transferred annually into an earmarked reserve. However, the government has stated that the Council will be compensated for any such loss and this transfer can therefore be reversed. £3,350K is shown as a saving for this year but the accumulated funds in the Future Funding Reserve remain. If the threat of this revenue loss has been removed, some of this reserve could now be spent.

As a response to Cllr Bidwell's question on Youth Provision at Braccan Walk, it was stated that this hub was for invited groups. We were told that general Youth Provision would be throughout the Borough, in local communities. No funding for this is mentioned.

We are disappointed that no mention is made of an increase in funding for parking on the estates, particularly where the houses have no driveways. Silva Homes withdrew their £100K last year and as this consultation is on a 'change budget', the omission of any mention of this implies that Silva Homes is not reversing their decision.

As this is a 'change budget', we assume South Hill Park will continue to get the annual grant, as no mention is made in these papers.

Mary Temperton  
Leader of Labour Group

## CENTRAL - CHIEF EXECUTIVE'S OFFICE

<b>Description Impact</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>	<b>2025/26 £'000</b>
<b>Communications and Marketing</b> Reduction in various supplies & services budgets	-5		
<b>Policy &amp; Performance</b> New post in establishment - Policy & Performance Lead	59		
<b>CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL</b>	<b>54</b>	<b>0</b>	<b>0</b>

**CENTRAL – RESOURCES**

<b>Description Impact</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>	<b>2025/26 £'000</b>
<b>Finance</b> Reduction in various supplies & services budgets	-5		
<b>Organisational Development</b> Reduction in overall training budget through a review of essential and mandatory training offered	-25		
<b>Insurance &amp; Risk Management</b> Reduction in budgeted resources for cyber security costs following the receipt of Government funding and a re-assessment of how the identified support will be procured.	-50		
<b>Finance</b> Above inflationary cost increases on Agresso software licenses following a compliance audit	45		
<b>Payroll and Human Resources System</b> Irent move to the cloud, hosting costs	36		
<b>Revenues</b> Increased licensing/software maintenance costs (Northgate/NEC)	13		
<b>Internal Audit</b> A reduction in the number of days purchased under the S113 agreement with Wokingham Borough Council due to the creation of Bracknell Forest's own in-house team has been offset by a significant increase in their daily rate which had not changed for some years. In addition, IT audit specialism is bought in and the current fixed rate contract with our IT audit provider expires in March 2022. It is anticipated that costs under the new contract will be higher to reflect increased resource costs for contractors as highlighted in our independent external assessment of internal audit carried out by CIPFA in March 2022.	21		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<b>Revenues</b> Payments to households in receipt of Council Tax support will be continued for a further year. The Council will fund £75 from its Covid-19 Reserve to working age claimants and £25 for both working age and pensioner claimants will be funded from the Council Tax Support Fund, a one-off additional Government grant. Any grant funding remaining after the £25 payments will also be used to support vulnerable households.	399	-399	
<b>CENTRAL – RESOURCES TOTAL</b>	<b>434</b>	<b>-399</b>	<b>0</b>

## CENTRAL – PLACE, PLANNING &amp; REGENERATION

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Director PPR</b> Reduction in various supplies & services budgets	-10		
<b>Planning</b> Increase in Community Infrastructure Levy Administration income	-50		
<b>Transport Strategy</b> Reduction in road safety expenditure in line with the level of expenditure in prior years	-30		
<b>Highway Engineering</b> Administration fees generated from the construction of vehicle access crossings	-20		
<b>Traffic</b> Reduction in winter maintenance contract to reflect milder winters in recent years	-20		
<b>Traffic</b> Increase in income from Street Works	-20		
<b>Parks &amp; Countryside</b> Increase in income from Surrey Heath Suitable Alternative Non-Green Spaces (SANGS)	-50		
<b>Parks &amp; Countryside</b> Increased use of commuted sums for open space maintenance	-25		
<b>Regeneration &amp; Economic Development</b> Reduction in various supplies & services budgets	-10		
<b>Traffic</b> Reduction in software budget to reflect prior year's expenditure	-10		
<b>Commuted Sums/S278/S38</b> Increase in draw down from reserves - with development growth continuing balances should be maintained.	-100		
<b>Planning</b> Increase amount dawn from SANGS to support the budget	-50		
<b>Travel Planning</b> Income from developers buying into a Travel Plan service offered by the Council, rather than the individual occupiers/site developers having to run their bespoke travel plan.	-25		

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<p><b>Transport Strategy</b> New bus contract pressure subject to change upon tendering exercise (new contract commences August 2023)</p> <p>Due to ongoing reduced patronage and increasing costs it is expected that the Council will need to provide further financial support to ensure bus services across the Borough are maintained</p>	<b>387</b>		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<p><b>Regeneration &amp; Economic Development</b> The cost of the 2023/24 Bracknell Town Centre events programme which will be funded from the Town Centre Regeneration Reserve.</p>	<b>100</b>	<b>-100</b>	
<b>CENTRAL – PLACE, PLANNING &amp; REGENERATION TOTAL</b>	<b>67</b>	<b>-100</b>	<b>0</b>

DELIVERY

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<p><b>Car Parking</b> The NSL Ltd parking management contract implementation costs were added to year 1 of the contract, therefore the contract costs reduce from year 2.</p>	-130		
<p><b>Car Parking</b> Renegotiation of the multi storey parking banking contract and subsequent reduction in banking transaction fees.</p>	-50		
<p><b>Car parking</b> Selling overnight / weekend spaces at Time Square and High Street car parks to the new flats surrounding Time Square.</p>	-20		
<p><b>Cemetery &amp; Crematorium</b> Additional Income due to an increase in the number of services taking place.</p>	-50		
<p><b>Contract Services</b> Departmental management – reduction of spending on printing and other small items of expenditure.</p>	-7		
<p><b>Waste Disposal</b> Potential to achieve a saving through efficiencies and lower tonnages.</p>	-350		
<p><b>Democratic and Registration Services</b> Reduction in supplies and services budgets within Member Services, increase in income target for school appeals and increase in income target for weddings</p>	-9		
<p><b>Facilities / Community Hub</b> Café refreshment price increase to £1, underspend on shredding and completion of PAT testing in-house rather than outsourced.</p>	-5		
<p><b>Legal</b> Seminar Costs – greater emphasis on training needs being met on a remote basis i.e. webinars.</p>	-1		
<p><b>Print Room</b> The recent closure of the Print Room shared service with Wokingham Borough Council has resulted in the redundancy of one member of staff.</p>	-38		
<p><b>Grounds maintenance</b> Underspend being reported against the current year’s approved budget.</p>	-15		

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Leisure</b> As a result of the installation of the splash pad at Coral Reef, an additional £0.025m management fee is to be paid by the contractor, of which £0.015m is already built into the budget.	-10		
<b>Time Square</b> Letting out space in Time Square to third party organisations. £0.050m was included as savings in 21/22 and in 22/23 and an additional £0.050m is aimed to be achieved in 23/24. Other prospective tenants are being sought.	-50		
<b>Corporate Landlord</b> The level of budget transferred from the service areas was insufficient to support the costs of maintenance on these properties.	35		
<b>Democratic &amp; registration Services</b> Ongoing funding of the newly created Head of Corporate Complaints post plus £0.005m for incidental costs.	66		
<b>Car Parking</b> Parking income is down on pre-Covid levels, as such the income target is not being met. A 10% on-going reduction in usage has been assumed.	350		
<b>Car Parking</b> Staff parking charges were suspended during the pandemic and have yet to be introduced. If parking charges are re-introduced a proportion of income will be achieved.	30		
<b>Waste Collection</b> No housing related growth was added to the budget during 2022/23 and so growth, at £3.30 per property per month, for this year and 2023/24 is included.	70		
<b>Waste Collection</b> Additional above inflation payments for the waste collection contract to cover rising staff costs for drivers, loaders, supervisors, contract manager and admin team staff.	100		
<b>Coroner's Service</b> The cost of the Coroner's Service (Joint Arrangement) has increased, and the costs are anticipated to rise year on year	38		
<b>Climate Change</b> The Climate Change Officer post is currently funded from the Transformation Reserve, but this funding will cease at the end of the financial year and the need for a permanent post has been highlighted.	43		

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>ICT – Integrated Care Services</b> New modules for Mosaic and LAS to respond to the requirements of the Integrated Care Service, enhancing data capture and reporting arrangements to better inform service management and decision making.	<b>111</b>		
<b>ICT – Cloud costs</b> Secure hosting of applications and data is essential to the continued operation of the council. Hosting costs have resulted in higher ongoing revenue pressures, while capital investment needs for the Council’s digital infrastructure are now minimal.	<b>730</b>		
<b>Legal</b> Increase the Full Time Equivalent of the vacant (currently covered by a locum) Education and Adult Social Care Lawyer post to full time due to volume of work in this area.	<b>27</b>		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<b>Binfield Community Hub</b> Property running and maintenance costs	<b>40</b>		
<b>DELIVERY TOTAL</b>	<b>905</b>	<b>0</b>	<b>0</b>

PEOPLE

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Adult Social Care</b> Outcome focussed reviews for all client groups	-450		
<b>Housing and Welfare</b> Housing – Service efficiency and historic underspending End of lease on a property (£0.027m) Review of all Budget headings and historic underspends (£0.024m)	-51		
<b>Housing and Welfare</b> Welfare Benefits – Review of all Budget headings and historic underspends	-76		
<b>Service efficiencies and historic budget variances</b> Underspend on Early Help grants budget (£0.028m) Underspend on commissioned service relating to support for young people Not in Education, Employment or Training (£0.025m) Underspend on former teachers pensions liabilities (£0.050m) Underspend in Leaving Care (£0.109m) Delete Early Help Development Worker as more use is made of online portal for referrals (£0.022m)	-234		
<b>Use of grant funding</b> Grant funding is received in respect of the Supporting Families Programme that duplicates activities funded by the council. Greater use of grant will be used to deliver the programme (£0.100m). The Asylum Seekers National Transfer Scheme also provides grant funding at a daily rate which has exceeded local care costs by £0.100m in each of the last 2 years. As numbers transferred increase, additional staffing is required to manage caseloads and a net saving of £0.050m is proposed.	-150		
<b>Children’s placements</b> Practice continues to see the number of Children Looked After reducing. The average for the last 2 years has reduced to 118 placements compared to 127 over the last 4 years. Current data (which is high cost, volatile and subject to change at short notice) projects a net saving against accommodation and care provision, plus a range of related support services.	-1,589		
<b>Adult Social Care Costs</b> This represents the pressure currently being experienced on care packages. It also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care.	2,118		
<b>Adult Social Care - Community Equipment</b> Increase to reflect current usage	80		

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<p><b>Adult Social Care</b> Job evaluation for the staff in Adult Social Care resource now completed in line with Children’s resource</p>	55		
<p><b>Mental Health and Out of Hours</b> A new post to provide essential operational support to Mental Health and Out of Hours teams with regards to the highly complex operational delivery of services that fall within this area. They will provide a key co-ordination role within the service area to ensure that key pieces of operational work are completed, delivered on time and within any agreed scope.</p>	60		
<p><b>Support to schools</b> The Department for Education has withdrawn grant funding that supports School Improvement activities (£0.038m) and which is used to assist the council to support schools. In addition, the cost of the software license used on the platform for School Traded Services, which aids income generation is in excess of budget (£0.010m).</p>	48		
<p><b>Special Educational Needs</b> The SEND written statement of action indicates that councils should provide social care oversight in the development of Education, Health and Care Plans. This is to be fulfilled through a new full time Designated Social Care Officer post (£0.078m). The Information and Support Service which provides independent advice to parents on SEND is subject to a reduction in external grant funding (£0.018m) which is proposed in future to be funded by the council.</p>	96		
<p><b>Children’s Social Care staffing pressures</b> The Duty and Assessment Team ensures that statutory work can progress in a timely and safe manner to reduce risks to children being harmed or entering care. Caseloads have been increasing and an additional 2.0 FTE staff are required to allow manageable caseloads (£0.110m). Access to records has also experienced a significant increase in requests for information and in order to reduce the risk of not meeting statutory timescales, a 0.6 FTE increase in hours is proposed (£0.024m).</p>	134		
<p><b>Children’s Social Care prevention</b> The Department for Education has funded a project to support families with unborn and under 1 year old children. This work has demonstrated that intensive work pre-birth and using a group work and support model for new parents can significantly increase the prospects of navigating children away from costly parent and child residential placements. The proposal is for the council to fund one post once grant funding ceases.</p>	40		

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<b>Housing and Welfare</b> An additional officer will be funded for 1 year to support welfare work. The post will be funded from the Covid-19 Reserve.	43	-43	
<b>PEOPLE TOTAL</b>	124	-43	0

COUNCIL WIDE

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
<p><b>Interest</b> The budget has been under spent in previous years and borrowing has been less than forecast. Part of the underspend in the current year is expected to be maintained during 2023/24.</p>	-100		
<p><b>Downshire Homes Limited</b> The Council currently owns 65 residential properties directly and 64 through its wholly owned company Downshire Homes Limited (DHL). Operational management of all the properties is undertaken by the Council's Housing team. To simplify ownership and minimise overheads associated with operating a separate legal entity it is proposed to transfer the DHL housing stock to the Council's ownership. This requires complex legal processes to be followed and the transfer is therefore expected to take place in Autumn 2023, at which point DHL will be wound down. A detailed report setting out the necessary steps to secure DHL's closure will be brought to the Council's Executive for consideration next Summer, once initial preparatory work has been undertaken.</p>	-240	-240	
<p><b>Supplementary Pensions</b> These are pension payments relating to joint arrangements and recharges from the Royal Borough of Windsor and Maidenhead which administers the Berkshire Pension scheme. The budget has been adjusted as it has consistently under spent.</p>	-7		
<p><b>Earmarked Reserves</b> Some of the retained Business Rates growth generated from a large telecommunications company has been transferred into Earmarked Reserves as it was not prudent to use all the growth to balance the budget. The transfer of this company to the Central List will happen from April 2023 as part of the national revaluation exercise. This transfer can therefore be reversed as the rates retention calculation from 2023/24 will reflect a more realistic, on-going position.</p>	-3,350		
<b>ADDITIONAL PROPOSALS SINCE DECEMBER</b>			
<p><b>Earmarked Reserves</b> Transfers from Earmarked Reserves to fund a £75 reduction in Council tax bills for households in receipt of Council Tax support (-£0.270m), an additional Welfare officer (-£0.043m) and the 2023/24 Bracknell Town Centre events programme (-£0.055m).</p>	-413	413	
<b>COUNCIL WIDE TOTAL</b>	<b>-4,110</b>	<b>173</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.”*

### Capital Strategy

The CIPFA revised 2017 Prudential and Treasury Management Codes requires all local authorities to prepare 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 Council published its Capital Strategy in 2019. It has been reviewed by officers and will be updated for 2023/24 to be reviewed by Governance and Audit Committee before being published. 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.

1.6 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.

1.7 There are no substantial changes to the Treasury Strategy to be adopted in 2023/24. CIPFA's proposed changes to the Prudential Code have sparked a great deal of debate in the local government sector, with the Local Government Association requesting that their introduction be held back, pending further clarifications being formally issued. As a consequence, the proposed changes, particularly those potentially impacting on existing commercial property holdings, are not yet cast in the Code as it currently stands. The Council is, however, complying with proposed new requirement to split the Capital Financing Requirement into assets held for service purposes and others held for investment purposes, which is purely presentational and adds transparency.

1.8 The Treasury Management Strategy for 2023/24 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 2023/24 – 2025/26

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 2023/24 to 2025/26 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.

<b>Capital Expenditure</b>	<b>2023/24 Estimate £000</b>	<b>2024/25 Estimate £000</b>	<b>2025/26 Estimate £000</b>
Capital Expenditure	12,293	6,286	5,547
Commercial Activities	0	0	0
<b>Financed by:</b>			
Capital receipts	2,250	2,000	2,000
Capital grants & Contributions	5,866	3,270	3,270
<b>Net financing need</b>	<b>4,177</b>	<b>1,016</b>	<b>277</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.

The Council is asked to approve the CFR projections below:

	2022/23	2023/24	2024/25	2025/26
	Estimate £m	Estimate £m	Estimate £m	Estimate £m
<b>Capital Financing Requirement</b>				
CFR – services	137,009	145,233	146,700	143,632
CFR - Commercial activities/ non-financial investments	84,591	84,055	83,507	83,331
<b>Total CFR</b>	<b>221,600</b>	<b>229,288</b>	<b>230,207</b>	<b>226,964</b>
<b>Movement in CFR</b>	<b>7,875</b>	<b>7,688</b>	<b>919</b>	<b>-3,243</b>
<b>Movement in CFR represented by</b>				
Net financing need for the year (above)	5,484	4,741	-2,201	-6,387
Less MRP/VRP and other financing movements	2,391	2,947	3,120	3,143
<b>Movement in CFR</b>	<b>7,875</b>	<b>7,688</b>	<b>919</b>	<b>-3,243</b>

The net financing need for the year includes expenditure related to budgets approved in prior years in addition to the new capital expenditure approved in 2023/24.

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

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

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

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

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.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017. A variety of options are provided to councils under the regulations and guidance, so long as there is a prudent provision. Having sought advice from Counsel on permissible approaches following the revised guidance, the Executive Director:Resources 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 MRP policy will be:

**Partial deferral method** – MRP 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 2023/24 charge will be based on 2022/23 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 2023 the total VRP overpayments are expected to be £2.081m.

## 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 2023/24 – 2025/26**

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

	<b>2023/24 Estimated</b>	<b>2024/25 Estimated</b>	<b>2025/26 Estimated</b>
<b>External Debt</b>			
Debt at 31 March	£80m	£85m	£90m
<b>Investments</b>			
Investments at 31 March	£15m	£10m	£10m

### Current Portfolio

The overall treasury management portfolio as at 31 March 2022 and for the position as at 31<sup>st</sup> October 2022 are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/22	31/03/22	31/10/22	31/10/22
<b>Treasury Investments</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Money Market Funds	43,488	100	27,591	100
<b>External Borrowing</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Local Authorities	0	0	0	0
PWLB	80,000	100	80,000	100
<b>Net Treasury Borrowing</b>	<b>36,512</b>		<b>52,409</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 2023/24 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 Executive Director:Resources 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	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Borrowing	£230m	£235m	£240m
Other long term liabilities	£20m	£20m	£20m
Total	£240m	£255m	£260m

### 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	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Borrowing	£235m	£240m	£245m
Other long term liabilities	£20m	£20m	£20m
Total	£255m	£260m	£265m

### Borrowing in advance of need.

The Executive Director:Resources 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 Executive Director:Resources 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 Group Interest Rate View 27.09.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
<b>BANK RATE</b>	4.00	5.00	5.00	5.00	4.50	4.00	3.75	3.25	3.00	2.75	2.75	2.50
3 month ave earnings	4.50	5.00	5.00	5.00	4.50	4.00	3.80	3.30	3.00	2.80	2.80	2.50
6 month ave earnings	4.70	5.20	5.10	5.00	4.60	4.10	3.90	3.40	3.10	3.00	2.90	2.60
12 month ave earnings	5.30	5.30	5.20	5.00	4.70	4.20	4.00	3.50	3.20	3.10	3.00	2.70
5 yr PWLB	5.00	4.90	4.70	4.50	4.20	3.90	3.70	3.50	3.40	3.30	3.20	3.20
10 yr PWLB	4.90	4.70	4.60	4.30	4.10	3.80	3.60	3.50	3.40	3.30	3.20	3.20
25 yr PWLB	5.10	4.90	4.80	4.50	4.30	4.10	3.90	3.70	3.60	3.60	3.50	3.40
50 yr PWLB	4.80	4.60	4.50	4.20	4.00	3.80	3.60	3.40	3.30	3.30	3.20	3.10

Whilst the Council is in no longer debt-free the level of internal resources has enabled the Council to avoid any new external borrowing since 2018. However, given the economic conditions over the last 5 years returns on surplus cash have been historically low leading into 2022/23. This prolonged period of low global interest rates changed markedly from April 2022 onwards, with central banks around the world increasing rates. This has led to the highest UK Base Rate for over 13 years, with the Bank Rate now sitting at 3% and expected to move higher over the coming months.

The coronavirus outbreak wrought huge economic damage to the UK and to economies around the world with the Bank of England (BoE) taking emergency action in March 2020 to cut the Bank Rate to 0.10%. There were however increasing grounds for viewing the nascent economic recovery as running out of steam during 2022 with the potential for stagflation creating a dilemma for the Monetary Policy Committee (MPC) as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.

A number of events came to dominate both global and domestic economies over the last 12 months. Supply chain difficulties continued to force prices higher, and with an exceptionally tight labour market, inflation continued to rise in 2022. These problems were overshadowed by the war in Ukraine which has had a tumultuous impact on energy prices around the world. The Consumer Prices Index (CPI), the government preferred indicator of inflation, rose to over 10% - a 40 year high – forcing the BoE to begin a series of Bank Rate increases.

In August 2022 the MPC increased Bank Rate to 1.75%, with a further rise in September to 2.25%. As a result of political events in Westminster, a new government was formed and brought forward a step change in government policy aimed at delivering faster growth in the UK economy by cutting taxes in addition to supporting the intense energy pressures faced by the public. Unfortunately, the UK Treasury did not follow normal practices and the Fiscal Event was published without an analysis by the Office for Budget Review (OBR) and the economic markets took fright at the amount of unfunded tax cuts and future borrowing requirements. The market turmoil that followed led to a spike in market borrowing rates and a substantial fall in the pound. This led to the formation on a new Government and almost all the measures reversed in the proceeding weeks.

As such, whilst domestic factors have largely been unravelled, the UK still faces historically high inflation, a substantial risk of recession and the potential for further economic shocks from global insecurity, a resurgence of COVID limiting impacts on growth and general financial-market risk. This led the MPC to raise interest rates to 3% in November 2022.

In terms of current market views, pricing for December's meeting remains at 3.5% with markets continuing to expect the BoE to hike rates to 4.0% by February 2023 and to finish the year close to 4.75%. Increases in the base rate of this magnitude will clearly benefit the Council if it can continue to rely on internal resources to fund its Capital Programme and offers the potential for higher investment returns.

#### **Investment and borrowing rates**

- **Investment returns** are expected to continue to improve in 2023/24. However, while markets are pricing in a series of further Bank Rate hikes, actual economic circumstances may see the MPC fall short of these elevated expectations, but will need to balance the risk of continued higher inflation or a prolonged recession.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England however the economic conditions highlighted above reflect a different path in borrowing rates is now in place. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years and indeed the gap between investment rates and borrowing rates support this policy to be continued.

#### **Borrowing Strategy 2023/24**

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 2023/24 treasury operations. The Executive Director:Resources 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 as a result of COVID or other economic risks), then any 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 increase in world economic activity or a further spikes in inflation risks, then the portfolio position will be re-appraised.

The current and short-term economic conditions place considerable challenges on the Council's treasury activities. With considerable cash-balances the Council is clearly benefitting from the steep increase in investment rates, however this is matched by steadily rising borrowing rates which the Council may need to face in the near term. The cost of carry (the difference between borrowing and investment rates) is currently prohibitive at present and as such a policy of using internal resources whilst available is deemed to be the most appropriate. 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**

In this period of uncertainty and historically wild swings in gilt prices over such a short period of time, 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 2023/24 – 2025/26

### 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.

### **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	£10m	6 months
Local authorities	n/a	£7m	1 yr
Money Market Funds (CNAV, LVNAV & VNAV)	AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£10m	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 2023/24 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 Executive Director:Resources 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 per £m. However as all borrowing is fixed any increase in rates will only impact on new borrowing.

	2023/24 Estimated + 1% per £m	2023/24 Estimated - 1% per £m
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Borrowing costs	100	100

### Treasury Management Limits on Activity

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

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

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

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

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

The Council is asked to approve the limits:

	2023/24	2024/25	2025/26
<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>	£255m	£260m	£265m
<b>Limits on variable interest rates based on net debt</b>	£255m	£260m	£265m
<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 2023/24 the relevant benchmark will relate only to investments and will be the Sterling Overnight Index Average (SONIA) 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.*

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

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

## NON-SPECIFIED INVESTMENTS

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

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

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
<b>Callable deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity.  (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 years
<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	10 years including but also including the 10 year benchmark gilt

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

## Reserves & Balances Policy Statement

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

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

Reserves and Balances can be held for a number of purposes

### General Balances

Balance	Purpose	Policy	Value
<b>General Fund</b>	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically a sum equivalent to 5% of the net revenue budget (c.£4.5m) has been considered to be the minimum prudent level, though this needs to be kept under review as risks change.	March 20 £7.091m March 21 £10.327m March 22 £11.346m March 23 £10.571m March 24 £10.571m

**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 20 £3.059m March 21 £2.909m March 22 £3.096m March 23 £3.137m March 24 £3.137m
<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 20 £0.054m March 21 £0.193m March 22 £1.035m March 23 £0.000m
<b>Cost of Structural Change</b>	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 20 £3.158m March 21 £2.929m March 22 £2.128m March 23 £2.000m March 24 £1.750m
<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 20 £1.015m March 21 £2.141m March 22 £2.906m March 23 £2.490m March 24 £2.640m
<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 Schools Specific Contingency as set out in the financial regulations.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, a new unusable reserve, as required under the	March 20 £0.023m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
		legislation for the financial years 2020/21 to 2025/26.	
<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.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, a new unusable reserve, as required under the legislation for the financial years 2020/21 to 2025/26.	March 20 -£0.141m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m
<b>SEN Resource Units</b>	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, an unusable reserve, as required under the legislation for the financial years 2020/21 to 2025/26.	March 20 £0.459m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m
<b>School Expansion Rates</b>	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, a new unusable reserve, as required under the legislation for the financial years 2020/21 to 2025/26.	March 20 £0.364m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m
<b>School Diseconomy Costs</b>	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will generally open with relatively low pupil numbers and will therefore need additional financial support until pupil numbers reach a viable level.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, a new unusable reserve, as required under the legislation for the financial years 2020/21 to 2025/26.	March 20 £0.746m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>SEN Strategy Reserve</b>	An earmarked reserve set up in 2017/18 from the under spend on the Schools Budget to help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	As the Schools Budget is in an overall deficit position the balance on this earmarked reserve has been transferred to the Dedicated Schools Grant Adjustment Account, a new unusable reserve, as required under the legislation for the financial years 2020/21 to 2025/26..	March 20 £0.356m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £0.000m
<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 20 £0.046m March 21 £0.046m March 22 £0.057m March 23 £0.068m March 23 £0.079m
<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 20 £0.000m March 21 £0.000m March 22 £0.000m March 23 £0.000m March 24 £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 20 £1.636m March 21 £1.636m March 22 £1.622m March 23 £1.524m March 24 £1.424m
<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 20 £0.145m March 21 £0.145m March 22 £0.145m March 23 £0.146m March 24 £0.146m
<b>Property Searches</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	March 20 £0.090m March 21 £0.113m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Chargeable Account</b>		fenced and cannot be used for any other purpose.	March 22 £0.143m March 23 £0.162m March 24 £0.162m
<b>Transformation</b>	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 20 £3.179m March 21 £3.370m March 22 £3.499m March 23 £2.764m March 24 £1.000m
<b>Revenue Grants Unapplied</b>	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 20 £10.781m March 21 £14.747m March 22 £16.071m March 23 £14.865m March 24 £14.376m
<b>School Masterplans and Feasibility Studies</b>	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 20 £0.373m March 21 £0.330m March 22 £0.200m March 23 £0.000m March 24 £0.000m
<b>Public Health</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 20 £1.719m March 21 £2.513m March 22 £2.642m March 23 £1.671m March 24 £1.165m
<b>Better Care Fund</b>	A reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 20 £2.322m March 21 £3.034m March 22 £5.511m March 23 £2.611m March 24 £1.611m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Regeneration of Bracknell Town Centre</b>	A reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 20 £4.313m March 21 £6.038m March 22 £8.036m March 23 £4.000m March 24 £0.000m
<b>London Rd Feasibility</b>	A reserve which will be used to meet professional fees regarding the London Road landfill site.	The reserve will be used to cover professional fees relating to the feasibility study. It now includes contributions from the other Berkshire Unitaries.	March 20 £0.212m March 21 £0.212m March 22 £0.191m March 23 £0.181m March 23 £0.171m
<b>Future Funding</b>	A reserve which 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.	March 20 £18.146m March 21 £18.424m March 22 £18.424m March 23 £19.924m March 24 £16.307m
<b>Dilapidations</b>	A reserve to hold 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 20 £0.045m March 21 £0.045m March 22 £0.045m March 23 £0.045m March 24 £0.045m
<b>Schools Support</b>	A reserve to recognise the reduced scope within the dedicated schools grant to provide temporary loans to schools in financial difficulties	To ensure that government policy changes do not impact on the ability to provide temporary loans to schools	March 20 £0.251m March 21 £0.251m March 22 £0.251m March 23 £0.251m March 24 £0.051m
<b>Waste PFI Excess Profits</b>	A reserve to hold excess profits payments by the contractor under the Waste PFI scheme.	Excess profits payments are potentially repayable, depending on future performance, and have therefore been placed in a reserve.	March 20 £0.124m March 21 £0.164m March 22 £0.302m March 23 £0.377m March 23 £0.452m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Feasibility Studies</b>	A reserve to provide revenue funding in the event that proposed capital schemes do not proceed beyond initial feasibility stage.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 20 £0.394m March 21 £0.394m March 22 £0.394m March 23 £0.394m March 24 £0.394m
<b>New Schools</b>	A reserve to help support the additional cost arising from new schools over the next four years	The reserve will be used to help meet the cost of new schools in the short term whilst they become established.	March 20 £0.662m March 21 £0.409m March 22 £0.182m March 23 £0.000m
<b>CIL Administrative Costs</b>	Up to 5% of CIL income can be used to meet administrative costs. Income in excess of the budgeted administrative costs will be transferred into this reserve at year end to meet future costs of administering the scheme.	The reserve will be used to meet administrative costs of the scheme where insufficient CIL is received in year.	March 20 £0.298m March 21 £0.298m March 22 £0.426m March 23 £0.523m March 24 £0.573m
<b>Covid-19</b>	A reserve to hold revenue funding provided by Central Government to support the Covid-19 Pandemic.	The reserve will be used to match the grant income to the associated expenditure.	March 20 £2.289m March 21 £2.289m March 22 £2.289m March 23 £1.969m March 24 £1.656m
<b>Business Rates Revaluations</b>	A reserve to guard against the impact of in-year Business Rates valuation adjustments	The reserve will be used to meet the cost of any significant downward Business Rates valuations.	March 21 £7.500m March 22 £7.500m March 23 £6.336m March 24 £6.336m
<b>Business Rates Reliefs</b>	A reserve to reflect the timing difference between the receipt of S31 grant relating to new Business Rates reliefs and the funding of the resulting deficit on the Collection Fund.	The reserve will be used to meet any Collection Fund deficits relating to Business Rates reliefs agreed by the Government after the budget is set. Funding will be provided from S31 grant received in the previous year.	March 21 £13.047m March 22 £6.875m March 23 £4.447m March 24 £0.000m

<b>Reserve</b>	<b>Purpose</b>	<b>Policy</b>	<b>Value</b>
<b>Street Works - Permit Scheme Reserve</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 22 £0.098m March 23 £0.146m March 24 £0.146m
<b>Inflation Reserve</b>	A new reserve that recognises the budget was set using the much lower inflation rates applicable in September 2021.	The reserve will be used to meet the additional inflationary pressures that arise in 2022/23.	March 22 £1.500m March 23 £0.000m

**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 20 £8.250m March 21 -£11.378m March 22 -£6.247m March 23 -£5.000m March 23 -£5.000m
<b>Accumulated Absences Account</b>	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 20 -£5.177m March 21 -£6.182m March 22 -£6.009m March 23 -£6.009m March 24 -£6.009m
<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.	March 20 -£245.019m March 21 -£354.422m March 22 -£314.696m March 23 -£314.696m March 24 -£314.696m
<b>Dedicated Schools Grant Adjustment Account</b>	This is a new unusable reserve required under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended by The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2020.	If the Schools Budget is in a deficit position for the financial years 2020/21 to 2022/23 the balance is held against this account per the new legislation	March 21 -£2.626m March 22 -£9.340m March 23 -£17.194m March 24 -£24.320m

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service: Town Centre Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	41	44

**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
	£	£	£	£	%

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  
2023/24 PROPOSED FEES & CHARGES**

Service : Building Control

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>469</b>	<b>481</b>

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

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

**BUILDING REGULATIONS**

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.

**Standard Charges:**

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.

If the charge for your building regulations work is not listed as a standard charge it will be individually determined.

**Individually Determined Charges:**

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:

- Building work in relation to more than one building.
- Building work consisting of a domestic extension where the floor area exceeds 60m<sup>2</sup>.
- Applications subject to a reversion charge (work reverting form and approved inspector to the local authority).
- Building work consisting of alterations to a domestic property where the estimated cost of work exceeds £100,000.
- Building work consisting of a non-exempt domestic garage or carport with a floor area in excess of 60m<sup>2</sup>.
- Non-domestic building work consisting of alterations, extension or new build where the cost of work exceeds £100,000.
- Work consisting of the erection or conversion of 5 or more dwellings or where the floor area of a dwelling exceeds 500m<sup>2</sup>. For all new housing schemes please contact our office in the first instance for an individually determined quote.

If your building work is defined as requiring an individual determined charge, please contact us at 01344 354100 or email [building.control@bracknell-forest.gov.uk](mailto:building.control@bracknell-forest.gov.uk) with a description of the work and we will contact you to discuss a charge.

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq. m floor area	227.00	189.17	250.00	208.33	10.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	283.00	235.83	312.00	260.00	10.2
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	504.00	420.00	555.00	462.50	10.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	393.00	327.50	433.00	360.83	10.2
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	134.00	111.67	148.00	123.33	10.4
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	227.00	189.17	250.00	208.33	10.1
Window replacement (non competent persons scheme)	235.00	195.83	259.00	215.83	10.2
Installation of domestic solar panels/wind turbines	235.00	195.83	259.00	215.83	10.2
Re-wiring or new electrical installation of a dwelling	134.00	111.67	148.00	123.33	10.4
Any electrical work other than re-wiring of a dwelling	134.00	111.67	148.00	123.33	10.4
Renovation of a thermal element	235.00	195.83	259.00	215.83	10.2

**Domestic Inspection Charge (Full Plans)**

Domestic extension not exceeding 10 sq. m floor area	392.00	326.67	432.00	360.00	10.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	446.00	371.67	491.00	409.17	10.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	496.00	413.33	546.00	455.00	10.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	389.00	324.17	428.00	356.67	10.0
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	373.00	310.83	411.00	342.50	10.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	280.00	233.33	308.00	256.67	10.0
Re-wiring or new electrical installation of a dwelling	323.00	269.17	356.00	296.67	10.2
Any electrical work other than re-wiring of a dwelling	235.00	195.83	259.00	215.83	10.2

**Domestic Charge (Building Notice)**

Domestic extension not exceeding 10 sq. m floor area	621.00	517.50	684.00	570.00	10.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	731.00	609.17	805.00	670.83	10.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	1,005.00	837.50	1,106.00	921.67	10.0
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	783.00	652.50	862.00	718.33	10.1
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	506.00	421.67	557.00	464.17	10.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	506.00	421.67	557.00	464.17	10.1
Window replacement (non competent persons scheme)	235.00	195.83	259.00	215.83	10.2
Installation of domestic solar panels/wind turbines	235.00	195.83	259.00	215.83	10.2
Re-wiring or new electrical installation of a dwelling	453.00	377.50	499.00	415.83	10.2
Any electrical work other than re-wiring of a dwelling	367.00	305.83	404.00	336.67	10.1
Renovation of a thermal element	235.00	195.83	259.00	215.83	10.2

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Building Control

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
Income the proposed fees will generate:	469	481

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>CHARGES FOR OTHER WORK</b>					
<b>Plan Charge (Full Plans)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	235.00	195.83	259.00	215.83	10.2
2,001 - 5,000	338.00	281.67	372.00	310.00	10.1
5,001 - 10,000	395.00	329.17	435.00	362.50	10.1
10,001 - 20,000	547.00	455.83	602.00	501.67	10.1
20,001 - 30,000	212.00	176.67	234.00	195.00	10.4
30,001 - 40,000	254.00	211.67	280.00	233.33	10.2
40,001 - 50,000	293.00	244.17	323.00	269.17	10.2
50,001 - 60,000	340.00	283.33	374.00	311.67	10.0
60,001 - 70,000	385.00	320.83	424.00	353.33	10.1
70,001 - 80,000	428.00	356.67	471.00	392.50	10.0
80,001 - 90,000	457.00	380.83	503.00	419.17	10.1
90,001 - 100,000	514.00	428.33	566.00	471.67	10.1
<b>Inspection Charge (Full Plans)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	480.00	400.00	528.00	440.00	10.0
30,001 - 40,000	585.00	487.50	644.00	536.67	10.1
40,001 - 50,000	688.00	573.33	757.00	630.83	10.0
50,001 - 60,000	786.00	655.00	865.00	720.83	10.1
60,001 - 70,000	887.00	739.17	976.00	813.33	10.0
70,001 - 80,000	989.00	824.17	1,088.00	906.67	10.0
80,001 - 90,000	1,055.00	879.17	1,161.00	967.50	10.0
90,001 - 100,000	1,191.00	992.50	1,311.00	1,092.50	10.1
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	235.00	195.83	259.00	215.83	10.2
2,001 - 5,000	338.00	281.67	372.00	310.00	10.1
5,001 - 10,000	395.00	329.17	435.00	362.50	10.1
10,001 - 20,000	547.00	455.83	602.00	501.67	10.1
20,001 - 30,000	689.00	574.17	758.00	631.67	10.0
30,001 - 40,000	834.00	695.00	918.00	765.00	10.1
40,001 - 50,000	979.00	815.83	1,077.00	897.50	10.0
50,001 - 60,000	1,122.00	935.00	1,235.00	1,029.17	10.1
60,001 - 70,000	1,266.00	1,055.00	1,393.00	1,160.83	10.0
70,001 - 80,000	1,413.00	1,177.50	1,555.00	1,295.83	10.0
80,001 - 90,000	1,510.00	1,258.33	1,661.00	1,384.17	10.0
90,001 - 100,000	1,701.00	1,417.50	1,872.00	1,580.00	10.1
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1	504.00	420.00	580.00	483.33	15.1
2	561.00	467.50	646.00	538.33	15.2
3	616.00	513.33	709.00	590.83	15.1
4	672.00	560.00	773.00	644.17	15.0
5	731.00	609.17	841.00	700.83	15.0
<b>Number of Dwellings (Inspection Charge)</b>					
1	507.00	422.50	584.00	486.67	15.2
2	786.00	655.00	904.00	753.33	15.0
3	982.00	818.33	1,130.00	941.67	15.1
4	1,176.00	980.00	1,353.00	1,127.50	15.1
5	1,370.00	1,141.67	1,576.00	1,313.33	15.0

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Building Control

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>469</b>	<b>481</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>REGULARISATION CERTIFICATES</b>					
<b>Type of Work</b>					
Domestic extension not exceeding 10 sq. m floor area		633.00		697.00	10.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		746.00		821.00	10.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		1,034.00		1,138.00	10.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.		805.00		886.00	10.1
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		519.00		571.00	10.0
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		519.00		571.00	10.0
Window Replacement (Non competent persons scheme)		235.00		259.00	10.2
Installation of domestic solar panels/wind turbines		235.00		259.00	10.2
Re-wiring or new electrical installation of a dwelling		461.00		508.00	10.2
Any electrical work other than re-wiring of a dwelling		377.00		415.00	10.1
Renovation of a thermal element		243.00		268.00	10.3
<b>Estimated Cost £</b>					
0 - 2000		235.00		259.00	10.2
2,001 - 5,000		348.00		383.00	10.1
5,001 - 10,000		403.00		444.00	10.2
10,001 - 20,000		561.00		618.00	10.2
20,001 - 30,000		704.00		775.00	10.1
30,001 - 40,000		855.00		941.00	10.1
40,001 - 50,000		1,002.00		1,103.00	10.1
50,001 - 60,000		1,151.00		1,267.00	10.1
60,001 - 70,000		1,297.00		1,427.00	10.0
70,001 - 80,000		1,447.00		1,592.00	10.0
80,001 - 90,000		1,547.00		1,702.00	10.0
90,001 - 100,000		1,742.00		1,917.00	10.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		1,035.00		1,191.00	15.1
2		1,376.00		1,583.00	15.0
3		1,633.00		1,878.00	15.0
4		1,893.00		2,177.00	15.0
5		2,147.00		2,470.00	15.0
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		3.00		4.00	33.3
Building Regulations (1g)		3.00		4.00	33.3
Building Regulations (1h)		3.00		4.00	33.3
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		215.00		237.00	10.2
Dealing with Demolition Notices		195.00		215.00	10.3
Officer Letter - Confirmation to Solicitor	56.00	46.67	62.00	52.00	10.7

CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	162	165

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>LOCAL LAND CHARGES</b>					
<b>Fees for Official Search of Register and Standard Enquiries</b>					
Personal search		Free		Free	0.0
Copy search		23.00		25.00	8.7
Requisition (LLC1)		29.00		31.00	6.9
Extra Parcel Fee on (LLC1)		6.00		6.00	0.0
Standard Enquiries CON2a	113.00	93.00	122.00	100.00	7.5
<b>Additional</b>					
Additional Parcels and Garages	30.00	25.00	33.00	27.50	10.0
<b>Other</b>					
Optional Enquiries (each enquiry)	16.00	13.33	18.00	15.00	12.5
Added Enquiries (each enquiry)	29.00	24.17	32.00	26.67	10.3
Cancellation Administration Fee		41.00		45.00	9.8
Commons Registration Searches	16.00	13.33	18.00	15.00	12.5

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : **Monitoring Streetworks**

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>575</b>	<b>616</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 Licences and Consents</b>					
Sample Inspection Fee		50.00		Set by Statute	0.0
Defect Inspection Fee		47.50		Set by Statute	0.0
Third Party Report Inspection Fee		68.00		Set by Statute	0.0
Skip Operators Licence annual fee		92.00		99.00	7.6
Skip Licence:					
application fee including one week occupation of the highway		23.00		25.00	8.7
per additional week or part there of		14.00		15.00	7.1
for those found without a licence		200.00		215.00	7.5
HIPPO Bags (placed on highway):					
application fee including one week occupation of the highway		23.00		25.00	8.7
per additional week or part there of		13.00		14.00	7.7
for those found without a licence		62.00		67.00	8.1
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		828.00		890.00	7.5
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost +15% Admin Fee		Rechargeable Advertising Cost +15% Admin Fee	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure on minor non through roads. Traffic Regulation Notice.		196.00		211.00	7.7
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice (Non-refundable application fee)		828.00		890.00	7.5
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		103.00		111.00	7.8
Temporary Deposit of Materials on Public Highway:					
Non-refundable application fee including one week occupation of the highway		50.00		54.00	8.0
per additional week or part there of		20.00		22.00	10.0
per necessary inspection		62.00		67.00	8.1
for those found without a licence		159.00		171.00	7.5
Inspection of Illegally Constructed Works / Retrospective Approval inspection and admin cost		500.00		538.00	7.6
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)					
Fee		456.00		490.00	7.5
per additional hour or part thereof		57.00		61.00	7.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S					
Fee		684.00		735.00	7.5
Per additional hour or part thereof		113.00		121.00	7.1
Bus Stop Suspensions					
Application fee (minimum 7 days notice)		275.00		296.00	7.6
Application fee (minimum 3 days notice)		400.00		430.00	7.5
Application fee (≤ 2 days notice)		650.00		699.00	7.5
Parking suspension or dispensation					
Utilities, Contractors, Builders & Commercial Removals:					
Application fee (minimum 7 days notice)		275.00		296.00	7.6
Application fee (minimum 3 days notice)		387.00		416.00	7.5
Application fee (≤ 2 days notice)		500.00		538.00	7.6
Domestic Removals (per day)		62.00		67.00	8.1
Blood Transfusion Service, Health Screening		FREE		FREE	0.0
Application to place 'A' Board on the Public Highway					
per board per annum (including £25.00 non refundable application fee)		79.00		85.00	7.6
for those found without a licence		390.00		419.00	7.4

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>575</b>	<b>616</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:		132.00		142.00	7.6
1-4 Chairs		89.00		96.00	7.9
5-10 Chairs		117.00		126.00	7.7
11+ Chairs		146.00		157.00	7.5
Application for Street Café					
Fee, plus charge based on number of chairs:		293.00		315.00	7.5
1-4 Chairs		224.00		241.00	7.6
5-10 Chairs		558.00		600.00	7.5
11+ Chairs		1,005.00		1,080.00	7.5
for those found without a licence		390.00		419.00	7.4
Renewal for Street Café					
Fee, plus charge based on number of chairs:		196.00		211.00	7.7
1-4 Chairs		145.00		156.00	7.6
5-10 Chairs		380.00		409.00	7.6
11+ Chairs		670.00		720.00	7.5
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		158.00		170.00	7.6
per site (as appropriate)		62.00		67.00	8.1
Fees for administering unlicensed ATC's.		537.00		577.00	7.4
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		158.00		170.00	7.6
per necessary inspection		62.00		67.00	8.1
for those found without a licence		537.00		577.00	7.4
Street Works Licence Application Fee (Initial 200m)					
Fee plus		684.00		735.00	7.5
per additional 200 metres or part thereof		157.00		169.00	7.6
per inspection		50.00		Set by Statute	0.0
Cash Bond for Street Work Licences					
< 1.5 metres depth					
<5m2		1,000.00		1,075.00	7.5
5-10m2		1,500.00		1,600.00	6.7
10-30m2		2,000.00		2,100.00	5.0
>1.5 metres depth					
<5m2		1,500.00		1,600.00	6.7
5-10m2		2,500.00		2,650.00	6.0
10-30m2		3,500.00		3,700.00	5.7
Planting/Cultivation of Public Highway					
Commercial fee or		238.00		256.00	7.6
Domestic fee plus		119.00		128.00	7.6
per necessary inspection		62.00		67.00	8.1
Road Occupation Licence with excavation					
Fee (non-refundable) plus		684.00		735.00	7.5
per necessary inspection		62.00		67.00	8.1
Road Occupation without excavation					
Fee plus		200.00		262.00	31.0
per necessary inspection		62.00		67.00	8.1
Application to place Cables etc. over the Public Highway					
Fee plus		200.00		215.00	7.5
per necessary inspection		62.00		67.00	8.1
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		412.00		443.00	7.5
Per site (USRN)		62.00		67.00	8.1
Penalty for Temporary signs on the Highway without authorisation or Licence		684.00		735.00	7.5
Plus, removal charge per sign		62.00		67.00	8.1
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.		244.00		262.00	7.4

CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
<b>Income the proposed fees will generate:</b>	575	616

**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		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		240.00		Set by Statute	0.0
Major Activity [4 – 10 days]		130.00		Set by Statute	0.0
Major Activity [up to 3 days]		65.00		Set by Statute	0.0
Standard activity		130.00		Set by Statute	0.0
Minor Activity		65.00		Set by Statute	0.0
Immediate activity		60.00		Set by Statute	0.0
Permit Variation		45.00		Set by Statute	0.0
<b>Minor Roads</b>					
Provisional Advance Authorisation (PAA)		75.00		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		150.00		Set by Statute	0.0
Major Activity [4 – 10 days]		75.00		Set by Statute	0.0
Major Activity [up to 3 days]		45.00		Set by Statute	0.0
Standard activity		75.00		Set by Statute	0.0
Minor Activity		45.00		Set by Statute	0.0
Immediate activity		40.00		Set by Statute	0.0
Permit Variation		35.00		Set by Statute	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		650.00		700.00	7.7
Fee for schemes over £25k value.		1,500.00		1,600.00	6.7
<b>Vetting of Traffic Signals designs linked to s278 &amp; s38 schemes</b>					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,709.00		1,837.00	7.5
Fee (Over £25k Signals, Controller & Installation Costs)		2,848.00		3,062.00	7.5
<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)		684.00		735.00	7.5
Fee (Over £25k Signals, Controller & Installation Costs)		1,367.00		1,470.00	7.5

CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES

Service : Highways

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	0	20

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 + 15% Admin Fee		Actual cost + 15% Admin Fee	
Domestic Vehicle Access Application Fee (BFC Contractor)		45.00		48.00	6.7
Domestic Vehicle Access Inspection Fee - Per Occasion		62.00		67.00	8.1
Domestic Vehicle Access Application Fee (Private Contractor)		85.00		91.00	7.1
Domestic Vehicle Access Inspection Fee - Per Occasion		62.00		67.00	8.1
Property Developers or Commercial Vehicle Access					
Fee plus charge based on number of properties:		486.00		522.00	7.4
1 Property		295.00		317.00	7.5
2-5 Properties		528.00		568.00	7.6
6 + Properties		822.00		884.00	7.5
per inspection		62.00		67.00	8.1
Access Protection Markings	118.00	98.33	118.00	98.33	0.0
<b>Ordinary Watercourse Consent</b>					
Application fee per structure or per alteration to channel - minimum charge - Legislative	50.00	41.67	Set by Statute		

**CENTRAL DIRECTORATES**  
**2023/24 PROPOSED FEES & CHARGES**

Service : Development & Adoptions

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>425</b>	<b>471</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		69.00		74.00	7.2
Provision of a copy of Section 38 and/or Section 278 agreement	29.00	24.17	32.00	26.67	10.3
<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	
Surety deposit (minimum cash element of total surety value)		3,500.00		3,500.00	
Formal declarations (outside section 38)		1,140.00		1,230.00	7.9
Re-inspection rate per hour - minimum charge		99.00		106.00	7.1
<b>SECTION 38 &amp; SECTION 278</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		3,128.00		3,441.00	10.0
New Tree per item		432.00		475.00	10.0
Existing Tree per item		374.00		411.00	9.9
Parking Bay		793.00		872.00	10.0
Swales <500mm m2		85.00		94.00	10.6
Permeable paving m2		136.00		150.00	10.3
Infiltration Trench Lin m		363.00		399.00	9.9
Ditches Lin m		409.00		450.00	10.0
<b>Section 278</b>					
Manhole per item <3m depth		3,128.00		3,441.00	10.0
Carriageway m2 SMA		136.00		150.00	10.3
Carriageway m2 HRA		136.00		150.00	10.3
Carriageway block paved m2		147.00		162.00	10.2
Footway m2		91.00		100.00	9.9
Footway block paved m2		102.00		112.00	9.8
Verge m2		23.00		25.00	8.7
Shrub inspection maintenance m2		57.00		63.00	10.5
Anti-Skid m2		113.00		124.00	9.7
Gully per item		600.00		660.00	10.0
Beaney Blocks lin m		363.00		399.00	9.9
New Tree per item		432.00		475.00	10.0
Existing Tree per item		374.00		411.00	9.9
Street light 12m column		2,108.00		2,319.00	10.0
Street light 10m		2,063.00		2,269.00	10.0
Street light 8m		1,926.00		2,119.00	10.0
Street light 6m		1,870.00		2,057.00	10.0
Street Light 5m		1,848.00		2,033.00	10.0
Parking Bay		793.00		872.00	10.0
Illuminated Bollard		1,020.00		1,122.00	10.0
Illuminated sign <600mm replace and maintain		851.00		936.00	10.0
Non Lit Sign <600 replace and maintain		238.00		262.00	10.1
Timber Bollard		533.00		586.00	9.9
Feeder pillar		227.00		250.00	10.1
Traffic Signal per head (pedestrian)		11,334.00		12,467.00	10.0
Traffic Signal per head (junction)		14,169.00		15,586.00	10.0
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.					
In respect of all S278/38 schemes the developer must pay an initial fee of at least £2,550 before we can undertake any assessment. On larger schemes, that require a greater level of assessment, the initial fee will be decided on a scheme by scheme basis but it will be greater than the minimum amount stated above. Once agreed and paid we will then undertake the assessment. Any final fees due will reflect the level of initial fees secured prior to scheme assessment.					
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  
2023/24 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	425	471

**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)		99.00		106.00	7.1
Addition of Property name (To numbered property)		46.00		49.00	6.5
Amendment to Postal Address		99.00		106.00	7.1
New Build - Individual Property		99.00		106.00	7.1
New Development Fixed Fee		184.00		198.00	7.6
Plus fee per Unit		27.00		29.00	7.4
Conversion of Property into Flats - Fee per Flat		51.00		55.00	7.8
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		27.00		30.00	11.1
<b>TRAFFIC SURVEY DATA</b>					
Observed or modelled junction turning counts - per junction	643.00	535.83	691.00	575.83	7.5
Traffic count information from automatic counters	190.00	158.33	204.00	170.00	7.4
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	338.00	281.67	363.00	302.50	7.4
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<b>Bracknell Forest Multi-Modal Transport Model (BFMMTM) - Developers Charges</b>					
Use of model for one month or each additional month exceeding six months	4,601.00	3,834.17	4,946.00	4,121.67	7.5
Use of model for first six months	22,697.00	18,914.17	24,399.00	20,332.50	7.5
In-house modelling including pro-rata licence fee. Senior Engineer - per hour	126.85	105.71	136.00	113.33	0.0
<b>CONCESSIONARY FARES</b>					
Replacement Pass		8.00		9.00	12.5
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)		17.00		19.00	11.8
Renewal of Disabled Person's Railcard		10.00		11.00	10.0

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</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>					
Please note that 25% of statutory fees will be charged for invalid applications where relevant information is repeatedly not provided within a reasonable timescale.					
<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		Set by Statute	0.0
(b) More than 2.5 hectares (£11432+£138 each 0.1 ha (or part) of site area) Standard charge plus Charge per 0.1 hectares in excess of 2.5 hectares Maximum		11,432.00 138.00 150,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 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		Set by Statute	0.0
Two or more dwelling units		407.00		Set by Statute	0.0
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling) Charge per Unit		462.00		Set by Statute	0.0
(b) More than 50 dwellings (£22859+£138 for each dwelling) Standard charge Charge per Unit above 50 Maximum		22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 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		Set by Statute	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		Set by Statute	0.0
b) 40 sq. metres to 75 sq. metres (each application)		462.00		Set by Statute	0.0
c) 75 sq. metres to 3,750 sq. metres (each 75 sq. m or part)		462.00		Set by Statute	0.0
d) More than 3750 sq m (£22859+ £138 each additional 75 sq m or part of) Standard charge Each additional 75 sq. m or part of Maximum		22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 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		Set by Statute	0.0
(b) More than 5 hectares (£22859+ £138 each additional 0.1 ha) Standard charge plus Each Additional 0.1ha Maximum		22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0
5. Agricultural buildings (excluding glasshouses)					
a) Up to 465 sq. metres (each application)		96.00		Set by Statute	0.0
b) 465 sq. metres to 540 sq. metres (first 540 sq. m) (each application)		462.00		Set by Statute	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 Each additional 75 sq. m		462.00 462.00		Set by Statute Set by Statute	0.0 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 Each additional 75 sq. m Maximum		22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 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		Set by Statute	0.0
b) More than 465 sq. metres (floor area of building proposed) (each application)		2,580.00		Set by Statute	0.0

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<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		Set by Statute	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		Set by Statute	0.0
(b) More than 15 hectares (£34934+ £138 for each 0.1 ha)					
Standard Charge		34,934.00		Set by Statute	0.0
Charge per Unit (0.1ha)		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	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		Set by Statute	0.0
(b) More than 7.5 hectares (£38070 + £151 for each 0.1 of a hectare in excess of 7.5 hectares)					
Standard Charge		38,070.00		Set by Statute	0.0
Each 0.1 hectares above 7.5 hectares		151.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
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		Set by Statute	0.0
b) Site area more than 15 hectares					
Standard charge plus		38,520.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		151.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	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		Set by Statute	0.0
b) Site area more than 15 hectares:					
Standard charge plus		34,934.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
6. Other operations not coming into any of the above categories: for each 0.1 hectare (or part thereof)		234.00		Set by Statute	0.0
Maximum		2,028.00		Set by Statute	0.0
<b>Lawful Development Certificate</b>					
Existing use - in breach of a planning condition		Same as full		Set by Statute	0.0
Existing use - lawful not to comply with a particular condition		234.00		Set by Statute	0.0
Proposed use		Half the normal planning fee		Set by Statute	0.0
<b>Change of Use</b>					
Not more than 50 dwelling houses		462.00		Set by Statute	0.0
More than 50 dwellings (£22859+ £138 for each dwelling)					
Standard charge plus		22,859.00		Set by Statute	0.0
Charge per Unit above 50		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
Other Changes of Use of a building or land		462.00		Set by Statute	0.0

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Prior Approval</b> of a building to use as one or more separate dwelling houses, or other cases					
Proposed larger home extension		96.00		Set by Statute	0.0
Agricultural and forestry buildings and operations or demolition of buildings		96.00		Set by Statute	0.0
Communications (Telecommunications code systems operators)		462.00		Set by Statute	0.0
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loans Shops or Launderettes to Offices (Class B1a)		96.00		N/A	0.0
Change of Use of building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a State-Funded School or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a flexible use within Shops (Use Class A1), Financial and Professional Services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2).		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from offices (Use Class B1a) Use to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to Dwelling houses (Use Class C3), - if it includes building operations in connection with the change of use		206.00			
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling house (Use Class C3) - if it includes building operations in connection with the change of use		206.00		N/A	0.0
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwelling houses (Use Class A3) - if it includes building operations in connection with the change of use		206.00			
Change of use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses to Assembly and Leisure Uses (Use Class D2)		96.00		N/A	0.0
Change of Use from Shops (Class A1), Professional Financial Services (Class A2), Takeaways (Class A5), Betting offices, Pay Day Loan Shops or Launderette to Offices (Class B1a)		96.00		Set by Statute	0.0
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		96.00		Set by Statute	0.0
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		Set by Statute	0.0
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		Set by Statute	0.0
Erection, extension or alteration of a university building		96.00		Set by Statute	0.0
Movable structure within the curtilage of a historic visitor attraction or listed pub/restaurant etc.		96.00		Set by Statute	0.0
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of a single living accommodation and/or non-residential buildings		96.00		Set by Statute	0.0

**CENTRAL DIRECTORATES**  
**2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</b>

**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>					
These fees are based on consideration of a single scheme. Advice on additional options will be charged at 10% of overall fee for each additional option.					
<b>Householders</b>					
Stage 1 In-Principle advice for Permitted Development Enquiries	60.00	50.00	65.00	54.17	8.3
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only	98.00	81.67	105.00	87.50	7.1
Full Standard Pre-App with site visit and all relevant consultees	151.00	125.83	162.00	135.00	7.3
<b>Developers</b>					
<b>Residential Units</b>					
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
1 unit	299.00	249.17	321.00	267.50	7.4
2-5 units	595.00	495.83	640.00	533.33	7.6
6-10 units	1,136.00	946.67	1,221.00	1,017.50	7.5
11-25 units	1,667.00	1,389.17	1,792.00	1,493.33	7.5
26-50 units	2,977.00	2,480.83	3,200.00	2,666.67	7.5
51+ units	6,669.00	5,557.50	7,169.00	5,974.17	7.5
<b>Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response)</b>					
1 unit	179.00	149.17	192.00	160.00	7.3
2-5 units	358.00	298.33	385.00	320.83	7.5
6-10 units	477.00	397.50	513.00	427.50	7.5
11-25 units	715.00	595.83	769.00	640.83	7.6
26-50 units	1,190.00	991.67	1,279.00	1,065.83	7.5
51+ units	1,787.00	1,489.17	1,921.00	1,600.83	7.5

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</b>

**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 Units</b>					
Based on floorspace including change of use					
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq. metres	239.00	199.17	257.00	214.17	7.5
201-1000 sq. metres	536.00	446.67	576.00	480.00	7.5
1001-2000 sq. metres	775.00	645.83	833.00	694.17	7.5
2001-3000 sq. metres	1,131.00	942.50	1,216.00	1,013.33	7.5
3001-5000 sq. metres	1,669.00	1,390.83	1,794.00	1,495.00	7.5
5001-10000 sq. metres	2,975.00	2,479.17	3,198.00	2,665.00	7.5
10001+ sq. metres	6,664.00	5,553.33	7,164.00	5,970.00	7.5
<b>Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response</b>					
0-200 sq. metres	141.00	117.50	152.00	126.67	7.8
201-1000 sq. metres	299.00	249.17	321.00	267.50	7.4
1001-2000 sq. metres	406.00	338.33	436.00	363.33	7.4
2001-3000 sq. metres	476.00	396.67	512.00	426.67	7.6
3001-5000 sq. metres	715.00	595.83	769.00	640.83	7.6
5001-10000 sq. metres	1,191.00	992.50	1,280.00	1,066.67	7.5
10001+ sq. metres	1,784.00	1,486.67	1,918.00	1,598.33	7.5
<b>Bespoke Service</b>					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Development Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,091</b>	<b>1,091</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>					
1 unit	98.00	81.67	105.00	87.50	7.1
2-5 units	190.00	158.33	204.00	170.00	7.4
6-10 units	357.00	297.50	384.00	320.00	7.6
11-25 units	536.00	446.67	576.00	480.00	7.5
26-50 units	715.00	595.83	769.00	640.83	7.6
51+ units	894.00	745.00	961.00	800.83	7.5
<b>Commercial/Non-Residential</b>					
201-1000 sq. metres	98.00	81.67	105.00	87.50	7.1
1001-2000 sq. metres	190.00	158.33	204.00	170.00	7.4
2001-3000 sq. metres	358.00	298.33	385.00	320.83	7.5
3001-5000 sq. metres	536.00	446.67	576.00	480.00	7.5
5001-10000 sq. metres	715.00	595.83	769.00	640.83	7.6
10001+ sq. metres	894.00	745.00	961.00	800.83	7.5
<b>Additional charges</b>					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	135.00	112.50	145.00	120.83	7.4
Letter of confirmation of compliance with an enforcement notice	190.00	158.33	204.00	170.00	7.4
Non-Material amendments to a planning permission - Householder	34.00	28.33	Set by Statute	Set by Statute	0.0
Non-Material amendments to a planning permission - Non-Residential	234.00	195.00	Set by Statute	Set by Statute	0.0
<b>Miscellaneous</b>					
Change of use from a dwelling and change of use of land to garden	99.00	82.50	106.00	88.33	7.1
Non householder finding out use class, what type of amendment is required on an application e.g. non-material or material amendment	79.00	65.83	85.00	70.83	7.6
Letter of confirmation of compliance with enforcement notice	183.00	152.50	197.00	164.17	7.7
<b>Local Plan Sites - Including sites being promoted to be included in the Local Plan</b>					
Initial Meeting (up to an hour)	0.00		0.00		0.0
Follow-up Meetings - Per Office Hour	135.00	112.50	145.00	120.83	7.4
<b>Other Charges</b>					
Research Enquiries - Per Hour	135.00	112.50	145.00	120.83	7.4
Processing deed of variation to S106 Agreements	336.00	280.00	361.00	300.83	7.4
Hire of BFC rooms per day by appellants or any third parties during hearings / inquiries	260.00	200.00	280.00	233.33	7.7
<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		Set by Statute	0.0
Advance signs which are not situated on or visible from the site, directing the public to a business		132.00		Set by Statute	0.0
Other advertisements		462.00		Set by Statute	0.0
<b>Application for Permission in Principle</b>					
£402 for each 0.1 hectare (or part thereof)		402.00		Set by Statute	0.0
<b>Approval/Variation/discharge of condition</b>					
Application for removal or variation of a condition following grant of planning permission		234.00		Set by Statute	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		Set by Statute	0.0

**CENTRAL DIRECTORATES**  
**2023/24 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,307</b>	<b>1,558</b>

**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	121.60	101.33	130.75	108.96	7.5
Senior Pitch for Junior Use	61.15	50.96	65.75	54.79	7.5
Junior Pitch	40.65	33.88	43.70	36.42	7.5
Annual Charge	6,921.75	5,768.13	7,440.90	6,200.75	7.5
<b>Baseball Diamond with Changing Rooms*</b>					
Adult	121.60	101.33	130.75	108.96	7.5
Junior Hire	61.15	50.96	65.75	54.79	7.5
Annual Charge	4,865.35	4,054.46	5,230.30	4,358.58	7.5
<b>Baseball Diamond without Changing Rooms*</b>					
Adult	76.80	64.00	82.60	68.83	7.6
Junior Hire	38.50	32.08	41.40	34.50	7.5
Annual Charge	3,742.30	3,118.58	4,023.00	3,352.50	7.5
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	76.80	64.00	82.60	68.83	7.6
Senior Pitch for Junior Use	38.50	32.08	41.40	34.50	7.5
Junior Pitch	25.65	21.38	27.60	23.00	7.6
Annual Charge	4,614.95	3,845.79	4,961.10	4,134.25	7.5
<b>FARLEY WOOD</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	76.80	64.00	82.60	68.83	7.6
Senior Pitch for Junior Use	38.50	32.08	41.40	34.50	7.5
Junior Pitch	25.65	21.38	27.60	23.00	7.6
Annual Charge	3,983.55	3,319.63	4,282.35	3,568.63	7.5
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	103.00	85.83	110.75	92.29	7.5
Adult Membership	51.50	42.92	55.40	46.17	7.6
Junior Membership	28.85	24.04	31.05	25.88	7.6
<b>Tennis - Pay and Play</b>					
Adult	6.20	5.17	6.70	5.58	8.1
Under 16/64+	5.15	4.29	5.55	4.63	7.8
<b>Tennis Latika Farleywood</b>					
Annual charge additional court booking**	3,377.60	2,814.67	3,630.95	3,025.79	7.5
Cabin Hire	1,320.65	1,100.54	1,419.70	1,183.08	7.5
Additional hourly rate	1.25	1.04	1.35	1.13	8.0
** 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 (Large)</b>					
Per Hour	16.10	13.42	17.35	14.46	7.8
<b>Hall Hire (Small)</b>					
Per Hour	12.36	10.30	13.30	11.08	7.6
<b>Cricket Pitch with Changing room</b>					
Adult	112.85	94.04	121.35	101.13	7.5
Junior	56.90	47.42	61.20	51.00	7.6
<b>Cricket Pitch without Changing room</b>					
Adult	71.30	59.42	76.65	63.88	7.5
Junior	35.80	29.83	38.50	32.08	7.5
<b>Multi Use Games Area (MUGA) The Parks</b>					
Hire Per Hour	27.70	23.08	29.80	24.83	7.6
<b>Multi Use Games Area (MUGA) Jennetts Hill</b>					
Hire Per Hour	27.70	23.08	29.80	24.83	7.6
<b>PodPoint EV Charger</b>					
per kwh	0.26	0.22	0.30	0.25	15.4
<b>Lily Hill Park - Fire Circle</b>					
Uniformed groups	29.30	24.42	31.50	26.25	7.5
<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)	32.85	27.38	35.35	29.46	7.6
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.					

**CENTRAL DIRECTORATES  
2023/24 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,307</b>	<b>1,558</b>

**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>Rights of Way</b>					
Deposit of Statement: Basic charge to process an application, add to register of deposits and posting notices on site	405.48	337.90	435.90	363.25	7.5
Additional parcel (e.g. land divided by public highway or multiple separate parcels) requiring further site notices	81.24	67.70	87.35	72.79	7.5
Subsequent declaration to renew Deposit (at up to 20 years intervals)	81.24	67.70	87.35	72.79	7.5
Subsequent declaration to renew Deposit (at up to 20 years intervals)	81.24	67.70	87.35	72.80	7.5
Temporary Traffic Regulation Order application. 5 day order.	180.00	150.00	193.50	161.25	7.5
Temporary Traffic Regulation Order application. 21 day order	180.00	150.00	193.50	161.25	7.5
Temporary Traffic Regulation Order up to 6 months. Admin fee, plus cost of 2 x public notices published in the local paper	860.40	717.00	924.95	770.80	7.5
Traffic Regulation Order (Permanent)	2,400.00	2,000.00	2,580.00	2,150.00	7.5
Public Path Order (fee if there are no objections, or objections are withdrawn)	1,836.00	1,530.00	1,973.70	1,644.75	7.5
Public Path Order (fee if there are objections and application has to be submitted to Sec of State)	2,448.00	2,040.00	2,631.60	2,193.00	7.5

**THE LOOK OUT**

**Admission**

Adult	8.40	7.00	9.05	7.54	7.7
Under 16 / Students / 64+ / Disabled	6.15	5.13	6.65	5.54	8.1
Saver Ticket	22.95	19.13	24.75	20.63	7.8
School Children	5.45	4.54	5.70	4.75	4.6
Under 4s Group Bookings	5.45	4.54	5.90	4.92	8.3
45 minute visit special needs	3.65	3.04	3.95	3.29	8.2
Adult after 4pm	4.55	3.79	4.90	4.08	7.7
Under 16 / Students / 64+ / Disabled, after 4pm	3.05	2.54	3.30	2.75	8.2
Saver Ticket after 4pm	11.30	9.42	12.15	10.13	7.5
Parent & Toddler (Term time only)	7.40	6.17	8.00	6.67	8.1
Carers for disabled	Free	Free	Free	Free	

**Birthday Parties\***

Venue Hire (Per child)	8.25	6.88	8.95	7.46	8.5
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**Loyalty Card\***

Adult	33.60	28.00	N/A	N/A	
Under 16	24.60	20.50	N/A	N/A	
Family	91.80	76.50	N/A	N/A	

**Commercial Hire**

Whole Day	284.00	236.67	305.00	254.17	7.4
Half Day	144.00	120.00	155.00	129.17	7.6
Per Hour	68.00	56.67	73.00	60.83	7.4
Evening hire, per hour	92.00	76.67	99.00	82.50	7.6

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

**FILMING OPPORTUNITIES**

Filming charges provide an estimated cost of service, full price is 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)	54.00	45.00	N/A	N/A	
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	54.00	45.00	N/A	N/A	
Small production (up to 5 people + small tripod)	323.00	269.17	180.00	150.00	-44.3
Medium-larger productions (Between 6-29 people, kit and trucks)*	600.00- 2,500.00	500.00- 2,083.33	480.00- 2,400.00	400.00- 2,000.00	
Major productions (30+ people, kit and trucks)	POA		POA		
Student pieces	POA		POA		
News / Weather reporting	Free		Free		
Charities (Normally free, or may charge to recover council costs if these will be incurred)	POA		POA		
Fast turn-around fee	N/A	N/A	198.00	165.00	100.0
Cancellation fee	N/A	N/A	66.00	55.00	100.0
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 or parking.	POA		POA		

Note: \* Prices for applications are agreed by negotiation, in light of the size and nature of the production, using price benchmarking and industry feedback from partnership with Berkshire Film Office, to secure best value while maximising number of filming sales. Two prices listed reflect upper and lower ends of a scale.

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service: Legal & Surveyors' Fees

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>206</b>	<b>221</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>Legal &amp; Surveyors' Fees for Property Transactions</b>					
New Lease		585		630	7.7
Licence to Assign		440		475	8.0
Contracted Out Lease - fee is dependant on complexity		260/430		280/465	7.7/8.1
License to Alter - fee is dependant upon complexity		260/430		280/465	7.7/8.1
Deed of Variation - fee is dependant on complexity		260/430		280/465	7.7/8.1
Sale of Garages & Freehold Reversions		360		390	8.3
Letter/Deed of Postponement		160		175	9.4
Deprivation of Liberty Safeguard cases (uncontested)		550		595	8.2
Deprivation of Liberty Safeguard cases (contested)*per hour		150		165	10.0
Transfer (or hourly rate as appropriate)		420		455	8.3
Section 106 Agreements		1615**		1615**	7.7
S38/278 Highways Act Agreement - per hour		200		215	7.5

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £565, at a rate of £185 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,615, at a rate of £185 per hour.

DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2022/23 Budget £'000 3	Proposed 2023/24 Budget £'000 3
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>					
<b>Register of Electors</b>					
In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 1000 entries (or remaining part of 1,000 entries)		Set by Statute		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)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 100 entries or (or remaining part of 100 entries)		Set by Statute		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		Set by Statute		Set by Statute	
In paper format, £10 plus £2 for each 1000 entries or part thereof		Set by Statute		Set by Statute	

**DELIVERY DIRECTORATE**  
**2023/24 PROPOSED FEES & CHARGES**

Service: Registration of Births, Deaths and Marriages Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	135	145

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	2024/25 Proposed Fee (Inc VAT)	2024/25 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Marriage and Civil Partnership Ceremonies</b>								
New Licence		2,369.00		2,440.00	3.0		2,623.00	7.5
Licence Renewal		2,030.00		2,091.00	3.0		2,248.00	7.5
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office - Mon-Fri		Set by Statute		Set by Statute			Set by Statute	
Additional fee for evenings/weekend appointments		35.00	45.00	37.50	7.1			
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):		Set by Statute		Set by Statute			Set by Statute	
- for a housebound person		Set by Statute		Set by Statute			Set by Statute	
- for a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Registrar for a marriage or civil partnership:		Set by Statute		Set by Statute			Set by Statute	
- at a registered building		Set by Statute		Set by Statute			Set by Statute	
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a marriage or civil partnership:		Set by Statute		Set by Statute			Set by Statute	
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar and Registrar for a ceremony at approved premises								
- Monday-Thursday		510.00		525.00	2.9		565.00	7.6
- Friday-Saturday		625.00		640.00	2.4		690.00	7.8
- Sunday/Bank Holiday		685.00		695.00	1.5		750.00	7.9
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	260.00	216.67	270.00	225.00	3.8	290.00	241.67	7.4
- Friday-Saturday	370.00	308.33	380.00	316.67	2.7	410.00	341.67	7.9
- Sunday/Bank Holiday	420.00	350.00	430.00	358.33	2.4	465.00	387.50	8.1
Marriage, Civil Partnership and individual Citizenship Ceremonies in the Haversham Room (includes Superintendent Registrar's and Registrar's								
- Monday-Thursday	510.00	425.00	550.00	458.33	7.8	595.00	495.83	8.2
- Friday-Saturday	625.00	520.83	675.00	562.50	8.0	725.00	604.17	7.4
- Sunday/Bank Holiday	685.00	570.83	735.00	612.50	7.3	790.00	658.33	7.5
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	320.00	266.67	330.00	275.00	3.1	355.00	295.83	7.6
- Friday-Saturday	420.00	350.00	435.00	362.50	3.6	465.00	387.50	6.9
- Sunday/Bank Holiday	470.00	391.67	485.00	404.17	3.2	520.00	433.33	7.2
Pre-ceremony chat appointments								
Daytime Monday - Friday		25.00	35.00					
Evening Monday - Friday		35.00	45.00					
Saturday			55.00					
Marriage or Civil Partnership Ceremony in the Ceremony Room (Time Square)		0.00		0.00			0.00	
Marriage or Civil Partnership, individual Citizenship Ceremonies in the NEW Ceremony Room (Time Square) includes Superintendent Registrar's and Registrar's attendance		245.00		275.00		295.00		
- Monday - Friday								
Other ceremonies in the NEW Ceremony Room (Time Square) includes celebrant's attendance		NEW	160.00		NEW	170.00		
- Monday - Friday								
Supplement for evening ceremonies (all venues)		NEW	100.00		NEW	110.00		
Marriage or Civil Partnership Ceremony in the Register Office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building		Set by Statute		Set by Statute			Set by Statute	
Application to convert a Civil Partnership to a marriage		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:								
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
- of a seriously ill person not expected to recover		Set by Statute		Set by Statute			Set by Statute	
Note - Appointment fees will be taken at the time of booking								

**DELIVERY DIRECTORATE**  
**2023/24 PROPOSED FEES & CHARGES**

Service: Registration of Births, Deaths and Marriages Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	135	145

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	2023/24 Proposed Fee (Inc VAT)	2023/2024 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		Set by Statute		Set by Statute			Set by Statute	
- after registration but in current register		Set by Statute		Set by Statute			Set by Statute	
- after registration and after register closed		Set by Statute		Set by Statute			Set by Statute	
Civil Partnership certificates (extract or full):								
- at time of registration		Set by Statute		Set by Statute			Set by Statute	
- at any other time		Set by Statute		Set by Statute			Set by Statute	
Commemorative Certificates	14.00	11.67	15.00	12.50	7.1	16.00	13.33	6.7
Additional fee for cancellation/amendment/follow-up appointment		39.00		50.00	28.2			
Note - Appointment fees will be taken at the time of booking								

Service: Democratic Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:		
Very few requests are made for agendas and the income budgets are below £1,000		

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

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Council Publications</b>			
<b>Agendas/Minutes. etc</b>			
Council agenda – Charge per Annum (Based on 8 per Annum)	190.00	204.00	7.4
Executive Agenda – Charge per Annum (based on 11 per Annum)	283.00	304.00	7.4
Planning Committee (based on 12 per Annum)	283.00	304.00	7.4
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	136.00	146.00	7.4
Charge per single copy	37.00	40.00	8.1
Part extract (any Committee) including background papers - administration fee	12.00	13.00	8.3

Agreed

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service: Customer Experience

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 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
	£.p	£.p	£.p	£.p	%
<b>Certificate</b>					
Proof of Life/Pension Certificate	13.20	11.00	20.00	16.67	51.5

DELIVERY DIRECTORATE  
2023/24 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.

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 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
	£.p	£.p	£.p	£.p	%
Home to School Travel					
<i>Farepayer fees per term on existing routes</i>					
Lost Passes		24.00		26.00	8.3

DELIVERY DIRECTORATE  
2023/24 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 DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Library Service

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	66	66

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	0.60		0.70	16.7
	Max Per item	13.80		14.70	6.5
Childrens Books borrowed by adults	Daily	0.20		0.20	0.0
	Max Per item	5.00		5.00	0.0
Childrens Books borrowed by children	Daily	0.20		0.20	0.0
	Max Per item	2.60		2.60	0.0
Teenage Books borrowed by young people 13-17	Daily	0.20		0.20	0.0
	Max Per item	5.00		5.00	0.0
Spoken Word Cassettes/ CD's	Daily	0.60		0.70	16.7
	Max Per item	13.80		14.70	6.5
Music CD's	Daily	0.50		0.50	0.0
	Max Per item	11.50		11.50	0.0
DVD's	Daily	1.00		1.10	10.0
	Max Per item	14.00		15.40	10.0
Computer Games	Daily	1.00		1.10	10.0
	Max Per item	14.00		15.40	10.0
<b>Loan Charges</b>					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.70		2.80	3.7
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.70		2.80	3.7
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.90		2.00	5.3
Music CD's, Computer Games, DVD's - Over 2 years old		0.90		2.00	122.2
<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		0.90		1.00	11.1
Requests for all other books if a registered disabled person or those with a leisure		0.60		0.70	16.7
Subscription - unlimited requests	12 Months - (April-March)	22.00		23.00	4.5
	6 months - (October - March)	15.00		16.00	6.7
Requests to other Authorities and British Library (1st 10 items British Libraries)		6.00		6.00	0.0
British Library Requests (Subsequent Books)		17.00		17.00	0.0
British Library Requests (Subsequent Periodicals)		13.00		13.00	0.0
British Library Urgent Service		POA		POA	
British Library Urgent Service (Student Concession)		23.00		23.00	0.0
<b>Internet Printing Fees</b>					
Printing Mono	A4 Page	0.20	0.17	0.20	0.17
Printing Colour	A4 Page	0.50	0.42	0.50	0.42
Guest Internet Use	Half Hour	4.50	3.75	4.50	3.75
USB Sticks/CD Rom	Each	5.80	4.83	6.00	5.00
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17
Scan and Print by staff	A4 Page	5.80	4.83	6.00	5.00
Scan and Print on Photo Paper	A4 Page	6.00	5.00	6.00	5.00
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50
<b>Photocopying Charges</b>					
Black & White	A4 Page	0.20	0.17	0.20	0.17
Black & White	A3 Page	0.40	0.33	0.40	0.33
Colour	A4 Page	0.80	0.67	0.80	0.67
Colour	A3 Page	2.00	1.67	2.00	1.67
<b>Other Charges</b>					
Printing from microfilm reader	A4 Page	0.50	0.42	0.50	0.42
Facilities Hire at Libraries	Half day	50.00	41.67	55.00	45.83
Facilities Hire at Libraries	Full day	80.00	66.67	85.00	70.83
Loan of vocal scores	Multiples of 10 per week		POA		POA
<b>Facilities Hire at Libraries</b>					
Hourly rate for block bookings		18.00	15.00	19.00	15.83

**DELIVERY DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
Income the proposed fees will generate:	2,387	2,447

**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 18 years or over		1,350.00		1,350.00	0.0
re-open Grave aged 18 years or over		1,010.00		1,010.00	0.0
a child up aged 3 years 1 day to 17 years 364 days		152.00		164.00	7.9
a stillborn child, foetus or child under 3 years		91.00		98.00	7.7
<b>For the interment of a cremation urn or casket:</b>					
a person aged 18 years or over		340.00		340.00	0.0
a child up to 17 years 364 days		152.00		152.00	0.0
<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 18 years or over		1,230.00		1,300.00	5.7
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		549.00		591.00	7.7
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max) under 18 years		685.00		737.00	7.6
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 casket shaped grave for a person 16 and over		372.00		400.00	7.5
Right to erect memorial		185.00		185.00	0.0
Additional inscription of each name		80.00		80.00	0.0
Temporary marker on Grave		32.00		32.00	0.0
Transfer of grant of exclusive right of burial		94.00		94.00	0.0
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 DIRECTORATE  
2023/24 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**

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>2,387</b>	<b>2,447</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 17 years, 364 days or under		FOC		FOC	
a person aged 18 years or over					
45 Minute Chapel Time		925.00		955.00	3.2
Additional 45 minutes in chapel/service		488.00		525.00	7.6
Overrun Fee		300.00		300.00	0.0
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,355.00		1,390.00	2.6
Attended Cremation -15min chapel time only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		684.00		684.00	0.0
Body parts		277.00		277.00	0.0
Cremation fee includes Medical Referee fee, use of chapel (if required), provision of recorded music, use of organ (Braccan only - organist not included), disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).					
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.					
Direct Cremation - no chapel time/service; early am/late pm drop off only; disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).		310.00		320.00	3.2
Scattering of Cremated remains - Sat, Sun & Bank Hol		35.00		37.00	5.7
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		488.00		525.00	7.6
For disposal of cremated remains when cremation has taken place elsewhere		188.00		188.00	0.0
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		75.00		75.00	0.0
Coffin to Catafalque(24hrs max)		65.00		65.00	0.0
Refrigeration Storage per coffin (per 24hr period)		25.00		25.00	0.0
Certified extract from the Register of Cremation		50.00		50.00	0.0
CD or USB - Audio Recording	48.00	40.00	48.00	40.00	0.0
Each additional copy	42.00	35.00	42.00	35.00	0.0
USB, DVD, Bluerauy audio visual recording	63.00	52.50	63.00	52.50	0.0
Each additional copy	42.00	35.00	42.00	35.00	0.0
Webcast - per 45 minutes (including 28 day watch again)	86.00	71.67	86.00	71.67	0.0
Single Image	15.00	12.50	15.00	12.50	0.0
Simple Slideshow (up to 25 photos)	45.00	37.50	49.00	40.83	8.9
Professional Slideshow (up to 25 photos)	85.00	70.83	90.00	75.00	5.9
Additional photos for tributes - up to 25	24.00	20.00	24.00	20.00	0.0
Family supplied video checking & loading to Obitus	24.00	20.00	24.00	20.00	0.0
USB, DVD, Bluerauy of Tribute only	36.00	30.00	36.00	30.00	0.0
Each additional copy	24.00	20.00	24.00	20.00	0.0
USB, DVD, Bluerauy of Service incl Tribute	78.00	65.00	84.00	70.00	7.7
Each additional copy	41.00	34.17	42.00	35.00	2.4
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 DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,387</b>	<b>2,447</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	104.00	86.67	104.00	86.67	0.0
5 line entry	153.00	127.50	153.00	127.50	0.0
8 line entry	184.00	153.33	184.00	153.33	0.0
5 line entry with floral emblem	243.00	202.50	243.00	202.50	0.0
8 line entry with floral emblem	255.00	212.50	255.00	212.50	0.0
5 line entry with badge, bird, crest or shield	270.00	225.00	270.00	225.00	0.0
8 line entry with badge, bird, crest or shield	320.00	266.67	320.00	266.67	0.0
8 line entry with coat of arms	330.00	275.00	330.00	275.00	0.0
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	87.00	72.50	87.00	72.50	0.0
5 line entry	104.00	86.67	104.00	86.67	0.0
8 line entry	113.00	94.17	119.00	99.17	5.3
5 line entry with floral emblem	211.00	175.83	211.00	175.83	0.0
8 line entry with floral emblem	218.00	181.67	226.00	188.33	3.7
5 line entry with badge, bird, crest or shield	230.00	191.67	230.00	191.67	0.0
8 line entry with badge, bird, crest or shield	243.00	202.50	245.00	204.17	0.8
8 line entry with coat of arms	270.00	225.00	275.00	229.17	1.9
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	424.00	353.33	442.00	368.33	4.2
Prepare and display for a 1 year period	240.00	200.00	250.00	208.33	4.2
Annual Renewal	23.00	19.17	24.00	20.00	4.3
Replacement of memorial leather panel	221.00	184.17	230.00	191.67	4.1
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	424.00	353.33	442.00	368.33	4.2
Babies Picture Book Plaque set up and Year 1 Lease	240.00	200.00	250.00	208.33	4.2
Annual Renewal	23.00	19.17	24.00	20.00	4.3
Annual Renewal	33.00	27.50	34.00	28.33	3.0
<b>Roses</b>					
Rose standard with plaque set up and 1st year lease	260.00	216.67	260.00	216.67	0.0
Renewal of standard rose annual lease	42.00	35.00	43.00	35.83	2.4
Standard Plaque (additional or replacement)	60.00	50.00	64.00	53.33	6.7
Classic Plaque (additional or replacement)	73.00	60.83	78.00	65.00	6.8
Cast Bronze Plaque	150.00	125.00	160.00	133.33	6.7
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,473.00	1,227.50	1,550.00	1,291.67	5.2
A commemorative bench, plaque, set up and 1st year lease.	817.00	680.83	878.00	731.67	7.5
Annual renewal of commemorative bench	82.00	68.33	84.00	70.00	2.4
Cast bronze plaque	134.00	111.67	144.00	120.00	7.5
<b>Cremated Remains Desk Tablet (with flower holder) Memdesk</b>					
Prepare and display for a 10 year period incl 80 letters	1,055.00	879.17	1,089.00	907.50	3.2
Prepare and display for a 1 year period incl 80 letters	495.00	412.50	505.00	420.83	2.0
Annual renewal of lease	70.00	58.33	73.00	60.83	4.3
Second and final interment (including new tablet)	380.00	316.67	390.00	325.00	2.6

**DELIVERY DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,387</b>	<b>2,447</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)	519.00	445.83	435.00	362.50	-16.2
Plaque Row 1 set up and year 1 lease	247.00	211.67	147.00	122.50	-40.5
Plaque Row 2 (10 year lease)	535.00	459.17	451.00	375.83	-15.7
Plaque Row 2 set up and year 1 lease	263.00	225.83	163.00	135.83	-38.0
Plaque Row 3 (10 year lease)	550.00	472.50	466.00	388.33	-15.3
Plaque Row 3 set up and year 1 lease	278.00	238.33	178.00	148.33	-36.0
Annual lease on all Bracken Heal Plaques	34.00	29.17	36.00	30.00	5.9
<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)	96.00	82.50	99.00	82.50	3.1
Photo Plaque (4x3) added to existing tablet(Planter,Birdbath rows 2&3)	115.00	98.33	119.00	99.17	3.5
Photo Plaque (7x5) with initial order (Sanctum only)	144.00	123.33	149.00	124.17	3.5
Photo Plaque (7x5) added to existing tablet (Sanctum only)	172.00	147.50	179.00	149.17	4.1
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	587.00	489.17	618.00	515.00	5.3
Memorial Granite Rock set up and year 1 lease	315.00	262.50	330.00	275.00	4.8
Annual renewal of lease	34.00	29.17	36.00	30.00	5.9
Personal Plaque designs	POA	POA	POA	POA	
<b>COPSE STONE</b>					
Memorial Granite Rock 10 year lease	547.00	455.83	583.00	485.83	6.6
Memorial Granite Rock set up and year 1 lease	275.00	229.17	295.00	245.83	7.3
Annual renewal of lease	34.00	29.17	36.00	30.00	5.9
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD - MUSHROOM</b>					
Mushroom Disc - set up and 10 year lease	484.00	403.33	517.00	430.83	6.8
Mushroom Disc - set up and year 1 lease	252.00	216.67	269.00	224.17	6.7
Annual renewal of lease	29.00	25.00	31.00	25.83	6.9
<b>Granite 2000 (Sundial plaque)</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	519.00	445.83	454.00	378.33	-12.5
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	247.00	211.67	166.00	138.33	-32.8
Annual renewal of lease	34.00	29.17	36.00	30.00	5.9
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	36.00	30.83	39.00	32.50	8.3
<b>Memorial Vase</b>					
Prepare and display for 10 year period	655.00	562.50	683.00	569.17	4.3
Prepare and display for 1 year	383.00	328.33	395.00	329.17	3.1
Replacement plaque (including inscription)	297.00	255.00	315.00	262.50	6.1
Annual renewal of lease	34.00	29.17	36.00	30.00	5.9

**DELIVERY DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,387</b>	<b>2,447</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>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	1,351.00	1,125.83	1,375.00	1,145.83	1.8
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	775.00	645.83	775.00	645.83	0.0
Annual renewal of lease	72.00	61.67	75.00	62.50	4.2
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	380.00	325.83	390.00	325.00	2.6
Photo Plaque with initial order	134.00	115.00	144.00	120.00	7.5
Photo plaque added to existing tablet	163.00	140.00	175.00	145.83	7.4
<b>Personal Plaque Designs</b>					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design	POA	POA	POA	POA	
<b>MISCELLANEOUS ITEMS</b>					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Waste Management

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	758	815

**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
	£.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.		47.50		51.00	7.4
Between 4 and 7 items (minimum charge 1 hour)		61.00		66.00	8.2
Annual Collection for Garden Waste Service - 240L Brown Bin		55.00		60.00	9.1
Annual Collection for Garden Waste Service - 140L Brown Bin		51.00		56.00	9.8
Garden waste sacks(to include collection)		1.10		1.20	9.1
<b>MISCELLANEOUS</b>					
Replacement of green or blue Wheeled bin - admin charge		33.00		35.00	6.1
Residents request to return and empty bin not presented for collection		30.00		32.00	6.7
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		42.00		45.00	7.1
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		39.00		42.00	7.7
Brown Bin for Garden Waste Repair		16.00		17.00	6.3
Internal food waste caddy (5 litre)		8.20		8.50	3.7

**DELIVERY DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
Income the proposed fees will generate:	3,378	3,378

**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	50.00	41.67	55.00	45.83	10.0
5 day monthly	100.00	83.33	110.00	91.67	10.0
5 day annual	1,020.00	879.17	1,100.00	916.67	7.8
7 day annual	1,200.00	1,033.33	1,300.00	1,083.33	8.3
7 day monthly	110.00	91.67	120.00	100.00	9.1
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
<b>High Street</b>					
Monthly weekend season ticket	50.00	41.67	55.00	45.83	10.0
5 day monthly	110.00	91.67	110.00	91.67	0.0
5 day annual	1,090.00	937.50	1,175.00	979.17	7.8
7 day annual	1,385.00	1,191.67	1,490.00	1,241.67	7.6
7 day monthly	120.00	100.00	120.00	100.00	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
<b>Albert Road</b>					
Per Hour	1.90	1.58	2.00	1.67	5.3
Mon-Sun inc - 10 hrs	6.60	5.50	7.10	5.92	7.6
7 day monthly renewal	75.00	62.50	80.00	66.67	6.7
<b>Wick Hill</b>					
Per Hour	1.90	1.58	2.00	1.67	5.3
Mon-Sun inc - 10 hrs	5.60	4.67	6.00	5.00	7.1
7 day monthly renewal	50.00	41.67	40.00	33.33	-20.0
<b>Car Park Spaces Behind Banks</b>					
0-40 minutes	1.30	1.08	1.40	1.17	7.7
Overnight Mon-Sun 6pm until 6am	1.90	1.42	1.90	1.58	0.0
<b>Off street bay suspension per week</b>			50.00	41.67	

**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 DIRECTORATE  
2023/24 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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 £'000</b>
<b>Income the proposed fees will generate:</b>	<b>3,378</b>	<b>3,378</b>

**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 (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)</b>					
No charge for first 10 minutes					
0-5 hrs	4.60	3.83	5.00	4.17	8.7
All day charge	6.70	5.58	7.20	6.00	7.5
<b>The Look Out Discovery Centre Car Park (April to September 7am to 8.30pm, October to March 7am to 6pm)</b>					
No charge for first 10 minutes					
0-4 hrs	3.10	2.58	3.40	2.83	9.7
All day charge	6.20	5.17	6.80	5.67	9.7
<b>annual off peak permit</b>					
Resident of Bracknell Forest	65.00		70.00	58.33	7.7
Non resident of Bracknell Forest	140.00		150.00	125.00	7.1
<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 / Healthcare 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 Visitor Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Visitor Permit - where original is not surrendered	25.00	20.83	25.00	20.83	0.0
<b>OTHER PARKING CHARGES</b>					
<b>Penalty Charge Notices (Off Street)</b>					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	
<b>Penalty Charge Notices (On-Street)</b>					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:		

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		Set by Statute		Set by Statute	-
Stray Dogs - Not taken to kennel		73.00		80.00	9.6
Stray Dogs - Taken to kennel		At cost		80.00	
Fee - cost recovery at hourly rate		At cost		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		59.00		64.00	8.5
Plus recovery of costs		At Cost		At Cost	-
Dog Fouling fixed penalty charge		75.00		75.00	0.0
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	-
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		20.00	-
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		75.00	-
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		200.00	-
Enforcement invoice costs		77.00		77.00	-
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
Repairing Vehicles on Road		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		300.00	150.0
<b>MISCELLANEOUS</b>					
Production of Statement of Facts (Discretionary) - an hourly rate of £127		127.00		127.00	0.0
for up to 2 hours work and thereafter a charge of £64.		59.00		64.00	8.5
Immigration reports for Home Office		400.00		435.00	8.8
Certificate for surrender of unsound food (per hour) plus disposal costs		59.00		64.00	8.5
<b>Special Treatments: Single Payment</b>					
Premises		N/A		N/A	-
Person		N/A		N/A	-
<b>Skin Piercing Registrations</b>					
Individuals		236.00		256.00	8.5
Premises		295.00		320.00	8.5
Joint Application		423.00		448.00	5.9
Pre-application advice per hour		59.00		64.00	8.5
<b>Commerical Food Export</b>					
Certificate - minimum		59.00		64.00	8.5
General Business Advice (Non-Primary Authority) pr hour, first 30 minutes free		59.00		64.00	8.5
Resident Request for Advice per hour		59.00		64.00	8.5
Food Hygiene Rating Scheme rescore - New - agreed Dec 2019		118.00		128.00	8.5

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
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>ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute</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
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
<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		626.00	-3.1
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		59.00		64.00	8.5
Sampling					
Per hour of officer time		59.00		64.00	8.5
Laboratory analysis		at cost		at cost	
Pool samples	70.80	59.00		64.00	8.5
Investigation					
Fee		118.00		128.00	8.5
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		28.00		32.00	14.3
Analysis of Group A Parameters - Hourly rate (£64) plus laboratory costs		POA		POA	
Analysis of Group B Parameters - Hourly rate (£64) plus laboratory costs		POA		POA	

**DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Regulatory Services

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
New Houses in Multiple Occupation (HMO) - Assisted Application		1,180.00		1,280.00	8.5
New - A reduction where the landlord is accredited		110.00		110.00	0.0
New - A reduction where the landlord is applying for more than one licence - per property reduction		30.00		30.00	0.0
Renewal of HMO Houses in Multiple Occupation		797.00		865.00	8.5
Renewal - A reduction where the landlord is accredited		30.00		30.00	0.0
Renewal- A reduction where the landlord is applying for more than one licence - per		30.00		30.00	0.0
Request for additional information by letter (per hour)		59.00		64.00	
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		404.00		435.00	7.7
Enforcement Notices served under Housing Act 2004 per hour		118.00		64.00	-45.8
Civil Penalties Housing Offences		Up to £30,000		Up to £30,000	
<b>HIGH HEDGE ENQUIRIES</b>					
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		1,206.00		1,310.00	8.6
<b>OTHER FEES FOR INFORMATION</b>					
Environmental Enquiries by Individuals, Non Commercial - minimum		118.00		128.00	8.5
Commercial and Government minimum		118.00		128.00	8.5
Civil Actions minimum		118.00		128.00	8.5
Safety Certificate and Administration minimum		118.00		128.00	8.5
Pre-application Advice per hours		59.00		64.00	8.5
<b>RESIDENT AND BUSINESS ADVICE</b>					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		59.00		64.00	8.5
Request for Advice		59.00		64.00	8.5
<b>Prevention of Damage by Pests</b>					
Pest Site survey (Hourly rate as part of cost recovery where WID only)		59.00		64.00	8.5
Rat treatment (Hourly rate as part of cost recovery where WID only)		59.00		64.00	8.5
Any other Pest treatment (Hourly rate as part of cost recovery where WID only)		59.00		64.00	8.5

Service : Regulatory Services

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
All tests to be charged at the prevailing hourly rate.					
All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.					
When calculating the charges they will be influenced by whether one or more officers are required to conduct the test, whether a certificate is required and whether office transportation is used. Please contact us for further information.					
The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.					
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.					
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.					
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.					
Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.					
All charges are subject to VAT unless otherwise specified.					
VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988					
<b>Hourly rate of Charge</b>					
The hourly rate of charge is based on the average cost of supplying an officer, including the provision of technical and administrative support staff and relevant overheads. The charge is based on the number of officers required and is based on the time involved and is not restricted to the time taken for the individual test.					
	76.80	64.00	76.80	64.00	0.0
<b>Certificate of errors</b>					
Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.					
	N/A	N/A	N/A	N/A	
<b>Out of hours working (subject to staff being available)</b>					
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.					
	N/A	N/A	N/A	N/A	

Service : Regulatory Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>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		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where no minimum separation distance or 0 metres separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
New Licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		111.00		111.00	0.0
2 years		144.00		144.00	0.0
3 years		177.00		177.00	0.0
4 years		211.00		211.00	0.0
5 years		243.00		243.00	0.0
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		55.00		55.00	0.0
2 years		88.00		88.00	0.0
3 years		123.00		123.00	0.0
4 years		155.00		155.00	0.0
5 years		189.00		189.00	0.0
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		189.00		189.00	0.0
2 years		248.00		248.00	0.0
3 years		311.00		311.00	0.0
4 years		382.00		382.00	0.0
5 years		432.00		432.00	0.0
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive					
1 year		88.00		88.00	0.0
2 years		150.00		150.00	0.0
3 years		211.00		211.00	0.0
4 years		272.00		272.00	0.0
5 years		333.00		333.00	0.0
Licence variation					
Varying the name of licensee or address of site		Set by Statute 37.00		Set by Statute 37.00	0.0
Any other kind of variation		cost recovery		cost recovery	
Transfer of Licence		37.00		37.00	0.0
Replacement of licence if lost		37.00		37.00	0.0
Full year registration for fireworks		500.00		500.00	0.0

DELIVERY DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
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>Petroleum Licences - per year of licence - Set by Statute Law</b>					
Not exceeding 2,500 litres		45.00		45.00	0.0
Not exceeding 50,000 litres		61.00		61.00	0.0
Exceeding 50,000 litres		128.00		128.00	0.0
Transfer of Licence		Set by Statute		Set by Statute	
<b>Miscellaneous</b>					
Administrative charge for provision of a certificate containing results of errors found on testing		Set by Statute		Set by Statute	
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		Set by Statute		Set by Statute	
<b>Primary Authority</b>					
Primary Authority Work Hourly chargeable rate		59.00		64.00	8.5
Annual charge - previous year usage up to 10 hours officer time		531.00		576.00	8.5
Annual charge - previous year usage up to 20 hours officer time		1,062.00		1,158.00	9.0
Anything likely to be in excess of 20 hours		POA		POA	
<b>Support with Confidence</b>					
<b>Application fee</b>					
1-5 Employees	70.80	59.00	76.80	64.00	8.5
6-20 Employees	144.00	120.00	156.00	130.00	8.3
21+ Employees	360.00	300.00	392.40	327.00	9.0
Disbursements are charged at cost. Employees 6-21+ reduced fee to £50 if registered with confidence.					
<b>Buy with Confidence</b>					
<b>Application Fee</b>					
1-5 Employees	150.00	125.00	163.20	136.00	8.8
6-20 Employees	200.40	167.00	218.40	182.00	9.0
21+ Employees	249.60	208.00	271.20	226.00	8.7
<b>Annual Fee</b>					
1-5 Employees	300.00	250.00	326.40	272.00	8.8
6-20 Employees	450.00	375.00	489.60	408.00	8.8
21+ Employees	600.00	500.00	654.00	545.00	9.0
50+	POA	POA	POA	POA	
<b>Legacy members</b>					
1-5 Employees	150.00	125.00	163.20	136.00	8.8
6-20 Employees	226.80	189.00	247.20	206.00	9.0
21+ Employees	302.40	252.00	328.80	274.00	8.7

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	£.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.		59.00		64.00	8.50
The fees for new or variation applications for premises licences 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

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
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>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		Set by Statute		Set by Statute	
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		30.00		30.00	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		23.00		23.00	0.0
Section 83(1) or (2) - Change of relevant registered address of club		23.00		23.00	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		23.00		23.00	0.0
Application to disapply mandatory DPS Condition		23.00		23.00	0.0
Minor Variation		89.00		89.00	0.0
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0
Pre application advice - hourly charge		59.00		64.00	8.5

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<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises Application		Min £3,100 to max £5,150 59.00		Min £3,100 to max £5,150 64.00	8.5
Pre-application advice per hour					
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial (excludes vets fee)		472.00		512.00	8.5
Premises - Renewal (excludes vets fee)		295.00		320.00	8.5
<b>Riding Establishment: (excluding vet fee - recharged separately)* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.</b>					
Main inspection fee , plus fee per horse - New		354.00		416.00	17.5
Main inspection fee , plus fee per horse - Renewal		325.00		352.00	8.3
Fee per horse, for the first 10 horses		15.00		16.00	6.7
Fee per horse, for the next 11-50 horses		10.00		11.00	10.0
Fee per horse, for every horse 51 and over		8.00		9.00	12.5
<b>Animal Boarding Establishment: combined (dogs and cats)</b>					
Animal Boarding Establishment: combined (dogs and cats) - New		413.00		448.00	8.5
Animal Boarding Establishment: combined (dogs and cats) - Renewal		384.00		416.00	8.3
<b>Animal Boarding Establishment: single species (dogs or cats)</b>					
Animal Boarding Establishment: single species (dogs or cats) - New		354.00		384.00	8.5
Animal Boarding Establishment: single species (dogs or cats) - Renewal		325.00		352.00	8.3
<b>Home Boarder</b>					
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - New		118.00		128.00	8.5
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - Renewal		89.00		96.00	7.9
Home Boarder: Assessment of hobby host as part of franchisee licence - New		118.00		128.00	8.5
Home Boarder: Assessment of hobby host as part of franchisee licence - Renewal		118.00		128.00	8.5
Home Boarder - New (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		236.00		256.00	8.5
Home Boarder - Renewal (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		207.00		224.00	8.2
<b>Dog Breeding Establishment (excluding vet fee)</b>					
Dog Breeding Establishment (excluding vet fee) - New		413.00		448.00	8.5
Dog Breeding Establishment (excluding vet fee) - Renewal		384.00		416.00	8.3
<b>Dog Breeding Establishment (in domestic dwelling)</b>					
Dog Breeding Establishment (in domestic dwelling) - New		354.00		384.00	8.5
Dog Breeding Establishment (in domestic dwelling) - Renewal		325.00		352.00	8.3
<b>Pet Vending / Sale of pets</b>					
Pet Vending / Sale of pets - New		354.00		384.00	8.5
Pet Vending / Sale of pets - Renewal		325.00		352.00	8.3
<b>Animal for Exhibition</b>					
Animal for Exhibition - New		413.00		448.00	8.5
Animal for Exhibition - Renewal		384.00		416.00	8.3
<b>Dog Day Care (as defined under )</b>					
Dog Day Care - new		413.00		448.00	8.5
Dog Day Care - Renewal		384.00		416.00	8.3
<b>Other Animal Welfare Act Fees</b>					
Additional mid licence visit		118.00		128.00	8.5
Variation to the licence fee (including one visit)		177.00		192.00	8.5
Replacement licence fee (lost or stolen paperwork, change of name)		30.00		32.00	6.7
Re-evaluation of star rating (inclusive of one visit)		118.00		128.00	8.5
Transfer due to death of licensee		30.00		32.00	6.7
<b>Zoo: Annual Licence (up to 6 years)</b>					
New /Renewal		2,066.00		2,240.00	8.4
<b>Hairdresser: Single Payment</b>					
Premises		30.00		32.00	6.7
<b>Street Trading Consents</b>					
Daily		-		64.00	
Week (minimum charge)		144.00		156.00	8.3
1 month		241.00		262.00	8.7
3 months		642.00		699.00	8.9
6 months		803.00		875.00	9.0
Annual		1,365.00		1,487.00	8.9
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		642.00		699.00	8.9
6 months max trading 2 events per week Monday to Thursday 60% reduction		482.00		525.00	8.9
Street Trading Consent variation fee		89.00		96.00	7.9
Ice Cream van 6 months (per van)		717.00		781.00	8.9
Refund for Street Traders if application withdrawn		50% of application fee		50% of application fee	
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		472.00		512.00	8.5
Site Licence Renewal		443.00		480.00	8.4
Mobile Collector New		236.00		256.00	8.5
Mobile Collector Renewal		207.00		224.00	8.2
Variation of licence		236.00		256.00	8.5
Change of site manager		59.00		64.00	8.5
Copy Licence		11.00		16.00	45.5
Change of name		30.00		32.00	6.7
Pre-application advice		59.00		64.00	8.5

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<b>HACKNEY CARRIAGES</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		266.00		288.00	8.3
Renewal		236.00		256.00	
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		266.00		288.00	8.3
Renewal		236.00		256.00	8.5
Home to School (annual fee)		148.00		160.00	8.1
Vehicle with dispensation (new)		266.00		288.00	8.3
Vehicle with dispensation (renewal)		236.00		256.00	8.5
Temporary Vehicle Licence (up to 3 months only)		236.00		256.00	8.5
<b>Private Hire Operators - NEW</b>					
Per vehicle calculation of 3.5 hours (at £64.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles					
1 vehicle		£443.00		480.00	8.4
2 vehicles		£516.00		560.00	8.5
3 vehicles		£590.00		640.00	8.5
4 vehicles		£664.00		720.00	8.4
5 vehicles		£738.00		800.00	8.4
6 vehicles		£811.00		880.00	8.5
7 vehicles		£885.00		960.00	8.5
8 vehicles		£959.00		1040.00	8.4
9 vehicles		£1,033.00		1120.00	8.4
10 vehicles		£1,106.00		1200.00	8.5
11 vehicles		£1,180.00		1286.00	9.0
12 vehicles		£1,254.00		1360.00	8.5
13 vehicles		£1,328.00		1440.00	8.4
14 vehicles		£1,401.00		1520.00	8.5
15 vehicles		£1,475.00		1600.00	8.5
16 vehicles		£1,549.00		1680.00	8.5
17 vehicles		£1,623.00		1760.00	8.4
18 vehicles		£1,696.00		1840.00	8.5
19 vehicles		£1,770.00		1920.00	8.5
20 vehicles		£1,844.00		2000.00	8.5
20+ vehicles		£1,844.00		2000.00	8.5
<b>Private Hire Operators - RENEWAL</b>					
Per vehicle calculation of 1.5 hours (at £64 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles					
1 vehicle		£325.00		352.00	8.3
2 vehicles		£398.00		432.00	8.5
3 vehicles		£472.00		512.00	8.5
4 vehicles		£546.00		592.00	8.4
5 vehicles		£620.00		672.00	8.4
6 vehicles		£693.00		752.00	8.5
7 vehicles		£767.00		832.00	8.5
8 vehicles		£841.00		912.00	8.4
9 vehicles		£915.00		992.00	8.4
10 vehicles		£988.00		1072.00	8.5
11 vehicles		£1,062.00		1152.00	8.5
12 vehicles		£1,136.00		1232.00	8.5
13 vehicles		£1,210.00		1312.00	8.4
14 vehicles		£1,283.00		1392.00	8.5
15 vehicles		£1,357.00		1472.00	8.5
16 vehicles		£1,431.00		1552.00	8.5
17 vehicles		£1,505.00		1632.00	8.4
18 vehicles		£1,578.00		1712.00	8.5
19 vehicles		£1,652.00		1792.00	8.5
20 vehicles		£1,726.00		1872.00	8.5
20+ vehicles		£1,726.00		1872.00	8.5
Variation to Operators Licence - to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence		£59.00		64.00	8.5
<b>Driver Licences</b>					
New 3 years		301.00		328.00	9.0
Renewal		272.00		296.00	8.8
Home to school renewal only		207.00		225.00	8.7
Home to school 3 years		207.00		225.00	8.7
Conversion of driver licence to another type		89.00		96.00	7.9
<b>Other Charges</b>					
Transfer of vehicle to new owner		59.00		64.00	8.5
Variation to PHO Licence		59.00		64.00	8.5
Change of vehicle		74.00		80.00	8.1
Knowledge Test		74.00		80.00	8.1
Missed Appointments		30.00		32.00	6.7
First Aid Training for drivers	POA		POA		-
DBS Check		79.00		70.00	-11.4
Replacement licence		30.00		32.00	6.7
Advertising on Hackney Carriages (Initial)		59.00		63.00	6.8
Advertising on Hackney Carriages (Renewal)		30.00		32.00	6.7
Replacement badge (+ Badge Cost)		30.00		32.00	6.7
Replacement vehicle licence plate (+ Plate Cost)		30.00		32.00	6.7
Replacement backing plate		26.00		26.00	0.0
Medical exemption from carrying assistance dog		30.00		32.00	6.7
Change of address PH & HC		10.50		11.50	9.5
Refund processing fee		30.00		32.00	6.7
Change of vehicle registration (+ sticker and licence cost)		30.00		32.00	6.7
Age test of vehicle		59.00		64.00	8.5
Pre-application advice per hour, minimum 1 hour		59.00		64.00	8.5

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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		15,000.00		15,000.00	0.0
Provisional Statement		15,000.00		15,000.00	0.0
Application with Provisional Statement		8,000.00		8,000.00	0.0
Variation		7,500.00		7,500.00	0.0
Transfer/Reinstatement		6,500.00		6,500.00	0.0
Annual Fee		15,000.00		15,000.00	0.0
<b>Casino (large)</b>					
New Application		10,000.00		10,000.00	0.0
Provisional Statement		10,000.00		10,000.00	0.0
Application with Provisional Statement		5,000.00		5,000.00	0.0
Variation		5,000.00		5,000.00	0.0
Transfer/Reinstatement		2,150.00		2,150.00	0.0
Annual Fee		10,000.00		10,000.00	0.0
<b>Casino (small)</b>					
New Application		8,000.00		8,000.00	0.0
Provisional Statement		8,000.00		8,000.00	0.0
Application with Provisional Statement		3,000.00		3,000.00	0.0
Variation		4,000.00		4,000.00	0.0
Transfer/Reinstatement		1,800.00		1,800.00	0.0
Annual Fee		5,000.00		5,000.00	0.0
<b>Bingo Club</b>					
New Application		3,500.00		3,500.00	0.0
Provisional Statement		3,500.00		3,500.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,750.00		1,750.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>Betting (Other)</b>					
New Application		3,000.00		3,000.00	0.0
Provisional Statement		3,000.00		3,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,500.00		1,500.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		600.00		600.00	0.0
<b>Tracks</b>					
New Application		2,500.00		2,500.00	0.0
Provisional Statement		2,500.00		2,500.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,250.00		1,250.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>Family Entertainment Centres</b>					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		750.00		750.00	0.0
<b>Adult Gaming Centre</b>					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>* Licensed Premises Gaming Machine Permit</b>					
Application (existing holder)		100.00		100.00	0.0
New application		150.00		150.00	0.0
Pre-application advice per hour		59.00		64.00	8.5
Annual Fee		50.00		50.00	0.0
First annual fee (payable within 30 days of permit takes place)		50.00		50.00	0.0
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		25.00		25.00	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
Change of Name		25.00		25.00	0.0
Transfer		25.00		25.00	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		50.00		50.00	0.0
Copy licence		25.00		25.00	0.0
Pre-application advice per hour		59.00		64.00	8.5

\* 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

Service : Regulatory Services

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

	<b>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</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
	£.p	£.p	£.p	£.p	%
<b>CARAVAN SITES</b>					
New licence		443.00		480.00	8.4
New licence per pitch		16.00		17.00	6.3
Transfer of licence		187.00		192.00	2.7
Alteration of conditions		59.00		64.00	8.5
Annual inspection fee per pitch		14.00		15.00	7.1
Enforcement action - per hour		59.00		64.00	8.5
Deposit, vary or delete site rules		118.00		128.00	8.5
<b>MOBILE HOMES REGULATIONS 2020</b>					
Application Fee Fit and Proper Test (applications taking more than two hours will be charged at hourly rate)				128	
Annual Check Fee (Fit and Proper Test) per hour				64	
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties.					

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Community and Continuing Education**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>10</b>	<b>11</b>

**Are concessions available? Yes. Reductions for those on Universal Credit and other benefits meeting requirements set by Education and Skills Funding Agency.**

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

**Adult and Community Learning Plan**

<b>Course Fees (per hour)</b>			
Community Learning	5.50 - 12.50	6.00 - 13.50	9.10
Community Learning aimed at Family Hubs	3.00 - 4.50	4.00 - 5.00	33.33
Community Learning for well-being in identified community	1.50 - 3.50	2.00 - 4.00	33.33
Other Courses are fully funded from external grant			

Course fees are agreed on an academic year basis once external funding is confirmed .

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.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Community and Continuing Education**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>370</b>	<b>398</b>

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

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

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

<b>Room Hire per Hour</b>			
Classroom / meeting room Bracknell Forest Council	16.50	18.50	12.10
Classroom / meeting room - Voluntary Sector, Charities &	17.50	18.50	5.70
Classroom / meeting room Other external users	22.00	24.00	9.10
IT Suite / Hall Bracknell Forest Council (specific requirement to use IT or Hall)	20.50	22.50	9.80
IT Suite / Hall - Voluntary Sector, Charities and Associated Learning Agenda (specific requirement to use IT or Hall)	21.50	22.50	4.70
IT Suite / Hall Other external users (specific request for IT suite or Hall)	27.00	30.00	11.10
Insurance	7% room hire	7% room hire	
<b>Refreshments</b>			
Tea & Coffee up to 15 delegates per half day	10.00	11.00	10.00
Tea & Coffee 16 to 30 delegates per half day	19.00	20.50	7.90
Tea & Coffee 31 to 60 delegates per half day	37.00	40.00	8.10
Tea & Coffee for 61 to 90 delegates per half day	53.00	57.00	7.50
Tea & Coffee for 91 delegates and above per half day	65.00	70.00	7.70
Lunches	Cost + 10%	Cost + 10%	
<b>External users:</b>			
Photocopying per copy            Black and White A4	0.30	0.35	16.70
Photocopying per copy            Colour A4	0.90	1.00	11.10
Photocopying per copy            Black and White A3	0.50	0.55	10.00
Photocopying per copy            Colour A3	2.05	2.25	9.80
(Community Learning charged at cost; other BFC, Voluntary Sector, Charities & Associated Learning Agenda Organisations charged at cost +10%)			

Fees and charges may need to be reviewed as the market develops post-pandemic.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Education and Learning

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>41</b>	<b>44</b>

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

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

**Professional Development Courses**

Course Fees and Timings			
<b>Internal and Other LA Schools *</b>			
Full Day (09.15 - 15.45)	157.00	169.00	7.60
Half Day (09.15 - 12.15) or (13.00 - 16.00)	87.00	94.00	8.00
Twilight (16.15 - 17.30)	41.00	45.00	9.80
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	311.00	335.00	7.70
Half Day (09.15 - 12.15) or (13.00 - 16.00)	171.00	184.00	7.60
Twilight (16.15 - 17.30)	78.00	84.00	7.70

Course fees will be increased to take account of any specific additional costs incurred. Charges to academy schools are as internal schools plus 10%. Please note that specific courses are delivered free of charge to those schools who buy into the Standards & Effectiveness SLA.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Education and Learning**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>68</b>	<b>73</b>

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

<b>Additional Services which fall outside the Standards &amp; Effectiveness SLA</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Consultancy Rates**

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, On- site Training and Specialist Advice.			
All fees include normal preparation time but exclude travel and materials and must be agreed with Head of Service / Assistant Director.			
<b>BFC Schools and Academies</b>			
Daily rate	530.00	560.00	5.70
Half Day	320.00	350.00	9.40
Hourly rate	110.00	120.00	9.10
Twilight session	215.00	250.00	16.30
Evening Session	320.00	345.00	7.80
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	635.00	685.00	7.90
Half Day	375.00	410.00	9.30
Hourly rate	160.00	175.00	9.40
Twilight session	320.00	345.00	7.80
Evening Session	425.00	460.00	8.20
Headteacher Performance Management Model A	550.00	595.00	8.20
Headteacher Performance Management Model B	375.00	405.00	8.00
Assessment Service Annual Charge	120.00	150.00	25.00
Moderation 1 form entry	350.00	385.00	10.00
Moderation 2 form entry	450.00	495.00	10.00
Moderation 3 form entry	550.00	605.00	10.00

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

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Larchwood

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

	<b>0.00</b>	<b>0.00</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>40</b>	<b>43</b>

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

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

**Residential short break care**

<b>Overnight</b>			
Per Night	497.60	534.95	7.50
<b>Day-care</b>			
Standard	per hour 20.35	21.90	7.60
Additional 1:1 staffing	per hour 16.95	18.25	7.70
Additional 2:1 staffing	per hour 33.70	36.25	7.60
<b>Day-care - New Clients</b>			
Standard	per hour 26.00	27.95	7.50
Additional 1:1 staffing	per hour 20.95	22.55	7.60
Additional 2:1 staffing	per hour 41.75	44.90	7.50

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & 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>0.00</b>	<b>0.00</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>28</b>	<b>30</b>

**Are concessions available? No**

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

**Foster care charges**

Charge per week	Minimum	278.10	299.00	7.50
	Maximum	665.70	715.65	7.50
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		53.65	57.70	7.50
Additional amount: Long term placement		107.20	115.25	7.50
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Youth Justice**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>2</b>	<b>2</b>

**Are concessions available? No**

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

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

**Training Fees**

Supply training to external organisations	per day	338.00	364.00	7.70
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**Service : Children's Specialist Support Services**

**Purpose of the Charge: To charge for Training provided by Makesafe Service**

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>20</b>	<b>22</b>

**Are concessions available? No**

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

**Income generation from bid writing and training fees**

Supply training to external organisations	per day	725.00	780.00	7.60
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**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Youth Service**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>13</b>	<b>14</b>

**Are concessions available? No charge to complimentary BF internal users, with not for profit groups charged at lower rates than external customers.**

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

**Braccan Walk: Hire Fees**

<b>Youth &amp; Community Groups - not for profit basis</b>				
Hall	per hour	15.00	16.15	7.70
Yellow Room	per hour	12.00	12.90	7.50
Green Room	per hour	6.75	7.30	8.10
<b>Private &amp; Commercial</b>				
Hall	per hour	25.00	26.90	7.60
Yellow Room	per hour	15.00	16.15	7.70
Green Room	per hour	9.00	9.70	7.80

The opening of the new Braccan Walk town centre youth service has necessitated a review of charging and the amount of income to be generated. This will need to be kept under review as the new facility develops.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Family Hubs**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>38</b>	<b>41</b>

**Are concessions available? Yes. Family Hubs are able to incentivise registration and engagement of families with the use of promotional offers which may be less than the fees detailed below.**

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

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families - per child	1.50	1.65	10.00
Families from outside BFC - per child	2.00	2.15	7.50
Journey to Parenthood (fixed price for 6 sessions)	30.00	32.25	7.50

These charges would only apply to those sessions where additional costs are incurred, for example (but not limited to) family play sessions. In some circumstances a reduced or waiver may be applied, there may be a charge for families from outside BFC. The charging basis has been revised to amount per child.

Family Hubs 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.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

Service : Family Hubs

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>

**Are concessions available? Yes. Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.**

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

**Room Hire Fees**

<b>Rowans Family Hub</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	15.70	16.90	7.6
Creative Room	13.15	14.15	7.6
Owl Room	10.65	11.45	7.5
Meeting Room	8.05	8.70	8.1
Kitchen (if used for cooking)	13.15	14.15	7.6
<b>Voluntary/non profit making Group</b>			
Hall	12.00	12.90	7.5
Creative Room	9.30	10.00	7.5
Owl Room	6.75	7.30	8.1
Meeting Room	4.20	4.55	8.3
Kitchen (if used for cooking)	9.30	10.00	7.5
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	15.70	16.90	7.6
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	12.00	12.90	7.5

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Family Hubs**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>

**Are concessions available? Yes. Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.**

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

**Room Hire**

<b>Oaks Family Hub:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	12.00	12.90	7.5
Yellow Room and Kitchen	15.70	16.90	7.6
Family room	18.40	19.80	7.6
<b>Voluntary/non profit making Group</b>			
Green Room	8.05	8.70	8.1
Yellow Room and Kitchen	12.00	12.90	7.5
Family room	14.50	15.60	7.6
<b>Alders Family Hub</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	13.15	14.15	7.6
Meeting Room 1	9.30	10.00	7.5
Meeting Room 2	8.05	8.70	8.1
<b>Voluntary/non profit making Group</b>			
Family Room	9.30	10.00	7.5
Meeting Room 1	6.75	7.30	8.1
Meeting Room 2	4.20	4.55	8.3

Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.

In addition, rental income is generated from a site sharing agreement with the Health Service for accommodation used in Family Hubs.

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Unauthorised non-school attendance**

**Purpose of the Charge: Statutory requirement.**

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>25</b>	<b>27</b>

**Are concessions available? No**

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

**Fine**

<b>Parental fine:</b>			
Penalty for each parent if fine paid within 21 days	60.00	60.00	0.0
Penalty for each parent if fine not paid within 21 days	15.20	15.20	0.0

The statutory framework allows for parents to be a fined for unauthorised non-pupil attendance. Fees are set by the government and may be subject to change

**PEOPLE DIRECTORATE  
2023/24 PROPOSED FEES & CHARGES**

**Service : Free entitlement to early years childcare**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 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**

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

**Additional support charge**

Charge per hour	17.00	17.00	0.0
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A charge may be incurred, capped at £51 in the following circumstances:

- a provider missing the submission deadline for a funding claim
- a submission contains substantial omissions
- a submission contains substantial errors,
- a provider does not renew their agreement and requests to re-register within the same academic year

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

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

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

	<b>2022-23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,999</b>	<b>3,224</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 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	7.5 (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.			
Deferred Payment Arrangement Fee	1,030.00	1,107.00	7.5%
Deferred Payment Annual administration fee	346.00	372.00	7.5%
<b>Arrangement of self funder social care</b>			
Arrangement Fee	346.00	372.00	7.5%
Annual Administration Fee	229.00	246.00	7.5%
<b>Provider Failure</b> Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	301.00	324.00	7.5%

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

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

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,876</b>	<b>2,017</b>

**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.

<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>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 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	7.5% (Estimate)

**Service : Council provided residential and day care**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>38</b>	<b>41</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>
<b>Waymead</b>			
Respite Charge per night	246.17	264.63	7.5%
<b>Day Care</b>			
<b>Waymead Day Services</b>			
Per hour	19.31	20.76	7.5%
<b>Bracknell Day Centre</b>			
Full day	115.74	124.42	7.5%
Half day	57.87	62.21	7.5%
Transport (per day - Wokingham only)	23.04	24.77	7.5%

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

Service : Blue Badge Scheme

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available?** No

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

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

**Service: Forestcare**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,585</b>	<b>1,704</b>

**Are concessions available?** No

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Lifeline Rental and Monitoring</b>					
- BFBC Per week	5.04	4.20	5.42	4.52	7.5%
- Others Per week	5.36	4.47	5.77	4.81	7.5%
<b>GSM Lifeline</b> Per week	8.66	7.22	9.31	7.76	7.5%
<b>Extra/Lost Pendants</b>					
- Flat Charge	76.94	64.12	82.72	68.93	7.5%
- Lost ivi Pendants	107.41	89.51	115.46	96.22	7.5%
- Rental of additional pendant Per week	1.33	1.11	1.43	1.19	7.5%
<b>Sensors</b>					
Smoke Per week	2.41	2.01	2.59	2.16	7.5%
Carbon Monoxide Per week	3.64	3.03	3.91	3.26	7.5%
Flood Per week	3.06	2.55	3.29	2.74	7.5%
Temperature Extreme / Heat Per week	2.41	2.01	2.59	2.16	7.5%
Door Exit Per week	1.33	1.11	1.43	1.19	7.5%
Universal Per week	1.33	1.11	1.43	1.19	7.5%
PIR / Fast PIR Per week	1.33	1.11	1.43	1.19	7.5%
Medication Dispenser Per week	5.36	4.47	5.77	4.81	7.5%
Epilepsy sensor kit Per week	13.43	11.19	14.44	12.03	7.5%
Chair & bed sensor kit Per week	6.73	5.61	7.24	6.03	7.5%
Falls pendant Per week	2.70	2.25	2.90	2.42	7.5%
Bogus Caller Per week	1.33	1.11	1.43	1.19	7.5%
Minuet watch Per week	2.70	2.25	2.90	2.42	7.5%
Arm/ Disarm Zoning Trigger Per week	1.33	1.11	1.43	1.19	7.5%
Jellybean Switch Per week	4.68	2.25	2.90	2.42	7.5%
Natural Gas Detector Per week	4.68	3.90	5.03	4.19	7.5%
Wrist Worn Epilepsy Pendant Per week	57.74	48.12	62.08	51.73	7.5%
<b>Responder service for lifeline customers</b>					7.5%
- up to 12 visits per year Per week	11.68	9.73	12.55	10.46	7.5%
- up to 24 visits per year	20.16	16.80	21.67	18.06	7.5%
- extra visits (excluding bank holidays)	41.62	34.68	44.74	37.28	7.5%
- extra visits (including bank holidays)	62.42	52.02	67.10	55.92	7.5%
<b>Responder service for commercial customers</b>					
- up to 6 visits per year Per week	8.46	7.05	9.10	7.58	7.5%
- per additional visit	60.43	50.36	64.97	54.14	7.5%
<b>Key Safes</b>					
Keysafe Supply and Fit Supply only	73.85	61.54	79.39	66.16	7.5%
Supply + fit	80.57	67.14	86.62	72.18	7.5%
Moving keysafe	60.43	50.36	64.97	54.14	7.5%
Monitoring of security diallers Per week	14.04	11.70	15.10	12.58	7.5%
Monitoring of two security diallers Per week	20.56	17.13	22.09	18.41	7.5%
<b>Lone Workers</b>					
GPS Lone Worker - BFC Per person per year	267.20	222.67	287.24	239.37	7.5%
GPS Lone Worker - External Per person per year	369.24	307.70	396.94	330.78	7.5%
Hourly charge for adhoc work	60.43	50.36	64.97	54.14	7.5%
Extension lead	8.06	6.72	8.66	7.22	7.5%
<b>Care calls</b>					
- 1 care call per day Per week	10.73	8.94	11.53	9.61	7.5%
- 2 care calls per day Per week	20.16	16.80	21.67	18.06	7.5%
- 3 care calls per day Per week	26.86	22.38	28.87	24.06	7.5%
- 3 care calls per day + 1 customer Per week	40.28	33.57	43.31	36.09	7.5%
<b>Pocket Pal</b>					
GPS Device - customer renting device (includes SIM and monitoring) Weekly	8.71	7.26	9.36	7.80	7.5%

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

**Service: Homelessness**

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

	<b>2022/23 Budget</b>	<b>Proposed 2023/24 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,254</b>	<b>1,254</b>

**Are concessions available?** No

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Homelessness</b>					
Bed and Breakfast					
- Current Tenancies	Per week	150.00		150.00	0.0%
10a Portman					
- Rent	Per week	155.10		155.10	0.0%
- Service Charge	Per week	19.05		19.05	0.0%
- Household	Per week	9.64		9.64	0.0%
- Fuel*	Per week	6.07		6.07	0.0%
- Water*	Per week	2.90		2.90	0.0%
Tenterden Lodge					
- Rent	Per week	165.44		165.44	0.0%
- Service Charge	Per week	12.89		12.89	0.0%
- Fuel*	Per week	3.32		3.32	0.0%
-Water*	Per week	2.90		2.90	0.0%
Council owned properties: Reading					
- 1 bed	Per week	201.63		201.63	0.0%
- 2 bed	Per week	232.76		232.76	0.0%
- 3 bed	Per week	255.32		255.32	0.0%
- 4 bed	Per week	341.22		341.22	0.0%
Council owned properties: Blackwater Valley					
- 1 bed	Per week	190.91		190.91	0.0%
- 2 bed	Per week	223.11		223.11	0.0%
- 3 bed	Per week	215.19		215.19	0.0%
- 4 bed	Per week	341.22		341.22	0.0%
Council owned properties: East Thames Valley					
- 1 bed	Per week	201.63		201.63	0.0%
- 2 bed	Per week	244.57		244.57	0.0%
- 3 bed	Per week	276.79		276.79	0.0%
- 4 bed	Per week	384.16		384.16	0.0%
* These charges will be uplifted in line with fee increases from utility companies					
<b>Small Landsales - Administration Fee</b>					
Flat Charge	223.12	185.93	239.84	199.87	7.5%
<b>Passport and Driving Licence Checking Service</b>					
For landlords	25.46	21.22	27.37	22.81	7.5%
For employers	25.46	21.22	27.37	22.81	7.5%

**PEOPLE DIRECTORATE  
2023-24 PROPOSED FEES & CHARGES**

**Annexe G**

<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>2022/23 Budget £'000</b>	<b>Proposed 2023/24 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>112</b>	<b>112</b>

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

<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	99.75	99.75	0.0%
9 Portman Close Per week per bedroom	99.75	99.75	0.0%
<b>Service Charges</b>			
151 Holbeck, 9 Portman Per week per bedroom	14.05	14.05	0.0%
<b>Easthampstead Mobile Home Park</b>			
Water Charge*	-	-	0.0%
Site Rent Per week	49.70	49.70	0.0%
* These charges will be uplifted in line with fee increases from utility companies			
** Rents have not been uplifted due to a wider rents review			

## GENERAL FUND REVENUE BUDGET

### SUMMARY

	<b>2023/24 Budget</b>
	<b>£'000</b>
<b><u>Services</u></b>	
Central	22,247
Delivery	18,729
People	96,375
Corporate Wide issues (to be allocated)	70
Sub Total	137,421
<b><u>Other Expenditure</u></b>	
Contingency	2,750
Debt Financing Costs (MRP and VRP)	2,465
Levying Bodies	131
Interest	1,804
Pension Interest Cost & Administration Expenses	8,198
Other Services	223
Business Rates Growth	(10,561)
Contribution from Capital Resources	(200)
Capital Charges	(14,653)
Capital Expenditure charged against the General Fund	0
Contribution to/from Pension Reserve	(21,162)
Contribution to/from Earmarked Reserve	(8,482)
Contribution to/from DSG Adjustment Account	(7,166)
New Homes Bonus Grant	(786)
Flood and Travel Related Grants	(14)
Lower Tier Services Grant	0
Services Grant	(681)
Net Revenue Budget	89,287
Use of General Fund Balances	0
Net Revenue Budget after use of Balances	<b>89,287</b>
<b><u>Less External Support</u></b>	
Business Rates Baseline Funding	(17,462)
Revenue Support Grant	(2,148)
Total External Support	(19,610)
Collection Fund Adjustment - Council Tax	396
Collection Fund Adjustment - Business rates	4,980
<b>Bracknell Forest's Council Tax Requirement</b>	<b>75,053</b>
Bracknell Forest's Council Tax Base (Band D equivalents)	48,756
Council Tax at Band D	£1,539.36

## Central - Revenue Budget

	<b>2022/23 Original Budget £'000</b>	<b>2022/23 Revised Budget £'000</b>	<b>2023/24 Original Budget £'000</b>
Chief Executives Office	1,779	1,834	1,953
Director: Place, Planning & Regeneration	7,397	9,014	8,624
Director: Resources	5,969	6,185	6,516
Non Cash Budgets	6,296	6,296	5,154
	<u>21,441</u>	<u>23,329</u>	<u>22,247</u>

### Variation Analysis

	<b>£'000</b>
Original Approved Budget 2022/23	21,441
Virements (Ongoing)	167
Commitments	-411
Inflation	1,766
Pressures	1,060
Economies	-505
Grant Adjustments	-129
Pension (IAS17) Adjustment	-819
Capital Financing Charges	-51
Allocation of Recharges	-272
	<u><u>22,247</u></u>

## Delivery - Revenue Budget

	<b>2022/23 Original Budget £'000</b>	<b>2022/23 Revised Budget £'000</b>	<b>2023/24 Original Budget £'000</b>
Executive Director Delivery	220	226	230
Assistant Director Customer Experience & ICT	10,765	10,933	12,308
Assistant Director Property Services	-5,472	-5,376	-4,774
Borough Solicitor	676	710	699
Head of Democratic & Registration Services	1,724	1,839	1,977
Assistant Director Contract Services	9,271	9,287	10,245
NON CASH BUDGETS	275	275	-1,956
	<b>17,459</b>	<b>17,894</b>	<b>18,729</b>

### Variation Analysis

	<b>£'000</b>
Original Approved Budget 2022/23	17,459
Virements (Ongoing)	126
Commitments	-338
Inflation	2,808
Pressures	1,683
Economies	-778
Pension (IAS17) Adjustment	-526
Capital Financing Charges	-288
Allocation of Recharges	-1,417
	<b>18,729</b>

## People - Revenue Budget

	2022/23 Original Budget £'000	2022/23 Revised Budget £'000	2023/24 Original Budget £'000
Executive Director	1,617	1,628	1,681
Education & Learning	2,151	2,343	2,542
Children & Families Social Care	19,489	19,809	19,927
Education Related Statutory and Regulatory Duties	-468	-468	-468
Commissioning	3,258	3,289	2,957
Adult Social Care	19,998	20,174	20,818
Mental Health and Out of Hours	10,814	11,133	13,097
Early Help & Communities	4,367	4,774	4,783
Non Cash Budgets	27,124	27,124	23,872
Schools Block	85,657	85,657	91,840
High Needs Block	29,345	28,999	30,906
Early Years Block	7,982	7,980	8,690
Dedicated Schools Grant and Other income	-115,302	-114,954	-124,270
	<u>96,032</u>	<u>97,488</u>	<u>96,375</u>

Variation Analysis	£'000
Original Approved Budget 2022/23	96,032
Virements (Ongoing)	385
Commitments	236
Inflation	5,179
Pressures	2,674
Economies	-2,550
Grant Adjustments	-2,329
Pension (IAS17) Adjustment	-4,136
Capital Financing Charges	-805
Allocation of Recharges	1,689
	<u><u>96,375</u></u>



## 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 2023/24 - 2025/26 for consultation on 13 December 2022. The main focus was inevitably departmental spending needs for 2023/24, 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 2023/24.

### 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 2023/24 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 2023/24 to 2025/26 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 2022/23 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 2023/24 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 £1.57m 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 2023/24 capital programme for potential Invest to Save schemes.

### **Capital Programme 2023/24 – 2025/26**

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £6.621m in 2023/24. A list of these new schemes, for each service, is included in the Annexes A – D.

<b>Capital Programme 2023/24-2025/26</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>	<b>2025/26 £000</b>
B	Delivery	5,387	1,696	797
C	People	4,708	0	0
D	Central Directorates	4,892	4,650	4,750
	<b>Total Capital Programme</b>	<b>14,987</b>	<b>6,346</b>	<b>5,547</b>
	less Externally Funded schemes	8,366	3,270	3,270
	<b>Council Funded Programme</b>	<b>6,621</b>	<b>3,076</b>	<b>2,277</b>

## **4 Externally Funded Schemes**

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

### Government Grants

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

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the People 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 provisional allocation for 2023/24 suggest there will be no grant funding available to Bracknell Forest. However, the Council has identified a number of schemes that require funding in the coming years, and these are set out in Annex C.

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.85m for 2022/23.

### Section 106 (£2.930m)

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 2023/24, where funding becomes available. These are summarised below

<b>Department</b>	<b>Schemes</b>	<b>Budget</b>
		<i>£000</i>
People	Opladen Way	1,777
Delivery	Warfield Memorial Grounds	800
People	Ascot Heath - Security	23
Central	Local Transport Plan Schemes	100
Central	SANG	230
	<b>Total</b>	2,930

## **5 Funding Options**

The proposed capital programme for 2023/24 has been developed on the assumption that it will be funded by a combination of approximately £2.25m of capital receipts, Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

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 2023/24 to 2025/26 in March 2023, alongside its consideration of the specific budget proposals for 2023/24 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 2024/25 onwards, will need to be undertaken during next summer.

**CAPITAL PROGRAMME 2023/2024-2025/26  
BY CATEGORY**

	2023/24 £000	2024/25 £000	2025/26 £000	TOTAL £000
<b>Committed</b>	<b>3,480</b>	<b>2,350</b>	<b>2,100</b>	<b>7,930</b>
Delivery	1,880	650	300	2,830
People	0	0	0	0
Central	1,600	1,700	1,800	5,100
<b>Unavoidable</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Delivery	0	0	0	0
People	0	0	0	0
Central	0	0	0	0
<b>Maintenance</b>	<b>1,820</b>	<b>331</b>	<b>42</b>	<b>2,193</b>
Delivery	1,820	331	42	2,193
People	0	0	0	0
Central	0	0	0	0
<b>Rolling Programme / Other Desirable</b>	<b>1,321</b>	<b>395</b>	<b>135</b>	<b>1,851</b>
Delivery	887	395	135	1,417
People	325	0	0	325
Central	109	0	0	109
<b>Council Funding</b>	<b>6,621</b>	<b>3,076</b>	<b>2,277</b>	<b>11,974</b>
<b>Total External Funding</b>	8,366	3,270	3,270	14,906
<b>Total Capital Programme</b>	<b>14,987</b>	<b>6,346</b>	<b>5,547</b>	<b>26,880</b>
<i>New Council Funding 2023/24</i>	3,141			
<i>From earlier years</i>	3,480			

**CAPITAL PROGRAMME 2023/2024-2025/26  
BY DIRECTORATE**

	2023/24 £000	2024/25 £000	2025/26 £000	TOTAL £000
<b>Delivery</b>	5,387	1,696	797	7,880
<b>People</b>	4,708	0	0	4,708
<b>Central Directorates</b>	4,892	4,650	4,750	14,292
<b>Total Capital Programme</b>	<b>14,987</b>	<b>6,346</b>	<b>5,547</b>	<b>26,880</b>
<b>External Funding</b>	8,366	3,270	3,270	14,906
<b>Council Funding</b>	<b>6,621</b>	<b>3,076</b>	<b>2,277</b>	<b>11,974</b>

## CAPITAL PROGRAMME - DELIVERY

	2023/24 £000	2024/25 £000	2025/26 £000	TOTAL £000
<b>Committed</b>				
Warfield Memorial Ground Enhancements	1,000	250	-	1,250
Commercial Depot Redevelopment	500	-	-	500
Capitalisation of Project Management costs	300	300	300	900
London Road Landfill Works	80	100	-	180
	<b>1,880</b>	<b>650</b>	<b>300</b>	<b>2,830</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
Buildings Planned Maintenance Programme	1,320	-	-	1,320
IT Schemes - Computer Equip Refresh	450	296	42	788
IT Schemes - Mobile Phones	50	35		85
	<b>1,820</b>	<b>331</b>	<b>42</b>	<b>2,193</b>
<b>Rolling Programme / Other Desirable</b>				
Surface Car Parks	200	200	-	400
Berkshire Records Office	194	60	-	254
Feasibility Studies	150	100	100	350
BLC / Coral Reef Air Handling Units	135	-	-	135
New Pumps at BSLC and Coral Reef	132	-	-	132
Equipment Downshire Golf Complex	35	35	35	105
Parking Infrastructure Upgrade	41	-	-	41
	<b>887</b>	<b>395</b>	<b>135</b>	<b>1,417</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,587</b>	<b>1,376</b>	<b>477</b>	<b>6,440</b>
<b>External Funding</b>				
Warfield Memorial Ground Enhancements	800	320	320	1,440
<b>TOTAL EXTERNAL FUNDING</b>	<b>800</b>	<b>320</b>	<b>320</b>	<b>1,440</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>5,387</b>	<b>1,696</b>	<b>797</b>	<b>7,880</b>

## CAPITAL PROGRAMME - PEOPLE

	2023/24 £000	2024/25 £000	2025/26 £000	TOTAL £000
<b>Committed</b>				
No Schemes	-	-	-	-
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
<b>Non-Schools</b>				
Housing Planned Maintenance	250	-	-	250
Larchwood	75	-	-	75
<b>Departmental Bids:</b>				
<b>School Bids:</b>				
No Schemes				
<b>Total</b>	<b>325</b>	<b>-</b>	<b>-</b>	<b>325</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>325</b>	<b>-</b>	<b>-</b>	<b>325</b>
<b>External Funding - Other</b>				
<b>Non-Schools</b>				
Opladen Way (ITS)	723	-	-	723
Opladen Way (S106)	1,777	-	-	1,777
<b>Schools</b>				
DfE Grant: Schools Capital Maintenance	1,860	-	-	1,860
DfE Grant: Devolved Formula Capital	<i>tba</i>	-	-	-
Ascot Heath - Security (S106)	23	-	-	23
	<b>4,383</b>	<b>-</b>	<b>-</b>	<b>4,383</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>4,383</b>	<b>-</b>	<b>-</b>	<b>4,383</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>4,708</b>	<b>-</b>	<b>-</b>	<b>4,708</b>

## CAPITAL PROGRAMME - CENTRAL DIRECTORATE

	2023/24 £000	2024/25 £000	2025/26 £000	TOTAL £000
<b>Committed</b>				
Council Funded Highways Maintenance	1,200	1,200	1,200	3,600
CIL Strategic Transport Schemes	400	500	600	1,500
	<b>1,600</b>	<b>1,700</b>	<b>1,800</b>	<b>5,100</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
No Schemes	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
Upper Italian Garden fountain - South Hill Park	25			25
Landscape Machinery Investment	47			47
Tennis Courts Westmorland Park	37			37
	<b>109</b>	-	-	<b>109</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,709</b>	<b>1,700</b>	<b>1,800</b>	<b>5,209</b>
<b>External Funding</b>				
Highways Maintenance	1,888	1,888	1,888	5,664
Highways Maintenance - Incentive Element	236	236	236	708
Integrated Transport & Maintenance	726	726	726	2,178
Section 106 Schemes (LTP)	100	100	100	300
Tennis Courts Westmorland Park	3	-	-	3
SANG	230	-	-	230
	<b>3,183</b>	<b>2,950</b>	<b>2,950</b>	<b>9,083</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>3,183</b>	<b>2,950</b>	<b>2,950</b>	<b>9,083</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>4,892</b>	<b>4,650</b>	<b>4,750</b>	<b>14,292</b>

To: **COUNCIL**  
**22 February 2023**

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## **Annual Update of The Council's Pay Statement Executive Director: Resources**

### **1 Purpose of Report**

- 1.1 Since 2012, and in accordance with the 2011 Localism Act, the Council has been required to publish an annual Pay Statement. The Statement is also aligned with the requirements of the Transparency Regulations. The pay statement is applicable for the financial year 2023/24.

### **2 Recommendation**

- 2.1 That Council review and agree the Pay Policy Statement for 2023/24.**

### **3 Reasons for Recommendation**

- 3.1 To comply with the Department of Communities and Local Government (DCLG) guidance and 2014 Transparency Code requirements.
- 3.2 To Highlight the Councils commitment to transparency and equity in pay.

### **4 Alternative Options Considered**

- 4.1 None. It is a legal requirement to produce and publish the statement.

### **5 Supporting Information**

- 5.1 The 2023/24 Pay Policy Statement is attached.
- 5.2 The annual pay statement has previously been produced towards the end of the financial year in which it applies. As the statement confirms how the Council will apply the pay arrangements, this should be produced prior to the financial year in which it applies. Employment Committee will recall that the pay statement for the current financial year (22/23) was agreed by the committee in July 2022 before proceeding through to Full Council. The production of this statement will enable the 23/24 statement to be applied for the beginning of the new financial year.
- 5.2 The statement has been considered and agreed through Employment Committee at the meeting on 8 February 2023.

### **6 Consultation and Other Considerations**

#### Legal Advice

- 6.1 Legal Advice 6.1 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a pay statement to be agreed by Members before the beginning of each financial year. The Act does not apply to local authority schools. This document meets the requirements of the Act for the Bracknell Forest Council. This Pay Policy Statement presents the expected position at 1 April 2022. The provisions of the Localism Act require that local authorities are more open about their own local policies and how their local decisions are made. The Code of Recommended

Practice for Local Authorities on Data Transparency enshrines the principles of transparency and asks Authorities to follow three principles when publishing data they hold: responding to public demand, releasing data in open 31 Agenda Item 8 formats available for re-use, and, releasing data in a timely way. This includes data on senior salaries and the structure of the workforce.

#### Financial Advice

- 6.2 There are no financial implications arising from the report.

#### Other Consultation Responses

- 6.3 The statement will be shared with the Local Joint Committee.

#### Equalities Impact Assessment

- 6.4 Discussed across the document.

#### Strategic Risk Management Issues

- 6.5 Failure to explicitly respond to guidance on the content of published information will run the risk of challenge from the DCLG.

#### Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO<sub>2</sub>.

The reasons the Council believes that this will have no impact on emissions are the fact that this is a statement of pay policy and remuneration of staff.

#### Health & Wellbeing Considerations

- 6.7 Ensuring a transparent pay system is in place should ensure staff feel valued and recognise the mechanism for staff remuneration.

#### Background Papers

None

#### Contact for further information

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**Bracknell Forest Council**  
**PAY STATEMENT FOR THE**  
**FINANCIAL YEAR 2023/24**

## **INTRODUCTION**

### **Source and scope of pay statement**

This Pay Statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), which, from 2012 onwards, require local authorities to publish an annual statement of their approach to pay for the relevant financial year in relation to:

- The remuneration of their most senior employees (which the Act defines as the head of paid service (Chief Executive), the Monitoring Officer, the Assistant Directors (or Directors), and the Deputy Assistant Directors (i.e. managers who report directly to a Director));
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of the most senior employees and that of other employees.

The statement is for the financial year 2023/24. Data on existing salaries, job roles and statistics contained within the statement are based at 1 December 2022.

The Secretary of State has produced guidance on the Act's provisions relating to openness and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements and the Council's statement takes full account of this guidance to date as well as the provisions of the Act.

It also takes account of:

- Local Government Transparency Code 2014
- Guidance issued by the Joint National Council (JNC) for Local Authority Chief Executives on pay policy statements, published in November 2011
- Guidance under section 40 of Localism Act 2011, published by DCLG
- Employment and equalities legislation affecting local authority employers, where relevant.

To aid transparency, this statement also contains or refers to information which the Council is already required to publish under other legislation, i.e.

- Information on the actual level of remuneration paid to senior managers, as required by The Accounts and Audit (Amendment No. 2) (England) Regulations 2009
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Local Government Pension Scheme Regulations
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

The Government's guidance on the Localism Act's pay provisions states that it is open to Councils to include in this Statement their policies on the remuneration of employees who

are neither the most senior officers nor the lowest paid. Accordingly, this Policy Statement also gives details of:

- The policies applied to employees earning in excess of £50,000, as required by Local Government Transparency Code 2014
- Elements of remuneration which apply to all employees, regardless of their pay level, status or grading within the Council.

As such, this Statement draws together all the relevant existing policies and can therefore be seen as a comprehensive document covering all relevant aspects of pay and remuneration within the Council.

### **Status of pay statement**

In line with the requirements of the Localism Act, the Pay Statement will be reviewed on an annual basis, with a new version approved at the start of each subsequent financial year, which will need to be complied with during that year.

The Pay Statement can also be amended during any financial year, but only by a resolution of the full Council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably possible after the amendment is approved by the Council.

### **Transparency and autonomy**

It is important to recognise that, whilst producing national legislation relating to their pay policies, the Government also explicitly recognises that each local authority remains an individual employer, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

## **SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY DIRECTORS, ASSISTANT DIRECTORS, MONITORING OFFICER AND OTHER SENIOR POSTS**

### **1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY**

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive;
- Its Executive Directors and Directors who report to and are directly accountable to the Chief Executive – this includes both statutory and non-statutory Executive Directors;
- Its Assistant Directors, who report to and are directly accountable to Executive Directors;
- Its Section 151 Officer (the Executive Director of Resources), who is also an Executive Director and remunerated as such;

- Its Monitoring Officer (the Borough Solicitor, who is the officer responsible for ensuring the Council's compliance with the law in all its activities) is also an Assistant Director and is remunerated as such.

## 1.2 CONTEXT

These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day leadership and management of those services.

In relation to other organisations in all sectors across the UK, the Council is a large, complex organisation providing a very diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community and are delivered in very challenging circumstances, taking account of levels of need and the availability of resources to meet them.

The Council's senior employees are responsible for:

- 2733 employees (equivalent to 2171.19 full-time equivalent (FTE) employees). These numbers are as at 1 December 2022 and include LA schools
- Services to an estimated 122,549 residents within the local community (source: ONS 2018 via <https://bracknell-forest.berkshireobservatory.co.uk/population/>)
- The following services to the local community:
  - Adult social services
  - Children and families social services
  - Countryside and open space management and maintenance
  - Education and schools
  - Elections and local democracy
  - Environmental including pest control
  - Environmental Services, including refuse collection, recycling, street cleaning and waste disposal
  - Housing and welfare
  - Housing and Council tax benefits
  - Leisure and Arts provision
  - Libraries
  - Planning
  - Roads, transport, street lighting and car parking
  - Youth and Community Services
  - Public Health
  - Regeneration and economic development
  - Community Safety
- The following facilities:
  - 26 LA schools (including one Pupil Referral Unit and one special school) and 10 Academies
  - Two respite services (overnight and daytime)
  - 4 Children's Centres
  - 9 libraries
  - Over 80 park sites totalling over 1,000 acres of land
  - 24 play areas, plus wheeled sports areas, tennis courts, soccer pitches, a baseball diamond and a sports pavilion
  - 14 community centres
  - One town centre office and the commercial centre

- The Council:
  - Is responsible for the education of around 17,000 children
  - Deals with around 1,200 planning applications per year
  - Manages and maintains around 456 kilometres of roads, 700+ kilometres of paths and cycleways, 200+ bridges, underpasses and other structures
  - Manages and maintains cutting almost 2.5 million square metres of grass and manages and maintains approximately 625,000 square metres of woodland
  - Is responsible for around 142 looked-after children
  - Licences 255 premises and clubs and 296 taxis
  - Currently has over 1,640 open cases on adults and provided long term services to over 1,263 people.

The Council must compete with other employers in the area (and, in many cases, in the country) to recruit and retain managers and staff who are capable of meeting the challenges of delivering this diverse range of services to the required standards. This has an important bearing on the levels of remuneration it offers which has been kept under review on a regular basis by the Employment Committee. At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. In recent years the Employment Committee has sought to strike a fair balance between these competing pressures.

### 1.3 RESPONSIBILITIES OF SENIOR ROLES

To give further contextual information for remuneration levels, the main accountabilities of the Chief Executive and Directors are set out below.

- **Chief Executive**

The Chief Executive is the Council's most senior employee who leads and takes responsibility for the work of the Council. It is a full time appointment and post holders are selected on merit, against objective criteria, following public advertisement.

The role of Chief Executive is complex with ultimate responsibility for managing expenditure of 263.9 million of public funds, serving around 122,549 people in the Council's area.

As head of the paid service of the Council's employed staff, the Chief Executive is a non-political post. Whilst the elected councillors provide the policies, Council paid employees put them into practice. The Chief Executive is responsible to and accountable to, the Leader of the Council, the Executive and the whole Council in delivering their political and policy objectives.

The Chief Executive works closely with elected councillors to deliver:

**Leadership:** to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams;

**Strategic direction:** ensuring all staff understand and adhere to the strategic aims of the organisation and follow the direction set by elected councillors;

**Policy advice:** acting as the principal policy adviser to the elected councillors to lead the development of workable strategies which will deliver the political objectives set;

**Partnerships:** leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people;

**Operational Management:** overseeing financial and performance management, risk management, people management and change management within the Council.

Staff under indirect management responsibility: 2733

- ***Executive Director – People***

This post has a statutory role in relation to both adult and children's social care, and is responsible and accountable for assessing local needs and ensuring the availability and delivery of a full range of services, and ensure that children and young people achieve the best possible outcomes for their lives through education

The directorate provides advice and information about the range of services that may be available to support individuals or families. Practitioners will work with individuals and their carers to identify needs for care and support and/or housing and how those needs can be met. If people are not eligible, the department can give them information about other ways of accessing support and organisations where they could go to get help. There is joint work with Children's Services to ensure support is in place when the young person reaches 18 years of age.

The focus of support is to enable people to maximise their ability and retain their independence, which will mean people can stay in their own homes for as long as possible. Support may be needed for a crisis or a longer period, and the directorate will generally commission this. Depending on assessed needs, a range of services could be provided in partnership with other organisations to meet the social care needs of adults and older people. Services include home support, day opportunities, the provision of equipment for daily living and residential and nursing care. The Directorate also has a responsibility to ensure that the needs of "informal" carers (usually family or friends) are identified, and appropriate support is offered to enable them to continue in their caring role, should this be what they wish.

The post is also responsible for ensuring the provision of Housing Advice and Homelessness Prevention as well as the provision of Housing and Council Tax Benefits.

The Welfare and Housing Service aims to maximise customers' income and independence. The Welfare Service provides national and local welfare payments to households in the Borough and provides advice to households so that they can maximise their income including budgeting advice and employment opportunities. The Housing service provides advice to households so that they can resolve their housing need, provides advice and if necessary, accommodation for homeless households and overall helps customers secure a home that meets their needs. The Forest care service provides an emergency and re-assurance service to its customers so that they can maintain their independence in their home and feel safe and secure in the knowledge that if an emergency occurs there is help to call upon.

Its duties include specific support for the following:

**Children's Social Care**

- Child Protection / Safeguarding
- Looked After Children
- Specialist Support

- Youth Offending Service

#### **Adult Social Care**

- Adult Community Team (ACT)
- Learning Disabilities
- Safeguarding

#### **Mental Health and Out of Hours**

- Mental Health
- Emergency Duty Team
- Forestcare
- Drug and Alcohol Services (DAAT)

#### **Early Help and Communities**

- Housing
- Strategy, Resources and Early Help

#### **Education and Learning**

- School Advisory team
- School Sufficiency and Commissioning
- Community Learning
- Governor Services
- Targeted Services
- Education Centre and Education Library Service
- Education Psychology & SEN
- Education Capital & Property

#### **Commissioning**

- Financial Assessments (Support Hub)
- Financial Assessments (Income)
- Joint Commissioning
- Performance Management & Governance

Budget responsibility: £55.9 million per annum

Staff under direct or indirect line management responsibility: 660 (excluding schools)

- ***Executive Director – Delivery***

The directorate is responsible for the strategic planning and operational delivery of services covering a wide range of functions and activities. It targets its services to meet the high standards residents, local businesses and visitors expect. Some of these services are delivered directly, others in partnership with the voluntary and charitable sectors and some through contracts with private companies. The directorate operates with 5 service divisions as follows:

- Customer Experience
  - Digital Services
  - Libraries, Arts & Heritage
  - Transport and Support

- Legal Services
- Democratic Services
  - Elections
  - Registrars
- ICT
- Contract Services
  - Environmental services
  - Leisure Services
  - Operational Support
  - Cemetery and crematorium
- Property

The Director also acts as Statutory Overview & Scrutiny Officer

Budget responsibility: £15.6 million per annum

Staff under direct or indirect line management responsibility: 195

- ***Executive Director – Place, Planning and Regeneration***

This post is responsible and accountable for the effective planning and delivery of the regeneration, development and future infrastructure of the Borough, within the statutory policy guidelines and planning framework agreed by the Council. The directorate targets its services to meet the high standards residents, local businesses and visitors expect.

The directorate operates with 6 service divisions including:

- Town and country planning
- Building Control and land charges
- Transport Development
- The Look Out Discovery Centre
- Highway Asset Management
- Parks and countryside management
- Regeneration and economy
- Public Health – Local Team
- Public Health – Shared Team

Budget responsibility: £7.2 million per annum

Staff under direct or indirect line management responsibility: 192.

The Directorate includes the Bracknell Forest Public Health Team. Public Health work aims to improve the health and wellbeing of the population, tackle health inequalities and reduce premature mortality. The team commissions a range of services including health visiting and school nurses, stop smoking support, weight management, health checks, sexual health, falls prevention, mental health and substance misuse treatment. The team also provides support and advice on health matters direct to the community via campaigns, events and social media, as well as providing support to other professional agencies on issues such as infectious disease control or patterns of health and healthcare outcomes within the local population. Collaboration is central to work of the Public Health team, particularly with colleagues in social care, the NHS and the voluntary sector. In addition to the Bracknell Forest

Public Health team, the Directorate also hosts the Berkshire-wide 'Shared' Public Health team which provides strategic, contracting and data support to the six unitary authority Public Health teams across the county. This team is led by the Strategic Director of Public Health.

- ***Executive Director – Resources***

This role fulfils the statutory obligations of the Chief Financial Officer, as set out in Section 151 of the Local Government Act 1972, Sections 112, 113 and 114 of the Local Government Finance Act 1988 and the Accounts and Audit Regulations 2015, in order to ensure that the financial affairs of the Authority are properly administered. This role is the prime adviser to the Council on financial matters including the development and monitoring of financial strategies, policies, programmes and procedures. This role is also responsible for the strategic implementation of Organisational Development and Human Resources to support the Council Plan, Service Plans and associated budgets.

Areas of responsibility include:

- Accountancy
- Audit
- Finance & Business Services
- Procurement
- Revenue Services
- Human Resources
- Organisational Development

Budget responsibility: £5.9 million per annum

Staff under direct or indirect line management responsibility: 90

## **1.4 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES**

The Council's overall approach to remuneration for its senior employees is based on:

Compliance with equal pay, discrimination and other relevant employment legislation, plus recognition of the demanding nature of the challenges which the Council faces, and the requirement to offer competitive remuneration in relation to the rest of the local government and public sectors, in order to secure the most talented managers. This means that, on the advice of the Employment Committee, the Council has always taken account of:

- pay levels in the local area, including neighbouring public sector employers
- the relative cost of living in the local area, particularly housing costs
- the responsibilities and accountabilities of posts which may be exceptionally demanding.

The Council seeks to maintain this overall approach by carefully monitoring pay data provided by the Joint National Councils (JNCs) for Chief Officers and Chief Executives, the Local Government Association/Employers, and other relevant pay surveys.

In terms of pay differentials, the Council recognises that the role of Chief Executive leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.

At Executive Director level:

- The Council recognises that all its Executive Directors have a collective and corporate responsibility for contributing to and delivering the overall strategy of the organisation, however the size and scope of their responsibilities differ and therefore an appropriate grade from the senior salaries structure is determined through a job evaluation conducted by Korn Ferry.

At Assistant Director level:

- The Council recognises that certain roles are more demanding than others and has identified those with a greater level of accountability through job evaluation, (which provides a careful analysis of job demands) and offers them higher remuneration than other Assistant Director posts. Evaluation is based upon the Hay system and evaluations are carried out independently by the Korn Ferry Group including the Director of Public Health.

Below Assistant Director level, the Council recognises that the demands on and accountabilities of different management roles vary considerably and seeks to align pay levels with the relative importance and responsibilities of jobs, using a process of job evaluation, and including Market Premia, where applicable, to match certain posts with the market rate for similar jobs. There are, additionally, some posts which are on other national pay scales such as the teaching pay scales, NHS pay scales or Soulbury conditions. Some of the posts below Assistant Director level are specifically listed later in this report as earning more than £50,000 pa because they either receive a Market Premia payment or are subject to other national pay scales.

## **1.5 SPECIFIC REMUNERATION OFFERED TO SENIOR EMPLOYEES**

At Chief Executive, Executive Director and Assistant Director level, the Council offers only an annual salary and access to the Local Government Pension Scheme. No other cash

benefits or benefits in kind are offered - except any benefits purchased by the employee under the Council's Flexible Benefits scheme under which all employees may purchase benefits from a range offered to all staff. The only one of these benefits which gives an opportunity to increase income is the selling of annual leave, which is available to most employees but not to those at Assistant Director level and above (see section 4). Other than the five Executive Director posts, the Council does not offer performance related payments or bonuses to its senior employees.

Geographical/location allowance (local weighting) is not payable to the Chief Executive, Executive Directors or Assistant Directors.

The Chief Executive, Executive Directors and Assistant Directors are not eligible to participate in the Council's flexible leave scheme whereby employees are able to "buy and sell" annual leave within certain parameters (See section 4, below).

### **Annual salaries**

Annual salary levels for senior employees are fixed in accordance with the overall principles set out in section 1.4. At Chief Executive, Executive Director and Assistant Director level and for other senior managers, they consist of a grade range which is determined locally by the Council. This grade range consists of several incremental salary points. Progression through to the top of the grade is dependent on annual performance ratings, until the top of the grade is reached.

### **Remuneration of senior employees on recruitment**

The Council's policy is that any newly appointed senior employee will normally commence employment at the lowest pay point in the pay range for their job, other than when taking account of the successful applicant's current salary and the market requirements. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Appointments Committee.

### **Pay progression**

Pay progression within a specific grade is normally by annual increment, payable from 1 April, until the employee reaches the top pay point of their grade. However, for employees at Executive Director grade and above progression is dependent on annual performance ratings.

- Pay progression is based on the period the employee has served in that grade, subject to performance as evidenced by annual performance ratings.
- Senior employees who are considered to have demonstrated exceptional performance may receive accelerated incremental progression within the grade at the discretion of the Chief Executive or relevant Executive Director or, in the case of the Chief Executive, at the discretion of the Leader of the Council.

### **Pay awards**

The salaries of senior employees are reviewed annually in line with any pay award agreed in the Joint National Councils (JNCs) for Chief Executives/Chief Officers, the National Joint Council (NJC) for Local Government Services, NHS or Soulbury conditions, as appropriate for the contracts of the senior managers. Periodic reassessments will benchmark the grades against market rates for similar roles in the region.

### **Bonuses**

The Council does not pay bonuses to any of its employees.

### **Local Government Pension Scheme (LGPS)**

The Council offers all its senior employees' access to the Local Government Pension Scheme, in accordance with the statutory provisions of the scheme, on the same basis as all its employees. Any pension payments made to its senior employees on termination of employment either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of ill health are made within the statutory terms of the LGPS.

- The employer's contribution rate for senior employees who join the scheme is the same as for all other employees, as set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**"
- The discretions which the Council can apply under the scheme upon termination of employment are the same for senior employees as for all other employees who are LGPS members and are set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**".

### **Payments on Termination of Employment**

Other than payments made under the LGPS, the Council's payments to managers whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**".

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination payments to its senior employees. The only exception to this, which is very rarely used, is where it has received specific legal advice to the effect that a payment is appropriate to settle proceedings in an Employment Tribunal or court of law or may be required to eliminate risk of claims against the Council. A procedure is in place to deal with this which requires input from HR, Finance, Executive Director and the Chief Executive with any severance payment of £100,000 or more being referred to full Council for approval.

### **Election fees**

Election fees are paid separately. Returning Officer fees for national elections are set by central government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally.

## **1.6 RE-ENGAGEMENT OF SENIOR MANAGERS**

### **Re-engagement of Chief Executives, Executive Directors and Assistant Directors who have left Bracknell Forest Council with a severance or termination payment**

#### ***Re-engagement as employees***

(1) Subject to any relevant provisions in employment and equalities legislation, the Council's policy is not to re-employ *in any capacity* any former Chief Executive, Executive Director or Assistant Director who was in receipt of a severance or termination payment for any reason other than compulsory redundancy, for a period of three years from the date of termination of employment.

(2) Where a Chief Executive, Executive Director or Assistant Director's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed in the same or a similar post for a period of three years following the date of termination of

employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment. New legislation has been introduced regarding a cap on Local Government exit payments. The cap includes introducing a limit on the salary used for redundancy calculations (£80,000) and ensuring the exit package does not exceed £95,000 (including pension strain costs).

(3) Any former Chief Executive, Executive Director or Assistant Director who is employed by the Council who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

#### ***Re-engagement under a contract for services***

The Council's policy is not to re-engage under a contract for services any former Chief Executive, Executive Director or Assistant Director who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment.

#### ***Policy variation***

This re-engagement policy may be varied only in exceptional circumstances and then subject to the agreement of the Employment Committee.

#### **Employment of those in receipt of an LGPS pension**

##### ***General:***

Policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

##### ***Flexible retirement:***

The LGPS regulations permit the Council to offer flexible retirement to employees (including Chief Executive, Executive Directors, Directors and Assistant Directors) aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of the proportion of full-time hours they are no longer required to work. This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

## **1.7 PUBLICATION OF DETAILS OF EMPLOYEE REMUNERATION**

In accordance with 39 (5) of the Localism Act, this policy will be published on the Council's website.

The Council is also required to publish information about the remuneration of senior officers under The Accounts and Audit (Amendment No. 2) (England) Regulations 2009, and the Local Government Transparency Code 2015.

For ease of reference, remuneration data for posts identified under these Regulations is set out below, individual annual salaries for staff in post can be found on the Council's website.

The table below indicates the grades at 1 December 2022.

Chief Executive	£174,256 - £189,814
Executive Director - People	£145,534 - £168,937
Executive Director - Delivery	£122,131 - £141,279
Executive Director - Resources	£122,131 - £141,279
Executive Director: Place, Planning and Regeneration	£122,131 - £141,279
Director of Public Health	£95,536 - £111,493
Asst Director: Adult Social Care	£95,536 - £111,493
Asst Director: Children's Social Care	£95,536 - £111,493
Asst Director: Early Help & Communities	£95,536 - £111,493
Asst Director: Education and Learning	£95,536 - £111,493
Asst Director: Commissioning	£95,536 - £111,493
Borough Solicitor	£95,536 - £111,493
Assistant Director: Mental Health & Out of Hours	£95,536 - £111,493
Asst Director: Contract Services	£95,536 - £111,493
Asst Director: Customer Experience, ICT & Digital Services	£95,536 - £111,493
Asst Director: Property	£89,616 - £94,943
Consultant in Public Health	£89,616 - £94,943
Assistant Director: HR and OD	£82,973 - £89,616
Assistant Director: Chief Executives Office	£82,973 - £89,616
Assistant Director: Special Projects	£82,973 - £89,616
Assistant Director: Highways and Transport	£82,973 - £89,616
Assistant Director: Planning	£82,973 - £89,616
Chief Accountant	£82,973 - £89,616
Head of Finance and Business Services	£82,973 - £89,616

Figures as at 1 December 2022 and are inclusive of supplements and/or market premia where payable. Teaching staff not included.

## **SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES**

This section sets out the Council's policies in relation to the remuneration of its lowest-paid employees, as defined in this Pay Policy Statement.

### **2.1 ORGANISATIONAL CONTEXT**

The Council considers it is important that its policy with regard to the remuneration of its lowest paid employees is seen within the broader organisational context, in particular the range and diversity of services for which it is responsible, either directly or indirectly, the number of residents within the local community, the level of its financial responsibilities and the numbers of staff directly employed.

### **2.2 OVERALL REMUNERATION POLICY: LOWEST PAID EMPLOYEES**

#### **Aims, Objectives and Key Principles**

The Council aims to develop, implement and maintain fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and

capabilities necessary to ensure the continued provision of high-quality services and which are cost effective and provide value for money.

The Council's remuneration policy complies with all equal pay, discrimination and other relevant employment legislation.

When setting pay levels for specific posts the Council takes account of both internal differentials, as measured by job evaluation, and external relativities, as measured against the relevant employment market. The Council aims to ensure its pay rates for specific posts are set at a level which enables it to recruit and retain staff with the appropriate knowledge, skills and capabilities necessary for the role.

### **2.3 DEFINITION OF LOWEST PAID EMPLOYEES**

The definition of the "lowest-paid employees" adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees within the Council paid on the Council's lowest hourly pay rate.

The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week and including local weighting, is £20,921.

### **2.4 REMUNERATION OF LOWEST PAID EMPLOYEES**

#### **Pay structure**

The Council's lowest paid employees are on a grade range derived from the national pay spine, as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. This grade range consists of a number of incremental salary points through which employees may progress until the top of the grade is reached.

#### **Pay Progression**

Pay progression is normally by annual increment, payable from 1 April.

Pay progression is based on the period the employee has served in that grade, subject to satisfactory performance. Directors may accelerate incremental progression within the grade for employees who are considered to have demonstrated exceptional performance.

#### **Annual Pay Review**

The basic pay of the Council's lowest paid employees is reviewed annually at a national level, with any cost-of-living, or other, increase normally applied on 1 April in each year.

Any increase will normally be applied in accordance with that agreed by the National Joint Council for Local Government Services.

#### **Pension Provision**

The Council's lowest paid employees may participate in the Local Government Pension Scheme in accordance with the statutory terms of that scheme.

Contributions are made to this scheme in respect of each participating employee as set out in Section 4, **Policies Common to all Employees**.

Any increases in or enhancements to the pension entitlement of the Council's lowest paid employees would be made in accordance with the discretions available to it under the

statutory provisions of the Local Government Pension Scheme, as exercised by the Council and set out in the relevant policy statement (see Section 4 of this Pay Policy Statement, **Policies Common to all Employees**).

#### **Termination or Severance Payments**

Any termination or severance payments made by the Council to its lowest paid employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme or under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in the relevant policy statement (see Section 4 of this Pay Policy Statement, **Policies Common to all Employees**).

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination or severance payments to its lowest paid employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of claims against the Council.

#### **Other elements of remuneration**

The other elements of remuneration which it is the Council's policy to offer to its lowest paid employees (where applicable) are listed below and are as set out in section 4, "Policies common to all employees":

***Recruitment/retention payments***

***Reimbursement of removal/relocation costs/mortgage subsidy on appointment***

***Geographical/location allowance (local weighting)***

***Car allowances/mileage rates***

***Payment of professional subscriptions or membership fees***

***Subsistence or other expenses allowance***

***Provision of mobile telephones/personal devices***

***Honorarium/acting up/additional responsibility payments***

***Payment for reduced leave entitlement***

In addition, the Council's lowest paid employees may have access to the following payments where patterns of work make them appropriate:

### ***Working arrangements***

Employees on national conditions, who are required to work beyond the Council's normal full-time equivalent working week of 37 hours and/or work other non-standard working patterns, as listed below, will receive payment in accordance with the provisions of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service for:

- Additional hours
- Saturday and Sunday working
- Night work
- Public and Extra Statutory holidays
- Sleeping-in duty

### ***Standby and/or call-out payments***

Employees who are required to be on standby at times which are outside their normal working week and/or who may be called-out to attend to an issue at the Council's premises or other location may receive an additional payment in accordance with the provisions of the relevant Council policy.

## **2.5 OTHER TERMS AND CONDITIONS**

The other terms and conditions which apply to the Council's lowest paid employees are as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, as amended and/or supplemented by any local agreements which may apply.

## **2.6 REMUNERATION OF EMPLOYEES WHO ARE PAID MORE THAN THE LOWEST PAID EMPLOYEES BUT WHO ARE NOT ASSISTANT DIRECTORS**

The Council's policy and practice with regard to the remuneration of employees who are paid more than its lowest paid employees but who are not Assistant Directors is the same as that which applies to its lowest paid employees, other than where any differences are indicated in this policy statement. Some specific groups of employees are paid on nationally determined Soulbury Conditions or Youth and Community Conditions.

## **2.7 EMPLOYEES WHO ARE PAID LESS THAN THE COUNCIL'S LOWEST PAID EMPLOYEES, AS DEFINED IN THIS PAY POLICY STATEMENT**

The following categories of employees *may* be paid less than the Council's lowest paid employees, as defined in this Pay Policy Statement:

- Apprentices
- Some casual workers, who are not included in this statement

The Council may apply a lower pay rate and/or different remuneration arrangements to these categories of employees, which reflects the nature and/or duration/frequency of their employment.

### SECTION 3: PAY RELATIONSHIPS

This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiples which apply, and its policy toward maintaining acceptable pay multiples in the future.

The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and capabilities necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its senior officers, as defined in this Pay Policy Statement, and of all other employees.

The Council has adopted several policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:

- Using an analytical job evaluation scheme to determine the grading of all posts below Assistant Director level
- Jobs at Assistant Director level and above are also subject to measurement using a separate job evaluation scheme – evaluated externally
- Applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility
- Establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome
- Providing for additional payments and allowances, with clearly defined eligibility criteria, to recognise and reward any working arrangements or requirements not reflected in basic pay levels
- Undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation
- Reviewing the roles and responsibilities of individual posts on a regular basis, for example, as part of the annual appraisal process, when a vacancy arises, as part of any organisational restructuring
- Undertaking an equal pay audit at intervals, investigating and addressing the outcomes, as appropriate

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is required to publish its "pay multiple", i.e. the ratio between the highest paid salary and median full time equivalent salary of the whole of the local authority's workforce. The current pay multiple, based on full time equivalent earnings in the financial year ending 31 March 2022 including base salary, overtime pay, and any lump sum car allowances is 6.5 (Last year's multiple was 6.3).

The figures are not a direct comparison because of the number of hours actually worked; for example, senior officers do not have a specific number of required work hours/week in their contract of employment and will often work more than the standard 37 hours used in non-senior contracts.

The median salary is the salary value at which 50% of the full-time equivalent salaries which apply to the whole of the Council's workforce are below that salary value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this Pay Policy Statement.

If the mean salary is used in the above calculations instead of the median, the pay multiple is 5.8. (Last year's multiple based on mean was 5.5).

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and that which applies to the rest of the workforce and has adopted the following actions to ensure an acceptable level is maintained:

Periodic benchmarking against the market rate for the Chief Executive will continue to take place and changes such as job evaluation outcomes or outsourcing of functions may impact on the median payment levels; both may affect the pay multiple. However, the multiple will be reviewed annually by means of this document to ensure it remains acceptable.

#### **SECTION 4: POLICIES COMMON TO ALL EMPLOYEES**

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Executive Directors, Directors and Assistant Directors), regardless of their pay level, status or grading within the Council:

##### ***Contracts of Employment***

It is the Council's policy to engage all of its permanent employees on standard contracts of employment and to apply Pay As You Earn taxation arrangements to all remuneration under those contracts in accordance with HMRC rules.

##### ***Access to Local Government Pension Scheme***

The Council offers all its employees' access to the Local Government Pension Scheme in accordance with the statutory provisions of the scheme (except where the Teachers' Pension Scheme applies). The employers' contribution rate for employees who join the scheme is currently 15.5% of salary for all employees. The employee contribution rate ranges from 5.5% to 12.5% dependent on salary. All employees, including casuals and those on very short-term contracts, have a right to be in the scheme.

##### ***Local Government Pension Scheme (LGPS) - discretions on termination of employment***

Any termination or severance payments made by the Council to all its employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme.

The Council's policies on the exercise of these discretions under the LGPS are set out in the policies it has published under the requirements of the Local Government Pension Scheme Regulations. These are shown in Appendix A1.

##### ***Payments on Termination of Employment***

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all

its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy has been published in accordance with the requirements of Regulation 7 of these regulations and, in summary, is:

- Actual weekly pay is used in all redundancy calculations
- Those with immediate access to pension are paid in accordance with the statutory number of weeks' pay
- Those with no immediate access to pension are paid 1.75 times the statutory number of weeks' pay

### ***Employment of those in receipt of an LGPS pension***

Subject to the administering authority's policy, pension benefits built up under regulations in force prior to 1 April 2014 (i.e., final salary benefits) may be subject to abatement where an individual in receipt of such a pension is re-employed. However, the policy of the administering authority to the Berkshire Pension Fund is not to abate pensions in these circumstances.

The only occasion where a re-employed pensioner may suffer some abatement to their pension is where they have previously been awarded compensatory added years in accordance with regulations 16 or 19 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2000.

### ***Flexible retirement***

The LGPS regulations permit the Council to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and draw a pension in respect of the proportion of full-time hours they are no longer required to work. The Council uses this discretion in the same way for all employees. The Council will consider requests for flexible retirement on a case-by-case basis. Approval will be sought through the Employment Committee for any flexible retirement where there is a cost to the Council, and all costs and business benefits will be made explicit before any decision is taken on whether to grant flexible retirement. Where the flexible retirement is at no cost to the Council, it may be granted by an Executive Director, considering the business benefits.

### ***Market Premia***

The job evaluation scheme does not recognise market pay rates when determining the grade for a job. If Directors identify market scarcity through difficulty with recruitment and/or a lack of success with advertising, they may discuss the need for a market premium with the Assistant Director: HR and Organisational Development who will seek approval through CMT or Employment Committee as appropriate.

### ***Recruitment/retention payments***

Recruitment payments are a recruitment incentive which can be used for positions where there is a nation/regional/local shortage of qualified persons. They are used to induce an individual to take up employment within the Council and are in the form of a one-off lump sum. These are infrequently used and are repayable on a sliding scale if the individual leaves within 3 years of appointment.

Key staff retention payments may be given where it is important to retain the services of an employee to the end of a specific project. The period of tie in will not normally exceed three years and any lump sum payment will not be made if the employee leaves before the relevant date. Employees in some children's social work teams and Approved Mental Health Practitioners are currently in receipt of retention payments as part of strategies to retain these key staff in a recruitment shortage area.

### ***Geographical/location allowance (local weighting)***

The Council applies London and Fringe Area Allowances in accordance with the provisions of and rates agreed by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, or Soulbury or Youth and Community Conditions as appropriate. There are certain employees whose pay is determined locally who do not receive this type of allowance, and it is not payable to the Chief Executive, Executive Directors or Assistant Directors.

### ***Reimbursement of removal/relocation costs on appointment***

The Relocation Scheme provides assistance to people moving house in order to take up an appointment with the Council. The scheme will not necessarily cover the full expenses of moving and is not intended to do so. The maximum amount payable under the relocation scheme is £8,000, plus mortgage subsidy where appropriate. The scheme does not apply to all advertised roles, only to those where there is less likelihood of recruiting suitable staff locally.

### ***Honorarium or ex gratia payments/acting up/additional responsibility allowances***

The Council pays honoraria or *ex gratia* payments to employees only in accordance with its corporate scheme for such payments, and all such payments are made only with the express approval of the relevant Executive Director. Where employees are required to “act-up” into a higher-graded post or take on additional responsibilities beyond those of their substantive post for a temporary/time-limited period, they may receive an additional payment. Merit payments are like honoraria payments but are generally paid as a “one off” sum. They can be for a variety of reasons including examination success or for a particularly demanding or meritorious piece of work.

### ***Car provision – employees using their own cars on Council business***

The Council compensates:

- Employees who are required to use their own car on Council business paying an Essential Car User payment of £963pa plus mileage at below the HMRC rate; and
- Employees who are otherwise authorised to use their own car on Council business by paying a casual user mileage rate based on the HMRC rate.

### ***Payment of professional subscriptions or membership fees***

The Council will pay one professional subscription or membership fee on behalf of any employee where the subscription or membership is appropriate to the duties of the post.

### ***Subsistence or other expenses allowance***

The Council reimburses expenditure on meals and overnight accommodation and any other expenses necessarily incurred by employees on Council business, in line with the Council’s Expenses policy.

### ***Flexible benefits***

The Council offers a range of flexible benefits which enable employees to elect to buy certain benefits from their salary. The only part of the range which enables employees to increase their pay is a flexible leave scheme whereby employees can “buy and sell” annual leave within certain parameters. Under this scheme, employees may be able to receive a day’s additional pay for each day of leave they “sell” to the Council and agree to work. Assistant Directors and above may not participate in this scheme, although they may elect to buy other flexible benefits in the range. The maximum number of days that can be sold is 5 (pro rata for those working less than 5 days per week.)

### ***Provision of mobile telephones and personal devices***

Chief Executive, Directors and Assistant Directors are issued with mobile phones and are required to be on an emergency duty list, other staff are issued phones in accordance with their workstyle in order to be more effective. Usually this means that Free workers will be issued with a mobile phone. The council funds the phone.

All employees working flexibly are issued with a softphone and a business case needs to be made if a mobile phone/device is required in addition to this.

## **SECTION 5: CONTRACTORS AND OTHER ORGANISATIONS WORKING FOR THE COUNCIL**

There may be occasions where the Council procures, commissions or contracts-out one or more of the services for which it is responsible. This section sets out the Council's approach to and policies on the pay policies of contractors, partners and other organisations who may undertake work for, or on behalf of, the Council.

The terms and conditions of employment by contractors of their workers are non-commercial matters, so we are required to procure without reference to them (S17 (1) and (5) LGA 1988).

Where any of the Council's services are contracted-out or re-tendered or where a previously outsourced service returns to the Council, any matters relating to the remuneration of the transferred employees will be managed, as appropriate, in accordance with the relevant provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014.

Any payments to agency workers who may undertake work for the Council will be made in accordance with the terms and conditions of the contract between the Council and the relevant agency provider, having due regard to the relevant provisions of the Agency Workers Regulations 2010 and any other relevant employment legislation.

## **SECTION 6: DECISION MAKING ON PAY**

The Council recognises the importance of ensuring openness, transparency and high standards of corporate governance, with clear lines of accountability, in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.

The Council has agreed that the following roles and responsibilities about decision-making in remuneration matters will apply within the Authority as follows:

Full Council: consideration and approval of the annual Pay Policy Statement, as required under the Localism Act 2011. Approval of both the senior salary pay structure, within which senior appointments are made, and the severance policy, within which severance payments are made. Approval of any salary or severance payment over £100,000 which is not consistent with these policies.

Employment Committee: responsible for decisions relating to changes to terms and conditions of employment other than those dictated by employment law/statute, including scrutiny of this statement.

The provisions of this Pay Policy Statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration or other terms and conditions of senior officers of the Authority and of its lowest paid employees, as defined in this statement, and other employees who are paid more than the lowest paid employees but who are not senior officers.

The Council will ensure that the provisions of this Pay Policy Statement are properly applied and fully complied with in making any such determination.

This Pay Policy Statement will be taken through Full Council for approval.

The full Council will approve the appointment or dismissal of the Chief Executive (Head of Paid Service) following the recommendation of such an appointment by a Committee or Sub-Committee of the Council, which will include at least one Member of the Executive. Council will resolve that the post is remunerated in accordance with the Senior Salary Pay Structure.

For Executive Director posts, unless otherwise directed by the Council, a Committee or Sub-Committee of the Council, the Council will appoint. The Committee or Sub-Committee will include at least one Member of the Executive. Council will resolve that the post is remunerated in accordance with the Senior Salary Pay Structure.

For Assistant Director posts, the Chief Executive or his nominated representative, with the relevant Executive Member or members and the Leader of the Council, may determine whether any appointment to an Assistant Director post is to be made exclusively from the Council's existing officers. Where the Chief Executive or his or her nominated representative, determines that it is to be made from existing Officers, the appointment may be made by the Chief Executive or his/her representative. Where a recruitment process is undertaken involving external candidates, a Committee or Sub-Committee will be appointed to interview the shortlisted candidates and make the final appointment. That Committee or Sub Committee will include at least one member of the Executive.

The above arrangements ensure that the Council meets the requirement of the Localism Act that any proposal to offer a new appointment on terms and conditions which include a total remuneration package of £100,000 or more, including salary, bonuses, fees or allowances which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the full Council for approval before any confirmed offer is made to a particular candidate, if they fall outside the scope of the agreed senior salary pay scales.

## **SECTION 7: AMENDMENTS TO THIS PAY POLICY STATEMENT**

This Pay Policy Statement relates to policy for the financial year 2023/24.

The Council may agree any amendments to this Pay Policy Statement during the financial year to which it relates in accordance with the decision-making arrangements set out in the introduction to this document.

## **SECTION 8: PUBLICATION OF AND ACCESS TO INFORMATION**

The Council will publish this Pay Policy Statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this Pay Policy Statement made during the financial year to which it relates will also be similarly published.

The information advised to be published by the Council in accordance with the requirements of the Local Government Transparency Code 2014 and in accordance with the requirements of the Accounts and Audit (Amendment No. 2) (England) Regulations 2009, as referred to in this Pay Policy Statement, is also available on its website.

The Council's policies in relation to the exercise of discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and under the Local Government Pension Scheme Regulations 2013, are set out in this policy statement.

For further information about this Pay Policy Statement, please contact the Council as follows:

**Paul Young**  
**Assistant Director: HR and Organisational Development**  
[paul.young@Bracknell-forest.gov.uk](mailto:paul.young@Bracknell-forest.gov.uk)

**EMPLOYER DISCRETIONS****PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the  
Local Government Pension Scheme Regulations 2013****Regulation 16 – Additional Pension Contributions**

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1<sup>st</sup> April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

**Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions**

**The Employing Authority has resolved not to adopt this discretion**

**Regulation 30(6) – Flexible Retirement**

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (*adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)*).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

### **Scheme Employer's policy concerning flexible retirement**

**The Employing Authority will consider requests for flexible retirement on a case by case basis. Approval will be sought through the Employment Committee where all costs and benefits will be explicit; requests which carry no costs to the Employing Authority will be dealt with by officers and reported back to the Committee.**

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### **Regulation 30(8) – Waiving of Actuarial Reduction**

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

### **Scheme Employer's policy concerning the waiving of actuarial reduction**

**The Employing Authority has resolved to examine such issues on a case by case basis.**

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### **Regulation 31 – Award of Additional Pension**

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1<sup>st</sup> April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

### **Scheme Employer's policy concerning the award of additional pension**

The Employing Authority resolves to use the scheme for awarding additional pension in cases of redundancy, efficiency of the service and severance, only in exceptional circumstances.

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### **Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014**

#### **Schedule 2 – paragraphs 2 and 3**

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

### **Scheme Employer's policy concerning the 'switching on of the 85 year rule**

The Employing Authority resolves not to adopt this discretion.

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## **PART B – Formulation of RECOMMENDED policy in accordance with the**

### **Local Government Pension Scheme Regulations 2013**

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#### **Regulation 9(1) & (3) – Contributions**

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

### **Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1<sup>st</sup> April**

The Employing Authority has resolved to make changes to employee contribution rates throughout the year from the effective date of any change in employment or material change to the rate of pensionable pay received.

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### **Regulation 17(1) – Additional Voluntary Contributions**

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

#### **Scheme Employer’s policy concerning payment of Shared Cost Additional Voluntary Contributions**

**The Employing Authority has resolved not to adopt this discretion**

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### **Regulation 22 – Merging of Deferred Member Pension Accounts with Active Member Pension Accounts**

A deferred member’s pension account is automatically aggregated with their active member’s pension account unless the member elects within the first 12 months of the new active member’s pension account being opened to retain their deferred member’s pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

#### **Scheme Employer’s policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts**

**The Employing Authority has resolved not to extend the 12 month election period**

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### **Regulation 100(6) – Inward Transfers of Pension Rights**

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

#### **Scheme Employer’s policy concerning the extension of the 12 month transfer application period**

**The Employing Authority has resolved to examine such issues on a case by case basis**

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## **Regulation 21(5) – Assumed Pensionable Pay**

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

### **Scheme Employer's policy concerning inclusion of 'regular lump sum payments' in assumed pensionable pay calculations**

**The Employing Authority has resolved that "Regular lump sum payments" will always be included in the calculation of assumed pensionable pay**

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## **Regulation 74 – Applications for Adjudication of Disagreements** *(see guidance note 9 in employer's guide)*

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with "the adjudicator" as named below by the Scheme employer:

Name: Susan Halliwell  
Job Title: Chief Executive  
Full Address: Time Square, Market Street, Bracknell  
Post Code: RG12 1JD  
Tel No:  
01344 355609

Adjudicator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Or alternatively:

Name: Stuart McKellar  
Job Title: Director of Resources  
Full Address: Time Square, Market Street, Bracknell  
Post Code: RG12 1JD  
Tel No:  
01344 355605

Adjudicator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B1 – EMPLOYER DISCRETIONS: INJURY ALLOWANCE**

### **Formulation of COMPULSORY policy in accordance with Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

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#### **Regulation 3 - Reduction in remuneration**

Whilst an employee is receiving reduced pay as a direct result of an injury or disease contracted in the course of carrying out their employment, a relevant employer may consider paying the employee an allowance while the reduction in pay continues.

The relevant employer shall from time to time determine whether the employee should be entitled to continue to receive the allowance.

Any allowance payable must be paid directly by the relevant employer and, when added to the value of the reduced pay being received by the employee, must not be of a value that means the employee receives total pay in excess of the pay that they would normally expect to have received but for their injury or disease.

#### **Employer's policy concerning the award of an allowance due to reduction in remuneration**

**The Employing Authority has resolved to examine such issues on a case by case basis in line with its existing Standing Orders.**

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#### **Regulation 4 – Loss of employment through permanent incapacity**

Where an employee ceases employment due to permanent incapacity as a direct result of injury or disease contracted in the course of carrying out their employment, a relevant employer may consider paying the employee an allowance not exceeding 85 per cent of the employee's annual rate of remuneration at the point the employment ceased.

The relevant employer shall from time to time determine whether the employee should be entitled to continue to receive the allowance.

Any allowance payable must be paid directly by the relevant employer and, where the employee was receiving no pay or reduced pay at the time the employment ended because of absence, the employer must assess the remuneration on the basis of the pay the employee would have received but for being absent.

The relevant employer may suspend or discontinue the allowance if the (former) employee secures gainful employment (paid employment for not less than 30 hours in each week for a period of not less than 12 months).

#### **Employer's policy concerning the award of an allowance due to loss of employment**

**The Employing Authority resolves not to adopt this discretion.**

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To: Council  
22 February 2023

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## **Appointment of Deputy Electoral Registration Officers Executive Director: Delivery – Democratic & Registration Services**

### **1 Purpose of Report**

- 1.1 This report seeks authorisation for the Council's Electoral Registration Officer (ERO), currently the Chief Executive, to appoint additional Deputy Electoral Registration Officers (DERO) to exercise specific powers on their behalf if they are unable to act personally.

### **2 Recommendation**

- 2.1 That authority is delegated to the Electoral Registration Officer (ERO) to appoint additional Deputy Electoral Registration Officers (DERO) to discharge specific powers if the ERO and DERO are unable to act personally.**

### **3 Reasons for Recommendation**

- 3.1 The Council's Constitution designates the Chief Executive as the Council's Electoral Registration Officer and the Assistant Director: Democratic and Registration Services as the Deputy Electoral Registration Officer to act on behalf of the ERO (Part 2: Section 6 Table 1 B(4)).
- 3.2 New burdens introduced by the Elections Act 2022 has triggered a review of current arrangements to discharge the functions of the ERO efficiently and effectively. Although the current arrangements work well there is no provision within the Constitution to provide the ERO with the flexibility to appoint additional EROs to exercise specific powers as the need arises.
- 3.3 Unlike Returning Officers, the ERO cannot appoint a deputy themselves unless the power to do so has been delegated to them by the Council.

### **4 Alternative Options Considered**

- 4.1 Two alternative options were considered:
- Maintain the status quo.
  - Identify one or more additional posts for inclusion in the Constitution empowered to act on behalf of the ERO.
- 4.2 Neither option gives the flexibility to the ERO to respond to demands on them and the DERO at critical times.

## **5 Supporting Information**

- 5.1 The Elections Act places a number of additional burdens on the ERO. One, in particular has been identified as providing a significant risk if mitigating action is not taken. This is the issue of temporary Voter Authority Certificates (VACs).
- 5.2 VACs are issued centrally via gov.uk. If an application for a VAC is received before the deadline (six working days before an election) but is not determined until after the deadline, a temporary VAC can be issued. These are produced by the council and must be signed by the ERO. At present the level of demand for temporary VACs is unknown and it is therefore prudent to ensure that there will be an adequate number of EROs available to sign certificates as they are issued.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 There are no specific legal implications arising from this report.

### Financial Advice

- 6.2 There are no financial implications associated with this report.

### Other Consultation Responses

- 6.3 Not relevant to this report.

### Equalities Impact Assessment

- 6.4 Not relevant to this report.

### Strategic Risk Management Issues

- 6.5 The delegation to appoint additional EROs as required will give the ERO flexibility to mitigate the strategic risks associated with the implementation of the provisions within the Elections Act 2022.

### Climate Change Implications

- 6.6 The recommendation in Section 2 above is expected to have no impact on emissions of CO<sub>2</sub>.

### Health & Wellbeing Considerations

- 6.7 Effective delegation at key points within the election timetable will spread the pressure on key officers.

### Background Papers

None

### Contact for further information

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Ann.moore@bracknell-forest.gov.uk