

Notice of Meeting

Council

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



Wednesday 24 February 2021, 7.30 - 9.00 pm
Online only

Timothy Wheadon
Chief Executive

Agenda

Item	Description	Page
------	-------------	------

The meeting will be opened with prayers by the Mayor's Chaplain

1.	Apologies for Absence	
2.	Minutes of Previous Meeting	3 - 8
	To approve as a correct record the minutes of the meeting of the Council held on 13 January 2021.	
3.	Declarations of Interest	
	<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>	

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm, leave the building immediately. Follow the green signs. Use the stairs not the lifts. Do not re-enter the building until told to do so.

4.	Mayor's Announcements	
5.	Executive Report	9 - 14
	To receive the Leader's report on the work of the Executive since the Council meeting held on 13 January 2021.	
6.	Financial Plans and Revenue Budgets 2021/22	15 - 202
	To resolve recommendations in respect of: <ul style="list-style-type: none"> • Capital Programme 2021/22 –2023/24 • Revenue Budget 2021/22 • Council Tax 2021/22 	
7.	Question Submitted Under Council Procedure Rule 10	
	<p><u>Councillor Temperton to Councillor Heydon, Executive Member for Transformation and Finance</u></p> <p>The COVID winter Grant is now being used for supporting residents' utility bills and the food voucher/ parcels for our vulnerable children whilst home-learning.</p> <p>The £500 Isolation Grant is available to support those on low incomes having to self-isolate after a positive COVID test.</p> <p>How long are the current funds able to sustain the support needed?</p>	

Sound recording, photographing, filming and use of social media is permitted. Please contact Kirsty Hunt, 01344 353108, kirsty.hunt@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 16 February 2021

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm, leave the building immediately. Follow the green signs. Use the stairs not the lifts. Do not re-enter the building until told to do so.

COUNCIL
13 JANUARY 2021
7.30 - 8.30 PM



Present:

Councillors Ms Merry (Mayor), Gbadebo (Deputy Mayor), Allen, Angell, Atkinson, Dr Barnard, Bettison OBE, Bhandari, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Dudley, Finch, Ms Gaw, Mrs L Gibson, 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, Mossom, Neil, Parker, Porter, Skinner, Temperton, Tullett, Turrell, Virgo and Wade

36. Minute silence of remembrance for Freeman of the Borough

Councillor Bettison OBE, Leader of the Council led the meeting in a minute silence to mark the sad passing of James (Jim) Finnie, the Freeman of the Borough, past Mayor, former Conservative Borough Council colleague and Crowthorne Parish councillor.

37. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 25 November 2020 be approved, and signed by the Mayor as a correct record.

38. Declarations of Interest

There were no declarations of interest.

39. Mayor's Announcements

Mayor's Christmas Card competition

The Mayor congratulated Yvonne at St Brendan's Care Home for winning the Mayor's Christmas Card competition and thanked Councillor Ms Gaw, Older Person's Champion, for helping organise the event.

Christmas messages

The Mayor reported that she was disappointed that she couldn't share Christmas wishes with residents personally, paid tribute to the borough's key workers who were on duty over the festive period and thanked all residents who had played their part in staying at home to protect the borough and communities.

Charity update

The Mayor thanked Steve Foye, Deputy Chief Fire Officer and all the staff at Crowthorne Fire Station for donating £250 from a sponsored carwash held in September. She extended her thanks to Royal Berkshire Fire and Rescue Service, Councillors Dudley and Mrs McKenzie-Boyle for supporting her two military charities

SSAFA – the Soldiers Sailors and Airmen Families Association and the British Forces Foundation.

Bracknell Forest's Covid initiative

The Mayor thanked the Deputy Mayor, Councillor Gbadebo and his Deputy Mayoress for handing out Covid accessory packs containing a mask and hand sanitiser in Crowthorne Market assisted by Councillor Tina McKenzie-Boyle.

Welcoming businesses to Bracknell Forest

The Mayor had been pleased to be able to welcome Danetti to its new showroom in Bracknell Forest in December.

Thanks to residents

The Mayor concluded by thanking Bracknell Forest residents for their kindness and support of others during challenging times recognising that this had been vital to communities across the borough.

Councillor Mrs Hayes MBE, Executive Member for the Environment

Councillor Mrs Hayes MBE was pleased to announce that the former Martin's Heron Community Association had donated £420 to the Mayor's chosen charities when Winkfield Parish Council took over the running of the Community Centre.

40. **Executive Report**

The Council noted the report from the Leader of the Council, Councillor Bettison OBE, on the work of the Executive since that reported at the Council meeting on 25 November 2020. The Executive had met once on 15 December 2020.

The Leader highlighted:

- The Executive had approved the draft Revenue Budget 2021/22 and draft Capital Programme 2021/22 - 2023/24 which would be debated at the next Council meeting.
- The review of the Licensing Policy Statement was on the agenda for consideration.
- The Executive had noted the performance of the council over the period from July – September 2020 highlighted in the Overview Report.

41. **Pay Policy Statement**

The Council considered a report regarding the publication of its annual Pay Policy Statement. The 2011 Localism Act requires 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, their lowest-paid employees and the relationship between the remuneration of the most senior employees and that of other employees. It was confirmed to the meeting that the Employment Committee would be given full opportunity to discuss the statement at its next meeting.

On the proposition of Councillor Bettison OBE, Leader of the Council, seconded by Councillor Heydon it was

RESOLVED that Pay Policy Statement for 2020/21 be agreed.

42. **Statement of Licensing Policy**

The Council considered a report regarding the requirement to prepare and publish a Statement of Licensing Policy every five years in accordance with section 5 of the Licensing Act 2003 ('the Act'). The Statement of Licensing Policy outlines the general approach of the Licensing Authority when making licensing decisions under the Act.

On the proposition of Councillor Porter, Chair of Licensing Committee, seconded by Councillor Brossard it was

RESOLVED that Bracknell Forest Statement of Licensing Policy be agreed.

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

1. Councillor Neil asked Councillor Dr Barnard, Executive Member for Children, Young People and Learning the following published question:

On December 20, The Secretary of State promised laptops for vulnerable pupils would be delivered within two days of a request from schools in January.

Have all schools been advised of this and how many have been received? Can the Council also apply for these to ensure every known vulnerable child has access to their own computer for online learning and is not waiting to share with other siblings?

In response Councillor Dr Barnard stated that secondary schools were able to place their orders for devices at the start of last week and 185 devices were delivered within two to three days. The opportunity for Primary schools to place orders began that day and he anticipated that these would be fulfilled on a similar timescale. Since devices had arrived the school IT managers had ensured they had the correct software, access to data and connectivity and that the young people that they have been allocated devices were able to use them. He advised that schools were now focused on keeping pupils motivated and engaged with learning.

He confirmed that the Council could not apply for any devices as they were provided on a school by school basis consistent with local management of schools. Advice and support were provided to schools so that the devices were fit for purpose. He concluded that other schemes and opportunities available were explored to make sure as many Bracknell Forest children as possible had access to data and devices.

Councillor Neil asked a supplementary question relating to those at risk of digital divide being considered vulnerable and therefore able to attend school, was this happening in Bracknell Forest and what was the impact on schools and the ability to socially distance.

Councillor Dr Barnard responded that pupils would continue to be encouraged to work from home to minimise the risk of virus transmission. He advised that schools were balancing the need to keep students safe at home and the needs of those that required support for a number of reasons be taught in classroom when no other route was suitable they were invited to attend. Some schools found that up to 40% of their students were now attending school and children whose parents were key workers had priority access to attend. He was pleased to see a creative use of the learning platforms available; each school was taking an individual approach and normalise teaching in the difficult circumstances.

2. Councillor Temperton asked Councillor Bettison OBE, Leader of the Council, the following published question:

Scientific analysis shows that the Lateral Flow Test is less than 60% accurate if administered by an untrained person. Although every positive test result on an asymptomatic person would help reduce transmission, a negative result could just be because of an inadequate sample and the person could still be infected. The accuracy of this test depends on the quality of sampling and is best done by trained staff.

Can the Council organise training for the test administrators so that when schools need to use these tests to help safeguard their staff and students, the tests are more reliable?

In response Councillor Bettison OBE reported that school testing was one of the National testing programmes (along with NHS staff testing and care home testing), therefore the Department for Education and Department for Health and Social Care had been working with schools directly to deliver testing. He added that the borough's Public Health and Education and Learning teams had met with headteachers to assure the approach taken locally was of high quality and robust.

He stated that he was confident that all schools in Bracknell Forest had adequately trained their staff to deliver testing (having decided to staff the programme using their own workforce). All staff had undertaken all relevant online training provided by the DfE/DHSC to improve the accuracy of the testing. The Council would continue to work with schools to evaluate the approach being implemented and would support schools to refine their programme, continually driving improvement. He added that that Bracknell Forest schools had been proactive in driving implementation locally, meaning employment in the area was the most advanced across Berkshire.

He concluded that the Council were currently working up the plans for community testing and exploring the workforce options to deliver this. Training featured heavily in the plans to ensure the workforce were competent and accuracy of testing was optimal.

Councillor Temperton asked a supplementary question whether primary schools would also be tested as soon as possible and queried whether this was advisable and would be recommended within Bracknell Forest or should a pilot be run.

Councillor Bettison OBE replied that Bracknell Forest would continue to take the medical and scientific advice provided; he would raise the query with the relevant public health teams and would provide a written response.

3. Councillor Brown asked Councillor Bettison OBE, Leader of the Council, the following published question:

Given the exponential increase in local cases, what plans does the Council have to develop community testing?

In response Councillor Bettison OBE stated that Bracknell Forest was committed to implementing a Community Testing Programme as part of the wider Covid outbreak control plan, targeting Lateral Flow Testing in asymptomatic people to identify positive cases and promote self-isolation early to prevent onward transmission.

He advised the meeting that all Berkshire Local Authorities, including Bracknell Forest, were working with military planners for the next few weeks (11-24 January 2021) to progress the plans for Community Testing locally. He added that the Council

would then submit the proposed approach to Department for Social Care for approval and would then be able to confirm implementation dates.

He concluded that Community testing would in the first instance focus on testing those who could not work from home during the lockdown period with a view to expand community testing out to high risk, high prevalence groups in the longer term.

Councillor Brown asked a supplementary question about the approach to tracing and enforcement of self-isolation.

Councillor Bettison OBE responded that he would provide a written response to the question as it required input from the relevant public health teams.

44. **Continuation of Mayor's Announcements**

Councillor Mrs Hayes MBE, Executive Member for the Environment

Councillor Mrs Hayes MBE reported on 1 March 2021 that the green food waste collection would begin. The competition to name the new food recycling trucks had been launched and 1200 votes had been cast so far on the ten shortlisted. She was pleased to see the level of support from the borough's residents towards climate change.

CHAIRMAN

This page is intentionally left blank

To: **COUNCIL**
24 February 2021

EXECUTIVE REPORT TO COUNCIL **The Leader**

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 13 January 2021, the Executive has met on the 26 January 2021 and 9 February 2021. This report summarises decisions taken by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and can be viewed online at 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 note the report.**

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.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive.

5 SUPPORTING INFORMATION

Council Strategy & Community Cohesion

5.1 The Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter

- 5.1.1 The Executive noted the Local Government and Social Care Ombudsman's Annual Review Letter 2020.
- 5.1.2 The annual review letter from the LGSCO provides local authorities with an overview of the council's performance in complaint handling, covering the financial year April 2019 to March 2020.
- 5.1.3 In 2019/20 the LGSCO conducted detailed investigations into six cases, this was one fewer than the previous year and amongst the lowest compared to Bracknell Forest Council's CIPFA neighbours. Even though there are always lessons to be taken from complaints, such a low number of investigations in the context of several million

interactions with residents every year represents a significant 'soft' indicator of overall service provision.

Culture, Delivery and Public Protection

5.2 CCTV Deployment Policy

- 5.2.1 The Executive agreed the CCTV Deployment Policy, and that the Executive Director – Delivery be designated as the Senior Responsible Officer for the purpose of oversight of the implementation of this policy. They also agreed that all staff involved in the deployment and management of CCTV surveillance systems should attend briefing sessions on the Policy.
- 5.2.2 The Council is required to comply with a range of legislation and guidance in its deployment and use of CCTV systems. By adopting the policy, a consolidated code would be brought in for use across the Council when services are considering the deployment of surveillance.

5.3 Regulation of Investigatory Powers Act 2000 (RIPA)– Council Policy

- 5.3.1 The Executive agreed that the updated RIPA policy be approved. They also agreed that Members be briefed on the content, purpose and application of the RIPA and that the post-holders identified in the Policy be designated as 'Authorising Officers'.
- 5.3.2 The Council is required by the statutory codes of practice issued under the Regulation of investigatory Powers Act 2002 to have an approved policy for the control and application of RIPA provision across the functions of the Council.
- 5.3.3 The Council last considered its RIPA policy in 2014. The policy is a fundamental update of the previous policy taking account of all current codes of practice, IPCO guidance and the feedback from the December 2019 IPCO audit findings. the document is a framework for how, when it is essential, surveillance will be managed within the Council and who is responsible for oversight of the various aspects.

5.4 Digital & ICT Strategy 2021 – 2024

- 5.4.1 The Executive approved the Digital & ICT Strategy 2021 – 2024 and the outline work programme included within the Strategy. The governance arrangements proposed were also agreed.
- 5.4.2 A clear direction for Digital and ICT is important for the Council, to ensure the work of the Digital and ICT teams continue to contribute effectively to the strategic objectives and delivers the levels of functionality and security required to support effective and efficient operation.

5.5 Customer Experience Strategy 2021 – 2024

- 5.5.1 The Executive also approved the Customer Experience Strategy 2021 – 2024 and agreed the outline work programme and the governance arrangements proposed.
- 5.5.2 The Customer Experience Strategy is very closely linked to the Digital and ICT Strategy and provides a clear direction for Customer Experience to ensure the approach continues to contribute to the strategic objectives of the Council, and the ongoing satisfaction of residents with the services the organisation provides.

5.6 Vehicle Emissions and Air Quality

- 5.6.1 The Executive agreed that the provisions for Road Vehicles (Construction and Use) Regulations 1986 should be enforced in so far as they relate to idling of vehicles and where appropriate to do so to issue fixed penalty notices in accordance with The Road Traffic (Vehicle Emissions) (Fixed penalty) England Regulations 2002.
- 5.6.2 The Executive also agreed that in accordance with the Council's Constitution (Part 2: Section 6, Table 1 c) that the Executive Director - Delivery authorises relevant officers to enforce the provisions and that the Public Protection Manager on behalf of the Council seeks 'Designation' status under Part 2 of the Road Traffic (Vehicle Emissions)(Fixed Penalty) Regulations 2002 from the Secretary of State in order that it may enforce the 'emissions offences' set out in Regulation 61 and 61A Road Vehicles (Construction and Use) Regulations 1986 as amended and in accordance with the Councils Constitution (Part 2: Section 6, Table 1 c) that the Executive Director - Delivery authorises relevant officers to enforce the provisions set out in C above should the relevant 'Designation' be granted by the Secretary of State.
- 5.6.3 The Council is committed to tackling issues associated with air quality. Vehicle emissions are known to have a significant effect of air quality and in particular the levels of Nitrous Oxide and particulates. The Council has two designated Air Quality Management Areas as defined by the Environment Act 1995. It also has an Air Quality Action Plan which contains a number of measures designed to improve air quality.

Planning and Transport

5.7 Revised Local Development Scheme (LDS) 2021 - 2024

- 5.7.1 The Executive resolved that the Local Development Scheme 2021 – 2024 would come into effect on 17th February 2021.
- 5.7.2 The Council's work programme for preparing local plans is set out in the Local Development Scheme. The current LDS (2019-2022) sets out timetables for the preparation of the:
- Bracknell Forest Local Plan
 - Joint Minerals and Waste Local Plan (covering Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead and Reading Borough)
 - Policies Map

Due to changes in circumstance, particularly Government policies and guidelines, since the current LDS was agreed, it is not possible to meet the outstanding milestones set out in the document. However, the Council is required to maintain an up to date LDS on its website. Preparation and approval of an up to date LDS aims to give residents, businesses and potential investors a clear indication of the timetable that the Council is working to providing a starting point for stakeholders to see at what stages they can get involved in compiling these documents.

Children, Young People and Learning

5.8 School Places Plan and Capacity Strategy

- 5.8.1 The Executive approved the School Places Plan and School Capacity Strategy 2021-25.

- 5.8.2 The School Places Plan and Capacity Strategy were last approved by the Executive in January 2020 and have been updated to cover the five-year period from 2021 to 2025.
- 5.8.3 Forecasts indicate that there will be sufficient school places to meet the anticipated demand for 2021-25 across all mainstream sectors, with no indications of particular pressure points in any planning area. Importantly, the strategy continues to reduce the numbers of surplus school places in the Borough and is supported by projects within the Council's Transformation Programme to develop creative provision for children and young people with special needs within the Borough.

Adult Services, Health and Housing

5.9 Procurement for Lateral Flow Community Testing

- 5.9.1 The Executive agreed the proposed spend (including a contingency of 20%) to be funded from Government grant for the initial financing of the Lateral Flow Community Testing Programme and procurement of associated goods and services. They also agreed to a Contract Standing Order waiver, under Regulation 32 of the Public Contracts Regulation 2015, in order for the programme to be delivered within the timeframe set by Government.
- 5.9.2 The Executive also noted that the decision was urgent and should not be subject to call in.

Economic Development and Regeneration

5.10 Town Centre Regeneration

- 5.10.1 The Executive resolved to appropriate the land at Coopers Hill for planning purposes under Section 122(1) of the Local Government Act 1972 when a planning consent is in place.

Environment

5.11 Climate Change Strategy 2020 – 2024

- 5.11.1 The Executive agreed the Climate Change Strategy and action plan and to the formation of a Member climate change advisory group.
- 5.11.2 Bracknell Forest Council has been committed to addressing climate change since the Nottingham Declaration on climate change in February 2007. The council re-stated its commitments towards planning for and mitigating man-made climate change via the council Motion (02/2019) passed at Full Council on 17 July 2019.
- 5.11.3 In the light of the new information from the Intergovernmental Panel on Climate Change (IPCC), the council undertook a review of its action plan outcomes to-date and what additional actions it needs to take to ensure that it is carbon neutral by 2050, in line with the Climate Change Act (2008) and current Government policy.
- 5.11.4 The new strategy structure seeks to act as an implementation approach and to give focus to the work. The key driver of the approach is to work with partners, schools and young people, to ensure that the Council is able to preserve the positive environmental changes that have arisen due to COVID 19. At the same time, the

approach looks to give a coherent framework consistent with our current plans, both corporate and environmentally specific.

- 5.11.5 The strategy action plan is a live document which currently has a total of 41 projects covering the full breadth of council directorates. Five of these projects reflect emissions that BFC has direct control over; 18 reflect emissions that the council can influence within the borough; and 18 are a combination of both of the above. The project list will be reviewed quarterly, enabling new projects to be commissioned and added to the roster. The summary performance of all the projects for each quarter, will be reported as part of the Council Plan Overview Report (CPOR) process reporting to the O&S Commission. An annual project performance report will also be presented to Full Council.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Director: Resources

- 6.2 The 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.

Background Papers

Executive Agenda – 26 January 2021

9 February 2021

Contact for further information

Hannah Stevenson, Delivery - 01344 352308

Hannah.stevenson@bracknell-forest.gov.uk

This page is intentionally left blank

**TO: COUNCIL
24 FEBRUARY 2021**

FINANCIAL PLANS AND REVENUE BUDGETS 2021/22

Director: Resources

1 PURPOSE OF REPORT

- 1.1 At its meeting on 09 February 2021, the Executive considered the 2021/22 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 2021/22 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 £6.858m 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 17 February 2021. The Council Tax Resolution assumes a 4.99% increase in the RBFA precept; however should this prove to be incorrect paragraphs 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 2021/22 - 2023/24

RECOMMENDED:

- i) General Fund capital funding of £12.221m for 2021/22 in respect of those schemes listed on pages 174 to 176;
- ii) The inclusion of £5.363 of expenditure to be externally funded (including £1.524m of S106 funding) as outlined in the summary report for Council (page 169) and included on pages 174 to 176;
- iii) That those schemes that attract external grant funding be recommended to the Council for inclusion within the 2021/22 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 be recommended to the Council.

2.2 Revenue Budget 2021/22

RECOMMENDED that:

- i) The budget proposals set out in Table 1 (page 4) of the summary report for Council, subject to the changes identified in sections 3.2 (pages 4 to 5), 3.3 (pages 5 to 7), 3.5 (page 8), 3.8 (page 9), 4.3 (pages 11 to 13), 5.3 (pages 17 to 18), 8.2 (page 20) and 8.3 (page 20) of the report, be agreed;
- ii) Fees and charges as set out in Annexe G (pages 95 to 160) be approved;
- iii) A provision for inflation of £1.200m be approved;
- iv) The commitment budget as set out in Annexe A be approved (pages 23 to 24);
- 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 (page 9) 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 £2.250m and a Covid-19 specific contingency of £3.417m be included, uses of which are authorised by the Chief Executive in consultation with the 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 £0.001m (after allowing for additional interest from the use of balances) be made from revenue balances to support revenue expenditure;
- ix) Total net expenditure (after use of balances) of £74.085m (page 21), be approved;
- x) The Council's Council Tax requirement, excluding Parish Council precepts, be set at £66.826m (this corrects the typo included in the Executive report recommendations where last year's figure was quoted in error, but the attached budget summary was correct);
- xi) The Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	935.46
B	7/9	1091.37
C	8/9	1247.28
D	9/9	1403.19
E	11/9	1715.01
F	13/9	2026.83
G	15/9	2338.65
H	18/9	2806.38

At the meeting on 09 February 2021 the Executive recommended the 2021/22 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 59 to 84):
 - The Prudential Indicators and Limits for 2021/22 to 2023/24 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 2021/22 to 2023/24 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 2021/22 in accordance with Section 67 of the Local Government Finance Act 1992 are:

(a) 47,624 **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	4,393
Bracknell	20,182
Crowthorne	3,022
Sandhurst	7,992
Warfield	5,153
Winkfield	6,882

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 2021/22 in accordance with Sections 31 to 36 of the Local Government and Finance Act 1992 as amended (the Act), noting that Bracknell Town Council's (BTC) precept is subject to confirmation by BTC on 16 February:

(a) £318,988,697 **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) £248,441,320 **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

- (c) £70,547,377 **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) £1,481.34 **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) £3,721,856 **PARISH PRECEPTS**

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

- (f) £1,403.19 **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

(g)	Part of the Council's area	BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"	£
		Binfield	1,456.52
		Bracknell	1,495.85
		Crowthorne	1,485.65
		Sandhurst	1,477.95
		Warfield	1,446.23
		Winkfield	1,482.97

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**

Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Binfield	971.01	1,132.85	1,294.68	1,456.52	1,780.19	2,103.86	2,427.53	2,913.04
Bracknell	997.23	1,163.44	1,329.64	1,495.85	1,828.26	2,160.67	2,493.08	2,991.70
Crowthorne	990.43	1,155.51	1,320.58	1,485.65	1,815.79	2,145.94	2,476.08	2,971.30
Sandhurst	985.30	1,149.52	1,313.73	1,477.95	1,806.38	2,134.82	2,463.25	2,955.90
Warfield	964.15	1,124.85	1,285.54	1,446.23	1,767.61	2,089.00	2,410.38	2,892.46
Winkfield	988.65	1,153.42	1,318.20	1,482.97	1,812.52	2,142.07	2,471.62	2,965.94

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

- 3.4 That it be noted that for the year 2021/22 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:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Police and Crime Commissioner for the Thames Valley	154.19	179.88	205.58	231.28	282.68	334.07	385.47	462.56

- 3.5 That it be noted that for the year 2021/22 the Royal Berkshire Fire Authority have stated the following amounts in precepts issued to the Council, subject to confirmation by the Fire Authority on 17 February, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Royal Berkshire Fire Authority	45.97	53.63	61.29	68.95	84.27	99.59	114.92	137.90

- 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 2021/22 for each of the categories of dwellings shown below:

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH VALUATION BAND							
Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Binfield	1,171.17	1,366.36	1,561.55	1,756.75	2,147.14	2,537.52	2,927.92	3,513.50
Bracknell	1,197.39	1,396.95	1,596.51	1,796.08	2,195.21	2,594.33	2,993.47	3,592.16
Crowthorne	1,190.59	1,389.02	1,587.45	1,785.88	2,182.74	2,579.60	2,976.47	3,571.76
Sandhurst	1,185.46	1,383.03	1,580.60	1,778.18	2,173.33	2,568.48	2,963.64	3,556.36
Warfield	1,164.31	1,358.36	1,552.41	1,746.46	2,134.56	2,522.66	2,910.77	3,492.92
Winkfield	1,188.81	1,386.93	1,585.07	1,783.20	2,179.47	2,575.73	2,972.01	3,566.40

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 2020/21.

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 2021/22' presents an overview of the Council's spending plans for 2021/22 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.

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.

8 CONSULTATION

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

Contact for further information

Stuart McKellar - 01344 352180
Stuart.McKellar@bracknell-forest.gov.uk

Arthur Parker - 01344 352158
Arthur.parker@bracknell-forest.gov.uk

This page is intentionally left blank



**FINANCIAL PLANS
AND BUDGETS
SUPPORTING INFORMATION
2021/22**

24 February 21

**Stuart McKellar CPFA
Director: Resources**

Contents

	Page Number
Summary of General Fund Revenue Budget Report to Executive	3
Detailed General Fund Revenue Budget	
Summary	161
Central	163
Delivery	165
People	167
Summary of Capital Programme Report to Executive	169
Delivery	174
People	175
Central	176

Summary of 2021/22 General Fund Revenue Budget Proposals to the Executive

1 INTRODUCTION

- 1.1 At its meeting on 15 December 2020, the Executive considered the overall position facing the Council in setting a budget for 2021/22. 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 the deliberately prudent assumption that Government support would remain broadly at the level it was at the start of 2020/21, i.e. before the additional Covid-19 support was provided.
- 1.2 On 25 November 2020 the Government set out the results of the 2020 Spending Review (SR20). This confirmed that additional one-off sums, totalling over £3 billion for England as a whole, would be provided to help meet on-going Covid-19 pressures. Whilst the impact was expected to be significant for the Council, as indicative figures and the basis for allocation were not provided no additional funding was included in the draft budget proposals.
- 1.3 In this broad context, the Executive published its draft budget proposals, which were open for consultation for a six week period.

2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 15 DECEMBER 2020

- 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 simply unavoidable as they relate to current levels of demand or legislation changes.
- 2.2 As in previous years, economies have focused as far as possible on increasing efficiency, income generation, 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 ¹	Reduction in Business rates income	Earmarked Reserves – 19/20 Collection Fund Surplus	Draft Budget 2021/22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Central	18,634	0	0	-313	0	0	18,321
Delivery	13,330	0	0	380	0	0	13,710
People	78,380	0	0	402	0	0	78,782
Non Departmental / Council Wide	-20,018	50	1,200	4,621	1,000	-8,241	-21,388
Total	90,326	50	1,200	5,090	1,000	-8,241	89,425

¹Note the differences between the best and worst case pressures will be included in a Covid-19 specific contingency fund (£4.636m in the draft budget proposals) rather than being allocated to individual directorates.

3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 15 DECEMBER 2020

3.1 Local Government Finance Settlement

3.1.1 The Council's budget is set within the context of a one year settlement based on the 2020 Spending Round (SR20). The paragraphs below set out the key issues included in the Provisional Settlement for 2021/22 and this is followed by a section that draws together the likely implications for the Council's medium term funding position.

3.1.2 The Provisional Settlement was published on 17 December 2020. This confirmed that funding in a number of areas would be maintained or increased in 2021/22 and also provided details at council level of a number of one-off funding streams announced as part of SR20. Details are contained in section 6.2. The final settlement has still to be published (subsequently confirmed as no change to the provisional settlement).

3.2 Specific Grants

3.2.1 On 25 November 2020 the Government set out the results of the SR20 which confirmed that additional funding would also be provided in 2021/22 to help meet on-going Covid-19 pressures. The Provisional Settlement for Bracknell Forest contained the following figures relating to Covid-19:

- -£2.654m of grant funding to meet additional expenditure pressures as a result of Covid-19;
- -£0.827m of additional unringfenced grant funding (Local Council Tax Support Grant) to help support households that are least able to afford council tax payments. While it is a general grant, it is proposed to treat it as ringfenced for these purposes, with specific proposals being shown in section 11.3. It will therefore have a cost neutral impact on the budget.

In addition to this:

- the existing Covid-19 income compensation scheme will be extended for a further 3 months until the end of June 2021. Based on the income pressures directorates have identified, this is estimated to generate additional grant income of -£0.400m next year. This figure has therefore been deducted from the Covid-19 specific Contingency to be created in 2021/22 to meet worst case pressures;
- compensation will be provided to councils for 75 per cent of irrecoverable losses of council tax and business rates revenues in 2020/21. However, based on the performance of the Collection Fund in 2020/21 so far, this is not expected to generate any additional income for Bracknell Forest.

3.2.2 The SR20 confirmed that there would be a new round of New Homes Bonus (NHB) allocations for 2021/22 which would again be for one year only. The Government decided to maintain the existing allocation mechanism, and this combined with significant increases in the Council Tax Base and reductions in the number of empty homes within Bracknell Forest resulted in the highest level of grant ever received for a single year (-£2.473m). The total receivable has increased to -£2.877m for 2021/22 (-£1.917m in 2020/21). This is an overall increase of -£0.960m compared to the cost neutral position assumed in the draft budget proposals. As this increase is one-off it is available to spend in 2021/22 but will not reduce the budget gap in future years. It was also announced that the Government would consult on the future of NHB shortly, with a view to implementing reform in 2022/23.

3.2.3 An additional un-ringfenced grant has been introduced in 2021/22 called the Lower Tier Services Grant. This has been provided to councils responsible for services such as homelessness, planning, recycling and refuse collection, and leisure services. Bracknell Forest's allocation was confirmed in the provisional Settlement (-£0.189m) and has now been incorporated into the budget proposals.

3.2.4 Some of the largest specific grants received by the Council are for Public Health and Social Care. The ring-fence on Public Health will be retained in 2021/22 but indicative figures have yet to be provided at an individual council level. Some additional funding for social care was announced as part of SR20. Individual allocations have now been released and Bracknell Forest's allocation (-£0.090m) has now been incorporated into the budget proposals.

3.2.5 Information on a number of smaller Specific Grants has now been received. Any changes in these grants will be managed by the Directorates and will therefore not impact on the budget proposals.

3.3 Business Rates

3.3.1 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), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. To support businesses in the near-term, the government has decided to freeze the business rates multiplier in 2021/22. This will be cost neutral for the Council as compensation for the loss of income will be provided via a section 31 grant.

- 3.3.2 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 frozen in line with the increase in the small business non-domestic rating multiplier (-£16.832m).
- 3.3.3 The Government has announced that the introduction of a new Business Rates system, based on 75% rates retention, will now be delayed until at least 2022/23. To coincide with this a fair funding review is currently underway which will calculate the new baseline funding levels for individual councils based on an up-to-date assessment of their relative needs and resources. Existing grants including RSG and most likely the Public Health Grant will be incorporated into the revised baseline and more responsibilities are likely to be transferred to Local Government to ensure that the new system is fiscally neutral overall.
- 3.3.4 Bracknell Forest is in a virtually unique position in terms of its current Business Rates income. The transfer of a large multi-national company on to the Council's valuation list in 2013/14 significantly increased the level of Business Rates collected locally. This transfer represented a significant windfall for the Council, creating both a significant opportunity and risk at the time and has been a key factor in providing resources to balance the Council's budget since then.
- 3.3.5 Around half of the additional income was used to support the base budget with the remainder set aside in an earmarked reserve to mitigate against the risk of the additional income reducing or being withdrawn. This prudent approach meant that the Council was not immediately impacted by a successful appeal by the company against the rateable value, which resulted in it being reduced by 28% in 2016/17. Several other appeals have since been successful resulting in a further 7% reduction in rateable value. There are still appeals outstanding on the 2010 valuation and further multiple appeals were lodged following the 2017 valuation which are still outstanding. It is also anticipated that the company will join the Central Rating List when the new Business Rates system is introduced. Due to changes at the company's key site in Bracknell there is also a possibility that we could see the loss of this income sometime in 2021.
- 3.3.6 As the timing and outcome of all these events are uncertain, broad assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. This continues to represent a considerable risk to the Council's current and future Business Rates income. In 2019/20 a significant surplus of -£8.241m was projected on the Business Rates element of the Collection Fund arising from a combination of the final income figure for 2017/18 being more than estimated in January 2019 and less income being projected for 2019/20. These one-off funds were transferred to the Business Rates Equalisation and Future Funding Reserves. There is now a significant deficit projected on the Business Rates element of the Collection Fund for 2019/20 (-£11.498m) which is almost entirely due to the additional Business Rates reliefs granted by the Government after income estimates were submitted at the beginning of the year. Section 31 grant is being received this year to compensate councils for the resultant loss of income. This will be transferred into the Business Rates Reliefs Reserve at the year-end so that it can be used to fund the 2020/21 deficit when it becomes payable in 2021/22.
- 3.3.7 In addition to these specific issues, the move to the new funding system will be accompanied by a re-set of the current business rates arrangement. This will most likely mean that all or a large part of the additional business rates that the Council has secured through the company referred to above and from the town centre opening in 2017 will no longer directly benefit Bracknell Forest.

- 3.3.8 The draft budget assumed a £1m reduction in Business Rates related income. Based on the latest forecasts, growth is now expected to be -£7.296m (-£7.897m in 2020/21), a reduction of £0.601m compared to last year. This will also have a knock-on effect to the levy payment to Central Government (-£0.366m).
- 3.3.9 Section 31 grant is also receivable in relation to Business Rates. This is designed to cover the loss of income resulting from the capping of Business Rates increases in previous years' and the freezing of Business Rates increases in 2021/22 plus the impact of several Business Rate Reliefs. Section 31 income is estimated to be -£2.142m in 2021/22 (-£2.302m in 2020/21), a reduction of £0.160m. As with 2020/21, the Government may issue other reliefs during the year due to the impact of the pandemic. If this is the case any additional grant will be transferred to an earmarked reserve so that it can be used to cover the resulting deficit on the Collection Fund.
- 3.3.10 The 2020/21 budget included a net transfer of £10.278m into reserves, most significantly +£7.500m into the Business Rates Revaluation Reserve for the 2019/20 deficit on the Business Rates element of the Collection Fund. The basic approach taken to business rates remains unchanged in 2021/22 and based on the revised projections, -£12.305m will be drawn from reserves (-£11.498m from the Business Rates Reliefs Reserve for the 2020/21 deficit on the Business Rates element of the Collection Fund and -£0.537m from other reserves).

3.4 Medium Term Financial Situation

- 3.4.1 There is significant uncertainty for the period from 2022/23 due to the potential impact of a number of issues, in particular:
- Fair Funding Review
 - Business Rates system re-set
 - 2021 Spending Review which will determine the overall quantum of resources available to local government
 - Impact of Brexit
 - Potential continuing impact of the pandemic
- 3.4.2 This hampers meaningful financial planning at a time when central government grant funding is the lowest it has been for decades and demand pressures are increasing 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.
- 3.4.3 The most likely consequence of all of these factors combining is an additional recurring budget gap of around £4.0m in 2022/23, due to funding changes alone. The Future Funding Reserve has deliberately been created and supplemented through the additional income from Business Rate Pilot status in order to help manage the transition to the new funding arrangements. It is estimated that there will be a balance of approximately £18.2m available on the Future Funding Reserve at the end of 2020/21 and 2021/22, which allows the Council to take a measured approach over time to bridging the gap.
- 3.4.4 The impact of these factors will be a greater reliance on Council Tax income as an on-going source of funding to support essential front-line services. The current level of Council Tax in Bracknell Forest is still one of the lowest of any Unitary Authority in England. While a high level of increase in any year is unlikely to be universally welcomed by residents, for many years the Council's financial plans have assumed

the maximum level of increase permitted is applied, as this is what the Government has assumed and provides the greatest level of protection possible for essential services in the period from 2021/22.

3.5 Council Tax and Collection Fund

- 3.5.1 The Council Tax Base for 2021/22 has been calculated as 47,624 (Band D equivalents) which at current levels would generate total income of -£64.571m in 2021/22.
- 3.5.2 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 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 3%. This precept can be raised in 2021/22 or spread across two financial years. Every 1% increase in Council Tax in Bracknell Forest would generate -£0.646m of additional income.
- 3.5.3 A modest surplus will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a higher level of growth in new properties than expected. The Council's share of this one-off surplus is -£0.144m. This will be used to support the 2021/22 budget.

3.6 Consultation

- 3.6.1 The Overview and Scrutiny Commission held 2 meetings during the 2021/22 budget preparation period, through which they received updates and provided comments on the key financial issues affecting the current and future financial years. The relevant extracts from the meetings are included as Appendix B.
- 3.6.2 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. The Schools' Forum considered the Executive's proposals relating to the schools' element of the People's Directorate at its meeting on 14 January and no specific points were raised.
- 3.6.3 The draft budget proposals were published on the Council's web site 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 web site plus a separate detailed response from the Labour Party. All responses are included at Annexe C. Bracknell Forest has saved around £100m since becoming a unitary council and further savings of over £3m are included in the budget proposals.

3.7 Inflation

- 3.7.1 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 £1.2m which is the figure included in the draft budget proposals. The directorate analysis is shown in Table 2. The allocation assumes a pay awards freeze for all employees except those earning below the median salary of £24,000 who will be guaranteed a pay rise of at least £250.

Table 2: Inflation Allocations

Directorate	2021/22 £'000
Central	158
Delivery	27
People (excluding schools)	1,013
Non Departmental / Council Wide	2
Total	1,200

3.7.2 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).

3.8 Other Revisions to the Draft Budget Proposals

3.8.1 As outlined above, in the two months since the Executive published the draft budget proposals more information has inevitably become available. Details of the suggested amendments to the draft budget proposals are set out in paragraphs a) to c) below, with the net impact being a decrease in the net revenue budget for 2021/22 (-£0.484m). These changes have been reflected in the full budget proposals set out in Annexe D, the Commitment Budget (Annexe A) and the Covid-19 Contingency (section 10.7).

a) Central – Chief Executive's Office

Given the valuable contribution that graduate trainees have provided to the organisation since 2018, the Council intends to continue to support the National Management Trainee Development Programme by creating a further 2 posts (£0.075m).

b) Delivery – Waste Management

An increase in the cost of the Waste Disposal PFI based on the latest waste projections (£0.153m).

c) 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 (Children's -£0.481m Best Case / -£0.012m Worst Case and Adults +£0.588m Best Case / -£0.807m Worst Case). Some savings have also been deferred until later in the year as delivery is being hampered by the impact of the ongoing pandemic on resource availability (Children's £0.250m and Adults £0.329m).

3.8.2 The Executive is asked to 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, the Department for Education (DfE) has confirmed SB funding at £81.769m with the CSSB at £0.912m. Other elements of the DSG have yet to be confirmed, with the current estimate for the HNB at £18.998m and the EYB at £7.561m. Therefore, at this stage, total DSG income for 2021/22 is estimated at £109.240m.
- 4.1.4 Within the DSG allocation, most elements of funding for special educational needs and disability (SEND) pupils will increase by 8% (£1.679m) next year. Whilst a substantial increase, with costs consistently exceeding grant funding for a number of years, and with the number of children receiving additional support through high needs budgets forecast to increase by a further 7.5% and average costs by 2.5%, this is insufficient to fund the forecast cost next year of £24.613m. This represents the outcome if no action is taken and would result in a predicted in-year over spending of £5.615m.
- 4.1.5 Working in partnership with the Schools Forum, an initial action plan has been agreed that focuses on maintaining more children in schools through the development of additional in-house provisions. It has identified a significant number of changes that can be made to improve the range and effectiveness of support for relevant children as well as lowering costs. These are substantial projects, with significant medium to long term financial benefits. Initial cost reductions for 2021/22 are forecast at £0.672m which will mean a deficit budget for the year of £4.943m will need to be set.
- 4.1.6 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 DSG over the medium term. This will result in a negative reserve position as there are insufficient funds available to meet the growing deficit. A contribution from school reserves of £1.677m is already reflected in the base budget. A further contribution of £3.266m will therefore be required which has been reflected in the Commitment Budget along with an equal and opposite transfer from reserves. Officers are meeting regularly with a subgroup of the Schools Forum to identify further options for change in service delivery and reduction in costs.
- 4.1.7 This is a national issue, and not just limited to Bracknell Forest with many councils having to set deficit HNB budgets. To recognise the long-term difficulties many councils will experience with their HNB budgets, the DfE has updated DSG grant conditions to make clear that the funding responsibility for HNB costs, including any accumulated deficit, rests with the DfE and not individual councils. Ultimately, however, this will have, as a minimum, cash flow implications for the Council if the deficit continues to grow.
- 4.1.8 In terms of general school budgets, the policy of the Council for many years has been to fund up to the level of relevant annual DSG Block grant income plus any

accumulated surplus balances held in the retained Schools Budget. Following a request from the Schools' Forum, the Executive agreed to contribute £1m from council reserves over the four years to March 2023, specifically to support the additional costs arising from new schools. In recommending the budget requirement next year for schools, as well as utilising the DSG, £0.227m of additional funding will be drawn down from the Council's reserves. This is a reduction of £0.026m compared to the £0.253m required in 2020/21 and included in the Base Budget. The reduction is included in the Commitment Budget but is cost neutral as it is balanced by a transfer from the reserve which is reflected within Council Wide budgets.

- 4.1.9 Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. Agreeing how much is centrally managed is a decision for the Schools Forum. To meet these deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. Recommendation 2.4 sets the parameters for the formal decision to be made. The Executive Member also endorses the decisions of the Schools Forum when these are undertaken in its statutory decision making role.

4.2 Pensions

- 4.2.1 Accounting standards on the treatment of pension costs (IAS19) require the inclusion within the total cost of services of a charge that represents the economic benefits of pensions accrued by employees. To simplify the presentation of the budget proposals the IAS19 adjustment were not incorporated into the budget proposals considered by the Executive. However, they are included in the supporting information presented to Council. This will not impact upon the Council's net overall budget or the level of Council Tax.

4.3 Investments

- 4.3.1 Now that the Council is in no longer debt-free and uses external borrowing to part fund its capital investments, returns on surplus cash are likely to remain relatively low during 2021/22 and beyond. As such the impact of interest rates on borrowing rates are of greater significance to the Council.
- 4.3.2 The Covid outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut the Bank Rate to first 0.25%, and then to 0.10%, it left the Rate unchanged at its subsequent meetings, although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary.
- 4.3.3 There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was a heightened expectation that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields.
- 4.3.4 Gilt yields had therefore already been on a generally falling trend up until the crisis hit western economies during March 2020. After gilt yields spiked up at this time, we

have seen these yields fall sharply to unprecedented lows as investors panicked during March in selling shares in anticipation of impending recessions in western economies and moved cash into safe haven assets i.e. government bonds. However, major western central banks took rapid action to deal with excessive stress in financial markets during March, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in “normal” times would have caused bond yields to rise sharply. Gilt yields and PWLB rates have been at remarkably low rates so far during 2020/21.

- 4.3.5 The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. The Bank Rate is not expected to rise above 0.1% over the next 3 years and as such any new borrowing that may arise is likely to be undertaken at historically low rates. The 2020 Spending Review also confirmed the government will cut PWLB lending rates to gilts + 0.8% (1% less than the current rate) for the Certainty Rate from the 26 November which is the rate available to the Council for PLWB borrowing.
- 4.3.6 The 2021/22 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 2021/22. 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 27 January 2021, the Treasury Management Strategy remains unchanged from that consulted on in December.
- 4.3.7 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 Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.3.8 The capital programme is being considered separately on tonight’s agenda and proposes Council funded capital expenditure of £6.858m and an externally funded programme (including self-funding schemes) of £5.363m for 2021/22. After allowing for projected receipts of approximately £3.1m (including CIL) in 2021/22 and carry forwards, the additional revenue costs will be £0.050m in 2021/22 and £0.125m in 2022/23. These figures have now been reflected in the Commitment Budget and the impact on 2021/22 is unchanged from the draft proposals. Costs will need to be revised at the meeting if the Executive decides on a different level of capital spending.
- 4.3.9 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Ministry of Housing, Communities and Local Government’s (MHCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annexe E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to

ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget.

- 4.3.10 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".
- 4.3.11 The final budget proposals included an estimate of £1.553m for the Minimum Revenue Provision required to be made in 2021/22 and £0.512m for a Voluntary Revenue Provision relating to commercial property purchases. The actual charge made in 2021/22 will be based on applying the approved MRP policy to the 2020/21 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 2021/22 total £15.302m which is an increase of £0.643m compared to the current year and results from new additions and revaluations. There will be no impact on the charge to the General Fund which is based on the MRP not depreciation.
- 4.4.3 Changes to capital charges do affect internal services recharges (see below) and were not incorporated into the budget proposals considered by the Executive. They are included in the supporting information presented to Council.

4.5 Internal Services Recharges

- 4.5.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2021/22. Due to their corporate nature, some services do not relate to a single service directorate, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the directorates responsible for providing them (Central & Delivery). However, all such costs must be charged to the services that receive support from them.
- 4.5.2 The impact of changes in recharges for internal services is entirely neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving them. The overall level of recharges is dependent upon the Executive's budget proposals being approved.

4.6 Statement by the Director: Resources

4.6.1 Under the Local Government Act 2003, the 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 high use of long term locums and agency workers for key posts and labour market pressures on finances and business resilience;
- uncertainty around the impact of Brexit, the financial and operational implications for services such as social care, contingency planning requirements and the potential impact for businesses located in the Borough;
- 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 social care services where there is insufficient external provision available;
- effective safeguarding of children and vulnerable adults when there are external factors outside the Council's control;
- delivery of an IT Strategy and digital infrastructure that meets business needs, compliance, information accuracy, data protection, greater reliance on end users and the threat of cyber-attacks;
- maintaining adequate Business Continuity plans and procedures;
- maintaining an adequate internal control environment.

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.

4.6.3 The Director: Resources receives regular updates from Business Partners on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2021/22 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;
- **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;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.

4.6.4 The probability of some of the above risks occurring is high. However, it is unlikely that all will occur at the same time. The measures in place, set out in paragraph 10.2, lead the 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

- 4.6.5 In setting the budget for 2020/21, the level of general contingency was reduced by £0.25m to £2.25m. Within the draft budget proposals for 2021/22 the Contingency remained unchanged, although it was recognised that this would need to be reviewed.
- 4.6.6 The Director: Resources, Chief Executive and CMT have reflected upon the outlook for the economy, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. Setting aside the impact of the pandemic, the current level of Contingency is felt to be sufficient to meet these risks.
- 4.6.7 For pressures, due to the uncertainty surrounding the continuing impact of the pandemic, both worst case and best case scenarios were considered as part of the budget setting process. Directorate budgets have been set on the basis of the best case scenario, but additional funds have been placed in a Covid-19 specific contingency (£3.417m), which is available to meet additional pressures as they may arise during the year. The size of the contingency has been based on the difference between the two scenarios and has also been adjusted for the continuation of the Government's income support scheme for the first quarter of the year. The income adjustment (-£0.400m) has been calculated from the income pressures identified during the budget process.

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 £57.186m in Earmarked Reserves at the start of 2020/21 which were approved by the Governance and Audit Committee in July 2020. The Director: Resources has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Director: Resources will review again the earmarked reserves considering the changing risks facing the Council as part of the 2020/21 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 ONE-OFF INVESTMENTS TO SUPPORT THE COUNCIL'S STRATEGIC PLANS

5.1 Alongside setting out the proposals above related to its day to day services, the additional one-off grants provided in the Provisional Settlement have enabled the Council to target a number of one-off initiatives in 2021/22, being sensitive to the impact of Covid on many residents and businesses across the Borough. These initiatives are focused on providing support for the ongoing impact of the pandemic into 2021/22, managing the recovery from the pandemic and supporting carbon reduction initiatives, all of which have been identified as key priorities for the Council.

5.2 The following table presents the Council's adopted strategic framework, as approved by the Executive in August and September 2020.

Key financial principles	Council Plan Themes	Place Based Renewal Approach
Aspire to excellence in what we do so we can live within our means	Value for money	Work with partners and communities to protect and promote the physical and mental health of our population
Consolidate the recent growth in social care spending into our financial plans but work towards a small reduction in real terms from 2020/21 levels	Economic resilience	Support town and neighbourhood centre vitality and look to support our local economy by retaining businesses within the borough
Concentrate on targeted early intervention and preventative activities to reduce future demand for more expensive services	Education and skills	Provide short term support and refocus some activities to deal with post COVID19 spikes in demand
Seek no funding for new service growth unless in exceptional circumstances, apart from a strategic priority around climate change and agreed manifesto commitments	Caring for you and your family	Integrate services with partners and locate them wherever possible within the community that use them
Refocus transformation and other savings programmes and quantify savings "envelopes" for all projects	Protecting and enhancing our environment	Look to involve the community and voluntary sector in supporting people and services wherever possible, whilst;
Expect all service areas to deliver spending reductions throughout the period to bridge the remaining gap, focusing on but not limiting efforts to restrict areas of limited or manageable public impact	Communities	Containing/reducing expenditure in the long term (including refocussing/delivering differently/stopping some services), and
Increase fees and charges as much as reasonably possible every year to maximise income		Maximising the opportunities to address carbon reduction across all of our activities

5.3 Proposed one-off policy and spending initiatives have been identified that align with the place based renewal approach and total £2.3m. These will be funded from the Local Council Tax Support and New Homes Bonus grants (referred to in paragraphs 6.2.1 – 6.2.2) and are listed below and in Annexe D:

- a) Reductions in Council Tax bills of £150 for council tax support claimants (households paying council tax on lowest incomes) will be continued for a further year (£0.500m). (*Central – Revenues*)
- b) Additional welfare support for our most vulnerable residents. (£0.327m). (*People – Welfare Services*)
- c) Support for the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), recognising their importance for employment and general economic recovery (£0.600m). (*Central – Place Planning and Regeneration*)
- d) Support for individuals experiencing mental health issues, working with partners including the voluntary and community sector (£0.250m). (*People – Mental Health*)

- e) Creation of a revolving invest to save fund to support climate change / carbon reduction initiatives (£0.150m). *(Council Wide)*
- f) Staff retention initiatives, to help ensure we retain the capacity and skills to deal with the on-going impact and manage recovery from Covid, subject to consideration by the Employment Committee at its meeting on 4 February (up to £0.5m). *(Council Wide)*

6 NET REVENUE BUDGET

- 6.1 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

	Inflation (Section 8.2)	Revisions to draft budget proposals (Sections 6.3, 7.3, 8.3, 11.3 and 10.7)	Changes to Specific Grants (Section 6.2)	Total Changes Identified
	£'000	£'000	£'000	£'000
Central	158	1,175	0	1,333
Delivery	27	153	0	180
People (excluding schools)	1,013	4,503	-90	5,426
Non Departmental / Council Wide	-1,198	-16,450	-4,630	-22,278
TOTAL	0	-10,619	-4,720	-15,339

Table 3b: Non Departmental / Council Wide – revisions to draft proposals included above

Non Departmental / Council Wide	Revisions to draft budget proposals
	£'000
Grant adjustments (paragraph 6.2)	
New Homes Bonus	-960
Lower Tier Services Grant	-189
Covid-19 Grant	-2,654
Local Council Tax Support Grant	-827
Changes in Business Rates Growth, S31 income projections and levy payment (6.3.8 and 6.3.9)	-606
Movements in earmarked reserves (paragraph 6.3.10)	-12,035
Carbon Reduction Initiatives (11.3)	150
Employee Retention Initiatives (11.3)	500
Change in Covid-19 Contingency (8.3 and 10.7)	-1,219
Unused Schools Budget Balance Reserve (9.1.6)	-3,266
New Schools Reserve (9.1.8)	26
TOTAL	-21,080

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 2021/22

Department	2021/22 Draft Proposals (Table 1) £'000	Changes Identified (Table 3a) £'000	Revised Budget Proposals £'000
Central	18,321	1,333	19,654
Delivery	13,710	180	13,890
People (excluding schools)	78,782	5,426	84,208
Non Departmental / Council Wide	-21,388	-22,278	-43,666
Total	89,425	-15,339	74,086

7 USE OF BALANCES

- 7.1 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.
- 7.2 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 £6.7m at 31 March 2021, if spending in the current year remains within the approved budget, which is the expected position.

Table 5: General Balances as at 31 March 2021

General Fund as at 01 April 2020	£m 7.1
Planned use in 2020/21	(0.4)
TOTAL Estimated General Balances	6.7

- 7.3 The Council has for many years planned on maintaining a minimum prudential balance currently assessed to be £4.5m, which indicates that a sum of up to £2.2m is potentially available for use. However, given that these resources are one-off, it is important when considering the use of reserves to not only consider the current year's budget but also future years' pressures.
- 7.4 The Council will also have an estimated £18.2m in the Future Funding Reserve as at 31 March 2021, which has been deliberately established to help manage the expected additional budget gap of £4.0m per year from 2022/23, due to national funding changes.

8 FUNDING THE BUDGET PROPOSALS

- 8.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £74.086m before allowing for additional interest resulting from any use of balances. This compares with income of -£71.830m from Revenue Support Grant (-£1.781m), Business Rates baseline funding (-£16.832m), Council Tax at 2020/21 levels (-£64.571m), Collection Fund – Business Rates deficit (£11.498m) and the Collection Fund – Council Tax surplus (-£0.144m). The Net Revenue Budget is therefore now £2.256m above the level of income for 2021/22.
- 8.2 Each 1% increase in Council Tax in 2019/20 will generate approximately -£0.646m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 3.49%. This is the maximum increase permissible under the referendum principles (1.99%) plus an Adult Social Care Precept of 1.5%. The additional income generated (-£2.255m) will reduce the budget gap to £0.001m.
- 8.3 It is recommended that the Council contributes £0.001m (before additional interest from the use of balances) from General Reserves to bridge the remaining budget gap in 2021/22. The additional interest from the use of £0.001m of revenue balances is de minimis and therefore the amount that needs to be funded from balances remains as £0.001m.
- 8.4 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to increase by 3.49% to £1,403.19.

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

Line		2020/21	2021/22
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Central	18,616	19,389
2	Delivery	13,862	14,813
3	People	78,848	81,529
4	Corporate Wide Items (to be allocated)	663	1,363
5	Sub-Total	111,989	117,094
6	Non-Departmental Expenditure		
7	Contingency provision	2,250	2,250
8	Covid-19 Contingency provision	0	3,417
9	Debt Financing Costs (Minimum and Voluntary Revenue Provisions)	2,014	2,064
10	Levying Bodies	113	115
11	Interest	1,958	2,010
12	Pension Interest Cost & Administration Expenses	6,656	5,782
13	Other Services	248	233
14	Business Rates Growth	(6,916)	(6,523)
15	Contribution from Capital Resources	(200)	(200)
16	Capital Charges	(14,659)	(15,302)
17	Contribution from Pension Reserve	(18,663)	(15,125)
18	Contribution to/(from) Earmarked Reserves	8,348	(15,168)
19	Covid-19 LA Support Grant	0	(2,654)
18	New Homes Bonus grant	(1,917)	(2,877)
19	Flood and Travel Related Grants	(14)	(14)
20	Lower Tier Services Grant	0	(189)
21	Local Council Tax Support Grant	0	(827)
22	Net Revenue Budget	91,207	74,086
23	Movement in General Fund Balances	(379)	(1)
24	Net Revenue Budget after use of balances	90,828	74,085
25	Less - External Support		
26	Business Rates	(16,832)	(16,832)
27	Revenue Support Grant	(1,771)	(1,781)
28	Collection Fund Adjustment – Council Tax	(509)	(144)
29	Collection Fund Adjustment – Business Rates	(8,241)	11,498
30	Bracknell Forest's Council Tax Requirement	63,475	66,826
31	Collection Fund		
32	Bracknell Forest's Requirement	63,475	66,826
33	divided by the Council Tax Base ('000)	46.816	47.624
34	Council Tax at Band D (excluding Parishes)		
35	Bracknell Forest	£1,355.85	£1,403.19

Commitment Budget 2021/22 to 2023/24

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central				
Approved Budget	13,738	13,850	13,755	13,503
Residents Survey		-20		
Local Development Framework		50	-252	TBC
Grants to Voluntary Organisations - Shopmobility		-10		
Highways & Transport - Supported Bus Contracts		-115		
Net Inter Departmental Virements	112			
Central Departments Adjusted Budget	13,850	13,755	13,503	13,503
Delivery				
Approved Budget	15,550	15,027	15,172	15,227
Waste Disposal PFI		250	115	109
Bracknell Town Neighbourhood Plan Referendum			-60	
Greening Waste Collection Arrangements		-107	0	-13
Revenue impact of 2020/21 Capital Programme - ICT costs		7		
2020/21 Invest to Save - Memorial Area		-5		
Net Inter Departmental Virements	-523			
Delivery Adjusted Budget	15,027	15,172	15,227	15,323
People				
Approved Budget	55,918	56,807	58,690	58,632
Suitability surveys		20	-20	
Schools Budget - Funding for New Schools		-26	-45	-182
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		3,266		
Home-Start and Journey to Parenthood		30	7	
Youth Facility at Braccan Walk		17		
Staffing Pressures		-1,424		
Net Inter Departmental Virements	889			
People Adjusted Budget	56,807	58,690	58,632	58,450
Total Service Departments	85,684	87,617	87,362	87,276
Non-Departmental / Council Wide				
Approved Budget	6,001	5,523	2,912	3,713
Minimum and Voluntary Revenue Provision		50	166	139
Increase in employers Pension Fund contributions		550	640	300
2020/21 Capital Programme - (Full Year Effect) Interest		0		
2020/21 Use of Balances (Full Year Effect) - Interest		2		
2021/22 Capital Programme - Interest		50	-50	
Earmarked Reserve - Funding for New Schools		26	45	182
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		-3,266		
Senior Staffing		-23		
Net Inter Departmental Virements	-478			
Non-Departmental / Council Wide Adjusted Budget	5,523	2,912	3,713	4,334
TOTAL BUDGET	91,207	90,529	91,075	91,610
Change in commitment budget		-678	546	535

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:

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central	18,728	18,633	18,381	18,381
Delivery	13,339	13,484	13,539	13,635
People	79,737	81,620	81,562	81,380
Non-Departmental / Council Wide	-20,597	-23,208	-22,407	-21,786
	91,207	90,529	91,075	91,610

Movements

	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central	-95	-252	0
Delivery	145	55	96
People	1,883	-58	-182
Non Departmental/Council Wide	-2,611	801	621
	-678	546	535

**EXTRACT FROM THE OVERVIEW AND SCRUTINY COMMISSION MINUTES
CONCERNING THE 2021/22 BUDGET CONSULTATION**

**Extract from the minutes of the Overview & Scrutiny Commission meeting 15
September 2020**

27. Budget scrutiny - financial update

Councillor Heydon, Executive Member for Transformation and Finance and Stuart McKellar, Director of Resources were invited to attend the meeting. They were asked to discuss the Council's budget based on the update provided to the Executive on 25 August 2020 on the current year's financial position and future year projections.

Councillor Heydon was unable to attend in person but introduced the context for the session via a pre-recorded presentation. Stuart McKellar, Director of Resources updated the report where the situation had changed and responded to members questions:

- the worst-case projected situation for 2020-21 had reduced from £5.5m to £3m overspend;
- income loss until end of August was £7.6m · biggest impacted areas within the budget were Adult Social Care at £1.2m, Children's Social Care at £1.2m, Leisure at £1m and savings which were unable to be delivered as expected totalling £1.4m;
- for Adult Social Care the national priority was to move people out of hospital so there was an additional cost to block book spaces to avoid delays;.
- there was an anticipated rise in children social care referrals on return to education settings;
- the process for developing best and worst-case scenarios was explained.
- transformation programme had been put on pause while resources were redeployed to manage the Covid situation; this lack of resources was impacting on the ability to drive through projected transformation savings and was a priority for the Corporate Management Team to consider;
- scale of spend in Adult and Children's social care was acknowledged as having the most impact on the Council; being the areas that were most complex with elements outside of the Council's control;
- the Council had a relatively low level of external debt but big infrastructure requirements were not feasible without borrowing;
- restricting the scale of future capital proposals would help manage the level of debt so it did not increase;
- the Council had £18m in its future funding reserve, £2m available in general reserves and further funds to manage the costs of transformation and structural changes;
- details of income compensation scheme had been released and only income that was non-recoverable in the current year could be claimed e.g. Everyone Active management fee;
- sensitivity analysis for proposed increases to fees and charges was more complex than ever and is undertaken service by service;
- reinstatement of car parking fees had not resulted in a change in footfall
- Council services have largely been reinstated but where this was not possible it was due to safety rather than financial reasons;

- discussion whether council tax capping may be relaxed to help fund current situation;
- explanation that one of the key principles aimed to consolidate the recent growth in social care costs by containing any further increases, seeking real term reductions in order to manage below the level of inflation rather than try to reverse them;
- work was continuing on the detailed service specifications and requirements from providers for the Heathlands project in partnership with the NHS and Clinical Commissioning Group and a report would be considered by the Executive in November;
- Council may need to borrow more money for the joint venture but this was different from the debt around the capital spend as it would be based on business cases to fund development on a one or two year basis, after which the debt would be repaid from those opportunities;
- some Coopers Hill occupants could be relocated to reuse the space in Time Square but this would not be suitable those requiring specialist premises such as large halls;
- the unit costs for adult social care had increased; although there were 90 fewer clients since March those remaining were those with complex requirements;
- it was explained that since the budget was set the environment had become exceptional and this required a re-evaluation of the planning and focus on only the most essential pressures;
- financial risks were higher than ever before and this was reflected in the risk register but the Council had built up reserves making it a medium or long term risk and work was ongoing;
- confirmation that the Council was very reliant on Community Infrastructure Levy (CIL) contributions for infrastructure projects to go ahead.

The Chairman thanked Stuart McKellar, Director of Resources for answering questions thoroughly and noted that Councillors had further queries relating to the support provided to Everyone Active which could not be discussed in the public meeting due to commercial sensitivity.

Extract from the minutes of the Overview & Scrutiny Commission meeting 11 November 2020

42. Council Plan Overview Report - budget scrutiny

The Chief Executive introduced the Council Plan Overview Report (CPOR) covering the first quarter of 2020/21. In response to a members' question the Chief Executive would update the Commission after the meeting as to whether the lease had been signed with South Hill Park.

The Overview and Scrutiny Commission was aware from previous budget discussions that over 60% of the Council's expenditure was for Children's and Adults' social services. The Commission had invited the Interim Director: Adult Social Care and the Interim Director: Children's Social Care to attend the meeting to help the Commission understand the current costs that made up this expenditure and explore whether the Council was achieving value for money for residents. The briefing presentations were included in the agenda pack and Councillors had submitted questions prior to the meeting. Arising from the discussion following the briefing on Adult Social Care:

- it was explained that agency workers were typically employed for posts considered to be 'hard to recruit' nationally. Work was ongoing to develop multiple strategies to attract applicants including joint recruitment with health partners; how to make Bracknell Forest Council an attractive place to work; working with universities and where possible investing in existing committed employees to train them with the skills for such roles;
- work to support vulnerable residents had continued to provide that first conversation with assessments and reviews also continuing using full PPE throughout the pandemic period;
- regular contact had been maintained with residents who would have received care while it was not available during the pandemic therefore there would not be a spike of unmanageable activity as lockdown eased;
- care homes had been supported by the Council during the pandemic;
- preference continued to be 'home first' e.g. supporting people to remain in their own homes for as long as possible;
- as the population grows the service was developing a mixed economy of support;
- the Council was unable to influence the charges made by care homes for their self-funded clients but worked with 'My Care My Home' to support people to choose a care home by helping them ask the right questions part of which was financial;
- the process was explained following the identification that someone required care including how assessments were costed then quality assured as well as a quality check being undertaken on the proposed care package;
- it was explained that it was an option for individuals to use their resource allocation to make direct payments to their own personal assistant in their own home rather than go into a residential or nursing home. It was recognised that this could offer better value for money and was provided for a large proportion of people;
- an iterative process of changing ways of working had occurred during the pandemic including use of technology which would complement the transformation programme in the long term which, though currently paused, was still required. It was noted however that the pandemic had shifted its focus; and
- Adult Social Care was involved in conversations on adaptable properties for the future and working closely with health colleagues to support residents to maintain

healthier lifestyles. Arising from the discussion following the briefing on Children's Social Care;

- it was explained that assessments of children in need or identified to be at risk of harm was statutory and once assessed support would be escalated as required to avoid them coming to harm;
- it was explained that whilst the Family Safeguarding Model did mean that the issues being dealt with would evolve, it was not intended for long term intervention as cases were kept under review to identify whether the new issues met the threshold for intervention, whether the proposed solutions were working or whether cases needed to be escalated;
- the Family Safeguarding Model had given the service a very different way of working and families advise they feel more in control in the solutions through the family's maintenance plan;
- it was acknowledged that though the model would not work for everyone, there had been sustained change towards a reduction in re-referrals so there was reason to be optimistic;
- further resources had been added as the volume of referrals had increased and become more complex;
- schools had remained open for vulnerable children and were in close contact with any not attending as well as police responding to issues so referrals had continued throughout the pandemic and no spike was anticipated;
- there was still an appetite to join the 'What Works Centre' in which social workers were located in a school environment and it was anticipated that this was the direction of travel for the service including both schools and family hubs;
- no additional funding was available from central government for the next phase of the family safeguarding model but the 45% reduction in referrals had enabled cost avoidance which would help fund the third phase;
- it was explained that at the beginning of care procedures a family group conference was held to identify who could offer support either implementing the proposed solutions or providing short term care. Currently there were 19 children who were cared for by kinship and connected persons. It was agreed that family solutions were sought before foster care was explored; and
- the next phase of the family safeguarding model was identifying when adolescents within a supported family were beginning to show early indications themselves of the problem such as alcoholism or drug-use. This would allow early intervention and support would be provided for both the parent and the child. This was described as the 'right help, right time' approach.

The Chair thanked both Interim Directors for attending the meeting and providing information to the Commission on this expenditure and how value for money was provided.

Labour's Response to the 2021/22 Budget Consultation

These budget proposals reflect the very tight finances experienced by all Local Councils. The papers of the consultation are clearer and easier to understand compared to previous years and the difficulties of the situation are clearly expressed. However, the fundamental reasons that so many difficult decisions must be made and not all essential priorities met, is not always stated, and there is the obvious void of information and commitment of spending from central government making the overall position difficult to gauge accurately.

Government funding for local Councils has been severely cut in recent years. With reduced central government funding, all Councils have had to make cuts and change how their services are delivered. Savings of £95m have already been made by Bracknell Forest Council so it is recognised that the £6.2m required to bridge the gap identified in December, before the Provisional Finance Settlement, cannot be made by just efficiency measures. There is very little 'fat' left. Indeed, this budget includes savings from all departments where moneys kept back in the past, but not used, are now delivered to reduce the deficit. There has been an 'deeper dive' to find 'savings'.

There do not appear to be any redundancies identified, but staffing is reduced by cutting vacant posts and restructuring some posts to lower grades.

The financial pressures due to Covid-19 are said to have been largely met by grants from Government, but the costs are ongoing and guaranteed future funding to cover on-going Covid pressures is still uncertain. Indeed, the inclusion of the 'best-case' and 'worse' case estimations, emphasises this uncertainty.

We recognise the severe loss in income, also experienced, due to the lockdowns. A big unknown seems to be the revenue from the Leisure facilities managed by Everyone Active.

This budget, like those of the recent past, is dominated by the pressures due to Social Care Services for both adults and children. Extra Council tax can be raised to cover these costs, but this is a year when so many residents have and are suffering severe financial hardship due to the pandemic.

Government funding to Local Councils is said to have increased by 4.5%. This is to cover Covid-costs, new funding for adult and children's social care, homelessness, planning, recycling and refuse collection. However, much of this promised increase from the Government is dependent on councils increasing council tax by up to 5%. If this council tax income is disregarded, then the increase from Government is just 1.5%.

Every 1% rise in tax in BF is said to raise £646K. BF has many band D properties and many properties rated in higher bands. Raising the Council tax here will give a good return but in a locality with few band D properties, the money raised will be much less BUT the pressures on Social Care are the same, or worse. Using Council Tax to cover the increasing costs in Social Care is a postcode lottery. This cannot be fair and equitable. Nor can it be sustainable in the long term. Central government should resource this with adequate increased Revenue Support.

We recognise the need to replace the roof on the Bracknell Leisure Centre as quick repairs do not seem to last, and many residents complain about the drips from the pool roof. More information needs to be included, however, to explain why the Council has to pay for all these repairs now that Everyone Active is running the Leisure Centre, the Golf Course and Coral Reef. Explaining that, in the contract, BFC decided to retain ownership of the buildings and just outsource their management, so retaining responsibility for structural issues, would help answer residents' concerns.

What will happen to the PV panels on the roof during this work and after it?

We wholeheartedly support the demolition and rebuild of the Commercial Depot but ask why, if it costs £100K to maintain per annum, and has done for years, this was not included in phase 1 of the Joint Venture, especially as Highway Maintenance has to be cleared from Market street due to Phase 1 construction?

The restructuring of the Depot Area was supposed to be in Phase 2, but this is not mentioned here. Hopefully the released land will not just be sold off, as it is in central Bracknell. We supported the JV as a means of land ownership being retained by Bracknell Forest Council in central locations, to retain more control over what is developed.

We are very supportive of the long overdue 'School investment Feasibility' proposal but trust the fact that it starts off as plural and then changes to singular is a typing error!

We also, of course, support the school security and safeguarding measures but ask that this can also be considered during the feasibility study for Easthampstead Park which has a 'ramblers' footpath' through the grounds which prohibits the school from such safeguarding.

The remodelling of 10a Portman Close promises to provide much more secure and private space for the residents temporarily housed here. These flats were a welcome succession to the B&Bs in Slough, and this new recommendation will improve this much needed accommodation even further.

The SEMH facility is much needed to try and reduce the huge financial deficit in the High Needs Block which supports children and young people with the most challenging educational needs. These exact proposals were included in last year's budget consultation and £40k was included to run a cost and feasibility report. Hopefully the school with surplus accommodation has now been identified to house this hub. We are still concerned that this school will cater for children suffering from trauma, ADHD, SEND and migrants with language needs. This is a huge spectrum and trust all the expertise has been found to serve them.

We support all the Planned Maintenance Projects but would have liked to have seen the effect of this maintenance on the carbon footprint target of Bracknell Forest Council. We are supposed to be leading the way and should be showing this is at the forefront of all our decisions. If the BMS replacements will aid efficiency and reduce the fuel consumption, it should be stated. Will increased insulation, non condenser boilers, solar panels ... be included in this 'complete refurbishment'? How much carbon do the new windows at Harmans Water save?

Similarly, all the changes at the depot give a superb opportunity to provide carbon neutral facilities. If this is included in the plans, and we do so hope it is, then this should be stated and celebrated.

Such considerations should also be included in the school feasibility studies and the changes at Birch Hill, Holly Spring, and Portman Close.

We accept the trial of installing timed gates on parks and countryside car parks but are concerned that this will just push the antisocial behaviour to another location. Are the police working with us to monitor the effect of these closures?

The budget assumes the government will continue to fund the ongoing costs of Covid-19, including supporting residents not able to afford council tax payments and for the irrecoverable losses of council tax and business rates. Any short fall in this support will affect negatively on the budget proposals.

The pay freeze for all local government employees earning above £24K is a reprehensible decision but this is a government choice and ruling, and therefore we accept the BF Council can do little but follow the ruling. BUT after this year of all years, when our 'normal life' has been maintained by their gargantuan efforts- this seems so wrong.

We ask that when contracts are renegotiated to minimise inflation, the pay and conditions of the contracted staff is also considered, so that all are paid a living wage.

We support the increase in fees and charges in line with the BF policy and are please to note no charge involves a 376% increase this year.

The promised government review into Business Rate Retention has not happened. This is probably good news for BF as the Council has benefitted from the present arrangement. This also means that the big multinational company that presently pays its rates to BF -£4m of support to the revenue budget a year - has not yet joined the Central Rating list, so BF will still benefit.

The huge 'windfalls' achieved by the Bracknell Forest Director of Finance in the past years from the Berkshire Wide Business Rates pilot is not mentioned in these papers. However, without winning the bid to run this pilot, the Council would not have been able to bank these bonuses, to support this and future budgets.

We understand about Spending on Schools being ring fenced.

There has been an increase in the number of children on Free School Meals, this year, resulting in a deficit of £94K and this increase will not be financed until 2021/2. Although, schools will receive an average increase in funding of about 3.8% per pupil, they are also suffering financially from the lack of revenue during lockdown from hiring out their facilities- a practice previously encouraged to supplement their funding. There are also costs associated with supplementing the cost of provision of meals, cleaning, measures to allow distancing, home learning, IT etc etc. It is unclear how much of this schools will be able to claim back from DfE as the rules are quite tight.

The 2021/22 government funding has not yet been determined.

The big deficits come from trying to support the High Needs Block. Expenditure has been greater than income for several years, and whilst there is an increase in 2021/2 to £18.99m the forecast for spending in that year is £4.9m higher than this. Projecting this forward to March 2023, with deficits in each of the years in between, there is predicted to be to a cumulative deficit of nearly £15m.

We understand most of the high costs come from educating our young HN children out of the borough because BF does not have enough suitable placements. We support the work being done to enable more placements in BF for both primary and secondary children. If the provision is right, this must be better for the child as well as reducing costs in transport and charges.

It is unlikely all this will happen this year, especially with Covid-19 pressures, so how is the deficit covered in the meantime? It states that this will be balanced in the budget by a contribution from the schools' reserves but will need to be met from the Direct Schools Grant in the medium term.

No information is included in these papers about the size of this 'School Reserve'. This is a National Crisis and more money from central government is desperately needed to support Special Education. The Government's promised SEN review is urgently needed.

What representation has the BF Council made to the DfE to prioritise this?

Shop Mobility is said to be able to cope for a year or so on its savings, but obviously it has been badly hit by the lockdown and by 'sheltering'. Its clients are unlikely to return until they perceive shopping to be safe. The vaccine will help restore confidence, but it is unlikely Shop Mobility will be able to fund raise the £30K per year needed to survive any time soon. We think they provide an essential service for the residents of Bracknell Forest and urge you to reconsider offering them more support in future budgets.

We are delighted to note the inclusion - the 'Green Waste' Collection- especially as it is the only place in this whole document that refers to the Council's Impact on Climate Change.

We welcome the contribution to the schools' budget of £253K to reduce the pressure on all our existing schools to finance the new builds.

The documents say that the Youth Facility at Braccan Walk was opened part way through the year. We did not think this was yet open for use but would dearly like a visit if it is. This Youth Hub is very much welcomed.

Under the section on 'Staffing Structures', it states that this funding was needed for one year only in 2020/21. Is it still needed?

The report on the Look Out is very depressing. I am sure this must recover when the vaccination is widespread. This is such a superb science facility for children and perhaps a visual tour and online activities would support it in the near future.

Many of the 'pressures' are Covid-19 related and are presumably included because they will not receive government funding to cover them. Whatever happened to 'we will do whatever it takes'? Are there no funds to cover these revenue losses?

The 'best case' and 'worse case' for Leisure is very well explained. Nationally, many such facilities may never open again unless they are supported now.

The Family Safeguarding Model has proved very successful in working with families to reduce the need for more drastic and costly intervention. The funding to ensure this staffing resource is permanent is very welcome. The fact that this model depends on all partners working together to resolve concerns, however, implies staff supporting the police service are also needed.

The Lexicon provides the greenery in the Town Centre, but local shopping centres also look far more attractive if their planters and baskets are well maintained. The 'reduction in the number of hanging baskets and bedding plants' - does this mean there will be none, or where will the impact be felt?

Income from the hiring of rooms in Times Square is very welcome. Time square is right opposite the bus and train stations and very accessible.

The contract with Mencap has ended. Will another partner be found? Who will replace the work done together?

The NEET prevention team within BF does a very good job of supporting our young people. Where their expertise is stretched, however, I trust others will be contracted to support.

We fully support the ambition to have more resilient foster carers so that our young people can be fostered within BF and not have to go away because of a lack of placements.

The savings from the Adult Social Care Transformation seem ambitious. The Conversations Model has now been in place for about three years, with few savings ever listed as specifically related to it. The redesign of the hospital discharge pathway is welcome, but how can savings be made?

'Review of high cost care packages' has raised alarms by people reading these proposals. More detail should have been included.

Other savings seem ambitious and without detail- 'wishful thinking'.

The training for governors can certainly be reduced as there is excellent training online from the NGA and others.

We appreciate that every department has had to make its proposals for the savings and the pressures, and they know the priorities and what can be done.

We are confident that every grant available will be tendered for to supplement the revenue but increased funding from central government would be the best resource, especially for Adult and Children's social care.

The Council Tax discounts are supported.

Up to 11 January 2021, £4,894,270.89 has been paid out in Council Tax Support, during 2020/21, to 5023 claimants. This shows the residents are aware of this support and uptake seems to be good.

We thank everyone involved in publicising this and for the other local discounts.

We acknowledge that the Council Tax can be raised by 2% without needing a referendum and that the government has enabled a further rise of 3% over two years to cover their lack of funding for adult services. But high Council tax increases cannot be borne by our residents at this time.

The Future Funding Reserve was established to buffer the effects of the Business Rate Review that has not yet been published but was expected for this year- a reserve to be a buffer against hard times. This year promises to be as hard as the last for many of our residents. We appreciate that reserves can only be used once but urge some of these funds are used to support this year's budget.

Report Settings Summary

Event	Budget Consultation 2021-22
Total Responses	2
Total Respondents	1
Questions	All
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	Budget Consultation 2021-22
Created on	2021-01-29 14:10:43
Created by	Amy Ma

Table .1

Efficiency savings

Question responses: 2 (100.00%)

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

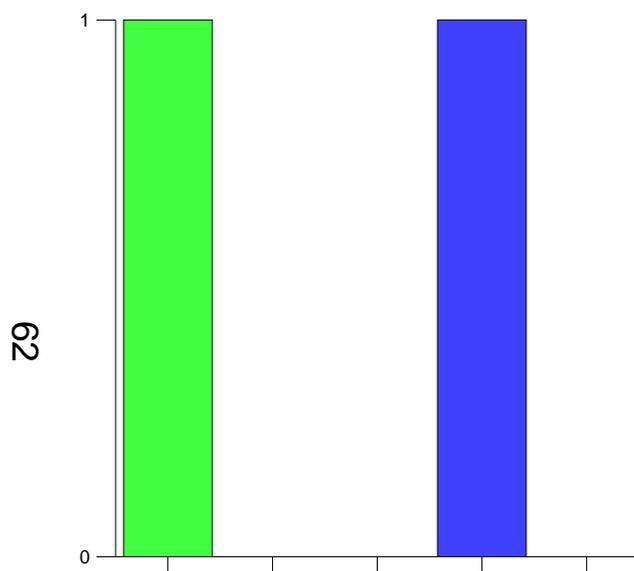


Table .1

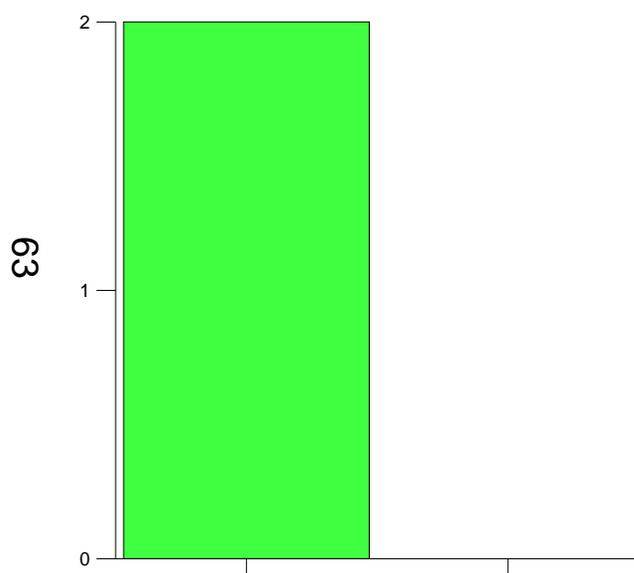
	% Total	% Answer	Count
Strongly Agree	50.00%	50.00%	1
Agree	0.00%	0.00%	0
Neutral	0.00%	0.00%	0
Disagree	50.00%	50.00%	1
Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

Why proposed efficiency savings

Question responses: 2 (100.00%)

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



	% 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
1				1. There is a woeful lack of any investigation as to whether services (for example waste services) resources and personnel (particularly	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				at Director level) might be better shared with or joined up with other neighbouring councils. For example, waste services. Surely better to have one Director at £150,000 across 2 councils rather than both employing their own directors at double the cost. 2. There should be an immediate review of the management structure and salaries to reduce cost. 3. There should be a review of expenses and more opportunities looked at for example reducing cost per mile for petrol etc. 4. There has been no consideration of cashing in the capital investments held outside the borough. E.g. building that the council has invested in. 5. Senior director level staff should take a pay cut. They are paid far too much money.				
2				It continues to be impressive that the council, through a combination of focussed savings and transformational projects are maintaining a realistic balance maintaining a focus on residents, especially the vulnerable, yet maintaining the boroughs open spaces. This is noteworthy as it is under rising care pressures and against a unique pandemic.	29/01/21 01:07	0.1	Submitted	web

64

Table .3

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?

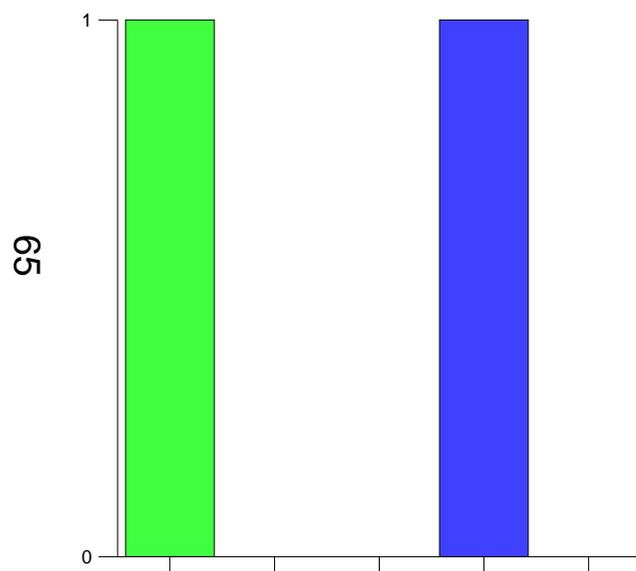


Table .1

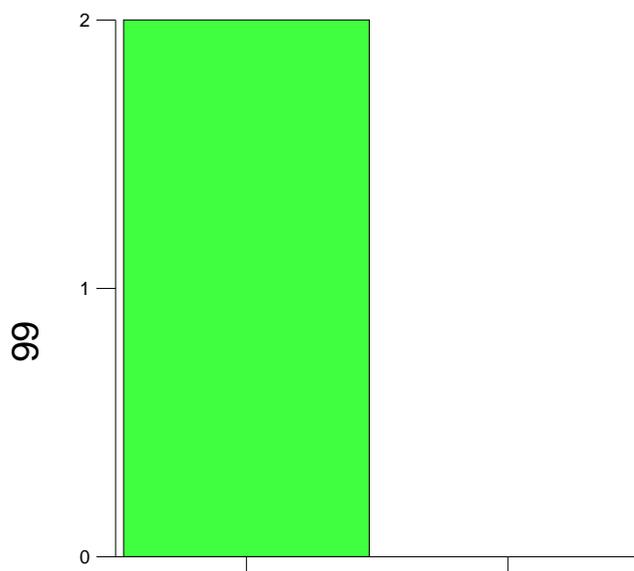
	% Total	% Answer	Count
Strongly Agree	50.00%	50.00%	1
Agree	0.00%	0.00%	0
Neutral	0.00%	0.00%	0
Disagree	50.00%	50.00%	1
Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

why changes to services

Question responses: 2 (100.00%)

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



	% 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
1				As above, it is far too easy to hit the residents with an increase in the council tax. The council has not demonstrated any new and novel	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				ways of reducing expenditure. Without this, there can simply be no justification for increasing the local tax. The council has not cut it's own cloth yet and until this can be demonstrated, it is wholly unfair to hit residents. For example, The bin collection changes is wasted money on additional extra bins. The collections and sorting of waste could be much better managed than at present.				
2				A principle objective is to support the vulnerable and an ageing population - the budgets reflect the commitment to this.	29/01/21 01:07	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?

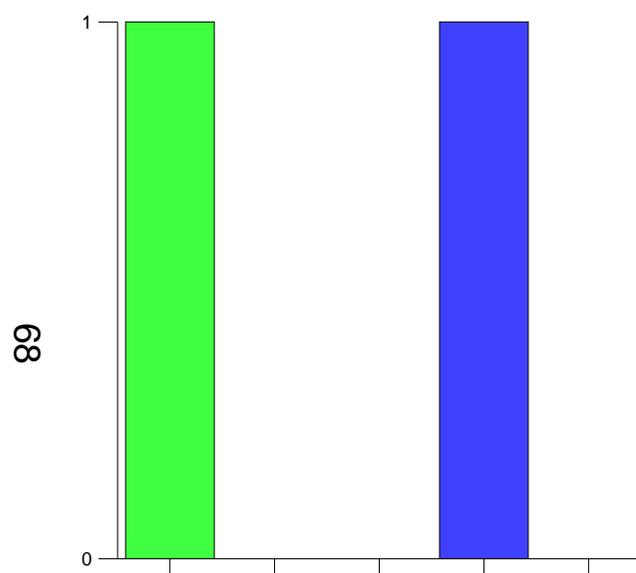


Table .1

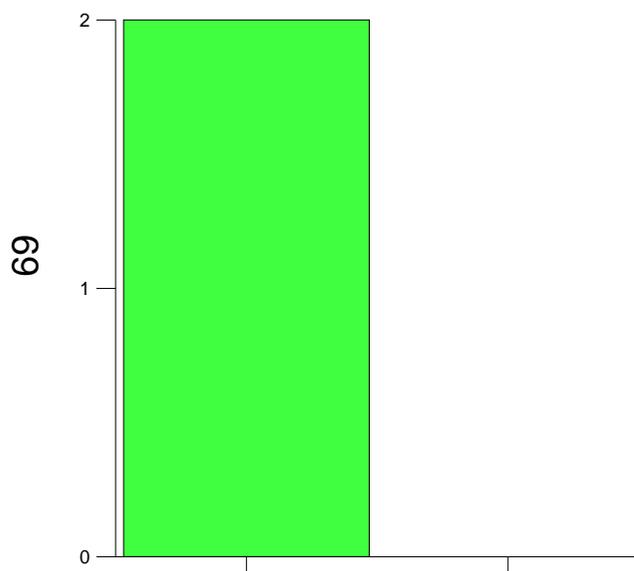
	% Total	% Answer	Count
Strongly Agree	50.00%	50.00%	1
Agree	0.00%	0.00%	0
Neutral	0.00%	0.00%	0
Disagree	50.00%	50.00%	1
Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

why fees and charges

Question responses: 2 (100.00%)

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



	% Total	% Answer	Count
■ [Responses]	100.00%	100.00%	2
■ [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
1				Again there is little or no evidence that the council has looked beyond its own boundaries for opportunities to join up	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				services and personnel with neighbouring councils.				
2				Continues to provide value for money in for all types of leisure (contributing to the all important wellness strategy) and other environmental objectives.	29/01/21 01:07	0.1	Submitted	web

Table .3

Capital Spending Proposals

Question responses: 1 (50.00%)

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

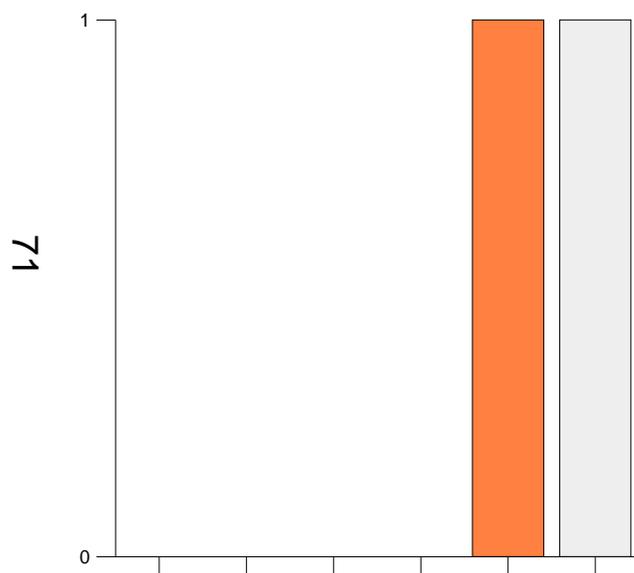


Table .1

	% Total	% Answer	Count
■ Strongly Disagree	0.00%	0.00%	0
■ Disagree	0.00%	0.00%	0
■ Neutral	0.00%	0.00%	0
■ Agree	0.00%	0.00%	0
■ Strongly Agree	50.00%	100.00%	1
■ [No Response]	50.00%	--	1
Total	100.00%	100.00%	2

Table .2

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				It is kept to a minimum which is appropriate given the straightened times. It is encouraging that there are not any vanity projects.	29/01/21 01:07	0.1	Submitted	web

Table .3

CENTRAL - CHIEF EXECUTIVE'S OFFICE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Chief Executive's Office Removal of PA staffing budget resulting from 2 PAs moving onto part time hours.	-32		
Engagement & Equalities Community Development Manager reduced from 0.81 to 0.60 Full Time Equivalent (FTE).	-10		
Engagement & Equalities Reduction in publicity and marketing budget available to Community Engagement Team.	-6		
Communications & Marketing Reduce the photography/ videography budget available.	-2		
Communications & Marketing Licence for social media monitoring is not renewed.	-1		
Communications & Marketing Bracknell Town Centre Events and Marketing Co-Ordinator reduced from 1.00 to 0.81 FTE.	-6		
Engagement & Equalities Increase establishment budget for Head of Community Engagement & Equalities to 1.00 Full Time Equivalent (FTE) from 0.61 FTE to reflect the current working pattern.	25		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Chief Executive's Office Given the valuable contribution that Graduate Trainees have provided to the organisation the Council will continue to support the National Graduate Development Programme by creating a further 2 posts.	75		
CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL	43	0	0

CENTRAL – RESOURCES

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Audit The removal of budget in Supplies and Services for external audit support, offsetting the pressure of the creation of a Senior Auditor post to reflect the in-house provision of the service.	-46		
Revenues Deletion of Revenues Billing Manager post, to be replaced with a Senior Revenues Assistant post at a lower grade	-14		
Insurance Savings on contract register and fidelity guarantee insurance.	-20	-30	
Cash Collection Saving from review of contract.	-5		
Exchequer Saving from review of service and external support budgets.	-2		
Organisational Development Savings through centralisation of Training budgets	-5	-15	
Audit Creation of a Senior Auditor Post by transferring functions from an external provider back in-house. (A corresponding saving is shown on Supplies and Services as there is no overall impact.)	46		
Insurance Purchase of Cyber liability insurance to mitigate the increased risk of cyber-attacks which can be catastrophic for service delivery and financially very costly.	45		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Revenues Payments of £150 to households in receipt of Council Tax support will be continued for a further year. This will be funded from the Local Council Tax Support Grant to be provided by the government in 2021/22, a one-off additional unringfenced grant.	500	-500	
CENTRAL – RESOURCES TOTAL	499	-545	0

CENTRAL – PLACE, PLANNING & REGENERATION

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Highways & Transport Reflects restructure completed in year within Highways and Transport teams.	-160		
Highways & Transport S278/38 fees - increased annual draw-down to off-set the staffing budget. This represents an increase in the draw-down included within prior years' savings plans.	-35		
Highways & Transport Commuted sums - increased annual draw-down to off-set revenue maintenance budgets. This represents an increase in the draw-down included within prior years' savings plans.	-35		
Regeneration & Economy Reconfigure Town Centre Regeneration Manager post and Economic Development Manager post. Create part time Economic Development Project officer post.	-29		
Regeneration & Economy Income from Bracknell Town Centre commercialisation.	-20	-20	
Parks & Countryside Commuted maintenance sums for the management of transferred new open spaces have historically been preserved, where maintenance can be accommodated by finding efficiencies and using established budgets. The option exists to draw down reserves to offset the staff time applied to those sites.	-33		
Parks & Countryside Draw down of Suitable Alternative Natural Green Space (SANG) maintenance funds to replace an existing borough maintenance budget for Lily Hill Park.	-10		
Highways & Transport Urban Traffic Management Control (UTMC) Engineer post replaced with an Apprentice.	-25		
Highways & Transport Capitalisation of highway maintenance works to be funded through Government Highway maintenance grant.	-100	-100	
Highways & Transport Reduction in budget for concessionary fares due to continued reduction in demand, which may also be further influenced by Covid-19.	-30		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Planning Above inflation increase to discretionary fees.	-9		
Planning Deletion of Planning Assistant post.	-29		
Parks & Countryside Above inflationary car-parking price rise at The Look Out.	-35		
Parks & Countryside Review of options for future service offer at the Look Out.	-80		
Planning Potential reduced CIL/S106 Facilitation income in 2021/22 due to a slowdown in construction	150		
The Look Out Loss of income from admissions and catering as any post-COVID services will be offered at a reduced capacity and will incur greater costs in delivering safely. The market appetite for indoor attractions is very uncertain, particularly within school groups. The loss is partially offset by savings within service, including a staff re-structure to ensure expenditure on site is adjusted to reflect potential income.	200		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Regeneration and Economy Support for the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), recognising their importance for employment and general economic recovery.	600	-600	
CENTRAL – PLACE, PLANNING & REGENERATION TOTAL	320	-720	

DELIVERY

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
ICT Deletion of two vacant posts	-71		
Libraries Underspends in previous years on various supplies and services including on vehicle recharges and furniture purchase.	-20		
Libraries Deletion of two vacant posts	-47		
Libraries A reduction in the stock purchase of duplicate titles	-50		
Car parking Retender of car parking and enforcement management contract.	-200		
Contract Services Management Small underspends in previous years on various supplies and services including photocopying and print room reprographics.	-5		
Grounds Maintenance and Street Cleansing Underspends in previous years in relation to grounds maintenance costs.	-50		
Construction and Maintenance Portable Appliance Testing (PAT) to be completed by facilities officers rather than an external provider.	-5		
Office Accommodation The shredding service provided by an external organisation has been underspent in previous years.	-7		
Commercial Property Market Street unit letting creating additional income.	-19		
Electoral A process change within the Canvass will result in a saving.	-15		
Mayoral Underspends in previous years relating to supplies and services, including on vehicle hire charges and photography.	-5		
Member Services Underspends in previous years relating to supplies and services, including on publicity and marketing and stationery.	-4		
Member Services A reduction on the Member Allowances budget due to underspends in previous years.	-2		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Democratic Services A reduction in overtime and an increased income target on school admission appeals.	-5		
ICT Closure of the print room service shared with Wokingham Borough Council.	-6		
ICT Deletion of the vacant part of a post.	-17		
Cemetery & Crematorium Financial impact of a restructure that took place earlier this year.	-50		
Contract Services Senior management Financial impact of a restructure that took place earlier this financial year.	-59		
Grounds Maintenance and Street Cleansing Contract reductions in relation to the number of bedding plants and hanging baskets across the Borough.	-13		
Construction and Maintenance Staffing restructure to remove a vacant post and to create a new post at a lower grade.	-39		
Construction and Maintenance Increase in professional fee income in relation to additional projects being undertaken.	-30		
Asset Review Time Square – letting out office space to third party organisations.	-50	-150	
Schools ICT Discontinuation of the traded ICT service (SLA) with schools. This is a pressure in budget terms, due to an historic unachievably high income target.	71		
Street Cleansing and Grounds Maintenance Contract pressures due to increased land adoptions within the Borough. This therefore increases the amount of ground/area that require maintenance and cleansing by the contractors.	63		
Waste Collection contract pressures due to significant increases in property numbers and household waste during the pandemic.	175		
Cemetery & Crematorium The Cemetery and Crematorium have underachieved on their income target over the last few financial years and it is anticipated	63		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
that this will be the case in 21/22 also. This pressure therefore realigns the budget position with the anticipated outturn position.			
Car Parking Due to the Covid-19 pandemic there has been a vast decline in the number of visitors to the Council's car parks. With the pandemic continuing and subsequent lockdowns, meaning non-essential retail and hospitality units being closed, we are not expecting to achieve our income target next financial year.	777		
DELIVERY TOTAL	380	-150	0

PEOPLE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
<p>Historic underspends The following budgets can be reduced to reflect historic underspends with no impact on services:</p> <ul style="list-style-type: none"> • Community Network. • Children’s Social Care office running costs. • Community Safety. 	-40		
<p>Mencap The contract with Mencap has ended.</p>	-30		
<p>Education & learning Training budgets will be reduced across all services for one year. The enhanced NEET prevention program for 16-19 year olds will be provided in-house.</p>	-45	-5	
<p>Additional income / day to day resources The following areas have been identified where additional income can be generated or day to day spend on resources reduced:</p> <ul style="list-style-type: none"> • Children’s Social Care: Make Safe Team training income. • Housing & Welfare: rental income from additional units created through capital projects. • Community Safety: fee for Domestic Abuse training for external organisations. <p>Non-essential expenditure will be reduced across family hubs including refreshments, stationery, learning resources and sundry expenses.</p>	-19	-13	
<p>Children’s Social Care transformation The detail of the scheme is being scoped and is likely to include a programme to develop foster carers so that they become more resilient to adolescence and more expensive external placements are avoided reducing costs of care and accommodation.</p>	-250	-500	
<p>Adult Social Care transformation The Adult Social Care transformation programme includes the following workstreams:</p> <ul style="list-style-type: none"> • Increased provision of independent day support for people with learning disabilities to allow more care to be provided in a group setting rather than 1-1. • Adopt the Conversations Model. This includes greater use of community assets and assistive technology to meet care needs, more consistent approach to how people access Adult Social Care Support and the redesign of the hospital discharge pathway. • Update of the choice and charging policy. • Review of high cost care packages. 	-42 -224 -75 -200	-158 -676 -245 -200	-50

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Housing & Welfare Review of the service to include: <ul style="list-style-type: none"> Contract negotiation with registered providers for young people's supported accommodation schemes. 	-50		
Forestcare Continuation of the work already underway to convert Forestcare into a trading account that covers costs. This will require further negotiation of existing contracts and bidding for new work where it is financially viable to do so.	-95	-130	
Integrated commissioning team with Health Create an integrated commissioning team with the Clinical Commissioning Group (CCG) resulting in staff savings.	-25	-25	
Education & Learning staffing Reduction in using external consultants to deliver training to governors. Staffing restructure within the school property, place and admissions team.	-39	-25	
Youth offending service Alternative location to be sourced for the service so that the running costs of the existing building can be eliminated.	-35		
Early Help Sexual Health contract Fund the GP sexual health contract from Public Health grant.	-21		
Children Looked After (CLA) This represents the pressure on care and accommodation charges. It has been calculated by taking current costs and estimating changes for the remainder of the financial year, including an anticipated reduction from young people turning 18 and transferring into Adult Social Care. The Worst Case reflects the further care and accommodation costs anticipated from Covid-19, which have been minimised by temporary additional social worker support for prevention of Child Protection escalation to CLA and caseload management.	-390		
Adult Social Care This represents the pressure on care packages. It has been calculated by taking current costs and estimating changes for the remainder of the financial year. There are also a large number of suspended services currently due to Covid-19 and the figure includes an estimate proportion of the services being re-instated by 1 April. The pressure also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care. The Worst Case assumes a greater proportion of suspended services are re-instated by the end of the financial year and a rise in demand for services generally over the remaining months of the financial year.	1,628		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Historic commitments in the schools budget Grant funding for a range of services that support vulnerable children is being reduced by 20%. A number of efficiencies and service reductions can be managed that reduce the financial impact.	15		
Open Learning Centre and Early Help Income generation will be significantly impacted from Covid-19 as a result of new ways of workings with significantly fewer external lettings, including from schools and the Leadership Hub.	85		
School Accommodation Temporary hire of modular accommodation (10 classrooms and drama studio) for Sandhurst Secondary while emergency roof repair is undertaken at the main school.	200	-200	
Coopers Hill Youth Centre The exit from the Coopers Hill site will be completed in 2020 at which point various lettings and room hire receipts will be lost. Some services will be relocated to other BF buildings but there will be a net loss of income. This is part of the overall business case for the Joint Venture project.	74		
One-year funding for Directorate staffing pressures The 2020/21 budget included one-year funding for essential staffing resources with the Directorate, including continuation of the Family Safeguarding Model. This is now being made permanent.	626		
Quality Assurance Officer Post It is proposed to invest further in the People Quality Assurance team and to extend their accountability to include oversight of corporate complaints.	40		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Housing and Welfare Additional welfare support for our most vulnerable residents. This will be funded from the remaining Local Council Tax Support Grant to be provided by the government in 2021/22, a one-off additional unringfenced grant.	327	-327	
Mental Health Initiatives Working with partners including the voluntary and community sector to support individuals experiencing mental health issues.	250	-250	
PEOPLE TOTAL	1,665	-2,754	-50

COUNCIL WIDE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Supplementary Pensions 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 in previous years.	-15		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Carbon Reduction Creation of a pump priming invest to save fund to support climate change / carbon reduction initiatives.	150	-150	
Employee Initiatives Initiatives to help ensure we retain the capacity and skills to deal with the ongoing impact of the pandemic and can manage the recovery phase effectively .	500	-500	
COUNCIL WIDE TOTAL	635	-650	0

The pressures contained in the revenue proposals above are based on a Best Case scenario. These will be built into directorate budgets. The difference between the Best and Worst Case projections have been included in a Covid-19 specific Contingency. The analysis of that Contingency by directorate is as follows:

COVID-19 CONTINGENCY

Directorate	Best Case 2021/22 £'000	Worst Case 2021/22 £'000	Contingency 2021/22 £'000
CENTRAL – CHIEF EXECUTIVE’S OFFICE	25	25	0
CENTRAL – RESOURCES	91	91	0
CENTRAL – PLACE, PLANNING & REGENERATION	350	800	450
DELIVERY	1,149	3,158	2,009
PEOPLE	2,855	4,213	1,358
COUNCIL WIDE	650	650	0
COUNCIL WIDE (estimated impact of income compensation scheme)	0	-400	-400
TOTAL	5,120	8,537	3,417

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 there are no updates required. 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 2021/22 except for a review of the Council's maximum limit of investments in Money Market Funds (MMF). MMFs are mutual funds that invest in short-term debt instruments. They provide the benefits of pooled investment, as investors can participate in a more diverse and high-quality portfolio than they otherwise could individually. Like other mutual funds, each investor who invests in a money market fund is considered a shareholder of the investment pool, a part owner of the fund. MMFs are actively managed within rigid and transparent guidelines to offer safety of principal, liquidity and competitive sector-related returns.
- 1.8 Historically the Council has limited investments in any one institution at £7m in order to minimise risk through diversification. This approach was adopted for MMF when these were first adopted, largely due to consistency and as it was a new investment vehicle not previously used by the Council. The economic environment over the last few years and the resulting very low return on term-deposits with banks and other local authorities has resulted on the Council placing all its surplus-cash with MMFs – they continue to offer the highest security and liquidity and have also yielded higher returns than would have been available through fixed-deposits.
- 1.9 Whilst operationally the use of MMFs is relatively straight forward – there are limited funds available to the Council offering returns in the top quartile. The Council currently holds cash in 6 different MMFs and finds itself often at its counterparty limit. This surplus cash has arisen for several reasons over the last few years – due to events such as the introduction of the Community Infrastructure Levy (CIL) and the Business Rates Pooling regime. This cash has allowed the Council to repay short-term debt that retain liquid assets when needed.

- 1.10 The CIL has also benefitted local Parish Councils who are now managing significantly larger cash balances than they have had to and in one instance a Parish Council has approached the Council to explore how best they can manage their own surplus cash as they do not benefit from the access that the Council has to the investment market. Discussions are ongoing as to whether the Council could manage this cash on their behalf via a designated MMF, however should agreement be reached the Council could, by virtue of its £7m limit, be required to reduce its overall holdings in MMF – or seek a lower return in alternative funds.
- 1.11 Furthermore, because MMF are shared investment vehicles as described above, the funds are held in custody and not by the Fund Manager, the logic of setting a £7m limit in line with the Council’s other investment strategy does not hold.
- 1.12 As such, increasing the limit from £7m to £10m per MMF, would enable the Council to achieve a better yield (whilst maintaining a AAA investment), reduce the administration associated with holding so many different MMFs and also open up the opportunity of supporting the local Parish Councils. As such the investment limit for MMFs is recommended to be raised from £7m to £10m.
- 1.13 The Treasury Management Strategy for 2021/22 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 2021/22 – 2023/24

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 2021/22 to 2023/24 complements these indicators.

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

The Capital Expenditure Plans

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

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

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

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors such as the impact of the wider economy.

The Council is asked to approve the summary capital expenditure projections below and to note the out-turn position reported to the Executive and approved on the 25th August 2020.

Capital Expenditure	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Capital Expenditure	12,032	8,249	4,999
Commercial Activities	0	0	0
Financed by:			
Capital receipts	3,000	3,000	3,000
Capital grants & Contributions	5,174	5,414	2,364
Net financing need for the year	3,858	-165	-365

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:

£m	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Capital Financing Requirement					
CFR – services	125,461	133,556	139,198	143,003	140,996
CFR - Commercial activities/ non-financial investments	86,128	85,627	85,115	84,591	84,055
Total CFR	211,589	219,183	224,313	227,594	225,051
Movement in CFR	-6,264	7,594	5,130	3,281	-2,543

Movement in CFR represented by					
Net financing need for the year (above)	-8,575	5,271	2,599	740	-5,420
Less MRP/VRP and other financing movements	2,311	2,323	2,531	2,541	2,877
Movement in CFR	-6,264	7,594	5,130	3,281	-2,543

MRP Analysis					
MRP	1,327	1,365	1,553	1,707	1,834
VRP	489	501	512	524	536
Other Financing Repayments	495	457	466	310	507
Movement in CFR	2,311	2,323	2,531	2,541	2,877

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

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

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

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

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

- For assets purchased under the Commercial Property Investment Strategy (CPIS) the 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 2020/21 charge will be based on 2019/20 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 2020 the total VRP overpayments are expected to be £0.489m.

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 2021/22 – 2023/24

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

	2021/22 Estimated	2022/23 Estimated	2023/24 Estimated
External Debt			
Debt at 31 March	£130m	£130m	£130m
Investments			
Investments at 31 March	£10m	£10m	£10m

Current Portfolio

The overall treasury management portfolio as at 31 March 2020 and for the position as at 31st October 2020 are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/20	31/03/20	31/10/20	31/10/20
Treasury Investments	£000	%	£000	%
Money Market Funds	16,974	100	24,135	100
External Borrowing	£000	%	£000	%
Local Authorities	15,000	16%	10,000	11%
PWLB	80,000	84%	80,000	89%
Net Treasury Borrowing	78,206		65,865	

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 2021/22 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 Director of Finance 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	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Borrowing	£209m	£213m	£213m
Other long term liabilities	£18m	£18m	£17m
Total	£227m	£231m	£230m

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	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Borrowing	£223m	£227m	£225m
Other long term liabilities	£18m	£18m	£17m
Total	£241m	£245m	£242m

Borrowing in advance of need.

The Director of Finance may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Director of Finance will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

Expected Movement in Interest Rates

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

Link Group Interest Rate View		9.11.20													
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	
5 yr PWLB	1.80	1.80	1.80	1.80	1.80	1.90	1.90	1.90	1.90	1.90	2.00	2.00	2.00	2.00	
10 yr PWLB	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.30	2.30	2.30	2.30	
25 yr PWLB	2.50	2.50	2.60	2.60	2.60	2.60	2.70	2.70	2.70	2.70	2.80	2.80	2.80	2.80	
50 yr PWLB	2.30	2.30	2.40	2.40	2.40	2.40	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.60	

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its subsequent meetings to 5th November, although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected in the forecast table above as economic recovery is expected to be only gradual and, therefore, prolonged.

There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was a heightened expectation that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of

the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers. This means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. The consequence of this has been the gradual lowering of the overall level of interest rates and bond yields in financial markets over the last 30 years. Over the year prior to the coronavirus crisis, this has seen many bond yields up to 10 years turn negative in the Eurozone. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

Gilt yields had therefore already been on a generally falling trend up until the coronavirus crisis hit western economies during March 2020. After gilt yields spiked up during the financial crisis in March, we have seen these yields fall sharply to unprecedented lows as investors panicked during March in selling shares in anticipation of impending recessions in western economies, and moved cash into safe haven assets i.e. government bonds. However, major western central banks took rapid action to deal with excessive stress in financial markets during March, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in “normal” times would have caused bond yields to rise sharply. Gilt yields and PWLB rates have been at remarkably low rates so far during 2020/21.

As the interest forecast table above shows, there is expected to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. From time to time, gilt yields, and therefore PWLB rates, can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis, emerging market developments and sharp changes in investor sentiment, (as shown on 9th November when the first results of a successful COVID-19 vaccine trial were announced). Such volatility could occur at any time during the forecast period.

Investment and borrowing rates

- **Investment returns** are likely to remain exceptionally low during 2021/22 with little increase in the following two years.
- **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: indeed, gilt yields up to 6 years were on negative yields during most of the first half of 20/21. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. However, the unexpected increase of 100 bps in PWLB rates on top of the then current margin over gilt yields of 80 bps, required an initial major rethink of local authority treasury management strategy and risk management. However, in March 2020, the Government started a consultation process for amending the margins over gilt rates for PWLB borrowing for different types of local

authority capital expenditure. This outcome of the consultation is expected at the end of November 2020.

Borrowing Strategy 2020/21

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 2021/22 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

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

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

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

Debt rescheduling

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

The reasons for any rescheduling to take place will include:

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

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

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

Investment Strategy 2021/22 – 2023/24

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 2021/22 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

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

Economic Investment Considerations

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

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

Sensitivity to Interest Rate Movements

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

	2021/22 Estimated + 1%	2021/22 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	500	500

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:

	2021/22	2022/23	2023/24
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£241m	£245m	£242m
Limits on variable interest rates based on net debt	£241m	£245m	£242m
Maturity Structure of fixed interest rate borrowing 2017/18			
		Lower	Upper
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
Maximum principal sums invested > 364 days			
Principal sums invested > 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 2021/22 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate" – however the calculation of LIBID and LIBOR are to be retired by the Bank of England – and a new benchmark based on PWLB and Gilts will need to be agreed upon for 2022/23. The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

The Council uses Link Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with

the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

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

Member and Officer Training

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

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority (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
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Money Market Funds CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&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
Forward deals 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
Commercial paper <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i> <i>Custodial arrangement required prior to purchase</i>	No	Yes	<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
Treasury bills <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</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
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

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

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

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
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level, though this needs to be kept under review as risks change.	March 18 £9.047m March 19 £9.060m March 20 £7.091m March 21 £6.712m March 22 £6.711m

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:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	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 18 £2.843m March 19 £2.952m March 20 £3.059m March 21 £3.077m March 22 £3.097m
Budget Carry Forward	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 18 £0.084m March 19 £0.101m March 20 £0.054m March 21 £0.000m March 22 £0.000m
Cost of Structural Change	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 18 £1.990m March 19 £2.290m March 20 £3.158m March 21 £2.956m March 22 £2.750m
Schools' Balances	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 18 £1.272m March 19 £1.558m March 20 £1.015m March 21 £0.715m March 22 £0.515m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the Schools Specific	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 18 £0.091m March 19 £0.051m March 20 £0.023m March 21 £0.023m

Reserve	Purpose	Policy	Value
	Contingency as set out in the financial regulations.		March 22 £0.023m
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The deficit is growing because of the overspend on High Needs Budgets. Action is being taken to reduce the overspend but it is still expected to increase significantly in the medium term.	March 18 £1.994m March 19 £1.577m March 20 -£0.141m March 21 -£4.882m March 22 -£9.996m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 18 £0.337m March 19 £0.459m March 20 £0.459m March 21 £0.459m March 22 £0.259m
School Meals Re-tender	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Will be transferred back to the Unused Schools Budget Balance Reserve at the end of 2002/21 as it is no longer required.	March 18 £0.040m March 19 £0.040m March 20 £0.040m March 21 £0.000m
School Expansion Rates	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 18 £0.841m March 19 £1.093m March 20 £0.364m March 21 £0.364m March 22 £0.364m
School Diseconomy Costs	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	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.800m March 19 £1.000m March 20 £0.746m March 21 £0.746m March 22 £0.746m

Reserve	Purpose	Policy	Value
	and will therefore need additional financial support until pupil numbers reach a viable level.		
SEN Strategy Reserve	An earmarked reserve set up in 2017/18 from the under spend on the Schools Budget to help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.439m March 19 £0.439m March 20 £0.356m March 21 £0.156m March 22 £0.106m
Repairs & Renewals	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 18 £0.021m March 19 £0.033m March 20 £0.046m March 21 £0.056m March 22 £0.066m
Building Regulation Chargeable Account	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 18 £0.000m March 19 £0.000m March 20 £0.000m March 21 £0.000m March 22 £0.000m
Commuted Maintenance of Land	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 18 £1.519m March 19 £1.688m March 20 £1.636m March 21 £1.571m March 22 £1.538m
S106 and Travel Plan Monitoring	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 18 £0.145m March 19 £0.145m March 20 £0.145m March 21 £0.115m March 22 £0.115m

Reserve	Purpose	Policy	Value
Property Searches Chargeable Account	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 18 £0.092m March 19 £0.090m March 20 £0.090m March 21 £0.030m March 22 £0.000m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 18 £2.882m March 19 £3.622m March 20 £3.179m March 21 £2.393m March 22 £1.400m
Revenue Grants Unapplied	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 18 £2.899m March 19 £3.509m March 20 £10.781m March 21 £9.948m March 22 £8.948m
School Masterplans and Feasibility Studies	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 18 £0.341m March 19 £0.341m March 20 £0.373m March 21 £0.373m March 22 £0.273m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 18 £0.030m March 19 £0.030m March 20 £0.030m March 21 £0.030m March 22 £0.000m
Public Health	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be	The reserve will be used to fund Public Health priorities and projects.	March 18 £1.007m March 19 £1.560m March 20 £1.719m

Reserve	Purpose	Policy	Value
	carried over via a reserve into the next financial year.		March 21 £1.964m March 22 £1.964m
Better Care Fund	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 18 £1.420m March 19 £2.092m March 20 £2.322m March 21 £2.822m March 22 £2.822m
Regeneration of Bracknell Town Centre	A reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 18 £0.752m March 19 £1.792m March 20 £4.313m March 21 £5.813m March 22 £5.300m
London Rd Feasibility	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 18 £0.125m March 19 £0.238m March 20 £0.212m March 21 £0.211m March 22 £0.211m
Future Funding	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 18 £8.608m March 19 £19.822m March 20 £18.146m March 21 £18.180m March 22 £18.180m
Dilapidations	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 18 £0.045m March 19 £0.045m March 20 £0.045m March 21 £0.045m March 22 £0.045m
Schools Support	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 19 £0.350m March 20 £0.251m March 21 £0.251m

Reserve	Purpose	Policy	Value
			March 22 £0.000m
Waste PFI Excess Profits	A new 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 19 £0.087m March 20 £0.124m March 21 £0.124m March 22 £0.149m
Feasibility Studies	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 19 £0.500m March 20 £0.394m March 21 £0.394m March 22 £0.394m
ICT Transformation	A reserve to support investment in ICT innovation and improvements.	The reserve will be used to meet the upfront costs of ICT transformation.	March 19 £1.000m March 20 £1.000m March 21 £0.873m March 22 £0.800m
New Schools	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
CIL Administrative Costs	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 £0.268m
Covid-19	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 £0.000m
Business Rates Revaluations	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

Reserve	Purpose	Policy	Value
Business Rates Reliefs	A new reserve to reflect the timing difference between the receipt of S31 grant relating to new Business Rates reliefs and the funding of 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 £12.536m March 22 £1.040m

Unusable Revenue Reserves

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

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	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 18 -£2.351m March 19 £4.140m March 20 £8.250m March 21 -£8.000m March 22 £0.000m
Accumulated Absences Account	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 18 -£5.685m March 19 -£4.520m March 20 -£5.177m March 21 -£5.177m March 22 -£5.177m
Pensions	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.	March18 -£276.125m March19 -£269.419m March20 -£245.019m March21 -£245.019m March22 -£245.019m

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service: Town Centre Management

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

Income the proposed fees will generate:	2020/21 Budget £'000 0	Proposed 2021/22 Budget £'000 0
--	---	--

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

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

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
2021/22 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	375	375

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

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

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.

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 60m2.
- 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 60m2.
- 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 500m2. 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 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	214.00	178.33	220.00	183.33	2.8
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	267.00	222.50	274.00	228.33	2.6
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	477.00	397.50	489.00	407.50	2.5
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	371.00	309.17	381.00	317.50	2.7
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	126.00	105.00	130.00	108.33	3.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	214.00	178.33	220.00	183.33	2.8
Window replacement (non competent persons scheme)	180.00	150.00	185.00	154.17	2.8
Installation of domestic solar panels/wind turbines	187.00	155.83	192.00	160.00	2.7
Re-wiring or new electrical installation of a dwelling	126.00	105.00	130.00	108.33	3.2
Any electrical work other than re-wiring of a dwelling	126.00	105.00	130.00	108.33	3.2
Renovation of a thermal element	222.00	185.00	228.00	190.00	2.7

Domestic Inspection Charge (Full Plans)

Domestic extension not exceeding 10 sq. m floor area	370.00	308.33	380.00	316.67	2.7
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	422.00	351.67	433.00	360.83	2.6
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	469.00	390.83	481.00	400.83	2.6
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.	367.00	305.83	377.00	314.17	2.7
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	353.00	294.17	362.00	301.67	2.5
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	264.00	220.00	271.00	225.83	2.7
Re-wiring or new electrical installation of a dwelling	305.00	254.17	313.00	260.83	2.6
Any electrical work other than re-wiring of a dwelling	222.00	185.00	228.00	190.00	2.7

Domestic Charge (Building Notice)

Domestic extension not exceeding 10 sq. m floor area	587.00	489.17	602.00	501.67	2.6
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	691.00	575.83	709.00	590.83	2.6
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	951.00	792.50	975.00	812.50	2.5
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	741.00	617.50	760.00	633.33	2.6
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	479.00	399.17	491.00	409.17	2.5
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	479.00	399.17	491.00	409.17	2.5
Window replacement (non competent persons scheme)	180.00	150.00	185.00	154.17	2.8
Installation of domestic solar panels/wind turbines	187.00	155.83	192.00	160.00	2.7
Re-wiring or new electrical installation of a dwelling	428.00	356.67	439.00	365.83	2.6
Any electrical work other than re-wiring of a dwelling	347.00	289.17	356.00	296.67	2.6
Renovation of a thermal element	222.00	185.00	228.00	190.00	2.7

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Building Control

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	375	375

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

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

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

Table A Where the estimated cost is (£)

0 - 2000	187.00	155.83	192.00	160.00	2.7
2,001 - 5,000	320.00	266.67	328.00	273.33	2.5
5,001 - 10,000	373.00	310.83	383.00	319.17	2.7
10,001 - 20,000	518.00	431.67	531.00	442.50	2.5
20,001 - 30,000	200.00	166.67	205.00	170.83	2.5
30,001 - 40,000	240.00	200.00	246.00	205.00	2.5
40,001 - 50,000	277.00	230.83	284.00	236.67	2.5
50,001 - 60,000	321.00	267.50	330.00	275.00	2.8
60,001 - 70,000	363.00	302.50	373.00	310.83	2.8
70,001 - 80,000	404.00	336.67	415.00	345.83	2.7
80,001 - 90,000	432.00	360.00	443.00	369.17	2.5
90,001 - 100,000	486.00	405.00	499.00	415.83	2.7

Inspection Charge (Full Plans)

Table A Where the estimated cost is (£)

0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	454.00	378.33	466.00	388.33	2.6
30,001 - 40,000	553.00	460.83	567.00	472.50	2.5
40,001 - 50,000	650.00	541.67	667.00	555.83	2.6
50,001 - 60,000	744.00	620.00	763.00	635.83	2.6
60,001 - 70,000	840.00	700.00	861.00	717.50	2.5
70,001 - 80,000	936.00	780.00	960.00	800.00	2.6
80,001 - 90,000	999.00	832.50	1,024.00	853.33	2.5
90,001 - 100,000	1,127.00	939.17	1,156.00	963.33	2.6

Building Notice Charge (Building Notice)

Table A Where the estimated cost is (£)

0 - 2000	187.00	155.83	192.00	160.00	2.7
2,001 - 5,000	320.00	266.67	328.00	273.33	2.5
5,001 - 10,000	373.00	310.83	383.00	319.17	2.7
10,001 - 20,000	518.00	431.67	531.00	442.50	2.5
20,001 - 30,000	651.00	542.50	668.00	556.67	2.6
30,001 - 40,000	789.00	657.50	809.00	674.17	2.5
40,001 - 50,000	926.00	771.67	950.00	791.67	2.6
50,001 - 60,000	1,062.00	885.00	1,089.00	907.50	2.5
60,001 - 70,000	1,199.00	999.17	1,229.00	1,024.17	2.5
70,001 - 80,000	1,337.00	1,114.17	1,371.00	1,142.50	2.5
80,001 - 90,000	1,430.00	1,191.67	1,466.00	1,221.67	2.5
90,001 - 100,000	1,610.00	1,341.67	1,651.00	1,375.83	2.5

FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS**Number of Dwellings (Plan Charge)**

1	477.00	397.50	489.00	407.50	2.5
2	530.00	441.67	544.00	453.33	2.6
3	583.00	485.83	598.00	498.33	2.6
4	636.00	530.00	652.00	543.33	2.5
5	691.00	575.83	709.00	590.83	2.6

Number of Dwellings (Inspection Charge)

1	480.00	400.00	492.00	410.00	2.5
2	744.00	620.00	763.00	635.83	2.6
3	929.00	774.17	953.00	794.17	2.6
4	1,113.00	927.50	1,141.00	950.83	2.5
5	1,297.00	1,080.83	1,330.00	1,108.33	2.5

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	375	375

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
REGULARISATION CERTIFICATES					
Type of Work					
Domestic extension not exceeding 10 sq. m floor area		599.00		614.00	2.5
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		706.00		724.00	2.5
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		978.00		1,003.00	2.6
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.		761.00		781.00	2.6
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		490.00		503.00	2.7
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		490.00		503.00	2.7
Window Replacement (Non competent persons scheme)		200.00		205.00	2.5
Installation of domestic solar panels/wind turbines		191.00		196.00	2.6
Re-wiring or new electrical installation of a dwelling		436.00		447.00	2.5
Any electrical work other than re-wiring of a dwelling		357.00		366.00	2.5
Renovation of a thermal element		229.00		235.00	2.6
Estimated Cost £					
0 - 2000		191.00		196.00	2.6
2,001 - 5,000		328.00		337.00	2.7
5,001 - 10,000		381.00		391.00	2.6
10,001 - 20,000		530.00		544.00	2.6
20,001 - 30,000		666.00		683.00	2.6
30,001 - 40,000		809.00		830.00	2.6
40,001 - 50,000		948.00		972.00	2.5
50,001 - 60,000		1,089.00		1,117.00	2.6
60,001 - 70,000		1,228.00		1,259.00	2.5
70,001 - 80,000		1,369.00		1,404.00	2.6
80,001 - 90,000		1,464.00		1,501.00	2.5
90,001 - 100,000		1,649.00		1,691.00	2.5
FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS					
Number of Dwellings (Plan Charge)					
1		979.00		1,004.00	2.6
2		1,302.00		1,335.00	2.5
3		1,546.00		1,585.00	2.5
4		1,792.00		1,837.00	2.5
5		2,033.00		2,084.00	2.5
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		1.00		2.00	100.0
Building Regulations (1g)		1.00		2.00	100.0
Building Regulations (1h)		1.00		2.00	100.0
Other Charges					
Hoarding / Scaffold Licences - Per Licence		200.00		205.00	2.5
Dealing with Demolition Notices		183.00		188.00	2.7
Officer Letter - Confirmation to Solicitor	52.00	43.33	54.00	45.00	3.8

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	165	166

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
LOCAL LAND CHARGES					
Fees for Official Search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Copy search		21.00		22.00	4.8
Requisition (LLC1)		27.00		28.00	3.7
Extra Parcel Fee on (LLC1)		6.00		6.00	0.0
Standard Enquiries CON2a	106.00	88.00	109.00	90.00	2.3
Additional Parcel (e.g. Garage)					
Additional Parcels and Garages	28.00	23.33	29.00	24.17	3.6
Other					
Optional Enquiries (each enquiry)	14.00	11.67	15.00	12.50	7.1
Added Enquiries (each enquiry)	27.00	22.50	28.00	23.33	3.7
Cancellation Administration Fee		39.00		40.00	2.6
Commons Registration Searches	14.00	11.67	15.00	12.50	7.1

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : **Monitoring Streetworks**

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	496	499

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Highway Licences and Consents					
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		87.00		89.00	2.3
Skip Licence:					
application fee including one week occupation of the highway		22.00		22.00	0.0
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		151.00		154.00	2.0
HIPPO Bags (placed on highway):					
application fee including one week occupation of the highway		22.00		22.00	0.0
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		59.00		60.00	1.7
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		788.00		804.00	2.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost		Rechargeable Advertising Cost +15% Admin	
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.		186.00		190.00	2.2
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice (Non-refundable application fee)		788.00		804.00	2.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum		93.00		100.00	7.5
Temporary Deposit of Materials on Public Highway:					
Non-refundable application fee including one week occupation of the highway		25.00		26.00	4.0
per additional week or part there of		19.00		19.00	0.0
per necessary inspection		59.00		60.00	1.7
for those found without a licence		151.00		154.00	2.0
Inspection of Illegally Constructed Works / Retrospective Approval inspection and admin cost		440.00		449.00	2.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)					
Fee		434.00		443.00	2.1
per additional hour or part thereof		54.00		55.00	1.9
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S					
Fee		651.00		664.00	2.0
Per additional hour or part thereof		108.00		110.00	1.9
Bus Stop Suspensions					
Application fee (minimum 7 days notice)		262.00		267.00	1.9
Application fee (minimum 3 days notice)		369.00		376.00	1.9
Application fee (≤ 2 days notice)		475.00		485.00	2.1
Parking suspension or dispensation					
Utilities, Contractors, Builders & Commercial Removals:					
Application fee (minimum 7 days notice)		262.00		267.00	1.9
Application fee (minimum 3 days notice)		369.00		376.00	1.9
Application fee (≤ 2 days notice)		475.00		485.00	2.1
Domestic Removals (per day)		60.00		60.00	0.0
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)		75.00		77.00	2.7
for those found without a licence		372.00		379.00	1.9

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	496	499

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Please Note: Applications & renewals of Street Cafés have been reduced temporarily to £100 from 1st April to 30 September 2021.					
Application for Street Café (Registered charity)					
Fee, plus charge based on number of chairs:		125.00		128.00	2.4
1-4 Chairs		84.00		86.00	2.4
5-10 Chairs		112.00		114.00	1.8
11+ Chairs		139.00		142.00	2.2
Application for Street Café					
Fee, plus charge based on number of chairs:		278.00		284.00	2.2
1-4 Chairs		213.00		217.00	1.9
5-10 Chairs		531.00		542.00	2.1
11+ Chairs		957.00		976.00	2.0
for those found without a licence		372.00		379.00	1.9
Renewal for Street Café					
Fee, plus charge based on number of chairs:		186.00		190.00	2.2
1-4 Chairs		138.00		141.00	2.2
5-10 Chairs		362.00		369.00	1.9
11+ Chairs		637.00		650.00	2.0
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		150.00		153.00	2.0
per site (as appropriate)		59.00		60.00	1.7
Fees for administering unlicensed ATC's.		511.00		521.00	2.0
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		150.00		153.00	2.0
per necessary inspection		59.00		60.00	1.7
for those found without a licence		511.00		521.00	2.0
Street Works Licence Application Fee (Initial 200m)					
Fee plus		651.00		664.00	2.0
per additional 200 metres or part thereof		149.00		152.00	2.0
per inspection		50.00		Set by Statute	0.0
Cash Bond for Street Work Licences					
< 1.5 metres depth					
<5m2		1,000.00		1,000.00	0.0
5-10m2		1,500.00		1,500.00	0.0
10-30m2		2,000.00		2,000.00	0.0
>1.5 metres depth					
<5m2		1,500.00		1,500.00	0.0
5-10m2		2,500.00		2,500.00	0.0
10-30m2		3,500.00		3,500.00	0.0
Planting/Cultivation of Public Highway					
Commercial fee or		226.00		231.00	2.2
Domestic fee plus		114.00		116.00	1.8
per necessary inspection		59.00		60.00	1.7
Road Occupation Licence with excavation					
Fee (non-refundable) plus		651.00		664.00	2.0
per necessary inspection		59.00		60.00	1.7
Road Occupation without excavation					
Fee plus		168.00		171.00	1.8
per necessary inspection		59.00		60.00	1.7
Application to place Cables etc. over the Public Highway					
Fee plus		150.00		153.00	2.0
per necessary inspection		59.00		60.00	1.7
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		372.00		400.00	7.5
Per site		59.00		60.00	1.7
Penalty for Temporary signs on the Highway without authorisation or Licence		651.00		664.00	2.0
Plus, removal charge per sign		N/A		60.00	
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.		232.00		237.00	2.2

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	496	499

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Street Works Permit Scheme					
Main Roads					
Provisional Advance Authorisation (PAA)		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
Minor Roads					
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
Rechargeable Street Works					
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		557.00		568.00	2.0
Fee for schemes over £25k value.		1,115.00		1,137.00	2.0
Vetting of Traffic Signals designs linked to s278 & s38 schemes					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,626.00		1,659.00	2.0
Fee (Over £25k Signals, Controller & Installation Costs)		2,711.00		2,765.00	2.0
Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 & s38 schemes.					
Fee (Up to £25k Signals, Controller & Installation Costs)		651.00		664.00	2.0
Fee (Over £25k Signals, Controller & Installation Costs)		1,301.00		1,327.00	2.0

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Highways

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
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
	£	£	£	£	%
Vehicle Access Crossings					
Construction of crossing		Actual cost + 15% Admin Fee		Actual cost + 15% Admin Fee	
Domestic Vehicle Access Application Fee (BFC Contractor)		43.00		44.00	2.3
Domestic Vehicle Access Inspection Fee - Per Occasion		59.00		60.00	1.7
Domestic Vehicle Access Application Fee (Private Contractor)		81.00		83.00	2.5
Domestic Vehicle Access Inspection Fee - Per Occasion		59.00		60.00	1.7
Property Developers or Commercial Vehicle Access					
Fee plus charge based on number of properties:		463.00		472.00	1.9
1 Property		280.00		286.00	2.1
2-5 Properties		503.00		513.00	2.0
6 + Properties		782.00		798.00	2.0
per inspection		59.00		60.00	1.7
Access Protection Markings	113.00	94.17	115.00	95.83	1.8

CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	421	426

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
	£	£	£	£	%
HIGHWAY ENQUIRIES					
Standard rate per hour - minimum charge		66.00		67.00	1.5
RECHARGEABLE WORKS					
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%	
HIGHWAY ADOPTIONS					
Road Adoptions					
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)		1,085.00		1,110.00	2.3
Re-inspection rate per hour - minimum charge		94.00		96.00	2.1
SECTION 38 & SECTION 278					
Section 38/Section 278 fees					
Schemes up to £25,000 - minimum charge		2,550.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
Commutated sums in respect of additional highway maintenance costs					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture 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.					
Section 38					
Manhole per item <3m depth		2,895.00		3,037.00	4.9
New Tree per item		399.00		419.00	5.0
Existing Tree per item		346.00		363.00	4.9
Parking Bay		734.00		770.00	4.9
Swales <500mm m2		79.00		83.00	5.1
Permeable paving m2		126.00		132.00	4.8
Infiltration Trench Lin m		336.00		352.00	4.8
Ditches Lin m		378.00		397.00	5.0
Section 278					
Manhole per item <3m depth		2,895.00		3,037.00	4.9
Carriageway m2 SMA		126.00		132.00	4.8
Carriageway m2 HRA		126.00		132.00	4.8
Carriageway block paved m2		136.00		143.00	5.1
Footway m2		84.00		88.00	4.8
Footway block paved m2		94.00		99.00	5.3
Verge m2		21.00		22.00	4.8
Shrub inspection maintenance m2		52.00		55.00	5.8
Anti-Skid m2		105.00		110.00	4.8
Gully per item		556.00		583.00	4.9
Beaney Blocks lin m		336.00		352.00	4.8
New Tree per item		399.00		419.00	5.0
Existing Tree per item		346.00		363.00	4.9
Street light 12m column		1,951.00		2,047.00	4.9
Street light 10m		1,909.00		2,003.00	4.9
Street light 8m		1,783.00		1,870.00	4.9
Street light 6m		1,731.00		1,816.00	4.9
Street Light 5m		1,710.00		1,794.00	4.9
Parking Bay		734.00		770.00	4.9
Illuminated Bollard		944.00		990.00	4.9
Illuminated sign <600mm replace and maintain		787.00		826.00	5.0
Non Lit Sign <600 replace and maintain		220.00		231.00	5.0
Timber Bollard		493.00		517.00	4.9
Feeder pillar		210.00		220.00	4.8
Traffic Signal per head (pedestrian)		10,490.00		11,004.00	4.9
Traffic Signal per head (junction)		13,113.00		13,756.00	4.9
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
2021/22 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	421	426

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
STREET NAMING & NUMBERING					
Property Name Change (Sole identity)		94.00		96.00	2.1
Addition of Property name (To numbered property)		30.00		45.00	50.0
Amendment to Postal Address		94.00		96.00	2.1
New Build - Individual Property		94.00		96.00	2.1
New Development Fixed Fee		175.00		179.00	2.3
Plus fee per Unit		25.00		26.00	4.0
Conversion of Property into Flats - Fee per Flat		48.00		49.00	2.1
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		25.00		26.00	4.0
TRAFFIC SURVEY DATA					
Observed or modelled junction turning counts - per junction	612.00	510.00	624.00	520.00	2.0
Traffic count information from automatic counters	180.00	150.00	184.00	153.33	2.2
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	645.00	537.50	658.00	548.33	2.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	322.00	268.33	328.00	273.33	1.9
Other data requests will be assessed on their merits and charged at the discretion					
Bracknell Forest Multi-Modal Transport Model (BFMMTM) - Developers Charges					
Use of model for one month or each additional month exceeding six months	4,379.00	3,649.17	4,467.00	3,722.50	2.0
Use of model for first six months	21,604.00	18,003.33	22,036.00	18,363.33	2.0
CONCESSIONARY FARES					
Replacement Pass		8.00		8.00	0.0
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)		15.00		16.00	6.7
Renewal of Disabled Person's Railcard		8.00		9.00	12.5

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,075	1,079

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
PLANNING APPLICATIONS					
Please note that 25% of statutory fees will be charged for invalid applications where relevant information is repeatedly not provided within a reasonable timescale.					
Outline Application					
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
Full Application					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit		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
Approval of Reserved Matters for dwelling units					
All types of development are now charged at the rate appropriate for a full application, as detailed above. 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
Approval of Reserved Matters for development other than dwelling units					
All types of development are now charged at the rate appropriate for a full application, as detailed above. 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
2021/22 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,075	1,079

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Operations, Etc other than Building Works					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)		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
Lawful Development Certificate					
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
Change of Use					
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
2021/22 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,075	1,079

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Prior Approval 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		Set by Statute	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		Set by Statute	0.0
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		Set by Statute	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		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 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		Set by Statute	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

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000			
Income the proposed fees will generate:	1,075	1,079			
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
	£	£	£	£	%
Residential - all rates based on gross new units					
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.					
Householders					
Stage 1 In-Principle advice for Permitted Development Enquiries	55.00	45.83	58.00	48.33	5.5
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only	90.00	75.00	95.00	79.17	5.6
Full Standard Pre-App with site visit and all relevant consultees	140.00	116.67	147.00	122.50	5.0
Developers					
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
1 unit	165.00	137.50	174.00	145.00	5.5
2-5 units	330.00	275.00	348.00	290.00	5.5
6-10 units	440.00	366.67	463.00	385.83	5.2
11-25 units	660.00	550.00	694.00	578.33	5.2
26-50 units	1,100.00	916.67	1,155.00	962.50	5.0
51+ units	1,650.00	1,375.00	1,735.00	1,445.83	5.2
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
1 unit	175.00	145.83	184.00	153.33	5.1
2-5 units	350.00	291.67	368.00	306.67	5.1
6-10 units	860.00	716.67	904.00	753.33	5.1
11-25 units	1,250.00	1,041.67	1,314.00	1,095.00	5.1
26-50 units	2,310.00	1,925.00	2,428.00	2,023.33	5.1
51+ units	5,610.00	4,675.00	5,890.00	4,908.33	5.0
Full Standard Pre-App with site visit and all relevant consultees					
1 unit	275.00	229.17	290.00	241.67	5.5
2-5 units	550.00	458.33	578.00	481.67	5.1
6-10 units	1,050.00	875.00	1,103.00	919.17	5.0
11-25 units	1,540.00	1,283.33	1,618.00	1,348.33	5.1
26-50 units	2,750.00	2,291.67	2,890.00	2,408.33	5.1
51+ units	6,160.00	5,133.33	6,475.00	5,395.83	5.1
Commercial/Non-Residential					
Based on floorspace including change of use					
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
0-200 sq. metres	130.00	108.33	137.00	114.17	5.4
201-1000 sq. metres	275.00	229.17	290.00	241.67	5.5
1001-2000 sq. metres	375.00	312.50	394.00	328.33	5.1
2001-3000 sq. metres	440.00	366.67	462.00	385.00	5.0
3001-5000 sq. metres	660.00	550.00	694.00	578.33	5.2
5001-10000 sq. metres	1,100.00	916.67	1,156.00	963.33	5.1
10001+ sq. metres	1,650.00	1,375.00	1,732.00	1,443.33	5.0
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
0-200 sq. metres	145.00	120.83	153.00	127.50	5.5
201-1000 sq. metres	330.00	275.00	348.00	290.00	5.5
1001-2000 sq. metres	510.00	425.00	536.00	446.67	5.1
2001-3000 sq. metres	860.00	716.67	904.00	753.33	5.1
3001-5000 sq. metres	1,255.00	1,045.83	1,318.00	1,098.33	5.0
5001-10000 sq. metres	2,310.00	1,925.00	2,428.00	2,023.33	5.1
10001+ sq. metres	5,610.00	4,675.00	5,892.00	4,910.00	5.0
Full Standard Pre-App with site visit and all relevant consultees					
0-200 sq. metres	220.00	183.33	232.00	193.33	5.5
201-1000 sq. metres	495.00	412.50	520.00	433.33	5.1
1001-2000 sq. metres	715.00	595.83	752.00	626.67	5.2
2001-3000 sq. metres	1,045.00	870.83	1,098.00	915.00	5.1
3001-5000 sq. metres	1,540.00	1,283.33	1,620.00	1,350.00	5.2
5001-10000 sq. metres	2,750.00	2,291.67	2,888.00	2,406.67	5.0
10001+ sq. metres	6,160.00	5,133.33	6,470.00	5,391.67	5.0
Bespoke Service					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,075	1,079

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Extras					
Consideration of additional plans (within 12 weeks of original application)					
Residential					
1 unit	90.00	75.00	95.00	79.17	5.6
2-5 units	175.00	145.83	184.00	153.33	5.1
6-10 units	330.00	275.00	347.00	289.17	5.2
11-25 units	495.00	412.50	520.00	433.33	5.1
26-50 units	660.00	550.00	694.00	578.33	5.2
51+ units	825.00	687.50	868.00	723.33	5.2
Commercial/Non-Residential					
201-1000 sq. metres	90.00	75.00	95.00	79.17	5.6
1001-2000 sq. metres	175.00	145.83	184.00	153.33	5.1
2001-3000 sq. metres	330.00	275.00	348.00	290.00	5.5
3001-5000 sq. metres	495.00	412.50	520.00	433.33	5.1
5001-10000 sq. metres	660.00	550.00	694.00	578.33	5.2
10001+ sq. metres	825.00	687.50	868.00	723.33	5.2
Additional charges					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	124.00	103.33	131.00	109.17	5.6
Letter of confirmation of compliance with an enforcement notice	175.00	145.83	184.00	153.33	5.1
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
Miscellaneous					
Change of use from a dwelling and change of use of land to garden	91.00	75.83	96.00	80.00	5.5
Non householder finding out use class, what type of amendment is required on an application	73.00	60.83	77.00	64.17	5.5
Letter of confirmation of compliance with enforcement notice	169.00	140.83	178.00	148.33	5.3
Local Plan Sites - Including sites being promoted to be included in the Local Plan					
Initial Meeting (up to an hour)	0.00		0.00		#DIV/0!
Follow-up Meetings - Per Office Hour	124.00		131.00		5.6
Other Charges					
Research Enquiries - Per Hour	124.00	103.33	131.00	109.17	5.6
Processing fees of variation to S106 Agreements	310.00	258.33	326.00	271.67	5.2
Hire of BFC rooms per day by appellants or any third parties during hearings / inquiries	240.00	200.00	252.00	200.00	5.0
Mixed Developments					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
Advertising					
Relating to the business on the premises		132.00		Set by Statute	0.0
Advance signs which are not situated on or visible from the site, directing the public to a		132.00		Set by Statute	0.0
Other advertisements		462.00		Set by Statute	0.0
Application for Permission in Principle					
£402 for each 0.1 hectare (or part thereof)		402.00		Set by Statute	0.0
Approval/Variation/discharge of condition					
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
2021/22 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

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

	2020/21 Budget £'000 90	Proposed 2021/22 Budget £'000 96
Income the proposed fees will generate:		

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
WESTMORLAND PARK					
Football Pitch (with changing rooms)*					
Senior Pitch	107.30	89.42	118.05	98.38	10.0
Senior Pitch for Junior Use	53.95	44.96	59.35	49.46	10.0
Junior Pitch	35.85	29.88	39.45	32.88	10.0
Annual Charge	6,109.15	5,090.96	6,720.10	5,600.08	10.0
Baseball Diamond with Changing Rooms*					
Adult	107.30	89.42	118.05	98.38	10.0
Junior Hire	53.95	44.96	59.35	49.46	10.0
Annual Charge	4,294.15	3,578.46	4,723.60	3,936.33	10.0
Baseball Diamond without Changing Rooms*					
Adult	67.75	56.46	74.55	62.13	10.0
Junior Hire	33.95	28.29	37.35	31.13	10.0
Annual Charge	3,303.00	2,752.50	3,633.30	3,027.75	10.0
PRIORY					
Football Pitch (without changing rooms)*					
Senior Pitch	67.75	56.46	74.55	62.13	10.0
Senior Pitch for Junior Use	33.95	28.29	37.35	31.13	10.0
Junior Pitch	22.60	18.83	24.90	20.75	10.2
Annual Charge	4,073.15	3,394.29	4,480.50	3,733.75	10.0
FARLEY					
Football Pitch (without changing rooms)*					
Senior Pitch	67.75	56.46	74.55	62.13	10.0
Senior Pitch for Junior Use	33.95	28.29	37.35	31.13	10.0
Junior Pitch	22.60	18.83	24.90	20.75	10.2
Annual Charge	3,515.90	2,929.92	3,867.50	3,222.92	10.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
Tennis Association					
Family Membership	94.35	78.63	100.00	83.33	6.0
Adult Membership	47.25	39.38	50.00	41.67	5.8
Junior Membership	26.00	21.67	28.00	23.33	7.7
Tennis - Pay and Play					
Adult	7.50	6.25	6.00	5.00	-20.0
Under 16/64+	5.60	4.67	5.00	4.17	-10.7
Tennis Latika Farleywood					
Annual charge additional court booking**	2,981.05	2,484.21	3,279.20	2,732.67	10.0
Cabin Hire	1,165.55	971.29	1,282.15	1,068.46	10.0
Additional hourly rate	1.00	0.83	1.20	1.00	20.0
** 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.					
Hall Hire					
Per Hour	14.85	12.38	15.60	13.00	5.1
Cricket					
Adult	99.55	82.96	109.55	91.29	10.0
Junior	50.15	41.79	55.20	46.00	10.1
Cricket					
Adult	62.90	52.42	69.20	57.67	10.0
Junior	31.55	26.29	34.75	28.96	10.1
Multi Use Games Area (MUGA)					
Hire Per Hour	25.55	21.29	26.85	22.38	5.1
Ranger / Officer led activity (Walks & Talks)					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	28.95	24.13	31.85	26.54	10.0
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.					
Rights of Way					
Basic charge to process an application, add to register of deposits and posting notices on site		298.20		328.05	10.0
Additional parcel (e.g. land divided by public highway or multiple separate parcels) requiring further site notices		59.70		65.70	10.1
Subsequent declaration to renew Deposit (at up to 20 years intervals)		59.70		65.70	10.1

**CENTRAL DIRECTORATES
2021/22 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service		
	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,381	1,409

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
THE LOOK OUT					
Admission					
Adult	7.95	6.63	8.15	6.79	2.5
Under 16 / Students / 64+ / Disabled	5.80	4.83	5.95	4.96	2.6
Saver Ticket	21.70	18.08	22.25	18.54	2.5
School Children	5.10	4.25	5.25	4.38	2.9
Under 4s Group Bookings	5.10	4.25	5.25	4.38	2.9
45 minute visit special needs	3.40	2.83	3.50	2.92	2.9
Adult after 4pm	4.30	3.58	4.40	3.67	2.3
Under 16 / Students / 64+ / Disabled, after 4pm	2.85	2.38	2.95	2.46	3.5
Saver Ticket after 4pm	10.70	8.92	10.95	9.13	2.3
Parent & Toddler (Term time only)	7.00	5.83	7.15	5.96	2.1
Carers for disabled	Free	Free	Free	Free	
Birthday Parties*					
Venue Hire	POA	POA	POA	POA	
Loyalty Card*					
Adult	31.80	26.50	32.60	27.17	2.5
Under 16	23.20	19.33	23.80	19.83	2.6
Family	86.80	72.33	89.00	74.17	2.5
Commercial Hire					
Whole Day	271.00	225.83	276.00	230.00	1.8
Half Day	137.00	114.17	140.00	116.67	2.2
Per Hour	65.00	54.17	66.00	55.00	1.5
Evening hire, per hour	87.00	72.50	89.00	74.17	2.3
* 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)	51.00	42.50	52.00	43.33	2.0
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	51.00	42.50	52.00	43.33	2.0
Small production (up to 5 people + small tripod)	308.00	256.67	314.00	261.67	1.9
Medium-larger productions (Between 6-29 people, kit and trucks)*	822.00	685.00	£600- £2,500	£500- £2,083.33	
Major productions (30+ people, kit and trucks)	POA		POA		0.0
Student pieces	Free		POA		0.0
News / Weather reporting	Free		Free		
Charities (Normally free, or may charge to recover council costs if these will be incurred)	POA		POA		0.0
Extra requirements / other discretionary services such as: Site meetings / inspections, legal / licence fee, exclusivity of site fee, unit base / parking, assisting with filming on the public highway, providing access to parks / buildings, coning off areas, providing access to electricity, refuse collection, removal or addition of street furniture, street cleaning, turning off street lights, providing access to water or parking.	POA		POA		0.0

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	198	202

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	%
Legal & Surveyors' Fees for Property Transactions					
New Lease		550		565*	2.7
Licence to Assign		415		425	2.4
Contracted Out Lease - fee is dependant on complexity		245/405		250/415	2/2.5
License to Alter - fee is dependant upon complexity		245/405		250/415	2/2.5
Deed of Variation - fee is dependant on complexity		245/405		250/415	2/2.5
Sale of Garages & Freehold Reversions		335		345	3.0
Letter/Deed of Postponement		150		155	3.3
Transfer (or hourly rate as appropriate)		395		405	2.5
Section 106 Agreements		1,500		1500**	0.0
S38/278 Highways Act Agreement - per hour		185		190	2.7

* 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 £1,500, at a rate of £185 per hour.

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	3	3

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	%
Electoral Registration					
Register of Electors					
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	
Register of Overseas Electors					
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	
Marked copy of the Register of Electors					
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
2020/21 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	132	132

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	2022/23 Proposed Fee (Inc VAT)	2022/2023 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
Marriage and Civil Partnership Ceremonies								
New Licence		2,232.00		2,277.00	2.0		2,323.00	2.0
Licence Renewal		1,913.00		1,951.00	2.0		1,990.00	2.0
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		32.00		33.00	3.1		34.00	3.0
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):								
- for a housebound person		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:								
- 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:								
- 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		490.00		500.00	2.0		510.00	2.0
- Friday-Saturday		595.00		610.00	2.5		625.00	2.5
- Sunday/Bank Holiday		650.00		670.00	3.1		685.00	2.2
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	250.00	208.33	255.00	212.50	2.0	260.00	216.67	2.0
- Friday-Saturday	350.00	291.67	360.00	300.00	2.9	370.00	308.33	2.8
- Sunday/Bank Holiday	400.00	333.33	410.00	341.67	2.5	420.00	350.00	2.4
Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)								
- Monday-Thursday		490.00		500.00	2.0		510.00	2.0
- Friday-Saturday		595.00		610.00	2.5		625.00	2.5
- Sunday/Bank Holiday		650.00		670.00	3.1		685.00	2.2
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	300.00	250.00	310.00	258.33	3.3	320.00	266.67	3.2
- Friday-Saturday	400.00	333.33	410.00	341.67	2.5	420.00	350.00	2.4
- Sunday/Bank Holiday	450.00	375.00	460.00	383.33	2.2	470.00	391.67	2.2
Pre-ceremony chat appointments								
Daytime Monday - Friday		22.00		24.00	9.1		24.00	0.0
Evening Monday - Friday		32.00		34.00	6.3		35.00	2.9
Marriage or Civil Partnership Ceremony in the Ceremony Room (Time Square)		180.00		185.00	2.8		190.00	2.7
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
2021/22 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	132	132

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	2022/23 Proposed Fee (Inc VAT)	2022/23 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
Certificates and Citizenship Ceremonies								
Certificates								
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	10.00	8.33	12.00	10.00	20.0	14.00	11.67	16.7
Individual Citizenship Ceremonies at Register Office								
- Monday - Friday		180.00		185.00	2.8		190.00	2.7
Additional fee for cancellation/amendment/follow-up appointment		37.00		38.00	2.7		39.00	2.6
Note - Appointment fees will be taken at the time of booking								

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service: Democratic Services

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

	2020/21 Budget £'000	Proposed 2021/22 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	%
Council Publications			
Agendas/Minutes_etc			
Council agenda – Charge per Annum (Based on 8 per Annum)	180.00	184.00	2.2
Executive Agenda – Charge per Annum (based on 11 per Annum)	270.00	275.00	1.9
Planning Committee (based on 12 per Annum)	270.00	275.00	1.9
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	129.00	132.00	2.3
Charge per single copy	35.00	36.00	2.9
Part extract (any Committee) including background papers - administration fee	12.00	12.00	0.0

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service: Customer Experience

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
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	%
Certificate					
Proof of Life/Pension Certificate	13.00	10.83	13.00	10.83	0.0

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service: Education Transport

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

Income the proposed fees will generate:	2020/21 Budget £'000 0	Proposed 2021/22 Budget £'000 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		22.00		22.50	2.3

**DELIVERY
2021/22 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
2021/22 PROPOSED FEES & CHARGES

Service : Library Service

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	98	98

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Overdue Charges Per Loan Period					
Adult Books, inc multimedia	Daily	0.40		0.50	25.0
	Max Per item	9.20		11.50	25.0
Childrens Books borrowed by adults	Daily	0.20		0.20	0.0
	Max Per item	4.80		5.00	4.2
Childrens Books borrowed by children	Daily	0.20		0.20	0.0
	Max Per item	2.40		2.60	8.3
Teenage Books borrowed by young people 13-17	Daily	0.20		0.20	0.0
	Max Per item	4.80		5.00	4.2
Spoken Word Cassettes/ CD's	Daily	0.40		0.50	25.0
	Max Per item	9.20		11.50	25.0
Music CD's	Daily	0.40		0.50	25.0
	Max Per item	9.20		11.50	25.0
DVD's	Daily	0.80		0.90	12.5
	Max Per item	11.20		12.60	12.5
Computer Games	Daily	0.80		0.90	12.5
	Max Per item	11.20		12.60	12.5
Loan Charges					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.50		2.60	4.0
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.50		2.60	4.0
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.70		1.80	5.9
Music CD's, Computer Games, DVD's - Over 2 years old		0.70		0.80	14.3
Requests - Books/Periodical Articles - All per item					
All items held in BFC Libraries					
Requests for children's books		Free		Free	
Requests for all other books		0.70		0.80	14.3
Requests for all other books if a registered disabled person or those with a leisure		0.40		0.50	25.0
Subscription - unlimited requests	12 Months - (April-March)	20.00		22.00	10.0
	6 months - (October - March)	14.00		15.00	7.1
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
Internet Printing Fees					
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	4.00	3.33	4.50	3.75
USB Sticks/CD Rom	Each	5.50	4.58	5.60	4.67
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17
Scan and Print by staff	A4 Page	5.50	4.58	5.60	4.67
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
Photocopying Charges					
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
Other Charges					
Printing from microfilm reader	A4 Page	0.50	0.42	0.50	0.42
Facilities Hire at Libraries	Half day	45.00	37.50	48.00	40.00
Facilities Hire at Libraries	Full day	70.00	58.33	75.00	62.50
Loan of vocal scores	Multiples of 10 per week		POA		POA
Facilities Hire at Libraries					
Hourly rate for block bookings		15.00	12.50	16.00	13.33

DELIVERY
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	2,424	2,424

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	%
CEMETERY					
For the interment of the body of:					
a person aged 18 years or over		1,340.00		1,350.00	0.7
re-open Grave aged 18 years or over		990.00		1,010.00	2.0
a child up aged 3 years 1 day to 17 years 364 days		144.00		147.00	2.1
a stillborn child, foetus or child under 3 years		86.00		88.00	2.3
For the interment of a cremation urn or casket:					
a person aged 18 years or over		389.00		340.00	-12.6
a child up to 17 years 364 days		144.00		147.00	2.1
Exclusive rights of burial (deed for 75 years)					
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant for an person 18 years or over		1,085.00		1,195.00	10.1
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		522.00		533.00	2.1
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max) under 18 years		651.00		665.00	2.2
The whole of the foregoing fees and charges will treble in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		207.00		212.00	2.4
Additional charge for casket shaped grave for a person 16 and over		353.00		361.00	2.3
Right to erect memorial		179.00		183.00	2.2
Additional inscription of each name		75.00		77.00	2.7
Plot Selection Fee		44.00		45.00	2.3
Temporary marker on Grave		30.00		31.00	3.3
Transfer of grant of exclusive right of burial		92.00		94.00	2.2
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

DELIVERY
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	2,424	2,424

Are concessions available? Yes on some services

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CREMATORIUM					
For the cremation of the body of:					
a person aged 17 years, 364 days or under		FOC		FOC	
a person aged 18 years or over					
45 Minute Chapel Time		900.00		920.00	2.2
Overrun Fee and/or additional 45 minutes in chapel/service		463.00		473.00	2.2
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,318.00		1,348.00	2.3
Attended Cremation -15min chapel time only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		664.00		664.00	0.0
Body parts		262.00		268.00	2.3
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).		285.00		295.00	3.5
Scattering of Cremated remains - Sat, Sun & Bank Hol		34.00		35.00	2.9
Package and dispatch of cremated remains to an address in the UK		137.00		140.00	2.2
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		463.00		473.00	2.2
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)		64.00		65.00	1.6
Refrigeration Storage per coffin (per 24hr period)		22.00		25.00	13.6
Certified extract from the Register of Cremation		71.00		71.00	0.0
CD or USB - Audio Recording	45.00	37.50	46.00	38.33	2.2
Each additional copy	39.00	32.50	40.00	33.33	2.6
USB, DVD, Bluerau audio visual recording	60.00	50.00	61.00	50.83	1.7
Each additional copy	39.00	32.50	40.00	33.33	2.6
Webcast - per 45 minutes (including 28 day watch again)	85.00	70.83	86.00	71.67	1.2
Single Image	14.00	11.67	10.00	8.33	-28.6
Simple Slideshow (up to 25 photos)	42.00	35.00	43.00	35.83	2.4
Professional Slideshow (up to 25 photos)	83.00	69.17	85.00	70.83	2.4
Additional photos for tributes - up to 25	22.00	18.33	23.00	19.17	4.5
Family supplied video checking & loading to Obitus	22.00	18.33	23.00	19.17	4.5
USB, DVD, Bluerau of Tribute only	33.00	27.50	34.00	28.33	3.0
Each additional copy	22.00	18.33	23.00	19.17	4.5
USB, DVD, Bluerau of Service incl Tribute	74.00	61.67	75.00	62.50	1.4
Each additional copy	38.00	31.67	39.00	32.50	2.6
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
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	2,424	2,424

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
MEMORIAL FEES					
Entries in The Book of Remembrance					
2 line entry	99.00	82.50	101.00	84.17	2.0
5 line entry	146.00	121.67	149.00	124.17	2.1
8 line entry	175.00	145.83	179.00	149.17	2.3
5 line entry with floral emblem	231.00	192.50	236.00	196.67	2.2
8 line entry with floral emblem	243.00	202.50	248.00	206.67	2.1
5 line entry with badge, bird, crest or shield	257.00	214.17	262.00	218.33	1.9
8 line entry with badge, bird, crest or shield	305.00	254.17	311.00	259.17	2.0
8 line entry with coat of arms	314.00	261.67	320.00	266.67	1.9
Copy of an entry from The Book of Remembrance in a folded remembrance card					
2 line entry	82.00	68.33	84.00	70.00	2.4
5 line entry	99.00	82.50	101.00	84.17	2.0
8 line entry	108.00	90.00	110.00	91.67	1.9
5 line entry with floral emblem	201.00	167.50	205.00	170.83	2.0
8 line entry with floral emblem	208.00	173.33	212.00	176.67	1.9
5 line entry with badge, bird, crest or shield	219.00	182.50	223.00	185.83	1.8
8 line entry with badge, bird, crest or shield	231.00	192.50	236.00	196.67	2.2
8 line entry with coat of arms	257.00	214.17	262.00	218.33	1.9
Memorial Leather Panel					
Prepare and display for a 10 year period	389.00	324.17	409.00	340.83	5.1
Prepare and display for a 1 year period	228.00	190.00	233.00	194.17	2.2
Annual Renewal	22.00	18.33	22.00	18.33	0.0
Replacement of memorial leather panel	211.00	175.83	215.00	179.17	1.9
Babies' Garden of remembrance Plaque					
Babies Picture Book Plaque (10 years)	389.00	324.17	409.00	340.83	5.1
Babies Picture Book Plaque set up and Year 1 Lease	228.00	190.00	233.00	194.17	2.2
Annual Renewal	22.00	18.33	22.00	18.33	0.0
Babies Memorial Wall display for a 10 year period (new)	572.00	476.67	583.00	485.83	1.9
Babies Memorial Wall Standard Plaque set up and year 1 Lease (new)	336.00	280.00	343.00	285.83	2.1
Babies Wall Character (new)	72.00	60.00	73.00	60.83	1.4
Annual Renewal (new)	31.00	25.83	32.00	26.67	3.2
Roses					
Rose standard with plaque for a 7 year period	492.00	410.00	484.00	403.33	-1.6
Rose standard with plaque set up and 1st year lease	248.00	206.67	253.00	210.83	2.0
Renewal of standard rose annual lease	41.00	34.17	42.00	35.00	2.4
Standard Plaque (additional or replacement)	58.00	48.33	59.00	49.17	1.7
Classic Plaque (additional or replacement)	70.00	58.33	71.00	59.17	1.4
Cast Bronze Plaque	143.00	119.17	146.00	121.67	2.1
Memorial Garden Seats					
A commemorative bench with plaque for a 10 year period	1,489.00	1,240.83	1,449.00	1,207.50	-2.7
A commemorative bench, plaque, set up and 1st year lease.	777.00	647.50	793.00	660.83	2.1
Annual renewal of commemorative bench	80.00	66.67	80.00	66.67	0.0
Cast bronze plaque	127.00	105.83	130.00	108.33	2.4
Cremated Remains Desk Tablet (with flower holder) Memdesk					
Prepare and display for a 10 year period incl 80 letters	1,372.00	1,143.33	1,055.00	879.17	-23.1
Prepare and display for a 1 year period incl 80 letters	739.00	615.83	495.00	412.50	-33.0
Annual renewal of lease	70.00	58.33	70.00	58.33	0.0
Second and final interment (including new tablet)	362.00	301.67	369.00	307.50	1.9

DELIVERY
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	2,424	2,424

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	%
Bracken Heal Birdbath					
Plaque Row 1(10 year lease)	582.00	485.00	504.00	420.00	-13.4
Plaque Row 1 set up and year 1 lease	299.00	249.17	240.00	200.00	-19.7
Plaque Row 2 (10 year lease)	663.00	552.50	519.00	432.50	-21.7
Plaque Row 2 set up and year 1 lease	380.00	316.67	255.00	212.50	-32.9
Plaque Row 3 (10 year lease)	711.00	592.50	534.00	445.00	-24.9
Plaque Row 3 set up and year 1 lease	429.00	357.50	270.00	225.00	-37.1
Annual lease on all Bracken Heal Plaques	32.00	26.67	33.00	27.50	3.1
Personal Plaque designs					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	91.00	75.83	93.00	77.50	2.2
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	110.00	91.67	112.00	93.33	1.8
Photo Plaque (7x5) with initial order (Sanctum only)	137.00	114.17	140.00	116.67	2.2
Photo Plaque (7x5) added to existing tablet (Sanctum only)	164.00	136.67	167.00	139.17	1.8
AILSA CRAIG					
Memorial Granite Rock 10 year lease	562.00	468.33	562.00	468.33	0.0
Memorial Granite Rock set up and year 1 lease	292.00	243.33	298.00	248.33	2.1
Annual renewal of lease	32.00	26.67	33.00	27.50	3.1
Personal Plaque designs	POA	POA	POA	POA	
COPSE STONE					
Memorial Granite Rock 10 year lease	527.00	439.17	519.00	432.50	-1.5
Memorial Granite Rock set up and year 1 lease	250.00	208.33	255.00	212.50	2.0
Annual renewal of lease	32.00	26.67	33.00	27.50	3.1
Personal Plaque designs	POA	POA	POA	POA	
BLUEBELL WOOD - MUSHROOM					
Mushroom + 3 DISCS (set up and 10 year lease)	936.00	780.00	959.00	799.17	2.5
Mushroom + 3 DISCS (set up and year 1 lease)	720.00	600.00	735.00	612.50	2.1
Mushroom + 4 DISCS (set up and 10 year lease)	1,176.00	980.00	1,204.00	1,003.33	2.4
Mushroom + 4 DISCS (set up and year 1 lease)	960.00	800.00	980.00	816.67	2.1
Mushroom + 5 DISCS (set up and 10 year lease)	1,416.00	1,180.00	1,449.00	1,207.50	2.3
Mushroom + 5 DISCS (set up and year 1 lease)	1,200.00	1,000.00	1,225.00	1,020.83	2.1
Annual renewal of lease	27.00	22.50	28.00	23.33	3.7
Granite 2000 (Sundial plaque)					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	648.00	540.00	504.00	420.00	-22.2
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	365.00	304.17	240.00	200.00	-34.2
Annual renewal of lease	32.00	26.67	33.00	27.50	3.1
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	34.00	28.33	35.00	29.17	2.9
Memorial Vase					
Prepare and display for 10 year period	648.00	540.00	636.00	530.00	-1.9
Prepare and display for 1 year	365.00	304.17	372.00	310.00	1.9
Replacement plaque (including inscription)	282.00	235.00	288.00	240.00	2.1
Annual renewal of lease	32.00	26.67	33.00	27.50	3.1

DELIVERY
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	2,424	2,424

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	%
Sanctum 2000® Cremated Remains (with flower holder)					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,372.00	1,143.33	1,330.00	1,108.33	-3.1
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	739.00	615.83	754.00	628.33	2.0
Annual renewal of lease	70.00	58.33	70.00	58.33	0.0
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	362.00	301.67	369.00	307.50	1.9
Photo Plaque with initial order	127.00	105.83	130.00	108.33	2.4
Photo plaque added to existing tablet	155.00	129.17	158.00	131.67	1.9
Personal Plaque Designs					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design	POA	POA	POA	POA	
SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)					
10 Years	2,536.00	2,113.33	2,469.00	2,057.50	-2.6
Prepare and display for year 1	1,472.00	1,226.67	1,501.00	1,250.83	2.0
Annual renewal	118.00	98.33	121.00	100.83	2.5
MISCELLANEOUS ITEMS					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Waste Management

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	774	843

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee 2022/23 (Inc VAT)	Proposed Fee 2022/23 (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE								
Bulky household refuse (excluding DIY material) Up to 3 items.		45.00		46.00	2.2			
Between 4 and 7 items (minimum charge 1 hour)		58.00		59.00	1.7			
Annual Collection for Garden Waste Service - 240L Brown Bin		50.00		55.00	10.0		55.00	0.0
Annual Collection for Garden Waste Service - 140L Brown Bin		46.00		51.00	10.9		51.00	0.0
Garden waste sacks(to include collection)		1.00		1.10	10.0		1.10	0.0
MISCELLANEOUS								
Replacement of green or blue Wheeled bin - admin charge		31.00		32.00	3.2			
Residents request to return and empty bin not presented for collection		28.00		29.00	3.6			
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		40.00		41.00	2.5			
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		37.00		38.00	2.7			
Brown Bin for Garden Waste Repair		16.00		16.00	0.0			
Internal food waste caddy (5 litre)		NA		8.20	NA			

DELIVERY
2021/22 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.

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	3,374	3,374

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	%
SEASON TICKETS- SUBJECT TO AVAILABILITY					
Braccan Walk					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	100.00	83.33	100.00	83.33	0.0
5 day half yearly	540.00	450.00	550.00	458.33	1.9
5 day annual (1-50 Tickets)	970.00	808.33	990.00	825.00	2.1
5 day annual (51+ Tickets)	890.00	741.67	910.00	758.33	2.2
7 day annual	1,140.00	950.00	1,165.00	970.83	2.2
7 day monthly	110.00	91.67	110.00	91.67	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
High Street					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	110.00	91.67	110.00	91.67	0.0
5 day annual (1-50 Tickets)	1,030.00	858.33	1,055.00	879.17	2.4
5 day annual (51+ Tickets)	915.00	762.50	935.00	779.17	2.2
7 day annual	1,310.00	1,091.67	1,340.00	1,116.67	2.3
7 day monthly	120.00	100.00	120.00	100.00	0.0
7 day annual season ticket for residential properties	1,000.00	0.00	0.00	0.00	0.0
Albert Road					
Per Hour	1.80	1.50	1.90	1.58	5.6
Mon-Sun inc - 10 hrs	6.20	5.17	6.40	5.33	3.2
7 day monthly renewal	70.00	58.33	75.00	62.50	7.1
Wick Hill					
Per Hour	1.70	1.42	1.80	1.50	5.9
Mon-Sun inc - 10 hrs	4.90	4.08	5.00	4.17	2.0
7 day monthly renewal	50.00	41.67	50.00	41.67	0.0
Car Park Spaces Behind Banks					
0-40 minutes	1.20	1.00	1.30	1.08	8.3
Overnight Mon-Sun 6pm until 6am	1.60	1.33	1.70	1.42	6.3
Season ticket early redemption charge on 5 & 7 days annual tickets (remaining pro-rata value)	9.5%	9.5%	10.0%	10.0%	0.0

DAILY CHARGES

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

DELIVERY
2021/22 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

	2020/21 Budget £'000	Proposed 2021/22 £'000
Income the proposed fees will generate:	3,374	3,374

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	%
LEISURE PREMISES					
Coral Reef Car Park (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	4.00	3.33	4.50	3.75	12.5
All day charge	6.00	5.00	6.50	5.42	8.3
The Look Out Discovery Centre Car Park (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	2.60	2.17	3.00	2.50	15.4
All day charge	4.90	4.08	6.00	5.00	22.4
Off-Peak Season Ticket (Applies Monday to Friday during school terms only)					
Annual for Residents of Bracknell Forest	65.00	54.17	65.00	54.17	0
Annual for all others	110.00	91.67	140.00	116.67	27.3
Replacement season ticket	37.50	31.25	38.00	31.67	1.3
RESIDENTS PARKING					
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 Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Permit - where original is not surrendered	25.00	20.83	25.00	20.83	0.0
OTHER PARKING CHARGES					
Penalty Charge Notices (Off Street)					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	
Penalty Charge Notices (On-Street)					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 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	%
WEIGHTS AND MEASURES					
<p>All tests to be charged at the prevailing hourly rate.</p> <p>All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.</p> <p>When calculating the charges they will be influenced by whether one of more officers are required to conduct the test, whether a certificate is required and whether office transportation is used. Please contact us for further information.</p> <p>The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.</p> <p>The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.</p> <p>The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.</p> <p>Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.</p> <p>Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.</p> <p>All charges are subject to VAT unless otherwise specified.</p> <p>VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988</p>					
Hourly rate of Charge					
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.	64.00	53.33	76.80	64.00	20.0
Certificate of errors					
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	
Out of hours working (subject to staff being available)					
A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. I.e. £60 becomes £120 before VAT.	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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Explosives Licences - Set by Statute Law					
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		Set by Statute		109.00	
2 years		Set by Statute		141.00	
3 years		Set by Statute		173.00	
4 years		Set by Statute		206.00	
5 years		Set by Statute		238.00	
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		Set by Statute		54.00	
2 years		Set by Statute		86.00	
3 years		Set by Statute		120.00	
4 years		Set by Statute		152.00	
5 years		Set by Statute		185.00	
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		Set by Statute		185.00	
2 years		Set by Statute		243.00	
3 years		Set by Statute		304.00	
4 years		Set by Statute		374.00	
5 years		Set by Statute		423.00	
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive					
1 year		Set by Statute		86.00	
2 years		Set by Statute		147.00	
3 years		Set by Statute		206.00	
4 years		Set by Statute		266.00	
5 years		Set by Statute		326.00	
Licence variation					
Varying the name of licensee or address of site		Set by Statute		36.00	
Any other kind of variation		Set by Statute		40.00	
Transfer of Licence		Set by Statute		36.00	
Replacement of licence if lost		Set by Statute		36.00	
Full year registration for fireworks		Set by Statute		515.00	

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Petroleum Licences - per year of licence - Set by Statute Law					
Not exceeding 2,500 litres		Set by Statute		44.00	
Not exceeding 50,000 litres		Set by Statute		60.00	
Exceeding 50,000 litres		Set by Statute		125.00	
Transfer of Licence		Set by Statute		Set by Statute	
Miscellaneous					
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	
Primary Authority					
Primary Authority Work Hourly chargeable rate		57.00		59.00	3.5
Annual charge - previous year usage up to 10 hours officer time		523.00		516.00	-1.3
Annual charge - previous year usage up to 20 hours officer time		1,046.00		1,031.00	-1.4
Anything likely to be in excess of 20 hours				POA	
Support with Confidence					
Application fee					
1-5 Employees	72.00	60.00	70.80	59.00	-1.7
6-20 Employees	145.20	121.00	144.00	120.00	-0.8
21+ Employees	364.80	304.00	360.00	300.00	-1.3
Disbursements are charged at cost. Employees 6-21+ reduced fee to £50 if registered with confidence.					
Buy with Confidence					
Members from 2017-18					
1-5 Employees	153.60	128.00	150.00	125.00	-2.3
6-20 Employees	204.00	170.00	200.40	167.00	-1.8
21+ Employees	254.40	212.00	249.60	208.00	-1.9
Annual Fee					
1-5 Employees	306.00	255.00	300.00	250.00	-2.0
6-20 Employees	459.60	383.00	450.00	375.00	-2.1
21+ Employees	612.00	510.00	600.00	500.00	-2.0
50+ Employees			POA	POA	
Legacy members					
1-5 Employees	148.00	123.33	150.00	125.00	1.4
6-20 Employees	222.00	185.00	226.80	189.00	2.2
21+ Employees	296.00	246.67	302.40	252.00	2.2

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
LICENSING ACT 2003					
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:					
Premises Licences - one-off fee set by statute based upon rateable value (RV) of premises (Class B - Statutory Fee)					
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.		57.00		59.00	3.50
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
Rateable value band					
D		900.00		900.00	0.0
E		1,905.00		1,905.00	0.0
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		1,000.00	0.0
10,000 - 14,999		2,000.00		2,000.00	0.0
15,000 - 19,999		4,000.00		4,000.00	0.0
20,000 - 29,999		8,000.00		8,000.00	0.0
30,000 - 39,999		16,000.00		16,000.00	0.0
40,000 - 49,999		24,000.00		24,000.00	0.0
50,000 - 59,999		32,000.00		32,000.00	0.0
60,000 - 69,999		40,000.00		40,000.00	0.0
70,000 - 79,999		48,000.00		48,000.00	0.0
80,000 - 89,999		56,000.00		56,000.00	0.0
90,000 and over		64,000.00		64,000.00	0.0
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
ANNUAL FEES					
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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
OTHER FEES					
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		23.00		23.00	0.0
Section 79 - Theft, loss etc. of certificate or summary		10.50		10.50	0.0
Section 82 - Notification of change of name or alteration of rules of club		10.50		10.50	0.0
Section 83(1) or (2) - Change of relevant registered address of club		10.50		10.50	0.0
Section 100 - Temporary event notice		21.00		21.00	0.0
Section 110 - Theft, loss etc. of temporary event notice		10.50		10.50	0.0
Section 117 - Application for a grant or renewal of personal licence		37.00		37.00	0.0
Section 126 - Theft, loss etc. of personal licence		10.50		10.50	0.0
Section 127 - Duty to notify change of name or address		10.50		10.50	0.0
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0
Pre application advice - hourly charge		57.00		59.00	3.5

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
OTHER PREMISES LICENSING					
Sex Establishment: Annual Licence					
Premises Application		Min £3,100 to max £5,150		Min £3,100 to max £5,150	
Pre-application advice per hour		56.00		59.00	5.4
Dangerous Wild Animal: Annual Licence					
Premises - Initial		486.00		489.00	0.6
Premises - Renewal		282.00		284.00	0.7
Riding Establishment: (excluding vet fee - recharged separately)					
Main inspection fee , plus fee per horse		570.00		472.00	-17.2
Main inspection fee, plus fee per horse - Renewal		n/a		413.00	
Fee per horse, for the first 10 horses		15.00		15.00	0.0
Fee per horse, for the next 11-50 horses		10.00		10.00	0.0
Fee per horse, for every horse 51 and over		8.00		8.00	0.0
Animal Boarding Establishment: combined (dogs and cats)					
Animal Boarding Establishment: combined (dogs and cats) - New		684.00		590.00	-13.7
Animal Boarding Establishment: combined (dogs and cats) - Renewal		n/a		531.00	
Animal Boarding Establishment: single species (dogs or cats)					
Animal Boarding Establishment: single species (dogs or cats) - New		570.00		472.00	-17.2
Animal Boarding Establishment: single species (dogs or cats) - Renewal		n/a		413.00	
Home Boarder					
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - New		228.00		207.00	-9.2
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - Renewal		n/a		177.00	
Home Boarder: Assessment of hobby host as part of franchisee licence - New		112.00		118.00	5.4
Home Boarder: Assessment of hobby host as part of franchisee licence - Renewal		n/a		118.00	
Home Boarder - New (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		570.00		271.85	-52.3
Home Boarder - Renewal (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		n/a		241.85	
Dog Breeding Establishment (excluding vet fee)					
Dog Breeding Establishment (excluding vet fee) - New		684.00		590.00	-13.7
Dog Breeding Establishment (excluding vet fee) - Renewal		n/a		531.00	
Dog Breeding Establishment (in domestic dwelling)					
Dog Breeding Establishment (in domestic dwelling) - New		570.00		472.00	-17.2
Dog Breeding Establishment (in domestic dwelling) - Renewal		n/a		413.00	
Pet Vending / Sale of pets					
Pet Vending / Sale of pets - New		570.00		472.00	-17.2
Pet Vending / Sale of pets - Renewal		n/a		413.00	
Animal for Exhibition					
Animal for Exhibition - New		684.00		590.00	-13.7
Animal for Exhibition - Renewal		n/a		531.00	
Dog Day Care (as defined under)					
Dog Day Care - new		n/a		590.00	
Dog Day Care - Renewal		n/a		531.00	
Other Animal Welfare Act Fees					
Variation to the licence fee (including one visit)		n/a		224.00	
Replacement licens fee (lost o stolen paperwork, change of name)		n/a		56.00	
Re-evaluation of star rating (inclusive of one visit)		n/a		112.00	
Transfer due to death of licensee		n/a		56.00	
Zoo: Annual Licence (up to 6 years)					
New /Renewal		2,054.00		2,066.00	0.6
Hairdresser: Single Payment					
Premises		43.00		43.00	0.0
Street Trading Consents					
Week (minimum charge)		138.00		139.00	0.7
1 month		370.00		372.00	0.5
3 months		871.00		876.00	0.6
6 months		1,424.00		1,433.00	0.6
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		854.00		859.00	0.6
6 months max trading 2 events per week Monday to Thursday 60% reduction		569.00		572.00	0.5
Street Trading Consent variation fee		90.00		91.00	1.1
Ice Cream van 1 month (per van)		185.00		186.00	0.5
Ice Cream van 6 months (per van)		713.00		717.00	0.6
Scrap Metal Dealers: Three Year Licence					
Site Licence New		498.00		501.00	0.6
Site Licence Renewal		498.00		501.00	0.6
Mobile Collector New		265.00		267.00	0.8
Mobile Collector Renewal		265.00		267.00	0.8
Variation of licence		366.00		368.00	0.5
Change of site manager		68.00		68.00	0.0
Copy Licence		11.00		11.00	0.0
Change of name		36.00		36.00	0.0
Pre-application advice		57.00		59.00	3.5

Service : Regulatory Services

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

Income the proposed fees will generate:	2020/21 Budget £'000 0	Proposed 2021/22 Budget £'000 286
--	----------------------------------	---

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
HACKNEY CARRIAGES					
Hackney Carriages Vehicle: Annual Fee					
Licensing (annual fee)			288.00	290.00	0.7
Private Hire Vehicle: Annual Fee					
Licensing (annual fee)		288.00		290.00	0.7
Home to School (annual fee)		288.00		148.00	-48.6
Vehicle with dispensation		288.00		290.00	0.7
Temporary Vehicle Licence (up to 3 months only)		231.00		232.00	0.4
Private Hire Operators - NEW					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)					
1 vehicle				472.00	
2 vehicles				545.75	
3 vehicles				619.50	
4 vehicles				693.25	
5 vehicles				767.00	
6 vehicles				840.75	
7 vehicles				914.50	
8 vehicles				988.25	
9 vehicles				1,062.00	
10 vehicles				1,135.75	
11 vehicles				1,209.50	
12 vehicles				1,283.25	
13 vehicles				1,357.00	
14 vehicles				1,430.75	
15 vehicles				1,504.50	
16 vehicles				1,578.25	
17 vehicles				1,652.00	
18 vehicles				1,725.75	
19 vehicles				1,799.50	
20 vehicles				1,873.25	
20+ vehicles				1,873.25	
Private Hire Operators - RENEWAL					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)					
1 vehicle				354.00	
2 vehicles				427.75	
3 vehicles				501.50	
4 vehicles				575.25	
5 vehicles				649.00	
6 vehicles				722.75	
7 vehicles				796.50	
8 vehicles				870.25	
9 vehicles				944.00	
10 vehicles				1,017.75	
11 vehicles				1,091.50	
12 vehicles				1,165.25	
13 vehicles				1,239.00	
14 vehicles				1,312.75	
15 vehicles				1,386.50	
16 vehicles				1,460.25	
17 vehicles				1,534.00	
18 vehicles				1,607.75	
19 vehicles				1,681.50	
20 vehicles				1,755.25	
20+ vehicles				1,755.25	
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	

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Driver Licences					
New 3 years		269.00		271.00	0.7
Home to school renewal only		147.00		186.00	26.5
Home to school 3 years		185.00		186.00	0.5
Conversion of driver licence to another type		80.00		80.00	0.0
Other Charges					
Transfer of vehicle to new owner		114.00		118.00	3.5
Change of vehicle		74.00		74.00	0.0
Meter Test - Retest after failure		74.00		32.00	-56.8
Knowledge Test		74.00		74.00	0.0
Missed Appointments		37.00		37.00	0.0
First Aid Training for drivers		POA		POA	-
DBS Check		Capita cost		67.00	
Administrative charge for DBS check		28.50		29.50	3.5
Replacement licence		41.00		41.00	0.0
Advertising on Hackney Carriages (Initial)		47.00		47.00	0.0
Advertising on Hackney Carriages (Renewal)		32.00		32.00	0.0
Replacement badge		41.00		41.00	0.0
Replacement vehicle licence plate		57.00		59.00	3.5
Replacement backing plate		26.00		26.00	0.0
Medical exemption from carrying assistance dog		22.00		22.00	0.0
Refund processing fee		57.00		59.00	3.5
Change of vehicle registration		57.00		59.00	3.5
Safeguarding Training		POA		POA	
Disability Awareness Training		n/a		POA	
Age test of vehicle		57.00		59.00	3.5
Pre-application advice per hour, minimum 1 hour		57.00		59.00	3.5

Service : Regulatory Services

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

Income the proposed fees will generate:	2020/21 Budget £'000 0	Proposed 2021/22 Budget £'000 286
--	---	--

Are concessions available? No

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
GAMBLING ACT 2005 - All fees and charges for gambling are set by statute law					
Casino (regional)					
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
Casino (large)					
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
Casino (small)					
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
Bingo Club					
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
Betting (Other)					
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
Tracks					
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
Family Entertainment Centres					
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
Adult Gaming Centre					
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
* Licensed Premises Gaming Machine Permit					
New		150.00		150.00	0.0
Pre-application advice per hour		57.00		57.00	0.0
Annual Fee		50.00		50.00	0.0
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		15.00		15.00	0.0
Change Name		25.00		25.00	0.0
Notification of 2 or less gaming machines		50.00		50.00	0.0
**Club Gaming/Permit/Club Machine Permit					
New		200.00		200.00	0.0
Existing Holder		100.00		100.00	0.0
Annual Fee		50.00		50.00	0.0
Renewal		200.00		200.00	0.0
Variation		100.00		100.00	0.0
Copy Permit		15.00		15.00	0.0
Registration of non-commercial lottery					
Initial Fee		40.00		40.00	0.0
Annual Fee		20.00		20.00	0.0
All Licences					
Notification of change		50.00		50.00	0.0
Copy licence		25.00		25.00	0.0
Pre-application advice per hour		57.00		59.00	3.5

* 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

	2020/21 Budget £'000 0	Proposed 2021/22 Budget £'000 286
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CARAVAN SITES					
New licence		437.00		440.00	0.7
New licence per pitch		16.00		16.00	0.0
Transfer of licence		185.00		186.00	0.5
Alteration of conditions		339.00		341.00	0.6
Annual fee per pitch		14.00		14.00	0.0
Enforcement action - per hour		57.00		59.00	3.5
Deposit, vary or delete site rules		116.00		117.00	0.9
Variation of licence		115.00		116.00	0.9

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 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	%
DOG CONTROL					
Return of Stray Dog					
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		73.00	0.0
Stray Dogs - Taken to kennel					
Fee		88.00		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		57.00		59.00	3.5
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					
ABANDONED VEHICLES					
Removal (prescribed fee) less than 3.5 tonnes		Set by Statute		150.00	-
Daily storage (prescribed fee) less than 3.5 tonnes		Set by Statute		20.00	-
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		Set by Statute		75.00	-
Fixed Penalty Notice reduced to £120 if paid within 7 days		Set by Statute		200.00	-
Enforcement invoice costs		Set by Statute		77.00	-
CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT					
FIXED PENALTY NOTICES					
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		60.00		60.00	0.0
Graffiti and fly-posting		50.00		50.00	0.0
Street litter notices and litter clearing notices - reduced to £60 if paid within 7		60.00		60.00	0.0
Unauthorised distribution of literature on designated land		50.00		50.00	0.0
Failure to produce a waste transfer note		180.00		180.00	0.0
Domestic waste Waste receptacles		60.00		60.00	0.0
Industrial and commercial waste receptacle offences		100.00		100.00	0.0
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7		180.00		180.00	0.0
Offence of Dropping Litter		50.00		50.00	0.0
Offence of Littering from vehicles		50.00		50.00	0.0
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details		50.00		50.00	0.0
Nuisance parking		60.00		60.00	0.0
Abandoning a vehicle		120.00		120.00	0.0
Noise exceeding permitted level - domestic premises		100.00		100.00	0.0
Noise exceeding permitted level - licensed premises		500.00		500.00	0.0
Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016					
FIXED PENALTY NOTICES					
Waste deposit offence (fly tipping) - reduced to £120 if paid within 10 days		120.00		120.00	0.0
MISCELLANEOUS					
Production of Statement of Facts (Discretionary) - an hourly rate of £124		127.00		127.00	0.0
for up to 2 hours work and thereafter a charge of £62.		63.00		63.00	0.0
Immigration reports for Home Office		400.00		400.00	0.0
Certificate for surrender of unsound food (per hour) plus disposal costs		69.00		69.00	0.0
Special Treatments: Single Payment					
Premises		N/A		N/A	-
Person		N/A		N/A	-
Skin Piercing Registrations					
Individuals		183.00		180.00	-1.6
Premises		286.00		282.00	-1.4
Joint Application		457.00		451.00	-1.3
Pre-application advice per hour		57.00		59.00	3.5
Commerical Food Export					
Certificate		57.00		59.00	3.5
Food Hygiene Rating Scheme rescore - New - agreed Dec 2019		114.00		118.00	3.5

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute law					
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.					
Environmental Permitting (E&W) Regulations 2016					
Application Fee					
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
Substantial Changes (Sections 10 and 11 of the Act)					
Standard Process		1,050.00		1,050.00	0.0
Reduced Activities		102.00		102.00	0.0
Annual Subsistence Charge					
Standard Process LOW		772.00		772.00	0.0
Standard Process MEDIUM		1,161.00		1,161.00	0.0
Standard Process HIGH		1,747.00		1,747.00	0.0
Service Stations LOW		113.00		113.00	0.0
Service Stations MEDIUM		226.00		226.00	0.0
Service Stations HIGH		341.00		341.00	0.0
VR's and other reduced fees LOW		228.00		228.00	0.0
VR's and other reduced fees MEDIUM		365.00		365.00	0.0
VR's and other reduced fees HIGH		548.00		548.00	0.0
Dry Cleaners/PVR1 LOW		79.00		79.00	0.0
Dry Cleaners/PVR1 MEDIUM		158.00		158.00	0.0
Dry Cleaners/PVR1 HIGH		237.00		237.00	0.0
Mobile Screening and Crushing Plant LOW		646.00		646.00	0.0
Mobile Screening and Crushing Plant MEDIUM		1,034.00		1,034.00	0.0
Mobile Screening and Crushing Plant HIGH		1,506.00		1,506.00	0.0
For the second permit LOW		646.00		646.00	0.0
For the second permit MEDIUM		1,034.00		1,034.00	0.0
For the second permit HIGH		1,506.00		1,506.00	0.0
For the third to seventh permit LOW		385.00		385.00	0.0
For the third to seventh permit MEDIUM		617.00		617.00	0.0
For the third to seventh permit HIGH		924.00		924.00	0.0
For the eighth and subsequent applications LOW		198.00		198.00	0.0
For the eighth and subsequent applications MEDIUM		316.00		316.00	0.0
For the eighth and subsequent applications HIGH		473.00		473.00	0.0
Late payment charge (when invoice issued and not paid within 8 weeks)		52.00		52.00	0.0
Transfer and Surrender					
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
PRIVATE WATER SUPPLIES					
Risk Assessment - per hour		57.00		59.00	3.5
Sampling					
Per hour of officer time		57.00		59.00	3.5
Laboratory analysis		at cost		at cost	
Pool samples	72.00	60.00		60.00	0.0
Investigation					
Fee		108.00		109.00	0.9
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		28.00		28.00	0.0
Analysis of Group A Parameters		POA		POA	
Analysis of Group B Parameters		POA		POA	

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	0	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
PRIVATE SECTOR HOUSING ENFORCEMENT ACTION					
New Houses in Multiple Occupation (HMO) - Assisted Application		1,197.00		1,098.00	-8.3
New - A reduction where the landlord is accredited		69.00		110.00	59.4
New - A reduction where the landlord is applying for more than one licence		69.00		30.00	-56.5
Renewal of HMO Houses in Multiple Occupation		800.00		805.00	0.6
Renewal - A reduction where the landlord is accredited		48.00		30.00	-37.5
Renewal- A reduction where the landlord is applying for more than one licence		48.00		30.00	-37.5
Request for additional information by letter		75.00		75.00	0.0
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		400.00		402.00	0.5
Enforcement Notices served under Housign Act 2004		115.00		116.00	0.9
Civil Penalties Housing Offences		Up to £30,000		Up to £30,000	
HIGH HEDGE ENQUIRIES					
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		1,199.00		1,206.00	0.6
OTHER FEES FOR INFORMATION					
Environmental Enquiries by Individuals, Non Commerical		115.00		118.00	2.6
Commercial and Government		115.00		118.00	2.6
Civil Actions		115.00		118.00	2.6
Safety Certificate and Administration		115.00		118.00	2.6
Pre-application Advice oer hours		57.00		59.00	3.5
RESIDENT AND BUSINESS ADVICE					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		57.00		59.00	3.5
Request for Advice		57.00		59.00	3.5

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

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

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	2,898	2,970

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

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Residential and Nursing Care This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases will depend on each person's financial circumstances but for most will be linked to the increase in pensions and benefits they receive.	Various	Various	2.5% (Estimate)
Deferred Payments Interest payable The national maximum interest rate will change every 6 months on the first of January and July respectively, to track the market gilts rate specified in the most recently published report by the Office of Budget Responsibility (OBR) plus a 0.15% default component	-	-	
Deferred Payment Arrangement Fee	981.00	1,000.00	2.0%
Deferred Payment Annual administration fee	329.00	336.00	2.0%
Arrangement of self funder social care Arrangement Fee	329.00	336.00	2.0%
Annual Administration Fee	218.00	222.00	2.0%
Provider Failure Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	286.00	292.00	2.0%

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service : Adult non residential services - Contributions from people supported

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,510	1,548

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

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Non Residential Support This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases will depend on each person's financial circumstances but for most will be linked to the increase in pensions and benefits they receive.	Various	Various	2.5% (Estimate)

Service : Waymead respite care

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	50	50

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Waymead Respite Charge per night	234.31	239.00	2.0%
Day Care Waymead Day Services Per hour	18.38	18.75	2.0%
Bracknell Day Centre Full day	110.17	112.37	2.0%
Half day	55.08	56.18	2.0%
Transport (per day - Wokingham only)	21.93	22.37	2.0%

Service : Blue Badge Scheme

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? No

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

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
		2020/21 Budget £'000	Proposed 2021/22 Budget £'000			
Income the proposed fees will generate:		1,490	1,520			
Are concessions available? No						
Description		Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Lifeline Rental and Monitoring						
- BFBC	Per week	4.80	4.00	4.90	4.08	2.0%
- Others	Per week	5.11	4.26	5.22	4.35	2.0%
GSM Lifeline	Per week	8.30	6.92	8.46	7.05	2.0%
Extra/Lost Pendants						
- Flat Charge		73.24	61.03	74.70	62.25	2.0%
- Lost Falls Pendants		102.24	85.20	104.28	86.90	2.0%
- Rental of additional pendant	Per week	1.27	1.06	1.30	1.08	2.0%
Sensors						
Smoke	Per week	2.30	1.92	2.35	1.96	2.0%
Carbon Monoxide	Per week	3.44	2.87	3.53	2.94	2.3%
Flood	Per week	2.94	2.45	2.99	2.49	1.7%
Temperature Extreme / Heat	Per week	2.30	1.92	2.34	1.95	1.8%
Door Exit Sensor	Per week	1.27	1.06	1.30	1.08	2.0%
Universal	Per week	1.27	1.06	1.30	1.08	2.0%
PIR / Fast PIR	Per week	1.27	1.06	1.30	1.08	2.0%
Medication Dispenser	Per week	5.11	4.26	5.22	4.35	2.0%
Epilepsy bed sensor kit	Per week	12.78	10.65	13.03	10.86	2.0%
Chair & bed sensor kit	Per week	6.40	5.33	6.52	5.43	2.0%
Falls pendant	Per week	2.56	2.13	2.59	2.16	1.6%
Bogus Caller	Per week	1.27	1.06	1.30	1.08	2.0%
Minuet watch	Per week	2.56	2.13	2.59	2.16	1.6%
Arm/ Disarm Zoning Trigger	Per week	1.27	1.06	1.30	1.08	2.0%
Jellybean Switch	Per week	2.56	2.13	2.60	2.17	2.0%
Natural Gas Detector	Per week	4.48	3.73	4.57	3.81	2.0%
Wrist Worn Epilepsy Pendant	Per week	54.95	45.79	56.05	46.71	2.0%
Responder service for lifeline customers						
- up to 12 visits per year	Per week	11.12	9.27	11.34	9.45	2.0%
- up to 24 visits per year		19.18	15.98	19.55	16.29	2.0%
- extra visits (excluding bank holidays)		39.61	33.01	40.40	33.67	2.0%
- extra visits (including bank holidays)		59.42	49.52	60.61	50.51	2.0%
Responder service for commercial customers						
- up to 6 visits per year	Per week	8.05	6.71	8.21	6.84	2.0%
- per additional visit		57.52	47.93	58.67	48.89	2.0%
Key Safes						
Keysafe Supply and Fit	Supply only	70.30	58.58	71.70	59.75	2.0%
	Supply + fit	76.68	63.90	78.22	65.18	2.0%
	Moving keystore	57.52	47.93	58.67	48.89	2.0%
	Supply+fit subsequent visit	95.86	79.88	97.78	81.48	2.0%
Monitoring of security diallers	Per week	13.36	11.13	13.62	11.35	2.0%
Monitoring of two security diallers	Per week	19.55	16.29	19.94	16.62	2.0%
Lone Workers						
GPS Lone Worker - BFC	Per person per year	254.33	211.94	259.42	216.18	2.0%
GPS Lone Worker - External	Per person per year	351.46	292.88	358.49	298.74	2.0%
Hourly charge for adhoc work		57.52	47.93	58.67	48.89	2.0%
Extension lead		7.67	6.39	7.82	6.52	2.0%
Care calls						
- 1 care call per day	Per week	10.22	8.52	10.44	8.70	2.1%
- 2 care calls per day	Per week	19.18	15.98	19.56	16.30	2.0%
- 3 care calls per day	Per week	25.56	21.30	26.06	21.72	2.0%
- 3 care calls per day + 1 customer	Per week	38.34	31.95	39.10	32.58	2.0%
Pocket Pal						
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	8.30	6.92	8.46	7.05	2.0%

Any legacy fees from charging regimes no longer offered to new customers will be uplifted by 2%.

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2020/21 Budget	Proposed 2021/22 Budget			
	£'000	£'000			
Income the proposed fees will generate:	1,084	1,084			
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Homelessness					
Bed and Breakfast					
- Current Tenancies**	Per week	150.00		150.00	0.0%
10a Portman					
- Rent**	Per week	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%
York Town Road					
- Rent**	Per week	130.35		130.35	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					
** Rents have not been increased pending a wider rent review.					
Small Landsales - Administration Fee					
Flat Charge	223.12	185.93	223.12	185.93	0.0%
Passport and Driving Licence Checking Service					
For landlords	25.46	21.22	25.46	21.22	0.0%
For employers	25.46	21.22	25.46	21.22	0.0%

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Housing

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	80	80

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Rents - Learning Disability Accommodation			
151 Holbeck** Per week per bedroom	99.75	99.75	0.0%
9 Portman Close** Per week per bedroom	99.75	99.75	0.0%
Service Charges			
151 Holbeck, 9 Portman** Per week per bedroom	14.05	14.05	0.0%
Waymead			
Rent** Per week per bedroom	161.37	161.37	0.0%
Service Charge** Per week per bedroom	28.70	28.70	0.0%
Fuel* Per week per bedroom	6.00	6.12	2.0%
Water* Per week per bedroom	7.03	7.17	2.0%
Easthampstead Mobile Home Park			
Water Charge* Per week	-	-	2.0%
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 increased pending a wider rent review.

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

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

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

Adult and Community Learning Plan

Course Fees (per hour)			
Community Learning	5.10 - 11.50	5.20 - 11.75	2.10
Community Learning in Family Hubs	3.00 - 4.00	3.00 - 5.00	0 - 25
Community Learning for well-being in identified community settings (eg. sheltered accommodation)	New	1.00 - 3.00	N/A
Other Courses are fully funded from external grant			

Course fees are agreed on an academic year basis once external funding is confirmed and approved by the Executive Member as part of Community Learning Management Board. An addition to the fee banding will allow some contribution to costs in identified community settings (currently as per fees above or free).

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
2021/22 PROPOSED FEES & CHARGES**

Service : Adult and Community Learning

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	436	444

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

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

Brakenhale Open Learning Centre Room Hire and Refreshments

Room Hire per Hour	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
Classroom / meeting room Bracknell Forest Council	16.00	16.00	0.00
Classroom / meeting room External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations	16.00	17.00	6.30
Classroom / meeting room Other external users	20.00	21.00	5.00
IT Suite / Hall Bracknell Forest Council (specific requirement to use IT or Hall)	20.00	20.00	0.00
IT Suite / Hall Bracknell Forest Council, Voluntary Sector, Charities and Associated Learning Agenda (specific requirement to use IT or IT Suite / Hall)	20.00	21.00	5.00
IT Suite / Hall Other external users (specific request for IT suite or Hall)	25.00	26.00	4.00
Insurance	7% room hire	7% room hire	
Refreshments			
Leadership hub serviced meetings (specific request)			
Tea & Coffee up to 30 delegates per half day	15.00	18.00	20.00
Tea & Coffee 31 to 60 delegates per half day	30.00	35.00	16.70
Tea & Coffee for 61 to 90 delegates per half day	45.00	50.00	11.10
Tea & Coffee for 91 delegates and above per half day	60.00	62.00	3.30
General in-room self-service			
Tea & Coffee up to 30 delegates per half day	10.00	12.00	20.00
Tea & Coffee 31 to 60 delegates per half day	20.00	24.00	20.00
Tea & Coffee for 61 to 90 delegates per half day	30.00	32.00	6.70
Tea & Coffee for 91 delegates and above per half day	40.00	44.00	10.00
Lunches	Cost + 10%	Cost + 10%	

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

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

Brakenhale Open Learning Centre Room Hire and Refreshments

External users:				
Photocopying per copy	Black and White A4	0.20	0.25	25.00
Photocopying per copy	Colour A4	0.80	0.85	6.30
Photocopying per copy	Black and White A3	0.40	0.45	12.50
Photocopying per copy	Colour A3	1.90	1.95	2.60
(Community Learning charged at cost; other BFC, Voluntary Sector, Charities & Associated Learning Agenda Organisations charged at cost +10%)				

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	63	64

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

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

Professional Development Courses

Course Fees and Timings			
Internal and Other LA Schools *			
Full Day (09.15 - 15.45)	149.00	152.00	2.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	82.00	84.00	2.40
Twilight (16.15 - 17.30)	38.00	39.00	2.60
Independent Schools			
Full Day (09.15 - 15.45)	295.00	301.00	2.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	162.00	166.00	2.50
Twilight (16.15 - 17.30)	73.00	75.00	2.70

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
2021/22 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	64	65

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

Additional Services which fall outside the Standards & Effectiveness SLA	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Consultancy Rates

Chargeable Activities			
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.			
BFC Schools and Academies			
Daily rate	500.00	510.00	2.00
Half Day	300.00	310.00	3.30
Hourly rate	100.00	105.00	5.00
Twilight session	200.00	205.00	2.50
Evening Session	300.00	310.00	3.30
Non BFC Schools, Independent Schools and Academies			
Daily rate	600.00	615.00	2.50
Half Day	350.00	360.00	2.90
Hourly rate	150.00	155.00	3.30
Twilight session	300.00	310.00	3.30
Evening Session	400.00	410.00	2.50
Headteacher Performance Management Model A	520.00	530.00	1.90
Headteacher Performance Management Model B	350.00	360.00	2.90

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

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Larchwood

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	38	39

Are concessions available? Yes, free service for Bracknell children

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

Residential short break care

Overnight			
Per Night	473.60	483.10	2.00
Day-care			
Standard	per hour	19.35	19.75
Additional 1:1 staffing	per hour	16.10	16.45
Additional 2:1 staffing	per hour	32.05	32.70
Day-care - New Clients			
Standard	per hour	24.70	25.20
Additional 1:1 staffing	per hour	19.90	20.30
Additional 2:1 staffing	per hour	39.70	40.50

PEOPLE DIRECTORATE
2021/22 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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	27	28

Are concessions available? No

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

Foster care charges

Charge per week	Minimum	264.70	270.00	2.00
	Maximum	633.60	646.30	2.00
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		51.00	52.05	2.10
Additional amount: Long term placement		102.00	104.05	2.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service : Youth Offending Service

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	2	2

Are concessions available? No

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

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

Training Fees

Supply training to external organisations	per day	321.00	328.00	2.20
---	---------	--------	--------	------

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Youth Service

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	9	9

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

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

Young Peoples Attendance Fee

Description		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%
Attendance Fee	per session	0.00 to 1.00	0.00 to 1.00	0.00
Membership Fee	per annum	0.00 to 2.45	0.00 to 2.50	2.00
Activities Fee	per session	0.00 to 3.20	0.00 to 3.30	3.10

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service : Youth Service

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	111	113

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

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

Hire Fees

Youth & Community Groups - not for profit basis			
Hall	per hour	7.70 to 14.90	7.70 to 15.20 2.00
Meeting Room	per hour	7.70 to 13.85	7.70 to 14.15 2.20
Private & Commercial			
Hall	per hour	11.30 to 32.95	11.30 to 33.65 2.10
Meeting room	per hour	11.30 to 27.55	11.30 to 28.15 2.20
Other income is generated by long term leases			

PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES

Service : Family Hubs

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	16	16

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

Sessional Fees			
BFC families	3.20	3.50	9.4
Families from outside BFC	6.20	6.50	4.8
New - Journey to Parenthood (fixed price for 6 sessions)	-	30.00	-

These charges would only apply to those sessions where additional costs are incurred, for example (but not limited to), baby massage, family play sessions. In some circumstances a reduced or waiver may be applied, there may be a charge for families from outside BFC.

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
2021/22 PROPOSED FEES & CHARGES

Service : Family Hubs

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	33	34

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

Rowans Family Hub			
Private group/ Statutory Agencies			
Hall	14.90	15.20	2.0
Creative Room	12.50	12.75	2.0
Owl Room	10.05	10.30	2.5
Meeting Room	7.60	7.80	2.6
Kitchen (if used for cooking)	12.50	12.75	2.0
Voluntary/non profit making Group			
Hall	11.40	11.65	2.2
Creative Room	8.80	9.00	2.3
Owl Room	6.40	6.55	2.3
Meeting Room	3.95	4.05	2.5
Kitchen (if used for cooking)	8.80	9.00	2.3
Willows Children's Centre			
Private group/ Statutory Agencies			
Hall & kitchen	14.90	15.20	2.0
Voluntary/non profit making Group			
Hall & kitchen	11.40	11.65	2.2

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service : Family Hubs

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000

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

Oaks Family Hub:			
Private group/ Statutory Agencies			
Green Room	11.40	11.65	2.2
Yellow Room and Kitchen	14.90	15.20	2.0
Family room	17.50	17.85	2.0
Voluntary/non profit making Group			
Green Room	7.60	7.80	2.6
Blue Room	6.40	6.55	2.3
Family Room and Kitchen	11.40	11.65	2.2
Pre-school room	13.75	14.05	2.2
Alders Family Hub			
Private group/ Statutory Agencies			
Family Room	12.50	12.75	2.0
Meeting Room 1	8.80	9.00	2.3
Meeting Room 2	7.60	7.80	2.6
Voluntary/non profit making Group			
Family Room	8.80	9.00	2.3
Meeting Room 1	6.40	6.55	2.3
Meeting Room 2	3.95	4.05	2.5

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

**PEOPLE DIRECTORATE
2021/22 PROPOSED FEES & CHARGES**

Service : Free entitlement to early years childcare

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

	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

All concessions are included in the fee structure detailed below

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

Additional support charge

Charge per hour	16.50	16.50	0.0
-----------------	-------	-------	-----

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

GENERAL FUND REVENUE BUDGET

SUMMARY

	2021/22 Budget
	£'000
<u>Services</u>	
Central	19,389
Delivery	14,813
People	81,529
Corporate Wide issues (to be allocated)	1,363
Sub Total	117,094
<u>Other Expenditure</u>	
Contingency	2,250
Covid-19 Contingency	3,417
Debt Financing Costs (MRP and VRP)	2,064
Levying Bodies	115
Interest	2,010
Pension Interest Cost & Administration Expenses	5,782
Other Services	233
Business Rates Growth	(6,523)
Contribution from Capital Resources	(200)
Capital Charges	(15,302)
Contribution to/from Pension Reserve	(15,125)
Contribution from Earmarked Reserve	(15,168)
Covid-19 LA Support Grant	(2,654)
New Homes Bonus Grant	(2,877)
Flood and Travel Related Grants	(14)
Lower Tier Services Grant	(189)
Local Council Tax Support Grant	(827)
Net Revenue Budget	74,086
Use of General Fund Balances	(1)
Net Revenue Budget after use of Balances	74,085
<u>Less External Support</u>	
Business Rates Baseline Funding	(16,832)
Revenue Support Grant	(1,781)
Total External Support	(18,613)
Collection Fund Adjustment - Council Tax	(144)
Collection Fund Adjustment - Business rates	11,498
Bracknell Forest's Council Tax Requirement	66,826
Bracknell Forest's Council Tax Base (Band D equivalents)	47,624
Council Tax at Band D	£1,403.19

Central - Revenue Budget

	2020/21 Original Budget £'000	2020/21 Revised Budget £'000	2021/22 Original Budget £'000
Chief Executives Office	677	1,864	1,857
Director: Place, Planning & Regeneration	7,172	7,817	7,612
Director: Resources	5,889	5,147	5,384
Non Cash Budgets	4,878	4,800	4,536
	18,616	19,628	19,389

Variation Analysis

	£'000
Original Approved Budget 2019/20	18,616
Virements (Ongoing)	113
Commitments	-95
Inflation	158
Pressures	1,641
Economies	-779
Pension (IAS17) Adjustment	-359
Capital Financing Charges	949
Allocation of Recharges	-855
	19,389

Delivery - Revenue Budget

	2020/21 Original Budget £'000	2020/21 Revised Budget £'000	2021/22 Original Budget £'000
Executive Director Delivery	223	225	225
Assistant Director Customer Experience & ICT	9,231	9,398	9,302
Assistant Director Property Services	-5,405	-5,482	-5,916
Borough Solicitor	542	576	567
Head of Democratic & Registration Services	1,692	1,706	1,669
Assistant Director Contract Services	8,860	8,894	9,654
Business Intelligence	408	0	0
NON CASH BUDGETS	-1,689	-1,611	-688
	13,862	13,706	14,813

Variation Analysis

	£'000
Original Approved Budget 2019/20	13,862
Virements (Ongoing)	-524
Commitments	145
Inflation	26
Pressures	1,149
Economies	-769
Pension (IAS17) Adjustment	-88
Capital Financing Charges	450
Allocation of Recharges	562
	14,813

People - Revenue Budget

	2020/21 Original Budget £'000	2020/21 Revised Budget £'000	2021/22 Original Budget £'000
Executive Director	1,073	1,328	1,329
Education & Learning	1,433	1,881	2,075
Children & Families Social Care	18,121	18,339	17,469
Education Related Statutory and Regulatory Duties	-489	-489	-489
Commissioning	2,504	2,641	2,698
Adult Social Care	18,167	18,305	19,315
Mental Health and Out of Hours	8,771	8,870	9,240
Early Help & Communities	4,492	4,229	4,556
Public Health	-85	-54	-85
Non Cash Budgets	22,931	22,931	20,251
Schools Block	76,187	76,187	82,908
High Needs Block	18,685	18,685	23,941
Early Years Block	7,561	7,561	7,561
Dedicated Schools Grant and Other income	-100,503	-100,503	-109,240
	<u>78,848</u>	<u>79,911</u>	<u>81,529</u>

Variation Analysis	£'000
Original Approved Budget 2019/20	78,848
Virements (Ongoing)	889
Commitments	1,883
Inflation	1,014
Pressures	2,855
Economies	-1,190
Grant Adjustments	-2,217
Pension (IAS17) Adjustment	-756
Capital Financing Charges	293
Allocation of Recharges	-90
	<u><u>81,529</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 2021/22 - 2023/24 for consultation on 15 December 2020. The main focus was inevitably departmental spending needs for 2021/22, 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 2021/22.

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 2021/22 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 2021/22 – 2023/24 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 2020/21 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 2021/22 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 £1.27m 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 2021/22 capital programme for potential Invest to Save schemes.

Capital Programme 2021/22 – 2023/24

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £6.858m in 2021/22. A list of these new schemes, for each service, is included in the Annexes A – D.

Capital Programme 2021/22-2023/24				
Annex	Service Area	2021/22 £000	2022/23 £000	2023/24 £000
B	Delivery	2,615	4,435	1,835
C	People	2,935	250	0
D	Central Directorates	6,671	3,564	3,164
	Total Capital Programme	12,221	8,249	4,999
	less Externally Funded schemes	5,363	2,614	2,364
	Council Funded Programme	6,858	5,635	2,635

4 Externally Funded Schemes

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

Government Grants

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

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. However as a result in a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the country, the Council has received no Basic Needs Grant (BNG) in 2018/19 and only £0.735m in 2019/20. The provisional allocation for 2021/22 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 are set out in Annex B.

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.09m for 2021/22.

Section 106 (£1.524m)

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 2021/22, where funding becomes available. These are summarised below

Department	Schemes	Budget
		<i>£000</i>
People	10a Portman Close Flats	200
People	Primary SEMH Hub	660
Central	LTP Schemes	389
Central	Sustainable Alternative Natural Green Space	150
Central	Natural Estate Improvements	125
	Total	1,524

5 Funding Options

The proposed capital programme for 2021/22 has been developed on the assumption that it will be funded by a combination of approximately £3.m 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 2021/22 to 2023/24 in March 2021, alongside its consideration of the specific budget proposals for 2021/22 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 2022/23 onwards, will need to be undertaken during next summer.

**CAPITAL PROGRAMME 2021/2022-2023/24
BY CATEGORY**

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed	4,285	1,535	1,135	6,955
Delivery	335	335	335	1,005
People	50	0	0	50
Central	3,900	1,200	800	5,900
Unavoidable	0	0	0	0
Delivery	0	0	0	0
People	0	0	0	0
Central	0	0	0	0
Maintenance	2,270	4,100	1,500	7,870
Delivery	2,270	4,100	1,500	7,870
People	0	0	0	0
Central	0	0	0	0
Rolling Programme / Other Desirable	303	0	0	303
Delivery	10	0	0	10
People	275	0	0	275
Central	18	0	0	18
Council Funding	6,858	5,635	2,635	15,128
Total External Funding	5,363	2,614	2,364	10,341
Total Capital Programme	12,221	8,249	4,999	25,469

**CAPITAL PROGRAMME 2021/2022-2023/24
BY DIRECTORATE**

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Delivery	2,615	4,435	1,835	8,885
People	2,935	250	0	3,185
Central Directorates	6,671	3,564	3,164	13,399
Total Capital Programme	12,221	8,249	4,999	25,469
External Funding	5,363	2,614	2,364	10,341
Council Funding	6,858	5,635	2,635	15,128

CAPITAL PROGRAMME - DELIVERY

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Capitalisation of Project Management costs	300	300	300	900
Equipment Downshire Golf Complex	35	35	35	105
	335	335	335	1,005
Unavoidable				
No Schemes	-	-	-	-
Maintenance				
Buildings Planned Maintenance Programme	1,270	1,000	1,000	3,270
Commercial Depot Redevelopment	1,000	3,100	500	4,600
	2,270	4,100	1,500	7,870
		-	-	
Rolling Programme / Other Desirable				
Demolition of Napier Road WCs	10	-	-	10
	10	-	-	10
TOTAL REQUEST FOR COUNCIL FUNDING	2,615	4,435	1,835	8,885
External Funding				
No Schemes	-	-	-	-
TOTAL EXTERNAL FUNDING	-	-	-	-
TOTAL CAPITAL PROGRAMME	2,615	4,435	1,835	8,885

CAPITAL PROGRAMME - PEOPLE

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Sandhurst Nursery Relocation	50	-	-	50
	50	-	-	50
Unavoidable				
No Schemes	-	-	-	-
	-	-	-	-
Rolling Programme / Other Desirable				
Non-Schools				
No Schemes	-	-	-	-
Departmental Bids:				
Feasibility Study	60	-	-	60
School Bids:				
School Security and Safeguarding	50	-	-	50
Birch Hill Modular Re-furbishment (SEN)	15	-	-	15
Holly Spring Fusion (SEN)	120	-	-	120
Pines Orchard Outside Space (SEN)	30	-	-	30
Total	275	-	-	275
TOTAL REQUEST FOR COUNCIL FUNDING	325	-	-	325
External Funding - Other				
Non-Schools				
S106 10a Portman Close Flats	200	250		450
Schools				
DfE Grant: Schools Capital Maintenance (provisional)	1,500			1,500
DfE Grant: Devolved Formula Capital (provisional)	250			250
S106 Primary SEMH Hub	660			660
	2,610	250	-	2,860
TOTAL EXTERNAL FUNDING	2,610	250	-	2,860
TOTAL CAPITAL PROGRAMME	2,935	250	-	3,185

CAPITAL PROGRAMME - CENTRAL DIRECTORATE

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Roads & Footway Resurfacing	200	200	200	600
CIL Strategic Transport Schemes	500	600	600	1,700
Highway Maintenance (Lamp Columns)	400	400		800
A3095 - Phased funding	2,800	-	-	2,800
	3,900	1,200	800	5,900
Unavoidable				
No Schemes	-	-	-	-
	-	-	-	-
Maintenance				
	-	-	-	-
Rolling Programme / Other Desirable				
Car Park Barriers	18	-	-	18
	18	-	-	18
TOTAL REQUEST FOR COUNCIL FUNDING	3,918	1,200	800	5,918
External Funding				
Highways Maintenance	1,369	1,369	1,369	4,107
Integrated Transport & Maintenance	720	720	720	2,160
Section 106 Schemes (LTP)	389	-	-	389
Sustainable Alternative Natural Green Space	150	150	150	450
Natural Estate Improvements (S106)	125	125	125	375
	2,753	2,364	2,364	7,481
TOTAL EXTERNAL FUNDING	2,753	2,364	2,364	7,481
TOTAL CAPITAL PROGRAMME	6,671	3,564	3,164	13,399