

Commitment Budget 2023/24 to 2025/26

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Central				
Approved Budget	15,145	15,312	14,901	15,104
Residents Survey			20	-20
Local Development Framework		14	133	-141
Revenues		-320		
The Look Out		-50	-50	
Queens' Platinum Jubilee		-55		
External Auditor Fees			100	
Net Inter Departmental Virements	167			
Central Departments Adjusted Budget	15,312	14,901	15,104	14,943
Delivery				
Approved Budget	17,184	17,310	17,007	16,766
Waste Disposal PFI		55	50	31
Neighbourhood Plan Referendums - Warfield and Winkfield		-60		
Greening Waste Collection Arrangements		-13	-15	-15
Borough Elections		120	-120	
Revenue impact of 2022/23 Capital Programme - London Road Landfill Works		30		
ICT - Rationalisation		-90		
ICT - Business Change Programme		-150	-150	
Leisure Contract Management Fee		-189		
Invest to Save - Carbon Reduction Initiatives		-6	-6	
Net Inter Departmental Virements	126			
Delivery Adjusted Budget	17,310	17,007	16,766	16,782
People				
Approved Budget	68,908	69,293	69,863	69,790
Suitability surveys			20	-20
Schools Budget - Funding for New Schools		-182		
Schools Budget - High Needs deficit to be charged to the Dedicated Schools Grant		TBC		
Adjustment Account				
Heathlands		-14		
Forestcare			-153	
Foster Care Allowances - Mainstream		371		
Enhanced Foster Care Pilot		-86	86	
Social Worker Recruitment and Retention Package		456		
Children's Support Services – Pathway for Adulthood SEND Officer		52		
Invest to Save - Carbon Reduction Initiatives		-27	-26	
Net Inter Departmental Virements	385			
People Adjusted Budget	69,293	69,863	69,790	69,770
Total Service Departments	101,915	101,771	101,660	101,495
Non-Departmental / Council Wide				
Approved Budget	-13,124	-13,802	-12,639	-12,346
Minimum and Voluntary Revenue Provision		198	168	53
Increase in employers Pension Fund contributions		330	125	125
2022/23 Capital Programme - (Full Year Effect) Interest		66		
2022/23 Use of Balances (Full Year Effect) - Interest		12		
Earmarked Reserve - Funding for New Schools		182		
Schools Budget - High Needs deficit to be charged to the Dedicated Schools Grant		TBC		
Adjustment Account				
Earmarked Reserves - Revenues		320		
Earmarked Reserves - Queens' Platinum Jubilee		55		
Net Inter Departmental Virements	-678			
Non-Departmental / Council Wide Adjusted Budget	-13,802	-12,639	-12,346	-12,168
TOTAL BUDGET	88,113	89,132	89,314	89,327
Change in commitment budget		1,019	182	13

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:

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Central	21,608	21,197	21,400	21,239
Delivery	17,585	17,282	17,041	17,057
People	96,417	96,987	96,914	96,894
Non-Departmental / Council Wide	-47,497	-46,334	-46,041	-45,863
	88,113	89,132	89,314	89,327
	-	-	-	-

Movements

	2023/24 £'000	2024/25 £'000	2025/26 £'000
Central	-411	203	-161
Delivery	-303	-241	16
People	570	-73	-20
Non Departmental/Council Wide	1,163	293	178
	1,019	182	13

Description of Commitment Budget Items for 2023/24 to 2025/26

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>
Revenues	Reversal of the payments of £100 to households in receipt of Council Tax support (households paying council tax on lowest incomes) which was for 2022/23 only. This was funded from the Covid-19 Earmarked Reserve.
The Look Out	Additional income generated from Phase Two of the transformation of The Look Out.
Queen's Platinum Jubilee	Reversal of the budget built into 2022/23 for one year only to fund a programme of events to celebrate the Queen's Platinum Jubilee, with a corresponding transfer from Earmarked Reserves.
External Auditor Fees	Public Sector Audit Appointments Ltd (PSAA) is currently procuring audit services for local authorities spanning the audits from 2023/24 to 2027/28. Although firm figures have yet to be provided, external audit fees are expected to increase significantly due to the turbulent market and a local audit system that is facing unprecedented difficulties in delivering audit opinions on time.
Delivery	
Waste Disposal PFI	Projection of contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.
Neighbourhood Plan Referendums - Warfield and Winkfield	The referenda took place in 2022/23 and therefore the associated budget can be removed in 2023/24.

Directorate and Item	Description
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.
Borough Elections	Borough Elections will be held in May 2023.
London Road Landfill Works	Revenue impact of the 2022/23 capital programme. Costs associated with the audit and inspection of gas and leachate systems.
ICT - Rationalisation	Now new technology solutions are in place, there is an opportunity to decommission legacy applications and replace them with low-code developments, and to reduce the size of the ICT infrastructure estate required to support those applications. Achieving this level of saving will require corporate buy-in to the rationalisation programme, and sufficient resource in the digital development area.
ICT – Business Change Programme.	The future support model for the Cloud infrastructure will either enable a reduction in staffing if management of the Azure environment is delivered by a Cloud Service Provider, or a reduction in the cost of the Cloud Service Provider if management of the environment is brought in-house.
Leisure Contract Management Fee	In the 2022/23 budget there was a one-off reduction in the Management Fee (£0.150m). This will be repaid in equal instalments over the next 5 years (£0.030m). Additional Covid-19 support of £0.094m will also be repaid over the next 10 years (£0.009m). The original budget has also been re-instated in 2023/24.
Invest to Save - Carbon Reduction Initiatives	Implementation of several projects to help reduce the Council's energy costs and its carbon footprint. All schemes deliver savings at least equal to the cost of interest and the Minimum Revenue Provision resulting from the capital expenditure.
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

Directorate and Item	Description
	budgets the Council agreed to provide up to £1m of funding over four years. All funding has now been allocated and therefore the £0.182m provided in 2022/23 has been reversed in the Commitment Budget.
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. The Government is currently reviewing the arrangements for managing these deficits, with the current approach due to end in April 2023. The Council's budget proposals, informed by discussions with Government officials and the Local Government Association, assume that the current arrangements will be extended for a further period of three years.
Heathlands	New care home which opened in 2022. The Council has a contract for 36 of the beds at a competitive price. This is the full year effect of the savings
Forestcare	Removal of the pressure required while the trading account is moved to a sustainable position.
Foster Care Allowances - Mainstream	To ensure we can continue to recruit and retain high-quality local foster carers, increase resilience and improve permanence, allowance payments have been increased to a more competitive offer. This is expected to lead to some cost savings and cost avoidance by reducing reliance on more expensive alternative care options.
Foster Care Allowances - Enhanced Enhanced Foster Care Pilot	This scheme would initially focus on a six-month pilot with the expectation that it will be expanded if successful, using an "invest to save" approach. The proposal is to supplement the "core" allowances with additional weekly skills and complexity payments, where very experienced and skilled foster carers can support children who would otherwise require independent placements. The pilot includes two children "stepping down" from residential placements.
Social Worker Recruitment and Retention Package	Long-standing difficulties in recruiting and retaining these specialist staff has resulted in a review of current market factors and comparative salaries (locally and nationally). From the evidence gathered through the review, there is a justification to increase the base salary level for social workers generally which is expected to lead to a reduction in use of more expensive agency staff.
Children's Support Services – Pathway for Adulthood SEND Officer	A permanent Pathway for Adulthood Officer will address specific feedback from Ofsted that there is a lack of future aspiration and appropriate placements for children as they approach adulthood which has led to relatively high numbers of young people with SEND who are classed as Not in Education, Employment and Training (NEET).

Directorate and Item	Description
Invest to Save - Carbon Reduction Initiatives	Implementation of several projects to help reduce the Council's energy costs and its carbon footprint. All schemes deliver savings at least equal to the cost of interest and the Minimum Revenue Provision resulting from the capital expenditure.
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 at the level required by the Berkshire Pension Fund.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme. Reflects the impact of prior year underspends, the cash flow position and current interest rates.
2021/22 use of balances (full year effect) -Interest	The full year effect of the additional interest arising from the use of balances in 2021/22.
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 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. All funding has now been allocated and therefore the £0.182m provided from Earmarked Reserves in 2022/23 has been reversed in the Commitment Budget.
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. The Government is currently reviewing the arrangements for managing these deficits, with the current approach due to end in April 2023. The Council's budget proposals, informed by discussions with Government officials and the Local Government Association, assume that the current arrangements will be extended for a further period of three years.
Earmarked Reserves - Revenues	Payments of £100 to households in receipt of Council Tax support (households paying council tax on lowest incomes) for 2022/23 only. This was funded from the Covid-19 Earmarked Reserve.
Earmarked Reserves - Queen's Platinum Jubilee	Reversal of the budget built into 2022/23 for one year only to fund a programme of events to celebrate the Queen's Platinum Jubilee, with a corresponding transfer from Earmarked Reserves.

CENTRAL

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
Finance Above inflationary cost increases on Agresso software licenses following a compliance audit	45		
Payroll and Human Resources System Itrent move to the cloud, hosting costs	36		
Revenues Increased licensing/software maintenance costs (Northgate/NEC)	13		
Internal Audit A reduction in the number of days purchased under the S113 agreement with Wokingham Borough Council due to the creation of Bracknell Forest's own in-house team has been offset by a significant increase in their daily rate which had not changed for some years. In addition, IT audit specialism is bought in and the current fixed rate contract with our IT audit provider expires in March 2022. It is anticipated that costs under the new contract will be higher to reflect increased resource costs for contractors as highlighted in our independent external assessment of internal audit carried out by CIPFA in March 2022.	21		
CENTRAL – RESOURCES TOTAL	115	0	0

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
Policy & Performance New post in establishment - Policy & Performance Lead	59		
CENTRAL – CHIEF EXECUTIVE'S OFFICE TOTAL	59	0	0

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
Transport Strategy New bus contract pressure subject to change upon tendering exercise (new contract commences August 2023) Due to ongoing reduced patronage and increasing costs it is expected that the Council will need to provide further financial support to ensure bus services across the Borough are maintained	387		
CENTRAL – PLACE, PLANNING & REGENERATION TOTAL	387	0	0

DELIVERY

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
Corporate Landlord The level of budget transferred from the service areas was insufficient to support the costs of maintenance on these properties.	35		
Democratic & registration Services Ongoing funding of the newly created Head of Corporate Complaints post plus £0.005m for incidental costs.	66		
Car Parking Parking income is down on pre-Covid levels, as such the income target is not being met. A 10% on-going reduction in usage has been assumed.	350		
Car Parking Staff parking charges were suspended during the pandemic and have yet to be introduced. If parking charges are re- introduced a proportion of income will be achieved.	30		
Waste Collection No housing related growth was added to the budget during 2022/23 and so growth, at £3.30 per property per month, for this year and 2023/24 is included.	70		
Waste Collection Additional above inflation payments for the waste collection contract to cover rising staff costs for drivers, loaders, supervisors, contract manager and admin team staff.	100		
Coroner's Service The cost of the Coroner's Service (Joint Arrangement) has increased, and the costs are anticipated to rise year on year	38		
Climate Change The Climate Change Officer post is currently funded from the Transformation Reserve, but this funding will cease at the end of the financial year and the need for a permanent post has been highlighted.	43		
ICT – Integrated Care Services New modules for Mosaic and LAS to respond to the requirements of the Integrated Care Service, enhancing data capture and reporting arrangements to better inform service management and decision making.	111		

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
ICT – Cloud costs Secure hosting of applications and data is essential to the continued operation of the council. Hosting costs have resulted in higher ongoing revenue pressures, while capital investment needs for the Council's digital infrastructure are now minimal.	730		
Legal Increase the Full Time Equivalent of the vacant (currently covered by a locum) Education and Adult Social Care Lawyer post to full time due to volume of work in this area.	27		
DELIVERY TOTAL	1,600	0	0

PEOPLE

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
Adult Social Care Costs This represents the pressure currently being experienced on care packages. It also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care.	1,693		
Adult Social Care - Community Equipment Increase to reflect current usage	80		
Adult Social Care Job evaluation for the staff in Adult Social Care resource now completed in line with Children's resource	55		
Mental Health and Out of Hours A new post to provide essential operational support to Mental Health and Out of Hours teams with regards to the highly complex operational delivery of services that fall within this area. They will provide a key co-ordination role within the service area to ensure that key pieces of operational work are completed, delivered on time and within any agreed scope.	60		
Support to schools The Department for Education has withdrawn grant funding that supports School Improvement activities (£0.038m) and which is used to assist the council to support schools. In addition, the cost of the software license used on the platform for School Traded Services, which aids income generation is in excess of budget (£0.010m).	48		
Special Educational Needs The SEND written statement of action indicates that councils should provide social care oversight in the development of Education, Health and Care Plans. This is to be fulfilled through a new full time Designated Social Care Officer post (£0.078m). The Information and Support Service which provides independent advice to parents on SEND is subject to a reduction in external grant funding (£0.018m) which is proposed in future to be funded by the council.	96		
Children's Social Care staffing pressures The Duty and Assessment Team ensures that statutory work can progress in a timely and safe manner to reduce risks to children being harmed or entering care. Caseloads have been increasing and an additional 2.0 FTE staff are	134		

Description	2023/24 £'000	2024/25 £'000	2025/26 £'000
required to allow manageable caseloads (£0.110m). Access to records has also experienced a significant increase in requests for information and in order to reduce the risk of not meeting statutory timescales, a 0.6 FTE increase in hours is proposed (£0.024m).			
Children's Social Care prevention The Department for Education has funded a project to support families with unborn and under 1 year old children. This work has demonstrated that intensive work pre-birth and using a group work and support model for new parents can significantly increase the prospects of navigating children away from costly parent and child residential placements. The proposal is for the council to fund one post once grant funding ceases.	40		
PEOPLE TOTAL	2,206	0	0

CENTRAL - CHIEF EXECUTIVE'S OFFICE

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Communications and Marketing Reduction in various supplies & services budgets	5		
CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL	5	0	0

CENTRAL – RESOURCES

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Finance Reduction in various supplies & services budgets	5		
Organisational Development Reduction in overall training budget through a review of essential and mandatory training offered	25		
Insurance & Risk Management Reduction in budgeted resources for cyber security costs following the receipt of Government funding and a re-assessment of how the identified support will be procured.	50		
CENTRAL – RESOURCES TOTAL	80	0	0

CENTRAL – PLACE, PLANNING & REGENERATION

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Director PPR Reduction in various supplies & services budgets	10		
Planning Increase in Community Infrastructure Levy Administration income	50		
Transport Strategy Reduction in road safety expenditure in line with the level of expenditure in prior years	30		
Highway Engineering Administration fees generated from the construction of vehicle access crossings	20		
Traffic Reduction in winter maintenance contract to reflect milder winters in recent years	20		
Traffic Increase in income from Street Works	20		
Parks & Countryside Increase in income from Surrey Heath Suitable Alternative Non-Green Spaces (SANGS)	50		
Parks & Countryside Increased use of commuted sums for open space maintenance	25		
Regeneration & Economic Development Reduction in various supplies & services budgets	10		
Traffic Reduction in software budget to reflect prior year's expenditure	10		
Committed Sums/S278/S38 Increase in draw down from reserves - with development growth continuing balances should be maintained.	100		
Planning Increase amount drawn from SANGS to support the budget	50		
Travel Planning Income from developers buying into a Travel Plan service offered by the Council, rather than the individual occupiers/site developers having to run their bespoke travel plan.	25		
CENTRAL – PLACE, PLANNING & REGENERATION TOTAL	420	0	0

DELIVERY

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Car Parking The NSL Ltd parking management contract implementation costs were added to year 1 of the contract, therefore the contract costs reduce from year 2.	130		
Car Parking Renegotiation of the multi storey parking banking contract and subsequent reduction in banking transaction fees.	50		
Car parking Selling overnight / weekend spaces at Time Square and High Street car parks to the new flats surrounding Time Square.	20		
Cemetery & Crematorium Additional Income due to an increase in the number of services taking place.	50		
Contract Services Departmental management – reduction of spending on printing and other small items of expenditure.	7		
Waste Disposal Potential to achieve a saving through efficiencies and lower tonnages.	350		
Democratic and Registration Services Reduction in supplies and services budgets within Member Services, increase in income target for school appeals and increase in income target for weddings	9		
Facilities / Community Hub Café refreshment price increase to £1, underspend on shredding and completion of PAT testing in-house rather than outsourced.	5		
Legal Seminar Costs – greater emphasis on training needs being met on a remote basis i.e. webinars.	1		
Print Room The recent closure of the Print Room shared service with Wokingham Borough Council has resulted in the redundancy of one member of staff.	38		
Grounds Maintenance Reduction of weed spraying from 3 to 2 sprays per annum.	28		
Grounds Maintenance/Street Cleansing A 25% reduction in litter bins throughout the Borough. There is no saving in year one due to redundancy and removal costs.	0	30	

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Grounds Maintenance Reduction of budget for contractors to remove larger fly tips.	15		
Grounds maintenance Underspend being reported against the current year's approved budget.	15		
Leisure As a result of the installation of the splash pad at Coral Reef, an additional £0.025m management fee is to be paid by the contractor, of which £0.015m is already built into the budget.	10		
Time Square Letting out space in Time Square to third party organisations. £0.050m was included as savings in 21/22 and in 22/23 and an additional £0.050m is aimed to be achieved in 23/24. Other prospective tenants are being sought.	50		
DELIVERY TOTAL	778	30	0

PEOPLE

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Adult Social Care Outcome focussed reviews for all client groups	450		
Housing and Welfare Housing – Service efficiency and historic underspending End of lease on a property (£0.027m) Review of all Budget headings and historic underspends (£0.024m)	51		
Housing and Welfare Welfare Benefits – Review of all Budget headings and historic underspends	76		
Service efficiencies and historic budget variances Underspend on Early Help grants budget (£0.028m) Underspend on commissioned service relating to support for young people Not in Education, Employment or Training (£0.025m) Underspend on former teachers pensions liabilities (£0.050m) Underspend in Leaving Care (£0.109m) Delete Early Help Development Worker as more use is made of online portal for referrals (£0.022m)	234		
Use of grant funding Grant funding is received in respect of the Supporting Families Programme that duplicates activities funded by the council. Greater use of grant will be used to deliver the programme (£0.208m). The Asylum Seekers National Transfer Scheme also provides grant funding at a daily rate which has exceeded local care costs by £0.100m in each of the last 2 years. As numbers transferred increase, additional staffing is required to manage caseloads and a net saving of £0.050m is proposed.	258		
Children's placements Practice continues to see the number of Children Looked After reduce. The average for the last 2 years has reduced to 118 placements compared to 127 over the last 4 years. Current data (which is high cost, volatile and subject to change at short notice) projects a net saving against accommodation and care provision, plus a range of related support services.	1,649		
PEOPLE TOTAL	2,718	0	0

COUNCIL WIDE

Description Impact	2023/24 £'000	2024/25 £'000	2025/26 £'000
Interest The budget has been under spent in previous years and borrowing has been less than forecast. Part of the underspend in the current year is expected to be maintained during 2023/24.	100		
Downshire Homes Limited The Council currently owns 65 residential properties directly and 64 through its wholly owned company Downshire Homes Limited (DHL). Operational management of all the properties is undertaken by the Council's Housing team. To simplify ownership and minimise overheads associated with operating a separate legal entity it is proposed to transfer the DHL housing stock to the Council's ownership. This requires complex legal processes to be followed and the transfer is therefore expected to take place in Autumn 2023, at which point DHL will be wound down. A detailed report setting out the necessary steps to secure DHL's closure will be brought to the Council's Executive for consideration next Summer, once initial preparatory work has been undertaken.	240	240	
Supplementary Pensions These are pension payments relating to joint arrangements and recharges from the Royal Borough of Windsor and Maidenhead which administers the Berkshire Pension scheme. The budget has been adjusted as it has consistently under spent.	7		
Earmarked Reserves Some of the retained Business Rates growth generated from a large telecommunications company has been transferred into Earmarked Reserves as it was not prudent to use all the growth to balance the budget. The transfer of this company to the Central List will happen from April 2023 as part of the national revaluation exercise. This transfer can therefore be reversed as the rates retention calculation from 2023/24 will reflect a more realistic, on-going position.	3,350		
COUNCIL WIDE TOTAL	3,697	240	0

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service: Town Centre Management

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

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

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

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

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

Service : Building Control

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

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

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

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

PROPOSAL

Domestic Plan Charge (Full Plans)

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

Domestic Inspection Charge (Full Plans)

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

Domestic Charge (Building Notice)

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

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Building Control

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

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

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

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Building Control

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

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

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

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

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Local Land Charges

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

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

Are concessions available? No

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

LOCAL LAND CHARGES

Fees for Official Search of Register and Standard Enquiries

Personal search		Free		Free	0.0
Copy search		23.00		25.00	8.7
Requisition (LLC1)		29.00		31.00	6.9
Extra Parcel Fee on (LLC1)		6.00		6.00	0.0
Standard Enquiries CON2a	113.00	93.00	122.00	100.00	7.5

Additional

Additional Parcels and Garages	30.00	25.00	33.00	27.50	10.0
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Other

Optional Enquiries (each enquiry)	16.00	13.33	18.00	15.00	12.5
Added Enquiries (each enquiry)	29.00	24.17	32.00	26.67	10.3
Cancellation Administration Fee		41.00		45.00	9.8
Commons Registration Searches	16.00	13.33	18.00	15.00	12.5

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : **Monitoring Streetworks**

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

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

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

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Application for Street Café (Registered charity)					
Fee, plus charge based on number of chairs:		132.00		142.00	7.6
1-4 Chairs		89.00		96.00	7.9
5-10 Chairs		117.00		126.00	7.7
11+ Chairs		146.00		157.00	7.5
Application for Street Café					
Fee, plus charge based on number of chairs:		293.00		315.00	7.5
1-4 Chairs		224.00		241.00	7.6
5-10 Chairs		558.00		600.00	7.5
11+ Chairs		1,005.00		1,080.00	7.5
for those found without a licence		390.00		419.00	7.4
Renewal for Street Café					
Fee, plus charge based on number of chairs:		196.00		211.00	7.7
1-4 Chairs		145.00		156.00	7.6
5-10 Chairs		380.00		409.00	7.6
11+ Chairs		670.00		720.00	7.5
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		158.00		170.00	7.6
per site (as appropriate)		62.00		67.00	8.1
Fees for administering unlicensed ATC's.		537.00		577.00	7.4
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		158.00		170.00	7.6
per necessary inspection		62.00		67.00	8.1
for those found without a licence		537.00		577.00	7.4
Street Works Licence Application Fee (Initial 200m)					
Fee plus		684.00		735.00	7.5
per additional 200 metres or part thereof		157.00		169.00	7.6
per inspection		50.00		Set by Statute	0.0
Cash Bond for Street Work Licences					
< 1.5 metres depth					
<5m2		1,000.00		1,075.00	7.5
5-10m2		1,500.00		1,600.00	6.7
10-30m2		2,000.00		2,100.00	5.0
>1.5 metres depth					
<5m2		1,500.00		1,600.00	6.7
5-10m2		2,500.00		2,650.00	6.0
10-30m2		3,500.00		3,700.00	5.7
Planting/Cultivation of Public Highway					
Commercial fee or		238.00		256.00	7.6
Domestic fee plus		119.00		128.00	7.6
per necessary inspection		62.00		67.00	8.1
Road Occupation Licence with excavation					
Fee (non-refundable) plus		684.00		735.00	7.5
per necessary inspection		62.00		67.00	8.1
Road Occupation without excavation					
Fee plus		200.00		262.00	31.0
per necessary inspection		62.00		67.00	8.1
Application to place Cables etc. over the Public Highway					
Fee plus		200.00		215.00	7.5
per necessary inspection		62.00		67.00	8.1
Cost per failed core sample (layer thickness test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Cost per failed core sample (Air Voids test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Traffic Management Costs		Actual cost + 15% Admin		Actual cost + 15% Admin	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)					
Fee plus		412.00		443.00	7.5
Per site (USRN)		62.00		67.00	8.1
Penalty for Temporary signs on the Highway without authorisation or Licence		684.00		735.00	7.5
Plus, removal charge per sign		62.00		67.00	8.1
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.		244.00		262.00	7.4

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

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

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

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		650.00		700.00	7.7
Fee for schemes over £25k value.		1,500.00		1,600.00	6.7
Vetting of Traffic Signals designs linked to s278 & s38 schemes					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,709.00		1,837.00	7.5
Fee (Over £25k Signals, Controller & Installation Costs)		2,848.00		3,062.00	7.5
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)		684.00		735.00	7.5
Fee (Over £25k Signals, Controller & Installation Costs)		1,367.00		1,470.00	7.5

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Highways

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

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

Are concessions available? No

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

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
HIGHWAY ENQUIRIES					
Standard rate per hour - minimum charge		69.00		74.00	7.2
Provision of a copy of Section 38 and/or Section 278 agreement	29.00	24.17	32.00	26.67	10.3
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)		1,140.00		1,230.00	7.9
Re-inspection rate per hour - minimum charge		99.00		106.00	7.1
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	
Commuted 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.					
Commuted 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		3,128.00		3,441.00	10.0
New Tree per item		432.00		475.00	10.0
Existing Tree per item		374.00		411.00	9.9
Parking Bay		793.00		872.00	10.0
Swales <500mm m2		85.00		94.00	10.6
Permeable paving m2		136.00		150.00	10.3
Infiltration Trench Lin m		363.00		399.00	9.9
Ditches Lin m		409.00		450.00	10.0
Section 278					
Manhole per item <3m depth		3,128.00		3,441.00	10.0
Carriageway m2 SMA		136.00		150.00	10.3
Carriageway m2 HRA		136.00		150.00	10.3
Carriageway block paved m2		147.00		162.00	10.2
Footway m2		91.00		100.00	9.9
Footway block paved m2		102.00		112.00	9.8
Verge m2		23.00		25.00	8.7
Shrub inspection maintenance m2		57.00		63.00	10.5
Anti-Skid m2		113.00		124.00	9.7
Gully per item		600.00		660.00	10.0
Beaney Blocks lin m		363.00		399.00	9.9
New Tree per item		432.00		475.00	10.0
Existing Tree per item		374.00		411.00	9.9
Street light 12m column		2,108.00		2,319.00	10.0
Street light 10m		2,063.00		2,269.00	10.0
Street light 8m		1,926.00		2,119.00	10.0
Street light 6m		1,870.00		2,057.00	10.0
Street Light 5m		1,848.00		2,033.00	10.0
Parking Bay		793.00		872.00	10.0
Illuminated Bollard		1,020.00		1,122.00	10.0
Illuminated sign <600mm replace and maintain		851.00		936.00	10.0
Non Lit Sign <600 replace and maintain		238.00		262.00	10.1
Timber Bollard		533.00		586.00	9.9
Feeder pillar		227.00		250.00	10.1
Traffic Signal per head (pedestrian)		11,334.00		12,467.00	10.0
Traffic Signal per head (junction)		14,169.00		15,586.00	10.0
The above is not a comprehensive list of all the items for Commuted Sums and other items will be considered as part of the initial design discussions. Non-standard materials that relate to items on this list will also need to be discussed early on in the process.					
In respect of all S278/38 schemes the developer must pay an initial fee of at least £2,550 before we can undertake any assessment. On larger schemes, that require a greater level of assessment, the initial fee will be decided on a scheme by scheme basis but it will be greater than the minimum amount stated above. Once agreed and paid we will then undertake the assessment. Any final fees due will reflect the level of initial fees secured prior to scheme assessment.					
Structures - costs to be agreed for individual structures at an early stage. Any structure that is to be adopted or maintained by the Highway Authority will require Commuted Sums and this will need to be assessed and agreed at an early Stage. Structural design assessment and approval (AIP etc.) will require additional fees and will be on a case by case basis.					
Any non standard drainage and SuDs systems that are to be either adopted/maintained by the Highway Authority will need to be reviewed separately and discussed at an early stage and will require Commuted Sums.					
Additional rates would relate to S38 agreements where non-standard highway detail has been applied. These rates will follow those S278 agreed rates.					

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Development & Adoptions

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

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

Are concessions available? No

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

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

Service : Development Management

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	1,091	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		11,432.00		Set by Statute	0.0
Charge per 0.1 hectares in excess of 2.5 hectares		138.00		Set by Statute	0.0
Maximum		150,000.00		Set by Statute	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		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
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		22,859.00		Set by Statute	0.0
Each additional 75 sq. m or part of		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	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		22,859.00		Set by Statute	0.0
Each Additional 0.1ha		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	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		462.00		Set by Statute	0.0
Each additional 75 sq. m		462.00		Set by Statute	0.0
d) More than 4,215 sq m (£22859+ £138 for each 75 sq m in excess of 4,215 sq m)					
Standard Charge		22,859.00		Set by Statute	0.0
Each additional 75 sq. m		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline					
a) Up to 465 sq. metres (floor area of building proposed) (each application)		96.00		Set by Statute	0.0
b) More than 465 sq. metres (floor area of building proposed) (each application)		2,580.00		Set by Statute	0.0

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Development Management

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	1,091	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
2023/24 PROPOSED FEES & CHARGES

Service : Development Management

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	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	1,091	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		N/A	0.0
Change of Use of building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a State-Funded School or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a flexible use within Shops (Use Class A1), Financial and Professional Services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2).		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from offices (Use Class B1a) Use to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to Dwelling houses (Use Class C3),		96.00		Set by Statute	0.0
- if it includes building operations in connection with the change of use		206.00			
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling house (Use Class C3)		96.00		N/A	0.0
- if it includes building operations in connection with the change of use		206.00			
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)		96.00		Set by Statute	0.0
- if it includes building operations in connection with the change of use		206.00			
Change of use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3)		96.00		Set by Statute	0.0
- if it includes building operations in connection with the change of use		206.00			
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses to Assembly and Leisure Uses (Use Class D2)		96.00		N/A	0.0
Change of Use from Shops (Class A1), Professional Financial Services (Class A2), Takeaways (Class A5), Betting offices, Pay Day Loan Shops or Launderette to Offices (Class B1a)		96.00		Set by Statute	0.0
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		96.00		Set by Statute	0.0
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		96.00		Set by Statute	0.0
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.		96.00		Set by Statute	0.0
Erection, extension or alteration of a university building		96.00		Set by Statute	0.0
Movable structure within the curtilage of a historic visitor attraction or listed pub/restaurant etc.		96.00		Set by Statute	0.0
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of a single living accommodation and/or non-residential buildings		96.00		Set by Statute	0.0

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

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Income the proposed fees will generate:	1,091	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	60.00	50.00	65.00	54.17	8.3
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only	98.00	81.67	105.00	87.50	7.1
Full Standard Pre-App with site visit and all relevant consultees	151.00	125.83	162.00	135.00	7.3
Developers					
Residential Units					
Full Standard Pre-App with site visit and all relevant consultees					
1 unit	299.00	249.17	321.00	267.50	7.4
2-5 units	595.00	495.83	640.00	533.33	7.6
6-10 units	1,136.00	946.67	1,221.00	1,017.50	7.5
11-25 units	1,667.00	1,389.17	1,792.00	1,493.33	7.5
26-50 units	2,977.00	2,480.83	3,200.00	2,666.67	7.5
51+ units	6,669.00	5,557.50	7,169.00	5,974.17	7.5
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	179.00	149.17	192.00	160.00	7.3
2-5 units	358.00	298.33	385.00	320.83	7.5
6-10 units	477.00	397.50	513.00	427.50	7.5
11-25 units	715.00	595.83	769.00	640.83	7.6
26-50 units	1,190.00	991.67	1,279.00	1,065.83	7.5
51+ units	1,787.00	1,489.17	1,921.00	1,600.83	7.5

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Income the proposed fees will generate:	1,091	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	239.00	199.17	257.00	214.17	7.5
201-1000 sq. metres	536.00	446.67	576.00	480.00	7.5
1001-2000 sq. metres	775.00	645.83	833.00	694.17	7.5
2001-3000 sq. metres	1,131.00	942.50	1,216.00	1,013.33	7.5
3001-5000 sq. metres	1,669.00	1,390.83	1,794.00	1,495.00	7.5
5001-10000 sq. metres	2,975.00	2,479.17	3,198.00	2,665.00	7.5
10001+ sq. metres	6,664.00	5,553.33	7,164.00	5,970.00	7.5
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	141.00	117.50	152.00	126.67	7.8
201-1000 sq. metres	299.00	249.17	321.00	267.50	7.4
1001-2000 sq. metres	406.00	338.33	436.00	363.33	7.4
2001-3000 sq. metres	476.00	396.67	512.00	426.67	7.6
3001-5000 sq. metres	715.00	595.83	769.00	640.83	7.6
5001-10000 sq. metres	1,191.00	992.50	1,280.00	1,066.67	7.5
10001+ sq. metres	1,784.00	1,486.67	1,918.00	1,598.33	7.5
Bespoke Service					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

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

Service : Development Management

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	1,091	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	98.00	81.67	105.00	87.50	7.1
2-5 units	190.00	158.33	204.00	170.00	7.4
6-10 units	357.00	297.50	384.00	320.00	7.6
11-25 units	536.00	446.67	576.00	480.00	7.5
26-50 units	715.00	595.83	769.00	640.83	7.6
51+ units	894.00	745.00	961.00	800.83	7.5
Commercial/Non-Residential					
201-1000 sq. metres	98.00	81.67	105.00	87.50	7.1
1001-2000 sq. metres	190.00	158.33	204.00	170.00	7.4
2001-3000 sq. metres	358.00	298.33	385.00	320.83	7.5
3001-5000 sq. metres	536.00	446.67	576.00	480.00	7.5
5001-10000 sq. metres	715.00	595.83	769.00	640.83	7.6
10001+ sq. metres	894.00	745.00	961.00	800.83	7.5
Additional charges					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	135.00	112.50	145.00	120.83	7.4
Letter of confirmation of compliance with an enforcement notice	190.00	158.33	204.00	170.00	7.4
Non-Material amendments to a planning permission - Householder	34.00	28.33	Set by Statute	Set by Statute	0.0
Non-Material amendments to a planning permission - Non-Residential	234.00	195.00	Set by Statute	Set by Statute	0.0
Miscellaneous					
Change of use from a dwelling and change of use of land to garden	99.00	82.50	106.00	88.33	7.1
Non householder finding out use class, what type of amendment is required on an application e.g. non-material or material amendment	79.00	65.83	85.00	70.83	7.6
Letter of confirmation of compliance with enforcement notice	183.00	152.50	197.00	164.17	7.7
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	135.00	112.50	145.00	120.83	7.4
Other Charges					
Research Enquiries - Per Hour	135.00	112.50	145.00	120.83	7.4
Processing deed of variation to S106 Agreements	336.00	280.00	361.00	300.83	7.4
Hire of BFC rooms per day by appellants or any third parties during hearings / inquiries	260.00	200.00	280.00	233.33	7.7
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
2023/24 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

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

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

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	121.60	101.33	130.75	108.96	7.5
Senior Pitch for Junior Use	61.15	50.96	65.75	54.79	7.5
Junior Pitch	40.65	33.88	43.70	36.42	7.5
Annual Charge	6,921.75	5,768.13	7,440.90	6,200.75	7.5
Baseball Diamond with Changing Rooms*					
Adult	121.60	101.33	130.75	108.96	7.5
Junior Hire	61.15	50.96	65.75	54.79	7.5
Annual Charge	4,865.35	4,054.46	5,230.30	4,358.58	7.5
Baseball Diamond without Changing Rooms*					
Adult	76.80	64.00	82.60	68.83	7.6
Junior Hire	38.50	32.08	41.40	34.50	7.5
Annual Charge	3,742.30	3,118.58	4,023.00	3,352.50	7.5
PRIORY FIELD					
Football Pitch (without changing rooms)*					
Senior Pitch	76.80	64.00	82.60	68.83	7.6
Senior Pitch for Junior Use	38.50	32.08	41.40	34.50	7.5
Junior Pitch	25.65	21.38	27.60	23.00	7.6
Annual Charge	4,614.95	3,845.79	4,961.10	4,134.25	7.5
FARLEY WOOD					
Football Pitch (without changing rooms)*					
Senior Pitch	76.80	64.00	82.60	68.83	7.6
Senior Pitch for Junior Use	38.50	32.08	41.40	34.50	7.5
Junior Pitch	25.65	21.38	27.60	23.00	7.6
Annual Charge	3,983.55	3,319.63	4,282.35	3,568.63	7.5
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
Tennis Association					
Family Membership	103.00	85.83	110.75	92.29	7.5
Adult Membership	51.50	42.92	55.40	46.17	7.6
Junior Membership	28.85	24.04	31.05	25.88	7.6
Tennis - Pay and Play					
Adult	6.20	5.17	6.70	5.58	8.1
Under 16/64+	5.15	4.29	5.55	4.63	7.8
Tennis Latika Farleywood					
Annual charge additional court booking**	3,377.60	2,814.67	3,630.95	3,025.79	7.5
Cabin Hire	1,320.65	1,100.54	1,419.70	1,183.08	7.5
Additional hourly rate	1.25	1.04	1.35	1.13	8.0
** A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights.					
Hall Hire (Large)					
Per Hour	16.10	13.42	17.35	14.46	7.8
Hall Hire (Small)					
Per Hour	12.36	10.30	13.30	11.08	7.6
Cricket Pitch with Changing room					
Adult	112.85	94.04	121.35	101.13	7.5
Junior	56.90	47.42	61.20	51.00	7.6
Cricket Pitch without Changing room					
Adult	71.30	59.42	76.65	63.88	7.5
Junior	35.80	29.83	38.50	32.08	7.5
Multi Use Games Area (MUGA) The Parks					
Hire Per Hour	27.70	23.08	29.80	24.83	7.6
Multi Use Games Area (MUGA) Jennetts Hill					
Hire Per Hour	27.70	23.08	29.80	24.83	7.6
PodPoint EV Charger					
per kwh	0.26	0.22	0.30	0.25	15.4
Lily Hill Park - Fire Circle					
Uniformed groups	29.30	24.42	31.50	26.25	7.5
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)	32.85	27.38	35.35	29.46	7.6
Local Businesses / Commercial Groups	POA	POA	POA	POA	
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academic year use.					

CENTRAL DIRECTORATES
2023/24 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

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

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

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
	£	£	£	£	%
Rights of Way					
Deposit of Statement: Basic charge to process an application, add to register of deposits and posting notices on site	405.48	337.90	435.90	363.25	7.5
Additional parcel (e.g. land divided by public highway or multiple separate parcels) requiring further site notices	81.24	67.70	87.35	72.79	7.5
Subsequent declaration to renew Deposit (at up to 20 years intervals)	81.24	67.70	87.35	72.79	7.5
Subsequent declaration to renew Deposit (at up to 20 years intervals)	81.24	67.70	87.35	72.80	7.5
Temporary Traffic Regulation Order application. 5 day order.	180.00	150.00	193.50	161.25	7.5
Temporary Traffic Regulation Order application. 21 day order	180.00	150.00	193.50	161.25	7.5
Temporary Traffic Regulation Order up to 6 months. Admin fee, plus cost of 2 x public notices published in the local paper	860.40	717.00	924.95	770.80	7.5
Traffic Regulation Order (Permanent)	2,400.00	2,000.00	2,580.00	2,150.00	7.5
Public Path Order (fee if there are no objections, or objections are withdrawn)	1,836.00	1,530.00	1,973.70	1,644.75	7.5
Public Path Order (fee if there are objections and application has to be submitted to Sec of State)	2,448.00	2,040.00	2,631.60	2,193.00	7.5
THE LOOK OUT					
Admission					
Adult	8.40	7.00	9.05	7.54	7.7
Under 16 / Students / 64+ / Disabled	6.15	5.13	6.65	5.54	8.1
Saver Ticket	22.95	19.13	24.75	20.63	7.8
School Children	5.45	4.54	5.70	4.75	4.6
Under 4s Group Bookings	5.45	4.54	5.90	4.92	8.3
45 minute visit special needs	3.65	3.04	3.95	3.29	8.2
Adult after 4pm	4.55	3.79	4.90	4.08	7.7
Under 16 / Students / 64+ / Disabled, after 4pm	3.05	2.54	3.30	2.75	8.2
Saver Ticket after 4pm	11.30	9.42	12.15	10.13	7.5
Parent & Toddler (Term time only)	7.40	6.17	8.00	6.67	8.1
Carers for disabled	Free	Free	Free	Free	
Birthday Parties*					
Venue Hire (Per child)	8.25	6.88	8.95	7.46	8.5
Loyalty Card*					
Adult	33.60	28.00	N/A	N/A	
Under 16	24.60	20.50	N/A	N/A	
Family	91.80	76.50	N/A	N/A	
Commercial Hire					
Whole Day	284.00	236.67	305.00	254.17	7.4
Half Day	144.00	120.00	155.00	129.17	7.6
Per Hour	68.00	56.67	73.00	60.83	7.4
Evening hire, per hour	92.00	76.67	99.00	82.50	7.6
* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.					
FILMING OPPORTUNITIES					
Filming charges provide an estimated cost of service, full price is confirmed on application, as is required to reflect the bespoke nature of many of the filming requests and to strategically support the ongoing development of a new borough filming business in conjunction with the new Berkshire Film Office.					
Filming administration fee (per application)	54.00	45.00	N/A	N/A	
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	54.00	45.00	N/A	N/A	
Small production (up to 5 people + small tripod)	323.00	269.17	180.00	150.00	-44.3
Medium-larger productions (Between 6-29 people, kit and trucks)*	600.00- 2,500.00	500.00- 2,083.33	480.00- 2,400.00	400.00- 2,000.00	
Major productions (30+ people, kit and trucks)	POA		POA		
Student pieces	POA		POA		
News / Weather reporting	Free		Free		
Charities (Normally free, or may charge to recover council costs if these will be incurred)	POA		POA		
Fast turn-around fee	N/A	N/A	198.00	165.00	100.0
Cancellation fee	N/A	N/A	66.00	55.00	100.0
Extra requirements / other discretionary services such as: Site meetings / inspections, legal / licence fee, exclusivity of site fee, unit base / parking, assisting with filming on the public highway, providing access to parks / buildings, coning off areas, providing access to electricity, refuse collection, removal or addition of street furniture, street cleaning, turning off street lights, providing access to water or parking.	POA		POA		
Note: * Prices for applications are agreed by negotiation, in light of the size and nature of the production, using price benchmarking and industry feedback from partnership with Berkshire Film Office, to secure best value while maximising number of filming sales. Two prices listed reflect upper and lower ends of a scale.					

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	206	221

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		585		630	7.7
Licence to Assign		440		475	8.0
Contracted Out Lease - fee is dependant on complexity		260/430		280/465	7.7/8.1
License to Alter - fee is dependant upon complexity		260/430		280/465	7.7/8.1
Deed of Variation - fee is dependant on complexity		260/430		280/465	7.7/8.1
Sale of Garages & Freehold Reversions		360		390	8.3
Letter/Deed of Postponement		160		175	9.4
Deprivation of Liberty Safeguard cases (uncontested)		550		595	8.2
Deprivation of Liberty Safeguard cases (contested)*per hour		150		165	10.0
Transfer (or hourly rate as appropriate)		420		455	8.3
Section 106 Agreements		1615**		1615**	7.7
S38/278 Highways Act Agreement - per hour		200		215	7.5
* With discretion for the Borough Solicitor to increase if time recorded costs exceed £565, at a rate of £185 per hour.					
** With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,615, at a rate of £185 per hour.					

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Electoral Registration

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

	2022/23 Budget £'000	Proposed 2023/24 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	

Annexe D

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

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

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

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

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

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

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

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

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2023/24 Proposed Fee (Inc VAT)	2023/2024 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
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	14.00	11.67	15.00	12.50	7.1	16.00	13.33	6.7
Additional fee for cancellation/amendment/follow-up appointment		39.00		50.00	28.2			
Note - Appointment fees will be taken at the time of booking								

Service: Democratic Services

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

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

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

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

Council Publications

Agendas/Minutes, etc			
Council agenda – Charge per Annum (Based on 8 per Annum)	190.00	204.00	7.4
Executive Agenda – Charge per Annum (based on 11 per Annum)	283.00	304.00	7.4
Planning Committee (based on 12 per Annum)	283.00	304.00	7.4
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	136.00	146.00	7.4
Charge per single copy	37.00	40.00	8.1
Part extract (any Committee) including background papers - administration fee	12.00	13.00	8.3

Agreed

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Customer Experience

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

	2022/23 Budget £'000	Proposed 2023/24 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	13.20	11.00	20.00	16.67	51.5

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service: Education Transport

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

Income the proposed fees will generate:	2022/23 Budget £'000 0	Proposed 2023/24 Budget £'000 0
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Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Home to School Travel					
Farepayer fees per term on existing routes					
Lost Passes		24.00		26.00	8.3

DELIVERY DIRECTORATE 2023/24 PROPOSED FEES & CHARGES

Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex

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

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

Protected Prices

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

Club Prices

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

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

Core Prices

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

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

Non-Core Prices

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

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

Service : Library Service

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

	2022/23 Budget £'000 66	Proposed 2023/24 Budget £'000 66
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		0.60		0.70	16.7
	Max Per item		13.80		14.70	6.5
Childrens Books borrowed by adults	Daily		0.20		0.20	0.0
	Max Per item		5.00		5.00	0.0
Childrens Books borrowed by children	Daily		0.20		0.20	0.0
	Max Per item		2.60		2.60	0.0
Teenage Books borrowed by young people 13-17	Daily		0.20		0.20	0.0
	Max Per item		5.00		5.00	0.0
Spoken Word Cassettes/ CD's	Daily		0.60		0.70	16.7
	Max Per item		13.80		14.70	6.5
Music CD's	Daily		0.50		0.50	0.0
	Max Per item		11.50		11.50	0.0
DVD's	Daily		1.00		1.10	10.0
	Max Per item		14.00		15.40	10.0
Computer Games	Daily		1.00		1.10	10.0
	Max Per item		14.00		15.40	10.0
Loan Charges						
Childrens Spoken Word Cassettes & CD's - 3 weeks			Free		Free	
Adult Spoken Word 3 weeks			2.70		2.80	3.7
Music CD's, Computer Games, DVD's - New i.e. first 3 months			2.70		2.80	3.7
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old			1.90		2.00	5.3
Music CD's, Computer Games, DVD's - Over 2 years old			0.90		2.00	122.2
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			0.90		1.00	11.1
Requests for all other books if a registered disabled person or those with a leisure			0.60		0.70	16.7
Subscription - unlimited requests	12 Months - (April-March)		22.00		23.00	4.5
	6 months - (October - March)		15.00		16.00	6.7
Requests to other Authorities and British Library (1st 10 items British Libraries)			6.00		6.00	0.0
British Library Requests (Subsequent Books)			17.00		17.00	0.0
British Library Requests (Subsequent Periodicals)			13.00		13.00	0.0
British Library Urgent Service			POA		POA	
British Library Urgent Service (Student Concession)			23.00		23.00	0.0
Internet Printing Fees						
Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use	Half Hour	4.50	3.75	4.50	3.75	0.0
USB SticksCD Rom	Each	5.80	4.83	6.00	5.00	3.4
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff	A4 Page	5.80	4.83	6.00	5.00	3.4
Scan and Print on Photo Paper	A4 Page	6.00	5.00	6.00	5.00	0.0
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50	0.0
Photocopying Charges						
Black & White	A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.0
Colour	A4 Page	0.80	0.67	0.80	0.67	0.0
Colour	A3 Page	2.00	1.67	2.00	1.67	0.0
Other Charges						
Printing from microfilm reader	A4 Page	0.50	0.42	0.50	0.42	0.0
Facilities Hire at Libraries	Half day	50.00	41.67	55.00	45.83	10.0
Facilities Hire at Libraries	Full day	80.00	66.67	85.00	70.83	6.3
Loan of vocal scores	Multiples of 10 per week		POA		POA	
Facilities Hire at Libraries						
Hourly rate for block bookings		18.00	15.00	19.00	15.83	5.6

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	2,387	2,447

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		152.00		164.00	7.9
a stillborn child, foetus or child under 3 years		91.00		98.00	7.7
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		152.00		152.00	0.0
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		1,230.00		1,300.00	5.7
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		549.00		591.00	7.7
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max) under 18 years		685.00		737.00	7.6
The whole of the foregoing fees and charges will treble in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for casket shaped grave for a person 16 and over		372.00		400.00	7.5
Right to erect memorial		185.00		185.00	0.0
Additional inscription of each name		80.00		80.00	0.0
Temporary marker on Grave		32.00		32.00	0.0
Transfer of grant of exclusive right of burial		94.00		94.00	0.0
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

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

Service : Cemetery & Crematorium

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	2,387	2,447

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		925.00		955.00	3.2
Additional 45 minutes in chapel/service		488.00		525.00	7.6
Overrun Fee		300.00		300.00	0.0
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,355.00		1,390.00	2.6
Attended Cremation -15min chapel time only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		684.00		684.00	0.0
Body parts		277.00		277.00	0.0
Cremation fee includes Medical Referee fee, use of chapel (if required), provision of recorded music, use of organ (Braccan only - organist not included), disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Direct Cremation - no chapel time/service; early am/late pm drop off only; disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).		310.00		320.00	3.2
Scattering of Cremated remains - Sat, Sun & Bank Hol		35.00		37.00	5.7
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		488.00		525.00	7.6
For disposal of cremated remains when cremation has taken place elsewhere		188.00		188.00	0.0
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		75.00		75.00	0.0
Coffin to Catafalque(24hrs max)		65.00		65.00	0.0
Refrigeration Storage per coffin (per 24hr period)		25.00		25.00	0.0
Certified extract from the Register of Cremation		50.00		50.00	0.0
CD or USB - Audio Recording	48.00	40.00	48.00	40.00	0.0
Each additional copy	42.00	35.00	42.00	35.00	0.0
USB, DVD, Blu-ray audio visual recording	63.00	52.50	63.00	52.50	0.0
Each additional copy	42.00	35.00	42.00	35.00	0.0
Webcast - per 45 minutes (including 28 day watch again)	86.00	71.67	86.00	71.67	0.0
Single Image	15.00	12.50	15.00	12.50	0.0
Simple Slideshow (up to 25 photos)	45.00	37.50	49.00	40.83	8.9
Professional Slideshow (up to 25 photos)	85.00	70.83	90.00	75.00	5.9
Additional photos for tributes - up to 25	24.00	20.00	24.00	20.00	0.0
Family supplied video checking & loading to Obitus	24.00	20.00	24.00	20.00	0.0
USB, DVD, Blu-ray of Tribute only	36.00	30.00	36.00	30.00	0.0
Each additional copy	24.00	20.00	24.00	20.00	0.0
USB, DVD, Blu-ray of Service incl Tribute	78.00	65.00	84.00	70.00	7.7
Each additional copy	41.00	34.17	42.00	35.00	2.4
The charges for a cremation on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

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

Service : Cemetery & Crematorium

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	2,387	2,447

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
MEMORIAL FEES					
Entries in The Book of Remembrance					
2 line entry	104.00	86.67	104.00	86.67	0.0
5 line entry	153.00	127.50	153.00	127.50	0.0
8 line entry	184.00	153.33	184.00	153.33	0.0
5 line entry with floral emblem	243.00	202.50	243.00	202.50	0.0
8 line entry with floral emblem	255.00	212.50	255.00	212.50	0.0
5 line entry with badge, bird, crest or shield	270.00	225.00	270.00	225.00	0.0
8 line entry with badge, bird, crest or shield	320.00	266.67	320.00	266.67	0.0
8 line entry with coat of arms	330.00	275.00	330.00	275.00	0.0
Copy of an entry from The Book of Remembrance in a folded remembrance card					
2 line entry	87.00	72.50	87.00	72.50	0.0
5 line entry	104.00	86.67	104.00	86.67	0.0
8 line entry	113.00	94.17	119.00	99.17	5.3
5 line entry with floral emblem	211.00	175.83	211.00	175.83	0.0
8 line entry with floral emblem	218.00	181.67	226.00	188.33	3.7
5 line entry with badge, bird, crest or shield	230.00	191.67	230.00	191.67	0.0
8 line entry with badge, bird, crest or shield	243.00	202.50	245.00	204.17	0.8
8 line entry with coat of arms	270.00	225.00	275.00	229.17	1.9
Memorial Leather Panel					
Prepare and display for a 10 year period	424.00	353.33	442.00	368.33	4.2
Prepare and display for a 1 year period	240.00	200.00	250.00	208.33	4.2
Annual Renewal	23.00	19.17	24.00	20.00	4.3
Replacement of memorial leather panel	221.00	184.17	230.00	191.67	4.1
Babies' Garden of remembrance Plaque					
Babies Picture Book Plaque (10 years)	424.00	353.33	442.00	368.33	4.2
Babies Picture Book Plaque set up and Year 1 Lease	240.00	200.00	250.00	208.33	4.2
Annual Renewal	23.00	19.17	24.00	20.00	4.3
Annual Renewal	33.00	27.50	34.00	28.33	3.0
Roses					
Rose standard with plaque set up and 1st year lease	260.00	216.67	260.00	216.67	0.0
Renewal of standard rose annual lease	42.00	35.00	43.00	35.83	2.4
Standard Plaque (additional or replacement)	60.00	50.00	64.00	53.33	6.7
Classic Plaque (additional or replacement)	73.00	60.83	78.00	65.00	6.8
Cast Bronze Plaque	150.00	125.00	160.00	133.33	6.7
Memorial Garden Seats					
A commemorative bench with plaque for a 10 year period	1,473.00	1,227.50	1,550.00	1,291.67	5.2
A commemorative bench, plaque, set up and 1st year lease.	817.00	680.83	878.00	731.67	7.5
Annual renewal of commemorative bench	82.00	68.33	84.00	70.00	2.4
Cast bronze plaque	134.00	111.67	144.00	120.00	7.5
Cremated Remains Desk Tablet (with flower holder) Memdesk					
Prepare and display for a 10 year period incl 80 letters	1,055.00	879.17	1,089.00	907.50	3.2
Prepare and display for a 1 year period incl 80 letters	495.00	412.50	505.00	420.83	2.0
Annual renewal of lease	70.00	58.33	73.00	60.83	4.3
Second and final interment (including new tablet)	380.00	316.67	390.00	325.00	2.6

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

Service : Cemetery & Crematorium

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	2,387	2,447

Are concessions available? No

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

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	2,387	2,447

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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	1,351.00	1,125.83	1,375.00	1,145.83	1.8
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	775.00	645.83	775.00	645.83	0.0
Annual renewal of lease	72.00	61.67	75.00	62.50	4.2
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	380.00	325.83	390.00	325.00	2.6
Photo Plaque with initial order	134.00	115.00	144.00	120.00	7.5
Photo plaque added to existing tablet	163.00	140.00	175.00	145.83	7.4
Personal Plaque Designs					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design	POA	POA	POA	POA	
MISCELLANEOUS ITEMS					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

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

Service : Waste Management

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

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

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

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE					
Bulky household refuse (excluding DIY material) Up to 3 items.		47.50		51.00	7.4
Between 4 and 7 items (minimum charge 1 hour)		61.00		66.00	8.2
Annual Collection for Garden Waste Service - 240L Brown Bin		55.00		60.00	9.1
Annual Collection for Garden Waste Service - 140L Brown Bin		51.00		56.00	9.8
Garden waste sacks(to include collection)		1.10		1.20	9.1
MISCELLANEOUS					
Replacement of green or blue Wheeled bin - admin charge		33.00		35.00	6.1
Residents request to return and empty bin not presented for collection		30.00		32.00	6.7
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		42.00		45.00	7.1
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		39.00		42.00	7.7
Brown Bin for Garden Waste Repair		16.00		17.00	6.3
Internal food waste caddy (5 litre)		8.20		8.50	3.7

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

Service : On/Off Street Parking

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

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

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
SEASON TICKETS- SUBJECT TO AVAILABILITY					
Braccan Walk					
Monthly weekend season ticket	50.00	41.67	55.00	45.83	10.0
5 day monthly	100.00	83.33	110.00	91.67	10.0
5 day annual	1,020.00	879.17	1,100.00	916.67	7.8
7 day annual	1,200.00	1,033.33	1,300.00	1,083.33	8.3
7 day monthly	110.00	91.67	120.00	100.00	9.1
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
High Street					
Monthly weekend season ticket	50.00	41.67	55.00	45.83	10.0
5 day monthly	110.00	91.67	110.00	91.67	0.0
5 day annual	1,090.00	937.50	1,175.00	979.17	7.8
7 day annual	1,385.00	1,191.67	1,490.00	1,241.67	7.6
7 day monthly	120.00	100.00	120.00	100.00	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
Albert Road					
Per Hour	1.90	1.58	2.00	1.67	5.3
Mon-Sun inc - 10 hrs	6.60	5.50	7.10	5.92	7.6
7 day monthly renewal	75.00	62.50	80.00	66.67	6.7
Wick Hill					
Per Hour	1.90	1.58	2.00	1.67	5.3
Mon-Sun inc - 10 hrs	5.60	4.67	6.00	5.00	7.1
7 day monthly renewal	50.00	41.67	40.00	33.33	-20.0
Car Park Spaces Behind Banks					
0-40 minutes	1.30	1.08	1.40	1.17	7.7
Overnight Mon-Sun 6pm until 6am	1.90	1.42	1.90	1.58	0.0
Off street bay suspension per week			50.00	41.67	
DAILY CHARGES					
All daily charges for the town centre car parks/parking inc Braccan Walk, High St., The Avenue car & Weather Way car parks are linked to the fees for the Avenue car park. The Avenue car park fees are set by the terms of the lease and all such fees are now to be determined annually in September by the Town Centre Regeneration Committee.					

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

Service : On / Off Street Parking

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

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

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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	4.60	3.83	5.00	4.17	8.7
All day charge	6.70	5.58	7.20	6.00	7.5
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	3.10	2.58	3.40	2.83	9.7
All day charge	6.20	5.17	6.80	5.67	9.7
annual off peak permit					
Resident of Bracknell Forest	65.00		70.00	58.33	7.7
Non resident of Bracknell Forest	140.00		150.00	125.00	7.1
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 Visitor Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Visitor Permit - where original is not surrendered	25.00	20.83	25.00	20.83	0.0
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 DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

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

Are concessions available? Yes

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		80.00	9.6
Stray Dogs - Taken to kennel		At cost		80.00	
Fee - cost recovery at hourly rate		At cost		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		59.00		64.00	8.5
Plus recovery of costs		At Cost		At Cost	-
Dog Fouling fixed penalty charge		75.00		75.00	0.0
50% reduction if in receipt of some benefits, proof required					
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		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		300.00	150.0
MISCELLANEOUS					
Production of Statement of Facts (Discretionary) - an hourly rate of £127		127.00		127.00	0.0
for up to 2 hours work and thereafter a charge of £64.		59.00		64.00	8.5
Immigration reports for Home Office		400.00		435.00	8.8
Certificate for surrender of unsound food (per hour) plus disposal costs		59.00		64.00	8.5
Special Treatments: Single Payment					
Premises		N/A		N/A	-
Person		N/A		N/A	-
Skin Piercing Registrations					
Individuals		236.00		256.00	8.5
Premises		295.00		320.00	8.5
Joint Application		423.00		448.00	5.9
Pre-application advice per hour		59.00		64.00	8.5
Commercial Food Export					
Certificate - minimum		59.00		64.00	8.5
General Business Advice (Non-Primary Authority) pr hour, first 30 minutes free		59.00		64.00	8.5
Resident Request for Advice per hour		59.00		64.00	8.5
Food Hygiene Rating Scheme rescore - New - agreed Dec 2019		118.00		128.00	8.5

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute					
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		626.00	-3.1
Mobile Screening and Crushing Plant MEDIUM		1,034.00		1,034.00	0.0
Mobile Screening and Crushing Plant HIGH		1,506.00		1,506.00	0.0
For the second permit LOW		646.00		646.00	0.0
For the second permit MEDIUM		1,034.00		1,034.00	0.0
For the second permit HIGH		1,506.00		1,506.00	0.0
For the third to seventh permit LOW		385.00		385.00	0.0
For the third to seventh permit MEDIUM		617.00		617.00	0.0
For the third to seventh permit HIGH		924.00		924.00	0.0
For the eighth and subsequent applications LOW		198.00		198.00	0.0
For the eighth and subsequent applications MEDIUM		316.00		316.00	0.0
For the eighth and subsequent applications HIGH		473.00		473.00	0.0
Late payment charge (when invoice issued and not paid within 8 weeks)		52.00		52.00	0.0
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		64.00	8.5
Sampling					
Per hour of officer time		59.00		64.00	8.5
Laboratory analysis		at cost		at cost	
Pool samples	70.80	59.00		64.00	8.5
Investigation					
Fee		118.00		128.00	8.5
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		28.00		32.00	14.3
Analysis of Group A Parameters - Hourly rate (£64) plus laboratory costs		POA		POA	
Analysis of Group B Parameters - Hourly rate (£64) plus laboratory costs		POA		POA	

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

Service : Regulatory Services

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

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

Are concessions available? No

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

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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 DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		111.00		111.00	0.0
2 years		144.00		144.00	0.0
3 years		177.00		177.00	0.0
4 years		211.00		211.00	0.0
5 years		243.00		243.00	0.0
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		55.00		55.00	0.0
2 years		88.00		88.00	0.0
3 years		123.00		123.00	0.0
4 years		155.00		155.00	0.0
5 years		189.00		189.00	0.0
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		189.00		189.00	0.0
2 years		248.00		248.00	0.0
3 years		311.00		311.00	0.0
4 years		382.00		382.00	0.0
5 years		432.00		432.00	0.0
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive					
1 year		88.00		88.00	0.0
2 years		150.00		150.00	0.0
3 years		211.00		211.00	0.0
4 years		272.00		272.00	0.0
5 years		333.00		333.00	0.0
Licence variation					
Varying the name of licensee or address of site		Set by Statute		Set by Statute	
Any other kind of variation		37.00		37.00	0.0
Transfer of Licence		cost recovery		cost recovery	
Replacement of licence if lost		37.00		37.00	0.0
Full year registration for fireworks		37.00		37.00	0.0
		500.00		500.00	0.0

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Petroleum Licences - per year of licence - Set by Statute Law					
Not exceeding 2,500 litres		45.00		45.00	0.0
Not exceeding 50,000 litres		61.00		61.00	0.0
Exceeding 50,000 litres		128.00		128.00	0.0
Transfer of Licence		Set by Statute		Set by Statute	
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		64.00	8.5
Annual charge - previous year usage up to 10 hours officer time		531.00		576.00	8.5
Annual charge - previous year usage up to 20 hours officer time		1,062.00		1,158.00	9.0
Anything likely to be in excess of 20 hours		POA		POA	
Support with Confidence					
Application fee					
1-5 Employees	70.80	59.00	76.80	64.00	8.5
6-20 Employees	144.00	120.00	156.00	130.00	8.3
21+ Employees	360.00	300.00	392.40	327.00	9.0
Disbursements are charged at cost. Employees 6-21+ reduced fee to £50 if registered with confidence.					
Buy with Confidence					
Application Fee					
1-5 Employees	150.00	125.00	163.20	136.00	8.8
6-20 Employees	200.40	167.00	218.40	182.00	9.0
21+ Employees	249.60	208.00	271.20	226.00	8.7
Annual Fee					
1-5 Employees	300.00	250.00	326.40	272.00	8.8
6-20 Employees	450.00	375.00	489.60	408.00	8.8
21+ Employees	600.00	500.00	654.00	545.00	9.0
50+	POA	POA	POA	POA	
Legacy members					
1-5 Employees	150.00	125.00	163.20	136.00	8.8
6-20 Employees	226.80	189.00	247.20	206.00	9.0
21+ Employees	302.40	252.00	328.80	274.00	8.7

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		64.00	8.50
The fees for new or variation applications for premises licences where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
Rateable value band					
D		900.00		900.00	0.0
E		1,905.00		1,905.00	0.0
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		1,000.00	0.0
10,000 - 14,999		2,000.00		2,000.00	0.0
15,000 - 19,999		4,000.00		4,000.00	0.0
20,000 - 29,999		8,000.00		8,000.00	0.0
30,000 - 39,999		16,000.00		16,000.00	0.0
40,000 - 49,999		24,000.00		24,000.00	0.0
50,000 - 59,999		32,000.00		32,000.00	0.0
60,000 - 69,999		40,000.00		40,000.00	0.0
70,000 - 79,999		48,000.00		48,000.00	0.0
80,000 - 89,999		56,000.00		56,000.00	0.0
90,000 and over		64,000.00		64,000.00	0.0
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
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 DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
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		30.00		30.00	0.0
Section 79 - Theft, loss etc. of certificate or summary		10.50		10.50	0.0
Section 82 - Notification of change of name or alteration of rules of club		23.00		23.00	0.0
Section 83(1) or (2) - Change of relevant registered address of club		23.00		23.00	0.0
Section 100 - Temporary event notice		21.00		21.00	0.0
Section 110 - Theft, loss etc. of temporary event notice		10.50		10.50	0.0
Section 117 - Application for a grant or renewal of personal licence		37.00		37.00	0.0
Section 126 - Theft, loss etc. of personal licence		10.50		10.50	0.0
Section 127 - Duty to notify change of name or address		23.00		23.00	0.0
Application to disapply mandatory DPS Condition		23.00		23.00	0.0
Minor Variation		89.00		89.00	0.0
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0
Pre application advice - hourly charge		59.00		64.00	8.5

Service : Regulatory Services

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

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

Are concessions available? No

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

Service : Regulatory Services

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

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

Are concessions available? No

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

Service : Regulatory Services

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

	Budget £'000	2023/24 £'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	%
GAMBLING ACT 2005 - All fees and charges for gambling are set by statute law					
Casino (regional)					
New Application		15,000.00		15,000.00	0.0
Provisional Statement		15,000.00		15,000.00	0.0
Application with Provisional Statement		8,000.00		8,000.00	0.0
Variation		7,500.00		7,500.00	0.0
Transfer/Reinstatement		6,500.00		6,500.00	0.0
Annual Fee		15,000.00		15,000.00	0.0
Casino (large)					
New Application		10,000.00		10,000.00	0.0
Provisional Statement		10,000.00		10,000.00	0.0
Application with Provisional Statement		5,000.00		5,000.00	0.0
Variation		5,000.00		5,000.00	0.0
Transfer/Reinstatement		2,150.00		2,150.00	0.0
Annual Fee		10,000.00		10,000.00	0.0
Casino (small)					
New Application		8,000.00		8,000.00	0.0
Provisional Statement		8,000.00		8,000.00	0.0
Application with Provisional Statement		3,000.00		3,000.00	0.0
Variation		4,000.00		4,000.00	0.0
Transfer/Reinstatement		1,800.00		1,800.00	0.0
Annual Fee		5,000.00		5,000.00	0.0
Bingo Club					
New Application		3,500.00		3,500.00	0.0
Provisional Statement		3,500.00		3,500.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,750.00		1,750.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
Betting (Other)					
New Application		3,000.00		3,000.00	0.0
Provisional Statement		3,000.00		3,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,500.00		1,500.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		600.00		600.00	0.0
Tracks					
New Application		2,500.00		2,500.00	0.0
Provisional Statement		2,500.00		2,500.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,250.00		1,250.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
Family Entertainment Centres					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		750.00		750.00	0.0
Adult Gaming Centre					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
* Licensed Premises Gaming Machine Permit					
Application (existing holder)		100.00		100.00	0.0
New application		150.00		150.00	0.0
Pre-application advice per hour		59.00		64.00	8.5
Annual Fee		50.00		50.00	0.0
First annual fee (payable within 30 days of permit takes place)		50.00		50.00	0.0
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		25.00		25.00	0.0
Change Name		25.00		25.00	0.0
Notification of 2 or less gaming machines		50.00		50.00	0.0
**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		25.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		15.00		15.00	0.0
Registration of non-commercial lottery					
Initial Fee		40.00		40.00	0.0
Annual Fee		20.00		20.00	0.0
All Licences					
Notification of change		50.00		50.00	0.0
Copy licence		25.00		25.00	0.0
Pre-application advice per hour		59.00		64.00	8.5

* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

** Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003, or an existing Part II or Part III

DELIVERY DIRECTORATE
2023/24 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

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

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

Are concessions available? No

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

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

Service : Community and Continuing Education

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

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

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	5.50 - 12.50	6.00 - 13.50	9.10
Community Learning aimed at Family Hubs	3.00 - 4.50	4.00 - 5.00	33.33
Community Learning for well-being in identified community	1.50 - 3.50	2.00 - 4.00	33.33
Other Courses are fully funded from external grant			

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

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

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

Service : Community and Continuing Education

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

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

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

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

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

Annexe D

Service : Education and Learning

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

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

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)	157.00	169.00	7.60
Half Day (09.15 - 12.15) or (13.00 - 16.00)	87.00	94.00	8.00
Twilight (16.15 - 17.30)	41.00	45.00	9.80
Independent Schools			
Full Day (09.15 - 15.45)	311.00	335.00	7.70
Half Day (09.15 - 12.15) or (13.00 - 16.00)	171.00	184.00	7.60
Twilight (16.15 - 17.30)	78.00	84.00	7.70

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

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

Annexe D

Service : Education and Learning

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

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

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	530.00	560.00	5.70
Half Day	320.00	350.00	9.40
Hourly rate	110.00	120.00	9.10
Twilight session	215.00	250.00	16.30
Evening Session	320.00	345.00	7.80
Non BFC Schools, Independent Schools and Academies			
Daily rate	635.00	685.00	7.90
Half Day	375.00	410.00	9.30
Hourly rate	160.00	175.00	9.40
Twilight session	320.00	345.00	7.80
Evening Session	425.00	460.00	8.20
Headteacher Performance Management Model A	550.00	595.00	8.20
Headteacher Performance Management Model B	375.00	405.00	8.00
Assessment Service Annual Charge	120.00	150.00	25.00
Moderation 1 form entry	350.00	385.00	10.00
Moderation 2 form entry	450.00	495.00	10.00
Moderation 3 form entry	550.00	605.00	10.00

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

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

Annexe D

Service : Larchwood

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

	0.00	0.00
	£'000	£'000
Income the proposed fees will generate:	40	43

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

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

Annexe D

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

	0.00	0.00
	£'000	£'000
Income the proposed fees will generate:	28	30

Are concessions available? No

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

Foster care charges

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

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

Annexe D

Service : Youth Justice

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

	2022/23 Budget	Proposed 2023/24 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	338.00	364.00	7.70
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Service : Children's Specialist Support Services

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

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

Are concessions available? No

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

Income generation from bid writing and training fees

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

Annexe D

Service : Youth Service

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

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

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	16.15	7.70
Yellow Room	per hour	12.00	12.90	7.50
Green Room	per hour	6.75	7.30	8.10
Private & Commercial				
Hall	per hour	25.00	26.90	7.60
Yellow Room	per hour	15.00	16.15	7.70
Green Room	per hour	9.00	9.70	7.80

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

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

Annexe D

Service : Family Hubs

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

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

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	1.65	10.00
Families from outside BFC - per child	2.00	2.15	7.50
Journey to Parenthood (fixed price for 6 sessions)	30.00	32.25	7.50

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

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

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

Annexe D

Service : Family Hubs

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

	2022/23 Budget £'000	Proposed 2023/24 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	15.70	16.90	7.6
Creative Room	13.15	14.15	7.6
Owl Room	10.65	11.45	7.5
Meeting Room	8.05	8.70	8.1
Kitchen (if used for cooking)	13.15	14.15	7.6
Voluntary/non profit making Group			
Hall	12.00	12.90	7.5
Creative Room	9.30	10.00	7.5
Owl Room	6.75	7.30	8.1
Meeting Room	4.20	4.55	8.3
Kitchen (if used for cooking)	9.30	10.00	7.5
Willows Children's Centre			
Private group/ Statutory Agencies			
Hall & kitchen	15.70	16.90	7.6
Voluntary/non profit making Group			
Hall & kitchen	12.00	12.90	7.5

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

Annexe D

Service : Family Hubs

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

	2022/23 Budget	Proposed 2023/24 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	12.00	12.90	7.5
Yellow Room and Kitchen	15.70	16.90	7.6
Family room	18.40	19.80	7.6
Voluntary/non profit making Group			
Green Room	8.05	8.70	8.1
Yellow Room and Kitchen	12.00	12.90	7.5
Family room	14.50	15.60	7.6
Alders Family Hub			
Private group/ Statutory Agencies			
Family Room	13.15	14.15	7.6
Meeting Room 1	9.30	10.00	7.5
Meeting Room 2	8.05	8.70	8.1
Voluntary/non profit making Group			
Family Room	9.30	10.00	7.5
Meeting Room 1	6.75	7.30	8.1
Meeting Room 2	4.20	4.55	8.3

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

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

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

Service : Unauthorised non-school attendance

Purpose of the Charge: Statutory requirement.

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

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
2023/24 PROPOSED FEES & CHARGES**

Service : Free entitlement to early years childcare

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

	2022/23 Budget	Proposed 2023/24 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	17.00	17.00	0.0
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A charge may be incurred, capped at £51 in the following circumstances:

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

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

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

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

	2022-23 Budget	Proposed 2023/24 Budget
	£'000	£'000
Income the proposed fees will generate:	2,999	3,224

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

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Residential and Nursing Care This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	7.5 (Estimate)
Deferred Payments Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.			
Deferred Payment Arrangement Fee	1,030.00	1,107.00	7.5%
Deferred Payment Annual administration fee	346.00	372.00	7.5%
Arrangement of self funder social care Arrangement Fee Annual Administration Fee	346.00 229.00	372.00 246.00	7.5% 7.5%
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.	301.00	324.00	7.5%

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

Annexe D

Service : Adult non residential services - Contributions from people supported

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

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

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 people will be linked to the increase in pensions and benefits they receive.	Various	Various	7.5% (Estimate)

Service : Council provided residential and day care

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

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

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Waymead			
Respite Charge per night	246.17	264.63	7.5%
Day Care			
Waymead Day Services			
Per hour	19.31	20.76	7.5%
Bracknell Day Centre			
Full day	115.74	124.42	7.5%
Half day	57.87	62.21	7.5%
Transport (per day - Wokingham only)	23.04	24.77	7.5%

PEOPLE DIRECTORATE
2023-24 PROPOSED FEES & CHARGES

Annexe D

Service : Blue Badge Scheme

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

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

Are concessions available? No

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

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

Annexe D

Service: Forestcare

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

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

Are concessions available? No

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

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

Annexe D

Service: Homelessness

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

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

Are concessions available? No

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

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

Annexe D

Service : Housing

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

	2022/23 Budget £'000	Proposed 2023/24 Budget £'000
Income the proposed fees will generate:	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%
Easthampstead Mobile Home Park			
Water Charge*	-	-	0.0%
Site Rent Per week	49.70	49.70	0.0%
* These charges will be uplifted in line with fee increases from utility companies			
** Rents have not been uplifted due to a wider rents review			

TREASURY MANAGEMENT REPORT

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

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

Capital Strategy

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

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

The Council published its Capital Strategy in 2019. It has been reviewed by officers and will be updated for 2023/24 to be reviewed by Governance and Audit Committee before being published. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

Treasury Management reporting

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

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

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

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

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

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

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

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

1.8 The Treasury Management Strategy for 2023/24 covers two main areas:

Capital issues

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

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and

- the policy on use of external service providers.

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

The Capital Prudential Indicators 2023/24 – 2025/26

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity and reflects the outcome of the Council's underlying capital appraisal systems. Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2023/24 to 2025/26 complements these indicators.

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

The Capital Expenditure Plans

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

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

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

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

The Council is asked to approve the summary capital expenditure projections below.

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

The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

The Council is asked to approve the CFR projections below:

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

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

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

Minimum Revenue Provision (MRP) Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2023/24 charge will be based on 2022/23 capital out-turn.

MRP Overpayments

A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2023 the total VRP overpayments are expected to be £2.081m.

TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

Debt and Investment Projections 2023/24 – 2025/26

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

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

Current Portfolio

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

	Actual	Actual	Current	Current
	31/03/22	31/03/22	31/10/22	31/10/22
Treasury Investments	£000	%	£000	%
Money Market Funds	43,488	100	27,591	100
External Borrowing	£000	%	£000	%
Local Authorities	0	0	0	0
PWLB	80,000	100	80,000	100
Net Treasury Borrowing	36,512		52,409	

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2023/24 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes.

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

The Authorised Limit for External Debt

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

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

The Council is asked to approve the following Authorised Limit:

Authorised limit	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Borrowing	£230m	£235m	£240m
Other long term liabilities	£20m	£20m	£20m
Total	£240m	£255m	£260m

Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same

estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

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

Borrowing in advance of need.

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

Expected Movement in Interest Rates

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

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

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

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

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

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

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

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

Investment and borrowing rates

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

Borrowing Strategy 2023/24

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

Against this background and the risks within the economic forecast, caution will be adopted with the 2023/24 treasury operations. The Executive Director:Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession as a result of COVID or other economic risks), then any long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an increase in world economic activity or a further spikes in inflation risks, then the portfolio position will be re-appraised.

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

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

Debt rescheduling

In this period of uncertainty and historically wild swings in gilt prices over such a short period of time, there may be potential opportunities to generate savings by switching from long-term debt to short-term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

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

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

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

Investment Strategy 2023/24 – 2025/26

Investment Policy

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

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

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

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

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

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

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

Creditworthiness policy

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

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

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

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

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 2023/24 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

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

Economic Investment Considerations

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

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

Sensitivity to Interest Rate Movements

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

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

Treasury Management Limits on Activity

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

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

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

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

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

The Council is asked to approve the limits:

	2023/24	2024/25	2025/26
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£255m	£260m	£265m
Limits on variable interest rates based on net debt	£255m	£260m	£265m
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 2023/24 the relevant benchmark will relate only to investments and will be the Sterling Overnight Index Average (SONIA). The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

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

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

Member and Officer Training

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

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

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> Custodial arrangement required prior to purchase	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
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/</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>
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	5 years
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	10 years including but also including the 10 year benchmark gilt

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

Summary

Virements between Directorates

		S106 Bus	Other	Other	Revenue		
Directorate	Reorganisation	Contracts	S106	Earmarked	Contributions	Council	Total
	£'000	£'000	£'000	Reserves	to Capital	Wide	£'000
Central	0	155	468	1,924	-1,664	167	1,050
Delivery	77	0	0	0	0	116	193
People	-77	0	0	0	0	395	318
Non Departmental / Council Wide	0	0	0	0	1,664	-678	986
Earmarked Reserves	0	-155	-468	-1,924	0	0	-2,547
TOTAL	0	0	0	0	0	0	0

CENTRAL

Virements between Directorates

Total	Explanation
£'000	
	<u>Earmarked Reserves</u>
220	Transfers from the Revenue Grants Unapplied Reserve to fund engineering posts as agreed in the 2018/19 savings proposals (£0.185m) and to help meet the Highways annual maintenance budget (£0.035m).
37	Revenue Grants Unapplied Reserve - Use of revenue from High Street Innovation funding to support Town Centre events.
17	Revenue Grants Unapplied Reserve - Use of revenue from SUDS (sustainable drainage systems) to meet consultancy costs.
1,650	An allocation from the Town Centre Regeneration Reserve to meet the costs of the Joint Venture
	<u>S106 Bus Contracts</u>
155	Section 106 Agreements allows for bus services to be provided within the Borough. The contract has been 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>
130	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>Revenue Contributions to Capital</u>
-1,650	Use of revenue from the Town Center Reserve to meet the costs of the Joint Venture (loan note).
-14	Revenue contributions to Play Area/Exhibit Upgrade capital schemes at the Look Out.
	<u>Council Wide items</u>
167	Annual adjustment to pension deficit contribution budgets.
1,050	Total Virements

DELIVERY**Virements between Directorates**

Total	Explanation
£'000	
	<u>Reorganisation</u>
10	Centralisaton of Corporate Landlord responsibilities in Dleivery
67	Centralisation of Climate Change budgets in Delivery
	<u>Council Wide items</u>
116	Annual adjustment to pension deficit contribution budgets.
193	Total Virements

PEOPLE

Virements between Directorates

Total	Explanation
£'000	
	<u>Reorganisation</u>
-10	Centralisation of Corporate Landlord responsibilities in Delivery
-67	Centralisation of Climate Change budgets in Delivery
	<u>Council Wide items</u>
395	Annual adjustment to pension deficit contribution budgets.
318	Total Virements

Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
95		<u>Delivery</u> Construction and Maintenance - transfer of Delivery related Corporate Landlord budgets
	-42	Libraries - transfer of Corporate Landlord budgets to Property
	-53	On/Off Street Parking - transfer of Corporate Landlord budgets to Property
95	-95	Total
75		<u>People</u> Responsibility for the Independent Advice and Support Service has moved within the Directorate
	-75	Early Years, Childcare and Play Commissioning
75	-75	Total
252		<u>Schools Budget</u> The Executive Member for Children, Young People and Learning has delegated responsibility to adjust budget allocations within the Schools Budget, up to the level of available funding. Following recommendations from the Schools Forum, a number of virements have been approved.
2,013		Funds Delegated to Special Schools
2,110		Maintained Schools & Academies
	-216	NMSS & Colleges
	-4,505	Education out of School
	-2	Other SEN Services
348		EY Free Entitlement
		Dedicated Schools Grant
		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. There have also been adjustments made to funding for the High Needs Block and Early Years Block. Relevant budgets have been adjusted accordingly to reflect the reduced income and ensure a net nil impact in the accounts. This also relates to a number of school grants that new academy schools will now receive directly from the ESFA rather than the Council.
	-36,502	Funds Delegated to Schools
311		School Grant Income
126		NMSS & Colleges
155		EY Free Entitlement
35,910		Dedicated Schools Grant
41,225	-41,225	Total

CALCULATION OF COUNCIL TAX BASE – 2023/24

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 2023/24 **it is recommended that, no new locally defined discounts are created in 2023/24 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 2023/24 for properties that are empty and substantially unfurnished will remain at 0%.
 - 1.2.3 The Council Tax discount granted in 2023/24 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 2023/24**

shall be 48,756, with the relevant sum for each town and parish council area being as follows, compared with the 2021/22 calculation;

	Tax Base 2022/23	Tax Base 2023/24
Binfield	4,482	4,636
Bracknell	20,528	20,614
Crowthorne	3,087	3,242
Sandhurst	8,007	7,986
Warfield	5,220	5,349
Winkfield	6,925	6,929
	48,249	48,756

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 2023/24 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 2023/24 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 2023/24. The reductions in Band D equivalents are as follows:-

Binfield	120.0
Bracknell	1,907.3
Crowthorne	88.5
Sandhurst	279.0
Warfield	164.1
Winkfield	<u>203.4</u>
Total	<u>2,762.3</u>

- 2.8 The Council Tax Base calculation for the following financial year includes the actual Council Tax Base 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 2024, equating to full year band "D" equivalents:-

Binfield	31.5
Bracknell	296.2
Crowthorne	56.7
Sandhurst	9.8
Warfield	91.7
Winkfield	<u>28.7</u>
Total	514.6

- 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.


Initial Equalities Screening Record Form

Date of Screening: 23 rd November 2022	Directorate: People		Section: Children's Social Care
1. Activity to be assessed	<p>Removal of the Early Help Development Worker (.5FTE) post from MASH/ First Response within Children's Social Care, as part of the budget savings proposals for 2023/2024.</p> <p>This role is not customer facing – the role provides advice and capacity building with our partners in helping them make appropriate referrals into the MASH using the Common Assessment Framework (CAF). The main partner agencies which the post engages with are schools / education, health partners and adult services such as drug and alcohol, mental health etc.</p>		
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 checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Steve Bailey		
5. Who are the members of the screening team?	Steve Bailey and Jo Lillywhite		
6. What is the purpose of the activity?	We have reviewed and transformed our Front Door functionality and streamlined processes, making better use of the online portal for making referrals. There are a low number of CAFs and a reduction in the workflow of the Early Help Development Worker; so an opportunity to review the need for this role and consider as part of the department's cost efficiencies.		
7. Who is the activity designed to benefit/target?	There will be c £22K cost savings benefit to the council to contribute towards savings activities.		
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.		N Neutral	The role provides for children and families of all abilities. The main referrer into the MASH for children with disabilities are our partners in special needs schools and it is these settings which may, from time to time, require advice or support in how to / when to make a referral into the MASH. Over the last year, the MASH

Annexe I

				has been allocated 10 hours of time a week from 'Safeguarding Our Schools' who will be able to provide information and advice instead of this specific post. Therefore I have screened this change as having a neutral impact as other resourcing will have capacity to absorb this work, this that resource holding specific expertise in safeguarding and the roles and duties of schools.
9. Racial equality		N	Neutral	This role does not have specific outreach to Global Majority focussed organisations as part of its function. There is no identified impact on racial equality and access to services in the MASH by deletion of this post.
10. Gender equality		N	Neutral	No impact identified
11. Sexual orientation equality		N	Neutral	No impact identified
12. Gender re-assignment		N	Neutral	No impact identified
13. Age equality		N	Neutral	Whilst this role predominantly provides services for school age children, the MASH (the team in which this role is based) has seen a cost neutral addition of 10 hours of staff support from Safeguarding our Schools into the MASH, meaning that the deletion of this post will not negatively impact on school aged children.
14. Religion and belief equality		N	Neutral	No impact identified
15. Pregnancy and maternity equality		N	Neutral	The pre-birth safeguarding protocol is closely managed by the MASH Team Manager and not through this specific post. There has been particular work done by the team manager to develop our responses to pre-birth referrals and their pregnant mothers to ensure timely and effective referrals by midwifery. This post is not involved with this activity in the MASH and therefore no impact has been assessed in this screening.

16. Marriage and civil partnership equality		N	Neutral	No impact identified
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.	This post also undertakes auditing activity and training delivery to external partners, helping them understand the role of the MASH and how to make a good referral using the online portal. This work was predicated on the transformation work which took place 2 years ago when we created the online portal for referrals – and this role has played a part in supporting partners to use the portal effectively. The program of multi-agency training which has been delivered is now complete and the use of the online portal is now Business as Usual for our partners who will now take the ownership of their own QA activity on the referrals which they make.			
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 adverse or negative impacts have been identified through this screening process.			
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?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	This is not unlawful; and the process will be subject to adherence to established HR processes and consultation.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None recommended			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No adverse or negative impacts have been identified to any member of groups within our community who hold a protected characteristic under the Equalities Act.	
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?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		
26. Assistant Director/Director signature.	Signature:  Date: 5/12/22		