



**FINANCIAL PLANS
AND BUDGETS
SUPPORTING INFORMATION
2020/21**

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Summary of 2020/21 General Fund Revenue Budget Proposals to the Executive

1 INTRODUCTION

- 1.1 At its meeting on 17 December 2019, the Executive considered the overall position facing the Council in setting a budget for 2020/21. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. The budget proposals assumed that funding would be in line with the announcements contained within the Spending Round 2019 and the Technical Consultation on the Local Government Finance Settlement 2020/21 which followed in October.
- 1.2 In this broad context, the Executive published its draft budget proposals, and these have been consulted on with the public, the Council's Overview & Scrutiny Commission, town and parish councils, business ratepayers, the Schools Forum and voluntary organisations.

2 DRAFT BUDGET PROPOSALS SUBMITTED TO THE EXECUTIVE MEETING ON 17 DECEMBER 2019

- 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 and reducing central and departmental support rather than on front line services. However, it is almost inevitable that further savings will have some impact on services, although the aim is to minimise this.
- 2.3 The draft budget proposals, which reflect the priorities in the Council Plan and included a suggested approach for inflation, are summarised in Table 1.

Table 1: Draft Budget Proposals

Directorate	Commitment Budget (CB) Excl. Transformation	CB Transformation	Capital programme	Inflation	Service Pressures / Economies	Social Care Transition Reserve	New Homes Bonus & Social Care Funding	Future Funding Reserve – 18/19 Collection Fund Deficit	Draft Budget 2020/21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Central	17,710	-20	0	0	1,027	0	0	0	16,663
Delivery	15,362	-75	0	0	-11	0	0	0	15,276
People	69,420	0	0	0	5,050	0	-1,281	0	73,189
Non Departmental / Council Wide	-27,589	-309	0	2,300	1,702	-1,424	441	4,942	-23,341
Total	74,903	-404	0	2,300	2,310	-1,424	-840	4,942	81,787

3 DEVELOPMENTS SINCE THE EXECUTIVE MEETING ON 17 DECEMBER 2019

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 2019 Spending Round. The paragraphs below set out the key issues included in the Provisional Settlement for 2020/21 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 20 December 2020. The overall quantum of funding provided in government grant remained as expected except for the New Home Bonus. An unexpected, additional year of incentive funding was awarded for 2020/21 only and due to a significant increase in the Council Tax Base and a reduction in empty properties, approximately £1m of additional income was received (see paragraph 6.2.2).

3.1.3 The final settlement has still to be published (subsequently confirmed as no change to the provisional settlement).

3.2 Specific Grants

3.2.1 Since 2013/14 almost all Specific Grants have been rolled into the Baseline Funding that councils receive with only a minority administered outside of the formula mechanism.

3.2.2 The technical consultation on the 2020/21 Finance Settlement confirmed that there would be a new round of New Homes Bonus (NHB) allocations for 2020/21, however, as there will be a 2020 Spending Review including potential new proposals, these additional payments would be for one year only. The Government decided not to increase the baseline below which no NHB is paid in 2020/21. This, combined with significant increases in the Council Tax Base and reductions in the number of empty homes resulted in a substantial increase in grant compared to the December proposals (-£1.006m). The total receivable has increased to -£1.917m for 2020/21 (-£1.356m in 2019/20). As this increase is one-off it will not reduce the budget gap in future years but will help protect our reserves during 2020/21. It was also announced that the Government would consult on the future of NHB in the spring. The intention is to move to a more targeted approach aligned with other measures around planning performance.

3.2.3 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 2020/21 and, following two years of grant cuts, national grant levels will increase in real terms. Indicative figures have yet to be provided at an individual council level. The figures included in the settlement for the Better Care Fund and social care in general were as expected and included the additional -£1.282m of social care funding announced as part of the Spending Round 2019. There are therefore no further changes to the draft budget proposals in this area

3.2.4 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 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. It has been confirmed this will increase in line with the increase in the small business non-domestic rating multiplier (1.6%).
- 3.3.2 The Government has announced that the introduction of a new system will now be delayed until 2021/22 which will be based on 75% retention of Business Rates growth locally. To coincide with this a fair funding review is currently underway which will calculate the new baseline funding levels for individual local authorities based on an up-to-date assessment of their relative needs and resources. Under the new system existing grants including Revenue Support Grant and the Public Health Grant are expected to be incorporated into the baseline and more responsibilities are likely to be transferred to Local Government.
- 3.3.3 Bracknell Forest is in a virtually unique position in terms of its current Business Rates income. The transfer of a large multi-national company on to the Council's valuation list in 2013/14 significantly increased the level of Business Rates collected locally. This transfer represented a significant windfall for the Council, creating both a significant opportunity and risk at the time and has been a key factor in providing resources to balance the Council's budget since then.
- 3.3.4 Around half of the additional income was used to support the base budget with the remainder set aside in an earmarked reserve to mitigate against the risk of the additional income reducing or being withdrawn. This prudent approach meant that the Council was not immediately impacted by a successful appeal by the company against the rateable value, which resulted in it being reduced by 28% in 2016/17. 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 in 2021/22. 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 earlier than expected, sometime in 2020/21.
- 3.3.5 As the timing and outcome of all these events are uncertain, broad assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. This continues to represent a considerable risk to the Council's current and future Business Rates income. In 2018/19 a significant deficit of £4.942m was projected on the Business Rates element of the Collection Fund which was met by a transfer from the Future Funding Reserve in 2019/20. There is now a projected surplus on the Business Rates element of the Collection Fund for 2019/20 (-£8.241m). This has arisen 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. Due to its one-off nature, £7.5m of the surplus will be transferred into a Business Rates Revaluation Reserve and used to mitigate the risk of a further loss in income from the multinational company referred to above. The balance will be transferred to the Future Funding Reserve.

- 3.3.6 In addition to these specific issues, the move to the new funding system in 2021/22 will be accompanied by a re-set of the current 50% business rates retention arrangement. This will most likely mean that all or a large part of the additional business rates that the Council has secured through the company referred to above and from the town centre opening in 2017 will no longer directly benefit Bracknell Forest.
- 3.3.7 The Council has benefitted considerably from being part of a Berkshire Wide Business Rates pilot area for the last two years, receiving 99% and then 74% of business rates growth respectively, although a significant proportion of the additional growth was passed onto the Thames Valley LEP. The Government has confirmed that except for the devolution areas and London, all other business rates retention pilots agreed for 2019/20 will finish at the end of the financial year and there will be no further pilot arrangements for 2020/21. This will affect the amount of Business Rates income that the Council can retain with income from growth being reduced back to approximately 30% (49% less a levy payment on growth above baseline) for 2020/21. As the Council took the prudent decision not to use any of the additional pilot income to immediately support the revenue budget, the only impact this will have is to reduce the amount that can be transferred into reserves to support future budgets.
- 3.3.8 Business Rates growth is forecast to be -£4.615m after the levy payment is taken into account (-£12.090m in 2019/20 after the payment to the LEP). No longer being part of a pilot will also have an impact on the level of Section 31 grant receivable to cover the loss of income resulting from capping the Business Rates increase to 2% in 2014/15 and 2015/16 and CPI in 2019/20, and several Business Rate Reliefs. However, any potential loss has been more than compensated for by the increase in the Business Rates multiplier and changes to reliefs. The grant is estimated to be -£2.302m in 2020/21 (-£2.166m in 2019/20).
- 3.3.9 The 2019/20 budget included a net transfer of £4.434m into reserves (-£0.266m Future Funding Reserves and +£4.700m other reserves). As a result of the funding changes and a continuation of the approach taken to business rates income growth, £10.335m will be transferred into reserves in 2020/21 (+£7.500m into the Business Rates Revaluation Reserve from the 2019/20 surplus on the Business Rates element of the Collection Fund, £0.335m into the Future Funding Reserve and +£2.500m into other reserves).
- 3.4 Medium Term Financial Situation
- 3.4.1 There is significant uncertainty for the period from 2021/22 due to the potential impact of a number of issues, in particular:
- Fair Funding Review
 - Business Rates system re-set
 - 2020 Spending Review which will determine the overall quantum of resources available to local government
 - Final Brexit arrangements
- 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, 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 £4.5m in 2021/22. 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 £17.8m available on the Future Funding Reserve at the end of 2019/20 and £18.1m at the end of 2020/21.

- 3.4.4 The impact of these factors will be a greater reliance on Council Tax income as an on-going source of funding to support essential front-line services. The current level of Council Tax in Bracknell Forest is still one of the lowest of any Unitary Authority in England. While a high level of increase in any year is unlikely to be universally welcomed by residents, the council's financial plans assume the maximum level of increase permitted is applied, as this is what the Government has assumed and provides the greatest level of protection possible for essential services in the period from 2021/22.

3.5 Council Tax and Collection Fund

- 3.5.1 The Council Tax Base for 2020/21 has been calculated as 46,816 (Band D equivalents) which at current levels would generate total income of -£61.040m in 2020/21.
- 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 2%. Every 1% increase in Council Tax in Bracknell Forest would generate approximately -£0.610m of additional income.
- 3.5.3 A 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 -£0.509m. This will be used to support the 2020/21 budget.

3.6 Consultation

- 3.6.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the consultation period, the draft proposals have also been scrutinised by the Council's Overview & Scrutiny Commission. Several points were considered and clarified but no changes were proposed. An extract from the minutes of the meeting is attached as Annexe B.
- 3.6.2 The Schools' Forum considered the Executive's proposals relating to the schools' element of the People's Directorate at its meeting on 16 January. Several points were clarified at the meeting.
- 3.6.3 The draft budget proposals were published on the Council's web site and emails were sent to business ratepayers drawing their attention to the consultation. Eighteen 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. A number of general responses were received as well as a very specific comment not directly related to the budget proposals. A slightly higher number of responses were supportive of the proposals than against them.

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. The actual inflation allocation required is £1.998m which is £0.302m less than the £2.3m included in the draft budget proposals as inflation rates in general have been lower than anticipated. The Directorate analysis is shown in Table 2. The allocation assumes pay awards of 2%, however, an allowance has been included in the Contingency for potential pay increases in excess of 2%.

Table 2: Inflation Allocations

Directorate	2020/21 £'000
Central	404
Delivery	574
People (excluding schools)	1,020
Total	1,998

- 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 4.1).

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 l) below, with the net impact being an increase in the net revenue budget for 2020/21 of £2.733m, with £1.424m of this representing a change in funding, recognising additional income received from the New Homes Bonus and the collection fund surplus.. These changes have been reflected in the full budget proposals set out in Annex D and the Commitment Budget (Annexe A).

- a) Central – Residents Survey
The residents survey has been delayed from the current financial year and will now take place in 2020/21 (£0.020m).
- b) Central Transformation – Parks and Open Spaces
Residual costs will reduce the ongoing saving included in the Commitment Budget by £0.005m.
- c) Central – Travel Planning Service
The move to a fee based service, where developers are charged per unit, will be delayed until 2021/22 (£0.015m).
- d) Central – Revenues Assistant
In order to maintain the high level of collection rates within Revenue Services it is necessary to increase the establishment by one additional full time Revenues Assistant. This cost has been covered in the current year by one-off savings. (£0.032m).
- e) Central – Graduate Development Programme

The National Graduate Development Programme will be supported by creating two posts. Due to the pressure across the Council, funding could not be found from existing staffing budgets (£0.064m).

- f) Delivery – Waste Management
A decrease in the cost of the Waste Disposal PFI based on the latest waste projections (-£0.044m).
- g) Delivery – Bracknell Town Neighbourhood Plan Referendum
The Council, as the local planning authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process, including organising the consultation, holding and arranging an independent examination and a referendum. The referendum is due to take place in 2020/21 and as such budget is required to allow the elections team to run this event (£0.060m).
- h) Delivery – Greening Waste Collection Arrangements
The Executive has agreed to introduce a food waste collection service and change refuse collection frequency to once every three weeks (currently every two weeks) from 5 October 2020. This will result in additional costs in 2020/21, primarily as a result of a programme of communications to maximise the participation of residents and business, but will reduce the Council's impact on Climate Change and generate savings over the life of the contract (£0.033m).
- i) Delivery – Coroner's Service
The latest information recently received from Reading Borough Council on the cost of the Coroner's Service Joint Arrangement shows a total pressure of £0.090m for Bracknell Forest. This is an increase of £0.036m compared to the draft budget proposals.
- j) People – Children Looked After
Due to changes in the number and cost of placements since the December report, this pressure has increased by £0.358m. The approach in previous years has been to adjust the Children's calculation for known children who will reach 18 during the year. For the first time in 2020/21 a related figure has been added to the Adults budget calculation. In order to ensure the budget is felt to be realistic, CMT has also recommended allocating £0.500m from the Corporate Contingency to allow for new children entering care as the budget is being set, rather than holding centrally until it is shown to be required.
- k) Non Departmental / Council Wide – transfer from reserves to meet one-off staffing pressures
It will no longer be necessary to meet the one-off staffing pressures in the People Directorate from earmarked reserves due to the receipt of additional New Homes Bonus (paragraph 3.2.2) and the surplus on the Council Tax element of the Collection Fund (paragraph 3.5). Both increases in income are also one-off in nature (£1.424m).
- l) Non Departmental / Council Wide – pension fund contributions
The Commitment Budget assumed that there would be a £0.330m increase in employers Pension Fund contributions following the triennial valuation. The latest information from the Pension Fund indicates that this will be inadequate to cover ongoing costs (£0.230m).

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 local authorities 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 30 hours a week free entitlement to childcare and early years education for working families.
- 4.1.3 To date, the DfE has confirmed SB funding at £74.995m with the CSSB at £0.939m. Other elements of the DSG have yet to be confirmed, with the current estimate for the HNB at £17.008m and the EYB at £7.560m. Therefore, at this stage, total DSG income for 2020/21 is estimated at £100.502m.
- 4.1.4 Within the DSG allocation, funding for SEND pupils will increase by 8% (£1.472m) next year. Whilst a substantial increase, with the number of children receiving additional support through high needs budgets in Bracknell Forest expected to increase by 17.7% from April 2018 to March 2020 and costs by 27.3%, this is insufficient to fund the forecast cost increase next year of £4.389m. This represents the no action outcome and would result in a predicted in-year over spending of £2.917m.
- 4.1.5 This is a national issue, and not just limited to Bracknell Forest with many councils having to set deficit HNB budgets. 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. Overall, forecast reductions of £1.240m have been identified which will mean a deficit budget of £1.677m will need to be set. This deficit will be balanced in the Council's budget by a contribution from school reserves as the deficit will need to be met from the DSG over the medium term. Both the deficit and the contribution from Schools reserves have been included in the Commitment Budget. Officers are meeting monthly with a sub group of the Schools Forum to identify further options for change in service deliver and reduction in costs.
- 4.1.6 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 to £1m from council reserves over the four years to March 2023, specifically to support the additional cost arising from new schools. In recommending the budget requirement next year for schools, as well as utilising the DSG, £0.253m of additional funding will be drawn down from the Council's reserves. This is a reduction of £0.085m compared to the £0.338m required in 2019/20 and included in the Base Budget. This

reduction is included in the Commitment Budget and has increased by £0.055m since the draft budget proposals.

4.1.7 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 is reliant on external borrowing to fund its capital investments, returns on surplus cash are likely to remain relatively low during 2020/21 and beyond. As such the impact of interest rates on borrowing rates are of greater significance to the Council.

4.3.2 It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% due to the ongoing uncertainty over Brexit. In its meeting on 1 August, the MPC became more dovish as it was more concerned about the outlook for both the global and domestic economies. That's shown in the policy statement, based on an assumption that there is an agreed deal on Brexit, where the suggestion that rates would need to rise at a "gradual pace and to a limited extent" is now also conditional on "some recovery in global growth". Brexit uncertainty had a dampening effect on UK GDP growth in 2019, especially around mid-year. The September MPC meeting sounded even more concern about world growth and the effect that prolonged Brexit uncertainty was likely to have on growth.

4.3.3 During the first half of 2019/20, gilt yields plunged and caused a near halving of longer term PWLB rates to completely unprecedented historic low levels. There is though, an expectation that financial markets have gone too far in their fears about the degree of the downturn in US and world growth. If, as expected, the US only suffers a mild downturn in growth, bond markets in the US are likely to sell off and that would be expected to put upward pressure on bond yields, not only in the US, but also in the UK due to a correlation between US treasuries and UK gilts. However, the timing of this and how strong the correlation is likely to be is very difficult to forecast with any degree of confidence. Changes in UK Bank Rate will also impact on gilt yields.

4.3.4 Another danger is that unconventional monetary policy post 2008, (ultra-low interest rates plus quantitative easing), may end up doing more harm than good through prolonged use. Low interest rates have encouraged a debt-fuelled boom that now makes it harder for central banks to raise interest rates. Negative interest rates could damage the profitability of commercial banks and so impair their ability to lend and /

or push them into riskier lending. Banks could also end up holding large amounts of their government's bonds and so create a potential doom loop. In addition, the financial viability of pension funds could be damaged by low yields on holdings of bonds.

4.3.5 The overall longer run future trend is for gilt yields, and consequently PWLB rates, to rise, albeit gently. 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. Such volatility could occur at any time during the forecast period.

4.3.6 Following the decision by the PWLB on 9 October 2019 to increase their margin over gilt yields by 1% to 1.8% on loans to local authorities, consideration will also need to be given to sourcing funding at cheaper rates from the following:

- Local authorities (primarily shorter dated maturities);
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of spot or forward dates);
- Municipal Bonds Agency (no issuance at present but there is potential).

The degree to which any of these options proves cheaper than PWLB Certainty Rate is still evolving at the time of writing but our advisors will keep us informed.

4.3.7 Economic and interest rate forecasting remains difficult with so many influences weighing on UK gilt yields and PWLB rates. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

4.3.8 The 2020/21 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 2020/21. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-nationalised UK Banks). Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 29 January 2020, the Treasury Management Strategy remains unchanged from that consulted on in December.

4.3.9 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).

4.3.10 The capital programme proposes Council funded capital expenditure of £5.315m and an externally funded programme (including self-funding schemes) of £13.910m for 2020/21. After allowing for projected receipts of approximately £6.2m (including CIL) in 2020/21 and carry forwards, the additional revenue costs will be zero in 2020/21 and £0.291m in 2021/22.

- 4.3.11 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Ministry of Housing, Communities and Local Government's (MHCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annex E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget.
- 4.3.12 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".
- 4.3.13 The final budget proposals included an estimate of £1.827m for the Minimum Revenue Provision required to be made in 2020/21 and £0.512m for a Voluntary Revenue Provision relating to commercial property purchases. The actual charge made in 2020/21 will be based on applying the approved MRP policy to the 2019/20 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 2020/21 total £14.659m which is an increase of £1.148m 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 2020/21. Due to their corporate nature, some services do not relate to a single service directorate, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the directorates responsible for providing them (Central & Delivery). However, all such costs must be charged to the services that receive support from them.

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

4.6 Statement by the Director: Finance

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

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

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

Robustness of estimates

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

This identifies a number of key risk areas including:

- significant pressures on the Council's ability to balance its finances whilst maintaining satisfactory service standards;
- maintaining business as usual whilst delivering significant savings through the transformation programme and service re-design;
- the impact of the high use of long term locums and agency workers for key posts 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;
- providing local school places for local children and the consequences if provision is not correct;
- the impact of demand led services and the need to plan for and respond to future and in-year demographic changes and national policy initiatives;
- sustaining adult social care services where there is insufficient external provision available;
- effective safeguarding of children and vulnerable adults when there are external factors outside the Council's control;
- potential budget reductions may reduce the effectiveness of measures to maintain highways and assets.
- delivery of an IT Strategy and digital infrastructure that meets business needs, compliance, information accuracy, greater reliance on end users and the threat of cyber attacks;
- maintaining adequate Business Continuity plans and procedures;
- maintaining an adequate internal control environment;
- the impact of changes in Continuing Health Care funding on finances.

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

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

4.6.3 The Director: Finance receives regular updates from Business Partners on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2020/21 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Waste Management PFI, the implementation of savings proposals and managing down additional staffing costs once the People Directorate has transitioned to a new operating model;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management** – return on investments is affected by cash flow and the level of the Bank rate.
- **Uninsured losses** – the Council's insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;

- **Contractual Issues** – disputes, contract inflation (in particular rates for care providers which are increasing due to rising demand and reducing supply) and renewal of major contracts;
- **Legislative Changes** – for example, the transference of risks resulting from the retention of Business Rates by councils and the localisation of Council Tax support, the introduction of the Better Care Fund and its impact on funding and the way services will be delivered in the future, the implementation of responsibilities under the Care Act 2014 and Children and Families Act 2014, and the transition to universal credit;
- **Independent external providers** – changes in provision by independent service providers may result in increased costs to the Council;
- **Service interdependencies** – the potential impact of service reductions in one area on the demand for other services provided by the Council;
- **External inspections** – improvements identified through external inspection;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.

4.6.4 The probability of some of the above risks occurring is high. However it is unlikely that all will occur at the same time with the exception of demand pressures in Children's and Adults' Social Care services which, are increasing both locally and nationally. The measures in place, set out in paragraph 4.6.2, lead the Director of Finance and CMT to conclude that the budget proposals have been developed in a sound framework and are therefore robust. However, it needs to be recognised that not all adverse financial issues can be foreseen looking almost fifteen months ahead, e.g. the impact of changes in demand led services or severe weather conditions. It is therefore prudent to include, as in previous years, a contingency sum within the budget proposals.

Contingency

4.6.5 In setting the budget for 2019/20, the level of general contingency was maintained at £2.5m. Within the draft budget proposals for 2020/21 the Contingency remained unchanged, although it was recognised that this would need to be reviewed.

4.6.6 The Director of Finance, Chief Executive and CMT have reflected upon the outlook for the economy as a whole, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. The Contingency has been reduced by £0.250m to £2.250m in the final budget proposals. This is a net reduction reflecting the change in approach for the Children's Social Care budget (paragraph 3.8.1) plus an allowance for pay increases in excess of 2%.

Earmarked Reserves

4.6.7 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £49.763m in Earmarked Reserves at the start of 2019/20 which were approved by the Governance and Audit Committee in July 2019. The Director of Finance has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Director of Finance will review again the earmarked reserves considering the changing risks facing the Council as part of the 2019/20 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

5 NET REVENUE BUDGET

- 5.1 Tables 3a and 3b summarise the budget changes for each directorate, assuming that all items outlined above and detailed in Annexes A to F are agreed, but before changes to capital charges, pension costs and internal services recharges are incorporated within service directorate budgets.

Table 3a: Summary of budget changes

	Inflation (Section 3.7)	Revisions to draft budget proposals (Sections 3.3, 3.5, 3.8, 4.1, 4.3 and 4.6.6)	Changes to Specific Grants (Section 3.2)	Total Changes Identified
	£'000	£'000	£'000	£'000
Central	404	136	0	540
Delivery	574	83	0	657
People (excluding schools)	1,020	2,480	0	3,500
Non Departmental / Council Wide	-2,300	8,025	-1,006	4,719
TOTAL	-302	10,724	-1,006	9,416

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

Non Departmental / Council Wide	Revisions to draft budget proposals
	£'000
Transfer to Business Rates Revaluation Reserve (paragraph 3.3.5)	7,500
Changes in Business Rates Growth and S31 income (3.3.8)	7,339
Transfer from Future Funding Reserve (2.3 and 3.3.9)	-4,398
Reversal or reduction of transfers to other Earmarked Reserves (3.3.9 and 4.1.6)	
Regeneration of Bracknell Town Centre Reserve	-1,000
Transformation Reserve	-200
New Schools Reserve	-945
Commitment Budget – pension fund contributions (3.8.1)	230
Economies - staff and members parking moved to Delivery (3.8.1)	2
Transfer from Earmarked Reserves to meet one-off staff costs in People no longer required (3.8.1)	1,424
Unused Schools Budget Balance Reserve (4.1.5)	-1,677
Change in Contingency (paragraph 4.6.6)	-250
TOTAL	8,025

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: Revised Executive Budget Proposals 2020/21

Department	2020/21 Draft Proposals (Table 1) £'000	Changes Identified (Table 3a) £'000	Revised Budget Proposals £'000
Central	16,640	540	17,180
Delivery	15,276	657	15,933
People (excluding schools)	73,189	3,500	76,689
Non Departmental / Council Wide	-23,318	4,719	-18,599
Total	81,787	9,416	91,203

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

Table 5: Final Draft Budget Proposals 2020/21

Department	Executive Budget Proposals (Table 4) £'000	Changes to Capital Charges, Recharges & Pensions £'000	Final Budget Proposals £'000
Central	17,180	1,436	18,616
Delivery	15,933	-2,071	13,862
People (excluding schools)	76,689	2,159	78,848
Non Departmental / Council Wide	-18,599	-1,524	-20,123
Total	91,203	0	91,203

6 USE OF BALANCES

- 6.1 The Council needs to maintain reserves to aid cash flow and to protect itself from fluctuations in actual expenditure and income. An allowance for cash flow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.
- 6.2 The Council's General Fund balance is expected to be £6.5m at 31 March 2020, if spending in the current year matches the approved budget.

Table 5: General Balances as at 31 March 2020

General Fund as at 01 April 2019	£m
Planned use in 2019/20	9.1
	(2.6)
TOTAL Estimated General Balances	6.5

- 6.3 The Council has for many years planned on maintaining a minimum prudential balance of £4m, which indicates that a sum of up to £2.5m is potentially available for use. However, given that these resources are one-off, it is important when considering the use of reserves to not only consider the current year's budget but also future years' pressures.
- 6.4 The Council will also have an estimated £17.8m in the Future Funding Reserve as at 31 March 2020, which has been deliberately established to help manage the expected additional budget gap of £4.5m per year from 2021/22.

7 FUNDING THE BUDGET PROPOSALS

- 7.1 The proposals in this report would set the Council's planned expenditure (including levying bodies) at £91.203m before allowing for additional interest resulting from the use of balances. This compares with income of -£88.393m from Revenue Support Grant (-£1.771m), Business Rates baseline funding (-£16.832m), Council Tax at 2019/20 levels (-£61.040m), the Collection Fund – Council Tax surplus (-£0.509m) and the Collection Fund – Business Rates surplus (-£8.241m). The Net Revenue Budget is therefore now £2.810m above the level of income for 2020/21
- 7.2 Each 1% increase in Council Tax in 2019/20 will generate approximately -£0.610m of additional revenue towards the budget gap. It is recommended that the Council increase Council Tax by 3.99%. This is the maximum increases permissible under the current guidance without a referendum and, significantly, is the increase factored into the Governments spending power calculations. This will generate additional income of -£2.435m and reduce the budget gap to £0.375m.
- 7.3 It is recommended that the Council makes a contribution of £0.375m (before additional interest from the use of balances) from General Reserves to bridge the remaining budget gap in 2020/21. The additional interest from the use of revenue balances increases the gap by £0.004m and therefore the amount that needs to be funded from balances to £0.379m.
- 7.4 The following budget summary outlines the Council's Council Tax requirement based on the figures shown in the report. The Council Tax for Bracknell Forest Council for Band D was recommended to increase by 3.99% to £1,355.85.

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

Line		2019/20	2020/21
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Central	9,416	18,616
2	Delivery	24,125	13,862
3	People	69,958	78,848
4	Corporate Wide Items (to be allocated)	377	663
5	Sub-Total	104,667	111,989
6	Non-Departmental Expenditure		
7	Contingency provision	2,500	2,250
8	Debt Financing Costs (Minimum and Voluntary Revenue Provisions)	2,221	2,014
9	Levying Bodies	113	113
10	Interest	2,879	1,958
11	Pension Interest Cost & Administration Expenses	7,033	6,656
12	Other Services	248	248
13	Business Rates Growth	(14,256)	(6,916)
14	Contribution from Capital Resources	(200)	(200)
15	Capital Charges	(13,511)	(14,659)
16	Contribution from Pension Reserve	(18,664)	(18,663)
17	Contribution to/(from) Earmarked Reserves	4,096	8,348
18	New Homes Bonus grant	(1,351)	(1,917)
19	Flood and Travel Related Grants	(15)	(14)
20	Net Revenue Budget	74,969	91,207
21	Movement in General Fund Balances	(2,614)	(379)
22	Net Revenue Budget after use of balances	72,355	90,828
23	Less - External Support		
24	Business Rates	(18,305)	(16,832)
25	Revenue Support Grant	0	(1,771)
26	Collection Fund Adjustment – Council Tax	427	(509)
27	Collection Fund Adjustment – Business Rates	4,942	(8,241)
28	Bracknell Forest's Council Tax Requirement	59,419	63,475
29	Collection Fund		
30	Bracknell Forest's Requirement	59,419	63,475
31	divided by the Council Tax Base ('000)	45.573	46.816
32	Council Tax at Band D (excluding Parishes)		
33	Bracknell Forest	£1,303.83	£1,355.85

Commitment Budget excluding Transformation Savings 2020/21 to 2022/23

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Central				
Approved Budget	10,767	14,275	14,289	14,227
Residents Survey		20	-20	
Local Development Framework		42	-42	TBC
Bracknell Town Neighbourhood Development Plan		-48		
Net Inter Departmental Virements	3,508			
Central Departments Adjusted Budget	14,275	14,289	14,227	14,227
Delivery				
Approved Budget	18,950	15,113	15,028	14,959
Waste Disposal PFI		-54	113	58
Borough Elections		-123		
Capital Invest to Save 2018/19 - Memorial area Easthampstead Cemetery & Crematorium		-2		
Revenue impact of 2019/20 Capital Programme - ICT costs		12		
Members Services		-11		
Bracknell Town Neighbourhood Plan Referendum		60	-60	
Greening Waste Collection Arrangements		33	-122	15
Net Inter Departmental Virements	-3,837			
Delivery Adjusted Budget	15,113	15,028	14,959	15,032
People				
Approved Budget	49,187	48,679	50,271	50,291
Suitability surveys			20	-20
Schools Budget - Funding for New Schools		-85		-97
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		1,677		
Net Inter Departmental Virements	-508			
People Adjusted Budget	48,679	50,271	50,291	50,174
Total Service Departments	78,067	79,588	79,477	79,433
Non-Departmental / Council Wide				
Approved Budget	-3,935	-3,098	-4,386	-3,376
Minimum and Voluntary Revenue Provision		-355	368	154
Increase in employers Pension Fund contributions		560	620	660
2019/20 Capital Programme - (Full Year Effect) Interest		73		
2019/20 Use of Balances (Full Year Effect) - Interest		26		
2020/21 Capital Programme - Interest			15	
Revenue impact of 2020/21 Capital Programme - ICT costs			7	
Earmarked Reserve - Funding for New Schools		85		97
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		-1,677		
Net Inter Departmental Virements	837			
Non-Departmental / Council Wide Adjusted Budget	-3,098	-4,386	-3,376	-2,465
TOTAL BUDGET	74,969	75,202	76,101	76,968
Change in commitment budget		233	899	867

Commitment Budget - Transformation Savings 2020/21 to 2022/23

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Central Departments						
Public Transport Subsidy			-250			
Planning and Development Control		-200	-40			
Parks and Open Spaces		-200	-42	-15		
Central Departments Total	0	-400	-332	-15	0	0
Delivery						
Easthampstead House		-300				
South Hill Park	-100	-25	0	-75		
Library review	-250	-120	-30			
Leisure Services Review	-300	-600	-66			
Car Parking income	-225	-387				
Easthampstead Park Conference Centre		-131	-44			
Capital Invest to Save 2018/19 - Bracknell Leisure Centre			-325			
Delivery Total	-875	-1,563	-465	-75	0	0
People						
Adults Transformation		-1,800	-616	TBC	TBC	TBC
Childrens Transformation		-1,180	-734	TBC	TBC	TBC
People Total	0	-2,980	-1,350	0	0	0
Non-Departmental / Council Wide						
Commercial Property Investment Strategy	-1,000	-1,000	-750	-309		
Council Wide Support Services	-500	-311				
Council Wide Support Services - Business Intelligence		-29	-22			
Non-Departmental / Council Wide Total	-1,500	-1,340	-772	-309	0	0
TOTAL TRANSFORMATION PROGRAMME SAVINGS	-2,375	-6,283	-2,919	-399	0	0
Overall Change in Commitment Budget				-166	899	867
Total Budget including Transformation Savings				74,803	75,702	76,569

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:

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Central	17,716	17,715	17,653	17,653
Delivery	15,496	15,336	15,267	15,340
People	69,450	71,042	71,062	70,945
Non-Departmental / Council Wide	-27,693	-29,290	-28,280	-27,369
	74,969	74,803	75,702	76,569

Movements

Central	-1	-62	0
Delivery	-160	-69	73
People	1,592	20	-117
Non Departmental/Council Wide	-1,597	1,010	911
	-166	899	867

EXTRACT FROM THE OVERVIEW AND SCRUTINY COMMISSION MINUTES CONCERNING THE 2020/21 BUDGET CONSULTATION

24. Budget Consultation

Councillor Heydon, Executive Member for Transformation and Finance provided the Commission with a presentation setting the context for budget discussions. He explained the monitoring position in 2019/20 and the areas for focus in the current year.

In explaining the approach for the budget proposals he highlighted the risks and opportunities, the underlying principles and specific measures. He set out the draft budget proposals which had been agreed for consultation by the Executive.

During the discussion on the proposals the following points were raised:

- the level of contingency was arrived at following a prudent assessment of financial risks and Stuart McKellar, Director of Finance considered that £2.5m continued to feel appropriate.
- in 2021/22 the Council faces a significant pressure going forward
- the New Homes Bonus reduction was deferred by 12 months which meant that the Council was in receipt of an additional £1 million than anticipated but this was a one off payment
- the Capital programme of £18.7million included schemes funded by S106 and government funding.
- clarification was sought on the steps being taken to provide children in care with support in the most affordable manner. Nikki Edwards, Executive Director: People provided an explanation and emphasised that her team had to balance what was right to keep the child or adult safe versus what was commercially best value. She reassured the Commission that the Council has high quality services and the lead member was looking at that on a day to day basis.
- Clarification was sought on what the medium-term financial implications would be of the transformation programme being paused in this area. It was explained that the transformation activity was not being paused but that work was being undertaken to analyse the specifics of the system so that the team could focus on the elements that have the most positive service and financial effect.
- the Bracknell Town Development Plan had been delayed and no referendum had taken place so this would be carried forward to next year
- the additional financial support referred to in the proposals was being put in place to support new schools whilst they build up their numbers on roll.
- the Director of Finance advised that no decision had yet been taken by Members relating to food waste collection and the final budget proposals would be updated if required to reflect the Executive's decision.
- the Chief Executive advised that there was no evidence that the small increase in pricing had impacted on the use of car parks.
- the Director of Finance explained that this was the first year that an attempt had been made to identify the specific pressure on the adult social care budget as young people reached 18 and transitioned between services.
- the Executive Director: People explained that every authority was being impacted by reviews of individuals with continuing health care needs as to whether there is an ongoing health need versus care needs. This work was ongoing.

- the Executive Director: People was pleased to confirm that the rough sleeper and troubled family's grants had been extended which were achieving effective outcomes.
- the Director: Place, Planning and Regeneration advised that the two figures relating to PPR – Development & Adoptions were not duplicates and were both proposed savings from two different pots of money.
- the Director: Place, Planning and Regeneration confirmed that the value for money review of supported bus contracts could change how bus services were delivered and therefore impact on the level of service to residents but it would be based on patronage figures, the cost of service and affordability.
- the Executive Director: People would circulate a response to the question relating to whether the transfer of aspects of the Early Years support service that relate to supporting providers, in particular Development Workers (-£140,000), to the Schools Budget would be for all Primary Schools or those that use the service.
- the Executive Director: People reassured the Commission that significant checks were undertaken to prevent frauds and put safeguarding in place for direct payments to clients. The proposed £100k saving was cumulative across a large number of clients and returning the money to the budget would not affect the service to individuals. She added that the individual, key advocates and family members were part of the processes to assess need and undertake strength-based assessments.
- it was confirmed by the Executive Director: People that as part of the commercial approach when spaces were available at Waymead, vacant beds were sold to other local authorities. Funding received would be used towards the Council's costs.
- it was explained that the budget consultation could be easily found on the public website by typing 'consultation' into the search function.

The Chairman thanked everyone for their participation in the scrutiny of budget consultation for 2020/2021.

Response to budget Consultation 2020/2021 by Labour Group

We fully appreciate that funding is very tight. Government funding for Local Councils has been severely cut in recent years and savings have had to be made by all Local Councils- £90m by Bracknell Forest so far.

The massive changes that have occurred due to the Transformation Programme has delivered a lot of these savings, but now future such changes must be limited.

We also appreciate the huge pressures all councils are experiencing from Adult Social Services provision and from Children Social Care. The cost of these is difficult to predict, particularly the children's services, and last year the costs exceeded their budget. It is stated that their increased expenditure this year will be £6m. This shows how urgent it is for central government to act to implement a National Care Plan for adults with increased funding from central government. It also shows how urgent it is for the Central government to realise and accept the huge issues concerning children's social services. Expecting Local Government to finance the crisis through raising Council Tax cannot be the best solution nor sustainable in the long term.

The fact that this consultation must go out before the Government Financial Settlement is never acceptable but is a recurring problem, with no apparent priority to resolve. These proposals are therefore, from necessity, a guesstimate. They state another £2.6m savings have yet to be identified and so unlikely to be consulted on before the budget vote on February 26th.

The consultation refers to the expenditure of external funding of £13.91m. £3.97m is from S106 funding, but it is not obvious where the other £10m is from.

We appreciate that once reserves are used, they have gone for good, but accept this must be the case since any increase in council tax will hit our struggling families hard and so must be kept to a minimum. For this budget, and to prevent a referendum being triggered, these proposals are for the maximum allowed increase, however. Every year, only the highest priority maintenance needs are being funded but priorities 1C & 1D are quoted as needing investment of £2m. Only £1.545m is allocated so already urgent maintenance is being pushed over to next year. Fears for the next year's funding are that it will be even more tight than this budget, so we challenge this allocation.

For schools, this is an even worse scenario. £3m identified for priority categories 1C & 1D on current building condition surveys, but funding grant from central government expected to be limited to £1.499m. What is not going to be done and what risks does that pose for users of the buildings? What has been done to get central government to increase their grant to match the need?

There is no Basic Needs Grant for this year and so it is fortunate that Bracknell Forest has been able to accrue section 106 funds to replace this and finance the proposed school schemes.

Whilst supporting most of the 'People Capital Programme Bids', we are very concerned about the proposals for a new Primary SEMH School. The proposals are that such a school would serve 50 pupils, but the evidence presented suggests there is a much bigger need than this. Also, the school would cater for children suffering from trauma, ADHD, SEND, migrants with language needs- a huge range of issues,

all to be catered for in one setting? Where would the expertise come from to serve these children? It appears from these papers that another school could well house this new school, rather than it be purposefully built in its own grounds. If this is the case, then from experience, this could, unfortunately, have a detrimental effect on the existing school. We recognise this £40K is to fund a feasibility and cost report but look forward to much more information on this proposal.

We support the Joint Venture Partnership and therefore also the investment needed to back it.

We hope the application for the lamp column replacement is successful if that will enable the short columns to be replaced by tall ones and so improve the poor lighting delivered from the LED conversions on the existing poles.

We support the New Exhibits at The Look Out Science Centre as this is an excellent provision but needs new excitement for returning visitors.

We support the proposed the new parking arrangements at the Look Out and Coral Reef but needed to read this several times before realising it was 'like going into the Avenue carpark.' It would be helpful for reports and proposals to be written in plain English to ensure they can be properly understood and scrutinised.

Very glad that Savernake Lake is to be rescued.

The New Homes Bonus continues to be based on false assumptions. It is only paid after a certain number of houses have been built but for a borough that does not build its own houses, this is entirely dependent on the achievements of the developers. Many houses have been completed in Bracknell Forest in the last year, however, so surely the number must be above the base line and funding will be received?

The section on Business Rates is very hard to comprehend without personal guidance from the Treasurer himself. If the new Business Rate system is introduced in 2021/22, then from these papers, it reads that all our new development in the New Town Centre and all the added businesses up to date, will not help us. The big company moving out of Bracknell and joining the Central Rating list will also have a negative effect on BF's budget. Again, we praise the Bracknell Forest Director of Finance for gaining the Berkshire Wide Business Rates pilot for the past two years which have achieved huge bonuses for this borough. This appears not to be possible again, but all the monies gained are still available to support this and future budgets. Because extra staff are needed in the People Directorate whilst a new operating model is embedded, and extra £1.4m is required. It is difficult for consultation-responders to read 'these costs will be funded from an Earmarked Reserve to be created by re-prioritising existing earmarked reserves'. How many such 'existing earmarked reserves' exist that can be renamed and shunted? How much money is included in all these 'earmarked reserves'?

This information is not available in the consultation documents.

According to the papers, the Bracknell Forest per pupil funding, financed directly from Central Government, will increase by £4.8m. We have new schools in BF that are not yet fully populated, and these need additional financial support. The Council

has contributed £0.308m last year and this is again included in these papers, but this does not cover the shortfall. Another pressure is listed as funding for SEND pupils. An increase of £1.472m next year is said to be insufficient to fund the forecast cost increase of £3.4m arising from numbers and complexity of needs in Bracknell Forest. To reduce this deficit, the schools have been asked to contribute £0.375m from their own budgets. Knowing how so very tight the existing school budgets are, and how many are calling for parents to contribute more and more, I think this is an ask too far. They have no spare funds. No doubt this has been clearly expressed in the Schools Forum meetings.

Every year, the DFE release the data needed to enable Councils to set their school budget at the end of December and then demand these budgets are sent in for approval by January 25. Resident consultation cannot be part of this timeline and deadline. This reflects the nonsense that consultations on the whole budget also must take place before even the **Provisional** Finance Settlement has been released.

In the **Annexe A papers**, it states that there will be a reduction of £75K from the grant to SHP. It is not clear from these papers if this is all the funding gone and so no grant will be given to support the arts in our Borough. The South Hill Park building is owned by the Council so must be maintained but what about the programme of arts activities and learning that so enriches the lives of so many of our residents. South Hill Park is the home for emotional wellbeing for our residents and attracts visitors from outside the borough. We need to support the development of 'whole' people both physically and mentally.

It is assumed that the new restaurant has now taken off and can substitute the funds lost from this cut. The restaurant has been embedded and demand is growing but I do not think it is yet able to provide a profit of £75k. Until this is evidenced, we do not support this cut as it threatens the existence of SHP - our 'jewel in the crown'.

The Bracknell Town Neighbourhood Development Plan has never yet been completed. The referendum has not yet been held. £48K cannot be removed as this money is still needed.

We fully support the saving of £11K because of the decision not to increase Members' Allowances.

In **Annexe B** We are concerned about the withdrawal of funds by the CCG from adults and children and trust the sum mentioned £807K is enough to replace this.

We are also concerned that it states the Children's Transformation Programme is being re-evaluated and has therefore paused, resulting in the savings target being removed. We are aware of the pressures in Children's Social Services and question whether £1.042m is the correct and full figure for this? There must be pace and agility to this review ensuring the right outcome, but with pressure only getting bigger, we can ill afford delays.

We are dismayed at the withdrawal of the grant for the Youth Offending team by the Police & Crime Commissioner and support this inclusion to enable the work to continue. We also fully support financing of the Town Centre Youth Facility.

Is there also a shortage of Mental Health Professionals for children? Is this being resolved?

£220K to sustain the Family Safeguarding model is supported but illustrates a reoccurring concern throughout these budget proposals. The officers spend a huge amount of time in competing for a time-limited grant. Because they are good at it, they win the grant and the projects are implemented. Then the grant runs out and the new bids must be made, the project terminated, or new revenue funding found. How much better it would be if the LAs were properly funded from Central Government so that time spent on these bids could be spent in action with the residents.

In **Annexe C** We are concerned about the effects of stopping Counselling Functions in the proposed review of the OH and Counselling contract, saving £10K. What support will be provided to employees in future?

We trust that the review of bus contracts will include a consideration of the effects of reducing the Bracknell Forest carbon footprint. When the buses are frequent, more residents chose to use them. Encouraging residents to use public transport is a must.

We are concerned that so much money, £100K, has been amassed from clients who have arranged their own care. They would have been assessed and money awarded according to their needs. So, what needs have not been met? What have they gone without? How often are these reviewed and the lack of spend identified? Is this a safeguarding issue?

Is the Schools Budget able to afford the transfer of Early Years Development Workers? £140K

In **Annexe D** The 'Home to School' hire vehicle fee is reduced by 47.9% and the Charge for immigration reports for the Home Office is increased by 67.4%. No explanation is included for these or for other large changes, making it impossible to agree or disagree with such proposals.

We are concerned that there is very little included in support of the Council's determination to achieve a net zero carbon footprint by 2050.

With the potential overall cost of the budget being £81.787m and the potential gap of £2.577m we support the use of balances to offset some of the deficit.

We appreciate, however, that once used, the balances are gone forever, and that next year's budget may be much more difficult to balance than this year.

£4m is a good balance to keep if possible, and therefore, £2.5m could be used for the 2020/21 balance.

As these cuts and reductions have been proposed by each individual department as things they considered can be 'afforded' without affecting front line services too greatly, we would find it difficult to argue against their proposals without accessibility to much greater detail.

We accept that the Council Tax will have to increase but urge renewed publicity over the Council Tax Discount Scheme for the residents who need it most yet may not be aware of what support is available.

Budget Consultation 2020/21

Report Settings Summary

Event	Budget Consultation 2020/21
Total Responses	18
Total Respondents	1
Questions	<i>Custom selection (see Table Of Contents)</i>
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	Budget Consultation 2020/21
Created on	2020-02-03 10:34:47
Created by	John Ainsworth

Table .1

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Questions	21
Name & Address	24

Savings Proposals

Question responses: 15 (83.33%)

To what extent do you agree with the proposals to reduce expenditure in specific areas to help achieve a balanced budget?

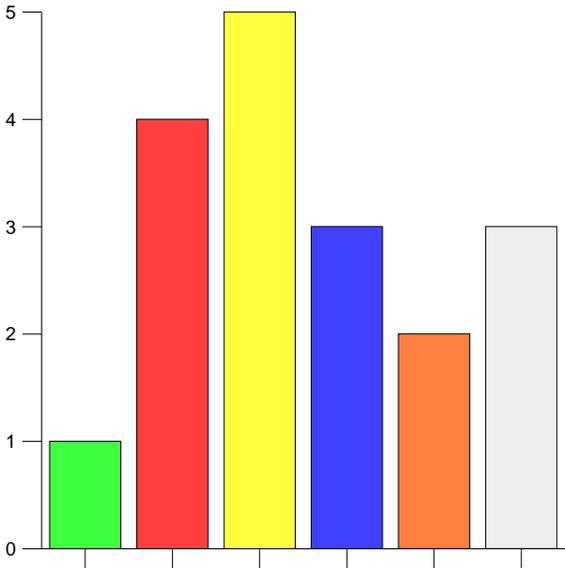


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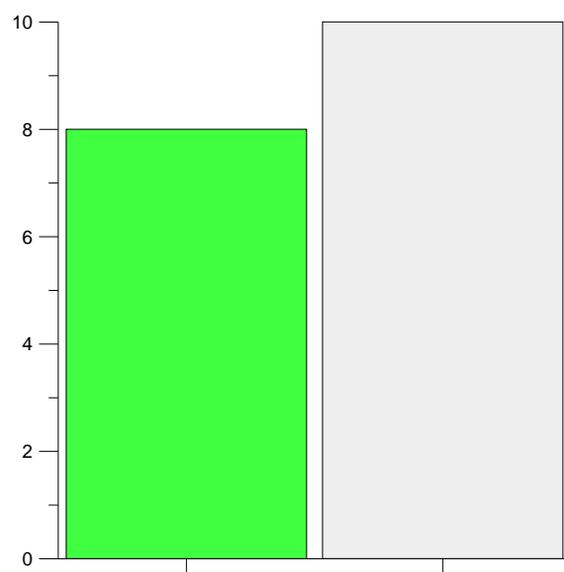
	% Total	% Answer	Count
Strongly Agree	5.56%	6.67%	1
Agree	22.22%	26.67%	4
Neutral	27.78%	33.33%	5
Disagree	16.67%	20.00%	3
Strongly Disagree	11.11%	13.33%	2
[No Response]	16.67%	--	3
Total	100.00%	100.00%	18

Table .2

Why proposed efficiency savings

Question responses: **8 (44.44%)**

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



	% Total	% Answer	Count
[Responses]	44.44%	100.00%	8
[No Response]	55.56%	--	10
Total	100.00%	100.00%	18

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				The cuts with Adult social care do not go hand in hand with the cuts within the NHS will only add to NHS pressures. Also within adult social care	06/01/20 19:24	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				a care coordinator will have to be in place under the care strategy by the end of 2020 doesn't allow for the figures				
3				The savings need to be made however some savings affect some departments and people's jobs. It would be best to look at the most practical department to cut money from, such as services that are not mandatory and cutting certain budgets in departments like new equipment that is not needed.	08/01/20 15:32	0.1	Submitted	web
7				We have just come through one of the toughest austerity periods and services are on their knees. We cant keep cutting services.	12/01/20 22:21	0.1	Submitted	web
8				Reflects a measured and prudent approach to managing BFC's pressures.	12/01/20 22:46	0.1	Submitted	web
10				No doubt all services are needed one shouldn't be reduced to enhance another unless there are proven needs.	15/01/20 17:17	0.1	Submitted	web
11				I understand that there are savings to be made in order to sustain the council	22/01/20 00:06	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
12				Whilst I understand the pressure the Council is under from central government I don't think councils should have to make savings that affect residents.	30/01/20 15:28	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
13				<p>I think I speak to numerous parents and carers who need to travel to school for drop off and pick up. WE DONT HAVE ANY DEDICATED PARKIGN SO WE RISKING OF BLOCKING OR CONGESTING TEH ROADS, DRIVEWAYS ETC. THEN NEIGHBOURS COMPAIN AN DMORE LINES (DO NOT PARK) ARE PAINTED ALONG TEH ROADS NEAR SCHOOL PUSHING EVERYONE AWAY FROM SCHOOL!!!!!! IM TALKING ABOUT WORKING PARENTS/CARERS WHO CANNOT WALK MILES AND MILES TO SCHOOL. And trust me if I lived close to school, I would walk, I don't mind. So stop with these nonsense refurbishments or changing gates or other rubbish like that and start designing a proper infrastructure for accommodating parents who drive. We are not living in the times where people had barely any cars. So times are changing and if you lot are stuck in the past, nothing's going t change, well, it will only get worse! I so despise the plans for all these unnecessary and really, not major works or changes being planned to be done at schools. There is nothing that supports us, working parents, to make it easier</p>	31/01/20 13:44	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				<p>when it comes to school runs but hey, all the beggars at school want money for donations, cake sales and crap like that! Our work/jobs are affected by the nonsense of the parking arrangements for parents so I want the money to be spent either making more dedicated spaces for parents or at least establish a better system where we could come in and go/drop off or pick up children and just get on with life! For example, Kiss and drop off or similar.</p>				

Table .3

changes to services

Question responses: 14 (77.78%)

To what extent do you agree with the Council's proposals to increase expenditure in specific areas, to respond to pressures on services?

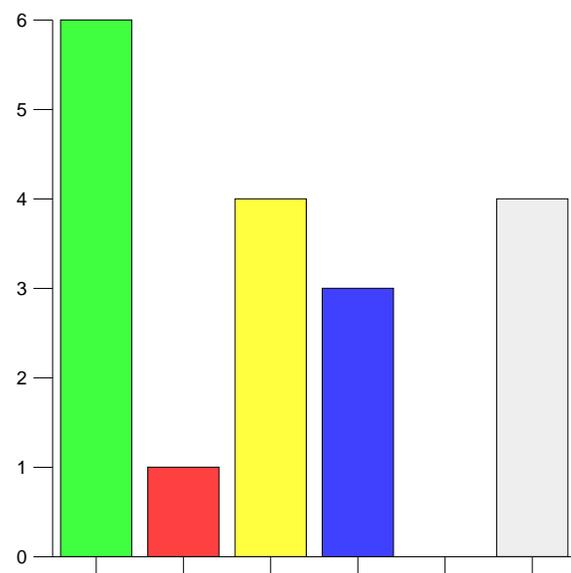


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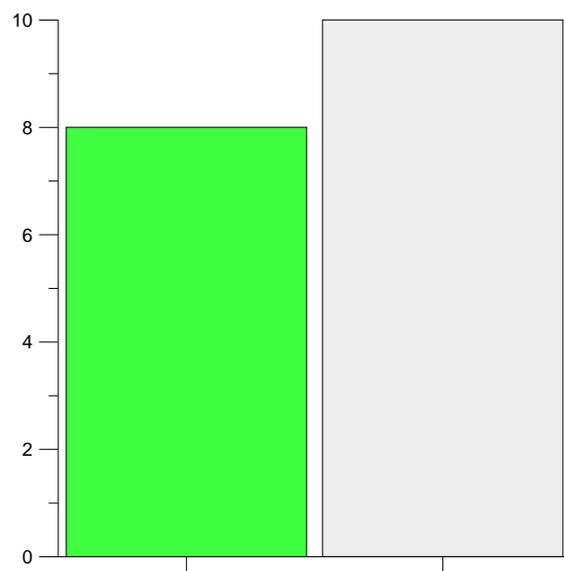
	% Total	% Answer	Count
Strongly Agree	33.33%	42.86%	6
Agree	5.56%	7.14%	1
Neutral	22.22%	28.57%	4
Disagree	16.67%	21.43%	3
Strongly Disagree	0.00%	0.00%	0
[No Response]	22.22%	--	4
Total	100.00%	100.00%	18

Table .2

why changes to services

Question responses: **8 (44.44%)**

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



	% Total	% Answer	Count
[Responses]	44.44%	100.00%	8
[No Response]	55.56%	--	10
Total	100.00%	100.00%	18

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
3				Social care is an on going service that has an increased need and therefore requires more funding	08/01/20 15:32	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
6				I agree with the proposals because increased expenditure is required to meet the necessary demands placed upon the services especially with increased population.	12/01/20 20:42	0.1	Submitted	web
7				As above	12/01/20 22:21	0.1	Submitted	web
8				Responding to our residents needs.	12/01/20 22:46	0.1	Submitted	web
10				As above	15/01/20 17:17	0.1	Submitted	web
11				This is needed to support services for everyone	22/01/20 00:06	0.1	Submitted	web
12				The priorities are valid and money should follow need	30/01/20 15:28	0.1	Submitted	web
13				As above - didn't see anything to improve infrastructure for parking and parents/carers who drive (not for pleasure). I personally have to leave my work and go do the school run and it is an utter inconvenience not only I have to park miles away but it uses my working time and i'm not doing just a job, I deal with some serious stuff! Where is help for us?????	31/01/20 13:44	0.1	Submitted	web

Table .3

Capital Spending Proposals

Question responses: 13 (72.22%)

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

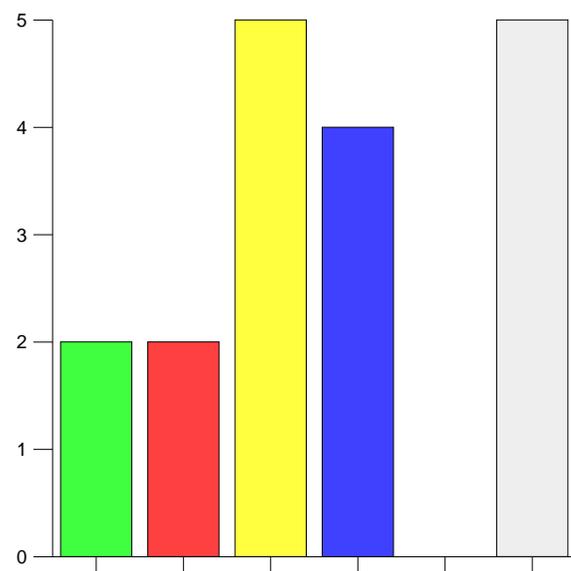


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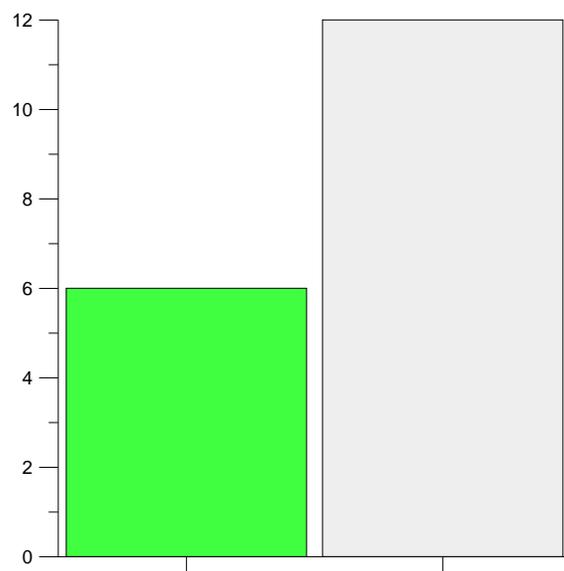
	% Total	% Answer	Count
Strongly Disagree	11.11%	15.38%	2
Disagree	11.11%	15.38%	2
Neutral	27.78%	38.46%	5
Agree	22.22%	30.77%	4
Strongly Agree	0.00%	0.00%	0
[No Response]	27.78%	--	5
Total	100.00%	100.00%	18

Table .2

Capital Comments

Question responses: 6 (33.33%)

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



	% Total	% Answer	Count
■ [Responses]	33.33%	100.00%	6
■ [No Response]	66.67%	--	12
Total	100.00%	100.00%	18

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				Austerity has ended so any cuts are no longer needed	06/01/20 19:24	0.1	Submitted	web

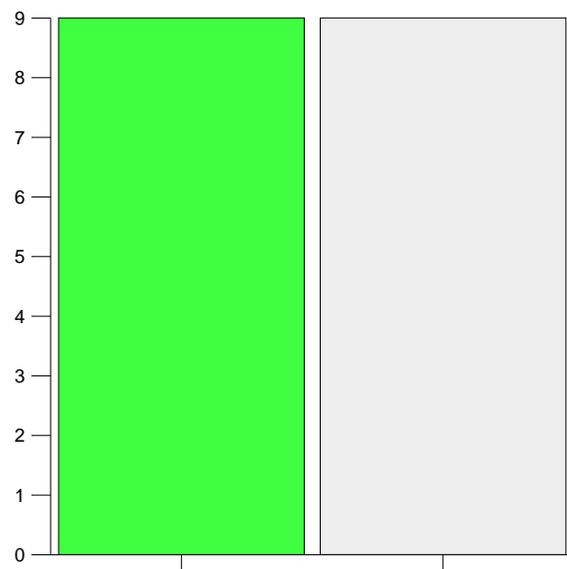
ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
8				Prudent and measured.	12/01/20 22:46	0.1	Submitted	web
10				What are they? Where can I find them?	15/01/20 17:17	0.1	Submitted	web
11				Building work is required to prevent larger costs in the future	22/01/20 00:06	0.1	Submitted	web
12				As the economy is vulnerable due to brexit and the fact that the council is not debt free again infrastructure must be maintained housing is needed there must be spend but the way the consultation is written is obtuse vague difficult to understand and I don't always find it clear to give a informed view.	30/01/20 15:28	0.1	Submitted	web
13				As above both answers.	31/01/20 13:44	0.1	Submitted	web

Table .3

Other Comments

Question responses: **9 (50.00%)**

Please add any other comments



	% Total	% Answer	Count
[Responses]	50.00%	100.00%	9
[No Response]	50.00%	--	9
Total	100.00%	100.00%	18

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				28 Norfolk Chase Warfield BRACKNELL RG42 3XN 01344 420 926 mjackson@ntlworld.com 2 January 2020 To: Planning and	03/01/20 14:46	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				<p>Transport, Bracknell Forest Council The Bracknell Forest University of the Third Age (BFU3A) use a room in Clement House as a meeting place for their Philosophy Group. I lead this group. We meet there on the first Tuesday of each month between 10am and 12noon. Car parking is difficult, and it would be very convenient to park in Wick Hill Car Park. At the moment the path to Clement House is closed until building works around Clement House are completed. It has been suggested that we park in the Lexicon at the short-term rate, but we are senior citizens and, for some the 10 minute walk is not an option. Presently the tariffs available are: 0 to 1 hour £1.60 and 1 to 10 hours £4.70. This is not attractive for our 2½ hour parking time. I am hoping that you might be able to add a midway tariff of 1 to 3 hours for, say, £2.50 which would allow a sensible time and price for our use. I also suspect that visitors to Clement House would find it a useful place to park. The residents of the houses around Clement House would be very grateful for a car park to attract cars away from outside their houses, as the road there is rather narrow. Yours</p>				

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				sincerely Michael Jackson Vice chair BFU3A and coordinator of the Philosophy Group				
2				You propose to raise the council tax with 2% dedicated to social care and yet social care is being cut. Those who are carers have seen their money froze for over 4 years, and yet in April it will only go up by 1.8% no where in line with inflation.	06/01/20 19:24	0.1	Submitted	web
6				Further expenditure is required for creation of increased parking allocation in residential streets and cul-de-sacs throughout Bracknell and including the Easthampstead area to reduce congestion around local residential areas. This includes turning unneeded and redundant small patches of land around residences in to much needed parking allocation where there is simply no longer enough parking allocation to meet the requirements of the residences the current allocation is designed for, without causing a serious impact to immediate wildlife or local environment.	12/01/20 20:42	0.1	Submitted	web
11				Cutting front line staff is not the way forward. The loss of posts such as Heritage gardener and Highway	22/01/20 00:06	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				inspectors is extreme short term thinking for minimal cost saving.				
12				This consultation is difficult to understand and vague it needs to be clear with concrete examples.	30/01/20 15:28	0.1	Submitted	web
13				I think I've said enough. I probably get lip service from you and whatever, but at least I said my peace. I speak for a lot of frustrated parents. The only car park issue was mentioned, was to create more spaces for teachers. 'Great' 'thanks', 'good job'.....!!!	31/01/20 13:44	0.1	Submitted	web
14				Fraser Road was removed from the Parking Scheme. However, since that time The Lexicon has opened to its current levels of occupation. As Fraser Road is effectively free parking, and is well within easy walking distance of The Lexicon, there are many many cases of non-residents simply using the road to park and walk to their place of work or to use the shopping centre. Please could Fraser Road be put back on the Parking Scheme? Failing that... I would urge the Council to do several inspections of the parking situation on Fraser Road... cars are frequently parked completely on the pavements, opposite cars parked on the road. There is no way that a fire engine	31/01/20 14:51	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				could pass in case of emergency. As it is, I have twice seen ambulances unable to park near their intended destination, and also be forced to mount the kerb simply to pass by parked vehicles. Also - On the intersections of Dukes Hill Road and Fraser Road, and also Dukes Hill Road and the Binfield Road, vehicles frequently park well within 10m (32 feet) of the intersection. This is both dangerous and illegal. Please could either: These vehicles be ticketed, or preferably, yellow lines painted in these areas?				
15				We need the parking permit system brought back to Fraser Road, Bracknell. People are parking their cars in Fraser Road and then walking into town either to work or shop. There are not enough spaces for the residents to park which means cars end up being parked on pavements. It is about time this situation was dealt with by the Council.	31/01/20 16:42	0.1	Submitted	web

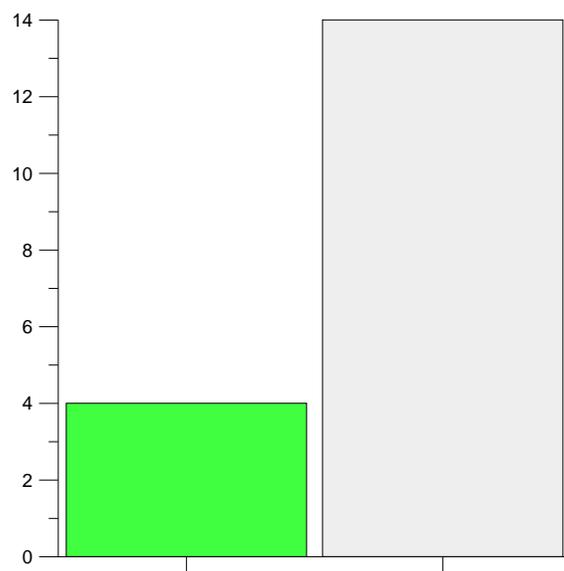
ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
18				Please can you put Frazer Road back onto parking permits. It is not funny that every person parks on that street to go to work and shopping. If you do this then it will generate more revenue both from the permits and more people will park in albert road car park	31/01/20 19:33	0.1	Submitted	web

Table .3

Questions

Question responses: 4 (22.22%)

Please add any questions you may have



	% Total	% Answer	Count
■ [Responses]	22.22%	100.00%	4
■ [No Response]	77.78%	--	14
Total	100.00%	100.00%	18

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
3				What is the purpose of raising council tax? out goings for residents in the borough are already very high, cuts internally would be more practical at	08/01/20 15:32	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				raising money for the council's budget. - cut spending on new equipment - stop booking meetings/conferences off site unless absolutely required - no longer employ agency staff and instead create more permanent jobs direct with the council - do not refurbish the office as it does not need it - make ALL employees who park at TS pay like everyone at the high street - do more fund raising for individual teams/services with the highest demands				
13				When are you going to fix this issue????	31/01/20 13:44	0.1	Submitted	web
16				Can we please reconsider Fraser Road and Ashridge Green back onto the permit list. If you were to visit our roads either first thing in the morning or on a weekend you will clearly see that the majority are people going into town. Fraser road has another drop kerb ready to be installed which will take away another space. Ashridge green doesn't have enough spaces for the houses let alone any visitors and unfortunately we don't have the privilege of having off street parking. Believe me I would pay for it if I could.	31/01/20 17:04	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
17				We would like to see the parking permits bought back to Ashridge Green and Fraser Rd as parking is stupid, shoppers who are to tight to spend a few pounds on Parking in town are taking all the few available parking spaces we have! If it's not that it's the council granting more dropped kerbs which again is taking away valued parking spaces! We would like to see the permits back and also a few more parking bays as we were led to believe were being implemented.. We would fund a drop kerb if we could but our house on the green will not allow it! Also parking permits we would happily pay for!	31/01/20 19:27	0.1	Submitted	web

Table .3

CENTRAL

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
Communications Reduction in budget for producing Town & Country newspaper in line with previous years expenditure.	-9		
Occupational Health A review OH and Counselling contract with proposals to either stop or bring in-house some of the functions.	-10		
Organisational Development Reduction in training budgets with the focus on delivering mandatory (statutory) and essential (line management etc) training. This will include centralisation of Departmental training budgets to Organisational Development to ensure value for money and delivery of essential training is possible.	-25		
Communications Stop subscribing to the Newspaper Licencing Authority. The council will no longer have the necessary permission to copy and distribute press articles.	-2		
Finance – Community Right To Challenge Removal of expenditure budget, which has been unspent for several years.	-9		
Finance – External Audit External audit fees continue to reduce in line with the tendering process undertaken previously. The saving is dependent upon the Council continuing to provide high quality working papers and making a minimal number of errors in its grant claims (particularly housing benefit).	-30		
Finance Reducing spend on publications, recognising more information is available on-line.	-5		
Finance Reduce level of Corporate Procurement team from 4 FTE to 3 FTE when the current Head of Procurement retires on 31 March 2020.	-55		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
Finance Reduce levels of insurance cover / increase excesses to achieve 15% reduction in premiums.	-60		
Place, Planning & Regeneration (PPR) – The Lookout Reduction in Supplies & Services budgets, reflecting previous years expenditure.	-65		
PPR – The Lookout, Catering Increase in catering income budgets, reflecting previous years receipts achieved.	-63		
PPR – The Lookout, Car Parking Net car parking budget has seen income exceed expenditure above budgeted expectations in previous years.	-20		
PPR – Parks & Countryside Reduction in various supplies & services and maintenance budgets to reflect previous years expenditure.	-64		
PPR – Parks & Countryside Income received from recharges for tree inspections, in excess of current budgets.	-30		
PPR – Director Reduction in various supplies & services budgets to reflect previous years expenditure.	-10		
PPR – Head of Planning Future years projections for Community Infrastructure Levy income are in excess of current budgeted levels.	-50		
PPR – Highways Salary capitalisation of 2 Highway Inspectors	-83		
PPR – Concessionary Fares There has been a decline in trip rates over the past few years and it is anticipated the current level will be maintained going forward resulting in a reduction in the required budget.	-100		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>PPR – Transport policy, Planning & Strategy</p> <p>Income received for the monitoring of street works continues to exceed the current budget and projections are for this to continue into future years.</p>	-50		
<p>PPR – Development & Adoptions</p> <p>A proportion of costs are off-set by adoption fee income and the town centre S278 fees which have generated a surplus, which can be drawn down at £0.075m per annum for 10 years.</p>	-75		
<p>PPR – Development & Adoptions</p> <p>A proportion of costs are off-set by commuted sums, which can be drawn down at £0.075m per annum for 10 years.</p>	-75		
<p>PPR - Highways & Transport</p> <p>Removal of external support for administration of Concessionary Fares with the work being brought back in-house.</p>	-8		
<p>PPR - Highways & Transport</p> <p>Value for money review of supported bus contracts based on patronage figures and the cost of service. Full year impact of saving potentially £0.150m, would start to be implemented Q3 2020/21.</p>	-35	-115	
<p>PPR - Parks & Countryside</p> <p>Staff re-structure - Marketing post. Straddle marketing resource across Rangers and The Look Out.</p>	-10		
<p>PPR - Parks & Countryside</p> <p>Work completed with Natural England to justify the first increase in parking charges since September 2012. Fees will remain significantly lower than equivalent facilities, and price increases only reflect inflationary rises that would have been applied if done on an annual basis since 2012.</p>	-25		
<p>PPR - Parks & Countryside</p> <p>Reduce Heritage Gardener Team by 1 FTE, remaining post will need to cover both South Hill Park and Lily Hill Park.</p>	-20		
<p>PPR - Planning</p> <p>Deletion of Senior Planning Officer (Majors) 1 FTE. Reduced capacity within majors team, lack of staff able to deal with</p>	-47		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
inquiries / hearings and may require use of consultants to cover some work.			
ADDITIONAL PROPOSALS SINCE DECEMBER			
Finance			
In order to maintain the high level of collection rates within Revenue Services it is necessary to increase the establishment with an additional Revenues Assistant 1 FTE.	32		
Human Resources			
It had been agreed to support the National Graduate Development Programme by creating 2 posts. Due to the pressure across the Council, funding could not be found from existing staffing budgets to support this initiative.	64		
CENTRAL TOTAL	-939	-115	0

DELIVERY

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>ICT</p> <p>Underspend in previous years on computer software maintenance, equipment, licences and consultants' fees.</p>	-198		
<p>Legal</p> <p>Due to achievement in excess of budget in previous years the income target is to be increased.</p>	-35		
<p>Operations Unit – Home to School Transport</p> <p>Due to the ongoing amalgamation of routes and group pick-ups a saving can be achieved.</p>	-35		
<p>Customer Services</p> <p>Underspend in previous years on licences.</p>	-50		
<p>Contract Services</p> <p>Underspend in previous years on smaller supplies and services and training.</p>	-15		
<p>Office Accommodation</p> <p>Underspend on centralised stationery budgets in previous years.</p>	-10		
<p>Business Intelligence (BI)</p> <p>A restructure within the team resulting in not recruiting to the current vacant head of BI post.</p>	-68		
<p>Executive Director – Delivery</p> <p>Underspend in previous years on training.</p>	-2		
<p>Leisure</p> <p>A new lease has been signed at Harman's Water swimming pool which is generating additional income.</p>	-10		
<p>Property</p> <p>Additional income from new Health and Safety Service Level Agreements.</p>	-5		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>Staff and Member Car Parking Charges¹</p> <p>Increase staff and member prices for car parking at town centre locations every year by inflation.</p>	-2	-2	-2
<p>Waste Collection</p> <p>Increase in contract price due to the total fuel cost now being recharged to the Council and the requirement for an extra vehicle due to population/property increases.</p>	120		
<p>Registration Services</p> <p>The income target for births has not been achieved in previous years (due to a hospital not being within the Borough's boundaries) however it has previously been supported from additional income in other areas, primarily the Nationality Checking Service (NCS). Now that the Council does not get income in relation to NCS the income target for births needs to be reduced. In addition, there was a residual income target left in for NCS which now needs to be fully removed.</p>	13		
<p>Car Parking</p> <p>As per the terms and conditions of the lease at The Avenue car park, the Council are responsible for certain areas of planned, preventative maintenance. The pressure is approximately £0.040m per annum through to the end of the lease. There is also currently a shortfall in the net income target for town centre car parks. Part of this is expected to be covered by the increase in charges from September 2019, although a residual pressure is expected to continue.</p>	100		
<p>Leisure</p> <p>There is insufficient budget to meet the maintenance needs of the leisure sites for works that fall to us as the Landlord.</p>	30		
<p>Contract Services</p> <p>The costs for the Coroner's Service are increasing for the Council by £0.090m as notified by Reading Borough Council who run the joint arrangement. This is due to increased costs of the body removals contract, increased use of Assistant Coroner provision, additional accommodation facilities required and increased fees for pathologists.</p>	90		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
ICT The move to the cloud puts pressure on the revenue budget as the spend cannot be capitalised. As such there will be a pressure within ICT as we move more services to the cloud.	100		
DELIVERY TOTAL	23	-2	-2

¹ Previously shown as a Council Wide saving

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>skilled and appropriate staff to undertake negotiations (-£60,000)</p> <ul style="list-style-type: none"> A number of reviews are planned for Education and Learning that include looking at the support arrangements for schools and governing bodies and looking at opportunities for savings arising from the former Education Centre being incorporated within the Open Learning Centre (-£85,000). It has been agreed with the CCG that the Stroke Grant will now be funded from the Better Care Fund (-£38,000). 			
<p>Income generation</p> <p>The following areas have been identified where income can be, or already is, generated:</p> <ul style="list-style-type: none"> Increasing number of clients are contributing to the costs of their care using deferred payments. There is a fee for arranging this which is generating additional income (-£20,000). Waymead (which provides respite services to clients with learning disabilities) has in recent years generated a surplus of income due to more placements from other local authorities (-£25,000). Adult Social Care client income can be maximised by charging self-funders for the arrangement of their care and streamlining internal processes to ensure data information is entered onto the care system is accurate (-£26,000). A new policy will be introduced to ensure tenants of Council accommodation (both council-owned and leased from a private landlord) are recharged for repairs work where it is required due to actions they have taken (-£5,000). 	-76		
<p>Public Health activities</p> <p>Savings on the general fund budget can also be made through better identification of existing expenditure that has a clear Public Health benefit. These services can then be funded from the Public Health grant. Two areas have been identified on an ongoing basis, Dogs 4 Good and the family safeguarding model.</p> <p>Short term Public Health funding has been secured for the family support programmes delivered through Journey to Parenthood (-£7,000 for 2 years) and Homestart (-£30,000 for 1 year)</p>	-297		
<p>Social care packages and support</p> <p>Increased cost of social care packages in both Children and Adults. This is a combination of increases in numbers and increases in the cost of care as well as specialist legal support,</p>	3,441		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>advice to young people from independent advocates and those families without recourse to public funds.</p> <p>The pressure on the Adults budget from children turning 18 has been separately identified.</p>	256		
<p>Withdrawal of Continuing Health Care funding</p> <p>The CCG has commenced a review of individuals who were in receipt of health funding. This review has resulted in the withdrawal of funding in a number of cases, covering both children and adults. The review is ongoing and so there is a likelihood of this pressure increasing.</p>	807		
<p>Transformation</p> <p>The work programme from the Children’s Transformation programme is being re-evaluated and the current savings targets have therefore been removed pending outcome of the review.</p>	1,042		
<p>Loss of income</p> <p>The Office for The Police & Crime Commissioner has indicated that grant funding for the Youth Offending Team will no longer be available to support current spending. There will also be a shortfall in income at the Open Learning Centre which now includes the sales income targets from the former Education Centre.</p>	100		
<p>Service pressures</p> <p>The new Youth facility at Braccan Walk, which is expected to open in September 2020, will require a premises and general resources budget.</p> <p>Demand for independent advocates for looked after children has increased.</p>	23 25	17	
<p>Recruitment and retention</p> <p>There is a national shortage of Approved Mental Health Professionals which are critical to the Mental Health and Out of Hours services. As a result, the Council has been paying high agency costs to fill these posts. A retention payment has been proposed to help fill these posts and reduce reliance on short term agency.</p>	19		

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>Family Safeguarding model</p> <p>The family safeguarding model will be sustained beyond the period of the initial grant funding.</p>	200		
<p>Staffing pressures</p> <p>A number of areas have been identified where there are pressures on the staffing budget in order to comply with statutory responsibilities and to ensure service quality standards are met. This pressure will be managed down as structures and ways of working are redefined over the coming year, therefore it is a pressure for 2020/21 only.</p>	1,424	-1,424	
PEOPLE TOTAL	5,908	-1,377	7

COUNCIL WIDE

Description Impact	2020/21 £'000	2021/22 £'000	2022/23 £'000
<p>Interest on External Borrowing</p> <p>The current positive cash position means that the need to take out external debt is not pressing, although as capital schemes such as Heathlands progress this will change.</p>	-1,500		
<p>Reactive Maintenance</p> <p>The budget will be reduced to reflect prior years' experience (-£50,000) and the fact that non urgent reactive works will be delayed or no longer completed (-£50,000).</p>	-100		
<p>Senior Staffing</p> <p>Review senior structure to identify savings relating to current vacant posts.</p>	-77	-23	
COUNCIL WIDE TOTAL	-1,677	-23	0

TREASURY MANAGEMENT REPORT

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

Capital Strategy

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

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

The Council published its Capital Strategy last year. 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.

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

1.8 The Treasury Management Strategy for 2020/21 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 2020/21 – 2022/23

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 2020/21 to 2022/23 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 23rd July 2019.

Capital Expenditure	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000
Capital Expenditure	19,225	5,674	5,724
Commercial Activities	0	0	0
Financed by:			
Capital receipts	5,500	5,000	5,000
Capital grants & Contributions	13,910	2,649	2,649
Net financing need for the year	-185	-1,975	-1,925

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.

Annex E(i)

The Council is asked to approve the CFR projections below:

£m	2018/19 Actual	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Capital Financing Requirement					
CFR – services	131,236	140,703	151,214	150,605	149,761
CFR - Commercial activities/ non-financial investments	86,617	86,128	85,627	85,115	84,591
Total CFR	217,853	226,831	236,841	235,720	234,352
Movement in CFR	30,824	8,978	10,010	-1,121	-1,368

Movement in CFR represented by					
Net financing need for the year (above)	28,937	6,666	7,539	-3,927	-4,171
Less MRP/VRP and other financing movements	1,887	2,312	2,471	2,797	2,794
Movement in CFR	30,824	8,978	10,010	-1,121	-1,368

MRP Analysis					
MRP	1,401	1,328	1,513	1,827	1,969
VRP	0	489	501	512	524
Other Financing Repayments	486	495	457	467	310
Movement in CFR	1,887	2,312	2,471	2,806	2,803

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 2020/21 – 2022/23

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

	2020/21 Estimated	2021/22 Estimated	2022/23 Estimated
External Debt			
Debt at 31 March	£120m	£125m	£125m
Investments			
Investments at 31 March	£10m	£10m	£10m

Current Portfolio

The overall treasury management portfolio as at 31 March 2019 and for the position as at 31st October are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/19	31/03/19	31/10/19	31/10/19
Treasury Investments	£000	%	£000	%
Money Market Funds	14,850	100	26,541	100
External Borrowing	£000	%	£000	%
Local Authorities	35,000	30%	30,000	27%
PWLB	80,000	70%	80,000	73%
Net Treasury Borrowing	101,150		83,459	

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2019/20 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The 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	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Borrowing	£230m	£230m	£230m
Other long term liabilities	£18m	£17m	£17m
Total	£248m	£247m	£247m

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	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Borrowing	£220m	£220m	£220m
Other long term liabilities	£18m	£17m	£17m
Total	£238m	£237m	£237m

Borrowing in advance of need.

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

Expected Movement in Interest Rates

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

Link Asset Services Interest Rate View										
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60
5yr PWLB Rate	2.30	2.50	2.60	2.70	2.70	2.80	2.90	3.00	3.00	3.10
10yr PWLB Rate	2.60	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

The above forecasts have been based on an assumption that there is some sort of process through to an agreed deal on Brexit at some point in time. Given the current level of uncertainties, this is a major assumption and so forecasts may need to be materially reassessed in the light of events over the coming weeks or months.

It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit. In its meeting on 1 August, the MPC became more dovish as it was more concerned about the outlook for both the global and domestic economies. That's shown in the policy statement, based on an assumption that there is an agreed deal on Brexit, where the suggestion that rates would need to rise at a "gradual pace and to a limited extent" is now also conditional on "some recovery in global growth". Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. If there were a no deal Brexit, then it is likely that there will be a cut

or cuts in Bank Rate to help support economic growth. The September MPC meeting sounded even more concern about world growth and the effect that prolonged Brexit uncertainty is likely to have on growth.

There has been much speculation recently that we are currently in a bond market bubble. However, given the context that there are heightened expectations that the US could be heading for a recession, and a general background of a downturn in world economic growth, together with inflation generally at low levels in most countries and expected to remain subdued, conditions are ripe for low bond yields. While inflation targeting by the major central banks has been successful over the last thirty 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. This has pulled down the overall level of interest rates and bond yields in financial markets over the last thirty years. We have therefore seen over the last year, many bond yields up to ten years in the Eurozone actually turn negative. In addition, there has, at times, been an inversion of bond yields in the US whereby ten-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. However, stock markets are also currently at high levels as some investors have focused on chasing returns in the context of dismal ultra-low interest rates on cash deposits.

During the first half of 2019-20 to 30 September, gilt yields plunged and caused a near halving of longer term PWLB rates to completely unprecedented historic low levels. There is though, an expectation that financial markets have gone too far in their fears about the degree of the downturn in US and world growth. If, as expected, the US only suffers a mild downturn in growth, bond markets in the US are likely to sell off and that would be expected to put upward pressure on bond yields, not only in the US, but also in the UK due to a correlation between US treasuries and UK gilts; at various times this correlation has been strong but at other times weak. However, forecasting the timing of this and how strong the correlation is likely to be is very difficult to forecast with any degree of confidence. Changes in UK Bank Rate will also impact on gilt yields.

Another danger is that unconventional monetary policy post 2008, (ultra-low interest rates plus quantitative easing), may end up doing more harm than good through prolonged use. Low interest rates have encouraged a debt-fuelled boom that now makes it harder for central banks to raise interest rates. Negative interest rates could damage the profitability of commercial banks and so impair their ability to lend and / or push them into riskier lending. Banks could also end up holding large amounts of their government's bonds and so create a potential doom loop. In addition, the financial viability of pension funds could be damaged by low yields on holdings of bonds.

The overall longer run future trend is for gilt yields, and consequently PWLB rates, to rise, albeit gently. 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. Such volatility could occur at any time during the forecast period.

Following the decision by the PWLB on 9 October 2019 to increase their margin over gilt yields by 100 bps to 180 basis points on loans lent to local authorities,

consideration will also need to be given to sourcing funding at cheaper rates from the following:

- Local authorities (primarily shorter dated maturities)
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of spot or forward dates)
- Municipal Bonds Agency (no issuance at present but there is potential)

The degree which any of these options proves cheaper than PWLB Certainty Rate is still evolving at the time of writing but our advisors will keep us informed.

In addition, PWLB rates are subject to ad hoc decisions by H.M. Treasury to change the margin over gilt yields charged in PWLB rates: such changes could be up or down. It is not clear that if gilt yields were to rise back up again by over 100bps within the next year or so, whether H M Treasury would remove the extra 100 bps margin implemented on 9.10.19.

Economic and interest rate forecasting remains difficult with so many influences weighing on UK gilt yields and PWLB rates. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

Investment and borrowing rates

- Investment returns are likely to remain low during 2020/21 with little increase in the following two years. However, if major progress was made with an agreed Brexit, then there is upside potential for earnings.
- Borrowing interest rates were on a major falling trend during the first half of 2019-20 but then jumped up by 100 bps on 9.10.19. 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 requires a major rethink of local authority treasury management strategy and risk management. Now that the gap between longer term borrowing rates and investment rates has materially widened, and in the long term Bank Rate is not expected to rise above 2.5%, it is unlikely that this authority will do any further longer term borrowing in the near future, or until such time as the extra 100 bps margin is removed.

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 2020/21 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then 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 2020/21 – 2022/23

Investment Policy

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

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

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

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

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

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. Other information: ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “credit default swaps” and overlay that information on top of the credit ratings.
3. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This authority has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in appendix under the categories of ‘specified’ and ‘non-specified’ investments.
 - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year.
 - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
5. Lending and transaction limits, (amounts and maturity), for each counterparty will be set through applying the matrix table shown under the Council’s creditworthiness policy

6. This authority has engaged external consultants, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
7. All investments will be denominated in sterling.
8. As a result of the change in accounting standards for 2018/19 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, the Ministry of Housing, Communities and Local Government, [MHCLG], concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years commencing from 1.4.18.

Creditworthiness policy

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

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

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

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

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

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

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

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

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

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

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

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

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2020/21 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.

	2020/21 Estimated + 1%	2020/21 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	1,000	1,000

Treasury Management Limits on Activity

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

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

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

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

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

The Council is asked to approve the limits:

	2020/21	2021/22	2022/23
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£280m	£280m	£280m
Limits on variable interest rates based on net debt	£280m	£280m	£280m
Maturity Structure of fixed interest rate borrowing 2020/21			
		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 2020/21 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

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

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

Member and Officer Training

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

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
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/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum credit rating **</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
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>

<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>
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.	March 17 £11.071m March 18 £9.047m March 19 £9.060m March 20 £6.446m March 21 £6.067m

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 17 £2.750m March 18 £2.843m March 19 £2.952m March 20 £3.007m March 21 £3.007m
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 17 £0.221m March 18 £0.084m March 19 £0.101m March 20 £0.000m March 21 £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 17 £1.852m March 18 £1.990m March 19 £2.290m March 20 £1.930m March 21 £1.430m
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 17 £1.695m March 18 £1.272m March 19 £1.558m March 20 £1.358m March 21 £1.758m
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 Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 17 £0.052m March 18 £0.091m March 19 £0.051m March 20 £0.031m March 21 £0.061m

Reserve	Purpose	Policy	Value
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. Any deficit will need to be met from the DSG in the medium term.	March 17 £1.778m March 18 £1.994m March 19 £1.577m March 20 -£0.060m March 21 -£1.737m
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 17 £0.304m March 18 £0.337m March 19 £0.459m March 20 £0.459m March 21 £0.309m
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.	This reserve is no longer required, and the funds can therefore be returned to the Unused Schools Budget Balance Reserve	March 17 £0.040m March 18 £0.040m March 19 £0.040m March 20 £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 17 £0.595m March 18 £0.841m March 19 £1.093m March 20 £0.392m March 21 £0.392m
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 17 £0.300m March 18 £0.800m March 19 £1.000m March 20 £0.746m March 21 £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 £0.339m March 21 £0.189m
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 17 £0.009m March 18 £0.021m March 19 £0.033m March 20 £0.033m March 21 £0.033m
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 17 £0.000m March 18 £0.000m March 19 £0.000m March 20 £0.000m March 21 £0.000m
Commutted 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 17 £1.375m March 18 £1.519m March 19 £1.688m March 20 £1.638m March 21 £1.588m
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 17 £0.128m March 18 £0.145m March 19 £0.145m March 20 £0.145m March 21 £0.145m

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 17 £0.135m March 18 £0.092m March 19 £0.090m March 20 £0.085m March 21 £0.085m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 17 £1.960m March 18 £2.882m March 19 £3.622m March 20 £2.839m March 21 £1.986m
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 17 £3.653m March 18 £2.899m March 19 £3.509m March 20 £3.225m March 21 £3.035m
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 17 £0.350m March 18 £0.341m March 19 £0.341m March 20 £0.000m March 21 £0.000m
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 17 £0.039m March 18 £0.030m March 19 £0.030m March 20 £0.000m

Reserve	Purpose	Policy	Value
Public Health Reserve	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 17 £0.539m March 18 £1.007m March 19 £1.560m March 20 £1.565m March 21 £0.549m
Better Care Fund Reserve	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 17 £0.617m March 18 £1.420m March 19 £2.092m March 20 £1.531m March 21 £1.531m
Regeneration of Bracknell Town Centre	A new reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 17 £0.250m March 18 £0.752m March 19 £1.792m March 20 £4.492m March 21 £2.492m
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 £0.000m
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 £17.789m March 21 £18.066m
Dilapidations Reserve	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

Reserve	Purpose	Policy	Value
Schools Support Reserve	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 £0.100m March 21 £0.000m
Waste PFI Excess Profits Reserve	A reserve to hold excess profits payments by the contractor under the Waste PFI scheme.	Excess profits payments are potentially repayable, depending on future performance, and have therefore been placed in a reserve.	March 19 £0.087m March 20 £0.087m March 21 £0.087m
Feasibility Studies Reserve	A reserve to provide revenue funding if 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 £0.202m March 21 £0.202m
Community Capacity Reserve	A reserve to fund local projects in support of delivering the 2019/23 Council Plan.	The reserve is no longer required, any initiatives will be funded from existing budgets.	March 19 £1.260m March 20 £0.000m
ICT Transformation Reserve	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 £1.000m
New Schools Reserve	A new 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
Business Rates Revaluation Reserve	A new 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

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 17 £5.761m March 18 -£2.351m March 19 £4.140m March 20 -£6.000m March 21 £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 17 -£5.328m March 18 -£5.685m March 19 -£4.520m March 20 -£4.520m March 21 -£4.520m
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.	March17 -£282.216m March18 -£276.125m March19 -£269.419m March 20 -£269.419m March 21 -£269.419m

**CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	375	398

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:					
<ul style="list-style-type: none"> • 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 from 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	201.00	167.50	214.00	178.33	6.5
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	251.00	209.17	267.00	222.50	6.4
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	450.00	375.00	477.00	397.50	6.0
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	350.00	291.67	371.00	309.17	6.0
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	118.00	98.33	126.00	105.00	6.8
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	201.00	167.50	214.00	178.33	6.5
Window replacement (non competent persons scheme)	131.00	109.17	180.00	150.00	37.4
Installation of domestic solar panels/wind turbines	176.00	146.67	187.00	155.83	6.3
Re-wiring or new electrical installation of a dwelling	118.00	98.33	126.00	105.00	6.8
Any electrical work other than re-wiring of a dwelling	118.00	98.33	126.00	105.00	6.8
Renovation of a thermal element	209.00	174.17	222.00	185.00	6.2
Domestic Inspection Charge (Full Plans)					
Domestic extension not exceeding 10 sq. m floor area	349.00	290.83	370.00	308.33	6.0
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	398.00	331.67	422.00	351.67	6.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	442.00	368.33	469.00	390.83	6.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	346.00	288.33	367.00	305.83	6.1
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	333.00	277.50	353.00	294.17	6.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	249.00	207.50	264.00	220.00	6.0
Re-wiring or new electrical installation of a dwelling	287.00	239.17	305.00	254.17	6.3
Any electrical work other than re-wiring of a dwelling	209.00	174.17	222.00	185.00	6.2
Domestic Charge (Building Notice)					
Domestic extension not exceeding 10 sq. m floor area	553.00	460.83	587.00	489.17	6.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	651.00	542.50	691.00	575.83	6.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	897.00	747.50	951.00	792.50	6.0
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	699.00	582.50	741.00	617.50	6.0
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	451.00	375.83	479.00	399.17	6.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	451.00	375.83	479.00	399.17	6.2
Window replacement (non competent persons scheme)	131.00	109.17	180.00	150.00	37.4
Installation of domestic solar panels/wind turbines	176.00	146.67	187.00	155.83	6.3
Re-wiring or new electrical installation of a dwelling	403.00	335.83	428.00	356.67	6.2
Any electrical work other than re-wiring of a dwelling	327.00	272.50	347.00	289.17	6.1
Renovation of a thermal element	209.00	174.17	222.00	185.00	6.2

CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES

Service : Building Control

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	375	398

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	176.00	146.67	187.00	155.83	6.3
2,001 - 5,000	301.00	250.83	320.00	266.67	6.3
5,001 - 10,000	351.00	292.50	373.00	310.83	6.3
10,001 - 20,000	488.00	406.67	518.00	431.67	6.1
20,001 - 30,000	188.00	156.67	200.00	166.67	6.4
30,001 - 40,000	226.00	188.33	240.00	200.00	6.2
40,001 - 50,000	261.00	217.50	277.00	230.83	6.1
50,001 - 60,000	302.00	251.67	321.00	267.50	6.3
60,001 - 70,000	342.00	285.00	363.00	302.50	6.1
70,001 - 80,000	381.00	317.50	404.00	336.67	6.0
80,001 - 90,000	407.00	339.17	432.00	360.00	6.1
90,001 - 100,000	458.00	381.67	486.00	405.00	6.1

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	428.00	356.67	454.00	378.33	6.1
30,001 - 40,000	521.00	434.17	553.00	460.83	6.1
40,001 - 50,000	613.00	510.83	650.00	541.67	6.0
50,001 - 60,000	701.00	584.17	744.00	620.00	6.1
60,001 - 70,000	792.00	660.00	840.00	700.00	6.1
70,001 - 80,000	883.00	735.83	936.00	780.00	6.0
80,001 - 90,000	942.00	785.00	999.00	832.50	6.1
90,001 - 100,000	1,063.00	885.83	1,127.00	939.17	6.0

Building Notice Charge (Building Notice)

Table A Where the estimated cost is (£)

0 - 2000	176.00	146.67	187.00	155.83	6.3
2,001 - 5,000	301.00	250.83	320.00	266.67	6.3
5,001 - 10,000	351.00	292.50	373.00	310.83	6.3
10,001 - 20,000	488.00	406.67	518.00	431.67	6.1
20,001 - 30,000	614.00	511.67	651.00	542.50	6.0
30,001 - 40,000	744.00	620.00	789.00	657.50	6.0
40,001 - 50,000	873.00	727.50	926.00	771.67	6.1
50,001 - 60,000	1,001.00	834.17	1,062.00	885.00	6.1
60,001 - 70,000	1,131.00	942.50	1,199.00	999.17	6.0
70,001 - 80,000	1,261.00	1,050.83	1,337.00	1,114.17	6.0
80,001 - 90,000	1,349.00	1,124.17	1,430.00	1,191.67	6.0
90,001 - 100,000	1,518.00	1,265.00	1,610.00	1,341.67	6.1

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

1	450.00	375.00	477.00	397.50	6.0
2	500.00	416.67	530.00	441.67	6.0
3	550.00	458.33	583.00	485.83	6.0
4	600.00	500.00	636.00	530.00	6.0
5	651.00	542.50	691.00	575.83	6.1

Number of Dwellings (Inspection Charge)

1	452.00	376.67	480.00	400.00	6.2
2	701.00	584.17	744.00	620.00	6.1
3	876.00	730.00	929.00	774.17	6.1
4	1,050.00	875.00	1,113.00	927.50	6.0
5	1,223.00	1,019.17	1,297.00	1,080.83	6.1

CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES

Service : Building Control

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	375	398

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		565.00		599.00	6.0
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		666.00		706.00	6.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		922.00		978.00	6.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.		717.00		761.00	6.1
Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building		462.00		490.00	6.1
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		462.00		490.00	6.1
Window Replacement (Non competent persons scheme)		133.00		200.00	50.4
Installation of domestic solar panels/wind turbines		180.00		191.00	6.1
Re-wiring or new electrical installation of a dwelling		411.00		436.00	6.1
Any electrical work other than re-wiring of a dwelling		336.00		357.00	6.3
Renovation of a thermal element		216.00		229.00	6.0
Estimated Cost £					
0 - 2,000		180.00		191.00	6.1
2,001 - 5,000		309.00		328.00	6.1
5,001 - 10,000		359.00		381.00	6.1
10,001 - 20,000		500.00		530.00	6.0
20,001 - 30,000		628.00		666.00	6.1
30,001 - 40,000		763.00		809.00	6.0
40,001 - 50,000		894.00		948.00	6.0
50,001 - 60,000		1,027.00		1,089.00	6.0
60,001 - 70,000		1,158.00		1,228.00	6.0
70,001 - 80,000		1,291.00		1,369.00	6.0
80,001 - 90,000		1,381.00		1,464.00	6.0
90,001 - 100,000		1,555.00		1,649.00	6.0
FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS					
Number of Dwellings (Plan Charge)					
1		923.00		979.00	6.1
2		1,228.00		1,302.00	6.0
3		1,458.00		1,546.00	6.0
4		1,690.00		1,792.00	6.0
5		1,917.00		2,033.00	6.1
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		1.00		1.00	0.0
Building Regulations (1g)		1.00		1.00	0.0
Building Regulations (1h)		1.00		1.00	0.0
Other Charges					
Hoarding / Scaffold Licences - Per Licence		172.00		200.00	16.3
Dealing with Demolition Notices		172.00		183.00	6.4
Officer Letter - Confirmation to Solicitor	49.00	40.83	52.00	43.33	6.1

CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	165	171

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

Extra Parcel Fee on (LLC1)		5.17		6.00	16.1
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CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	275	287

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
SECTION 38 & SECTION 278 COMMUTED SUM					
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		2,760.00		2,895.00	4.9
New Tree per item		380.00		399.00	5.0
Existing Tree per item		330.00		346.00	4.8
Parking Bay		700.00		734.00	4.9
Swales <500mm m2		75.00		79.00	5.3
Permeable paving m2		120.00		126.00	5.0
Infiltration Trench Lin m		320.00		336.00	5.0
Ditches Lin m		360.00		378.00	5.0
Section 278					
Manhole per item <3m depth		2,760.00		2,895.00	4.9
Carriageway m2 SMA		120.00		126.00	5.0
Carriageway m2 HRA		120.00		126.00	5.0
Carriageway block paved m2		130.00		136.00	4.6
Footway m2		80.00		84.00	5.0
Footway block paved m2		90.00		94.00	4.4
Verge m2		20.00		21.00	5.0
Shrub inspection maintenance m2		50.00		52.00	4.0
Anti-Skid m2		100.00		105.00	5.0
Gully per item		530.00		556.00	4.9
Beaney Blocks lin m		320.00		336.00	5.0
New Tree per item		380.00		399.00	5.0
Existing Tree per item		330.00		346.00	4.8
Street light 12m column		1,860.00		1,951.00	4.9
Street light 10m		1,820.00		1,909.00	4.9
Street light 8m		1,700.00		1,783.00	4.9
Street light 6m		1,650.00		1,731.00	4.9
Street Light 5m		1,630.00		1,710.00	4.9
Parking Bay		700.00		734.00	4.9
Illuminated Bollard		900.00		944.00	4.9
Illuminated sign <600mm replace and maintain		750.00		787.00	4.9
Non Lit Sign <600 replace and maintain		210.00		220.00	4.8
Timber Bollard		470.00		493.00	4.9
Feeder pillar		200.00		210.00	5.0
Traffic Signal per head (pedestrian)		10,000.00		10,490.00	4.9
Traffic Signal per head (junction)		12,500.00		13,113.00	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.					
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
2020/21 PROPOSED FEES & CHARGES

Service : Development Management

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	1,075	1,075

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Other Charges					
Processing dees of variation to S106 Agreements	n/a	n/a	310.00	258.33	0.0

CENTRAL DIRECTORATES
2020/21 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	732	754

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					
Under 16 / Students / 64+ / Disabled	5.40	4.50	5.80	4.83	7.4
Loyalty Card*					
Under 16	21.60	18.00	23.20	19.33	7.4

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

	2019/20 Budget £'000 119	Proposed 2020/21 Budget £'000 110
Income the proposed fees will generate:		

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2021/22 Proposed Fee (Inc VAT)	2021/2022 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
Marriage and Civil Partnership Ceremonies								
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	475.00	395.83	250.00	208.33	-47.4	255.00	212.50	2.0
- Friday-Saturday	575.00	479.17	350.00	291.67	-39.1	360.00	300.00	2.9
- Sunday/Bank Holiday	625.00	520.83	400.00	333.33	-36.0	410.00	341.67	2.5
Marriage or Civil Partnership in the Haversham Room (includes Superintendent)								
- Monday-Thursday		420.00		490.00	16.7		500.00	2.0
- Friday-Saturday		500.00		595.00	19.0		610.00	2.5
- Sunday/Bank Holiday		575.00		650.00	13.0		670.00	3.1
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	420.00	350.00	300.00	250.00	-28.6	310.00	258.33	3.3
- Friday-Saturday	500.00	416.67	400.00	333.33	-20.0	410.00	341.67	2.5
- Sunday/Bank Holiday	575.00	479.17	450.00	375.00	-21.7	460.00	383.33	2.2

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

**DELIVERY
2020/21 PROPOSED FEES & CHARGES**

Service : Library Service

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

	2019/20 Budget £'000	Proposed 2020/21 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		0.30	0.40	33.3
	Max Per item		8.90	9.20	3.4
Childrens Books borrowed by adults	Daily		0.10	0.20	100.0
	Max Per item		4.50	4.80	6.7
Childrens Books borrowed by children	Daily		0.10	0.20	100.0
	Max Per item		2.30	2.40	4.3
Teenage Books borrowed by young people 13-17	Daily		0.10	0.20	100.0
	Max Per item		4.50	4.80	6.7
Spoken Word Cassettes/ CD's	Daily		0.30	0.40	33.3
	Max Per item		8.90	9.20	3.4
Music CD's	Daily		0.30	0.40	33.3
	Max Per item		8.90	9.20	3.4
DVD's	Daily		0.70	0.80	14.3
	Max Per item		9.80	11.20	14.3
Computer Games	Daily		0.70	0.80	14.3
	Max Per item		9.80	11.20	14.3
Loan Charges					
Childrens Spoken Word Cassettes & CD's - 3 weeks			Free	Free	
Adult Spoken Word 3 weeks			2.40	2.50	4.2
Music CD's, Computer Games, DVD's - New i.e. first 3 months			2.40	2.50	4.2
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old			1.60	1.70	6.3
Music CD's, Computer Games, DVD's - Over 2 years old			0.60	0.70	16.7
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			0.60	0.70	16.7
Requests for all other books if a registered disabled person or those with a leisure			0.30	0.40	33.3
Subscription - unlimited requests	12 Months - (April-March)		19.00	20.00	5.3
	6 months - (October - March)		13.00	14.00	7.7
Requests to other Authorities and British Library (1st 10 items British Libraries)			5.50	6.00	9.1
British Library Requests (Subsequent Books)			16.50	17.00	3.0
British Library Requests (Subsequent Periodicals)			12.00	13.00	8.3
British Library Urgent Service			POA	POA	
British Library Urgent Service (Student Concession)			22.00	23.00	4.5

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Service : Library Service

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

	2019/20 Budget £'000 98	Proposed 2020/21 Budget £'000 98
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
	£	£	£	£	%
Internet Printing Fees					
Printing Mono A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use Half Hour	3.90	3.25	4.00	3.33	2.5
USB SticksCD Rom Each	5.20	4.33	5.50	4.58	5.8
Scan and Print by customer A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff A4 Page	5.40	4.50	5.50	4.58	1.8
Scan and Print on Photo Paper A4 Page	6.00	5.00	6.00	5.00	0.0
NEW - Print on Photo Paper A4 Page	0.60	0.50	0.60	0.50	0.0
Photocopying Charges					
Black & White A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White A3 Page	0.40	0.33	0.40	0.33	0.0
Colour A4 Page	0.80	0.67	0.80	0.67	0.0
Colour A3 Page	1.90	1.58	2.00	1.67	5.7
Other Charges					
Printing from microfilm reader A4 Page	0.40	0.25	0.50	0.42	68.0
Facilities Hire at Libraries Half day		40.00	45.00	45.00	12.5
Facilities Hire at Libraries Full day		60.00	70.00	70.00	16.7
Loan of vocal scores Multiples of 10 per week			POA	POA	
Facilities Hire at Libraries					
Hourly rate for block bookings		15.00	15	15.00	0.0

DELIVERY
2020/21 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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	2,422	2,422

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		1,248.00		1,340.00	7.4
re-open Grave aged 18 years or over		950.00		990.00	4.2
a child up aged 3 years 1 day to 17 years 364 days		140.00		144.00	2.9
a stillborn child, foetus or child under 3 years		84.00		86.00	2.4
For the interment of a cremation urn or casket:					
a person aged 18 years or over		378.00		389.00	2.9
a child up to 17 years 364 days		140.00		144.00	2.9
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		1,005.00		1,085.00	8.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		507.00		522.00	3.0
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		633.00		651.00	2.8
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		201.00		207.00	3.0
Additional charge for casket shaped grave for a person 16 and over		343.00		353.00	2.9
Right to erect memorial		174.00		179.00	2.9
Additional inscription of each name		73.00		75.00	2.7
Plot Selection Fee		42.00		44.00	4.8
Temporary marker on Grave		29.00		30.00	3.4
Transfer of grant of exclusive right of burial		92.00		92.00	0.0
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

DELIVERY
2020/21 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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	2,422	2,422

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		812.00		835.00	2.8
Overrun Fee and/or additional 45 minutes in chapel/service		300.00		463.00	54.3
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,218.00		1,253.00	2.9
Abatement Charge for each chargeable cremation		63.00		65.00	3.2
Scattering of Cremated remains - Sat, Sun & Bank Hol		33.00		34.00	3.0
Direct Cremation (new)				285.00	
Body parts		191.00		197.00	3.1
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, provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Package and dispatch to an address in the UK		133.00		137.00	3.0
Cremation only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		599.00		599.00	0.0
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		450.00		463.00	2.9
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)		62.00		64.00	3.2
Refrigeration Storage per coffin (per 24hr period)		21.00		22.00	4.8
Certified extract from the Register of Cremation		69.00		71.00	2.9
CD or USB - Audio Recording	43.00	35.83	45.00	37.50	4.7
Each additional copy	37.00	30.83	39.00	32.50	5.4
USB, DVD, Blu-ray audio visual recording	58.00	48.33	60.00	50.00	3.4
Each additional copy	37.00	30.83	39.00	32.50	5.4
Webcast - per 45 minutes	82.00	68.33	85.00	70.83	3.7
Single Image	13.00	10.83	14.00	11.67	7.7
Simple Slideshow (up to 25 photos)	40.00	33.33	42.00	35.00	5.0
Professional Slideshow (up to 25 photos)	80.00	66.67	83.00	69.17	3.8
Additional photos for tributes - up to 25	21.00	17.50	22.00	18.33	4.8
Family supplied video checking & loading to Obitus	21.00	17.50	22.00	18.33	4.8
USB, DVD, Blu-ray of Tribute only	32.00	26.67	33.00	27.50	3.1
Each additional copy	21.00	17.50	22.00	18.33	4.8
USB, DVD, Blu-ray of Service incl Tribute	72.00	60.00	74.00	61.67	2.8
Each additional copy	37.00	30.83	38.00	31.67	2.7
The charges for a cremation on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Service : Parking

Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.
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	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	3,265	3,265

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	45.00	37.50	50.00	41.67	11.1
5 day monthly	90.00	75.00	100.00	83.33	11.1
5 day half yearly	490.00	408.33	540.00	450.00	10.2
5 day annual (1-50 Tickets)	880.00	733.33	970.00	808.33	10.2
5 day annual (51+ Tickets)	805.00	670.83	890.00	741.67	10.6
7 day annual	1,035.00	862.50	1,140.00	950.00	10.1
7 day monthly	100.00	83.33	110.00	91.67	10.0
High Street					
Monthly weekend season ticket (new)			50.00		
5 day monthly	100.00	83.33	110.00	91.67	10.0
5 day annual (1-50 Tickets)	935.00	779.17	1,030.00	858.33	10.2
5 day annual (51+ Tickets)	830.00	691.67	915.00	762.50	10.2
7 day annual	1,190.00	991.67	1,310.00	1,091.67	10.1
7 day monthly	110.00	91.67	120.00	100.00	9.1
Albert Road					
Per Hour	1.60	1.33	1.80	1.50	12.5
Mon-Sun inc - 10 hrs	5.70	4.75	6.20	5.17	8.8
7 day monthly renewal	60.00	50.00	70.00	58.33	16.7
Wick Hill					
Per Hour	1.60	1.33	1.80	1.50	12.5
Mon-Sun inc - 10 hrs	4.70	3.92	5.20	4.33	10.6
7 day monthly renewal	50.00	41.67	50.00	41.67	0.0
Car Park Spaces Behind Banks					
0-40 minutes	1.10	0.92	1.20	1.00	9.1
Overnight Mon-Sun 6pm until 6am	1.60	1.33	1.80	1.50	12.5
Replacement season ticket (admin charge)	40.00	33.33	45.00	37.50	12.5
Season ticket early redemption charge on 5 & 7 days annual tickets (remaining pro-rata value)	9.5%	9.5%	9.5%	9.5%	0.0
DAILY CHARGES					

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

DELIVERY
2020/21 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.

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	3,265	3,265

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	3.10	2.58	4.00	3.33	29.0
All day charge	5.10	4.25	6.00	5.00	17.6
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	2.00	1.67	2.60	2.17	30.0
All day charge	4.10	3.42	4.90	4.08	19.5
Season Tickets					
Annual for Residents of Bracknell Forest	65.00	54.17	71.50	59.58	10.0
Annual for all others	110.00	91.67	121.00	100.83	10.0
Replacement season ticket	37.50	31.25	41.30	34.42	10.1
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	

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 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	%
WEIGHTS AND MEASURES					
All tests to be charged at the prevailing hourly rate.					
All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.					
When calculating the charges they will be influenced by whether one 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.					
The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.					
The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.					
The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.					
Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.					
Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.					
All charges are subject to VAT unless otherwise specified.					
VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988					
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.	75.00	62.50	64.00	53.33	-14.7
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.	76.00	63.00	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.	152.00	126.00	N/A	N/A	

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

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:	2019/20 Budget £'000 286	Proposed 2020/21 Budget £'000 286
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Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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 meters 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		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 for explosives below 250kgs Net Explosive Content (NEC)					
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 above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
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 for explosives above 250kgs up to maximum 2000kgs Net					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence variation					
Varying the name of licensee or address of site		Set by Statute		Set by Statute	
Any other kind of variation		Set by Statute		Set by Statute	
Transfer of Licence		Set by Statute		Set by Statute	
Replacement of licence if lost		Set by Statute		Set by Statute	
Full year registration for fireworks		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

	2019/20 Budget £'000	Proposed 2020/21 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		Set by Statute	
Not exceeding 50,000 litres		Set by Statute		Set by Statute	
Exceeding 50,000 litres		Set by Statute		Set by Statute	
Transfer of Licence		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		56.00		57.00	1.8
Annual charge - previous year usage up to 10 hours officer time		513.00		523.00	1.9
Annual charge - previous year usage up to 20 hours officer time		1,025.00		1,046.00	2.0
Anything likely to be in excess of 20 hours				POA	
Support with Confidence					
Application fee					
1-5 Employees	70.80	59.00	72.00	60.00	1.7
6-20 Employees	142.80	119.00	145.20	121.00	1.7
21+ Employees	357.60	298.00	364.80	304.00	2.0
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	150.00	125.00	153.60	128.00	2.4
6-20 Employees	200.40	167.00	204.00	170.00	1.8
21+ Employees	249.60	208.00	254.40	212.00	1.9
Annual Fee					
1-5 Employees	N/A	250.00	306.00	255.00	2.0
6-20 Employees	N/A	375.00	459.60	383.00	2.1
21+ Employees	N/A	500.00	612.00	510.00	2.0
Legacy members					
1-5 Employees	148.00	123.33	148.00	123.33	0.0
6-20 Employees	222.00	185.00	222.00	185.00	0.0
21+ Employees	296.00	246.67	296.00	246.67	0.0

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 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	%
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.					
		56.00		57.00	1.80
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

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 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	%
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	-

Service : Regulatory Services

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	£.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		57.00	
Dangerous Wild Animal: Annual Licence					
Premises - Initial		476.00		486.00	2.1
Premises - Renewal		276.00		282.00	2.2
Riding Establishment: (excluding vet fee - recharged separately)					
Main inspection fee , plus fee per horse		514.00		570.00	10.9
Fee per horse, for the first 10 horses				15.00	
Fee per horse, for the next 11-50 horses				10.00	
Fee per horse, for every horse 51 and over				8.00	
Animal Boarding Establishment: combined (dogs and cats)					
Animal Boarding Establishment: combined (dogs and cats)		-		684.00	
Animal Boarding Establishment: single species (dogs or cats)					
Animal Boarding Establishment: single species (dogs or cats)		-		570.00	
Home Boarder					
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host)		-		228.00	
Home Boarder: Assessment of hobby host as part of franchisee licence					
		-		112.00	
Dog Breeding Establishment (excluding vet fee)					
		-		684.00	
Dog Breeding Establishment (in domestic dwelling)					
		-		570.00	
Pet Vending / Sale of pets					
		-		570.00	
Animal for Exhibition					
		-		684.00	
Zoo: Annual Licence (up to 6 years)					
New /Renewal		489.00		2,054.00	320.0
Hairdresser: Single Payment					
Premises		42.00		43.00	2.4
Street Trading Consents					
Week (minimum charge)		135.00		138.00	2.2
1 month		363.00		370.00	1.9
3 months		854.00		871.00	2.0
6 months		1,396.00		1,424.00	2.0
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		837.60		854.00	2.0
6 months max trading 2 events per week Monday to Thursday 60% reduction		558.40		569.00	1.9
Street Trading Consent variation fee		88.00		90.00	2.3
Ice Cream van 1 month (per van)		181.00		185.00	2.2
Ice Cream van 6 months (per van)		699.00		713.00	2.0
Scrap Metal Dealers: Three Year Licence					
Site Licence New		488.00		498.00	2.0
Site Licence Renewal		488.00		498.00	2.0
Mobile Collector New		260.00		265.00	1.9
Mobile Collector Renewal		260.00		265.00	1.9
Variation of licence		359.00		366.00	1.9
Change of site manager		67.00		68.00	1.5
Copy Licence		11.00		11.00	0.0
Change of name		35.00		36.00	2.9
Pre-application advice		56.00		57.00	1.8

Service : Regulatory Services

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Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
HACKNEY CARRIAGES					
Hackney Carriages Vehicle: Annual Fee					
Licensing (annual fee)		282.00		288.00	2.1
Private Hire Vehicle: Annual Fee					
Licensing (annual fee)		282.00		288.00	2.1
Home to School (annual fee)		282.00		288.00	2.1
Vehicle with dispensation		282.00		288.00	2.1
Temporary Vehicle Licence (up to 3 months only)		226.00		231.00	2.2
Operator Licence: Annual Fee					
1 vehicle		179.00		183.00	2.2
2 - 5 vehicles		310.00		318.00	2.6
6 - 10 vehicles		520.00		533.00	2.5
11 - 15 vehicles		720.00		738.00	2.5
16 - 20 vehicles		975.00		999.00	2.5
more than 20 vehicles		1,175.00		1,204.00	2.5
Operator Licence: 3 year Licences					
1 vehicle		428.00		439.00	2.6
2 - 5 vehicles		753.00		772.00	2.5
6 - 10 vehicles		1,248.00		1,279.00	2.5
11 - 15 vehicles		1,730.00		1,773.00	2.5
16 - 20 vehicles		2,341.00		2,400.00	2.5
more than 20 vehicles		2,819.00		2,889.00	2.5
Operator Licence: 5 year Licences					
1 vehicle		371.00		559.00	50.7
2 - 5 vehicles		1,184.00		923.00	-22.0
6 - 10 vehicles		1,956.00		1,845.00	-5.7
11 - 15 vehicles		2,712.00		2,768.00	2.1
16 - 20 vehicles		3,670.00		3,690.00	0.5
more than 20 vehicles		4,419.00		4,529.00	2.5
Driver Licences					
New 1 year (all driver licence types)		143.00		288.00	101.4
Renewal 1 year		109.00		288.00	164.2
New 3 years		252.00		269.00	6.7
Renewal (3 years- 33% discount on annual fee)		264.00		270.60	2.5
Home to school renewal only		89.00		147.00	65.2
Home to school 3 years		177.00		185.00	4.5
Conversion of driver licence to another type		76.00		80.00	
Other Charges					
Transfer of vehicle to new owner		112.00		114.00	1.8
Change of vehicle		73.00		74.00	1.4
Transfer of operator licence		47.00		114.00	142.6
Meter Test - Retest after failure		0.00		74.00	-
Knowledge Test		73.00		74.00	1.4
Missed Appointments		36.00		37.00	2.8
First Aid Training for drivers		27.00		POA	-
DBS Check		At cost		Capita cost	
Administrative charge for DBS check		12.00		28.50	137.5
Replacement licence		40.00		41.00	2.5
Advertising on Hackney Carriages (Initial)		37.00		47.00	27.0
Advertising on Hackney Carriages (Renewal)		26.00		32.00	23.1
Replacement badge		40.00		41.00	2.5
Replacement vehicle licence plate		56.00		57.00	1.8
Replacement backing plate		21.00		26.00	23.8
Medical exemption from carrying assistance dog		22.00		22.00	0.0
Refund processing fee		56.00		57.00	1.8
Change of vehicle registration		56.00		57.00	1.8
Safeguarding Training		30.00		POA	
Age test of vehicle		56.00		57.00	1.8
Pre-application advice per hour, minimum 1 hour		56.00		57.00	1.8

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

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Income the proposed fees will generate:	286	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/isional 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		7,500.00		6,500.00	-13.3
Annual Fee		15,000.00		15,000.00	0.0
Casino (large)					
New Application		10,000.00		10,000.00	0.0
Provisional/isional 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/isional 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/isional 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/isional 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/isional 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/isional 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/isional 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		56.00		57.00	1.8
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		N/A		50.00	-
Copy licence		N/A		25.00	-
Pre-application advice per hour		N/A		57.00	-

* 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

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Annexe G

Service : Regulatory Services

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

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Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CARAVAN SITES					
New licence		428.00		437.00	2.1
New licence per pitch		16.00		16.00	0.0
Transfer of licence		181.00		185.00	2.2
Alteration of conditions		332.00		339.00	2.1
Annual fee per pitch		14.00		14.00	0.0
Enforcement action - per hour		56.00		57.00	1.8
Deposit, vary or delete site rules		114.00		116.00	1.8
Variation of licence		113.00		115.00	1.8

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	95	95

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		72.00		73.00	1.4
Stray Dogs - Taken to kennel				At cost	
Fee		88.00		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		56.00		57.00	1.8
Plus recovery of costs		At Cost		At Cost	-
Dog Fouling fixed penalty charge		75.00		75.00	-
50% reduction if in receipt of some benefits, proof required					
ABANDONED VEHICLES					
Removal (prescribed fee) less than 3.5 tonnes		150.00		Set by Statute	-
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		Set by Statute	-
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		Set by Statute	-
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		Set by Statute	-
Enforcement invoice costs		77.00		Set by Statute	-
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		239.00		400.00	67.4
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		179.00		183.00	2.2
Premises		280.00		286.00	2.1
Joint Application		448.00		457.00	-
Pre-application advice per hour		56.00		57.00	-
Commerical Food Export					
Certificate		56.00		57.00	1.8

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	95	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		56.00		57.00	1.8
Sampling					
Per hour of officer time		56.00		57.00	1.8
Laboratory analysis		At cost		at cost	
Pool samples	70.80	59.00		60.00	1.7
Investigation					
Fee		106.00		108.00	1.9
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		27.00		28.00	3.7
Analysis of Group A Parameters		POA		POA	
Analysis of Group B Parameters		POA		POA	

DELIVERY
2020/21 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	95	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
PRIVATE SECTOR HOUSING ENFORCEMENT ACTION					
Housing enforcement charge - where appropriate		418.00		428.00	2.4
New Houses in Multiple Occupation (HMO) - Assisted Application		1,174.00		1,197.00	2.0
New 5 Year HMO licence - up to 5 bedrooms		766.00		785.00	2.5
New Additional fee per extra bedroom		67.00		69.00	3.0
New - A reduction where the landlord is accredited		67.00		69.00	3.0
New - A reduction where the landlord is applying for more than one licence		67.00		69.00	3.0
Renewal of 5 Year HMO licence - up to 5 bedrooms		575.00		589.00	2.4
Renewal of HMO Houses in Multiple Occupation		784.00		800.00	2.0
Renewal of Additional fee per extra bedroom		47.00		48.00	2.1
Renewal - A reduction where the landlord is accredited		47.00		48.00	2.1
Renewal- A reduction where the landlord is applying for more than one licence		47.00		48.00	2.1
Request for additional information by letter		73.00		75.00	2.7
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		392.00		400.00	2.0
Enforcement Notices served under Housign Act 2004		113.00		115.00	1.8
Civil Penalties Housing Offences		Up to £30,000		Up to £30,000	
HIGH HEDGE ENQUIRIES					
Initial Investigation		212.00		217.00	2.4
Full Investigation (Additional payment to complete investigation)		629.00		645.00	2.5
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		1,175.00		1,199.00	2.0
OTHER FEES FOR INFORMATION					
Environmental Enquiries by Individuals, Non Commerical		113.00		115.00	1.8
Commercial and Government		113.00		115.00	1.8
Civil Actions		113.00		115.00	1.8
Safety Certificate and Administration		113.00		115.00	1.8
Pre-application Advice per hours		56.00		57.00	1.8
RESIDENT AND BUSINESS ADVICE					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		56.00		57.00	1.8
Request for Advice		56.00		57.00	1.8
Primary Authority Advice		56.00		57.00	1.8

PEOPLE DIRECTORATE
2020/21 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

	2019/20 Budget	Proposed 2020/21 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	5.00 - 11.00	5.10 - 11.50	4.50
Community Learning in Family Hubs	N/A	3.00 - 4.00	New
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 is requested to reflect direct delivery in Children's Centres, where fees have always been lower than Community Learning fees.

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
2020/21 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

	2019/20 Budget	Proposed 2020/21 Budget
	£'000	£'000
Income the proposed fees will generate:	449	461

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			
Classroom / meeting room Other external users	19.25	20.00	3.90
IT Suite / Hall Other external users (specific request for IT suite or Hall)	23.50	25.00	6.40
IT Suite / Hall Bracknell Forest Council, Voluntary Sector, Charities and Associated Learning Agenda (specific	19.25	20.00	3.90
Insurance	7% room hire	7% room hire	
Refreshments			
Leadership hub serviced meetings (specific request)			
Tea & Coffee up to 30 delegates per half day	8.00	15.00	87.50
Tea & Coffee 31 to 60 delegates per half day	16.00	30.00	87.50
Tea & Coffee for 61 to 90 delegates per half day	32.00	45.00	40.60
Tea & Coffee for 91 delegates and above per half day	0.00	60.00	New
General in-room self-service			
Tea & Coffee up to 30 delegates per half day	8.00	10.00	25.00
Tea & Coffee 31 to 60 delegates per half day	16.00	20.00	25.00
Tea & Coffee for 61 to 90 delegates per half day	32.00	30.00	-6.30
Tea & Coffee for 91 delegates and above per half day	0.00	40.00	New
Lunches	Cost + 10%	Cost + 10%	
External users:			
Photocopying per copy Black and White A4	0.10	0.20	100.00
Photocopying per copy Colour A4	0.50	0.80	60.00
Photocopying per copy Black and White A3	0.20	0.40	100.00
Photocopying per copy Colour A3	1.00	1.90	90.00
(Community Learning charged at cost; other BFC, Voluntary Sector, Charities & Associated Learning Agenda Organisations charged at cost +10%)			

Following the sale of Easthampstead Park Conference Centre, the Education Centre has been relocated to the Open Learning Centre in a new Leadership Hub, and the above differentiated proposal reflects investment in rooms and facilities. A review of service and charges is taking place and it may be necessary to further amend the above proposed amounts.

PEOPLE DIRECTORATE
2020/21 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2019/20 Budget	Proposed 2020/21 Budget
	£'000	£'000
Income the proposed fees will generate:	62	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 *			
Half Day (09.15 - 12.15) or (13.00 - 16.00)	80.00	83.00	3.80

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
2020/21 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2019/20 Budget	Proposed 2020/21 Budget
	£'000	£'000
Income the proposed fees will generate:	62	64

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			
Hourly rate	97.00	100.00	3.10
Non BFC Schools, Independent Schools and Academies			
Half Day	324.00	350.00	8.00
Hourly rate	126.00	150.00	19.00
Twilight session (new for 2014-15)	210.00	300.00	42.90
Evening Session (new for 2014-15)	250.00	400.00	60.00
Headteacher Performance Management Model A	0.00	520.00	New
Headteacher Performance Management Model B	289.00	350.00	21.10

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

2020/21 PROPOSED FEES & CHARGES

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	2,562	2,605

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) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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 people will be linked to the increase in pensions and benefits they receive.	Various	Various	1.7% (Estimate)
Deferred Payments Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%	1.85%	0.00%
Deferred Payment Arrangement Fee	956.00	981.00	2.6%
Deferred Payment Annual administration fee	321.00	329.00	2.6%
Arrangement of self funder social care			
Arrangement Fee	321.00	329.00	2.6%
Annual Administration Fee	212.00	218.00	2.6%
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.	279.00	286.00	2.6%

PEOPLE DIRECTORATE

2020/21 PROPOSED FEES & CHARGES

Service : Adult non residential services - Contributions from people supported

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	1,720	1,750

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 people will be linked to the increase in pensions and benefits they receive.	Various	Various	1.7% (Estimate)

Service : Council provided residential and day care

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	36	37

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Waymead Respite Charge per night	228.37	234.31	2.6%
Day Care Waymead Day Services Per hour	17.91	18.38	2.6%
Bracknell Day Centre Full day	107.38	110.17	2.6%
Half day	53.68	55.08	2.6%
Transport (per day - Wokingham only)	21.37	21.93	2.6%
Glenfield Hourly rate	16.21	16.63	2.6%

Service : Blue Badge Scheme

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

	2019/20 Budget £'000	Proposed 2020/21 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

2020/21 PROPOSED FEES & CHARGES

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
	2019/20 Budget	Proposed 2020/21 Budget				
	£'000	£'000				
Income the proposed fees will generate:			1,445	1,488		
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	%	
Lifeline Rental and Monitoring						
- BFBC	Per week	4.66	3.88	4.80	4.00	3.0%
	Per month	19.96	16.63	20.56	17.13	3.0%
- Others	Per week	4.97	4.14	5.11	4.26	3.0%
	Per month	21.34	17.78	21.97	18.31	3.0%
	Per quarter	64.03	53.36	65.95	54.96	3.0%
Lifeline Monitoring only						
- BFBC	Per week	3.68	3.07	3.79	3.16	3.0%
	Per month	15.80	13.17	16.28	13.57	3.0%
	Per quarter	46.45	38.71	47.84	39.87	3.0%
- Others	Per week	4.37	3.64	4.50	3.75	3.0%
	Per month	18.76	15.63	19.32	16.10	3.0%
	Per quarter	56.29	46.91	57.98	48.32	3.0%
GSM Lifeline	Per week	8.06	6.72	8.30	6.92	3.0%
Extra/Lost Pendants						
- Flat Charge		71.10	59.25	73.24	61.03	3.0%
- Lost ivi Pendants		99.26	82.72	102.24	85.20	3.0%
- Rental of additional pendant	Per week	1.24	1.03	1.27	1.06	3.0%
Sensors						
Smoke	Per week	2.23	1.86	2.30	1.92	3.0%
Carbon Monoxide	Per week	3.35	2.79	3.44	2.87	3.0%
Flood	Per week	2.86	2.38	2.94	2.45	3.0%
Temperature Extreme / Heat	Per week	2.23	1.86	2.30	1.92	3.0%
Universal	Per week	1.24	1.03	1.27	1.06	3.0%
PIR / Fast PIR	Per week	1.24	1.03	1.27	1.06	3.0%
Medication Dispenser	Per week	4.97	4.14	5.11	4.26	3.0%
Epilepsy sensor kit	Per week	12.41	10.34	12.78	10.65	3.0%
Chair & bed sensor kit	Per week	6.20	5.17	6.40	5.33	3.0%
Falls pendant	Per week	2.48	2.07	2.56	2.13	3.0%
Bogus Caller	Per week	1.24	1.03	1.27	1.06	3.0%
Minuet watch	Per week	2.48	2.07	2.56	2.13	3.0%
Arm/ Disarm Zoning Trigger	Per week	1.24	1.03	1.27	1.06	3.0%
Jellybean Switch	Per week	2.48	2.07	2.56	2.13	3.0%
Natural Gas Detector	Per week	4.34	3.62	4.48	3.73	3.0%
Wrist Worn Epilepsy Pendant	Per week	53.35	44.46	54.95	45.79	3.0%
Responder service for lifeline customers						
- up to 12 visits per year	Per week	10.80	9.00	11.12	9.27	3.0%
- up to 24 visits per year		18.61	15.51	19.18	15.98	3.0%
- extra visits (excluding bank holidays)		38.46	32.05	39.61	33.01	3.0%
- extra visits (including bank holidays)		57.70	48.08	59.42	49.52	3.0%
Responder service for commercial customers						
- up to 6 visits per year	Per week	7.81	6.51	8.05	6.71	3.0%
- per additional visit		55.84	46.53	57.52	47.93	3.0%
Key Safes						
Keysafe Supply and Fit	Supply only	68.24	56.87	70.30	58.58	3.0%
	Supply + fit	74.45	62.04	76.68	63.90	3.0%
	Moving keysafe	55.84	46.53	57.52	47.93	3.0%
	Supply+fit subsequent visit	93.06	77.55	95.86	79.88	3.0%
Monitoring of security diallers	Per week	12.97	10.81	13.36	11.13	3.0%
Monitoring of two security diallers	Per week	18.98	15.82	19.55	16.29	3.0%
Lone Workers						
GPS Lone Worker - BFC	Per person per year	246.92	205.77	254.33	211.94	3.0%
GPS Lone Worker - External	Per person per year	341.22	284.35	351.46	292.88	3.0%
Hourly charge for adhoc work		55.84	46.53	57.52	47.93	3.0%
Extension lead		7.44	6.20	7.67	6.39	3.0%
Care calls						
- 1 care call per day	Per week	9.92	8.27	10.22	8.52	3.0%
- 2 care calls per day	Per week	18.61	15.51	19.18	15.98	3.0%
- 3 care calls per day	Per week	24.82	20.68	25.56	21.30	3.0%
- 3 care calls per day + 1 customer	Per week	37.22	31.02	38.34	31.95	3.0%
Pocket Pal						
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	8.06	6.72	8.30	6.92	3.0%

PEOPLE DIRECTORATE

2020/21 PROPOSED FEES & CHARGES

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2019/20 Budget £'000	Proposed 2020/21 Budget £'000			
Income the proposed fees will generate:	1,114	1,114			
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 %
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	5.97		6.07	1.7%
- Water*	Per week	2.85		2.90	1.7%
Tenterden Lodge					
- Rent	Per week	165.44		165.44	0.0%
- Service Charge	Per week	12.89		12.89	0.0%
- Fuel*	Per week	3.27		3.32	1.7%
-Water*	Per week	2.85		2.90	1.7%
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	3.27		3.32	1.7%
-Water*	Per week	2.85		2.90	1.7%
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, CPI is assumed					
Small Landsales - Administration Fee					
Flat Charge	217.46	181.22	223.12	185.93	2.6%
Passport and Driving Licence Checking Service					
For landlords	24.82	20.68	25.46	21.22	2.6%
For employers	24.82	20.68	25.46	21.22	2.6%

PEOPLE DIRECTORATE

2020/21 PROPOSED FEES & CHARGES

Service : Housing

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

	2019/20 Budget £'000	Proposed 2020/21 Budget £'000
Income the proposed fees will generate:	79	79

Are concessions available? No

Description		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%
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	6.10	1.7%
Water*	Per week per bedroom	7.03	7.15	1.7%
Easthampstead Mobile Home Park				
Water Charge*		-	-	0.0%
Site Rent	Per week	49.70	49.70	0.0%

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

GENERAL FUND REVENUE BUDGET

SUMMARY

	2020/21 Budget
	£'000
<u>Services</u>	
Central	18,616
Delivery	13,862
People	78,848
Corporate Wide issues (to be allocated)	663
Sub Total	111,989
<u>Other Expenditure</u>	
Contingency	2,250
Debt Financing Costs (MRP and VRP)	2,014
Levying Bodies	113
Interest	1,958
Pension Interest Cost & Administration Expenses	6,656
Other Services	248
Business Rates Growth	-6,916
Contribution from Capital Resources	-200
Capital Charges	-14,659
Contribution to/from Pension Reserve	-18,663
Contribution from Earmarked Reserve	8,348
New Homes Bonus Grant	-1,917
Flood and Travel Related Grants	-14
Net Revenue Budget	91,207
Use of General Fund Balances	-379
Net Revenue Budget after use of Balances	90,828
<u>Less External Support</u>	
Business Rates Baseline Funding	-16,832
Revenue Support Grant	-1,771
Total External Support	-18,603
Collection Fund Adjustment - Council Tax	-509
Collection Fund Adjustment - Business rates	-8,241
Bracknell Forest's Council Tax Requirement	63,475
Bracknell Forest's Council Tax Base (Band D equivalents)	46,816
Council Tax at Band D	£1,355.85

Central - Revenue Budget

	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2020/21 Original Budget £'000
Director: Place, Planning & Regeneration	4,996	8,647	7,172
Director: Finance	3,093	3,626	3,373
Director: Organisation Development, Transformation & HR	2,336	2,451	2,516
Chief Executives Office	341	665	677
Non Cash Budgets	-1,350	3,442	4,878
	9,416	18,831	18,616

Variation Analysis

	£'000
Original Approved Budget 2019/20	9,416
Virements (Ongoing)	8,301
Commitments	-1
Inflation	404
Pressures	96
Economies	-1,035
Pension (IAS17) Adjustment	53
Capital Financing Charges	446
Allocation of Recharges	936
	18,616

Delivery - Revenue Budget

	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2020/21 Original Budget £'000
Executive Director Delivery	310	215	223
Assistant Director ICT	3,868	3,885	3,848
Assistant Director Property Services	-5,574	-5,372	-5,405
Borough Solicitor	575	565	542
Head of Democratic & Registration Services	1,719	1,758	1,692
Assistant Director Customer Experience	5,269	5,390	5,383
Assistant Director Contract Services	12,783	8,201	8,860
Business Intelligence	0	458	408
NON CASH BUDGETS	5,175	383	-1,689
	<u>24,125</u>	<u>15,483</u>	<u>13,862</u>

Variation Analysis

	£'000
Original Approved Budget 2019/20	24,125
Virements (Ongoing)	-8,629
Commitments	-160
Inflation	574
Pressures	453
Economies	-429
Pension (IAS17) Adjustment	-275
Capital Financing Charges	-83
Allocation of Recharges	-1,714
	<u><u>13,862</u></u>

People - Revenue Budget

	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2020/21 Original Budget £'000
Director	-864	1,167	1,073
Commissioning	776	2,201	2,504
Learning and Achievement	1,742	1,407	1,433
Children & Families Social Care	13,200	13,210	18,121
Strategy, Resources and Early Help	3,270	2,620	2,492
Education Related Statutory and Regulatory Duties	-489	-489	-489
Adult Social Care	21,064	18,620	18,167
Mental Health and Out of Hours	7,892	7,986	8,771
Early Help & Communities	1,851	1,857	2,000
Public Health & Business Intelligence	407	-76	-85
Non Cash Budgets	20,771	20,771	22,931
Schools Block	71,390	71,425	76,187
High Needs Block	14,644	15,538	18,685
Early Years Block	7,013	7,566	7,561
Dedicated Schools Grant and Other income	-92,709	-93,937	-100,503
	69,958	69,866	78,848

Variation Analysis

	£'000
Original Approved Budget 2019/20	69,958
Virements (Ongoing)	-507
Commitments	1,592
Inflation	1,020
Pressures	7,337
Economies	-1,429
Grant Adjustments	-1,282
Pension (IAS17) Adjustment	596
Capital Financing Charges	785
Allocation of Recharges	778
	78,848

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 2020/21 - 2022/23 for consultation on 17 December 2019. The main focus was inevitably departmental spending needs for 2020/21, 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 2020/21.

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 2020/21 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 2020/21 – 2022/23 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 2019/20 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 2020/21 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 £1.545m 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 2020/21 capital programme for potential Invest to Save schemes.

Capital Programme 2020/21 – 2021/22

A summary of the cost of schemes proposed by Departments is set out in the table below. This shows that the total net funding £5.315m in 2020/21. A list of these new schemes, for each service, is included in the Annexes A – D.

Capital Programme 2020/21-2022/23				
Annex	Service Area	2020/21 £000	2021/22 £000	2022/23 £000
B	Delivery	2,705	1,835	1,835
C	People	3,972	50	0
D	Central Directorates	12,548	3,789	3,889
	Total Capital Programme	19,225	5,674	5,724
	less Externally Funded schemes	13,910	2,649	2,649
	Council Funded Programme	5,315	3,025	3,075

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 2020/21 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 2020/21. Significant funding will also be available from the Local Enterprise Partnership which is able to recycle funds from the Business Rates Pilot and other government funding sources.

Section 106 (£3.970m)

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 2020/21, where funding becomes available. These are summarised below

Department	Schemes	Budget
		<i>£000</i>
People	Rowans Pre-School	84
People	Sandy Lane School	73
People	Kennel Lane	538
Central	A3095 Improvements	2,800
Central	Section 106 Schemes (LTP)	125
Central	Natural Estate Improvements	200
Central	SANGS	150
	Total	3,970

5 Funding Options

The proposed capital programme for 2020/21 has been developed on the assumption that it will be funded by a combination of approximately £5.315m of capital receipts (including £4.5m of CIL), Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

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

To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2020/21 to 2022/23 in March 2020, alongside its consideration of the specific budget proposals for 2020/21 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 2021/22 onwards, will need to be undertaken during next summer.

CAPITAL PROGRAMME - BY CATEGORY

	2020/21 £000	2021/22 £000	2022/23 £000	TOTAL £000
Committed	1,135	1,035	1,135	3,305
Unavoidable	0	0	0	0
Maintenance	1,945	1,600	1,600	5,145
Rolling Programme / Other Desirable	2,235	390	340	2,965
Council Funding	<u>5,315</u>	<u>3,025</u>	<u>3,075</u>	<u>11,415</u>
Total External Funding	13,910	2,649	2,649	19,208
Total Capital Programme	<u><u>19,225</u></u>	<u><u>5,674</u></u>	<u><u>5,724</u></u>	<u><u>30,623</u></u>

CAPITAL PROGRAMME - ALL DEPARTMENTS

	2020/21 £000	2021/22 £000	2022/23 £000	TOTAL £000
Delivery	2,705	1,835	1,835	6,375
People	3,972	50	0	4,022
Central Directorates	12,548	3,789	3,889	20,226
Total Capital Programme	<u>19,225</u>	<u>5,674</u>	<u>5,724</u>	<u>30,623</u>
External Funding	13,910	2,649	2,649	19,208
Council Funding	<u>5,315</u>	<u>3,025</u>	<u>3,075</u>	<u>11,415</u>

CAPITAL PROGRAMME - DELIVERY

	2020/21 £000	2021/22 £000	2022/23 £000	TOTAL £000
Committed				
Capitalisation of Project Management costs	300	300	300	900
Equipment Replacement Downshire Golf Complex	35	35	35	105
	335	335	335	1,005
Unavoidable				
No Schemes	-	-	-	-
Maintenance				
Buildings Planned Maintenance Programme	1,545	1,200	1,200	3,945
	1,545	1,200	1,200	3,945
		-	-	
Rolling Programme / Other Desirable				
Waste Vehilces	525	-	-	525
IT - Infrastructure	200	200	200	600
IT - Transformation	100	100	100	300
	825	300	300	1,425
TOTAL REQUEST FOR COUNCIL FUNDING	2,705	1,835	1,835	6,375
External Funding				
TOTAL EXTERNAL FUNDING	-	-	-	-
TOTAL CAPITAL PROGRAMME	2,705	1,835	1,835	6,375

CAPITAL PROGRAMME - PEOPLE

	2020/21 £000	2021/22 £000	2022/23 £000	TOTAL £000
Committed				
No Schemes	-	-	-	-
Unavoidable				
No Schemes	-	-	-	-
Rolling Programme / Other Desirable				
Non-Schools				
Rowans Pre School	202	-	-	202
Sandhurst Nursery Relocation	86	50	-	136
Departmental Bids:				
Ascot Heath Security	46	-	-	46
Primary SEMH Hub	40	-	-	40
Sandy Lane School Improvement	292	-	-	292
Harmans Water School Improvement	365	-	-	365
Carbon Reduction Measures	10	-	-	10
School Bids:				
Cranbourne Security & Safeguarding	72	-	-	72
College Town Security	42	-	-	42
Wildridings Fire Safety	17	-	-	17
Wildridings Security & Safeguarding	41	-	-	41
Crowthorne Car Park Safety	17	-	-	17
Total	1,230	50	-	1,280
TOTAL REQUEST FOR COUNCIL FUNDING	1,230	50	-	1,280
External Funding - Other				
Non-Schools				
Rowans Pre School - S106	84	-	-	84
Disabled Facilities Grants	tba	tba	tba	-
Schools				
DfE Grant: Schools Capital Maintenance (provisional)	1,499	-	-	1,499
DfE Grant: Devolved Formula Capital (provisional)	258	-	-	258
DfE Grant: Special Provision Capital Fund	250	-	-	250
Carbon Reduction Measures	40	-	-	40
Sandy Lane School Improvement - S106	73	-	-	73
Kennel Lane Improvements - S106	538	-	-	538
	2,742	-	-	2,742
TOTAL EXTERNAL FUNDING	2,742	-	-	2,742
TOTAL CAPITAL PROGRAMME	3,972	50	-	4,022

CAPITAL PROGRAMME - CENTRAL DIRECTORATE

	2020/21 £000	2021/22 £000	2022/23 £000	TOTAL £000
Committed				
Roads & Footway Resurfacing	200	200	200	600
CIL Strategic Transport Schemes	400	500	600	1,500
A322 Downshire Way (Matched Funding TVBLEP)	200	-	-	200
	800	700	800	2,300
Unavoidable				
No Schemes	-	-	-	-
Maintenance				
Highway Maintenance (Lamp Columns)	400	400	400	1,200
	400	400	400	1,200
Rolling Programme / Other Desirable				
Savernake Pond	92	-	-	92
The Look Out Rolling Programme	40	40	40	120
Coral Reef & Lookout Car Park Charging Scheme	48	-	-	48
	180	40	40	260
TOTAL REQUEST FOR COUNCIL FUNDING	1,380	1,140	1,240	3,760
External Funding				
Highways Maintenance	1,369	1,369	1,369	4,107
Integrated Transport & Maintenance	720	720	720	2,160
Highways Maintenance - Efficiency Grant	285	285	285	855
A322/A329 Improvements (TVBLEP)	2,000	-	-	2,000
A3095 Improvements (TVBLEP)	3,519	-	-	3,519
A3095 Improvements (S106)	2,800	-	-	2,800
Section 106 Schemes (LTP)	200	-	-	200
Sustainable Alternative Natural Green Space	150	150	150	450
Natural Estate Improvements (S106)	125	125	125	375
	11,168	2,649	2,649	16,466
TOTAL EXTERNAL FUNDING	11,168	2,649	2,649	16,466
TOTAL CAPITAL PROGRAMME	12,548	3,789	3,889	20,226