

Commitment Budget 2022/23 to 2024/25

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Central				
Approved Budget	14,853	14,992	13,524	13,520
Residents Survey				20
Local Development Framework		-223	-4	102
Insurance		-30		
Organisational Development		-15		
Council Tax Support		-500		
Income from Bracknell Town Centre		-20		
Highways Maintenance		-100		
Support for the Local Economy		-600		
Training - Education and Learning		20		
Net Inter Departmental Virements	139			
Central Departments Adjusted Budget	14,992	13,524	13,520	13,642
Delivery				
Approved Budget	15,501	15,856	15,468	15,742
Waste Disposal PFI		-319	227	104
Bracknell Town Neighbourhood Plan Referendum			-60	
Greening Waste Collection Arrangements		0	-13	-15
Borough Elections			120	-120
Invest to Save - Food Waste Collection Vehicle		-13		
Car parking		-56		
Net Inter Departmental Virements	355			
Delivery Adjusted Budget	15,856	15,468	15,742	15,711
People				
Approved Budget	61,278	61,479	60,552	60,370
Suitability surveys		-20		20
Schools Budget - Funding for New Schools		-45	-182	
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		TBC		
Journey to Parenthood		7		
Education & Learning - NEET Prevention Programme		-25		
Additional Income / Expenditure Reductions		-13		
School Accommodation		-200		
Welfare Support		-327		
Mental Health Initiatives		-250		
Coopers Hill Site Officers		-17		
School crossing patrollers		-37		
Net Inter Departmental Virements	201			
People Adjusted Budget	61,479	60,552	60,370	60,390
Total Service Departments	92,327	89,544	89,632	89,743
Non-Departmental / Council Wide				
Approved Budget	-17,546	-18,241	-17,221	-16,490
Minimum and Voluntary Revenue Provision		178	249	279
Increase in employers Pension Fund contributions		660	300	300
2021/22 Capital Programme - (Full Year Effect) Interest		-50		
2021/22 Use of Balances (Full Year Effect) - Interest		10		
Earmarked Reserve - Funding for New Schools		45	182	0
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		TBC		
Council Tax Support		500		
Welfare Support		327		
Carbon Reduction		-150		
Employee Initiatives		-500		
Net Inter Departmental Virements	-695			
Non-Departmental / Council Wide Adjusted Budget	-18,241	-17,221	-16,490	-15,911
TOTAL BUDGET	74,086	72,323	73,142	73,832
Change in commitment budget		-1,763	819	690

Annexe A

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:

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Central	19,872	18,404	18,400	18,522
Delivery	15,168	14,780	15,054	15,023
People	81,386	80,459	80,277	80,297
Non-Departmental / Council Wide	-42,340	-41,320	-40,589	-40,010
	74,086	72,323	73,142	73,832

Movements	2022/23 £'000	2023/24 £'000	2024/25 £'000
Central	-1,468	-4	122
Delivery	-388	274	-31
People	-927	-182	20
Non Departmental/Council Wide	1,020	731	579
	-1,763	819	690

Description of Commitment Budget Items for 2022/23 to 2024/25

Directorate and Item	Description
Central	
Residents Survey	The Council commissions a survey of residents in the Borough to help guide future policies. The surveys are every three years with the next survey due in 2024/25.
Local Development Framework	<p>The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas. The Council is required to produce evidence to support their policies and to be able to demonstrate that they are sound to an independent Inspector. This requires a large amount of specialist consultancy advice to provide information on the levels of need for housing, employment, leisure, retail, and other forms of development. The identification of areas for development requires assessments of many factors such as archaeological potential, landscape quality, ecology, accessibility, and flood risk.</p> <p>The regulations covering the preparation of Local Plans also require the Council to carry out extensive consultation at various stages in the process and the Council is required to cover the cost of holding public examinations into Local Plans.</p>
Insurance	Full year effect of savings on contract register and fidelity guarantee insurance.
Organisational Development	Full year effect of savings resulting from the centralisation of training budgets.
Council Tax Support	Payments of £150 to households in receipt of Council Tax support were funded from the one-off Local Council Tax Support Grant in 2021/22.
Income from Bracknell Town Centre	Additional income from commercialisation of Bracknell Town Centre.
Highways Maintenance	Capitalisation of highway maintenance works which will be funded by the Government from highways maintenance grant.
Support for the Local Economy	One-off support was provided to the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), in 2021/22.
Training – Education and Learning	Reversal of the reduction in Education and Learning training budgets agreed in 2021/22 for one year only. The budget has now been centralised.
Delivery	
Waste Disposal PFI	Projection of contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.

Directorate and Item	Description
Bracknell Town Neighbourhood Plan Referendum	The referendum took place in 2021/22 and therefore the associated budget can be removed in 2022/23.
Green Waste Collection Arrangements	A food waste collection service and a change to the refuse collection frequency to once every three weeks was introduced from March 2021. This will reduce the Council's impact on Climate Change and generate savings over the life of the contract.
Time Square	Income from letting out office space to third party organisations.
Borough Elections	Borough Elections will be held in May 2023.
Invest to Save - Food Waste Collection Vehicle	Due to the high tonnages and participation rates of the scheme a sixth truck is required to manage the rounds successfully. This will be funded from the additional savings being generated.
Car parking	Full Year Effect of savings resulting from the retender of the car parking and enforcement management contract.
People	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Budget – Funding for New Schools	There is a significant medium-term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. New schools generally need to open at the start of the developments and will take several years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of scale. This cost pressure is not adequately resourced in the funding settlement from the government and to protect school budgets the Council agreed to provide up to £1m of funding over four years. £0.818m has been allocated to date (£0.227m in 2021/22) and at this stage it is anticipated the remaining £0.182m will be required in 2022/23.
Schools Budget - High Needs deficit	Bracknell Forest along with many other councils has had to set a deficit budget for the High Needs Block. This deficit will be balanced in the Council's budget by a contribution from school reserves as it will need to be met from the DSG over the medium term.
Journey to Parenthood	Two years of Public Health funding was secured for this family support programme in 2020/21.
Education & Learning – NEET Prevention Programme	Full year effect of providing the enhanced NEET prevention programme for 16-19 year olds in-house.

Directorate and Item	Description
Additional Income / Expenditure Reductions	Additional income and reductions in non-essential expenditure across a number of budget areas.
School Accommodation	The budget for the temporary hire of modular accommodation at Sandhurst Secondary school (due to emergency roof repairs) is no longer required.
Education & Learning - Staffing Restructure	Full year effect of the staffing restructure within the school property, place, and admissions team.
Welfare Support	Additional one-off welfare support for our most vulnerable residents was provided in 2021/22 and funded from the one-off Local Council Tax Support Grant.
Mental Health Initiatives	One-off support for individuals experiencing mental health issues was provided in 2021/22.
Coopers Hill Site Officers	Redundancy of 2 site officers who worked at Coopers Hill (-£24,230) less budget required for extension of the corporate cleaning contract for Braccan Walk (£7,520).
School Crossing Patrollers	Savings currently being achieved due to vacancies. Over the years the Highways Engineering Team have provided enhanced walking, cycling and speed management schemes outside the majority of our schools, and continue to monitor and undertake improvement schemes where the need arises on an evidence based approach. Improvements are implemented through the annual Local Transport Plan Capital Budget.
Non-Departmental / Council Wide	
Minimum and Voluntary Revenue Provision	The change in the principal repayment on borrowing used to finance capital expenditure.
Increase in employers Pension Fund contributions	Increase in payments required to meet prior year deficits.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme. Reflects the impact of prior year under spends, the cash flow position and current interest rates.
2020/21 use of balances (full year effect) -Interest	The full year effect of the additional interest arising from the use of balances in 2020/21.
Earmarked Reserve – Funding for New Schools	There is a significant medium-term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. New schools generally need to open at the start of the developments and will take several years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of

Directorate and Item	Description
	scale. This cost pressure is not adequately resourced in the funding settlement from the government and in order to protect school budgets, up to £1m of funding will be provided by the Council over the next four years. In 2020/21 an allocation of £0.253m was built into the base budget funded from an Earmarked Reserve. This is expected to remain at £0.253m in 2021/22.
Schools Budget - High Needs deficit	Bracknell Forest along with many other councils has had to set a deficit budget for the High Needs Block. This deficit will be balanced in the Council's budget by a contribution from school reserves as it will need to be met from the DSG over the medium term.
Council Tax Support	Payments of £150 to households in receipt of Council Tax support were funded from the one-off Local Council Tax Support Grant in 2021/22. The grant is held on Council Wide Budgets.
Welfare Support	Additional one-off welfare support for our most vulnerable residents was provided in 2021/22 and funded from the one-off Local Council Tax Support Grant. The grant is held on Council Wide Budgets.
Carbon Reduction	An additional one-off budget was provided for carbon reduction initiatives in 2021/22.
Employee Initiatives	An additional one-off budget was provided for employee retention initiatives agreed in 2021/22.

CENTRAL

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Audit</p> <p>Creation of in-house Senior Audit Post. The pressure will be accommodated within overall existing budgets as a transfer of function from external to internal resources, the pressure is therefore offset by corresponding saving.</p>	51	51		
<p>Technical Accountancy</p> <p>Above inflationary Increase in computer software/maintenance & licence costs - Agresso, MHR Pension, PTX/Bottomline. Pressure partly carried forward from previous years when it has been covered by savings in other budgets which are no longer available.</p>	39	39		
<p>Insurance</p> <p>Cyber insurance is no longer perceived as the most appropriate risk mitigation for the cyber risk. Budget will now be utilised to procure consultancy to assist in developing resilience and response plans.</p>	55	55		
<p>Revenues</p> <p>Reduction in council tax costs recovered budget to reflect actual sums received.</p>	30	30		
CENTRAL – RESOURCES TOTAL	175	175	0	0

DRAFT REVENUE BUDGET PRESSURES

Annexe B(i)

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Planning Conservation & Heritage advice is provided by an external specialist consultant, there is insufficient budget to support this advice.</p> <p>The Council is required to have suitably qualified expertise available in dealing with heritage matters – particularly where they affect statutorily listed heritage assets.</p>	30	30		
<p>Reactive Maintenance Part reversal of the 2021-22 saving of £0.100m.</p> <p>The original proposal for a £0.200m saving, over 2 years, assumed a broader range of revenue capitalisation (as seen in other Highway Authorities). As it is not possible to capitalise the same costs as neighbouring authorities the savings proposal for 2021-22 will need to be reduced.</p>	0	50		
<p>Transport Strategy Above inflation increases to repairs and maintenance costs due to the new traffic signal maintenance contract.</p>	25	25		
<p>CENTRAL – PLACE, PLANNING & REGENERATION TOTAL</p>	55	105	0	0

DELIVERY

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
Cemetery & Crematorium Budgeted income to be revised to expected forecast level.	50	100		
ICT As part of the migration of software and support to the cloud several system replacements and upgrades will be necessary and additional software licences purchased in the short term, pending rationalisation of systems and data storage.	265	285	-150	-150
Property Services Reduced commercial and industrial rental income as a result of vacant units.	0	100		
Waste Disposal Risk of increased disposal costs for refuse.	0	200		
Home to School Transport Increased cost due to additional number of pupils, transportation to new schools outside of the borough and the cost of single occupancy taxis.	650	750		
Leisure Contract Management Fee Covid-19 has had a major impact on the opening and attendance at the leisure facilities and these are not expected to fully return to normal during 2022/23. The Management Fee will therefore be reduced by £0.150m and repaid by an additional payment of £0.030m above the agreed contract for 5 years.	150	150	-180	
Waste Management Due to a national shortage of HGV drivers Suez (the Council's Waste collection contractor) intends to pay a 'Retention and Recruitment' bonus to help alleviate the problem of recruiting and retaining staff, which the Council will part fund.	15	15		
DELIVERY TOTAL	1,130	1,600	-330	-150

PEOPLE

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Adult Social Care Costs This represents the pressure on care packages. It has been calculated by taking current costs. The pressure also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care.</p>	1,792	1,880		
<p>Children Looked After This represents the pressure on care and accommodation charges. It has been calculated by taking current costs and estimating changes for the remainder of the financial year, including an anticipated reduction from young people turning 18 and transferring into Adult Social Care.</p>	395	759		
<p>Forestcare Unexpected costs have arisen this year, including increased office rental and ICT costs. In addition, income has reduced due to some contracts not being renewed. These pressures are expected to be for one year only whilst further work is carried out to move this trading account to a sustainable position.</p>	153	153	-153	
<p>Adults Assistive Equipment and Technology The equipment budget has consistently overspent in prior years due to increased use of equipment to facilitate people with care needs remaining at home. There are likely to be further pressures on the budget in the coming months due to inflation on shipping and material costs.</p>	132	212		
<p>Schools Budget The Department for Education are reducing by 20% per annum grant support for a range of areas supporting vulnerable pupils, such as education support for children looked after. Additionally, an academy conversion will result in lost income.</p>	71	71		
<p>Fostering Preparing new carers for fostering and providing support thereafter has persistently overspent. Having a strong pool of in-house foster carers is an effective cost avoidance measure and generally delivers good outcomes for children and young people.</p>	25	25		

DRAFT REVENUE BUDGET PRESSURES

Annexe B(i)

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
Adoption Cost allocation of the regional adoption service is through an agreed formula based on the proportion of adoptions by each local authority over the previous 3 years.	11	11		
School Standards Income Income generation has been below target for 3 years and is not expected to increase.	24	41		
Family Group Conferences An external review has confirmed a strong link from Family Group Conferences and future cost avoidance. There is a long-standing overspending which it is proposed is funded.	24	24		
Emergency accommodation The is growing demand for emergency housing accommodation which often has to be provided through expensive Bed & Breakfast accommodation. Actions are being taken to manage this demand but there remains a risk that despite this, costs continue to increase.	0	250		
PEOPLE TOTAL	2,627	3,426	-153	

COUNCIL WIDE

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Devolved Staffing Budget</p> <p>Increasing devolved staffing budgets (DSB) for all directorates to reduce the required Managed Vacancy Factor (MVF). The current level is unsustainable – the Best Case assumes a 2% MVF and the Worst Case a 1% MVF. These figures currently do not include the impact of April 2022 increments.</p>	1,222	1,692		
<p>Digital Infrastructure Group</p> <p>Berkshire authorities employ a small team in West Berkshire which is currently only funded until March 2022.</p>	40	40		
COUNCIL WIDE TOTAL	1,262	1,732	0	0

Requests for One-Off Funding For Key Projects				
Service Area / Description	Est. Cost £'000	Requirement	Funding Source	Why needed?
Leisure Development of Leisure Strategy	50	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	No dedicated internal expertise
Leisure Development of an Arts and Culture Strategy	40	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	No dedicated internal expertise
Leisure Initial works related to the replacement of Bracknell Leisure Centre	50	Specialist external support to help assess strategic options and inform approach to secure long-term replacement of ageing asset	Transformation Reserve	No dedicated internal expertise
Digital and ICT Services Technology to support hybrid meetings	60	Introduction of new technology that will facilitate participation in meetings both physically and virtually in the Board Room and other medium-sized meeting rooms in Time Square. (Note: Technology for the Council Chamber is being funded through the Time Square Community Hub project.)	Transformation Reserve	To facilitate effective hybrid meetings involving individuals in the building and others dialling in remotely.
Housing Development of Housing and Homeslessness Strategies	50	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	Insufficient internal capacity
Waste Management Development of an Anaerobic Digester plant	10	Specialist external support to help develop detailed feasibility study	Climate Change One-off Budget	No specialist internal expertise
Libraries Feasibility study to inform options to move the Central Library to another town centre location	20	Specialist external support to help develop detailed feasibility plan for potential capital scheme	Regeneration Reserve	No specialist internal expertise
Asset Management Project to deliver 5G Partnership project with other Berkshire Unitary Authorities	50	Joint working across Berkshire aimed at leveraging £4m of Government money	Regeneration Reserve	As Bracknell Forest's contribution to the cost of improving mobile digital infrastructure across Berkshire
Transition from Local Economic Partnership Preserving capacity for economic development activities following the uncertainty of the future funding arrangement for LEPs	70	Ensuring there remains capacity for priority activities currently undertaken by the LEP if its funding is withdrawn	Regeneration Reserve	The Government is likely to withdraw funding for LEPs.
Total Proposed One-off Project Funding	400			

CENTRAL - CHIEF EXECUTIVE'S OFFICE

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
Equalities and Engagement Small reductions in budgets for publicity and marketing, licences, community centre equipment and other fees for bought in services.	-5		
Communications and Marketing Reduction in the photography/ videography budget for the central communications and marketing team.	-2		
CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL	-7	0	0

CENTRAL – RESOURCES

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
Audit Reduction in the budget for external audit support, which offsets the pressure of the creation of an in-house Senior Auditor.	-51		
Revenues Deletion of the bankruptcy budget, which has been consistently underspent.	-11		
Revenues Future expenditure for council tax new burdens support will be partly offset by grants.	-4		
Revenues The annual cost of printing Council tax bills has been below budget in recent years. The proposed saving also reflects a system change that will enable customers to access their accounts and print bills themselves. This will be communicated to residents when the changes have been fully tested and will operate on an “opt in” basis.	-20		

Human Resources			
Use of the new collaboration space in Time Square for staff award ceremonies, removing the need for budget to meet external room hire costs.	-2		
Business Improvement District			
Income will be received for support services provided to the Bracknell BID.	-13		
Revenues			
Reduction in banking charges reflecting the 2020/21 out-turn position, considering additional gov.uk charges.	-5		
Resources			
Small reductions in budgets for transport, mileage, public transport etc. to reflect spend in recent years across the Department.	-7		
Organisational Development			
Reduction in the core training budget, to be supplemented by drawing down from reserves held for training. Use of training budgets is being driven by the results of a recent survey of managers and staff on learning and development needs. In addition, there will be a further £15k reduction in training budgets due to commitments linked to the agreed centralisation of training budgets in 2021/22.	-25		
Resources			
Reductions in various supplies and services budgets across the Department to reflect spend in recent years.	-17		
Treasury			
Reduction in supplies and services budgets following a review of services provided by external advisors.	-10		
CENTRAL – RESOURCES TOTAL	-165	0	0

CENTRAL – PLACE, PLANNING & REGENERATION

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Development and Adoptions</p> <p>The costs of street naming and numbering have been met from income received from developers in prior years allowing the maintenance budget to be reduced.</p>	-10		
<p>Place, Planning & Regeneration</p> <p>Various departmental budgets are consistently underspent.</p>	-20		
<p>Town Centre Redevelopment</p> <p>Legacy budget 'Small area plans/TC Strategy' consistently underspent.</p>	-15		
<p>Highways and Transport</p> <p>The new transport model will provide an opportunity for the Council to simply generate outputs for developers, including indications of suitable mitigation work on the highway. This service would be an additional option to the current purchased licenses which enable developers to access and use the model themselves. Indications are that developers would be keen to pay for this specialist service as it would be more efficient.</p>	-50		
<p>Horseshoe Lake</p> <p>Heads of terms agreed on rental fee for use of Horseshoe Lake by the provider. Residual costs to be met for some aspects of building, but the site will return net income from 2022-23.</p>	-10		
<p>The Look Out</p> <p>With Phase One transformation complete, net positive trading, (where the service covers both its cash and non-cash costs) will move a step closer in 2022/2023.</p> <p>Additional income potentially greater in successive years, subject to Phase Two transformation being completed.</p>	-50	-50	-50
<p>CENTRAL – PLACE, PLANNING & REGENERATION TOTAL</p>	-155	-50	-50

DELIVERY

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
On / Off Street Parking The income budget for 2021/22 was reduced by this value to recognise the impact of Covid-19 on the amount of income car parking would generate during the year. This saving is reinstating that reduction.	-777		
On / Off Street Parking The contract for managing the borough car parks was renegotiated last year and a saving of £0.200m included in that year's budget. This is the additional saving the renegotiation achieved.	-56		
Committee Ongoing underspends in the Licences & Reprographics budgets.	-2		
Electoral Registration Ongoing underspends in the licences budget and new Electoral Management System contract.	-3		
Members & Mayoralty Ongoing underspends in the Photography, Publicity, Hospitality, Reprographics, Stationery and Publications budgets.	-5		
ICT This saving reflects the reduced resources required to support services and implement new ones following the transfer of these functions to the 'Cloud'.	-90	-90	
Libraries Increase in the number of Open+ hours at all libraries to increase availability of the provision overall with a reduced number of staffed hours, equivalent to a total reduction of 2.2 full time equivalent staff.	-84		
Digital Services Reduction in consultancy budget, reflecting that the Website redevelopment will have been completed by 2022/23 and we will have a reduced reliance on specialist expertise to support Drupal developments.	-25		
Asset Review / Corporate Landlord Model Target to reduce costs and increase income from use of operational property assets.	-50		
Health & Safety Deletion of a vacant H&S Adviser role	-8		
DELIVERY TOTAL	-1,100	-90	0

PEOPLE

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
Heathlands nursing home New care home to open in early 2022. The Council will have a contract for 36 of these beds which will be provided at a competitive price.	-193	-14	
Homecare framework contract A new framework contract for homecare services will be established from 1 April. This will include a new flat rate which, whilst ensuring the providers currently paid a lower rate receive an increase, overall should have a beneficial impact on the budget.	-124		
Surplus budgets Based in prior year-outturns, budgets have been reduced where there are recurrent underspends or the action to achieve the saving has already been completed in prior years.	-115		
Lease of properties to registered providers Re-negotiation of leases of Council-owned properties to registered providers to provide extra-care housing.	-20		
Automation of business support Recording of conferences rather than minuting should enable a reduction in staff posts.	-15		
Income from schools A number of new Service Level Agreements will be offered to schools.	-5		
PEOPLE TOTAL	-472	-14	0

COUNCIL WIDE

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
<p>Interest</p> <p>Due to cash balances remaining healthy, an underspend on interest payments in the current year is expected to be maintained during 2022/23. The projected saving also includes expected incoming interest from loan notes to the Bracknell Forest Cambium Partnership (the property Joint Venture between the Council and Countryside Properties) reflecting both the Coopers Hill site value and the Councils contribution to development costs.</p>	-400		
<p>Public Health</p> <p>Opportunities to use the Public Health grant and carried forward reserve to support any services that are currently Council funded are being explored, with business cases to be submitted by the end of November. The scale of potential saving will not be known in advance of the draft budget proposals being published but will be quantified for the final budget in February.</p>	TBC		
<p>Essential Car Users</p> <p>Review of essential car users across the Council.</p>	-20	-30	
<p>Agency Staff</p> <p>A review will be undertaken of all current contracts to ensure they remain needed. Alongside this, targeted reviews of staff terms and conditions and job descriptions for roles where agency staff are most used will be undertaken by HR, to ensure these remain attractive compared to other organisations. A Social Care Resourcing Campaign has been commenced to attract permanent staff and reduce the reliance on agency workers.</p>	-500		
<p>Council Contracts</p> <p>Review of council wide contracts, and opportunities. A detailed reconciliation of savings and expenditure in the current year will be undertaken prior to the final budget being set in February to ensure the savings target is realistic.</p>	-50		
<p>COUNCIL WIDE TOTAL</p>	-970	-30	0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service: Town Centre Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	20	41

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

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

All commercial activity in the town centre is going to be booked via our commercialisation contractor. There are no set fees as each proposal is considered on a case by case basis

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	405	469

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

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

BUILDING REGULATIONS

Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages; Stage One: (The Plan Charge) - on submission of the application; Stage Two: (The Inspection Charge) - Following the first site inspection, for which you will be invoiced. You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out.

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

The charges for Building Regulation work are established at a level to cover the cost of the service so the applicant only pays for the service they need. Under the new Building (Local Authority Charges) Regulations 2010, there are two methods that Bracknell Building Control may use to establish the charge for building work. 1) Establishment of a standard charge or; 2) An individually determined charge.

Standard Charges:

The majority of domestic extensions and alteration work will generally attract a charge which falls within our 'Standard Charges' tables. Charges will not be payable for certain aspects of work, carried out for the benefit of disabled persons. The standard charges have been set on the basis that building work does not consist of, or include high risk or innovative construction which may require additional checking for compliance. Also, that the duration of the project from commencement to completion does not exceed 12 months. It is also assumed that the building work will be undertaken by a person or company who is competent to carry out the relevant design and building work. If not the work may incur supplementary charges. If the charge for your building regulations work is not listed as a standard charge it will be individually determined.

Individually Determined Charges:

This method of determining the charge relates mainly to commercial projects or larger domestic schemes and includes all other work that is not listed in or 'Standard Charges' tables A to C. This includes:

- Building work in relation to more than one building.
- Building work consisting of a domestic extension where the floor area exceeds 60m².
- Applications subject to a reversion charge (work reverting form and approved inspector to the local authority).
- Building work consisting of alterations to a domestic property where the estimated cost of work exceeds £100,000.
- Building work consisting of a non-exempt domestic garage or carport with a floor area in excess of 60m².
- Non-domestic building work consisting of alterations, extension or new build where the cost of work exceeds £100,000.
- Work consisting of the erection or conversion of 5 or more dwellings or where the floor area of a dwelling exceeds 500m². For all new housing schemes please contact our office in the first instance for an individually determined quote.

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

PROPOSAL

Domestic Plan Charge (Full Plans)

Domestic extension not exceeding 10 sq. m floor area	220.00	183.33	227.00	189.17	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	274.00	228.33	283.00	235.83	3.3
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	489.00	407.50	504.00	420.00	3.1
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.	381.00	317.50	393.00	327.50	3.1
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	130.00	108.33	134.00	111.67	3.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	220.00	183.33	227.00	189.17	3.2
Window replacement (non competent persons scheme)	185.00	154.17	235.00	195.83	27.0
Installation of domestic solar panels/wind turbines	192.00	160.00	235.00	195.83	22.4
Re-wiring or new electrical installation of a dwelling	130.00	108.33	134.00	111.67	3.1
Any electrical work other than re-wiring of a dwelling	130.00	108.33	134.00	111.67	3.1
Renovation of a thermal element	228.00	190.00	235.00	195.83	3.1

Domestic Inspection Charge (Full Plans)

Domestic extension not exceeding 10 sq. m floor area	380.00	316.67	392.00	326.67	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	433.00	360.83	446.00	371.67	3.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	481.00	400.83	496.00	413.33	3.1
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.	377.00	314.17	389.00	324.17	3.2
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	362.00	301.67	373.00	310.83	3.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	271.00	225.83	280.00	233.33	3.3
Re-wiring or new electrical installation of a dwelling	313.00	260.83	323.00	269.17	3.2
Any electrical work other than re-wiring of a dwelling	228.00	190.00	235.00	195.83	3.1

Domestic Charge (Building Notice)

Domestic extension not exceeding 10 sq. m floor area	602.00	501.67	621.00	517.50	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	709.00	590.83	731.00	609.17	3.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	975.00	812.50	1,005.00	837.50	3.1
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.	760.00	633.33	783.00	652.50	3.0
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	491.00	409.17	506.00	421.67	3.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	491.00	409.17	506.00	421.67	3.1
Window replacement (non competent persons scheme)	185.00	154.17	235.00	195.83	27.0
Installation of domestic solar panels/wind turbines	192.00	160.00	235.00	195.83	22.4
Re-wiring or new electrical installation of a dwelling	439.00	365.83	453.00	377.50	3.2
Any electrical work other than re-wiring of a dwelling	356.00	296.67	367.00	305.83	3.1
Renovation of a thermal element	228.00	190.00	235.00	195.83	3.1

CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES

Service : Building Control

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	405	469

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	192.00	160.00	235.00	195.83	22.4
2,001 - 5,000	328.00	273.33	338.00	281.67	3.0
5,001 - 10,000	383.00	319.17	395.00	329.17	3.1
10,001 - 20,000	531.00	442.50	547.00	455.83	3.0
20,001 - 30,000	205.00	170.83	212.00	176.67	3.4
30,001 - 40,000	246.00	205.00	254.00	211.67	3.3
40,001 - 50,000	284.00	236.67	293.00	244.17	3.2
50,001 - 60,000	330.00	275.00	340.00	283.33	3.0
60,001 - 70,000	373.00	310.83	385.00	320.83	3.2
70,001 - 80,000	415.00	345.83	428.00	356.67	3.1
80,001 - 90,000	443.00	369.17	457.00	380.83	3.2
90,001 - 100,000	499.00	415.83	514.00	428.33	3.0

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	466.00	388.33	480.00	400.00	3.0
30,001 - 40,000	567.00	472.50	585.00	487.50	3.2
40,001 - 50,000	667.00	555.83	688.00	573.33	3.1
50,001 - 60,000	763.00	635.83	786.00	655.00	3.0
60,001 - 70,000	861.00	717.50	887.00	739.17	3.0
70,001 - 80,000	960.00	800.00	989.00	824.17	3.0
80,001 - 90,000	1,024.00	853.33	1,055.00	879.17	3.0
90,001 - 100,000	1,156.00	963.33	1,191.00	992.50	3.0

Building Notice Charge (Building Notice)

Table A Where the estimated cost is (£)

0 - 2000	192.00	160.00	235.00	195.83	22.4
2,001 - 5,000	328.00	273.33	338.00	281.67	3.0
5,001 - 10,000	383.00	319.17	395.00	329.17	3.1
10,001 - 20,000	531.00	442.50	547.00	455.83	3.0
20,001 - 30,000	668.00	556.67	689.00	574.17	3.1
30,001 - 40,000	809.00	674.17	834.00	695.00	3.1
40,001 - 50,000	950.00	791.67	979.00	815.83	3.1
50,001 - 60,000	1,089.00	907.50	1,122.00	935.00	3.0
60,001 - 70,000	1,229.00	1,024.17	1,266.00	1,055.00	3.0
70,001 - 80,000	1,371.00	1,142.50	1,413.00	1,177.50	3.1
80,001 - 90,000	1,466.00	1,221.67	1,510.00	1,258.33	3.0
90,001 - 100,000	1,651.00	1,375.83	1,701.00	1,417.50	3.0

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

1	489.00	407.50	504.00	420.00	3.1
2	544.00	453.33	561.00	467.50	3.1
3	598.00	498.33	616.00	513.33	3.0
4	652.00	543.33	672.00	560.00	3.1
5	709.00	590.83	731.00	609.17	3.1

Number of Dwellings (Inspection Charge)

1	492.00	410.00	507.00	422.50	3.0
2	763.00	635.83	786.00	655.00	3.0
3	953.00	794.17	982.00	818.33	3.0
4	1,141.00	950.83	1,176.00	980.00	3.1
5	1,330.00	1,108.33	1,370.00	1,141.67	3.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Building Control

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	405	469

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		614.00		633.00	3.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		724.00		746.00	3.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		1,003.00		1,034.00	3.1
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.		781.00		805.00	3.1
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		503.00		519.00	3.2
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		503.00		519.00	3.2
Window Replacement (Non competent persons scheme)		205.00		235.00	14.6
Installation of domestic solar panels/wind turbines		196.00		235.00	19.9
Re-wiring or new electrical installation of a dwelling		447.00		461.00	3.1
Any electrical work other than re-wiring of a dwelling		366.00		377.00	3.0
Renovation of a thermal element		235.00		243.00	3.4
Estimated Cost £					
0 - 2000		196.00		235.00	19.9
2,001 - 5,000		337.00		348.00	3.3
5,001 - 10,000		391.00		403.00	3.1
10,001 - 20,000		544.00		561.00	3.1
20,001 - 30,000		683.00		704.00	3.1
30,001 - 40,000		830.00		855.00	3.0
40,001 - 50,000		972.00		1,002.00	3.1
50,001 - 60,000		1,117.00		1,151.00	3.0
60,001 - 70,000		1,259.00		1,297.00	3.0
70,001 - 80,000		1,404.00		1,447.00	3.1
80,001 - 90,000		1,501.00		1,547.00	3.1
90,001 - 100,000		1,691.00		1,742.00	3.0
FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS					
Number of Dwellings (Plan Charge)					
1		1,004.00		1,035.00	3.1
2		1,335.00		1,376.00	3.1
3		1,585.00		1,633.00	3.0
4		1,837.00		1,893.00	3.0
5		2,084.00		2,147.00	3.0
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		2.00		3.00	50.0
Building Regulations (1g)		2.00		3.00	50.0
Building Regulations (1h)		2.00		3.00	50.0
Other Charges					
Hoarding / Scaffold Licences - Per Licence		205.00		215.00	4.9
Dealing with Demolition Notices		188.00		195.00	3.7
Officer Letter - Confirmation to Solicitor	54.00	45.00	56.00	46.67	3.7

CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	147	162

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
LOCAL LAND CHARGES					
Fees for Official Search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Copy search		22.00		23.00	4.5
Requisition (LLC1)		28.00		29.00	3.6
Extra Parcel Fee on (LLC1)		6.00		6.00	0.0
Standard Enquiries CON2a	109.00	90.00	113.00	93.00	3.3
Additional					
Additional Parcels and Garages	29.00	24.17	30.00	25.00	3.4
Other					
Optional Enquiries (each enquiry)	15.00	12.50	16.00	13.33	6.6
Added Enquiries (each enquiry)	28.00	23.33	29.00	24.17	3.6
Cancellation Administration Fee		40.00		41.00	2.5
Commons Registration Searches	15.00	12.50	16.00	13.33	6.6

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : **Monitoring Streetworks**

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	535	551

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Highway Licences and Consents					
Sample Inspection Fee		50.00		Set by Statute	0.0
Defect Inspection Fee		47.50		Set by Statute	0.0
Third Party Report Inspection Fee		68.00		Set by Statute	0.0
Skip Operators Licence annual fee		89.00		92.00	3.4
Skip Licence:					
application fee including one week occupation of the highway		22.00		23.00	4.5
per additional week or part there of		13.00		14.00	7.7
for those found without a licence		154.00		200.00	29.9
HIPPO Bags (placed on highway):					
application fee including one week occupation of the highway		22.00		23.00	4.5
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		60.00		62.00	3.3
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		804.00		828.00	3.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost +15% Admin Fee		Rechargeable Advertising Cost +15% Admin Fee	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure on minor non through roads. Traffic Regulation Notice.		190.00		196.00	3.2
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice (Non-refundable application fee)		804.00		828.00	3.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		100.00		103.00	3.0
Temporary Deposit of Materials on Public Highway:					
Non-refundable application fee including one week occupation of the highway		26.00		50.00	92.3
per additional week or part there of		19.00		20.00	5.3
per necessary inspection		60.00		62.00	3.3
for those found without a licence		154.00		159.00	3.2
Inspection of Illegally Constructed Works / Retrospective Approval inspection and admin cost		449.00		500.00	11.4
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)					
Fee		443.00		456.00	2.9
per additional hour or part thereof		55.00		57.00	3.6
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S					
Fee		664.00		684.00	3.0
Per additional hour or part thereof		110.00		113.00	2.7
Bus Stop Suspensions					
Application fee (minimum 7 days notice)		267.00		275.00	3.0
Application fee (minimum 3 days notice)		376.00		400.00	6.4
Application fee (≤ 2 days notice)		485.00		650.00	34.0
Parking suspension or dispensation					
Utilities, Contractors, Builders & Commercial Removals:					
Application fee (minimum 7 days notice)		267.00		275.00	3.0
Application fee (minimum 3 days notice)		376.00		387.00	2.9
Application fee (≤ 2 days notice)		485.00		500.00	3.1
Domestic Removals (per day)		60.00		62.00	3.3
Blood Transfusion Service, Health Screening		FREE		FREE	0.0
Application to place 'A' Board on the Public Highway					
per board per annum (including £25.00 non refundable application fee)		77.00		79.00	2.6
for those found without a licence		379.00		390.00	2.9

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	535	551

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Application for Street Café (Registered charity)					
Fee, plus charge based on number of chairs:		128.00		132.00	3.1
1-4 Chairs		86.00		89.00	3.5
5-10 Chairs		114.00		117.00	2.6
11+ Chairs		142.00		146.00	2.8
Application for Street Café					
Fee, plus charge based on number of chairs:		284.00		293.00	3.2
1-4 Chairs		217.00		224.00	3.2
5-10 Chairs		542.00		558.00	3.0
11+ Chairs		976.00		1,005.00	3.0
for those found without a licence		379.00		390.00	2.9
Renewal for Street Café					
Fee, plus charge based on number of chairs:		190.00		196.00	3.2
1-4 Chairs		141.00		145.00	2.8
5-10 Chairs		369.00		380.00	3.0
11+ Chairs		650.00		670.00	3.1
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		153.00		158.00	3.3
per site (as appropriate)		60.00		62.00	3.3
Fees for administering unlicensed ATC's.		521.00		537.00	3.1
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		153.00		158.00	3.3
per necessary inspection		60.00		62.00	3.3
for those found without a licence		521.00		537.00	3.1
Street Works Licence Application Fee (Initial 200m)					
Fee plus		664.00		684.00	3.0
per additional 200 metres or part thereof		152.00		157.00	3.3
per inspection		50.00		Set by Statute	0.0
Cash Bond for Street Work Licences					
< 1.5 metres depth					
<5m2		1,000.00		1,000.00	0.0
5-10m2		1,500.00		1,500.00	0.0
10-30m2		2,000.00		2,000.00	0.0
>1.5 metres depth					
<5m2		1,500.00		1,500.00	0.0
5-10m2		2,500.00		2,500.00	0.0
10-30m2		3,500.00		3,500.00	0.0
Planting/Cultivation of Public Highway					
Commercial fee or		231.00		238.00	3.0
Domestic fee plus		116.00		119.00	2.6
per necessary inspection		60.00		62.00	3.3
Road Occupation Licence with excavation					
Fee (non-refundable) plus		664.00		684.00	3.0
per necessary inspection		60.00		62.00	3.3
Road Occupation without excavation					
Fee plus		171.00		200.00	17.0
per necessary inspection		60.00		62.00	3.3
Application to place Cables etc. over the Public Highway					
Fee plus		153.00		200.00	30.7
per necessary inspection		60.00		62.00	3.3
Cost per failed core sample (layer thickness test)					
		Actual cost + 15% Admin		Actual cost + 15% Admin	
Cost per failed core sample (Air Voids test)					
		Actual cost + 15% Admin		Actual cost + 15% Admin	
Traffic Management Costs					
		Actual cost + 15% Admin		Actual cost + 15% Admin	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)					
Fee plus		400.00		412.00	3.0
Per site		60.00		62.00	3.3
Penalty for Temporary signs on the Highway without authorisation or Licence					
Plus, removal charge per sign		664.00		684.00	3.0
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.		60.00		62.00	3.3
		237.00		244.00	3.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	535	551

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Street Works Permit Scheme					
Main Roads					
Provisional Advance Authorisation (PAA)		105.00		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		240.00		Set by Statute	0.0
Major Activity [4 – 10 days]		130.00		Set by Statute	0.0
Major Activity [up to 3 days]		65.00		Set by Statute	0.0
Standard activity		130.00		Set by Statute	0.0
Minor Activity		65.00		Set by Statute	0.0
Immediate activity		60.00		Set by Statute	0.0
Permit Variation		45.00		Set by Statute	0.0
Minor Roads					
Provisional Advance Authorisation (PAA)		75.00		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		150.00		Set by Statute	0.0
Major Activity [4 – 10 days]		75.00		Set by Statute	0.0
Major Activity [up to 3 days]		45.00		Set by Statute	0.0
Standard activity		75.00		Set by Statute	0.0
Minor Activity		45.00		Set by Statute	0.0
Immediate activity		40.00		Set by Statute	0.0
Permit Variation		35.00		Set by Statute	0.0
Rechargeable Street Works					
Repair/Replacement	Actual cost + 15% Admin		Actual cost + 15% Admin		
Specialist Contracted Services	Actual cost + 15% Admin		Actual cost + 15% Admin		
Street Works / Permit Team project registration fees for s38 and s278 or in lieu of.					
Fee for schemes up to £25k value		568.00		650.00	14.4
Fee for schemes over £25k value.		1,137.00		1,500.00	31.9
Vetting of Traffic Signals designs linked to s278 & s38 schemes					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,659.00		1,709.00	3.0
Fee (Over £25k Signals, Controller & Installation Costs)		2,765.00		2,848.00	3.0
Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 & s38 schemes.					
Fee (Up to £25k Signals, Controller & Installation Costs)		664.00		684.00	3.0
Fee (Over £25k Signals, Controller & Installation Costs)		1,327.00		1,367.00	3.0

CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES

Service : Highways

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Vehicle Access Crossings					
Construction of crossing		Actual cost + 15% Admin Fee		Actual cost + 15% Admin Fee	
Domestic Vehicle Access Application Fee (BFC Contractor)		44.00		45.00	2.3
Domestic Vehicle Access Inspection Fee - Per Occasion		60.00		62.00	3.3
Domestic Vehicle Access Application Fee (Private Contractor)		83.00		85.00	2.4
Domestic Vehicle Access Inspection Fee - Per Occasion		60.00		62.00	3.3
Property Developers or Commercial Vehicle Access					
Fee plus charge based on number of properties:		472.00		486.00	3.0
1 Property		286.00		295.00	3.1
2-5 Properties		513.00		528.00	2.9
6 + Properties		798.00		822.00	3.0
per inspection		60.00		62.00	3.3
Access Protection Markings	115.00	95.83	118.00	98.33	2.6
Ordinary Watercourse Consent					
Application fee per structure or per alteration to channel - minimum charge - Legislative	50.00	41.67	52.00	43.33	4.0

CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	425	438

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
HIGHWAY ENQUIRIES					
Standard rate per hour - minimum charge		67.00		69.00	3.0
Provision of a copy of Section 38 and/or Section 278 agreement	N/A	N/A	29.00	24.17	
RECHARGEABLE WORKS					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge		Minimum - At Cost Plus 15%		Minimum - At Cost Plus 15%	
HIGHWAY ADOPTIONS					
Road Adoptions					
Minimum application fee (part of the overall Section 38/278 fees)		2,550.00		2,550.00	
Surety deposit (minimum cash element of total surety value)		3,500.00		3,500.00	
Formal declarations (outside section 38)		1,110.00		1,140.00	2.7
Re-inspection rate per hour - minimum charge		96.00		99.00	3.1
SECTION 38 & SECTION 278					
Section 38/Section 278 fees					
Schemes up to £25,000 - minimum charge		2,550.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
Commutated sums in respect of additional highway maintenance costs					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture or where non standard items are provided within the extent of the highway. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums. This document is reviewed periodically and any revision will reflect any sums agreed now or in the future through the fees and charges process. Set out below are rates for infrastructure and street furniture.					
Commutated sums - Payable before the issue of the Provisional Completion Certificate or before the issue of the Final Completion Certificate, depending on the S278/S38 agreement in place.					
Section 38					
Manhole per item <3m depth		3,037.00		3,128.00	3.0
New Tree per item		419.00		432.00	3.1
Existing Tree per item		363.00		374.00	3.0
Parking Bay		770.00		793.00	3.0
Swales <500mm m2		83.00		85.00	2.4
Permeable paving m2		132.00		136.00	3.0
Infiltration Trench Lin m		352.00		363.00	3.1
Ditches Lin m		397.00		409.00	3.0
Section 278					
Manhole per item <3m depth		3,037.00		3,128.00	3.0
Carriageway m2 SMA		132.00		136.00	3.0
Carriageway m2 HRA		132.00		136.00	3.0
Carriageway block paved m2		143.00		147.00	2.8
Footway m2		88.00		91.00	3.4
Footway block paved m2		99.00		102.00	3.0
Verge m2		22.00		23.00	4.5
Shrub inspection maintenance m2		55.00		57.00	3.6
Anti-Skid m2		110.00		113.00	2.7
Gully per item		583.00		600.00	2.9
Beaney Blocks lin m		352.00		363.00	3.1
New Tree per item		419.00		432.00	3.1
Existing Tree per item		363.00		374.00	3.0
Street light 12m column		2,047.00		2,108.00	3.0
Street light 10m		2,003.00		2,063.00	3.0
Street light 8m		1,870.00		1,926.00	3.0
Street light 6m		1,816.00		1,870.00	3.0
Street Light 5m		1,794.00		1,848.00	3.0
Parking Bay		770.00		793.00	3.0
Illuminated Bollard		990.00		1,020.00	3.0
Illuminated sign <600mm replace and maintain		826.00		851.00	3.0
Non Lit Sign <600 replace and maintain		231.00		238.00	3.0
Timber Bollard		517.00		533.00	3.1
Feeder pillar		220.00		227.00	3.2
Traffic Signal per head (pedestrian)		11,004.00		11,334.00	3.0
Traffic Signal per head (junction)		13,756.00		14,169.00	3.0
The above is not a comprehensive list of all the items for Commuted Sums and other items will be considered as part of the initial design discussions. Non-standard materials that relate to items on this list will also need to be discussed early on in the process.					
In respect of all S278/38 schemes the developer must pay an initial fee of at least £2,550 before we can undertake any assessment. On larger schemes, that require a greater level of assessment, the initial fee will be decided on a scheme by scheme basis but it will be greater than the minimum amount stated above. Once agreed and paid we will then undertake the assessment. Any final fees due will reflect the level of initial fees secured prior to scheme assessment.					
Structures - costs to be agreed for individual structures at an early stage. Any structure that is to be adopted or maintained by the Highway Authority will require Commuted Sums and this will need to be assessed and agreed at an early Stage. Structural design assessment and approval (AIP etc.) will require additional fees and will be on a case by case basis.					
Any non standard drainage and SuDs systems that are to be either adopted/maintained by the Highway Authority will need to be reviewed separately and discussed at an early stage and will require Commuted Sums.					
Additional rates would relate to S38 agreements where non-standard highway detail has been applied. These rates will follow those S278 agreed rates.					

CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	425	438

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
STREET NAMING & NUMBERING					
Property Name Change (Sole identity)		96.00		99.00	3.1
Addition of Property name (To numbered property)		45.00		46.00	2.2
Amendment to Postal Address		96.00		99.00	3.1
New Build - Individual Property		96.00		99.00	3.1
New Development Fixed Fee		179.00		184.00	2.8
Plus fee per Unit		26.00		27.00	3.8
Conversion of Property into Flats - Fee per Flat		49.00		51.00	4.1
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		26.00		27.00	3.8
TRAFFIC SURVEY DATA					
Observed or modelled junction turning counts - per junction	624.00	520.00	643.00	535.83	3.0
Traffic count information from automatic counters	184.00	153.33	190.00	158.33	3.3
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	658.00	548.33	N/A	N/A	
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	328.00	273.33	338.00	281.67	3.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
Bracknell Forest Multi-Modal Transport Model (BFMMTM) - Developers Charges					
Use of model for one month or each additional month exceeding six months	4,467.00	3,722.50	4,601.00	3,834.17	3.0
Use of model for first six months	22,036.00	18,363.33	22,697.00	18,914.17	3.0
In-house modelling including pro-rata licence fee. Senior Engineer - per hour	N/A	N/A	126.85	105.71	0.0
CONCESSIONARY FARES					
Replacement Pass		8.00		8.00	0.0
New annual Senior Citizen Railcard (with any increases made by SWT during the year to be passed on) by SWT during the year to be passed on)		16.00		17.00	6.3
Renewal of Disabled Person's Railcard		9.00		10.00	11.1

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

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

PLANNING APPLICATIONS

Please note that 25% of statutory fees will be charged for invalid applications where relevant information is repeatedly not provided within a reasonable timescale.

Outline Application

All types (except B1,B4,B6,D1 and D2) where site area is:

(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area) Charge per 0.1 hectares	462.00		Set by Statute	0.0
(b) More than 2.5 hectares (£11432+£138 each 0.1 ha (or part) of site area) Standard charge plus Charge per 0.1 hectares in excess of 2.5 hectares Maximum	11,432.00 138.00 150,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0

Full Application

1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such

One dwelling unit	206.00		Set by Statute	0.0
Two or more dwelling units	407.00		Set by Statute	0.0

2. Erection of new dwelling units

(a) 50 dwellings or less (each dwelling) Charge per Unit	462.00		Set by Statute	0.0
(b) More than 50 dwellings (£22859+£138 for each dwelling) Standard charge Charge per Unit above 50 Maximum	22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0

Approval of Reserved Matters for dwelling units

All types of development are now charged at the rate appropriate for a full application, as detailed above. For Maximum and Charge per Unit, see above rates for full application.

Application for approval of reserved matters following outline approval		Full fee due or of full fee already paid then £462 due		Set by Statute	0.0
-------------------------------------------------------------------------	--	--------------------------------------------------------	--	----------------	-----

3. Development (other than dwelling units, agricultural buildings, or glasshouses, plant or machinery) where the floor space created is:

a) Nil or not more than 40 sq. metres (each application)	234.00		Set by Statute	0.0
b) 40 sq. metres to 75 sq. metres (each application)	462.00		Set by Statute	0.0
c) 75 sq. metres to 3,750 sq. metres (each 75 sq. m or part)	462.00		Set by Statute	0.0
d) More than 3750 sq m (£22859+ £138 each additional 75 sq m or part of) Standard charge Each additional 75 sq. m or part of Maximum	22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0

Approval of Reserved Matters for development other than dwelling units

All types of development are now charged at the rate appropriate for a full application, as detailed above. For maximum and charge per Unit, see above rates for full application.

4. Erection, alteration or replacement of plant or machinery (a) Up to 5 hectares; (charge for each 0.1 ha (or part) of site area)	462.00		Set by Statute	0.0
(b) More than 5 hectares (£22859+ £138 each additional 0.1 ha) Standard charge plus Each Additional 0.1ha Maximum	22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0
5. Agricultural buildings (excluding glasshouses) a) Up to 465 sq. metres (each application)	96.00		Set by Statute	0.0
b) 465 sq. metres to 540 sq. metres (first 540 sq. m) (each application)	462.00		Set by Statute	0.0
c) 540 sq. metres to 4,215 sq. m (each 75 sq. m of excess (or part) For the first 540 sq. meters Each additional 75 sq. m	462.00 462.00		Set by Statute Set by Statute	0.0 0.0
d) More than 4,215 sq m (£22859+ £138 for each 75 sq m in excess of 4,215 sq m) Standard Charge Each additional 75 sq. m Maximum	22,859.00 138.00 300,000.00		Set by Statute Set by Statute Set by Statute	0.0 0.0 0.0
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline a) Up to 465 sq. metres (floor area of building proposed) (each application)	96.00		Set by Statute	0.0
b) More than 465 sq. metres (floor area of building proposed) (each application)	2,580.00		Set by Statute	0.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Operations, Etc other than Building Works					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)		234.00		Set by Statute	0.0
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
(a) Up to 15 hectares each 0.1 ha (or part)		234.00		Set by Statute	0.0
(b) More than 15 hectares (£34934+ £138 for each 0.1 ha)					
Standard Charge		34,934.00		Set by Statute	0.0
Charge per Unit (0.1ha)		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares (Each 0.1 hectare or part of)		508.00		Set by Statute	0.0
(b) More than 7.5 hectares (£38070 + £151 for each 0.1 of a hectare in excess of 7.5 hectares)					
Standard Charge		38,070.00		Set by Statute	0.0
Each 0.1 hectares above 7.5 hectares		151.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
4. Operations (other than exploratory drilling) for the winning and working of oil or natural gas					
a) Site area not more than 15		257.00		Set by Statute	0.0
b) Site area more than 15 hectares					
Standard charge plus		38,520.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		151.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
5. Other operations for the winning and working of minerals excluding oil and natural gas					
a) Site area not more than 15 hectares (Per 0.1 hectares (or part of)		234.00		Set by Statute	0.0
b) Site area more than 15 hectares:					
Standard charge plus		34,934.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
6. Other operations not coming into any of the above categories: for each 0.1 hectare (or part thereof)		234.00		Set by Statute	0.0
Maximum		2,028.00		Set by Statute	0.0
Lawful Development Certificate					
Existing use - in breach of a planning condition		Same as full		Set by Statute	0.0
Existing use - lawful not to comply with a particular condition		234.00		Set by Statute	0.0
Proposed use		Half the normal planning fee		Set by Statute	0.0
Change of Use					
Not more than 50 dwelling houses		462.00		Set by Statute	0.0
More than 50 dwellings (£22859+ £138 for each dwelling)					
Standard charge plus		22,859.00		Set by Statute	0.0
Charge per Unit above 50		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
Other Changes of Use of a building or land		462.00		Set by Statute	0.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Prior Approval of a building to use as one or more separate dwelling houses, or other cases					
Proposed larger home extension		96.00		Set by Statute	0.0
Agricultural and forestry buildings and operations or demolition of buildings		96.00		Set by Statute	0.0
Communications (Telecommunications code systems operators)		462.00		Set by Statute	0.0
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loans Shops or Launderettes to Offices (Class B1a)		96.00		Set by Statute	0.0
Change of Use of building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a State-Funded School or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a flexible use within Shops (Use Class A1), Financial and Professional Services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2).		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from offices (Use Class B1a) Use to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to Dwelling houses (Use Class C3), - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling house (Use Class C3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwelling houses (Use Class A3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses to Assembly and Leisure Uses (Use Class D2)		96.00		Set by Statute	0.0
Change of Use from Shops (Class A1), Professional Financial Services (Class A2), Takeaways (Class A5), Betting offices, Pay Day Loan Shops or Launderette to Offices (Class B1a)		96.00		Set by Statute	0.0
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		96.00		Set by Statute	0.0
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		96.00		Set by Statute	0.0
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.		96.00		Set by Statute	0.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

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

Residential - all rates based on gross new units

These fees are based on consideration of a single scheme. Advice on additional options will be charged at 10% of overall fee for each additional option.

Householders

Stage 1 In-Principle advice for Permitted Development Enquiries	58.00	48.33	60.00	50.00	3.4
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only	95.00	79.17	98.00	81.67	3.2
Full Standard Pre-App with site visit and all relevant consultees	147.00	122.50	151.00	125.83	2.7

Developers

Residential Units

Full Standard Pre-App with site visit and all relevant consultees

1 unit	N/A	N/A	299.00	249.17	3.1
2-5 units	N/A	N/A	595.00	495.83	2.9
6-10 units	N/A	N/A	1,136.00	946.67	3.0
11-25 units	N/A	N/A	1,667.00	1,389.17	3.0
26-50 units	N/A	N/A	2,977.00	2,480.83	3.0
51+ units	N/A	N/A	6,669.00	5,557.50	3.0

Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response)

1 unit	N/A	N/A	179.00	149.17	2.9
2-5 units	N/A	N/A	358.00	298.33	2.9
6-10 units	N/A	N/A	477.00	397.50	3.0
11-25 units	N/A	N/A	715.00	595.83	3.0
26-50 units	N/A	N/A	1,190.00	991.67	3.0
51+ units	N/A	N/A	1,787.00	1,489.17	3.0

Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only

1 unit	174.00	145.00	N/A	N/A	0.0
2-5 units	348.00	290.00	N/A	N/A	0.0
6-10 units	463.00	385.83	N/A	N/A	0.0
11-25 units	694.00	578.33	N/A	N/A	0.0
26-50 units	1,155.00	962.50	N/A	N/A	0.0
51+ units	1,735.00	1,445.83	N/A	N/A	0.0

Stage 2 Full Standard Pre-App following Stage 1 in-principle advice

1 unit	184.00	153.33	N/A	N/A	0.0
2-5 units	368.00	306.67	N/A	N/A	0.0
6-10 units	904.00	753.33	N/A	N/A	0.0
11-25 units	1,314.00	1,095.00	N/A	N/A	0.0
26-50 units	2,428.00	2,023.33	N/A	N/A	0.0
51+ units	5,890.00	4,908.33	N/A	N/A	0.0

Full Standard Pre-App with site visit and all relevant consultees

1 unit	290.00	241.67	N/A	N/A	0.0
2-5 units	578.00	481.67	N/A	N/A	0.0
6-10 units	1,103.00	919.17	N/A	N/A	0.0
11-25 units	1,618.00	1,348.33	N/A	N/A	0.0
26-50 units	2,890.00	2,408.33	N/A	N/A	0.0
51+ units	6,475.00	5,395.83	N/A	N/A	0.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Commercial/Non-Residential Units					
Based on floorspace including change of use					
Full Standard Pre-App with site visit and all relevant consultees					
0-200 sq. metres	N/A	N/A	239.00	199.17	3.0
201-1000 sq. metres	N/A	N/A	536.00	446.67	3.1
1001-2000 sq. metres	N/A	N/A	775.00	645.83	3.1
2001-3000 sq. metres	N/A	N/A	1,131.00	942.50	3.0
3001-5000 sq. metres	N/A	N/A	1,669.00	1,390.83	3.0
5001-10000 sq. metres	N/A	N/A	2,975.00	2,479.17	3.0
10001+ sq. metres	N/A	N/A	6,664.00	5,553.33	3.0
Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response)					
0-200 sq. metres	N/A	N/A	141.00	117.50	2.9
201-1000 sq. metres	N/A	N/A	299.00	249.17	3.1
1001-2000 sq. metres	N/A	N/A	406.00	338.33	3.0
2001-3000 sq. metres	N/A	N/A	476.00	396.67	3.0
3001-5000 sq. metres	N/A	N/A	715.00	595.83	3.0
5001-10000 sq. metres	N/A	N/A	1,191.00	992.50	3.0
10001+ sq. metres	N/A	N/A	1,784.00	1,486.67	3.0
Based on floorspace including change of use					
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only					
0-200 sq. metres	137.00	114.17	N/A	N/A	
201-1000 sq. metres	290.00	241.67	N/A	N/A	
1001-2000 sq. metres	394.00	328.33	N/A	N/A	
2001-3000 sq. metres	462.00	385.00	N/A	N/A	
3001-5000 sq. metres	694.00	578.33	N/A	N/A	
5001-10000 sq. metres	1,156.00	963.33	N/A	N/A	
10001+ sq. metres	1,732.00	1,443.33	N/A	N/A	
Stage 2 Full Standard Pre-App following Stage 1 in-principle advice					
0-200 sq. metres	153.00	127.50	N/A	N/A	
201-1000 sq. metres	348.00	290.00	N/A	N/A	
1001-2000 sq. metres	536.00	446.67	N/A	N/A	
2001-3000 sq. metres	904.00	753.33	N/A	N/A	
3001-5000 sq. metres	1,318.00	1,098.33	N/A	N/A	
5001-10000 sq. metres	2,428.00	2,023.33	N/A	N/A	
10001+ sq. metres	5,892.00	4,910.00	N/A	N/A	
Full Standard Pre-App with site visit and all relevant consultees					
0-200 sq. metres	232.00	193.33	N/A	N/A	
201-1000 sq. metres	520.00	433.33	N/A	N/A	
1001-2000 sq. metres	752.00	626.67	N/A	N/A	
2001-3000 sq. metres	1,098.00	915.00	N/A	N/A	
3001-5000 sq. metres	1,620.00	1,350.00	N/A	N/A	
5001-10000 sq. metres	2,888.00	2,406.67	N/A	N/A	
10001+ sq. metres	6,470.00	5,391.67	N/A	N/A	
Bespoke Service					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Extras					
Consideration of additional plans (within 12 weeks of original application)					
Residential					
1 unit	95.00	79.17	98.00	81.67	3.2
2-5 units	184.00	153.33	190.00	158.33	3.3
6-10 units	347.00	289.17	357.00	297.50	2.9
11-25 units	520.00	433.33	536.00	446.67	3.1
26-50 units	694.00	578.33	715.00	595.83	3.0
51+ units	868.00	723.33	894.00	745.00	3.0
Commercial/Non-Residential					
201-1000 sq. metres	95.00	79.17	98.00	81.67	3.2
1001-2000 sq. metres	184.00	153.33	190.00	158.33	3.3
2001-3000 sq. metres	348.00	290.00	358.00	298.33	2.9
3001-5000 sq. metres	520.00	433.33	536.00	446.67	3.1
5001-10000 sq. metres	694.00	578.33	715.00	595.83	3.0
10001+ sq. metres	868.00	723.33	894.00	745.00	3.0
Additional charges					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	131.00	109.17	135.00	112.50	3.1
Letter of confirmation of compliance with an enforcement notice	184.00	153.33	190.00	158.33	3.3
Non-Material amendments to a planning permission - Householder	34.00	28.33	Set by Statute	Set by Statute	0.0
Non-Material amendments to a planning permission - Non-Residential	234.00	195.00	Set by Statute	Set by Statute	0.0
Miscellaneous					
Change of use from a dwelling and change of use of land to garden	96.00	80.00	99.00	82.50	3.1
Non householder finding out use class, what type of amendment is required on an application e.g. non-material or material amendment	77.00	64.17	79.00	65.83	2.6
Letter of confirmation of compliance with enforcement notice	178.00	148.33	183.00	152.50	2.8
Local Plan Sites - Including sites being promoted to be included in the Local Plan					
Initial Meeting (up to an hour)	0.00		0.00		0.0
Follow-up Meetings - Per Office Hour	131.00		135.00		3.1
Other Charges					
Research Enquiries - Per Hour	131.00	109.17	135.00	112.50	3.1
Processing deed of variation to S106 Agreements	326.00	271.67	336.00	280.00	3.1
Hire of BFC rooms per day by appellants or any third parties during hearings / inquiries	252.00	200.00	260.00	200.00	3.2
Mixed Developments					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
Advertising					
Relating to the business on the premises		132.00		Set by Statute	0.0
Advance signs which are not situated on or visible from the site, directing the public to a business		132.00		Set by Statute	0.0
Other advertisements		462.00		Set by Statute	0.0
Application for Permission in Principle					
£402 for each 0.1 hectare (or part thereof)		402.00		Set by Statute	0.0
Approval/Variation/discharge of condition					
Application for removal or variation of a condition following grant of planning permission		234.00		Set by Statute	0.0
Request for confirmation that one or more planning conditions have been complied with. (Each Application)		£34 per request for Householder otherwise £116 per request		Set by Statute	0.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,307	1,397

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
WESTMORLAND PARK					
Football Pitch (with changing rooms)*					
Senior Pitch	118.05	98.38	121.60	101.33	3.0
Senior Pitch for Junior Use	59.35	49.46	61.15	50.96	3.0
Junior Pitch	39.45	32.88	40.65	33.88	3.0
Annual Charge	6,720.10	5,600.08	6,921.75	5,768.13	3.0
Baseball Diamond with Changing Rooms*					
Adult	118.05	98.38	121.60	101.33	3.0
Junior Hire	59.35	49.46	61.15	50.96	3.0
Annual Charge	4,723.60	3,936.33	4,865.35	4,054.46	3.0
Baseball Diamond without Changing Rooms*					
Adult	74.55	62.13	76.80	64.00	3.0
Junior Hire	37.35	31.13	38.50	32.08	3.1
Annual Charge	3,633.30	3,027.75	3,742.30	3,118.58	3.0
PRIORY					
Football Pitch (without changing rooms)*					
Senior Pitch	74.55	62.13	76.80	64.00	3.0
Senior Pitch for Junior Use	37.35	31.13	38.50	32.08	3.1
Junior Pitch	24.90	20.75	25.65	21.38	3.0
Annual Charge	4,480.50	3,733.75	4,614.95	3,845.79	3.0
FARLEY					
Football Pitch (without changing rooms)*					
Senior Pitch	74.55	62.13	76.80	64.00	3.0
Senior Pitch for Junior Use	37.35	31.13	38.50	32.08	3.1
Junior Pitch	24.90	20.75	25.65	21.38	3.0
Annual Charge	3,867.50	3,222.92	3,983.55	3,319.63	3.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
Tennis Association					
Family Membership	100.00	83.33	103.00	85.83	3.0
Adult Membership	50.00	41.67	51.50	42.92	3.0
Junior Membership	28.00	23.33	28.85	24.04	3.0
Tennis - Pay and Play					
Adult	6.00	5.00	6.20	5.17	3.3
Under 16/64+	5.00	4.17	5.15	4.29	3.0
Tennis Latika Farleywood					
Annual charge additional court booking**	3,279.20	2,732.67	3,377.60	2,814.67	3.0
Cabin Hire	1,282.15	1,068.46	1,320.65	1,100.54	3.0
Additional hourly rate	1.20	1.00	1.25	1.04	4.2
** A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights.					
Hall Hire					
Per Hour	15.60	13.00	16.10	13.42	3.2
Cricket					
Adult	109.55	91.29	112.85	94.04	3.0
Junior	55.20	46.00	56.90	47.42	3.1
Cricket					
Adult	69.20	57.67	71.30	59.42	3.0
Junior	34.75	28.96	35.80	29.83	3.0
Multi Use Games Area (MUGA)					
Hire Per Hour	26.85	22.38	27.70	23.08	3.2
Ranger / Officer led activity (Walks & Talks)					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	31.85	26.54	32.85	27.38	3.1
Local Businesses / Commercial Groups	POA	POA	POA	POA	
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academic year use.					
Rights of Way					
Basic charge to process an application, add to register of deposits and posting notices on site		328.05		337.90	3.0
Additional parcel (e.g. land divided by public highway or multiple separate parcels) requiring further site notices		65.70		67.70	3.0
Subsequent declaration to renew Deposit (at up to 20 years intervals)		65.70		67.70	3.0

**CENTRAL DIRECTORATES
2022/23 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,307	1,397

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
THE LOOK OUT					
Admission					
Adult	8.15	6.79	8.40	7.00	3.1
Under 16 / Students / 64+ / Disabled	5.95	4.96	6.15	5.13	3.4
Saver Ticket	22.25	18.54	22.95	19.13	3.1
School Children	5.25	4.38	5.45	4.54	3.8
Under 4s Group Bookings	5.25	4.38	5.45	4.54	3.8
45 minute visit special needs	3.50	2.92	3.65	3.04	4.3
Adult after 4pm	4.40	3.67	4.55	3.79	3.4
Under 16 / Students / 64+ / Disabled, after 4pm	2.95	2.46	3.05	2.54	3.4
Saver Ticket after 4pm	10.95	9.13	11.30	9.42	3.2
Parent & Toddler (Term time only)	7.15	5.96	7.40	6.17	3.5
Carers for disabled	Free	Free	Free	Free	
Birthday Parties*					
Venue Hire	POA	POA	POA	POA	
Loyalty Card*					
Adult	32.60	27.17	33.60	28.00	3.1
Under 16	23.80	19.83	24.60	20.50	3.4
Family	89.00	74.17	91.80	76.50	3.1
Commercial Hire					
Whole Day	276.00	230.00	284.00	236.67	2.9
Half Day	140.00	116.67	144.00	120.00	2.9
Per Hour	66.00	55.00	68.00	56.67	3.0
Evening hire, per hour	89.00	74.17	92.00	76.67	3.4
* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.					
FILMING OPPORTUNITIES					
Filming charges provide an estimated cost of service, full price is confirmed on application, as is required to reflect the bespoke nature of many of the filming requests and to strategically support the ongoing development of a new borough filming business in conjunction with the new Berkshire Film Office.					
Filming administration fee (per application)	52.00	43.33	54.00	45.00	3.8
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	52.00	43.33	54.00	45.00	3.8
Small production (up to 5 people + small tripod)	314.00	261.67	323.00	269.17	2.9
Medium-larger productions (Between 6-29 people, kit and trucks)*	600.00- 2,500.00	500.00- 2,083.33	600.00- 2,500.00	500.00- 2,083.33	0.0
Major productions (30+ people, kit and trucks)	POA		POA		0.0
Student pieces	Free		POA		0.0
News / Weather reporting	Free		Free		
Charities (Normally free, or may charge to recover council costs if these will be incurred)	POA		POA		0.0
Extra requirements / other discretionary services such as: Site meetings / inspections, legal / licence fee, exclusivity of site fee, unit base / parking, assisting with filming on the public highway, providing access to parks / buildings, coning off areas, providing access to electricity, refuse collection, removal or addition of street furniture, street cleaning, turning off street lights, providing access to water or parking.	POA		POA		0.0
Note: * Prices for applications are agreed by negotiation, in light of the size and nature of the production, using price benchmarking and industry feedback from partnership with Berkshire Film Office, to secure best value while maximising number of filming sales.					

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	198	204

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Legal & Surveyors' Fees for Property Transactions					
New Lease		565		585	2.7
Licence to Assign		425		440	3.5
Contracted Out Lease - fee is dependant on complexity		250/415		260/430	4/3.6
License to Alter - fee is dependant upon complexity		250/415		260/430	4/3.6
Deed of Variation - fee is dependant on complexity		250/415		260/430	4/3.6
Sale of Garages & Freehold Reversions		345		360	4.3
Letter/Deed of Postponement		155		160	3.2
Deprivation of Liberty Safeguard cases (uncontested)		0		550	0.0
Deprivation of Liberty Safeguard cases (contested)*per hour		0		150	0.0
Transfer (or hourly rate as appropriate)		405		420	3.7
Section 106 Agreements		1500**		1500**	0.0
S38/278 Highways Act Agreement - per hour		190		200	5.3

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

** With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,500, at a rate of £185 per hour.

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	3	3

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Electoral Registration					
Register of Electors					
In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 1000 entries (or remaining part of 1,000 entries)		Set by Statute		Set by Statute	
Register of Overseas Electors					
In data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 100 entries or (or remaining part of 100 entries)		Set by Statute		Set by Statute	
Marked copy of the Register of Electors					
In data format, £10 plus £1 per 1,000 entries or part thereof		Set by Statute		Set by Statute	
In paper format, £10 plus £2 for each 1000 entries or part thereof		Set by Statute		Set by Statute	

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	132	132

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2023/24 Proposed Fee (Inc VAT)	2023/2024 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
Marriage and Civil Partnership Ceremonies								
New Licence		2,277.00		2,369.00	4.0		2,440.00	3.0
Licence Renewal		1,951.00		2,030.00	4.0		2,091.00	3.0
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office - Mon-Fri		Set by Statute		Set by Statute			Set by Statute	
Additional fee for evenings/weekend appointments		33.00		35.00	6.1		36.00	2.9
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):		Set by Statute		Set by Statute			Set by Statute	
- for a housebound person		Set by Statute		Set by Statute			Set by Statute	
- for a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Registrar for a marriage or civil partnership:		Set by Statute		Set by Statute			Set by Statute	
- at a registered building		Set by Statute		Set by Statute			Set by Statute	
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a marriage or civil partnership:		Set by Statute		Set by Statute			Set by Statute	
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar and Registrar for a ceremony at approved premises								
- Monday-Thursday		500.00		510.00	2.0		525.00	2.9
- Friday-Saturday		610.00		625.00	2.5		640.00	2.4
- Sunday/Bank Holiday		670.00		685.00	2.2		695.00	1.5
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	255.00	212.50	260.00	216.67	2.0	267.00	222.50	2.7
- Friday-Saturday	360.00	300.00	370.00	308.33	2.8	360.00	316.67	2.7
- Sunday/Bank Holiday	410.00	341.67	420.00	350.00	2.4	430.00	358.33	2.4
Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)								
- Monday-Thursday		500.00		510.00	2.0		525.00	2.9
- Friday-Saturday		610.00		625.00	2.5		645.00	3.2
- Sunday/Bank Holiday		670.00		685.00	2.2		705.00	2.9
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	310.00	258.33	320.00	266.67	3.2	330.00	275.00	3.1
- Friday-Saturday	410.00	341.67	420.00	350.00	2.4	433.00	360.83	3.1
- Sunday/Bank Holiday	460.00	383.33	470.00	391.67	2.2	484.00	403.33	3.0
Pre-ceremony chat appointments								
Daytime Monday - Friday		24.00		25.00	4.2		26.00	4.0
Evening Monday - Friday		34.00		35.00	2.9		36.00	2.9
Marriage or Civil Partnership Ceremony in the Ceremony Room (Time Square)		185.00		0.00	-100		0.00	-100
Marriage or Civil Partnership Ceremony in the NEW Ceremony Room (Time Square)								
- Monday - Friday		0.00		245.00	245			
Marriage or Civil Partnership Ceremony in the Register Office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building		Set by Statute		Set by Statute			Set by Statute	
Application to convert a Civil Partnership to a marriage		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:								
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
- of a seriously ill person not expected to recover		Set by Statute		Set by Statute			Set by Statute	

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

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

	2021/22 Budget £'000 132	Proposed 2022/23 Budget £'000 132
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	2023/24 Proposed Fee (Inc VAT)	2023/2024 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
Certificates and Citizenship Ceremonies								
Certificates								
Birth (short and long), death and marriages certificates(extracts or full):								
- at time of registration		Set by Statute		Set by Statute			Set by Statute	
- after registration but in current register		Set by Statute		Set by Statute			Set by Statute	
- after registration and after register closed		Set by Statute		Set by Statute			Set by Statute	
Civil Partnership certificates (extract or full):								
- at time of registration		Set by Statute		Set by Statute			Set by Statute	
- at any other time		Set by Statute		Set by Statute			Set by Statute	
Commemorative Certificates	12.00	10.00	14.00	11.67	16.7	15.00	12.50	7.1
Individual Citizenship Ceremonies at Register Office								
- Monday - Friday		185.00		0.00	-100		0.00	-100
Individual Citizenship Ceremonies at NEW Ceremony Room Time Square								
- Monday - Friday		0.00		245.00	245			
Additional fee for cancellation/amendment/follow-up appointment		38.00		39.00	2.6		39.00	0.0
Note - Appointment fees will be taken at the time of booking								

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Democratic Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		
Very few requests are made for agendas and the income budgets are below £1,000		

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

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Council Publications			
Agendas/Minutes, etc			
Council agenda – Charge per Annum (Based on 8 per Annum)	184.00	190.00	3.3
Executive Agenda – Charge per Annum (based on 11 per Annum)	275.00	283.00	2.9
Planning Committee (based on 12 per Annum)	275.00	283.00	2.9
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	132.00	136.00	3.0
Charge per single copy	36.00	37.00	2.8
Part extract (any Committee) including background papers - administration fee	12.00	12.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Customer Experience

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Certificate					
Proof of Life/Pension Certificate	13.00	10.83	13.20	11.00	1.5

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service: Education Transport

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

Income the proposed fees will generate:	2021/22 Budget £'000 0	Proposed 2022/23 Budget £'000 0
------------------------------------------------	-------------------------------------------	--------------------------------------------------------

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Home to School Travel					
<i>Farepayer fees per term on existing routes</i>					
Lost Passes		23.00		24.00	4.3

DELIVERY 2022/23 PROPOSED FEES & CHARGES

Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex

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

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

Protected Prices

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

Club Prices

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

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

Core Prices

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

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

Non-Core Prices

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

**DELIVERY
2022/23 PROPOSED FEES & CHARGES**

Service : Library Service

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Overdue Charges Per Loan Period					
Adult Books, inc multimedia	Daily		0.50	0.60	20.0
	Max Per item		11.50	13.80	20.0
Childrens Books borrowed by adults	Daily		0.20	0.20	0.0
	Max Per item		5.00	5.00	0.0
Childrens Books borrowed by children	Daily		0.20	0.20	0.0
	Max Per item		2.60	2.60	0.0
Teenage Books borrowed by young people 13-17	Daily		0.20	0.20	0.0
	Max Per item		5.00	5.00	0.0
Spoken Word Cassettes/ CD's	Daily		0.50	0.60	20.0
	Max Per item		11.50	13.80	20.0
Music CD's	Daily		0.50	0.50	0.0
	Max Per item		11.50	11.50	0.0
DVD's	Daily		0.90	1.00	11.1
	Max Per item		12.60	14.00	11.1
Computer Games	Daily		0.90	1.00	11.1
	Max Per item		12.60	14.00	11.1
Loan Charges					
Childrens Spoken Word Cassettes & CD's - 3 weeks			Free	Free	
Adult Spoken Word 3 weeks			2.60	2.70	3.8
Music CD's, Computer Games, DVD's - New i.e. first 3 months			2.60	2.70	3.8
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old			1.80	1.90	5.6
Music CD's, Computer Games, DVD's - Over 2 years old			0.80	0.90	12.5
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			0.80	0.90	12.5
Requests for all other books if a registered disabled person or those with a leisure			0.50	0.60	20.0
Subscription - unlimited requests	12 Months - (April-March)		22.00	22.00	0.0
	6 months - (October - March)		15.00	15.00	0.0
Requests to other Authorities and British Library (1st 10 items British Libraries)			6.00	6.00	0.0
British Library Requests (Subsequent Books)			17.00	17.00	0.0
British Library Requests (Subsequent Periodicals)			13.00	13.00	0.0
British Library Urgent Service			POA	POA	
British Library Urgent Service (Student Concession)			23.00	23.00	0.0
Internet Printing Fees					
Printing Mono	A4 Page	0.20	0.17	0.20	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.0
Guest Internet Use	Half Hour	4.50	3.75	4.50	0.0
USB Sticks/CD Rom	Each	5.60	4.67	5.80	3.6
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.0
Scan and Print by staff	A4 Page	5.60	4.67	5.80	3.6
Scan and Print on Photo Paper	A4 Page	6.00	5.00	6.00	0.0
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.0
Photocopying Charges					
Black & White	A4 Page	0.20	0.17	0.20	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.0
Colour	A4 Page	0.80	0.67	0.80	0.0
Colour	A3 Page	2.00	1.67	2.00	0.0
Other Charges					
Printing from microfilm reader	A4 Page	0.50	0.42	0.50	0.0
Facilities Hire at Libraries	Half day	48.00	40.00	50.00	4.2
Facilities Hire at Libraries	Full day	75.00	62.50	80.00	6.7
Loan of vocal scores	Multiples of 10 per week		POA	POA	
Facilities Hire at Libraries					
Hourly rate for block bookings		16.00	13.33	18.00	12.5

DELIVERY
2022/23 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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CEMETERY					
For the interment of the body of:					
a person aged 18 years or over		1,350.00		1,350.00	0.0
re-open Grave aged 18 years or over		1,010.00		1,010.00	0.0
a child up aged 3 years 1 day to 17 years 364 days		147.00		152.00	3.4
a stillborn child, foetus or child under 3 years		88.00		91.00	3.4
For the interment of a cremation urn or casket:					
a person aged 18 years or over		340.00		340.00	0.0
a child up to 17 years 364 days		147.00		152.00	3.4
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		1,195.00		1,230.00	2.9
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		533.00		549.00	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		665.00		685.00	3.0
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		212.00		219.00	3.3
Additional charge for casket shaped grave for a person 16 and over		361.00		372.00	3.0
Right to erect memorial		183.00		185.00	1.1
Additional inscription of each name		77.00		80.00	3.9
Plot Selection Fee		45.00		47.00	4.4
Temporary marker on Grave		31.00		32.00	3.2
Transfer of grant of exclusive right of burial		94.00		94.00	0.0
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

DELIVERY
2022/23 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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

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		920.00		925.00	0.5
Overrun Fee and/or additional 45 minutes in chapel/service		473.00		488.00	3.2
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,348.00		1,355.00	0.5
Attended Cremation -15min chapel time only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		664.00		684.00	3.0
Body parts		268.00		277.00	3.4
Cremation fee includes Medical Referee fee, use of chapel (if required), provision of recorded music, use of organ (Braccan only - organist not included), disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Direct Cremation - no chapel time/service; early am/late pm drop off only; disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).		295.00		310.00	5.1
Scattering of Cremated remains - Sat, Sun & Bank Hol		35.00		35.00	0.0
Package and dispatch of cremated remains to an address in the UK		140.00		145.00	3.6
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		473.00		488.00	3.2
For disposal of cremated remains when cremation has taken place elsewhere		188.00		188.00	0.0
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		75.00		75.00	0.0
Coffin to Catafalque(24hrs max)		65.00		65.00	0.0
Refrigeration Storage per coffin (per 24hr period)		25.00		25.00	0.0
Certified extract from the Register of Cremation		71.00		50.00	-29.6
CD or USB - Audio Recording	46.00	38.33	48.00	40.00	4.3
Each additional copy	40.00	33.33	42.00	35.00	5.0
USB, DVD, Bluerau audio visual recording	61.00	50.83	63.00	52.50	3.3
Each additional copy	40.00	33.33	42.00	35.00	5.0
Webcast - per 45 minutes (including 28 day watch again)	86.00	71.67	86.00	71.67	0.0
Single Image	15.00	12.50	15.00	12.50	0.0
Simple Slideshow (up to 25 photos)	43.00	35.83	45.00	37.50	4.7
Professional Slideshow (up to 25 photos)	85.00	70.83	85.00	70.83	0.0
Additional photos for tributes - up to 25	23.00	19.17	24.00	20.00	4.3
Family supplied video checking & loading to Obitus	23.00	19.17	24.00	20.00	4.3
USB, DVD, Bluerau of Tribute only	34.00	28.33	36.00	30.00	5.9
Each additional copy	23.00	19.17	24.00	20.00	4.3
USB, DVD, Bluerau of Service incl Tribute	75.00	62.50	78.00	65.00	4.0
Each additional copy	39.00	32.50	41.00	34.17	5.1

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
2022/23 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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
MEMORIAL FEES					
Entries in The Book of Remembrance					
2 line entry	101.00	84.17	104.00	86.67	3.0
5 line entry	149.00	124.17	153.00	127.50	2.7
8 line entry	179.00	149.17	184.00	153.33	2.8
5 line entry with floral emblem	236.00	196.67	243.00	202.50	3.0
8 line entry with floral emblem	248.00	206.67	255.00	212.50	2.8
5 line entry with badge, bird, crest or shield	262.00	218.33	270.00	225.00	3.1
8 line entry with badge, bird, crest or shield	311.00	259.17	320.00	266.67	2.9
8 line entry with coat of arms	320.00	266.67	330.00	275.00	3.1
Copy of an entry from The Book of Remembrance in a folded remembrance card					
2 line entry	84.00	70.00	87.00	72.50	3.6
5 line entry	101.00	84.17	104.00	86.67	3.0
8 line entry	110.00	91.67	113.00	94.17	2.7
5 line entry with floral emblem	205.00	170.83	211.00	175.83	2.9
8 line entry with floral emblem	212.00	176.67	218.00	181.67	2.8
5 line entry with badge, bird, crest or shield	223.00	185.83	230.00	191.67	3.1
8 line entry with badge, bird, crest or shield	236.00	196.67	243.00	202.50	3.0
8 line entry with coat of arms	262.00	218.33	270.00	225.00	3.1
Memorial Leather Panel					
Prepare and display for a 10 year period	409.00	340.83	424.00	353.33	3.7
Prepare and display for a 1 year period	233.00	194.17	240.00	200.00	3.0
Annual Renewal	22.00	18.33	23.00	19.17	4.5
Replacement of memorial leather panel	215.00	179.17	221.00	184.17	2.8
Babies' Garden of remembrance Plaque					
Babies Picture Book Plaque (10 years)	409.00	340.83	424.00	353.33	3.7
Babies Picture Book Plaque set up and Year 1 Lease	233.00	194.17	240.00	200.00	3.0
Annual Renewal	22.00	18.33	23.00	19.17	4.5
Babies Memorial Wall display for a 10 year period (new)	599.00	499.17	617.00	514.17	3.0
Babies Memorial Wall Standard Plaque set up and year 1 Lease (new)	343.00	285.83	353.00	294.17	2.9
Babies Wall Character (new)	73.00	60.83	75.00	62.50	2.7
Annual Renewal (new)	32.00	26.67	33.00	27.50	3.1
Roses					
Rose standard with plaque for a 7 year period	484.00	403.33	499.00	415.83	3.1
Rose standard with plaque set up and 1st year lease	253.00	210.83	260.00	216.67	2.8
Renewal of standard rose annual lease	42.00	35.00	42.00	35.00	0.0
Standard Plaque (additional or replacement)	59.00	49.17	60.00	50.00	1.7
Classic Plaque (additional or replacement)	71.00	59.17	73.00	60.83	2.8
Cast Bronze Plaque	146.00	121.67	150.00	125.00	2.7
Memorial Garden Seats					
A commemorative bench with plaque for a 10 year period	1,449.00	1,207.50	1,473.00	1,227.50	1.7
A commemorative bench, plaque, set up and 1st year lease.	793.00	660.83	817.00	680.83	3.0
Annual renewal of commemorative bench	80.00	66.67	82.00	68.33	2.5
Cast bronze plaque	130.00	108.33	134.00	111.67	3.1
Cremated Remains Desk Tablet (with flower holder) Memdesk					
Prepare and display for a 10 year period incl 80 letters	1,055.00	879.17	1,055.00	879.17	0.0
Prepare and display for a 1 year period incl 80 letters	495.00	412.50	495.00	412.50	0.0
Annual renewal of lease	70.00	58.33	70.00	58.33	0.0
Second and final interment (including new tablet)	369.00	307.50	380.00	316.67	3.0

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Bracken Heal Birdbath					
Plaque Row 1(10 year lease)	504.00	420.00	519.00	432.50	3.0
Plaque Row 1 set up and year 1 lease	240.00	200.00	247.00	205.83	2.9
Plaque Row 2 (10 year lease)	519.00	432.50	535.00	445.83	3.1
Plaque Row 2 set up and year 1 lease	255.00	212.50	263.00	219.17	3.1
Plaque Row 3 (10 year lease)	534.00	445.00	550.00	458.33	3.0
Plaque Row 3 set up and year 1 lease	270.00	225.00	278.00	231.67	3.0
Annual lease on all Bracken Heal Plaques	33.00	27.50	34.00	28.33	3.0
Personal Plaque designs					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	93.00	77.50	96.00	80.00	3.2
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	112.00	93.33	115.00	95.83	2.7
Photo Plaque (7x5) with initial order (Sanctum only)	140.00	116.67	144.00	120.00	2.9
Photo Plaque (7x5) added to existing tablet (Sanctum only)	167.00	139.17	172.00	143.33	3.0
AILSA CRAIG					
Memorial Granite Rock 10 year lease	562.00	468.33	587.00	489.17	4.4
Memorial Granite Rock set up and year 1 lease	298.00	248.33	315.00	262.50	5.7
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Personal Plaque designs	POA	POA	POA	POA	
COPSE STONE					
Memorial Granite Rock 10 year lease	519.00	432.50	547.00	455.83	5.4
Memorial Granite Rock set up and year 1 lease	255.00	212.50	275.00	229.17	7.8
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Personal Plaque designs	POA	POA	POA	POA	
BLUEBELL WOOD - MUSHROOM					
Mushroom Disc - set up and 10 year lease	469.00	799.17	484.00	403.33	3.2
Mushroom Disc - set up and year 1 lease	245.00	612.50	252.00	210.00	2.9
Annual renewal of lease	28.00	23.33	29.00	24.17	3.6
Granite 2000 (Sundial plaque)					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	504.00	420.00	519.00	432.50	3.0
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	240.00	200.00	247.00	205.83	2.9
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	35.00	29.17	36.00	30.00	2.9
Memorial Vase					
Prepare and display for 10 year period	636.00	530.00	655.00	545.83	3.0
Prepare and display for 1 year	372.00	310.00	383.00	319.17	3.0
Replacement plaque (including inscription)	288.00	240.00	297.00	247.50	3.1
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0

DELIVERY
2021/22 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Sanctum 2000® Cremated Remains (with flower holder)					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,330.00	1,108.33	1,351.00	1,125.83	1.6
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	754.00	628.33	775.00	645.83	2.8
Annual renewal of lease	70.00	58.33	72.00	60.00	2.9
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	369.00	307.50	380.00	316.67	3.0
Photo Plaque with initial order	130.00	108.33	134.00	111.67	3.1
Photo plaque added to existing tablet	158.00	131.67	163.00	135.83	3.2
Personal Plaque Designs					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design	POA	POA	POA	POA	
SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)					
10 Years	2,469.00	2,057.50	2,543.00	2,119.17	3.0
Prepare and display for year 1	1,501.00	1,250.83	1,546.00	1,288.33	3.0
Annual renewal	121.00	100.83	125.00	104.17	3.3
MISCELLANEOUS ITEMS					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service : Waste Management

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee 2023/24 (Inc VAT)	Proposed Fee 2022/23 (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE								
Bulky household refuse (excluding DIY material) Up to 3 items.		46.00		47.50	3.3			
Between 4 and 7 items (minimum charge 1 hour)		59.00		61.00	3.4			
Annual Collection for Garden Waste Service - 240L Brown Bin		55.00		55.00	0.0		55.00	0.0
Annual Collection for Garden Waste Service - 140L Brown Bin		51.00		51.00	0.0		51.00	0.0
Garden waste sacks(to include collection)		1.10		1.10	0.0		1.10	0.0
MISCELLANEOUS								
Replacement of green or blue Wheeled bin - admin charge		32.00		33.00	3.1			
Residents request to return and empty bin not presented for collection		29.00		30.00	3.4			
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		41.00		42.00	2.4			
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		38.00		39.00	2.6			
Brown Bin for Garden Waste Repair		16.00		16.00	0.0			
Internal food waste caddy (5 litre)		8.20		8.20	NA			

DELIVERY
2022/23 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.

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	3,374	3,374

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
SEASON TICKETS- SUBJECT TO AVAILABILITY					
Braccan Walk					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	100.00	83.33	100.00	83.33	0.0
5 day half yearly	550.00	458.33	550.00	458.33	0.0
5 day annual (1-50 Tickets)	990.00	825.00	1,020.00	850.00	3.0
5 day annual (51+ Tickets)	910.00	758.33	940.00	783.33	3.3
7 day annual	1,165.00	970.83	1,200.00	1,000.00	3.0
7 day monthly	110.00	91.67	110.00	91.67	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
High Street					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	110.00	91.67	110.00	91.67	0.0
5 day annual (1-50 Tickets)	1,055.00	879.17	1,090.00	908.33	3.3
5 day annual (51+ Tickets)	935.00	779.17	965.00	804.17	3.2
7 day annual	1,340.00	1,116.67	1,385.00	1,154.17	3.4
7 day monthly	120.00	100.00	120.00	100.00	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
Albert Road					
Per Hour	1.90	1.58	1.90	1.58	0.0
Mon-Sun inc - 10 hrs	6.40	5.33	6.60	5.50	3.1
7 day monthly renewal	75.00	62.50	75.00	62.50	0.0
Wick Hill					
Per Hour	1.90	1.58	1.90	1.58	0.0
Mon-Sun inc - 10 hrs	5.40	4.50	5.60	4.67	3.7
7 day monthly renewal	50.00	41.67	50.00	41.67	0.0
Car Park Spaces Behind Banks					
0-40 minutes	1.30	1.08	1.30	1.08	0.0
Overnight Mon-Sun 6pm until 6am	1.90	1.58	1.70	1.42	-10.5
Season ticket early redemption charge on 5 & 7 days annual tickets (remaining pro-rata value)	10.0%	10.0%	0.0%	0.0%	0.0

DAILY CHARGES

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

DELIVERY
2022/23 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

	2021/22 Budget £'000	Proposed 2022/23 £'000
Income the proposed fees will generate:	3,374	3,374

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
LEISURE PREMISES					
Coral Reef Car Park (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	4.50	3.75	4.60	3.83	2.2
All day charge	6.50	5.42	6.70	5.58	3.1
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	3.00	2.50	3.10	2.58	3.3
All day charge	6.00	5.00	6.20	5.17	3.3
Season Tickets - as above					
RESIDENTS PARKING					
1st Permit	25.00	20.83	25.00	20.83	0.0
2nd Permit	40.00	33.33	40.00	33.33	0.0
3rd Permit	60.00	50.00	60.00	50.00	0.0
4th Permit	80.00	66.67	80.00	66.67	0.0
5th Permit	100.00	83.33	100.00	83.33	0.0
4 hour reusable permit	25.00	20.83	25.00	20.83	0.0
Scratch cards - 50 x 4 hour	15.00	12.50	15.00	12.50	0.0
Scratch cards - 50 x 24 hour	40.00	33.33	40.00	33.33	0.0
Service Provider / Healthcare provider	60.00	50.00	60.00	50.00	0.0
Landlord - 10 x 4 hour scratch card	10.00	8.33	10.00	8.33	0.0
Landlord - 10 x 24 hour scratch card	20.00	16.67	20.00	16.67	0.0
Replacement Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Permit - where original is not surrendered	25.00	20.83	25.00	20.83	0.0
OTHER PARKING CHARGES					
Penalty Charge Notices (Off Street)					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	
Penalty Charge Notices (On-Street)					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
DOG CONTROL					
Return of Stray Dog					
Prescribed fee					
Vet fees		At cost		At cost	-
Fixed penalty notice - failure to chip dog		Set by Statute		Set by Statute	-
Stray Dogs - Not taken to kennel		73.00		73.00	0.0
Stray Dogs - Taken to kennel		At cost		At cost	
Fee - cost recovery at hourly rate		At cost		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		59.00		59.00	0.0
Plus recovery of costs		At Cost		At Cost	-
Dog Fouling fixed penalty charge		75.00		75.00	0.0
50% reduction if in receipt of some benefits, proof required					
ABANDONED VEHICLES					
Removal (prescribed fee) less than 3.5 tonnes		150.00		150.00	-
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		20.00	-
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		75.00	-
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		200.00	-
Enforcement invoice costs		77.00		77.00	-
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		59.00	-6.3
Immigration reports for Home Office		400.00		404.00	1.0
Certificate for surrender of unsound food (per hour) plus disposal costs		69.00		59.00	-14.5
Special Treatments: Single Payment					
Premises		N/A		N/A	-
Person		N/A		N/A	-
Skin Piercing Registrations					
Individuals		180.00		236.00	31.1
Premises		282.00		295.00	4.6
Joint Application		451.00		423.00	-6.2
Pre-application advice per hour		59.00		59.00	0.0
Commerical Food Export					
Certificate		59.00		59.00	0.0
General Business Advice (Non-Primary Authority) pr hour, first 30 minutes free		0.00		59.00	
Resident Request for Advice per hour		0.00		59.00	
Food Hygiene Rating Scheme rescore - New - agreed Dec 2019		118.00		118.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute law					
The following fees and charges are in respect of Prescribed Processes . Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.					
Environmental Permitting (E&W) Regulations 2016					
Application Fee					
Standard Process		1,650.00		1,650.00	0.0
Service Stations (PVI and PVII)		257.00		257.00	0.0
Dry Cleaners		155.00		155.00	0.0
Vehicle Refinishers		362.00		362.00	0.0
Mobile Screening and Crushing Plant		1,650.00		1,650.00	0.0
For the third to seventh applications		985.00		985.00	0.0
For the eighth and subsequent applications		498.00		498.00	0.0
Substantial Changes (Sections 10 and 11 of the Act)					
Standard Process		1,050.00		1,050.00	0.0
Reduced Activities		102.00		102.00	0.0
Annual Subsistence Charge					
Standard Process LOW		772.00		772.00	0.0
Standard Process MEDIUM		1,161.00		1,161.00	0.0
Standard Process HIGH		1,747.00		1,747.00	0.0
Service Stations LOW		113.00		113.00	0.0
Service Stations MEDIUM		226.00		226.00	0.0
Service Stations HIGH		341.00		341.00	0.0
VR's and other reduced fees LOW		228.00		228.00	0.0
VR's and other reduced fees MEDIUM		365.00		365.00	0.0
VR's and other reduced fees HIGH		548.00		548.00	0.0
Dry Cleaners/PVR1 LOW		79.00		79.00	0.0
Dry Cleaners/PVR1 MEDIUM		158.00		158.00	0.0
Dry Cleaners/PVR1 HIGH		237.00		237.00	0.0
Mobile Screening and Crushing Plant LOW		646.00		646.00	0.0
Mobile Screening and Crushing Plant MEDIUM		1,034.00		1,034.00	0.0
Mobile Screening and Crushing Plant HIGH		1,506.00		1,506.00	0.0
For the second permit LOW		646.00		646.00	0.0
For the second permit MEDIUM		1,034.00		1,034.00	0.0
For the second permit HIGH		1,506.00		1,506.00	0.0
For the third to seventh permit LOW		385.00		385.00	0.0
For the third to seventh permit MEDIUM		617.00		617.00	0.0
For the third to seventh permit HIGH		924.00		924.00	0.0
For the eighth and subsequent applications LOW		198.00		198.00	0.0
For the eighth and subsequent applications MEDIUM		316.00		316.00	0.0
For the eighth and subsequent applications HIGH		473.00		473.00	0.0
Late payment charge (when invoice issued and not paid within 8 weeks)		52.00		52.00	0.0
Transfer and Surrender					
Transfer		169.00		169.00	0.0
Partial Transfer		497.00		497.00	0.0
Surrender		0.00		0.00	0.0
Transfer Reduced Fees		0.00		0.00	0.0
Partial Transfer Reduced Fees		47.00		47.00	0.0
PRIVATE WATER SUPPLIES					
Risk Assessment - per hour		59.00		59.00	0.0
Sampling					
Per hour of officer time		59.00		59.00	0.0
Laboratory analysis		at cost		at cost	
Pool samples	72.00	60.00		59.00	-1.7
Investigation					
Fee		109.00		118.00	8.3
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		28.00		28.00	0.0
Analysis of Group A Parameters		POA		POA	
Analysis of Group B Parameters		POA		POA	

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
PRIVATE SECTOR HOUSING ENFORCEMENT ACTION					
New Houses in Multiple Occupation (HMO) - Assisted Application		1,098.00		1,180.00	7.5
New - A reduction where the landlord is accredited		110.00		110.00	0.0
New - A reduction where the landlord is applying for more than one licence - per property reduction		30.00		30.00	0.0
Renewal of HMO Houses in Multiple Occupation		805.00		797.00	-1.0
Renewal - A reduction where the landlord is accredited		30.00		30.00	0.0
Renewal- A reduction where the landlord is applying for more than one licence - per		30.00		30.00	0.0
Request for additional information by letter (per hour)		0.00		59.00	
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		402.00		404.00	0.5
Enforcement Notices served under Housign Act 2004		116.00		118.00	1.7
Civil Penalties Housing Offences		Up to £30,000		Up to £30,000	
HIGH HEDGE ENQUIRIES					
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		1,206.00		1,206.00	0.0
OTHER FEES FOR INFORMATION					
Environmental Enquiries by Individuals, Non Commerical		118.00		118.00	0.0
Commercial and Government		118.00		118.00	0.0
Civil Actions		118.00		118.00	0.0
Safety Certificate and Administration		118.00		118.00	0.0
Pre-application Advice oer hours		59.00		59.00	0.0
RESIDENT AND BUSINESS ADVICE					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		59.00		59.00	0.00
Request for Advice		59.00		59.00	0.00
Prevention of Damage by Pests					
Pest Site survey (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00
Rat treatment (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00
Any other Pest treatment (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
WEIGHTS AND MEASURES					
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.	76.80	64.00	76.80	64.00	0.0
Certificate of errors					
Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.	N/A	N/A	N/A	N/A	
Out of hours working (subject to staff being available)					
A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. I.e. £60 becomes £120 before VAT.	N/A	N/A	N/A	N/A	

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Explosives Licences - Set by Statute Law					
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where no minimum separation distance or 0 metres separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
New Licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		109.00		111.00	1.8
2 years		141.00		144.00	2.1
3 years		173.00		177.00	2.3
4 years		206.00		211.00	2.4
5 years		238.00		243.00	2.1
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		54.00		55.00	1.9
2 years		86.00		88.00	2.3
3 years		120.00		123.00	2.5
4 years		152.00		155.00	2.0
5 years		185.00		189.00	2.2
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		185.00		189.00	2.2
2 years		243.00		248.00	2.1
3 years		304.00		311.00	2.3
4 years		374.00		382.00	2.1
5 years		423.00		432.00	2.1
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net					
1 year		86.00		88.00	2.3
2 years		147.00		150.00	2.0
3 years		206.00		211.00	2.4
4 years		266.00		272.00	2.3
5 years		326.00		333.00	2.1
Licence variation					
Varying the name of licensee or address of site		Set by Statute		Set by Statute	
Any other kind of variation		36.00		37.00	2.8
Transfer of Licence		40.00		cost recovery	
Replacement of licence if lost		36.00		37.00	2.8
Full year registration for fireworks		515.00		500.00	-2.9

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 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		44.00		45.00	2.3
Not exceeding 50,000 litres		60.00		61.00	1.7
Exceeding 50,000 litres		125.00		128.00	2.4
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		59.00		59.00	0.0
Annual charge - previous year usage up to 10 hours officer time		516.00		531.00	2.9
Annual charge - previous year usage up to 20 hours officer time		1,031.00		1,062.00	3.0
Anything likely to be in excess of 20 hours		POA		POA	
Support with Confidence					
Application fee					
1-5 Employees	70.80	59.00	70.80	59.00	0.0
6-20 Employees	144.00	120.00	144.00	120.00	0.0
21+ Employees	360.00	300.00	360.00	300.00	0.0
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	150.00	125.00	0.0
6-20 Employees	200.40	167.00	200.40	189.00	13.2
21+ Employees	249.60	208.00	249.60	252.00	21.2
Annual Fee					
1-5 Employees	300.00	250.00	300.00	250.00	0.0
6-20 Employees	450.00	375.00	450.00	375.00	0.0
21+ Employees	600.00	500.00	600.00	500.00	0.0
50+		POA	POA	POA	
Legacy members					
1-5 Employees	150.00	125.00	150.00	125.00	0.0
6-20 Employees	228.80	189.00	228.80	189.00	0.0
21+ Employees	302.40	252.00	302.40	252.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
LICENSING ACT 2003					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:					
Premises Licences - one-off fee set by statute based upon rateable value (RV) of premises (Class B - Statutory Fee)					
Rateable value band					
A		100.00		100.00	0.00
B		190.00		190.00	0.00
C		315.00		315.00	0.00
D		450.00		450.00	0.00
E		635.00		635.00	0.00
Pre-application Advice per hour, minimum 1 hour.		59.00		59.00	0.00
The fees for new or variation applications for premises licences where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
Rateable value band					
D		900.00		900.00	0.0
E		1,905.00		1,905.00	0.0
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		1,000.00	0.0
10,000 - 14,999		2,000.00		2,000.00	0.0
15,000 - 19,999		4,000.00		4,000.00	0.0
20,000 - 29,999		8,000.00		8,000.00	0.0
30,000 - 39,999		16,000.00		16,000.00	0.0
40,000 - 49,999		24,000.00		24,000.00	0.0
50,000 - 59,999		32,000.00		32,000.00	0.0
60,000 - 69,999		40,000.00		40,000.00	0.0
70,000 - 79,999		48,000.00		48,000.00	0.0
80,000 - 89,999		56,000.00		56,000.00	0.0
90,000 and over		64,000.00		64,000.00	0.0
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
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
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
OTHER FEES					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Section 25 - Theft, loss, etc. of premises licence or summary		Set by Statute		Set by Statute	
Section 29 - Application for a provisional statement where premises being built, etc.		315.00		315.00	0.0
Section 33 - Notification of change of name or address		10.50		10.50	0.0
Section 37 - Application to vary licence to specify individual as premises supervisor		23.00		23.00	0.0
Section 42 - Application for transfer of premises licence		23.00		23.00	0.0
Section 47 - Interim authority notice following death etc. of licence holder		23.00		30.00	30.4
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		23.00	119.0
Section 83(1) or (2) - Change of relevant registered address of club		10.50		23.00	119.0
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		23.00	119.0
Application to disapply mandatory DPS Condition		0.00		23.00	
Minor Variation		0.00		89.00	
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0
Pre application advice - hourly charge		59.00		59.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
OTHER PREMISES LICENSING					
Sex Establishment: Annual Licence					
Premises Application		Min £3,100 to max £5,150		Min £3,100 to max £5,150	
Pre-application advice per hour		59.00		59.00	
Dangerous Wild Animal: Annual Licence					
Premises - Initial		489.00		472.00	-3.5
Premises - Renewal		284.00		295.00	3.9
Riding Establishment: (excluding vet fee - recharged separately)* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.					
Main inspection fee , plus fee per horse - New		472.00		354.00	-25.0
Main inspection fee , plus fee per horse - Renewal		413.00		325.00	-21.3
Fee per horse, for the first 10 horses		15.00		15.00	0.0
Fee per horse, for the next 11-50 horses		10.00		10.00	0.0
Fee per horse, for every horse 51 and over		8.00		8.00	0.0
Animal Boarding Establishment: combined (dogs and cats)					
Animal Boarding Establishment: combined (dogs and cats) - New		590.00		413.00	-30.0
Animal Boarding Establishment: combined (dogs and cats) - Renewal		531.00		384.00	-27.7
Animal Boarding Establishment: single species (dogs or cats)					
Animal Boarding Establishment: single species (dogs or cats) - New		472.00		354.00	-25.0
Animal Boarding Establishment: single species (dogs or cats) - Renewal		413.00		325.00	-21.3
Home Boarder					
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - New		207.00		118.00	-43.0
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - Renewal		177.00		89.00	-49.7
Home Boarder: Assessment of hobby host as part of franchisee licence - New		118.00		118.00	0.0
Home Boarder: Assessment of hobby host as part of franchisee licence - Renewal		118.00		118.00	0.0
Home Boarder - New (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		271.85		236.00	-13.2
Home Boarder - Renewal (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		241.85		207.00	-14.4
Dog Breeding Establishment (excluding vet fee)					
Dog Breeding Establishment (excluding vet fee) - New		590.00		413.00	-30.0
Dog Breeding Establishment (excluding vet fee) - Renewal		531.00		384.00	-27.7
Dog Breeding Establishment (in domestic dwelling)					
Dog Breeding Establishment (in domestic dwelling) - New		472.00		354.00	-25.0
Dog Breeding Establishment (in domestic dwelling) - Renewal		413.00		325.00	-21.3
Pet Vending / Sale of pets					
Pet Vending / Sale of pets - New		472.00		354.00	-25.0
Pet Vending / Sale of pets - Renewal		413.00		325.00	-21.3
Animal for Exhibition					
Animal for Exhibition - New		590.00		413.00	-30.0
Animal for Exhibition - Renewal		531.00		384.00	-27.7
Dog Day Care (as defined under)					
Dog Day Care - new		590.00		413.00	-30.0
Dog Day Care - Renewal		531.00		384.00	-27.7
Other Animal Welfare Act Fees					
Additional mid licence visit		New		118.00	
Variation to the licence fee (including one visit)		224.00		177.00	-21.0
Replacement licens fee (lost o stolen paperwork, change of name)		56.00		30.00	-46.4
Re-evaluation of star rating (inclusive of one visit)		112.00		118.00	5.4
Transfer due to death of licensee		56.00		30.00	-46.4
Zoo: Annual Licence (up to 6 years)					
New /Renewal		2,066.00		2,066.00	0.0
Hairdresser: Single Payment					
Premises		43.00		30.00	-30.2
Street Trading Consents					
Week (minimum charge)		139.00		144.00	3.6
1 month		372.00		241.00	-35.2
3 months		876.00		642.00	-26.7
6 months		1,433.00		803.00	-44.0
Annual		N/a		1,365.00	
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		859.00		642.00	-25.3
6 months max trading 2 events per week Monday to Thursday 60% reduction		572.00		482.00	-15.7
Street Trading Consent variation fee		91.00		89.00	-2.2
Ice Cream van 1 month (per van)		186.00		186.00	0.0
Ice Cream van 6 months (per van)		717.00		717.00	0.0
Refund for Street Traders if application withdrawn				50% of application fee	
Scrap Metal Dealers: Three Year Licence					
Site Licence New		501.00		472.00	-5.8
Site Licence Renewal		501.00		443.00	-11.6
Mobile Collector New		267.00		236.00	-11.6
Mobile Collector Renewal		267.00		207.00	-22.5
Variation of licence		368.00		236.00	-35.9
Change of site manager		68.00		59.00	-13.2
Copy Licence		11.00		11.00	0.0
Change of name		36.00		30.00	-16.7
Pre-application advice		59.00		59.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
HACKNEY CARRIAGES					
Hackney Carriages Vehicle: Annual Fee					
Licensing (annual fee)		290.00		266.00	-8.3
Renewal				236.00	
Private Hire Vehicle: Annual Fee					
Licensing (annual fee)		290.00		266.00	-8.3
Renewal				236.00	
Home to School (annual fee)		148.00		148.00	0.0
Vehicle with dispensation		290.00		266.00	-8.3
Temporary Vehicle Licence (up to 3 months only)		232.00		236.00	1.7
Private Hire Operators - NEW					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)					
1 vehicle		£472.00		443.00	-6.1
2 vehicles		£545.75		516.00	-5.5
3 vehicles		£619.50		590.00	-4.8
4 vehicles		£693.25		664.00	-4.2
5 vehicles		£767.00		738.00	-3.8
6 vehicles		£840.75		811.00	-3.5
7 vehicles		£914.50		885.00	-3.2
8 vehicles		£988.25		959.00	-3.0
9 vehicles		£1,062.00		1033.00	-2.7
10 vehicles		£1,135.75		1106.00	-2.6
11 vehicles		£1,209.50		1180.00	-2.4
12 vehicles		£1,283.25		1254.00	-2.3
13 vehicles		£1,357.00		1328.00	-2.1
14 vehicles		£1,430.75		1401.00	-2.1
15 vehicles		£1,504.50		1475.00	-2.0
16 vehicles		£1,578.25		1549.00	-1.9
17 vehicles		£1,652.00		1623.00	-1.8
18 vehicles		£1,725.75		1696.00	-1.7
19 vehicles		£1,799.50		1770.00	-1.6
20 vehicles		£1,873.25		1844.00	-1.6
20+ vehicles		£1,873.25		1844.00	-1.6
Private Hire Operators - RENEWAL					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)					
1 vehicle		£354.00		325.00	-8.2
2 vehicles		£427.75		398.00	-7.0
3 vehicles		£501.50		472.00	-5.9
4 vehicles		£575.25		546.00	-5.1
5 vehicles		£649.00		620.00	-4.5
6 vehicles		£722.75		693.00	-4.1
7 vehicles		£796.50		767.00	-3.7
8 vehicles		£870.25		841.00	-3.4
9 vehicles		£944.00		915.00	-3.1
10 vehicles		£1,017.75		988.00	-2.9
11 vehicles		£1,091.50		1062.00	-2.7
12 vehicles		£1,165.25		1136.00	-2.5
13 vehicles		£1,239.00		1210.00	-2.3
14 vehicles		£1,312.75		1283.00	-2.3
15 vehicles		£1,386.50		1357.00	-2.1
16 vehicles		£1,460.25		1431.00	-2.0
17 vehicles		£1,534.00		1505.00	-1.9
18 vehicles		£1,607.75		1578.00	-1.9
19 vehicles		£1,681.50		1652.00	-1.8
20 vehicles		£1,755.25		1726.00	-1.7
20+ vehicles		£1,755.25		1726.00	-1.7
Variation to Operators Licence - to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence		£59.00		59.00	
Driver Licences					
New 3 years		271.00		301.00	11.1
Renewal				272.00	
Home to school renewal only		186.00		207.00	11.3
Home to school 3 years		186.00		207.00	11.3
Conversion of driver licence to another type		80.00		89.00	11.3
Other Charges					
Transfer of vehicle to new owner		118.00		59.00	-50.0
Variation to PHO Licence				59.00	
Change of vehicle		74.00		74.00	0.0
Meter Test - Retest after failure		32.00		30.00	-6.3
Knowledge Test		74.00		74.00	0.0
Missed Appointments		37.00		30.00	-18.9
First Aid Training for drivers		POA		POA	-
DBS Check		67.0		94.0	
Replacement licence		41.00		30.00	-26.8
Advertising on Hackney Carriages (Initial)		47.00		59.00	25.5
Advertising on Hackney Carriages (Renewal)		32.00		30.00	-6.3
Replacement badge (+ Badge Cost)		41.00		30.00	-26.8
Replacement vehicle licence plate (+ Plate Cost)		59.00		30.00	-49.2
Replacement backing plate		26.00		26.00	0.0
Medical exemption from carrying assistance dog		22.00		30.00	36.4
Change of address PH & HC				10.50	
Refund processing fee		59.00		30.00	-49.2
Change of vehicle registration (+ sticker and licence cost)		59.00		30.00	-49.2
Age test of vehicle		59.00		59.00	0.0
Pre-application advice per hour, minimum 1 hour		59.00		59.00	0.0

DELIVERY
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	Budget £'000 0	2022/23 £'000 286
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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/Initial Statement		15,000.00		15,000.00	0.0
Application with Provisional Statement		8,000.00		8,000.00	0.0
Variation		7,500.00		7,500.00	0.0
Transfer/Reinstatement		6,500.00		6,500.00	0.0
Annual Fee		15,000.00		15,000.00	0.0
Casino (large)					
New Application		10,000.00		10,000.00	0.0
Provisional/Initial 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/Initial 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/Initial 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/Initial 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/Initial 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/Initial 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/Initial 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					
Application (existing holder)				100.00	0.0
New application		150.00		150.00	0.0
Pre-application advice per hour		59.00		59.00	0.0
Annual Fee		50.00		50.00	0.0
First annual fee (payable within 30 days of permit takes place)				50.00	0.0
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		15.00		25.00	66.7
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
Change of Name				25.00	
Transfer				25.00	
Copy Permit		15.00		15.00	0.0
Registration of non-commercial lottery					
Initial Fee		40.00		40.00	0.0
Annual Fee		20.00		20.00	0.0
All Licences					
Notification of change		50.00		50.00	0.0
Copy licence		25.00		25.00	0.0
Pre-application advice per hour		59.00		59.00	0.0

* 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
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CARAVAN SITES					
New licence		440.00		443.00	0.7
New licence per pitch		16.00		16.00	0.0
Transfer of licence		186.00		187.00	0.5
Alteration of conditions		34.00		59.00	-82.7
Annual fee per pitch		14.00		14.00	0.0
Enforcement action - per hour		59.00		59.00	0.0
Deposit, vary or delete site rules		117.00		118.00	0.9
MOBILE HOMES REGULATIONS 2020					
Application Fee Fit and Proper Test (applications taking more than two hours will be charged at hourly rate)				118	
Annual Check Fee (Fit and Proper Test) per hour				59	
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties.					

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

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

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	2,890	2,962

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 will be linked to the increase in pensions and benefits they receive.	Various	Various	2.5% (Estimate)
Deferred Payments Interest payable The national maximum interest rate will change every 6 months on the first of January and July respectively, to track the market gilts rate specified in the most recently published report by the Office of Budget Responsibility (OBR) plus a 0.15% default component	-	-	
Deferred Payment Arrangement Fee	1,000.00	1,030.00	3.0%
Deferred Payment Annual administration fee	336.00	346.00	3.0%
Arrangement of self funder social care			
Arrangement Fee	336.00	346.00	3.0%
Annual Administration Fee	222.00	229.00	3.0%
Provider Failure Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	292.00	301.00	3.0%

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Adult non residential services - Contributions from people supported

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	1,629	1,670

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

Service : Waymead respite care

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	51	53

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Waymead Respice Charge per night	239.00	246.17	3.0%
Day Care Waymead Day Services Per hour	18.75	19.31	3.0%
Bracknell Day Centre Full day	112.37	115.74	3.0%
Half day	56.18	57.87	3.0%
Transport (per day - Wokingham only)	22.37	23.04	3.0%

Service : Blue Badge Scheme

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

Are concessions available? No

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

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service: Forestcare					
Purpose of the Charge: To recover the costs of the service					
	2021/22 Budget	Proposed 2022/23 Budget			
	£'000	£'000			
Income the proposed fees will generate:			1,356	1,397	
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	4.90	4.08	5.04	4.20	3.0%
- Others Per week	5.22	4.35	5.36	4.47	2.8%
GSM Lifeline Per week	8.46	7.05	8.71	7.26	3.0%
Extra/Lost Pendants					
- Flat Charge	74.70	62.25	76.94	64.12	3.0%
- Lost Falls Pendants	104.28	86.90	107.41	89.51	3.0%
- Rental of additional pendant Per week	1.30	1.08	1.33	1.11	3.0%
Sensors					
Smoke Per week	2.35	1.96	2.41	2.01	2.7%
Carbon Monoxide Per week	3.53	2.94	3.64	3.03	3.0%
Flood Per week	2.99	2.49	3.06	2.55	2.5%
Temperature Extreme / Heat Per week	2.34	1.95	2.41	2.01	3.0%
Door Exit Sensor Per week	1.30	1.08	1.33	1.11	3.0%
Universal Per week	1.30	1.08	1.33	1.11	3.0%
PIR / Fast PIR Per week	1.30	1.08	1.33	1.11	3.0%
Medication Dispenser Per week	5.22	4.35	5.36	4.47	2.7%
Epilepsy bed sensor kit Per week	13.03	10.86	13.43	11.19	3.0%
Chair & bed sensor kit Per week	6.52	5.43	6.73	5.61	3.3%
Falls pendant Per week	2.59	2.16	2.70	2.25	4.0%
Bogus Caller Per week	1.30	1.08	1.33	1.11	3.0%
Minuet watch Per week	2.59	2.16	2.70	2.25	4.0%
Arm/ Disarm Zoning Trigger Per week	1.30	1.08	1.33	1.11	3.0%
Jellybean Switch Per week	2.60	2.17	2.70	2.25	3.9%
Natural Gas Detector Per week	4.57	3.81	4.68	3.90	2.4%
Wrist Worn Epilepsy Pendant Per week	56.05	46.71	57.74	48.12	3.0%
Responder service for lifeline customers					
- up to 12 visits per year Per week	11.34	9.45	11.68	9.73	3.0%
- up to 24 visits per year	19.55	16.29	20.16	16.80	3.1%
- extra visits (excluding bank holidays)	40.40	33.67	41.62	34.68	3.0%
- extra visits (including bank holidays)	60.61	50.51	62.42	52.02	3.0%
Responder service for commercial customers					
- up to 6 visits per year Per week	8.21	6.84	8.46	7.05	3.0%
- per additional visit	58.67	48.89	60.43	50.36	3.0%
Key Safes					
Keysafe Supply and Fit					
Supply only	71.70	59.75	73.85	61.54	3.0%
Supply + fit	78.22	65.18	80.57	67.14	3.0%
Moving keysafe	58.67	48.89	60.43	50.36	3.0%
Supply+fit subsequent visit	97.78	81.48	100.70	83.92	3.0%
Monitoring of security diallers Per week	13.62	11.35	14.04	11.70	3.1%
Monitoring of two security diallers Per week	19.94	16.62	20.56	17.13	3.0%
Lone Workers					
GPS Lone Worker - BFC Per person per year	259.42	216.18	267.20	222.67	3.0%
GPS Lone Worker - External Per person per year	358.49	298.74	369.24	307.70	3.0%
Hourly charge for adhoc work	58.67	48.89	60.43	50.36	3.0%
Extension lead	7.82	6.52	8.06	6.72	3.0%
Care calls					
- 1 care call per day Per week	10.44	8.70	10.73	8.94	2.8%
- 2 care calls per day Per week	19.56	16.30	20.16	16.80	3.0%
- 3 care calls per day Per week	26.06	21.72	26.86	22.38	3.0%
- 3 care calls per day + 1 customer Per week	39.10	32.58	40.28	33.57	3.0%
Pocket Pal					
GPS Device - customer renting device (includes SIM and monitoring) Weekly	8.46	7.05	8.71	7.26	3.0%

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

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service: Homelessness

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	1,339	1,339

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Homelessness					
Bed and Breakfast					
- Current Tenancies Per week		150.00		150.00	0.0%
10a Portman					
- Rent Per week		155.10		155.10	0.0%
- Service Charge Per week		19.05		19.05	0.0%
- Household Per week		9.64		9.64	0.0%
- Fuel* Per week		6.07		6.07	0.0%
- Water* Per week		2.90		2.90	0.0%
Tenterden Lodge					
- Rent Per week		165.44		165.44	0.0%
- Service Charge Per week		12.89		12.89	0.0%
- Fuel* Per week		3.32		3.32	0.0%
-Water* Per week		2.90		2.90	0.0%
York Town Road					
- Rent Per week		130.35		130.35	0.0%
- Service Charge Per week		12.89		12.89	0.0%
- Fuel* Per week		3.32		3.32	0.0%
-Water* Per week		2.90		2.90	0.0%
Council owned properties: Reading					
- 1 bed Per week		201.63		201.63	0.0%
- 2 bed Per week		232.76		232.76	0.0%
- 3 bed Per week		255.32		255.32	0.0%
- 4 bed Per week		341.22		341.22	0.0%
Council owned properties: Blackwater Valley					
- 1 bed Per week		190.91		190.91	0.0%
- 2 bed Per week		223.11		223.11	0.0%
- 3 bed Per week		215.19		215.19	0.0%
- 4 bed Per week		341.22		341.22	0.0%
Council owned properties: East Thames Valley					
- 1 bed Per week		201.63		201.63	0.0%
- 2 bed Per week		244.57		244.57	0.0%
- 3 bed Per week		276.79		276.79	0.0%
- 4 bed Per week		384.16		384.16	0.0%

* These charges will be uplifted in line with fee increases from utility companies

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Housing

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

	2020/21 Budget £'000	Proposed 2021/22 Budget £'000
Income the proposed fees will generate:	112	112

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Rents - Learning Disability Accommodation			
151 Holbeck** Per week per bedroom	99.75	99.75	0.0%
9 Portman Close** Per week per bedroom	99.75	99.75	0.0%
Service Charges			
151 Holbeck, 9 Portman** Per week per bedroom	14.05	14.05	0.0%
Waymead			
Rent** Per week per bedroom	161.37	161.37	0.0%
Service Charge** Per week per bedroom	28.70	28.70	0.0%
Fuel* Per week per bedroom	6.00	6.00	0.0%
Water* Per week per bedroom	7.03	7.03	0.0%
Easthampstead Mobile Home Park			
Water Charge* Per week	-	-	0.0%
Site Rent	49.70	49.70	0.0%

* These charges will be uplifted in line with fee increases from utility companies.

** Rents have not been increased pending a wider rent review.

PEOPLE DIRECTORATE

2022/23 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

	2021/22 Budget	Proposed 2022/23 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	5.20 - 11.75	5.50 - 12.50	6.40
Community Learning in Family Hubs	3.05 - 4.10	3.00 - 4.50	9.70
Community Learning for well-being in identified community	1.00 - 3.00	1.50 - 3.50	16.70
Other Courses are fully funded from external grant			

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

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

PEOPLE DIRECTORATE

2022/23 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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	359	370

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 Bracknell Forest Council	16.00	16.50	3.10	
Classroom / meeting room - Voluntary Sector, Charities & Associated Learning Agenda Organisations	17.00	17.50	2.90	
Classroom / meeting room Other external users	21.00	22.00	4.80	
IT Suite / Hall Bracknell Forest Council (specific requirement to use IT or Hall)	20.00	20.50	2.50	
IT Suite / Hall - Voluntary Sector, Charities and Associated Learning Agenda (specific requirement to use IT or Hall)	21.00	21.50	2.40	
IT Suite / Hall Other external users (specific request for IT suite or Hall)	26.00	27.00	3.80	
Insurance	7% room hire	7% room hire		
Refreshments				
New: Tea & Coffee up to 15 delegates per half day	-	10.00	-	
Tea & Coffee 16 to 30 delegates per half day	18.00	19.00	5.60	
Tea & Coffee 31 to 60 delegates per half day	35.00	37.00	5.70	
Tea & Coffee for 61 to 90 delegates per half day	50.00	53.00	6.00	
Tea & Coffee for 91 delegates and above per half day	62.00	65.00	4.80	
General in-room self-service				
Tea & Coffee up to 30 delegates per half day	12.00	12.50	4.20	
Tea & Coffee 31 to 60 delegates per half day	24.00	25.00	4.20	
Tea & Coffee for 61 to 90 delegates per half day	32.00	33.00	3.10	
Tea & Coffee for 91 delegates and above per half day	44.00	45.50	3.40	
Lunches	Cost + 10%	Cost + 10%		
External users:				
Photocopying per copy	Black and White A4	0.25	0.30	20.00
Photocopying per copy	Colour A4	0.85	0.90	5.90
Photocopying per copy	Black and White A3	0.45	0.50	11.10
Photocopying per copy	Colour A3	1.95	2.05	5.10

2022/23 PROPOSED FEES & CHARGES

(Community Learning charged at cost; other BFC, Voluntary Sector, Charities & Associated Learning Agenda Organisations charged at cost +10%)			
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Charges for refreshments have been simplified as one banding for anyone requiring refreshments. Fees and charges may need to be reviewed as the market develops post-pandemic.

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	65	67

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

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

Professional Development Courses

Course Fees and Timings			
Internal and Other LA Schools *			
Full Day (09.15 - 15.45)	152.00	157.00	3.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	84.00	87.00	3.60
Twilight (16.15 - 17.30)	39.00	41.00	5.10
Independent Schools			
Full Day (09.15 - 15.45)	301.00	311.00	3.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	166.00	171.00	3.00
Twilight (16.15 - 17.30)	75.00	78.00	4.00

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

2022/23 PROPOSED FEES & CHARGES

Service : Education and Learning

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	65	67

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

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

Consultancy Rates

Chargeable Activities			
Services offered include Curriculum Reviews, Data Analysis, On- site Training and Specialist Advice.			
All fees include normal preparation time but exclude travel and materials and must be agreed with Head of Service / Assistant Director.			
BFC Schools and Academies			
Daily rate	510.00	530.00	3.90
Half Day	310.00	320.00	3.20
Hourly rate	105.00	110.00	4.80
Twilight session	205.00	215.00	4.90
Evening Session	310.00	320.00	3.20
Non BFC Schools, Independent Schools and Academies			
Daily rate	615.00	635.00	3.30
Half Day	360.00	375.00	4.20
Hourly rate	155.00	160.00	3.20
Twilight session	310.00	320.00	3.20
Evening Session	410.00	425.00	3.70
Headteacher Performance Management Model A	530.00	550.00	3.80
Headteacher Performance Management Model B	360.00	375.00	4.20

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

2022/23 PROPOSED FEES & CHARGES

Service : Larchwood

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	39	40

Are concessions available? Yes, free service for Bracknell children

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

Residential short break care

Overnight				
Per Night	483.10	497.60	3.00	
Day-care				
Standard	per hour	19.75	20.35	3.00
Additional 1:1 staffing	per hour	16.45	16.95	3.00
Additional 2:1 staffing	per hour	32.70	33.70	3.10
Day-care - New Clients				
Standard	per hour	25.20	26.00	3.20
Additional 1:1 staffing	per hour	20.30	20.95	3.20
Additional 2:1 staffing	per hour	40.50	41.75	3.10

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Children Looked After

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	28	29

Are concessions available? No

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

Foster care charges

Charge per week	Minimum	270.00	278.10	3.00
	Maximum	646.30	665.70	3.00
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		52.05	53.65	3.10
Additional amount: Long term placement		104.05	107.20	3.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Youth Justice

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	2	2

Are concessions available? No

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

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

Training Fees

Supply training to external organisations	per day	328.00	338.00	3.00
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NEW: Service : Children's Specialist Support Services

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

Are concessions available? No

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

Income generation from bid writing and training fees

Supply training to external organisations	per day	700.00	725.00	3.60
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PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Youth Service

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

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

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

Brackan Walk: Hire Fees

Youth & Community Groups - not for profit basis				
Hall	per hour	-	15.00	-
Yellow Room	per hour	-	12.00	-
Green Room	per hour	-	6.75	-
Private & Commercial				
Hall	per hour	-	25.00	-
Yellow Room	per hour	-	15.00	-
Green Room	per hour	-	9.00	-

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

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

Service : Family Hubs

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	50	51

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

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

Sessional Fees

Sessional Fees			
BFC families - per child	-	1.50	-
Families from outside BFC - per child	-	2.00	-
Journey to Parenthood (fixed price for 6 sessions)	30.00	30.00	0.0

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

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

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Family Hubs

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

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
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Are concessions available? Yes. Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.

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

Room Hire Fees

Rowans Family Hub			
Private group/ Statutory Agencies			
Hall	15.20	15.70	3.3
Creative Room	12.75	13.15	3.1
Owl Room	10.30	10.65	3.4
Meeting Room	7.80	8.05	3.2
Kitchen (if used for cooking)	12.75	13.15	3.1
Voluntary/non profit making Group			
Hall	11.65	12.00	3.0
Creative Room	9.00	9.30	3.3
Owl Room	6.55	6.75	3.1
Meeting Room	4.05	4.20	3.7
Kitchen (if used for cooking)	9.00	9.30	3.3
Willows Children's Centre			
Private group/ Statutory Agencies	15.20	15.70	3.3
Hall & kitchen			
Voluntary/non profit making Group			
Hall & kitchen	11.65	12.00	3.0

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Family Hubs

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000

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

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

Room Hire

Oaks Family Hub:			
Private group/ Statutory Agencies			
Green Room	11.65	12.00	3.0
Yellow Room and Kitchen	15.20	15.70	3.3
Family room	17.85	18.40	3.1
Voluntary/non profit making Group			
Green Room	7.80	8.05	3.2
Blue Room	6.55	6.75	3.1
Family Room and Kitchen	11.65	12.00	3.0
Pre-school room	14.05	14.50	3.2
Alders Family Hub			
Private group/ Statutory Agencies			
Family Room	12.75	13.15	3.1
Meeting Room 1	9.00	9.30	3.3
Meeting Room 2	7.80	8.05	3.2
Voluntary/non profit making Group			
Family Room	9.00	9.30	3.3
Meeting Room 1	6.55	6.75	3.1
Meeting Room 2	4.05	4.20	3.7

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

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

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

NEW Service : Unauthorised non-school attendance

Purpose of the Charge: Statutory requirement.

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	25	25

Are concessions available? No

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

Fine

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

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

PEOPLE DIRECTORATE

2022/23 PROPOSED FEES & CHARGES

Service : Free entitlement to early years childcare

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

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

All concessions are included in the fee structure detailed below

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

Additional support charge

Charge per hour	16.50	17.00	3.0
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A charge may be incurred, capped at £51 in the following circumstances:

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

TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council’s capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 1.5 CIPFA defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

Capital Strategy

The CIPFA revised 2017 Prudential and Treasury Management Codes requires all local authorities to prepare a capital strategy report, which will provide the following:

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

The Council published its Capital Strategy in 2019. It has been reviewed by officers and will be updated for 2022/23 to be reviewed by Governance and Audit Committee in January 2022 before being published. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

Treasury Management reporting

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

- a. **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:
 - the capital plans, (including prudential indicators);
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
 - an investment strategy, (the parameters on how investments are to be managed).
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c. **An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

- 1.6 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.
- 1.7 There are no substantial changes to the Treasury Strategy to be adopted in 2022/23. CIPFA's proposed changes to the Prudential Code have sparked a great deal of debate in the local government sector, with the Local Government Association requesting that their introduction be held back, pending further clarifications being formally issued. As a consequence, the proposed changes, particularly those potentially impacting on existing commercial property holdings, are not yet cast in the Code as it currently stands. The Council is, however, complying with proposed new requirement to split the Capital Financing Requirement into assets held for service purposes and others held for investment purposes, which is purely presentational and adds transparency.
- 1.8 The Treasury Management Strategy for 2022/23 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 2022/23 – 2024/25

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 2022/23 to 2024/25 complements these indicators.

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

The Capital Expenditure Plans

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

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

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

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

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

Capital Expenditure	2022/23 Estimate £000	2023/24 Estimate £000	2024/25 Estimate £000
Capital Expenditure	16,346	7,221	4,767
Commercial Activities	0	0	0
Financed by:			
Capital receipts	3,250	3,000	3,000
Capital grants & Contributions	7,037	2,820	2,340
Net financing need for the year	6,059	1,401	-573

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		2020/21	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Capital Financing Requirement					
CFR – services		128,975	141,099	150,930	155,966
CFR - Commercial activities/ non-financial investments		85,627	85,115	84,591	84,055
Total CFR		214,602	226,214	235,221	240,021
Movement in CFR		3,013	11,612	9,307	4,500

Movement in CFR represented by					
Net financing need for the year (above)		680	9,186	6,755	1,502
Less MRP/VRP and other financing movements		2,333	2,426	2,552	2,998
Movement in CFR		3,013	11,612	9,307	4,500

MRP Analysis					
MRP		1,365	1,458	1,718	1,918
VRP		501	512	524	536
Other Financing Repayments		467	456	310	507
MRP		2,333	2,426	2,552	2,998

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

Minimum Revenue Provision (MRP) Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2022/23 charge will be based on 2021/22 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 2021 the total VRP overpayments are expected to be £1.502m.

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 2022/23 – 2024/25

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

	2022/23 Estimated	2023/24 Estimated	2024/25 Estimated
External Debt			
Debt at 31 March	£100m	£110m	£115m
Investments			
Investments at 31 March	£15m	£10m	£10m

Current Portfolio

The overall treasury management portfolio as at 31 March 2021 and for the position as at 31st October 2021 are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/21	31/03/21	31/10/21	31/10/21
Treasury Investments	£000	%	£000	%
Money Market Funds	20,244	100	38,216	100
External Borrowing	£000	%	£000	%
Local Authorities	0	0	0	0
PWLB	80,000	100	80,000	100
Net Treasury Borrowing	59,756			

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes.

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

The Authorised Limit for External Debt

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

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

The Council is asked to approve the following Authorised Limit:

Authorised limit	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Borrowing	£220m	£225m	£230m
Other long term liabilities	£20m	£20m	£20m
Total	£240m	£245m	£250m

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	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Borrowing	£225m	£230m	£235m
Other long term liabilities	£20m	£20m	£20m
Total	£245m	£250m	£255m

Borrowing in advance of need.

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

Expected Movement in Interest Rates

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

Link Group Interest Rate View 8.11.21														
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25
3 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.10	1.10	1.10	1.10	1.10	1.10
12 month ave earnings	0.50	0.60	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20	1.20
5 yr PWLB	1.50	1.50	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.80	1.90	1.90	2.00	2.00
10 yr PWLB	1.80	1.90	1.90	2.00	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.40
25 yr PWLB	2.10	2.20	2.30	2.40	2.40	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.70	2.70
50 yr PWLB	1.90	2.00	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.50	2.50

The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings.

It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic: it should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the spike up to around 5%. The forecast includes five increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is

likely that these forecasts will need changing within a relatively short timeframe for the following reasons: -

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.
- Will some current key supply shortages spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation.
- Supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate one of the MPC's key current concerns.
- It should be noted that there could be further nasty surprises on the Covid front, on top of the flu season this winter, and even the possibility of another lockdown, which could all depress economic activity.
- If the UK invokes article 16 of the Brexit deal over the dislocation in trading arrangements with Northern Ireland, this has the potential to end up in a no deal Brexit.

As shown in the forecast table above, the forecast for Bank Rate now includes five increases, one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and, finally, one in quarter 1 of 2025 to 1.25%. In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will be revised again over the next few months - in line with what the new news is.

It should also be borne in mind that Bank Rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on no other grounds than it being no longer being warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

Investment and borrowing rates

- **Investment returns** are expected to improve in 2022/23. However, while markets are pricing in a series of Bank Rate hikes, actual economic circumstances may see the MPC fall short of these elevated expectations.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.

Borrowing Strategy 2022/23

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 2022/23 treasury operations. The Executive Director:Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession as a result of COVID or other economic risks), then any long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an 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 2022/23 – 2024/25

Investment Policy

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

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

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

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

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

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

6. This authority has engaged external consultants, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
7. All investments will be denominated in sterling.

Creditworthiness policy

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

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

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

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

Annex E(iv)

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

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£10m	6 months
Local authorities	n/a	£7m	1 yr
Money Market Funds (CNAV, LVNAV & VNAV)	AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£10m	liquid

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

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

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

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

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

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

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2021/22 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

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

Economic Investment Considerations

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

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

Sensitivity to Interest Rate Movements

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

	2022/23 Estimated + 1%	2022/23 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	200	200

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:

	2022/23	2023/24	2024/25
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£245m	£250m	£255m
Limits on variable interest rates based on net debt	£245m	£250m	£255m
Maturity Structure of fixed interest rate borrowing 2017/18			
		Lower	Upper
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2022/23 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate" – however the calculation of LIBID and LIBOR are to be retired by the Bank of England – and a new benchmark based on PWLB and Gilts will need to be agreed upon for 2022/23. The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

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

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

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

Member and Officer Training

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

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

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

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

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ 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/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating **</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
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>

CENTRAL

Virements between Directorates

Total	Explanation
£'000	
	<u>Reorganisation</u>
-85	Transfer of the Public Health service to Central
140	Centralisation of Training Budgets in Central
-25	Centralisation of Printing Budgets in Delivery
14	Transfer of Jobs Go Public budgets to Central
	<u>Earmarked Reserves</u>
156	Transfers from the Revenue Grants Unapplied Reserve to fund engineering posts as agreed in the 2018/19 savings proposals (-£0.121m) and to help meet the Highways annual maintenance budget (-£0.035m).
250	Revenue Grants Unapplied Reserve - Use of revenue from commuted sums to complete road marking works.
46	Funding a Policy Officer from the Transformation Reserve.
57	An allocation from the Town Centre Reserve to meet the costs of the Joint Venture Business Partner.
	<u>S106 Bus Contracts</u>
201	The Section 106 Agreement for Wykery Copse, agreement number YN364, allows for bus services to be provided between Jennetts Park and the Bracknell bus and rail stations. The contract was re-let for this service with effect from April this year resulting in an annual cost of £0.201m. A transfer is therefore required for this sum.
	<u>Other S106</u>
122	A number of posts (3 FTE) are to be met from Section 106 SPA Mitigation monies. A 0.5 FTE post in Parks and a full time post in Planning Policy to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. Plus 1.5 Ranger posts to maintain and manage the areas that have been designated SANGS, which are required to be maintained at a higher standard than general open areas. An additional transfer of £0.004m is also required to fund the annual running costs of a vehicle required for the maintenance of the enhanced SANG's.
328	Section 106 SPA funding to help deliver the Planning and Parks & Countryside services as agreed during the respective transformation programmes.
10	As part of the 2021/22 budget it was agreed to draw down of Suitable Alternative Natural Green Space (SANGS) maintenance funds to replace an existing borough maintenance budget for Lily Hill Park.
	<u>Council Wide items</u>
146	Annual adjustment to pension deficit contribution budgets.
1,360	Total Virements

DELIVERY

Virements between Directorates

Total	Explanation
£'000	
	<u>Reorganisation</u>
-62	Centralisation of Training Budgets in Central
48	Centralisation of Printing Budgets in Delivery
12	Transfer of Energy Sustainability to Delivery
-14	Transfer of Jobs Go Public budgets to Central
	<u>Council Wide items</u>
102	Annual adjustment to pension deficit contribution budgets.
86	Total Virements

PEOPLE

Virements between Directorates

Total	Explanation
£'000	
	<u>Reorganisation</u>
85	Transfer of the Public Health service to Central
-78	Centralisation of Training Budgets in Central
-23	Centralisation of Printing Budgets in Delivery
-12	Transfer of Energy Sustainability to Delivery
	<u>S106</u>
25	It has been agreed to fund 50% of a Housing Enabling post for 2 years from S106 Suitable Alternative Natural Green Space (SANGS) contributions as much of the work the post undertakes will be to support Planning.
	<u>Council Wide items</u>
347	Annual adjustment to pension deficit contribution budgets.
344	Total Virements

Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Central</u>
		<u>Audit</u> A budget virement of £0.054m is required from non-DSB audit budgets to Finance DSB budgets to reflect the creation of a Senior Auditor post as more audit work is brought back in house. This will be reflected in the 2022-23 proposals.
54	-54	DSB Budget Non DSB Budget
54	-54	Total
		<u>People</u>
251	-251	Transfer of the Business Intelligence function from the Director budget to the Assistant Director budgets. Assistant Director: Commissioning Director
285		Re-profiling of staff budgets to relect the new structure in Housing.
20		Housing Management & Property
256		Housing Strategy
	-561	Welfare & Benefits Housing & Welfare Operational
		A number of budgets have been reviewed in Children's Social Care and reset to reflect requirements for the year. They balance to a net nil effect.
	-53	Children's Services
36		Children Looked After
15		Specialist Support Services
2		Other Children's and Family Services
		The Standards and Effectiveness Team has been restructured at net nil cost. This includes using more employed staff to deliver functions rather than consultants (requires approval as has a £53k full year effect). It will also include utilising part of the Virtual School grant on a permanent basis.
13	-13	School Improvement, Music and Governor Services
878	-878	Total

Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Schools Budget</u>
		The Council's Budget setting process agreed that the allocation of budgets to individual lines of the Schools Budget could be agreed by the Executive Member, up to the level of anticipated grant income. The original budget approved by the Council was on a provisional basis and adjustments are now reported to reflect the changes to the High Needs Block agreed by the Executive Member, all of which were supported by the Schools Forum.
413		Funds Delegated to Special Schools
1,751		Maintained Schools & Academies
3,010		NMSS & Colleges
753		Education out of School
	-5,927	Other SEN Services
		The Education and Skills Funding Agency (ESFA) has confirmed changes to Dedicated School Grant funding in respect of deducting grant to be paid direct to academy schools of £28.353m. Relevant budgets have been adjusted accordingly to reflect the reduced income and ensure a net nil impact in the accounts.
-27,915		Funds Delegated to Schools
-459		De-delegated Budgets
21		Other School Services
	28,353	Non-Maintained Special Schools & Colleges
		Dedicated Schools Grant
		The ESFA has recalculated the adjustment made to High Needs Block funding allocations to ensure the resident council funds the cost of places taken up by their pupils in other council's specialist providers. The deduction for the Council has reduced by £0.164m, which will be balanced off by an equivalent increase in budget for non-maintained special schools.
180		Non-Maintained Special Schools & Colleges
	-180	Dedicated Schools Grant
-22,246	22,246	Total

CALCULATION OF COUNCIL TAX BASE – 2022/23

Summary

- 1.1 The Council is required to consider and approve the calculation of the Council Tax Base which has to be calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012.
- 1.2 In accordance with the Local Government Act 2003, and in the circumstances provided for in subsequent regulations, for the financial year 2022/23 **it is recommended that, no new locally defined discounts are created in 2022/23 and no change is made to the local Council Tax Support Scheme**. Specifically, this means that:
 - 1.2.1 The Council Tax discount granted in for properties which are nobody's sole or main residence (commonly referred to as "second homes") will remain at 0%.
 - 1.2.2 The Council Tax discount granted in 2022/23 for properties that are empty and substantially unfurnished will remain at 0%.
 - 1.2.3 The Council Tax discount granted in 2022/23 for properties requiring or undergoing major repair or structural alterations will remain at 0%.
 - 1.2.4 The amount of Council Tax payable for long-term empty dwellings which have been unoccupied and substantially unfurnished for a continuous period of at least 2 years will continue to attract a 100% premium.
 - 1.2.5 The Council Tax Support Scheme will remain as an income based assessment with 8 bands.
 - 1.2.6 7 bands will be based on weekly net income:
 - Band 1: 75% discount for households earning up to £80 or in receipt of a passported benefit
 - Band 2: 70% discount for households earning £80.01 - £140.00
 - Band 3: 60% discount for households earning £140.01 - £200.00
 - Band 4: 50% discount for households earning £200.01 - £260.00
 - Band 5: 40% discount for households earning £260.01 - £320.00
 - Band 6: 30% discount for households earning £320.01 - £380.00
 - Band 7: 20% discount for households earning £380.01 - £440.00
 - 1.2.7 Where a claimant would normally be assessed as being in Income bands 1-7 but the claimant falls into a vulnerable group, the claimant will fall into the eighth protected band and receive 80% discount. A vulnerable group is defined as where either the applicant or in the case of a couple their partner count as disabled or long term sick and their incomes trigger an award of Disability Premium, Enhanced Disability Premium or Severe Disability Premium
- 1.3 In accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, **the amount calculated as the Bracknell Forest Council Tax Base for 2022/23**

shall be **48,249**, with the relevant sum for each town and parish council area being as follows, compared with the 2021/22 calculation;

	Tax Base 2021/22	Tax Base 2022/23
Binfield	4,393	4,482
Bracknell	20,182	20,528
Crowthorne	3,022	3,087
Sandhurst	7,992	8,007
Warfield	5,153	5,220
Winkfield	6,882	6,925
	<hr/>	<hr/>
	47,624	48,249
	<hr/>	<hr/>

Background

- 2.1 The Council is required under the Local Authorities (Calculation of Council Tax Base) Regulations 2012 to classify all dwellings in the Borough into the appropriate category of Bands A to H, according to their valuation. It must then apply the stated percentages to calculate the “relevant amount”, i.e. the number of Band D equivalent properties for 2022/23 for each valuation band. The Band D percentages to calculate the number of Band D equivalent properties is listed below:-

Band A	66.6%
Band B	77.7%
Band C	88.8%
Band D	100%
Band E	122.2%
Band F	144.4%
Band G	166.6%
Band H	200%

- 2.2 Regulation 3 of these regulations then requires the Council to multiply the “relevant amount” by the assumed collection rate, to ascertain the Council Tax Base for the year. The collection rate makes allowance for both new properties and general losses such as additional discounts and exemptions.
- 2.3 There are currently 17 different circumstances where residents are not counted for Council Tax purposes, including certain full time students, the severely mentally impaired, patients in homes and carers. Where there is only one other adult resident in the property, apart from the person who is not counted, a 25% discount will apply. Where all the adult residents are not counted, the discount is 50%.
- 2.4 There are also 21 different reasons for granting complete exemption to taxpayers, including those occupied only by full time students or those left empty by persons living elsewhere to receive care.

- 2.5 The Local Government Act 2003 provides that billing authorities have the power to grant locally defined discounts. Examples provided by the Government where a local discount may be created include as a result of local events such as flooding or natural disasters, or because of an outbreak of the foot and mouth disease.
- 2.6 The Welfare Reform Act 2012 abolished the national Council Tax Benefit Scheme from 31 March 2013, replacing the national scheme with a localised Council Tax Reduction Scheme. The Council Tax Reduction Scheme forms part of a billing authority's Council Tax base.
- 2.7 For 2022/23 the cost of the Council Tax Reduction Scheme has been apportioned between the minor precepting authorities based upon the amounts of Council Tax Reduction expected to be granted in 2022/23. The reductions in Band D equivalents are as follows:-

Binfield	104.2
Bracknell	1713.5
Crowthorne	90.5
Sandhurst	261.8
Warfield	150.1
Winkfield	<u>199.8</u>
Total	<u>2519.9</u>

- 2.8 The Council taxbase calculation for the following financial year includes the actual Council taxbase as at 30 November plus an allowance for expected new properties joining the list during the 16 months ahead. Information gathered from various sources indicates that the following allowances should be made for new properties becoming occupied during the period to 31 March 2023, equating to full year band "D" equivalents:-


Binfield	60.0
Bracknell	239.2
Crowthorne	40.7
Sandhurst	27.4
Warfield	93.9
Winkfield	<u>43.3</u>
Total	<u>504.5</u>

- 2.9 An allowance of 0.45% has been provided for losses due to additional discounts and exemptions, empty properties (voids), valuation appeals, absconds and bankruptcies. This is a value judgement based on past experience of Council Tax collection together with management information, which shows a gradual increase in the number of properties occupied by a single person and the number of households falling into arrears.
- 2.10 Appended to this paper are the calculations in accordance with the Regulations for each parish within Bracknell Forest Borough Council. Lines 1 to 16 show the calculation of the "relevant amounts" with allowances for general losses and new properties being in lines 17 and 18. Line 19 is the estimate of the total amount to be applied under the Council Tax Reduction Scheme.

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery	Section: Property		
1. Activity to be assessed	Please give full details of the activity Capital PAD for High Street Car Park			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening	Christopher Chewter			
5. Who are the members of the screening team?	Richard Payne			
6. What is the purpose of the activity?	Project to discuss the feasibility for the redevelopment of the High Street Car Park site			
7. Who is the activity designed to benefit/target?	General Public			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	Disabled spaces to be provided to comply with BS8300. Consideration to be given to colour contrasting and layout to suit people with disabilities.	Shall be encompassed within feasibility report.
9. Racial equality	Y	N	No Impact.	N/A
10. Gender equality	Y	N	No Impact.	N/A
11. Sexual orientation equality	Y	N	No Impact.	N/A


12. Gender re-assignment	Y	N	Should public toilets be used in the scheme, consideration could be given to gender neutral toilets.	Shall be encompassed within feasibility report.
13. Age equality	Y	N	No Impact.	N/A
14. Religion and belief equality	Y	N	No Impact.	N/A
15. Pregnancy and maternity equality	Y	N	Project can allow for parent and child bays as part of the finished project to allow this to be considered.	Shall be encompassed within feasibility report.
16. Marriage and civil partnership equality	Y	N	No Impact.	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Not Applicable.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not considered significant. The above will provide a similar level of equality as the existing site, therefore affect is not considered to have a huge impact.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Minutes of update meetings plus final feasibility report will show how these equality features can be incorporated into the design.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	✘	N	<p>Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.</p> <p>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</p> <p>The designers for the building are already knowledgeable with designing for different service user groups as outlined above, therefore this should be designed out as part of the design phase for the project.</p>
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Not applicable			
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Feasibility report		
26. Assistant director's signature.	<p>Signature: </p> <p>Date: 20.9.21</p>		

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property	
1. Activity to be assessed	Please give full details of the activity Capital PAD for new asset management software			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Richard Payne			
5. Who are the members of the screening team?	Chris Chewter			
6. What is the purpose of the activity?	Re tender of asset management software for property services			
7. Who is the activity designed to benefit/target?	General Public			
Protected Characteristics	Please tick yes or no		Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	The new asset management software will be more user friendly and accessible for all to use. The existing software is only accessible via windows-based computer.	Market research from existing packages allow the use of all smart phones and tablets.
9. Racial equality	Y	N	No Impact	N/A
10. Gender equality	Y	N	No Impact	N/A
11. Sexual orientation equality	Y	N	No Impact	N/A


12. Gender re-assignment	☒	N	No Impact	N/A
13. Age equality	☒	N	No Impact	N/A
14. Religion and belief equality	☒	N	No Impact	N/A
15. Pregnancy and maternity equality	☒	N	No Impact	N/A
16. Marriage and civil partnership equality	☒	N	No Impact	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Not Applicable.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not considered significant.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	☒	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Design and specification documentation will show how any equality measures can be achieved. Interviews with potential providers will also review and impact.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	☒	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			<p>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas. The is negligible impact on the change of software being used, any changes would only be positive.</p>		
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>					
Action		Timescale	Person Responsible	Milestone/Success Criteria	
Not applicable					
24. Which service, business or work plan will these actions be included in?		N/A			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Design and Specification information to be inspected and provided.			
26. Assistant director's signature.		<p style="text-align: center;">  Signature: </p> <p style="text-align: right;">Date: 21.9.21</p>			

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property	
1. Activity to be assessed	Please give full details of the activity Capital PAD for 22/23 Maintenance Work			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening	Christopher Chewter			
5. Who are the members of the screening team?	Richard Payne			
6. What is the purpose of the activity?	Planned maintenance programme for 2022/23			
7. Who is the activity designed to benefit/target?	General Public			
Protected Characteristics	Please tick yes or no		Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	As part of the feasibility reports, designers are to take into account Part M of the Building Regulations and BS8300. Consideration to be given to colour contrasting and layout to suit people with disabilities.	Shall be encompassed within design
9. Racial equality	Y	N	No Impact	N/A
10. Gender equality	Y	N	No Impact	N/A
11. Sexual orientation equality	Y	N	No Impact	N/A

12. Gender re-assignment	☒	N	No Impact	N/A
13. Age equality	☒	N	No Impact	N/A
14. Religion and belief equality	☒	N	No Impact	N/A
15. Pregnancy and maternity equality	☒	N	No Impact	N/A
16. Marriage and civil partnership equality	☒	N	No Impact	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Not Applicable.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not considered significant. The above will provide a similar level of equality as the existing site, therefore affect is insignificant.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	☒	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Minutes of update meetings, and design and specification documentation will show how any equality measures can be achieved.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	☒	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	


			<p>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</p> <p>The designers for the building are already knowledgeable with designing for different service user groups as outlined above, therefore this should be designed out as part of the design phase for the project.</p>
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Not applicable			
<p>24. Which service, business or work plan will these actions be included in?</p>	N/A		
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	Design and Specification information to be inspected and provided.		
<p>26. Assistant director's signature.</p>	<p>Signature: </p> <p>Date: 20.9.21</p>		

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery	Section:ICT	
1. Activity to be assessed	Please give full details of the activity Staff Reduction following move to the Cloud. The ICT team is likely to be reduced by four to five staff, whose skills are no longer required to support the new operating model.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir, Assistant Director		
5. Who are the members of the screening team?	Fiona Atkinson, Library Services Manager Colin Stenning, Head of Digital Dan Tutty, Enterprise Architect Diksha Vyas, Digital & ICT Business Partner Ken Connolly, Digital & ICT Programme Manager Matt Howlett, Transport & Support Services Manager Toni Ball, Head of Customer Services		
6. What is the purpose of the activity?	Reduction in support staff following move of ICT estate from on-prem to cloud. Some skills currently in the team are no longer required to support the future operating model.		
7. Who is the activity designed to benefit/target?	All		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.

Annexe I

9. Racial equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
10. Gender equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
11. Sexual orientation equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
12. Gender re-assignment	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
13. Age equality	∕	N	It is possible that older team members would be those most likely not to have the skills required for the future operating model.	The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
14. Religion and belief equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
15. Pregnancy and maternity equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
16. Marriage and civil partnership equality	∕	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	N/A			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the				

difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	The council's Organisational Change Protocol is designed to ensure fairness in selection.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Assistant director's signature.	Signature: 		Date: 3 November 2021


Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery	Section: Libraries
1. Activity to be assessed	Please give full details of the activity Libraries – Transfer to community management	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Bobby Mulheir, Assistant Director	
5. Who are the members of the screening team?	Fiona Atkinson, Library Services Manager Colin Stenning, Head of Digital Dan Tutty, Enterprise Architect Diksha Vyas, Digital & ICT Business Partner Ken Connolly, Digital & ICT Programme Manager Matt Howlett, Transport & Support Services Manager Toni Ball, Head of Customer Services	
6. What is the purpose of the activity?	To reduce the cost of the library service	
7. Who is the activity designed to benefit/target?	The Library Service is a statutory service under the terms of the Public Libraries and Museums Act 1964. The aim is to provide a comprehensive and efficient library service to all who live, work or study in Bracknell Forest. The service is currently delivered through 9 Libraries, a Home Library Service, and through free digital resources, such as e-books, e-audio books, e-magazines, e-comics, and online subscription services. The Libraries offer free access to public PCs and the Internet, in addition to free Wi-Fi. Library staff also provide support and training in use of ICT and online resources. Residents also have the opportunity to attend a wide range of activities and events. The last Public Library User Survey conducted in 2015-16 indicated that satisfaction with BFC's current service provision is 95%.	
Protected Characteristics	Please tick yes or no	<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p> <p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>

<p>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</p>	<p>Y</p>	<p>N</p>	<p>Negative: It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p> <p>People with mental health issues use Libraries and attend groups / activities to build confidence and combat social isolation.</p>	<p>Public Library User Survey data from 2015-16 indicated that: 35% of users said that BFC Libraries had helped them with health and wellbeing. 36% said they used the Library Service to meet people. 8% described themselves as having mobility problems. 8% described themselves as hearing impaired. 2% described themselves as visually impaired. 3% described themselves as having mental health issues. 2% said that they had learning disabilities</p>
<p>9. Racial equality</p>	<p>Y</p>	<p>N</p>	<p>Negative: Users for whom English is a second language might not be able to access the service, as they might need the support of experienced and qualified staff.</p>	
<p>10. Gender equality</p>	<p>Y</p>	<p>N</p>	<p>Negative: It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p> <p>Over 80% of attendance at Library events and activities are female. People attend events to make friends and to combat social isolation. Events will not take place in closed or unstaffed Libraries.</p>	
<p>11. Sexual orientation equality</p>	<p>Y</p>	<p>N</p>		<p>There is currently no evidence to suggest a specific impact</p>
<p>12. Gender re-assignment</p>	<p>Y</p>	<p>N</p>		<p>There is currently no evidence to suggest a specific impact</p>
<p>13. Age equality</p>	<p>Y</p>	<p>N</p>	<p>Negative: It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p>	<p>E+ data indicates that: 11% of enrolments and 36% of transactions are aged 65+. 37% of enrolments and 31% of transactions are below the age of 18.</p>

			<p>Many children come in after school to attend clubs and for homework support, and young teens use Libraries for quiet study.</p> <p>The Library Service is heavily used by young families who may find it inconvenient to travel to other parts of the borough with young children, especially if relying on public transport, if their local library is not open or not running the events they use.</p> <p>Young mothers attend storytimes and Bounce and Rhyme with their children to meet other parents, but these activities might not occur in community-run Libraries.</p> <p>Library staff actively engage children with reading and learning, which might not happen in community-run libraries.</p>	<p>According to the Public Library User Survey 2015 -16, 16% are over 75.</p> <p>43% described themselves as retired.</p> <p>9% stated that they are looking after the home and / or family.</p> <p>Since the Libraries have been closed during lockdown, a large volume of verbal and written feedback has been received from Library members who are not prepared to travel to other libraries outside of their local community. Some of the reasons given are that it is inconvenient, that they would have to use public transport, and there is no free parking nearby.</p> <p>Others have stated that they miss participating in the activities held at their local library.</p>
14. Religion and belief equality	Y	N	<p>Negative:</p> <p>If run by Church organisations looking for buildings to run their church from. This could put off people from other religions.</p>	
15. Pregnancy and maternity equality	Y	N		There is currently no evidence to suggest a specific impact
16. Marriage and civil partnership equality	Y	N		There is currently no evidence to suggest a specific impact
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.			<p>Libraries play an important role in helping the unemployed access employment and job seeking skills.</p> <p>The impact of potential reductions in easy access to libraries could be significant on low income families, who use ICT facilities to apply for Universal Credit or who borrow books as they cannot afford to buy them; ex-offenders being rehabilitated into the local community; people who do not have ICT access at home or who have poor connectivity; people who lack digital skills; and people who live alone, who use libraries to meet people and combat social isolation.</p> <p>Libraries keep local communities connected, supporting the vulnerable and providing information on health and wellbeing.</p>	
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?		No		

<p>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</p>	<p>Although a potential reduction in the libraries service would potentially affect the whole community, the most significant impact would be on older people, people with a disability, people with mental health issues, women, children, low-income families and the unemployed.</p> <p>Community management could have a significant impact on children, the elderly and people who have mental health issues, who tend to use Libraries for social interaction.</p> <p>Also, any sector of the community who lacks digital skills and needs support and assistance to access ICT services and to complete online applications forms would be negatively affected.</p>		
<p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>	<p>Y</p>	<p>N</p>	<p>For all the groups above, this is a statutory service, and making it more difficult for them to access it, could potentially be seen as unlawful discrimination.</p>
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>Detailed analysis of customer base at each of the libraries where transfer to community ownership is proposed.</p> <p>Full public consultation would have to be carried out prior to any change in operation, in order to fully understand the impact on each group.</p> <p>Failure to do this would be a breach of statutory duty and could result in a judicial review.</p>		
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>	<p>Y</p>	<p>N</p>	<p>Potential breach of statutory duty and negative impact on multiple protected characteristics.</p>
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
<p>Action</p>	<p>Timescale</p>	<p>Person Responsible</p>	<p>Milestone/Success Criteria</p>

24. Which service, business or work plan will these actions be included in?	
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list
26. Assistant director's signature.	 Signature: Date: 11 November 2021

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Operations Unit - Fleet	
1. Activity to be assessed	Please give full details of the activity Closure of R-bus service			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Bobby Mulheir			
5. Who are the members of the screening team?	Matt Howlett, Yvonne Griffiths			
6. What is the purpose of the activity?	Closure of the R-bus transport service to deliver a revenue saving of £42k pa.			
7. Who is the activity designed to benefit/target?	Nobody			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	Negative – the service is exclusively used by adults with a long-term disability, who are known to CTPLD. This service enhances their independence and enables them to take part in activities, reducing social isolation and loneliness, and taking pressure off families, potentially reducing the need for respite provision.	The number of users of the service has increased year on year since its inception. Services such as the Friday Night Project have seen significant increase in use due to the provision of this transport. Users can travel more independently than they would be able to do, if using general public transport.
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	The loss of this service could have a negative impact on carers, who would need to provide transport to activities, and/or would have a reduction in their respite time.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	This impact exclusively affects people with disabilities (physical and learning) regardless of the other characteristics. There are currently 65 regular users of the service who will be affected.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Don't think so, as this isn't a statutory service, and isn't provided for anybody else.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	We need to consult with the users of the service and their carers, and CTPLD, to understand whether they would continue to access the services and activities they currently use, and what pressure it would put on carers to facilitate this. We would also need to understand what additional pressure this would put on carers, and whether this would increase demands on other areas of Adults' Services, e.g. respite care, mental health support, etc.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	We do not fully understand what the impacts would be on the customer group affected, or the implications of this on other services. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant director's signature.	Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery	Section: ICT Digital Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant Drupal post - £45K		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening			
5. Who are the members of the screening team?			
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.		
7. Who is the activity designed to benefit/target?			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	
9. Racial equality	Y	N	
10. Gender equality	Y	N	
11. Sexual orientation equality	Y	N	

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Please list		
26. Assistant director's signature.		Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: ICT Digital Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant GIS Technician post - £30K			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
Protected Characteristics	Please tick yes or no		Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N		
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action		Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Please list		
26. Assistant director's signature.		Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: ICT Digital Services	
1. Activity to be assessed	Please give full details of the activity Deletion of CRM Development Manager post - £45K			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N		
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list			
26. Assistant director's signature.	Signature:		Date:	

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Customer Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant CSA posts - £43k			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
Protected Characteristics	Please tick yes or no		Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	People who can't so easily access online services	
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N	Could make it more difficult for customers to get through on the phone.	
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Low-income customers who cannot easily get access to internet for online services.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant director's signature.	Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening: 29-10-21	Directorate: People		Section: Early Help and Communities - Housing
1. Activity to be assessed	Proposed Saving/Income Generation – 2022/23 budget		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing – extension to existing		
4. Officer responsible for the screening	Sarah Gee		
5. Who are the members of the screening team?	N/A		
6. What is the purpose of the activity?	Increase income on BFC residential property through leasing arrangements with Look Ahead Housing Association. These properties are owned by BFC and are used to accommodate Adult Social Care clients with learning disabilities. By leasing them to a registered housing association, rents can be set at a level that maximises Housing Benefits, and therefore maximises income to the Council under a lease arrangement.		
7. Who is the activity designed to benefit/target?			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	No. The change concerns property providing accommodation for people with learning disabilities. However, no negative or positive impacts are anticipated. For the properties in scope, rent would increase but would be covered by housing benefits. This would need to be carefully communicated with clients/their advocates. A meeting has been held with the CTPLD manager who confirms that none of the individuals placed/likely to be placed are working and all are on full Housing Benefit. There should be no impact on residents therefore arising from a substantial rental increase. The landlord would change but there should be no difference in service level. This arrangement is already

Annexe I

				in place for other similar properties owned by DHL, the Council's housing company. Again the change needs to be carefully communicated to family members of advocates for these clients to avoid any misconceptions and to manage any concerns – if indeed any arise..
9. Racial equality	Y	N	N/A	
10. Gender equality	Y	N	N/A	
11. Sexual orientation equality	Y	N	N/A	
12. Gender re-assignment	Y	N	N/A	
13. Age equality	Y	N	N/A	
14. Religion and belief equality	Y	N	N/A	
15. Pregnancy and maternity equality	Y	N	N/A	
16. Marriage and civil partnership equality	Y	N	N/A	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain As above – the properties in scope are those where residents are all on Housing Benefit and are considered not able to work in the future. As a result the change in rental will not impact them as it will be fully covered by state benefits.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Please see attached proposal		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	No as there is no impact
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	In developing the proposal and agreeing properties in scope we have liaised with operational management from the Community Team for People with Learning Disabilities. This has ensured that the two properties in scope have been agreed following an assessment of both financial benefits and equalities impacts across a number of properties.		
26. Assistant director's signature.	Signature: Sarah Gee		Date: 29/10/21

Initial Equalities Screening Record Form

Date of Screening: 29/10/21	Directorate: People		Section: Early Help and Communities – Youth Service
1. Activity to be assessed	Re-provide Zone Youth Service at Braccan Walk/alternate locations.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing <i>not clear how to answer – see below</i>		
4. Officer responsible for the screening	Sarah Gee		
5. Who are the members of the screening team?	N/A		
6. What is the purpose of the activity?	<p>Please describe briefly its aims, objectives and main activities as relevant. To relinquish The Zone youth centre on the Great Hollands housing estate for letting, re-providing activities in ways which best meet the needs of young people on the estate, in a cost effective way. The Zone is currently utilised Mon-Fri by the College Hall Pupil Referral Unit for 1-1 tuition with young people. It is anticipated that this provision will no longer be required from next financial year with the development of other provision. There are currently no other uses. However, prior to Covid, Berkshire Youth ran a number of sessions from this base. In discussion with them they have agreed to operate their 11-14 age group from the new Braccan Walk hub. However, their preference is to restart their younger 8-11's group from The Zone this autumn. Apart from this planned session there are no other identified users of the building for next financial year. The proposal is that an alternate location in a nearby community building would be used to accommodate this session. The Great Hollands Community Centre could be used for this purpose and is nearby (2 min walk) with appropriate space including two halls and other rooms.</p>		
7. Who is the activity designed to benefit/target?	Children aged 8-11 yrs		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	No The junior youth club would be reprovided in another accessible venue on the estate

9. Racial equality	Y	N	No	
10. Gender equality	Y	N	No	
11. Sexual orientation equality	Y	N	No	
12. Gender re-assignment	Y	N	No	
13. Age equality	Y	N	No	The junior youth club would be reprovided in another accessible venue on the estate – recognising that younger children cannot independently travel further afield and parents may struggle to transport them in the evening if they have no car.
14. Religion and belief equality	Y	N	No	Venue chosen will be secular
15. Pregnancy and maternity equality	Y	N	No	
16. Marriage and civil partnership equality	Y	N	No	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	No – see above. There is no impact expected
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Secure an alternate venue	TBC	Elaine Morgan with commissioned service provider	Alternative venue for youth agreed
24. Which service, business or work plan will these actions be included in?	Early Help		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Assistant director's signature.	Signature: Sarah Gee		Date: 29/10/21