



## **COUNCIL MEETING (COUNCIL TAX)**

**7.30 pm Wednesday, 27 February 2019  
AT Council Chamber - Town Hall**

**Members of the Council of the London Borough of Havering are hereby summoned to attend a meeting of the Council at the time and place indicated for the transaction of the following business**

**Kathryn Robinson  
Monitoring Officer**

**For information about the meeting please contact:  
Anthony Clements tel: 01708 433065  
anthony.clements@oneSource.co.uk**



**Please note that this meeting will be webcast.**

**Members of the public who do not wish to appear  
in the webcast will be able to sit in the balcony,  
which is not in camera range.**

## **Protocol for members of the public wishing to report on meetings of the London Borough of Havering**

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

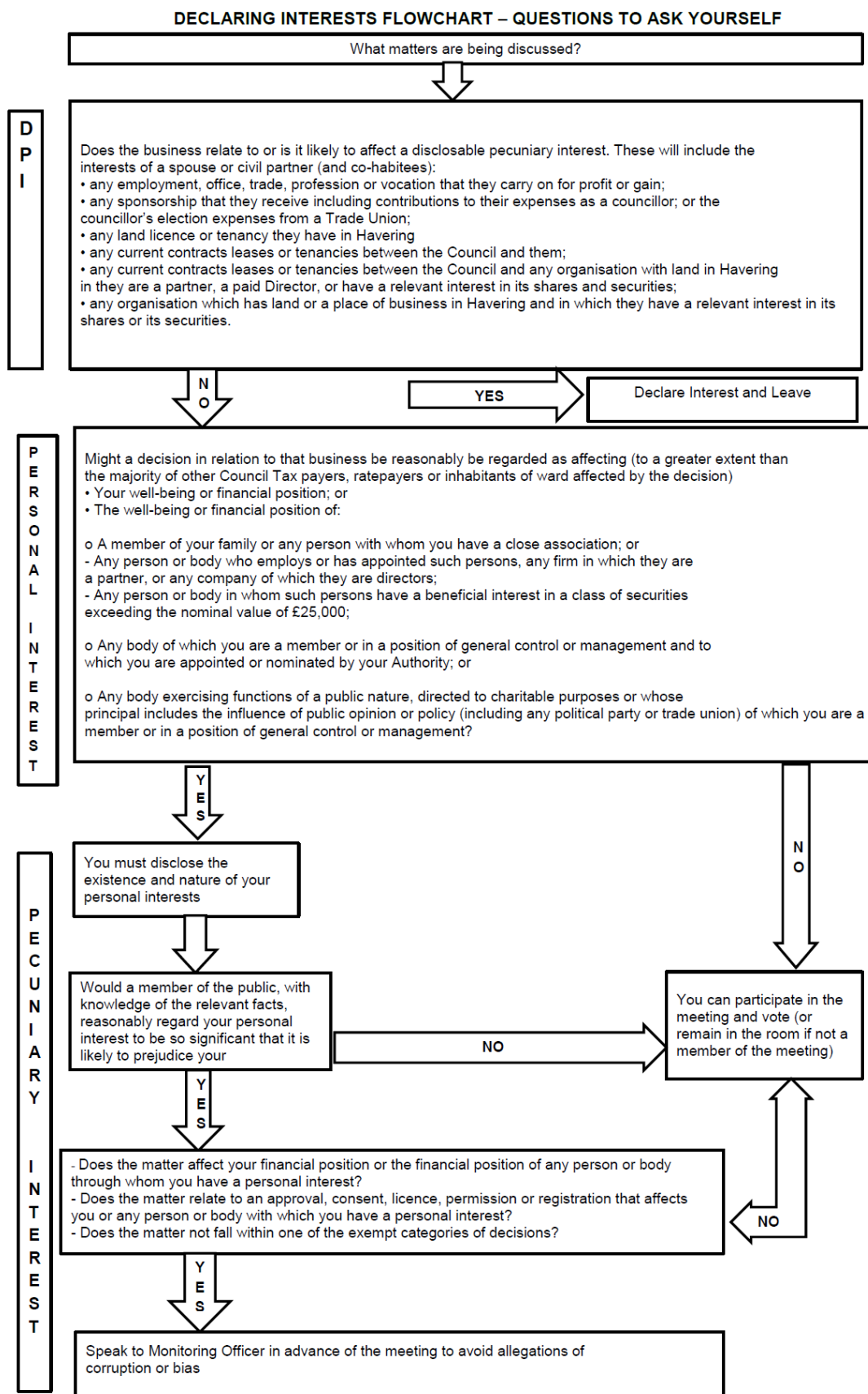
Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.



## **AGENDA**

**1 PRAYERS**

**2 APOLOGIES FOR ABSENCE**

To receive apologies for absence (if any).

**3 MINUTES** (Pages 1 - 24)

To sign as a true record the minutes of the Meeting of the Council held on 23 January 2019 (attached).

**4 DISCLOSURE OF INTERESTS**

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

*Members may still disclose any interest in an item at any time prior to the consideration of the matter.*

**Note** – please also refer to note (2) on the final page of the agenda.

**5 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE**

To receive announcements (if any).

**6 PROCEDURE**

To consider any procedural motion in relation to the conduct of business for this meeting.

**7 MEMBERS' ALLOWANCES SCHEME** (Pages 25 - 36)

Report attached.



**8 THE COUNCIL'S BUDGET 2019/20** (Pages 37 - 390)

A To consider the report of Cabinet of 13 February 2019 (attached);

B To note the decision of the Greater London Authority on its budget and precept for 2019/20 and the effect thereof on the Council's budget;

C To agree a budget for 2019/20 and then

D To set the Council Tax for 2019/20

**NOTE: ALL RELEVANT REPORTS FROM THE CABINET MEETING OF 13 FEBRUARY 2019 ARE ATTACHED FOR MEMBERS' INFORMATION.**

This page is intentionally left blank



**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Council Chamber - Town Hall  
23 January 2019 (7.30 - 10.31 pm)**

**Present:** The Mayor (Councillor Dilip Patel) in the Chair

Councillors Councillors Clarence Barrett, Robert Benham, Ray Best, Carole Beth, Michael Deon Burton, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Tony Durdin, Brian Eagling, Gillian Ford, Jason Frost, Martin Goode, Linda Hawthorn, Judith Holt, Tele Lawal, Paul McGeary, Paul Middleton, Sally Miller, Robby Misir, Ray Morgon, Barry Mugglestone, John Mylod, Stephanie Nunn, Denis O'Flynn, Gerry O'Sullivan, Ron Ower, Nisha Patel, Bob Perry, Viddy Persaud, Roger Ramsey, Timothy Ryan, Jan Sargent, Carol Smith, Christine Smith, Natasha Summers, Matt Sutton, Maggie Themistocli, Jeffrey Tucker, John Tyler, Christine Vickery, Melvin Wallace, Ciaran White, Damian White, Michael White, Reg Whitney, Graham Williamson and Darren Wise

Approximately 6 Members' guests and members of the public and a representative of the press were also present.

Apologies were received for the absence of Councillor Christopher Wilkins.

The Mayor advised Members and the public of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary.

Reverend David Hague, Vicar, Church of the Good Shepherd, Collier Row and the Mayor's Official Chaplain opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

**52 MINUTES (agenda item 3)**

**Amendment on behalf of Independent Residents' Group**

*AMENDMENT:- The 'show of hands' voting record for votes 4, 5 and 6 are unreliable and should be deleted from table and replaced in minutes with:-*  
**Motion C** Amendment by IRG NOT CARRIED by a majority, motion by Conservative Group CARRIED without division. **Motion E** Amendment by

*Conservative Group CARRIED by a majority and AGREED as substantive motion without division. **Motion F** Amendment by Conservative Group CARRIED by a majority and AGREED as substantive motion without division.*

EXPLANATION. At last Council the voting machine broke and votes 4, 5 and 6 was by show of hands. On vote 4 “anti-Semitism” the published record shows the IRG amendment was lost by 43 to 3 with 8 abstentions. The minutes shows all Con/HW3, UPRA, RA voting against the amendment, all Labour and 3 IRG abstaining and 3 IRG voting in favour of the amendment and the substantive motion was agreed without a vote.

However on the webcast the Democratic Services Officer announces vote 4 was lost by 40 to 3. As this is a clear discrepancy and as it can now be no longer certain how everyone voted by ‘show of hands’ the voting record for vote 4, 5 and 6 in the table needs to be deleted and the minutes changed.

The amendment on behalf of the Independent Residents’ Group was **NOT CARRIED** by 37 votes to 16 (see division 1).

**RESOLVED:**

**That the minutes of the meeting of the Council held on 21 November 2018 be agreed as a correct record.**

**53 DISCLOSURE OF INTERESTS (agenda item 4)**

There were no declarations of interest.

**54 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE (agenda item 5)**

The Mayor made announcements concerning:

- The Havering entry achieving second place in the New Year’s Day Parade
- The forthcoming Mayor’s variety show

The Leader of the Council made some announcements concerning:

- Thanking staff and residents who had worked on the New Year’s Day parade entry
- The Council’s cold weather protocol
- Christmas entertainment that took place in Romford market
- The Joint Venture regeneration work in the borough
- The receipt of funding for improved internet connection in the south of the borough
- The Holocaust Memorial Day service, 27 January
-

55 **PETITIONS (agenda item 6)**

The following petitions were presented:

By Councillor Barrett relating to parking provision in Plover Gardens, Cranham

By Councillor Tucker relating to Chafford Sports Complex

By Councillor Philippa Crowder relating to traffic issues in Havering Road and Mashiters Hill

By Councillor O'Flynn relating to proposed budget cuts impacting on Havering Music School

56 **BRIDGE CLOSE, ROMFORD - PURCHASE OF RESIDENTIAL PROPERTIES ON WATERLOO ROAD AND OLDCHURCH ROAD (agenda item 8)**

A report of Cabinet recommended the purchase of all residential properties in the Bridge Close area not already in Council or Joint Venture public ownership and that these be acquired in accordance with the terms of the Joint Venture legal agreement signed in April 2018. This required the agreement by Council of an adjustment to the HRA Capital Programme to provide sufficient funding for the council to acquire the privately owned residential properties through private treaty.

The report was **AGREED** without division.

**RESOLVED:**

**That Council agree to include sufficient financial provision as set out in Appendix A of the report to Cabinet on 29 November 2018 to enable the private treaty purchase of the 23 residential properties on Waterloo Road and Oldchurch Road, Romford.**

57 **UPDATE ON THE COUNCIL TAX SUPPORT SCHEME 2019 AND COUNCIL TAX SURCHARGE ON EMPTY HOMES (agenda item 9)**

A report of Cabinet gave details of the proposed Council Tax Support Scheme from 1 April 2019 as well as of a proposal to increase from 50% to 100% the surcharge rate of Council Tax for properties that have been empty for more than two years, with effect from 1 April 2019.

In accordance with Schedule 1A of the Local Government Finance Act 1992, Council was asked to consider and approve the proposed Council Tax Support Scheme to take effect from 1 April 2019. In addition to the Cabinet papers, the full proposed Council Tax Support Scheme was included in the Council agenda papers, for Members' information.

**Deemed motion on behalf of the Administration**

That the report be adopted and its recommendations carried into effect.

**Amendment by the Upminster and Cranham Residents' Associations Group**

That recommendations 1 and 2 of the Cabinet report be replaced with the following:

1. Given the adverse response to the consultation, along with the stated negative equality impacts on claimants, Council agrees the Council Tax Support Scheme remains unchanged for 2019/20 with a continued contribution of 15% towards the Council Tax Bills from eligible working age claimants.
2. Approve and recommend to Council an increase from 50% to 100% as a surcharge rate of Council Tax for the properties that have been empty for more than two years with effect from 1 April 2019.

Following debate, the amendment by the Upminster and Cranham Residents' Association Group was **NOT CARRIED** by 29 votes to 24 (see division 2) and the deemed motion on behalf of the Administration was **CARRIED** by 29 votes to 24 (see division 3).

**RESOLVED:**

1. That the proposed Council Tax Support Scheme as summarised in Appendix C of the Cabinet report of 29 November 2018 be adopted, with effect from 1 April 2019.
2. That an increase from 50% to 100% as a surcharge rate of Council Tax for the properties that have been empty for more than two years be agreed, with effect from 1 April 2019.

**58 COUNCIL PROCEDURE RULES (agenda item 10)**

A report of Governance Committee proposed some changes to the Council Procedure Rules aimed at improving the efficient and effective conduct of business transacted at meetings of full Council within the time available. This included amending the number of Council meetings held each year, limiting the consideration of Council questions at the meeting to a maximum of 45 minutes and of motions to a maximum of 75 minutes.

**Deemed motion on behalf of the Administration**

That the report be adopted and its recommendations carried into effect.

**Amendment by the Residents Group**

That all the recommendations contained in the report be replaced with the following:

This Council agrees to a cross party review of the Council Procedures Rules with a view to reporting back to the next Governance Committee in March 2019 with any suggested changes.

A procedural motion that the report be referred back to Governance Committee to allow further consideration of the issues was **AGREED** without division.

**59 ALLOCATION OF SEATS ON THE COMMITTEES OF THE COUNCIL (agenda item 11)**

A report of the Chief Executive sought to address a recent change in the make-up of the Council and the effect on allocation of committee seats caused by Councillor Wallace ceasing to be a member of the Conservative group and becoming an independent member of the Council.

The report was **AGREED** without division and it was **RESOLVED**:

**That the seat allocation for political balance as set out in appendix 1 to these minutes be agreed.**

**60 VACANCIES FOR THE POSITIONS OF CHAIRMAN, STRATEGIC PLANNING COMMITTEE AND VICE-CHAIR, PENSIONS COMMITTEE (agenda item 12)**

A report of the Chief Executive advised that following the resignation of Councillor Melvin Wallace from the Conservative Group, vacancies had arisen for the positions of Chairman of Strategic Planning Committee and Vice Chairman of Pensions Committee and that nominations be received for these positions.

The following votes were recorded for the vacant positions:

**A. Chairman, Strategic Planning Committee**

<b>Councillor Jason Frost</b>	<b>30 votes</b>
<b>Councillor Graham Williamson</b>	<b>20 votes</b>

(see division 4)

**RESOLVED:**

**That Councillor Jason Frost be appointed Chairman, Strategic Planning Committee**

**B. Vice-Chair, Pensions Committee**

<b>Councillor Martin Goode</b>	<b>28 votes</b>
<b>Councillor Stephanie Nunn</b>	<b>25 votes</b>

(see division 5)

**RESOLVED:**

**That Councillor Martin Goode be appointed Vice-Chair, Pensions Committee**

**61 MEMBERS' QUESTIONS (agenda item 7)**

Fifteen questions were asked and replies given. The text of all questions submitted and their answers, as well as a summary of the supplementary questions and answers is shown as appendix 2 to these minutes.

**62 USE OF BUS LANES BY MOTOR CYCLES (agenda item 13A)****Motion on behalf of the Upminster and Cranham Residents' Associations Group**

While motorcyclists make up 1% of traffic volume across London, they account for 27% of all killed and seriously injured casualties, with 33 fatalities over the last year.

Permitted use of bus lanes across London is inconsistent with some councils allowing motorcyclists to use the lanes, some not (Havering do not), and some partially.

Allowing motorcyclists to use bus lanes would not only improve the safety of motorcyclists and other road users but would add clarity over the potential to receive a £160 fine for entering a bus lane which may change from one borough to the next.

While this would ideally be a London wide aspiration, this Council calls upon the Executive to undertake measures, including the necessary consultations, to allow motorcyclists to use bus lanes in Havering.

**Amendment on behalf of the Conservative Group**

Amend motion to read:

This Council recognises the different approaches across London and calls upon the Environment Overview & Scrutiny Sub-Committee to investigate



the matter and report back to the Cabinet in due course. In readiness for that report, Council also calls upon the Mayor of London to bring forward guidance on the use of bus lanes by non-bus traffic as to create a consistent approach across the capital.

The amendment on behalf of the Conservative Group was **CARRIED** by 53 votes to 0 (see division 6) and **AGREED** as the substantive motion, without division.

**RESOLVED:**

**This Council recognises the different approaches across London and calls upon the Environment Overview & Scrutiny Sub-Committee to investigate the matter and report back to the Cabinet in due course. In readiness for that report, Council also calls upon the Mayor of London to bring forward guidance on the use of bus lanes by non-bus traffic as to create a consistent approach across the capital.**

**63 SIZE OF PLANNING COMMITTEES (agenda item 13B)**

**Motion on behalf of the Independent Residents' Group**

The March 7th Governance meeting and subsequent March 21st Council approved a Governance report proposing changes to the council's planning regime. The report included a recommendation to create two planning committees, a Strategic Planning committee with 7 members and a Planning committee with 11 members, but did say the actual size of the committees (and all committees) would be a matter for Annual Council on May 23rd.

At Annual Council it was proposed to create two size 8 planning committees as part of item 9 on the Council agenda. Item 9 was approved without debate following a procedural motion to go vote only. Following the meeting the Monitoring Officer advised the creation of size 8 committees was to "assist with proportionality", except it doesn't and neither does the Planning Advisory Service provide specific advice on size of committees.

Due to the quasi-judicial importance of planning committees, the overall creation of two new planning committee positions is welcome, however this motion calls upon Council to agree to change the size of the two planning committees from size 8 to size 7 (strategic) and 11 (planning) as recommended in the approved March 7th Governance Committee report, subsequently approved at March 21st Council.

Council is further asked to agree to increase the total number of seats on committee to 136 (from 134), and to ensure political balance rules are adhered to, agrees to the allocation of seats as set out in the appendix to this motion.

**Amendment on behalf of the Conservative Group**

This Council notes the decision taken by full council on 23<sup>rd</sup> May this year to establish the committees of the authority having regard to political balance.

This motion was withdrawn by the Independent Residents' Group and resubmitted to the March 2019 meeting of Council.

64 **SEXUAL HARRASSMENT (agenda item 13C)**

**Motion on behalf of the Independent Residents' Group**

Senior councillors and officers recently held the LGBT flag in front of the Town Hall, albeit up-side down, to mark LGBT month. The Council Leader attended this worthy event, but Council now calls on the Executive to show support for the female and wider community by condemning sexual harassment, bullying and misogyny?

**Amendment on behalf of the Labour Group**

Delete the motion and insert the following in its place:

This Council condemn all forms of sexual harassment, bullying and misogyny and reaffirms its commitment to upholding the Equality Acts and those protected by its provisions.

**Amendment on behalf of the Conservative Group**

This Council welcomes the steps taken by the administration in spreading inclusion through the adoption of the first community cohesion strategy of Havering Council and looks forward to the official launch of the community cohesion strategy and engagement forum. Furthermore, this Council notes that the LGBT flag will be flown at the Town Hall to mark the start of LGBT month.

This motion was withdrawn by the Independent Residents' Group.

65 **PARKING MACHINES (agenda item 13D)**

**Motion on behalf of the Independent Residents' Group**

Parking meters cost money to remove, buy and install. A few years ago the council removed the old 'flag' meters and replaced them with 215 digital

machines costing between £4000 - £5000 each. **The council's new parking strategy proposals include** removing, at a cost, of £70,000 154 machines valued @ between £616,000 - £770,000 and converting the remaining 61 to cashless card/phone machines at a cost of £244,000!

As this reduces maintenance costs it's forecast, by reducing staff, to make an annual revenue saving of £244,000 which means it will take over 4 years of revenue saving to recoup the £1m capital cost of removing and converting the parking meters.

However going cashless will deter many people from parking and these upgraded machines will still be subject to vandalism and so could result in a big drop in income! And staff reductions could mean no enforcement of parking restrictions in the areas where machines have been removed, to the detriment of local shops.

Council calls on the Executive to drop these proposals as a false economy as going cashless will reduce income and result in deserted shopping centres and parades outside Romford.

#### **Amendment on behalf of the Labour Group**

Delete the motion and insert the following in its place:

The Council recognises the benefits of cashless card/phone parking machines and calls on the Executive to incorporate within its new parking proposals the replacement of exiting machines with the gradual introduction of cashless machines.

#### **Amendment on behalf of the Conservative Group**

This Council welcomes the proposed upgrading of parking park and display machines across the borough as part of the new parking strategy; and welcomes the addition of contactless payment to reduce running costs and to provide greater ease for users.

Following debate, the amendment on behalf of the Labour Group was **NOT CARRIED** by 33 votes to 14 (see division 7); the amendment by the Conservative Group was **CARRIED** by 32 votes to 16 (see division 8) and the amendment on behalf of the Conservative Group was **AGREED** as the substantive motion by 31 votes to 15 (see division 9).

## 66 **VOTING RECORD**

The record of voting decisions is attached as appendix 3 to these minutes.

---

**Mayor**

**RECOMMENDED SEAT ALLOCATION**

Having regard to the principles of political balance and of seat allocation referred to in Appendix 1, the following allocation of seats is recommended on the basis that, taking all factors into account, it shows a “reasonably practicable” allocation of seats and is therefore the default position.

		<b>CONS</b>	<b>RES</b>	<b>UCRG</b>	<b>LAB</b>	<b>IRG</b>	<b>NHRG</b>
Governance	<b>11</b>	5	2	1	1	1	1
Licensing	<b>11</b>	5	2	1	1	1	1
Planning	<b>8</b>	4	1	1	1	1	0
Strategic Planning	<b>8</b>	4	1	1	1	1	0
Highways Advisory	<b>8</b>	4	1	1	0	1	1
Adjudication	<b>8</b>	4	1	1	1	1	0
Pensions	<b>7</b>	3	1	1	1	0	1
Audit	<b>6</b>	3	1	1	0	0	1
JV WP	<b>8</b>	4	1	1	1	1	0
O&S Board	<b>16</b>	8	2	2	1	2	1
Children's	<b>9</b>	4	2	1	1	1	0
Crime & Disorder	<b>6</b>	3	0	1	1	1	0
Towns & Communities	<b>9</b>	4	2	1	1	1	0
Environment	<b>6</b>	2	1	0	1	1	1
Health	<b>6</b>	3	1	0	0	1	1
Individuals	<b>7</b>	3	1	1	1	1	0
<b>Total seats allocated</b>	<b>134</b>	<b>63</b>	<b>20</b>	<b>15</b>	<b>13</b>	<b>15</b>	<b>8</b>

- Committee seats are allocated, and each Committee is balanced, as “reasonably practicably” as possible





**FULL COUNCIL, Wednesday 23 January 2019**

**Appendix 2**

## **MEMBERS' QUESTIONS**

### **Homelessness Strategy in the Borough**

**1) To the Cabinet Member for Housing (Councillor Joshua Chapman)  
From Councillor Paul Middleton**

Given the growing number of people in Havering who are either homeless, rough sleeping or begging, would the Cabinet Member confirm the steps being taken by this Council to deal with these issues and that the full powers available to the Council and other agencies are being used to deal with these growing problems.

#### **Answer**

Along with 40 staff volunteers from the Council both Cllr Persaud and I attended the rough sleeper count that took place on 29 November 2018, targeting known hotspots around the borough. Two rough sleepers were found on the streets that night but 10 are more widely known to the Council. This is a significant reduction from the 22 encountered during the previous year's count.

This is a positive sign that the Council's proactive approach in working with key partners to tackle rough sleeping is having a positive effect. We recognise that the count is a snapshot in time and also carry out a bi-monthly count based on local intelligence gathered from local police teams in all 18 wards targeted at rough sleeping hotspots.

With regards to begging, some of those who are begging are not homeless and the council and police use all available powers. The main powers available are contained within the ASB Crime and Policing Act 2014.

A communications campaign is under way to raise awareness of how the Council is helping rough sleepers and to encourage residents who would like to help to give directly to the charities and organisations who provide services to homeless people.

A supplementary question asked if the number of deaths of rough sleepers in the last year could have been reduced if there was a larger Council team working on this issue. In response, the Cabinet Member stated that the new Director of Housing was putting in a new structure to assist work with the homeless and that the Council had a very good homelessness lead.

### **Special Responsibility Allowances**

**2) To the Leader of the Council (Councillor Damian White)  
From Councillor Jeffrey Tucker**

Following the creation of new committees with SRAs the Executive decided to fund them from within the SRA budget rather than add to the overall amount. This

**Council, 23 January 2019**

involved reducing the SRAs of opposition group leaders by 50% to pay for the newly created SRAs. The Council Leader has special responsibility for Executive decisions, but can Cllr White confirm whether this was his idea or was he solely acting on advice?

**Answer**

As the report to Council in May last year explained, the changes to the Member Allowances Scheme sought to reflect both governance changes to the planning regime and the results of the local council elections which increased the number of groups on council. The outcome would have been an increase in the number of SRAs awarded and more money spent on allowances. Options were therefore explored to avoid that outcome, some of which were detailed in that same report.

Ultimately it was Full Council's decision to make changes to the allowances scheme, which I might add, included the rejection of a suggestion by an opposition group to keep opposition group leader allowances at the same level despite the increase in the number of groups.

A supplementary question asked whose idea was the reduction in SRAs of opposition group leaders and if the Leader felt it was fair for opposition group leaders to be victimised for being loyal to residents. In response, the Leader of the Council emphasised that the changes to SRA levels were his decision.

**Penalty Charge Notices issued in the Borough**

**3) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor John Tyler**

Of the 120,713 Penalty Charge Notices issued in 2017/18, would the Cabinet Member give a split between how many were issued at a higher level (£130) and how many at the lower level (£110)?

**Answer**

The London Borough of Havering issued 120,713 PCN's in 2017/18.

Higher level PCN's – 101,396

Lower level PCN's – 19,317

A supplementary question queried the use of staff resources to undertake a borough wide survey on the Council's parking strategy and the use of the higher PCN banding. In response, the Cabinet Member stated the issuing of more high band PCNs did improve safety and this had been evidenced by a deterrent factor shown in the lower increase in the issuing of higher band PCNs, compared to the lower band.



## **Number of Rough Sleepers in the Borough**

**4) To the Cabinet Member for Housing (Councillor Joshua Chapman)  
From Councillor Carole Beth**

How many rough sleepers are currently sleeping outside in Havering?

**Answer**

As previously answered, along with 40 staff volunteers from the Council, both Cllr Persaud and I attended the rough sleeper count that took place on 29 November 2018, targeting known hotspots around the borough. Two rough sleepers were found on the streets that night but 10 are more widely known to the Council. This is a significant reduction from the 22 encountered during the previous year's count.

This is a positive sign that the Council's proactive approach in working with key partners to tackle rough sleeping is having a positive effect. We recognise that the count is a snapshot in time and also carry out a bi-monthly count based on local intelligence gathered from local police teams in all 18 wards targeted at rough sleeping hotspots.

We encourage residents to report rough sleepers to help the council to locate and give them the necessary support. This can be done by calling the Council on 01708 431180 Monday to Friday 9am-5pm. Outside these hours please call 01708 433999. Alternatively, this can be done on the council's website or via the StreetLink app.

A supplementary question queried the accuracy of the numbers of rough sleepers identified. In response, the Cabinet Member stated that this was the official Council count but bi-monthly counts of the homeless population were also carried out. Homelessness was one of the top priorities of the Council.

## **Policing and Community Safety**

**5) To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)  
From Councillor Martin Goode**

What are the Council's initiatives and objectives for working more closely with the Metropolitan Police force, Local Safety Neighbourhood Police teams and Park Security officers to encourage a more consistent and proactive approach in dealing with the rising issue of street crime in our Borough? In particular to engage more closely with the local Schools and Youth Education Centres to possibly identify and discourage high risk young individuals that may be currently involved or coerced into being involved with such groups who are committing or the victims of such crimes within our Borough.

**Answer**

The 3 year Havering Community Safety Partnership Plan was agreed by Full Council on 12th July 2017. The plan sets out the Council and Police priorities for addressing crime and disorder and includes Serious Youth Violence as a priority.

## **Council, 23 January 2019**

The recent Annual Strategic Assessment 2018 found that Havering remains the 8th safest Borough in London.

A Strategic Serious Youth Violence group has been established, chaired by the Director of Children's services and a refreshed serious violence and knife crime action plan is due to go to cabinet shortly.

A monthly serious youth violence panel meets to case manage those individuals who come to notice for violence, knife crime or are affected by gangs. This is attended by a wide range of partner agencies including schools and colleges, safer school officers.

A range of projects are currently being delivered through schools and colleges which include:

- Street Doctors
- No knives in schools
- Junior Citizen scheme
- You and Me Counselling

A mentoring programme is funded by the Mayor of London Crime Prevention fund locally for young people who are gang affected. 44 young people have been supported by the scheme with 86% not reoffending within 6 months.

A victim's worker is based in the youth offending service to support young victims of crime.

A supplementary question asked if the Cabinet Member would arrange an all Member briefing on these issues to which the Cabinet Member agreed.

## **Leases in Council Owned Properties**

### **6) To the Leader of the Council (Councillor Damian White) From Councillor Barry Muggleston**

Would the Leader of the Council confirm that all Council owned properties that are occupied by third parties all have current and up to date leases in place?

#### **Answer**

I will respond to the Councillor in writing due to the commercial sensitivity of the information.

(No supplementary question).

## **Staffing in Democratic Services**

### **7) To the Leader of the Council (Councillor Damian White) From Councillor David Durant**

The Chief Executive, in consultation with the Administration, has revised the structure of Democratic Services by creating 3 new Cabinet support positions at a cost of £160,000. If, due to the day job, the 7 Cabinet Members need further assistance answering emails then the £160,000 should be found within the

**Council, 23 January 2019**

existing SRAs paid to Cabinet Members which now stands at a combined £220,368 per annum. Does the Council Leader agree?

**Answer**

No, I would not agree. As Members are all too aware, the budgetary challenge for Havering is significant over the next four years. The Council has developed a major change and transformation programme which will deliver a more efficient Council to provide services which are valued, relevant and which balances cost with quality and meets community and individual needs.

Responsibility for overseeing the delivery of the programme and vision rests with the Executive. Revised internal governance arrangements are being introduced to provide the means to achieve this. Officers have assessed the adequacy of current departmental arrangements and have delivered an alternative structure to provide assistance to Cabinet Members in support of their role. This will enable Cabinet colleagues to make more effective use of their time to ensure we are delivering for our residents and I have made clear to Cabinet colleagues the expectations I have of them in ensuring they do just that. It is of course for officers to determine the allocation of resources working within the budgets set by this Council.

A supplementary question asked if these were party political posts, stating that an employment agency used employed a Cabinet member and that one of the post holders was known to a Cabinet member. In response, the Leader of the Council stated that he did not agree that these were party political posts and that the correct recruitment process had been followed throughout.

**Residents in PSL Properties**

**8) To the Cabinet Member for Housing (Councillor Joshua Chapman)  
From Councillor Clarence Barrett**

Further to the pledge made in July 2018 to reassess all 878 people living in Private Sector Leasing (PSL) properties, how many of those residents have since been placed in out of borough accommodation?

**Answer**

The review process that has been carried out is not about savings but about supporting people. No one has been moved as a direct result of the reassessment process.

As part of normal service delivery, two PSL residents were moved to out of borough PSL accommodation. The first resident was moved because the landlord served notice on the Council to terminate the lease in line with the terms of the lease agreement. The second resident was moved due to risk of domestic abuse from their PSL accommodation.

Both residents' housing rights are not affected as they were moved into other PSL properties and the council continues to owe them a housing duty.

A supplementary question asked if all 878 people in PSL properties had now received a visit from a housing officer. The Cabinet Member responded that he would bring forward an update to Members on this issue in due course.

## **Maintenance of Lifts in High Rise Flats**

### **9) To the Cabinet Member for Housing (Councillor Joshua Chapman) From Councillor Denis O'Flynn**

In light of frequent complaints from residents in high rise flats relating to lifts not working will the Lead Member inform me as to the level of preventive maintenance carried out to reduce the number of reported lift breakdowns?

#### **Answer**

A lift replacement programme has been included in the HRA budget for 2019/20 which will enable a rolling replacement of all lifts throughout the borough's housing stock.

In order to help reduce the likelihood of lift breakdowns, we use a specialist Lift Company, Express Lift Alliance group (ELA), to undertake all maintenance and servicing of the passenger lifts in our Housing stock. The contractor is robustly managed by the Building services and Compliance team who hold regular contract meetings with ELA, where contractor performance is reviewed, improvement actions identified and plans put in place.

Part of the service provided by ELA is to undertake regular monthly planned and preventative maintenance inspections of our passenger lifts. These inspections are undertaken with a view to proactively identifying and rectifying potential maintenance problems or health and safety issues and to undertake routine maintenance, all of which will help reduce the likelihood of the lifts breaking down.

In addition, there is also an independent annual inspection undertaken on each of our passenger lifts by our insurers Zurich, to ensure their safety and also identify any maintenance issues they consider need addressing using a risk based reporting approach.

A supplementary question asked for assurances that the company would supply skilled people to carry out lift repair jobs and whether Councillors could attend discussions re the tendering of the contract. In response, the Cabinet Member stated that most lift problems were responded to within a four hour call-out but repairs could take longer if for example parts were awaited. The Council did however have fully compliant processes in place.

## **Grass Verges**

**10) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Darren Wise**

With the onset of Winter and the continuing issue of vehicles driving over grass verges and churning these up, could the Administration advise what actions they are taking to eradicate this and whether there are plans to restore them or install bollards especially as it is a problem in Harold Hill?

**Answer**

Complaints of damage to grass verges caused by vehicles are referred to the Council's Environment Services for investigation and where sufficient evidence can be gathered, offending vehicle owners are identified and can be pursued for enforcement action under the Anti-Social Behaviour Crime and Policing Act 2014.

Alternatively, where reports indicate that damage is being caused by contravention of parking regulations, Civil Enforcement Officers can be deployed to issue a PCN (Penalty Charge Notice) if a vehicle is observed parked on a grass verge or pavement.

Reinstatement of grass verges is considered but in the first instance if the evidence clearly suggests a local resident/ business is at fault the Council would encourage them to apply for a vehicle cross-over where appropriate. For persistent problems the use of bollards on a case by case basis could be investigated alongside other options, but are not always appropriate.

A supplementary question stated that Councillor Wise would write to the Cabinet Member re specific grass verge cases and the Cabinet Member agreed to investigate these.

## **Enforcement on Gardens**

**11) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Ray Morgon**

In order to "Keep Havering Special" Would the Cabinet Member introduce a policy with appropriate powers to ensure that front and rear gardens are kept tidy by residents.

**Answer**

The Council already has powers under the Anti-Social Behaviour Crime and Policing Act 2014, to deal with an accumulation of waste and hazardous gardens. Where complaints are received the Council will investigate and where necessary appropriate action will be taken including enforcement.

A policy is already in place for housing tenants and it is enforced through tenancy agreements which stipulate that gardens be 'well maintained at all times'.

A supplementary question asked why there were delays in taking action that often still did not solve problems. In response, the Cabinet Member stated that each case had to be looked at individually. Action would be taken but the appropriate legal process had to be followed.

## **Costs of Development, Dovers Green**

### **12) To the Leader of the Council (Councillor Damian White) From Councillor Graham Williamson**

The planning committee by 7 to 1 approved a stopping up order regarding Dovers Green, off New Zealand Way. Residents intend to strongly object to the stopping up order in favour of keeping the Green as a high value green open space. In this situation the Mayor of London can instruct the Council to hold a local enquiry to determine the matter.

How much has it cost the Council so far to progress plans to build on the Green, including the Village Green Public Enquiry, and how much more are the Executive prepared to pay contesting a new local enquiry into the future of the Green?

#### **Answer**

The proposed development at New Zealand Way consists of 30 new dwellings and comprises a mix of 2- bedroom and 3- bedroom houses.

The cost to the Council, both as developer and regulator, to progress plans to build the new houses on the proposed site at New Zealand Way was £116,581.52 and the breakdown is as follows:

- Pre-development fees are £87,855.45. The cost covered all the surveys, planning application fees and other professional fees;
- Cost incurred to defend the community led application for Village Green status £19,800;
- Costs already incurred for legal advice received on “stopping up and Appropriation” was £8,926.07.

The costs of bringing this site forward are normal for any developer or land owner wishing to bring forward a new scheme of this nature and size.

The scheme produces 30 units of much needed affordable family housing for local people.

A supplementary question asked if people would believe the Administration’s priority to ‘Keep Havering Special’ if the Green had been saved. In response, the Leader of the Council stated that the land would deliver 30 units of affordable housing for vulnerable people. It was important to provide quality homes to vulnerable residents and this showed the Council cared about homelessness and associated issues. The Leader added that he was proud that the project had been brought forward.

## **Licences and penalties issued to Landlords of HMO's**

**13) To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)**

**From Councillor Chris Wilkins**

It was recently reported that penalties to the value of £304,250 had been issued against landlords operating inadequate and dangerous living conditions in houses of multiple occupation (HMOs) over the past 11 months. Over that period, how many licences have been issued and how much of the £304,250 has actually been received to date?

**Answer**

We take this issue extremely seriously with the impact it has on people's lives. Legislation was changed less than a year ago to make it easier to crack down on so called rogue landlords

Since then, based on figures up to the 9<sup>th</sup> January 2019, the Council issued 164 licenses and a further 32 are currently being processed.

We expect more to be issued as we continue the crackdown.

Additionally, 110 fixed penalty notices have been issued and, to date, 12% of those have been paid. A robust approach will be taken to recover the remainder.

A supplementary question asked why the register of licensed HMOs had not been updated since 5 June 2018. In response, the Cabinet Member agreed to check on this and provide an update to the Councillor.

## **Future High Street Fund**

**14) To the Leader of the Council (Councillor Damian White)**  
**From Councillor Keith Darvill**

Will the Leader make a statement about the Council's intention to submit an application to the Future High Street Fund for grant funding to support essential improvements to Havering's High Streets and Retail Centres?

**Answer**

Supporting the future vitality of the borough's Town Centres is of critical importance to the Council, and central to achieving the ambitions set out in the corporate plan. As such, we are certainly looking at the High Streets Fund as an opportunity to increase the Council's ability to make improvements. The Future High Streets Fund is designed to support transformative capital investments, and officers are looking carefully at the detail of the prospectus with a view to bringing forward a proposal for submission. The prospectus asks for expressions of interest by the 22<sup>nd</sup> March 2019.

A supplementary question asked if, given the tight timescale, there would be consultation with Councillors and local groups on the development of the vision.

**Council, 23 January 2019**

In response, the leader of the Council stated that he hoped Members across the Council would get involved in the new area action plans. Discussions on these would take place with stakeholders and residents and Councillors would also be able to be involved in the development of the action plans.

**Resources to Underpin Future Development in Havering**

**15) To the Leader of the Council (Councillor Damian White)  
From Councillor Ray Morgon**

Would the Leader of the Council confirm what pledges he has received from other public sector services that operate within Havering that resources will be increased to meet the increased demands placed upon it by the numerous developments in Havering in the next ten to fifteen years?

**Answer**

Funding for additional community infrastructure such as primary care health facilities or schools is not achieved through pledges.

The growth identified to meet the Borough's future housing needs is contained in the Local Plan and we work closely with a wide range of agencies to ensure their plans and programmes match that growth so our residents can enjoy a high quality of life.

Funding is also obtained from developers to ensure they mitigate the impact of their developments through S106 obligations and our new Community Infrastructure Levy; we continue to work closely with partners such as the GLA, Transport for London and neighbouring local authorities to secure major infrastructure improvements.

A supplementary question asked how emergency services were being made aware of the increased number of developments and residents in Havering over the next 10-15 years. In response, the Leader of the Council stated that the Local Plan had been consulted on with all local bodies and that he was happy to meet with Group Leaders to go through the current Local Plan if they wished.



VOTING RECORD

<i>DIVISION NUMBER:</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
<b>The Mayor [Cllr. Dilip Patel]</b>	✕	✕	✓	✕	✓	✓	✕	✓	✓
The Deputy Mayor [Cllr. Michael Deon Burton]	✕	✕	✓	✕	✓	✓	✕	✓	✓
<b><u>CONSERVATIVE GROUP</u></b>									
Cllr Robert Benham	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Ray Best	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Joshua Chapman	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr John Crowder	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Philippa Crowder	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Osman Dervish	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Jason Frost	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Judith Holt	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Robby Misir	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr John Mylod	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Nisha Patel	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Bob Perry	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Viddy Persaud	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Roger Ramsey	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Timothy Ryan	✕	✕	✓	✕	✓	✓	✓	✓	✓
Cllr Carol Smith	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Christine Smith	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Matt Sutton	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Maggie Themistocli	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Christine Vickery	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Ciaran White	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Damian White	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Michael White	✕	✕	✓	✕	✓	✓	✕	✓	✓
<b><u>RESIDENTS' GROUP</u></b>									
Cllr Nic Dodin	✕	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Paul Middleton	✕	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Sally Miller	✓	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Raymond Morgon	✕	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Barry Mugglestone	✕	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Stephanie Nunn	✓	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Gerry O'Sullivan	✕	✓	✕	✓	✕	✓	✓	✕	✕
Cllr Reg Whitney	✕	✓	✕	✓	✕	✓	✓	✕	✕
<b><u>INDEPENDENT RESIDENTS' GROUP</u></b>									
Cllr David Durant	✓	✓	✕	✓	✕	✓	✕	✕	✕
Cllr Tony Durdin	✓	✓	✕	✓	✕	✓	✕	✕	✕
Cllr Jan Sargent	✓	✓	✕	✓	✕	✓	✕	0	0
Cllr Natasha Summers	✓	✓	✕	✓	✕	✓	0	✕	✕
Cllr Jeffrey Tucker	✓	✓	✕	✓	✕	✓	✕	✕	✕
Cllr Graham Williamson	✓	✓	✕	✓	✕	✓	✕	✕	✕
<b><u>UPMINSTER &amp; CRANHAM RESIDENTS' GROUP</u></b>									
Cllr Clarence Barrett	✓	✓	✕	✓	✕	✓	0	0	0
Cllr Gillian Ford	✓	✓	✕	✓	✕	✓	0	0	0
Cllr Linda Hawthorn	✓	✓	✕	✓	✕	✓	0	0	0
Cllr Ron Ower	✓	✓	✕	✓	✕	✓	✕	✕	0
Cllr John Tyler	✓	✓	✕	✓	✕	✓	0	0	0
Cllr Christopher Wilkins	A	A	A	A	A	A	A	A	A
<b><u>LABOUR GROUP</u></b>									
Cllr Carole Beth	✕	✓	✕	✕	✕	✓	✓	✓	✓
Cllr Keith Darvill	✓	✓	✕	0	✕	✓	✓	✓	✓
Cllr Tele Lawal	✕	✓	✕	✕	✕	✓	✓	✓	✓
Cllr Paul McGeary	✓	✓	✕	0	✕	✓	✓	✕	✕
Cllr Denis O'Flynn	✓	✓	✕	0	✕	✓	✓	✕	✕
<b><u>NORTH HAVERING RESIDENTS' GROUP</u></b>									
Cllr Brian Eagling	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Martin Goode	✕	✕	✓	✕	✓	✓	✕	✓	✓
Cllr Darren Wise	✕	✕	✓	✕	✓	✓	0	✓	0
<b><u>INDEPENDENT</u></b>									
Cllr Melvin Wallace	✕	✕	✓	✓	✕	✓	✕	✓	✓
<b><u>TOTALS</u></b>									
<b>✓ = YES</b>	16	24	29	20	28	53	14	32	31
<b>✕ = NO</b>	37	29	24	30	25	0	33	16	15
<b>0 = ABSTAIN/NO VOTE</b>	0	0	0	3	0	0	6	5	7
<b>ID =INTEREST DISCLOSED/NO VOTE</b>	0	0	0	0	0	0	0	0	0
<b>A = ABSENT FROM MEETING</b>	1	1	1	1	1	1	1	1	1
	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>

This page is intentionally left blank



**COUNCIL, 27 FEBRUARY 2019**

**REPORT OF THE CHIEF EXECUTIVE**

**SUBJECT: MEMBERS' ALLOWANCES**

**SUMMARY**

The Council is obliged to make a Members' Allowances scheme annually, before the 1<sup>st</sup> of April each year.

This report proposes no changes to the existing scheme as agreed at Council on 21 February 2018.

In reviewing the scheme due regard was given to the January 2018 report of the Independent Remuneration Panel of London Councils and the allowances in the scheme were set with regard to their bands of recommendations.

**RECOMMENDATIONS**

It is recommended:

1. That the Members' Allowances scheme becomes effective from 1<sup>st</sup> April 2019 and the existing scheme be revoked with effect from the same date.
2. That there is no proposed increase in the basic allowance or SRAs.

**REPORT DETAIL**

**1. BACKGROUND INFORMATION – THE CURRENT SCHEME**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provide that a Local Authority shall make a scheme in accordance with these Regulations in respect of each year. Regulation 10 provides that such a scheme shall be made before the beginning of each year

commencing on 1<sup>st</sup> April. Such a scheme may be amended during the year, but only revoked and replaced with a new scheme with effect from the beginning of a year.

- 1.2 Under Regulation 19 of the 2003 Regulations, before an authority amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel.
- 1.3 The Council uses the London Council's Independent Review Panel in this regard and that panel has published a report, "*The Remuneration of Councillors in London 2018*", in January 2018. This report discusses the role of councillors and sets out recommended allowance levels. This includes special responsibility allowances.
- 1.4 The current level of allowances was agreed at Council on 21 February 2018.
- 1.5 The proposed list of members' allowances is detailed in the table below, alongside the recommended allowances as suggested in the London Council's Independent Review Panel report:

Category of Allowance	Amount Per Member £	Minimum London Scheme (where applicable)
<b><u>Basic Allowance</u></b>	10,208	11,045
<b>Special Responsibility Allowances:</b>		
Leader of the Council	45,048	57,085
Deputy Leader of the Administration	31,420	43,460
Cabinet Members	28,780	36,917
Leader of Principal Opposition	14,418	16,207
Leader of Minority Opposition Groups	4,000	2,582
Mayor	12,000	16,207
Deputy Mayor	4,000	2,582
Overview and Scrutiny Board Chairman	14,418	16,207 - 36,917
Overview and Scrutiny Sub-Committee Chairmen	7,650	2,582
Licensing, Strategic Planning and Planning Committee Chairmen	14,418	16,207
Strategic Planning Committee Vice-Chairman	7,650	2,582
Planning Committee Vice-Chairman	2,000	2,582
Licensing Committee Vice Chairmen	*117	n/a
Audit, Pensions, Highways and Governance	7,650	9,397

Committees Chairmen		
Adjudication & Review Committee Chairman	2,000	2,582
Joint Venture Working Party Chairman	7,650	2,582

\*- the standard rate of allowance per licensing sub-committee meeting chaired.

### **Financial Implications and Risks:**

The cost of the proposed scheme on the basis of existing occupancy of SRA positions is £941,620. This can be contained within the existing budget for members' allowances. Should there be any significant fluctuation in the occupancy of positions which give rise to an increase in costs beyond that which can be contained within the existing budgets, this will be raised through the appropriate channels.

### **Human Resource Implications and Risks:**

None arising directly.

### **Legal Implications and Risks:**

The 2003 Regulations provide for an allowance scheme to be made each year prior to, and with effect from, 1st April and the revocation of a scheme with effect from the same date.

The Regulations set out various detailed requirements in respect of:

- Publicity
- Categories of special responsibility allowances
- Basic allowances being the same for all members
- Co-optees allowances etc.

In addition, the Regulations provide that an Independent Remuneration Panel's report shall, as soon as reasonably practicable after it is received, be made available for public inspection and the main features of the report be published in one or more newspapers circulating in its area.

**Regulation 19 provides that before a local authority makes or amends a scheme, the authority shall have regard to the recommendations made to it by an independent remuneration panel.** This does not mean that a local authority has to adopt only those recommendations but it does mean that if an authority is going to depart from those recommendations it should objectively justify those departures and the rationale for them so that if the decision making of the authority is called in to challenge there are both reasoned and reasonable grounds for its decision taking into account all the material factors in issue.

## **Background Papers**

None

## Members' Allowances Scheme

*Agreed at the meeting of the Council on 27 February 2019:*

***The new Scheme is agreed with effect from 1<sup>st</sup> April 2019 and the revocation of the Members' Allowance Scheme (2018) is effective from 31<sup>st</sup> March 2019.***

The Council of the London Borough of Havering in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003 hereby makes the following scheme:

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1<sup>st</sup> April 2019.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31<sup>st</sup> March 2020 and any period of 12 months ending on 31<sup>st</sup> March in any year after 2020.
- 3 **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 11, for each year a basic allowance of £10,208 shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
  - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
  - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
  - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
  - (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.
- 5 **Child and dependent care allowance**

These expenses are expected to be met from the Basic Allowance.

## **6 Renunciation**

A Councillor may, by notice in writing given to the Chief Finance Officer, elect to forego any part of his/her entitlement to an allowance under this scheme.

## **7 Part-year entitlements**

- (a) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility where, in the course of a year, this scheme is amended or that a councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (b) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
  - (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (c) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her terms of office subsists bears to the number of days in that year.
- (d) Where this scheme is amended as mentioned in paragraph 7(b), and the term of office of a councillor does not subsist throughout the period mentioned in paragraph 7(b)(i), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a councillor subsists bears to the number of days in that period.



- (e) Where a councillor has, during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended, as mentioned in paragraph 7(b), and a councillor has, during part, but does not have throughout, the whole of any period mentioned in paragraph 7(b)(i) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## **8 Travelling and Subsistence (Schedule 2)**

- (a) Members can claim travelling expenses for travelling outside of the Borough on official Council business as set out in Schedule 2.
- (b) Members can claim subsistence expenses on official Council business when outside of the Borough as set out in schedule 2.

## **9 Claims and payments**

- (a) Payments shall be made in respect of basic and special responsibility allowances, subject to paragraph 8(b), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- (b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, then payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (c) Payments in respect of Travel and Subsistence shall be made to the councillor on receipt of a claim form with supporting receipts/vouchers. Claims must be made within three months of the claim arising.

**10 Pension Scheme**

No Member in the scheme is entitled to apply for inclusion in the Pension Scheme.

**11 Financial Limits**

The Chief Finance Officer will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

**(a) Increases in Allowances**

Basic Allowances as quoted will be updated for 2019/20 by any 2019/20 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

The amended basic allowance will be found on the Internet once any annual % uplifts have been agreed.

The Travelling and Subsistence allowances will be increased in line with the increase in officer rates.

**(b) Suspension of Basic and Special Responsibility Allowance**

Where a Member is suspended, or partially suspended, from his/her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Basic and Special Responsibility allowance payable to him/her in respect of the period for which he is suspended or partially suspended will be withheld by the Authority.

**12 Mayor and Deputy**

The Mayor and Deputy Mayor's allowance covers the cost of all Mayoral activities such as clothing, personal expenses and sundry expenses – including items such as raffle tickets, sponsorship and donations.

The Mayor and Deputy Mayor will be responsible for all such payments via the SRA, which will be taxed. The Council will meet the cost of:

- Havering Civic receptions, award pins and certificates at the civic award ceremony;

- Medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- Gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- Postage costs and all costs associated with the Mayoral transport, robes etc.

### 13 **Co-Optees and *Independent Persons*' Allowances**

The standard rate of allowance for statutory co-optees is £117 per meeting attended.

The Independent Person for standards of Members' Conduct will be paid an annual allowance of £1,000, in monthly instalments.

Co-optees *and Independent Persons* will be reimbursed for all travel costs in accordance with the above, whether the travel is within or outside the Borough, but will not be paid subsistence.

### 14 **Note**

- (a) The Council is required to keep a record of the payments made by it in accordance with this scheme.
- (b) The record is required to be available for inspection at all reasonable times free of charge by any local government elector for the borough who may make a copy of any part of it.
- (c) The Council is also required to arrange publication of the total sums paid in each year to each member in respect of basic and special responsibility allowances.
- (d) The Council is required to arrange publication of the Scheme when approved.

## Schedule 1: Members' Allowances

Category of Allowance	Amount Per Member £
<b><u>Basic Allowance</u></b>	10,208
<b>Special Responsibility Allowances:</b>	
Leader of the Council	45,048
Deputy Leader of the Administration	31,420
Cabinet Members	28,780
Leader of Principal Opposition	7,650
Leader of Minority Opposition Groups	2,000
Mayor	12,000
Deputy Mayor	4,000
Overview and Scrutiny Board Chairman	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650
Licensing, Strategic Planning and Planning Committee Chairmen	14,418
Strategic Planning Committee Vice-Chairman	7,650
Planning Committee Vice-Chairman	2,000
Licensing Committee Vice Chairmen	117+
Audit, Pensions, Highways and Governance Committees Chairmen	7,650
Adjudication & Review Committee Chairman	2,000
Joint Venture Working Party Chairman	7,650

+ Per meeting chaired

**NOTES:** The basic allowance will be uplifted each year in accordance with paragraph 11.

## Schedule 2: Travel and Subsistence

Travelling expenses can only be claimed for travel outside of the borough on official Council business. The rules and entitlements for reimbursement of travel outside the Borough are the same as those for officers.

Subsistence allowances are only payable for official Council business outside the borough where the duties entail an overnight stay or working outside 'normal office hours'. Members will be reimbursed actual expenditure incurred up to the maximum of the rates set for officers.

Allowances are payable on the basis of expenditure incurred and receipts must be submitted to support claims for subsistence allowances and travel costs.

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will

be set out and documented by the Chief Finance Officer, prior to each event and be agreed with the Cabinet Member for Financial Management.

This page is intentionally left blank

## COUNCIL, 27 February 2019

### REPORT OF CABINET

#### **SUBJECT:** THE COUNCIL'S BUDGET 2019/20

The purpose of this report is to enable the Council to calculate and set the Council Tax for 2019/20.

The Localism Act 2011 made significant changes to the Local Government Finance Act 1992 ("the Act"), and now requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.

The Council has to formally resolve that it calculates certain figures, which broadly are:

- its gross expenditure, including contingency and levies (but not precepts)
- its gross income from fees & charges and other sources, specific grants, external finance from the Government, and any surplus/deficit on the collection fund
- the difference between the two, being the amount which the Council needs for its own services to be paid from the collection fund, defined as the Council Tax requirement
- the basic amount of Council Tax for the net position of all these figures, including precepts, and
- the amount of Council Tax for each other category of dwelling.

The Council is also required to formally approve the management of the Council's treasury management functions, including the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Statement; the proposed revenue budget for both the General Fund and Schools' Delegated Budgets; the Capital Strategy & Programme and the Housing Revenue Account.

**Prior to this meeting Members will be allocated an amended copy of the Cabinet reports including the appendices and any supplementary papers, as the recommendations before Council make specific reference to these reports.**

Attached to this report are:

- **Annex A** which are the draft minutes of the Cabinet meeting.
- **Annex B** for the final notification of the Levies.
- **Annex C** is a revised Council Tax statement, originally provided in the Cabinet report marked as **Appendix A**, amended following the final notification of the levies.
- **Appendix E** is a revised Council Budget for 2019/20, originally provided in the Cabinet Report, amended following the final notification of the levies.

The Treasury Management Strategy Statement and related documents were reported to Cabinet separately. The Capital Programme was originally provided in the Cabinet report marked as **Appendix 1**. A separate report also covers the proposed Members Allowances scheme for 2019/20.

The HRA Major Works Capital Programme and Revenue Budget for 2019/20 were also reported separately to Cabinet and approved at the meeting on 13 February 2019. It includes a detailed HRA Major Works Capital Programme for 2019/20 - 2023/24.

In the light of the above **Cabinet recommends the Council to adopt the following resolutions as set out below.**

The effect of adopting these resolutions would be to set the Council Tax for a Band D property at £1,728.66
---

### **RECOMMENDATIONS**

1. That the following as submitted in the report to Cabinet of 13 February 2019 be approved:
  - The General Fund budget for 2019/20
  - The Council Tax for Band D properties and for other Bands of properties, all as set out in **Appendix A** of the Cabinet report.
  - The Delegated Schools' Budget for 2019/20, as set out in section 2.5 of the Cabinet report.
  - The Capital Programme for 2019/20 as set out in the Capital Strategy and Programme Report reported to Cabinet on 13 February 2019.
  - That it pass a resolution as set out in section 11.3 of the Cabinet report to enable Council Tax discounts to be given at the 2019/20 level.
2. The Council delegate authority to the Chief Financial Officer to adjust the Corporate Risk Budget to account for any further variations that may arise.
3. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in section 10 of the report to Cabinet.
4. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 88,636 (called T in the Act and Regulations) as its Council Tax base for the year 2019/20 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
5. That the amount of £124,812,783 be now calculated as the Council Tax requirement for the Council's own purposes for 2019/20, with £9,160,530 of that amount being ringfenced for Adult Social Care.



6. That the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£501,307,261	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£376,494,478)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£124,812,783	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£1,408.15	being the amount at 5(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

7. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2019/20 for each of the categories of dwellings.

<b>Valuation Bands London Borough of Havering</b>			
	<b>Havering</b>	<b>Adult Social Care</b>	<b>Total</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
A	869.87	68.90	938.77
B	1,014.84	80.38	1,095.22
C	1,159.82	91.87	1,251.69
D	1,304.80	103.35	1,408.15
E	1,594.76	126.32	1,721.08
F	1,884.71	149.28	2,033.99
G	2,174.67	172.25	2,346.92
H	2,609.60	206.70	2,816.30

- 8 That it be noted for the year 2019/20 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

<b>Valuation Bands Greater London Authority</b>	
	<b>£ p</b>
A	213.67
B	249.29
C	284.90
D	320.51
E	391.73
F	462.96
G	534.18
H	641.02

9. That, having calculated the aggregate in each case of the amounts at 7 and 8 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below:

<b>Valuation Bands</b>	<b>£ p</b>
	<b>£ p</b>
A	1,152.44
B	1,344.51
C	1,536.59
D	1,728.66
E	2,112.81
F	2,496.95
G	2,881.10
H	3,457.32

**The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,728.66**

10. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2019/20 is not excessive.
11. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2020, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2019, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.

12. That Council approves the Housing Revenue Account (HRA) Major Works Capital Programme, detailed in **Appendix 2a** of the HRA Budget for 2019/2020 and HRA Major Works Capital Programme 2019/20 – 2023/24 report to Cabinet of 13 February 2019.
13. That Council approves the HRA Capital expenditure and financing for the 12 Sites Joint Venture, detailed in paragraphs 3.19.1 to 3.19.8 and **Appendix 2a** of the of the HRA Budget for 2019/2020 and HRA Major Works Capital Programme 2019/20 – 2023/24 report to Cabinet of 13 February 2019.
14. That Council approves the HRA Capital expenditure and financing to acquire up to 375 affordable dwellings from the Bridge Close JVLLP, detailed in paragraphs 3.20.1 to 3.20.5 and **Appendix 2a** of the HRA Budget for 2019/20 and HRA Major Works Capital Programme 2019/20 – 2023/24 report to Cabinet of 13 February 2019.
15. That Council approves the Treasury Management Strategy Statement, Prudential Indicators, and the Minimum Revenue Provision Statement for 2019/20 as shown in the separate report to Cabinet of 13 February 2019.
16. That Council approves the Capital Strategy and Programme for 2019/20 as shown in the separate report to Cabinet of 13 February 2019.

<b>REPORT DETAIL</b>
----------------------

As set out in the reports to Cabinet of 13 February 2019 and the attached Annexes.

This page is intentionally left blank



**MINUTES OF A CABINET MEETING**  
**Council Chamber - Town Hall**  
**Wednesday, 13 February 2019**  
**(6.30 - 8.50 pm)**

**Present:**

Councillor Damian White (Leader of the Council), Chairman

	<b>Cabinet Member responsibility:</b>
Councillor Robert Benham	Cabinet Member for Education, Children & Families
Councillor Osman Dervish	Cabinet Member for Environment
Councillor Joshua Chapman	Cabinet Member for Housing
Councillor Jason Frost	Cabinet Member for Health & Adult Care Services
Councillor Roger Ramsey	Cabinet Member for Finance & Property
Councillor Viddy Persaud	Cabinet Member for Public Protection and Safety

There were no apologies for the absence of Cabinet members.

**32 DISCLOSURES OF INTEREST**

11. Mercury Land Holdings (MLH) in-year Business Plan Update.  
Councillor Jason Frost, Non Pecuniary, Councillor Frost is the Chair of the Strategic Planning Committee and as such declared a non-pecuniary interest. Councillor Frost left the room for all relevant agenda items and did not participate in debate or voting.

12. Rainham and Beam Park Regeneration LLP Business Plan 2019/2020.  
Councillor Jason Frost, Non Pecuniary, Councillor Frost is the Chair of the Strategic Planning Committee and as such declared a non-pecuniary interest. Councillor Frost left the room for all relevant agenda items and did not participate in debate or voting..

13. Havering and Wates Regeneration LLP - Business Plan 2019/2020.

Councillor Jason Frost, Non Pecuniary, Councillor Frost is the Chair of the Strategic Planning Committee and as such declared a non-pecuniary interest. Councillor Frost left the room for all relevant agenda items and did not participate in debate or voting..

14. Bridge Close Regeneration LLP Business Plan 2019/2020.

Councillor Jason Frost, Non Pecuniary, Councillor Frost is the Chair of the Strategic Planning Committee and as such declared a non-pecuniary interest. Councillor Frost left the room for all relevant agenda items and did not participate in debate or voting..

15. Contract award for the demolition of Napier and New Plymouth House.

Councillor Jason Frost, Non Pecuniary, Councillor Frost is the Chair of the Strategic Planning Committee and as such declared a non pecuniary interest. Councillor Frost left the room for all relevant agenda items and did not participate in debate or voting..

33 **MINUTES**

The minutes of the Meetings of Cabinet held on 29<sup>th</sup> November, 2018 and 16<sup>th</sup> January, 2019 were agreed as a correct record and signed by the Chairman.

34 **ORACLE UPGRADE TO FUSION**

The report was introduced to Cabinet by the Cabinet Lead Member for Finance and Property, Councillor Roger Ramsey. This detailed the contract award in relation to the upgrade from the current Oracle Corporate Enterprise Resource Planning (ERP) system platform to the next generation platform known as Fusion, Oracle's cloud product. The Oracle system is currently used by the Council to manage business critical functions such as paying staff and suppliers.

The full business case for the upgrade of the system is set out in Appendix A of the report.

Currently the Oracle software is hosted by Capgemini as part of the One Oracle T-Gov2 agreement created when six London Boroughs signed a hosting agreement in 2012. Newham joined as the seventh partner subsequently. Newham and Havering are now the only remaining parties to that agreement as the other Boroughs have moved over to Fusion Cloud leaving the cost of the platform to be borne by Havering and Newham only.

The new Fusion Cloud system will allow for a standardisation of processes, resilience in technology and certainty in relation to costs. It allows an increased integration of systems which will support Havering's efficiency agenda. It will also provide an improved user experience and enhance internal control. The Cloud is now a well-established way of hosting software.

The options available have been evaluated and a direct award to Oracle via a VEAT notice is recommended to Cabinet for the Oracle Software

subscription for a period of five years plus an option to extend for a further five years.

Over a period of ten years, it is expected that the project will save between £5 million and £11.5 million. Cabinet went through the business case and project costs as set out in the report.

**Cabinet:**

1. **Approved** the implementation and upgrade from our current Oracle version to the Oracle Cloud to Go Live by April 2020.
2. **Approved** a budget and allocation of funding of £4.5 million from the capital programme to be funded through the government's Flexible Use of Capital Receipts scheme for Transformation Projects that deliver an ongoing saving.
3. **Approved** the award of :
  - Oracle Fusion Subscription licence to Oracle as a direct award with VEAT which would be a 10 year contract for a total value of £4.343m
  - A Contract to Evosys off G-Cloud 10 framework as implementation partner to implement the upgrade for a total value of £1.490m
4. **Approved** entering into a shared support arrangement with London Borough of Lambeth to provide expert support at the cost of £0.2m.
5. **Delegated** authority to the Council's Chief Financial Officer (s151 Officer):
  - to award a change management contract to embed the Clouds new ways of working in Havering, as assessment of this will be made once the project is under way and a decision will be made to see if external support is required, £0.3m is budgeted for this activity
  - in consultation with the Monitoring Officer to approve the final forms of contract and entering into such agreements necessary to give effect to the recommendations detailed in this report.

35     **2019/20 CAPITAL STRATEGY & PROGRAMME**

Councillor Damian White, Leader of the Council presented the report to Council detailing the Council's Capital Strategy and the associated Capital Programme for Cabinet to approve and to recommend to full Council.

The Council is required to approve the Capital Strategy as per the Prudential Code for capital finance in Local Authorities. The report presented is an overarching report and should be read in conjunction with the other reports on the full Cabinet agenda which go into greater detail.

The key elements of the report are:

1. **Capital Strategy** – an overview linking the Capital Programme to the Corporate Plan and the four objectives of the Council. It also sets out the governance process in establishing the Capital programme.

2. **The proposed GF Capital Programme** – Existing Capital Programme which has already had Member approval and is set out in detail in Appendix 1 of the report.
  - **New Capital Bids**
  - **Regeneration Programme** which is based on the revised individual business cases
  - **Associated Prudential Indicators** as a result of the proposed Capital programme
3. **Investments in the regeneration Programme** –
  - Overview of the proposals
  - Risk Management and mitigation
4. **Knowledge and skills**
  - Setting out the Authority's approach on using internal staff as well as the use of external advisers and consultants

**Cabinet:**

1. **Approved** the Capital Strategy contained within this report noting its impact on both the capital programme and overall contribution to the setting of the revenue budget for 2019/20 and beyond
2. **Will Recommend to Council for consideration and approval** the 2019/20 and ongoing Capital Programme (subject to business cases for the regeneration schemes being approved in line with the governance process)
3. **Agreed** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
4. **Approved** the use of capital receipts to fund the revenue costs of two eligible proposals – the Oracle and CRM system transformations – under the MHCLG Guidance on the Flexible Use of Capital Receipts.
5. **Agreed** that externally funded schemes can be added to the capital programme up to £500k as and when funding is confirmed. Any external funding over £500k will be subject to approval by the Chief Financial (s151) Officer.
6. **Agreed** that the relevant Cabinet Member, together with the Cabinet Member for Finance and Property be delegated authority to commence tender processes and accept tenders for capital schemes included within the approved programme under the block programme allocations or delegation arrangements set out in this report.



7. **Noted** the capital prudential indicators included within the capital strategy when approving the capital programme to ensure affordability.

### 36 2019/20 BUDGET AND MEDIUM TERM STRATEGY

Councillor Damian White presented the report to Cabinet and detailed some amendments to be made. Cabinet were presented with a Corrigendum of amendments for the report and Appendices. Cabinet agreed to accept these as follows:

#### Amendments to the Budget Cabinet Report

##### Corrigenda

(Amended items shaded)

#### Main Report page 84 of the Agenda pack

Paragraph 5.2 – Table amended

	2018/19	2019/20	2019/20	2019/20
	HAVERING	HAVERING	GLA	TOTAL
		(3.25% INC)	(8.93% INC)	(4.26% INC)
Band A	£909.22	£938.77	£213.67	£1,152.44
Band B	£1,060.76	£1,095.22	£249.29	£1,344.51
Band C	£1,212.29	£1,251.69	£284.90	£1,536.59
Band D	£1,363.83	£1,408.15	£320.51	£1,728.66
Band E	£1,666.90	£1,721.08	£391.73	£2,112.81
Band F	£1,969.98	£2,033.99	£462.96	£2,496.95
Band G	£2,273.05	£2,346.92	£534.18	£2,881.10
Band H	£2,727.66	£2,816.30	£641.02	£3,457.32

#### Appendix A page 102 of the Agenda Pack

Table amended

Valuation Bands	£ p
A	1,152.44
B	1,344.51
C	1,536.59
D	1,728.66
E	2,112.81
F	2,496.95
G	2,881.10
H	3,457.32

#### Appendix C

See Schedules next page – Pages 231, 232, 233 and 236 of the Agenda Pack

(Amended items shaded)

**Neighbourhoods  
Environment**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Hornchurch &amp; Upminster Area Car Parks</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b> (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Neighbourhoods  
Environment**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display (continued)</b>				
<b>Romford, Hornchurch &amp; Upminster Town Centres. Monday to Saturday (Maximum Stay 3 hours)</b>				
0 - 1	New Charge	1.50	01/04/19	C/L
1 - 2	New Charge	2.50	01/04/19	C/L
2 - 3	New Charge	3.50	01/04/19	C/L
<b>Sunday (Flat Fee)</b>	New Charge	1.50	01/04/19	C/L
<b>Overnight (Period Hours)</b>	No Charge	No Charge	01/04/19	C/L
<b>Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood &amp; Rainham Monday to Saturday (Maximum Stay 3 hours)</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 mins - 1 hour	New Charge	1.50	01/04/19	C/L
1 - 2 hours	New Charge	2.50	01/04/19	C/L
2 - 3 hours	New Charge	3.50	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	New Charge	1.50	01/04/19	C/L
<b>Overnight (Period Hours)</b>	No Charge	No Charge	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Neighbourhoods  
Environment**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Collier Row, Cranham, Elm Park, Gidea Park &amp; Rainham Area Car Parks</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
30 mins - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Over 30 Mins	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight (Period Hours)</b>	New Charge *	1.50 *	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval  
G - An increase below inflation in line with a corporate growth plan  
I - Based on relevant inflationary change  
N - A nominal adjustment e.g. due to rounding of charge  
S - An increase above inflation in line with a corporate saving plan  
D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy  
L - A local charging policy that deviates from the Corporate Charging Policy

**Neighbourhoods  
Environment**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Car Parks excluding Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Friday (Period Hours)</b>				
0 - 30 minutes	No Charge *	Withdrawn *	01/04/19	L
30 mins - 2	1.50 *	Withdrawn *	01/04/19	L
2 - 3	2.00 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	4.00 *	Withdrawn *	01/04/19	L
5 - 6	5.00 *	Withdrawn *	01/04/19	L
6 - 7	6.00 *	Withdrawn *	01/04/19	L
7 - 8	7.00 *	Withdrawn *	01/04/19	L
8 - 12	8.00 *	Withdrawn *	01/04/19	L
Solo Motorcycles	No Charge	Withdrawn	01/04/19	L
6pm to 7am	No Charge	Withdrawn	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval  
G - An increase below inflation in line with a corporate growth plan  
I - Based on relevant inflationary change  
N - A nominal adjustment e.g. due to rounding of charge  
S - An increase above inflation in line with a corporate saving plan  
D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy  
L - A local charging policy that deviates from the Corporate Charging Policy

Cllr Damian White went on to outline that the report is the culmination of the 2019/20 Budget process making recommendations to balance the budget for 2019/20. In addition, the report recommends a Council Tax increase of 3.25% comprising 2% specifically for Adult Social care and 1.25% for general purposes. The new Council Tax band D level will be £1728.66 (£1408.15 Havering Charge, £320.51 GLA Precept).

At the November Cabinet meeting, Councillors agreed a set of savings proposals following consultation which closed the budget gap for 2019/20 to £6.5 million. The report before Cabinet identifies the final proposals to close

the gap and balance the budget. Included in the report is a schedule of fees and charges for 2019/20.

In addition, the outcome of the 2019/20 Local Government Finance settlement is included, which is the last year of the Government's four year settlement and confirms a significant funding reduction for Havering. This has been expected and was fully accommodated in the planning process.

The latest projected medium term financial position is set out which shows a funding gap of £16.6 million for the years 20/21 to 2022/23. It is anticipated that this gap will be closed by further transformation initiatives during 2019.

Detailed in the report is an analysis of the risks and uncertainties which is followed by the Chief Finance Officer's statement regarding the robustness of the budget and MTFs. This is a statutory statement which provides assurance that the budget process has been followed and account has been taken of all known pressures and issues in setting the 2019/20 budget.

Appendix A of the report sets out the Council Tax Requirement and resolution which will be presented to full Council at the meeting on 27<sup>th</sup> February, 2019.

The report also takes into account the Corporate Plan which is detailed in Appendix G.

Following discussion,

**Cabinet:**

1. **Agreed** the Corporate Plan set out in Appendix G of the report.
2. **Agreed** the Council's General Fund Budget Requirement for 2019/20 to be set at £124.813m as set out in paragraph 5.3.2 and Appendix A of the report;
3. **Agreed** The Delegated Schools' draft budget set out in section 2.5 of the report;
4. **Agreed** a 1.25% increase in Council Tax for 2019/20 as set out in paragraph 5.1 of the report;
5. **Agreed** an additional 2% Adult Social Care Precept as in paragraph 5.1 of the report;
6. **Noted** the Medium Term Financial Strategy position as set out in Section 4 and Appendix F of the report.
7. **Agreed** the fees and charges schedule as set out in Section 6 and Appendix C of the report as amended.
8. **Noted** the budget and risks as set out in Section 9 of the report.
9. **Approved** the Council's approach to general balances as set out in paragraph 7.3 of the report
10. **Noted** the requirements of S106 of the LGA 1992 Act as set out in Section 1.

11. **Agreed** that if there are any changes to the GLA precept and/or levies, the Chief Financial (s151) Officer be authorised to amend the recommended resolutions accordingly and report these to the next Council meeting as required.
12. **Agreed** that to facilitate the usage of unringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Cabinet Member for Financial Management, ICT (Client) & Transformation.
13. **Delegated** to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.

**Cabinet** will recommend to Council for consideration and approval:

- The Council's General Fund Budget Requirement for 2019/20 to be set at £124.813m as set out in paragraph 5.3.2 and Appendix A of the report;
- The Delegated Schools' draft budget set out in section 2.5 of this report;
- A 1.25% increase in Council Tax for 2019/20 as set out in paragraph 5.1;
- An additional 2% Adult Social Care Precept as in paragraph 5.1;
- That it pass a resolution as set out in section 11 of this report to enable Council Tax discounts to be given at the 2018/19 level.

37     **SETTING THE HRA BUDGET FOR 2019/2020 AND THE HRA CAPITAL PROGRAMME (2019/20 - 2023/24)**

Councillor Joshua Chapman, Cabinet Lead Member for Housing presented the report to Cabinet. This detailed the Housing Revenue Account Budget and HRA Capital programme.

2019 is the last year of the 1% reduction in rents so to date the Council has had no option but to reduce rents by this amount. Next year, the rent regime will change back, enabling Councils to increase rents by CPI plus 1%.

The HRA borrowing cap has been lifted which gives the Council the opportunity to look again at its overall financial capacity to support the

regeneration programme, and ensure that the existing stock is maintained to the Decent Homes Standard.

The report before Cabinet sets out borrowing of £156m over the next 5 years from 2019/20.

The budget includes a 5 year £36m stock investment programme including provision for fire safety works such as doors, sprinklers, Fire Risk Assessments and other preventative works. The planned maintenance programme has been accelerated over and above the current programme to bring forward the replacement of kitchens and bathrooms, roofs, asbestos removal, lift replacements and communal boiler replacement.

A new £10m estate improvement programme has been included in the budget to improve Council estates and council homes. The extra money will be spent on giving estate buildings and communal areas a facelift. Works could include improvements to communal areas by upgrading and installing new fencing, revised landscaping, with upgrades to paths and footways, and better external and communal lighting that will make our residents feel safer. Where necessary, internal communal areas will be redecorated, along with upgrades to door entry systems and the renovation of some building exteriors.

HRA reserves have been increased from £2.5m to £10m which is prudent for a housing stock of Havering's size and cushions the authority for any unforeseen events.

Service charges are set on the basis of full cost recovery as previously agreed by Cabinet with the increase capped at 25% to phase the implementation of full cost recovery. This lessens the impact of the increase for residents, smoothing the increase over a period of years. This applies to all service charges with the exception of the service charge for sheltered housing.

Last year, Cabinet decided not to increase sheltered service charge to the 25% cap but instead agreed an increase of CPI plus 1%. The report recommends that this is continued, as the sheltered service is undergoing a number of changes, including the closure of some schemes as part of the 12 estates regeneration. A further review into the actual costs of the future service will be carried out in 2019/20.

An additional £20m has been included in the budget for additional regeneration acquisitions, which is to purchase properties in the vicinity of regeneration sites, to increase the provision of affordable housing in or around these locations through additional site assembly.

There is also £10m in the budget for the purchase of new properties, potentially off-plan developments, to increase the overall supply of affordable housing.

There followed discussion and

**Cabinet:**

1. **Approved** the Housing Revenue Account Budget as detailed in **Appendix 1**.
2. **Agreed** that the average rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be decreased by 1% from the week commencing 2<sup>nd</sup> April 2019 in line with the indicative figures contained in paragraph 2.1.4 of this report.
3. **Agreed** that the average rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, be reduced by 1% from the week commencing 2nd April 2019 in line with the indicative figures contained in paragraph 2.1.4 of this report.
4. **Agreed** the four rent-free weeks for 2019/20 as being: week commencing 19th August 2019, the two weeks commencing 16<sup>th</sup> and 23<sup>rd</sup> December 2019, and the week commencing 30<sup>th</sup> March 2020.
5. **Agreed** that service charges and heating and hot water charges for 2019/20 are as detailed in paragraph 2.2.2 of this report.
6. **Agreed** that the service charges for homeless households accommodated in the Council's hostels in 2019/20 are as detailed in paragraph 2.2.3 of this report.
7. **Agreed** that charges for garages should be increased by 3.4% in 2019/20 as detailed in paragraph 2.3.1 of this report
8. **Agreed** that the service charge for the provision of intensive housing management support in sheltered housing for 2019/20 shall be as detailed in paragraph 2.4.1 of this report.
9. **Agreed** that the Careline support charge should be increased by 3.4% for 2019/20 as detailed in paragraph 2.5.1 of this report.
10. **Agreed** that the Telecare support charges should be increased by 3.4% for 2019/20 as detailed in paragraph 2.5.1 of this report.
11. **Approved** the HRA Major Works Capital Programme, detailed in **Appendix 2a** of this report and **refer it to full Council** for final ratification.
12. **Approved** the HRA Capital expenditure and financing for the 12 Sites Joint Venture and Bridge Close detailed in paragraphs 3.5.1 to 3.5.17 and **Appendix 2a** of this report and **refer it to full Council** for final ratification.
13. **Approved** the £10m Estate Improvement Programme detailed in paragraph 4.4 and **Appendix 2a** of this report and **refer it to full Council** for final ratification.



38     **TREASURY MANAGEMENT STRATEGY STATEMENT, PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION STATEMENT FOR 2019/20**

Councillor Roger Ramsey, Cabinet Lead Member for Property and Finance presented the report to Cabinet. The Treasury Management Strategy for 2019/20 is a statutory report and covers two main areas:

- **Capital Financing Proposals**

The report summarises the Council's Capital Expenditure plans and sets out the associated prudential indicators and these are detailed in Appendix 1. The prudential indicators derive from the Council's Capital Strategy and programme which are covered under separate reports on the Agenda. The report specifies the Council's minimum revenue provision (MRP) policy – how residual capital expenditure is charged to revenue over time. This is the equivalent of the principal repayments on the Councils Loans.

- **Treasury Management Issues**

The report details major treasury management matters which include:

- The Treasury indicators which limit the treasury risk and activities of the Council. These indicators are detailed in the report at Appendix 2
- The prospects for interest rates which are set out in Appendix 3 of the report.
- The Borrowing Strategy
- The Investment Strategy
- Creditworthiness Policy

The Council's investment priorities will continue to be security first, portfolio liquidity second and the yield.

The Council is maintaining an under borrowed position. This means that the Capital Borrowing need 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. The TMS is continually monitored but is prudent as investment returns are currently low and counterparty risk is always an issue that needs to be considered.

Following discussion,

**Cabinet:**

1.     **Approved** the Treasury Management Strategy Statement (TMSS) 2019/20.

2. **Approved** the Treasury Management and Prudential Indicators set out in Appendices 1 and 2 of this report.
3. **Approved** the Annual Minimum Revenue Provision (MRP) Statement for 2019/20 set out in Appendix 7 of this report.
4. **Recommended** the annual TMSS and MRP statements 2019/20 to Council for approval.
5. **Delegated** future changes required to this Strategy to the Chief Operating Officer in consultation with the Cabinet Member for Finance and Property. This will provide the additional flexibility to swiftly respond to changing financial markets.

## 39 **EXCLUSION OF THE PRESS AND PUBLIC**

The Cabinet went into closed session on occasion whilst discussing agenda items 11 to 15 which contain exempt reports. These items were considered at the beginning of the agenda as stipulated by the Leader of the Council.

## 40 **MERCURY LAND HOLDINGS (MLH) IN-YEAR BUSINESS PLAN UPDATE**

Cllr Roger Ramsey presented the report to Cabinet detailing the Mercury Land Holdings (MLH) Business Plan and Budget Update. MLH was established in November, 2015 with the Council acting as both shareholder and funder. The Council's objectives for setting up the company were to generate an acceptable return for the Council by operating a business. This return is included within the MTFS report before Cabinet.

The Company seeks to create a diverse housing supply in the Borough focusing mainly on high quality private rented sector accommodation delivery and where possible help to facilitate high quality development on regeneration sites.

MLH has been operating successfully for a number of years and has delivered against its previous business plan. This included the ongoing management of Cathedral Court, with all 65 units currently let and North Street in Hornchurch currently being constructed and due for completion in September, 2019.

The report before Cabinet constitutes the annual update of the company's activity and a review of the plans, future financial projections and funding requirements for 2019/20.

The MLH Business Plan for 2019/20 anticipates ongoing management of its current portfolio and further expansion through the development and acquisition of sites which are outlined in the reports. This will include direct development as well as the acquisition of properties from the Council's joint

ventures to expand the Private Rented Sector (PRS) portfolio and some properties for sale.

It is recommended in the report to expand the schemes MLH are concerned with to increase from 3 to 6 and the total number of units delivered will increase from 109 to 328, not including those to be delivered for private sale. There is also the inclusion of a reactive acquisition fund to enable development opportunities to be pursued in order to maximise opportunities that may be presented directly to MLH by the market.

There followed discussion which included a period in closed session.

**Cabinet:**

1. **Approved** the Mercury Land Holdings Limited Business Plan 2019/20 attached at exempt Appendix 2 of the report.
2. **Agreed** to delegate authority to the Leader of the Council, after consultation with the s151 Officer, the Director of Regeneration Programme Delivery and the Director of Legal and Governance, approves the detailed business cases and related viability assessments and funding requirement for the individual schemes noted within the Business Plan as they may be presented during the business plan period in order to enable them to proceed.
3. **Agreed** in principle to provide total capital funding to MLH up to a maximum of £135.85 million in respect of projects contained in exempt Appendix 2 through a combination of equity investment and state aid compliant loans subject to detailed approved business cases made under delegated authority in recommendation 2 above.
4. **Agreed** to delegate authority to the S151 Officer to agree, after consultation with the Director of Legal and Governance, the completion of all relevant agreements and appointments of relevant professionals relating to the provision of debt finance by the Council to MLH.
5. **Agreed** to delegate to the sS151 Officer, following consultation with the Director of Asset Management, and the Director of Legal and Governance, the authority to determine the principles and processes by which any assets shall be disposed of and the terms of disposal to MLH.

41 **RAINHAM AND BEAM PARK REGENERATION LLP BUSINESS PLAN 2019/2020**

Councillor Joshua Chapman, Cabinet Lead Member for Housing presented the report to Cabinet detailing the Rainham and Beam Park LLP Business Plan and budget update. In March 2018, the London Borough of Havering

entered into a Joint Venture (JV) with Notting Hill Genesis. This JV was established to stimulate the regeneration of the A1306 between Rainham and the site now known as Beam Park. It is planned that this activity will unlock investment in housing and infrastructure in South Hornchurch, Rainham and Wennington Wards.

Nine sites were identified in March 2018 when the first Overarching Business Plan of the JV was approved. The 2018/19 Plan showed exactly how the JV would work to deliver the schemes on these sites. Since inception, the JV has made good progress with site assembly and is also securing planning consents. Two of the outstanding consents have been scrutinised by the GLA by virtue of their size. As a result of that review the JV has had an opportunity to increase housing numbers.

In 2018, the JV set a target of 774 new homes. However, in this Overarching Business Plan the JV have proposed a target of 866 new homes of which 35% will be affordable. The JV is also investigating opportunities for further development. One case has been considered in the report which has the potential to increase the target number to 1,042 new homes of which again 35% would be affordable.

The report presented to Cabinet is the annual update report of the activity of the Rainham and Beam Park LLP and a review of its plans, future financial projections and funding requirements for 2019/20.

The report recommends that Cabinet agree the Business Plan 2019/20, noting the significant regeneration for Rainham, the contribution towards Havering's target for housing delivery and the expected financial returns anticipated in the Plan.

Approval is also being sought for funding to include an additional site in the JV and if this is agreed the JV will be asked to include the additional site which will be identified as the Rainham Opportunity site.

Cabinet proceeded to discuss this matter with some of the discussion going into closed session.

**Cabinet:**

1. **Approved** the draft Rainham and Beam Park Regeneration Joint Venture LLP Overarching Business Plan 2019-20, full details of which are contained within the **Exempt Agenda Report**.
2. **Agreed** that the Leader of the Council and Cabinet Member for Housing after consultation with the s151 Officer, the Chief Executive Officer and the Director of Legal and Governance, approve the finalised Overarching Business Plan 2019-20, and possible later incorporation of an additional site known as the 'Rainham Opportunity Site' as may be presented during the Business Plan 2019-20 period.

3. **Agreed to Endorse and Recommend** to Council the budget allocation set out in this report to include the related site known as 'Rainham Opportunity Site' with the Rainham and Beam Park Regeneration Scheme.
4. **Agreed** that the s151 Officer, after consultation with the Cabinet Member for Housing, responds to the service of any notice as described in Section 8.4 of this report, served by the Rainham and Beam Park Regeneration Joint Venture LLP, indicating a willingness or otherwise to participate in making third party debt available from the Council, subject to contract and due diligence.
5. **Agreed** that the s151 Officer, after consultation with the Chief Executive and The Leader of the Council, may enter into funding agreements consistent with the Treasury Management Strategy and Council's Scheme of Delegation.
6. **Agreed** the revised capital profile which brings forward £1.5m capital expenditure from 2019/20 to 2018/19.

42     **HAVERING AND WATES REGENERATION LLP - BUSINESS PLAN 2019/2020**

Councillor Osman Dervish, Cabinet Lead Member for Environment, presented the report to Cabinet. The Havering and Wates Residential LLP will deliver the 12 Estates Regeneration Programme which was approved by Cabinet in January, 2018.

This programme is a residential led regeneration plan that will renew the Council's housing stock on the identified sites with a potential to more than treble the amount of genuinely affordable housing across the sites and replace some of those lost through the Right to Buy Scheme.

The regeneration programme is strategically linked to meeting the Housing targets set for Havering in the emerging Local Plan and to reducing the homelessness pressure on the General Fund. The resultant additional affordable stock will also help to sustain the HRA through increased revenue from and increased number of homes.

Council officers and the JV have been working to progress the Council's prioritised Estates which were the Waterloo Estate, Napier and Plymouth Houses in Rainham and Solar, Serena and Sunrise Courts, a sheltered complex in Hornchurch which combine to make up Work Package One.

Work has progressed well on these sites. Site investigations have commenced and planning applications for each of these sites will be submitted within the first half of the year. Solar, Serena and Sunrise are all

now vacant and Napier and new Plymouth Houses are expected to be so in the near future. Due to the progress made in respect of achieving vacant possession Cabinet will be asked to approve the development on Solar, Serena, Sunrise, Napier and New Plymouth to be accelerated ahead of the Waterloo Estate. A further report seeks to approve the demolition contract to ensure the delivery of the expedited new homes. It is now proposed that up to 3,936 new homes could be developed through this programme. The programme would include the wholesale redevelopment of the Harold Hill District Town Centre and the inclusion of the Chippenham Road Opportunity Site which is currently where the Council's Housing Office is situated.

In addition to this the JV has also been working in the Borough to support local people and businesses through their social value initiatives. Apprenticeships have been organised with the design team and the first of four meet the buyer events have been held to advertise supply chain opportunities for local businesses.

Members and Wates staff served Christmas lunch to the volunteers at the Salvation Army to thank them for their work throughout the year. Additionally, Wates have employed several local people and are looking to establish a local office in Romford.

This report constitutes the annual update of the Havering and Wates Regeneration LLP and a review of its plans, future financial projections and funding requirements for 2019/20. Cabinet is recommended to agree the Business Plan detailed in the report noting the significant regeneration for the 12 sites, the contribution towards Havering's target for Housing delivery, the increase in the amount of affordable homes for local people as a result and the anticipated financial returns of the plan. The figures are included within the HRA Business Plan report and the Treasury Management report.

There followed some discussion of which some occurred in closed session.

**Cabinet:**

1. **Approved** the Havering and Wates Regeneration Joint Venture Business Plan dated January 2019, as attached at the exempt agenda report.
2. **Agreed** to delegate to the Leader of the Council, after consultation with the s151 Officer, the Director of Regeneration and the Director of Legal and Governance, the authority to approve the business cases, related viability assessments and incorporation of an opportunity site known as Chippenham Road as may be presented during the Business Plan 2019-20 period.
3. **Agreed** that the s151 Officer responds to the service of any notice as described in the exempt agenda of this report served by the HWR indicating a willingness or otherwise to participate in making third

party debt available from the Council, subject to contract and due diligence.

4. **Agreed** that the s151 Officer, after consultation with the Chief Executive and the Leader of the Council, may enter into 3<sup>rd</sup> Party funding agreements consistent with the Treasury Management Strategy and the Councils Scheme of Delegation
5. **Authorised** the Director of Regeneration in consultation with the Director of Legal and Governance to make variations to the JV Development and Members agreements to enable forward funding of Napier and New Plymouth and inclusion of the Chippenham Road site into the Havering and Wates Regeneration LLP.
6. **Agreed** the phasing and works packages for the 12 HRA Regeneration Sites, as identified at 2.1, subject to any changes made by the Leader in approving the business cases.
7. **Authorised** the Director of Housing to arrange for the service of demolition notices at the appropriate time in relation to all affected properties on the named estates and schemes in this report.
8. **Agreed** to continue to develop the proposals for the Blue Line and Opportunity Sites.

43     **BRIDGE CLOSE REGENERATION LLP BUSINESS PLAN 2019/2020**

Councillor Robert Benham, Deputy Leader and Cabinet Lead Member for Education, Children and Families outlined the report to Cabinet.

On 15<sup>th</sup> November, 2017, Cabinet approved a Limited Liability Partnership (LLP) for the purpose of meeting the Council's regeneration objectives for Bridge Close. The Capital budget was approved in February, 2018 and then on 4th April, 2018, the legal agreements were put in place for the JV, with private sector partners, Savills Investment Management and First Base.

The Council's overarching vision for the JV was and remains the facilitation of regeneration of a key area of the Borough and to deliver truly affordable homes for local people. The development will transform the area comprising the following:

- 1070 new homes of which 30% will be affordable
- A 3 form of entry Primary School
- A Local Health Hub Facility
- Commercial Floor Space
- Improved East – West links including a new pedestrian and cycle bridge; and
- Environmental Improvements to the River Rom.

The report is the annual update of the activity of the Bridge Close Regeneration JV and a review of its plans, future financial projections and funding requirements for 2019/20.

There followed general discussion some of which occurred in closed session.

**Cabinet:**

1. **Agreed** the Bridge Close Regeneration LLP Business Plan 2019, as attached at Appendix A.
2. **Agreed** that the Leader of the Council, after consultation with the S151 Officer, the Director of Regeneration and the Director of Legal and Governance, approve detailed business cases, related viability assessments, funding arrangements and legal agreements as may be presented during the Business Plan 2019 period.
3. **Agreed** to Endorse and Recommend to Council budget allocation to include £111.7 million within the proposed capital programme.
4. **Agreed**, in the event of approval of 2 and 3 above, to delegate to the Director of Regeneration, after consultation with the S151 Officer and the Director of Legal and Governance, the authority to take all steps to enable the approval of the terms of the agreements associated with the Council's acquisition of interests from Bridge Close



Regeneration LLP relating to a new primary school, a health hub and affordable housing, including any related financial arrangements and the appointment of relevant professionals.

5. **Agreed** in principle for the Council to facilitate third party lending of debt to the Bridge Close Regeneration LLP.
6. **Agreed**, in the event of approval of 5 above, that the s151 Officer responds to the service of any notice served by the Bridge Close Regeneration LLP, indicating a willingness or otherwise to participate in making third party debt available from the Council, subject to contract and due diligence.
7. **Agreed**, in the event of approval of 5 above, that the s151 Officer, after consultation with the Chief Executive and The Leader of the Council, may enter into funding agreements consistent with the Treasury management Strategy and Councils Scheme of Delegations.

44     **CONTRACT AWARD FOR THE DEMOLITION OF NAPIER AND NEW PLYMOUTH HOUSE**

Councillor Viddy Persaud, Cabinet Lead Member for Public Protection and Safety, presented the report to Cabinet. This details the requirement to bring demolition work forward to facilitate and expedite the works for regeneration. This is to accommodate progress made so far to carry forward the Work Package One sites. This has already been detailed in the JV report for the 12 Estates on the agenda, represents best value for money for the demolition and will allow the work to progress in accordance with the plan.

There followed discussion some of which was conducted in closed session.

**Cabinet:**

1. **Approved** to directly award a demolition contract with Wates Construction Ltd. (WCL) to facilitate the demolition of Napier and New Plymouth House (NNP) in Rainham and Solar, Serena and Sunrise Courts (SSS) in Hornchurch, subject to approval of the JVLLP Wates Business Plan by Cabinet and in preparation for housing regeneration.
2. **Approved** a waiver of contract rules to allow the direct award of a works contract for the demolition of Napier and New Plymouth House and Solar, Serena and Sunrise Courts.
3. **Agreed** to endorse and recommend the inclusion of a budget of £4.144m for the demolition within the proposed HRA capital programme that is being considered by Cabinet in a report elsewhere on this agenda, as part of the annual Housing Revenue Account (HRA)

rent setting and capital programme report and that this is recommended to Full Council for final approval in February 2019.

**Noted**

4. The Council to undertake the demolition and partial enabling of Napier and New Plymouth House and Solar Serena and Sunrise Courts.

---

**Chairman**

<b>LEVIES</b>
---------------

The levies are as follows:

	<b>2018/19 £m</b>	<b>2019/20 £m</b>	<b>% Increase (Decrease)</b>	<b>Estimated/ Provisional/ Final</b>
East London Waste Authority	15.887	17.049	7.31%	Final
Environmental Agency (Thames)	0.184	0.187	1.76%	Final
Environment Agency (Anglian)	0.021	0.021	2.38%	Final
Lee Valley Regional Park	0.211	0.211	(0.28%)	Final
London Pension Fund Authority	0.306	0.304	(0.44%)	Final
	<b>16.609</b>	<b>17.773</b>	<b>7.01%</b>	
Note 1 : the above levies were approved at their respective boards in February 2019.				

This page is intentionally left blank

**LONDON BOROUGH OF HAVERING**  
**FINAL COUNCIL TAX STATEMENT – 2019/20 BUDGET**

2018/19 £			2019/20 £	
154,310,024	<b>Havering's Expenditure</b>		154,136,854	
1,000,000	Service Expenditure		1,000,000	
<b>155,310,024</b>	General Contingency		<b>155,136,854</b>	
	<b>Havering's Own Expenditure</b>	a		
	<b>Levies</b>			
15,887,000	East London Waste Authority		17,049,000	Final
184,161	Environment Agency (Thames)		187,511	Final
20,971	Environment Agency (Anglia)		21,470	Final
211,211	Lee Valley Regional Park Authority		210,627	Final
305,752	London Pensions Fund Authority (LPFA)		304,549	Final
<b>16,609,095</b>	<b>Sub Total – Levies</b>	b	<b>17,773,157</b>	
(11,990,898)	Unringfenced Grant	c	(13,516,393)	Final
<b>159,928,221</b>	<b>Sub Total – Total Expenditure</b>	d=a+b-c	<b>159,393,618</b>	
	<b>External Finance</b>			
10,363,832	Business Rates Top-up		3,369,857	Final
(51,623,259)	National Non Domestic Rate		(38,074,634)	Final
<b>(41,259,427)</b>	<b>Sub Total – External Finance</b>	e	<b>(34,704,777)</b>	
(181,000)	Council Tax Deficit/(Surplus)	f	(461,196)	Final
637,301	Business Rates Deficit/(Surplus)	g	585,138	Final
<b>119,125,095</b>	<b>Havering's Precept on the Collection Fund</b>	h=d+e+f+g	<b>124,812,783</b>	

2018/19		<u>The Collection Fund</u>		2019/20	
£	£ p	Expenditure		£	£ p
112,479,812	1,287.75	<b>Precepts</b>			
6,645,283	76.08	London Borough of Havering		115,652,253	1,304.80
<b>119,125,095</b>	1,363.83	Adult Social Care		9,160,530	103.35
25,699,814	294.23	<b>Total London Borough of Havering</b>	h	<b>124,812,783</b>	1,408.15
51,623,259	591.02	Greater London Authority (Provisional)		28,408,724	320.51
29,038,083	332.45	London Borough of Havering Retained Business Rates		38,074,634	429.56
272,140	3.11	Greater London Authority - Retained Business Rates		20,855,692	235.30
<b>225,758,391</b>	2,584.64	Cost of NNDR collection		271,673	3.06
		<b>Total Expenditure</b>	i	<b>212,423,506</b>	2,396.58
		<b>Total Income</b>			
(80,933,482)	(926.58)	National Non-Domestic Rate			
<b>144,824,909</b>	<b>1,658.06</b>	NNDR receivable	j	(59,201,999)	(667.92)
<b>87,346</b>		<b>COUNCIL TAX per Band D property</b>	k=i-j	<b>153,221,507</b>	<b>1,728.66</b>
		<b>Council Tax Base</b>		<b>88,636</b>	
				<b>Council Tax percentage change 4.26%</b>	

Council Taxes Per Property Band			Change	
Valuation as at 1/4/91	£ p		£ p	£ p
Under £40,000	1,105.37	Band A	1,152.44	47.07
£40,000 - £52,000	1,289.60	Band B	1,344.51	54.91
£52,001 - £68,000	1,473.84	Band C	1,536.59	62.75
£68,001 - £88,000	1,658.06	Band D	1,728.66	70.60
£88,001 - £120,000	2,026.52	Band E	2,112.81	86.29
£120,001 - £160,000	2,394.97	Band F	2,496.95	101.98
£160,001 - £320,000	2,763.43	Band G	2,881.10	117.67
Over £320,000	3,316.12	Band H	3,457.32	141.20

This page is intentionally left blank

GENERAL FUND BUDGET	2019/ 2020	2018/2019
	Net	Net
	Exp	Exp
	£000	£000
Planning & Economic Development	(1,797)	(534)
Roads, Pavements & Car Parking	746	1,901
Education	41,118	42,568
Rubbish, Waste Collection & Street Cleaning	6,152	6,730
Environmental Health & Trading Standards	2,385	2,789
Housing (General Fund Only)	4,129	3,534
Culture and Leisure	5,039	5,773
Social Services	58,110	54,363
Public Health	(1,651)	(1,651)
Other Services	39,907	38,837
<b>Total - all services</b>	<b>154,137</b>	<b>154,310</b>
Contingency and Provisions	1,000	1,000
<b>HAVERING'S NET EXPENDITURE</b>	<b>155,137</b>	<b>155,310</b>
<b>Levies</b>		
East London Waste Authority	17,049	15,887
Environment Agency - Thames Region	187	184
Environment Agency - Anglian Region	21	21
Lee Valley Regional Park Authority	211	211
London Pension Fund Authority	304	306
<b>Unringfenced Grants</b>	<b>(13,516)</b>	<b>(11,991)</b>
<b>TOTAL EXPENDITURE</b>	<b>159,393</b>	<b>159,928</b>

### Change in Council's Expenditure

	£m
2019/20 Budget	159.4
2018/19 Budget	160.0
<b>Net Total Change</b>	<b>(0.6)</b>
Budget Pressures	13.6
Inflation	1.9
Increase in Levies	1.2
Provisions & Other Issues (including Grant & Funding Changes)	(4.1)
<b>Sub Total</b>	<b>12.6</b>
Efficiencies/Savings	(13.2)
<b>Net Total</b>	<b>(0.6)</b>

This page is intentionally left blank





## CABINET

**Subject Heading:**

**2019/20 Budget and 2019-2023 Medium Term Financial Strategy**

**Cabinet Member:**

**Councillor Damian White, Leader of the Council**

**SLT Lead:**

**Jane West**  
Chief Financial Officer

**Report Author and contact details:**

Richard Tyler  
Finance Strategy Manager, oneSource  
01708 433 957

[Richard.Tyler@oneSource.co.uk](mailto:Richard.Tyler@oneSource.co.uk)

**Policy context:**

This report sets out the Council's revenue budget requirement for 2019/20 and MTFS for the following three years. It makes proposals regarding the level of Council Tax required to meet the budget requirement. The report also provides an update on the outcome of the 2019/20 local government financial settlement.

**Financial summary:**

This report includes:

- the approach to setting the Council's 2019/20 budget and MTFS for the following three years
- the outcome of the local government finance settlement
- recommended Council Tax level for 2019/20.

**Is this a Key Decision?**

Yes

**When should this matter be reviewed?**

Annually

**Reviewing OSC:**

Overview and Scrutiny Board

**The subject matter of this report deals with the following Council Objectives**

Communities making Havering	[ X ]
Places making Havering	[ X ]
Opportunities making Havering	[ X ]
Connections making Havering	[ X ]

<b>SUMMARY</b>
----------------

The report sets out the Council's current financial situation and its approach to achieving financial balance over the period 2019/20 to 2022/23.

This report consists of the following sections:

- Policy and Strategic Context (Section 1)
- Background to the budget process and details of the local government finance settlement (Section 2)
- In-year financial position, consultation process, savings proposals and recommendations on Council Tax levels (Section 3)
- Update on the Medium Term Financial Strategy (Section 4)
- Impact of proposals on Council Tax levels (Section 5)
- Proposed Fees and Charges (Section 6)
- Contingencies and General Balances (Section 7)
- Update on the Capital Programme (Section 8)
- Budget risks and uncertainties (Section 9)
- Chief Financial Officer statement regarding the robustness of the budget (Section 10)

<b>RECOMMENDATIONS</b>
------------------------

Cabinet is asked to:

- Agree the Corporate Plan set out in Appendix G.

- Agree the Council's General Fund Budget Requirement for 2019/20 to be set at £124.813m as set out in paragraph 5.3.2 and Appendix A of the report;
- The Delegated Schools' draft budget set out in section 2.5 of this report;
- Agree a 1.25% increase in Council Tax for 2019/20 as set out in paragraph 5.1;
- Agree an additional 2% Adult Social Care Precept as in paragraph 5.1;
- Note the Medium Term Financial Strategy position as set out in Section 4 and Appendix F
- Agree the fees and charges schedule as set out in Section 6 and Appendix C
- Note the budget and risks as set out in Section 9
- Approve the Council's approach to general balances as set out in paragraph 7.3
- Note the requirements of S106 of the LGA 1992 Act as set out in Section 1
- Agree that if there are any changes to the GLA precept and/or levies, the Chief Financial Officer be authorised to amend the recommended resolutions accordingly and report these to the next Council meeting as required.
- Agree that to facilitate the usage of unringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Cabinet Member for Financial Management, ICT (Client) & Transformation.
- Delegate to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.

Cabinet is asked to recommend to Council for consideration and approval:

- The Council's General Fund Budget Requirement for 2019/20 to be set at £124.813m as set out in paragraph 5.3.2 and Appendix A of the report;

- The Delegated Schools' draft budget set out in section 2.5 of this report;
- A 1.25% increase in Council Tax for 2019/20 as set out in paragraph 5.1;
- An additional 2% Adult Social Care Precept as in paragraph 5.1;
- That it pass a resolution as set out in section 11 of this report to enable Council Tax discounts to be given at the 2018/19 level.

<b>REPORT DETAIL</b>
----------------------

## **1. Policy and Strategic context**

- 1.1 This report presents the proposed 2019/20 budget and also an update of the Medium Term Financial Strategy (MTFS) between 2019/20 and 2022/23 that will support the delivery of the Council's objectives and priorities. The report includes a recommendation to increase Council Tax levels by 3.25% in order to meet the new budget requirement whilst maintaining tight financial control and ensuring prudent levels of reserves and balances are maintained.

Councillors are reminded that Section 106 of the Local Government Finance Act 1992 requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or the Council Tax. Any Member affected by Section 106 who fails to declare could be subject to prosecution.

- 1.2 A new Corporate Plan has been developed that sets out the Council's strategic direction for the next year. The new vision for the Council is Cleaner, Safer, Prouder, Together. The draft Corporate Plan is attached as Appendix G for approval.
- 1.3 The Council's Corporate Plan has four cross-cutting priorities: The Themes and strategic goals are listed below

### ***Communities***

*Helping young and old fulfil their potential through high-achieving schools and by supporting people to live safe, healthy and independent lives.*

- Healthy and active
- Best start to life

- Achievement at school
- Families and communities look after themselves and each other
- Supporting our most vulnerable

### ***Places***

*Making sure that our neighbourhoods are great places to live by investing in them and keeping them clean, green and safe with access to quality parks and leisure facilities.*

- Keeping Havering clean and safe
- Quality Housing
- Delivering excellent leisure facilities
- Award winning parks

### ***Opportunities***

*Helping people get on in life by creating jobs and skills opportunities and building genuinely affordable homes.*

- Helping our businesses grow
- Helping people succeed in life
- Genuinely affordable quality homes
- Delivering value for money

### ***Connections***

*Making it easy for people to get around and get online by investing in road, transport links, faster internet and free Wi-Fi in town centres.*

- Smart Havering
- Improving Havering's roads and pavements
- Making it easier to get around

- 1.4 In summary, the Corporate Plan puts the focus for the next year and beyond on investing in cleaner streets, community safety and improving our roads. In addition it prioritises helping young and old fulfil their ambitions through the £3bn Regeneration Programmes that will improve the borough as a place to live. It sets out the Council's plans to bring thousands of new jobs and genuinely affordable homes to the borough and to create new business opportunities.
- 1.5 The Corporate Plan sets out the Council's ambition to provide maximum value for money by keeping council tax increases as low as possible. It acknowledges that in future years the Council will be smaller but smarter in the way that it delivers services while working more with the whole community as a team to get things done.

## **2. Background**

### **2.1 Budget progress to date**

On 29<sup>th</sup> November 2018, Cabinet was updated on the latest position on the medium term financial strategy. This showed an initial gap of £14.2m in the 2019/20 budget proposals. The report Cabinet proposed a series of savings measures following an extensive consultation process in the summer months. These proposals were approved and reduced the 2019/20 budget gap to £6.5 million. This report provides proposals to close the remaining budget gap and set a robust balanced budget for 2019/20.

### **2.2 The Local Government Financial Settlement**

On 13<sup>th</sup> December the provisional local government finance settlement was announced. The figures represented the final year of the four year settlement the Government had set out after the last spending review. As such the figures published were broadly as previously expected in the MTFS.

The settlement confirms the final year of the 4 year settlement with a significant reduction in settlement funding assessment (SFA) of 11.7% for Havering. The table below demonstrates that this scale of reduction was much higher than average, even for other London Boroughs. This is true for 2019/20 but also across the four year settlement period over which Havering's SFA has reduced by 44.1% since 2015/16.

**Table 3 - Change in headline SFA by class of local authority**

Authority group	Services			Change in SFA from previous year				Cumulative change since 2015/16
	Lower tier	Upper tier	Fire	2016/17	2017/18	2018/19	2019/20	
Havering	✓	✓		-17.1%	-15.2%	-10.0%	-11.7%	-44.1%
Unitaries without fire	✓	✓		-13.6%	-11.5%	-7.1%	-7.5%	-34.4%
Metropolitan Districts	✓	✓		-10.9%	-9.0%	-5.6%	-6.4%	-28.4%
Inner London Boroughs	✓	✓		-9.6%	-7.8%	-4.7%	-5.6%	-25.1%
Outer London Boroughs	✓	✓		-13.0%	-11.0%	-6.8%	-7.4%	-33.2%
Unitaries with fire	✓	✓	✓	-13.6%	-11.8%	-7.4%	-8.4%	-35.4%
Counties with fire		✓	✓	-16.7%	-15.1%	-9.9%	-8.6%	-41.7%
Counties without fire		✓		-17.0%	-15.0%	-9.9%	-9.9%	-42.7%
Shire Districts	✓			-16.9%	-15.0%	-8.0%	-5.8%	-38.8%
Fire Authorities			✓	-6.8%	-8.9%	-4.1%	-2.4%	-20.6%
England				-12.4%	-10.6%	-6.3%	-6.5%	-31.4%

	2018/19	2019/20	Change
<b>Headline Settlement Funding Assessment</b>	<b>40.089</b>	<b>35.379</b>	<b>-11.7%</b>
Adjusted Settlement Funding Assessment for pilots <sup>a</sup>	40.089	35.379	-11.7%
<i>Of which:</i>			
Revenue Support Grant	0.000	0.000	
Baseline Funding Level	40.089	35.379	

### **2.3 Core Spending Power**

The Government uses Core Spending Power as a measure to highlight what it believes is the potential increase in ability to spend for Havering. For 2019/20, the government believes that Havering's ability to spend will increase by 2.8%. The table below confirms that this includes:

- grant changes (increases to the Improved Better Care Fund (IBCF) for Adult Social Care, and the new £1.7m Social Care Grant for Adults' and Children's Social Care, partially offset by a reduction to New Homes Bonus and other grants falling out)
- An assumption that Council Tax income will go up through the annual Council Tax increase, an increased Council Tax Base with new homes coming on stream in the borough and through the Council implementing the Adult Social Care Precept. At an increase of 7.3%, the government is assuming that the Council will increase Council Tax by the full amount of the government imposed cap of 4.99%. However, Council Tax increases are ultimately a local political decision so the real change in Core Spending Power will also be determined locally. In Havering's case, the Council is not proposing to increase the Council Tax by the full amount allowed under the government's capping arrangements.

	2018/19	2019/20	Change
<b>Core Spending Power</b>	<b>170.808</b>	<b>175.573</b>	<b>2.8%</b>
<i>Of which:</i>			
Settlement Funding Assessment	40.089	35.379	-11.7%
Assumed Council Tax	119.125	127.786	7.3%
Other Grants	11.594	12.408	7.0%

**2.4 The other main settlement headlines were:**

- **Council Tax** – The council tax referendum limit will again be 3% for local authorities (as in 2018/19)
- **New Homes Bonus** – As expected and reported in July to Cabinet, Havering did not reach the threshold to qualify for additional new homes bonus in the 2019/20 settlement. Havering received an additional £10k through building 29 new affordable homes (£350 NHB each).

It should be noted that the MTFS currently projects no further drop off of New Homes Bonus from 2020/21 onwards. To achieve this position will require significant new builds in 2019 and this will be closely monitored over the forthcoming months.

Havering Cumulative NHB Payments	2018/19	2019/20
	(£M)	(£M)
2015/16 Award	1.429	
2016/17 Award	2.117	2.117
2017/18 Award	0.817	0.817
2018/19 Award	0.014	0.014
2019/20 Award		0.010
<b>Total Grant</b>	<b>4.377</b>	<b>2.958</b>

- **Business Rates Pilots** - The London-wide 75% Business Rate Pool has been confirmed for 2019/20. Havering will benefit from shared growth through being in the pool.
- **Top Up/Tariff Adjustments (Negative RSG)** – As expected, the government has decided to provide an additional £153m in funding to those authorities that were due to pay negative RSG for 2019/20. This does not affect Havering as we are now a tariff authority as a result of being in the London Business Rate Pool
- **£180m additional funding** – There has been an additional £180m of new one off funding announced. This has been provisionally allocated via the 2013/14 Settlement Funding Amount allocations. Havering will receive a one off levy reimbursement amount of £522k



- **Social Care Funding (£650m)** - Announced at Budget 2018, the government has now indicated how this funding will be allocated. This confirms our previously expected position that Havering will receive £1.0m for winter pressures in Adult Social Care and £1.7m for Adults' and Children's social care support grant (Total Allocation £2.7m)

## **2.5 Dedicated Schools Grant and Schools Funding**

2.5.1 The Dedicated Schools Grant (DSG) is a ring-fenced grant that is allocated to local authorities to meet their responsibilities for early years' education, the funding of schools and for provision and support for pupils with special educational needs and disabilities and for pupils requiring alternative provision. The grant is allocated in four "blocks" and the Havering's allocation for financial year 2019-20 is shown in table 1 below.

### **2.5.2 Schools Funding**

With effect from financial year 2018-19 the Government funds local authorities according to a national funding formula for schools. This provides funding based on data collected from schools at an October census date within a published range of formula factors (e.g. pupil numbers and deprivation) for local authorities to distribute to its schools and academies. 2019-20 will be the second of the transitional years in which local authorities can make local adjustments to the national funding formula in its calculation of the funding that it allocates to its schools following consultation with its Schools Forum and schools.

Following agreement with the Schools Funding Forum and consultation with all schools, Havering is able to apply the national funding formula in full with a 0.5% per pupil increase for all mainstream schools and academies with a cap of 2% for schools that would have otherwise have received a higher per pupil increase.

The effect on Havering schools of implementing the NFF in 2019-20 is as follows:

	No of schools receiving the minimum 0.5% increase per pupil	No of schools receiving an increase between 0.5% and 2% per pupil	No of schools receiving the maximum 2% increase per pupil
Infant	7	3	2
Junior	1	3	8
Primary	12	12	13
Secondary	16	2	0
Total	36	20	23
	46%	25%	29%

This is the second financial year that schools will receive an increase in their funding following six years of flat cash settlements during which they have been under increasing financial pressure in having to fund national pay awards, incremental progression, increases in employer national insurance and pension contributions and inflationary increases on goods and services. School governors and head teachers are therefore continuing to implement efficiencies in the costs of running of their schools in an attempt to avoid falling into deficit.

The figures in table 1 below show a reduction in the funding received for premises, pupil growth and falling rolls. This element of the funding formula funds local authorities for the costs of national non domestic rates in schools and also for pupil growth. From 2019-20 the pupil growth and falling rolls funding that was previously allocated to local authorities will be redistributed according to a formula. This will reduce the allocation to Havering from £3.3m to £2.5m in 2019-20 with the risk of further reduction in future financial years for a borough that is projecting an increase in its pupil population.

### 2.5.3 High Needs Funding

As with schools' funding, from 2018-19 the distribution of funding from central to local government is through a national formula. The formula for High Needs funding includes a number of factors including historic funding, pupil population, deprivation and the number of pupils attending special schools and post 16 provision.

The figure in the table below also includes Havering's allocation from an additional £125m in each of the 2018-19 and 2019-20 financial years announced by the Secretary of State for Education in December 2018. Havering's allocation for each year is £611,278. As with a significant number of other local authorities, Havering will have difficulty in containing its expenditure with the allocation of funding because of an increasing number of pupils and students with Education, Health and Care plans and increasing complexity of need.

Table 1 - Havering's DSG allocation

	Schools Block				High Needs Block	Early Years	Central School Services Block	Total DSG
Year	GUF per pupil (£)	Pupil number allocation (£m)	Premises, pupil growth, falling rolls (£m)	Total Schools Block (£)	Allocation (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)
2019-20	4,623.49	169.06	4.66	173.72	25.29	17.63	1.57	218.21
2018-19	4,586.21	166.74	5.47	172.21	23.89	17.63	1.57	215.29
							0.00	

<b>Diff</b>	37.28	2.32	-0.81	1.51	1.40	0.00		2.92
-------------	-------	------	-------	------	------	------	--	------

Notes:

1. All of the above figures are before recoupment by the DfE for pupils attending academies, non maintained special schools and post 16 special educational needs provision.
2. The increase in the Schools Block is mainly due to the increase in number of pupils that are to be funded.
3. Funding for premises (business rates) pupil growth and falling rolls has reduced because of the introduction of a formula to allocate pupil growth funding.
4. The Early Years block is indicative and will be recalculated based on the January 2019 and 2020 early years censuses.

#### **2.5.4 Early Years Funding**

The national funding formula for early years education commenced in 2017-18. Local authorities receive funding for the provision of the universal free entitlement of 15 hours per week for 3 and 4 year olds, and additional 15 hours for working families and 15 hours per week for disadvantaged 2 year olds.

As in 2018-19, for 2019-20 the pass-through rate to providers is 95% including contingencies and an inclusion fund to support access for children with special educational needs and disabilities. The remaining 5% is for local authorities to carry out their statutory duty to ensure sufficiency of provision, quality assurance, the funding to providers, data management control and business support.

The DfE has announced the rates of funding to local authorities for 2019-20 which have not changed from the 2018-19 rates. For Havering these are: £5.66 for 2 year old provision and £5.28 for 3 and 4 year olds.

Local authorities must then anticipate the number of hours of provision for which they will receive the early years grant based on the January census dates and in consultation with early years providers determine the amount of contingency, special education needs inclusion fund and central fund to be retained. This process also determines the rate at which Havering will fund its providers. This has allowed an increase in the hourly rate paid to providers of 5p from £5.35 to £5.40 for 2 year old provision and of 12p per hour from £4.53 to £4.65 for 3 and 4 year old provision.

Early Years providers have been consulted and agreed on these rates and they were agreed at the Schools Forum at the meeting held on 17<sup>th</sup> January 2019.

#### **2.5.5 Central School Services Block**

The Central School Services Block is to fund some of the statutory education functions of local authorities that in previous years has been funded from the Schools Block and an Education Services Grant. This block also allocates funding for an LA's historic commitments previously funded within the Schools Block. Statutory functions include school admissions, the funding of national copyright licences, servicing the Schools Forum and other statutory duties previously funded from an Education Services Grant.

**2.5.6 Education Services Grant (ESG)**

The ESG ceased from September 2017 and local authorities now receive funding on a per pupil basis through the Central Schools Services Block of the Dedicated Schools Grant. The reduction in grant leaves a shortfall against the cost of providing LA statutory services in spite of the savings made centrally and a contribution from LA maintained schools to meet the cost of central services relating only to that sector. The table from the December report is repeated below at Table 2.

<b>Table 2 – Shortfall in funding</b>	<b>£m</b>
Estimated service costs in 2019/20	1.769
DSG Central Services Block for LA central duties (previously ESG grant)	(0.578)
Contribution from schools	(0.304)
<b>Shortfall</b>	<b>0.887</b>

The intention is to manage the shortfall in funding as part of the ongoing transformational review of the service. The service will come forward with longer-term proposals for implementation aimed at minimising the future funding gap. In the meantime, a contribution from the reserves held to support the investment in education traded services will be used to supplement the funding already earmarked corporately to cover the shortfall shown above.

**2.6 Further consultation papers issued by the Government**

The government has released two consultation papers as part of the settlement.

- Business Rate Retention Reform

This consultation seeks views on proposals for sharing risk and reward, managing volatility in income and setting up the reformed business rates retention system. The reform of the business rates retention system will sit alongside wider changes to the local government finance system which the government aims to introduce in 2020.

- Review of Local Authorities' relative needs and resources

This consultation seeks views on the approach to measuring the relative needs and resources of local authorities, which will determine new baseline funding allocations for local authorities in England in 2020-21.

The consultation:

- proposes to simplify the assessment of local authorities' relative needs
- considers the type of adjustment that will be made to an authority's relative needs assessment to take account of the relative resources available to them to fund local services
- proposes a set of principles that will be used to design potential transitional arrangements and examines how the baseline for the purposes of transition should be established.

## **2.7 Future Funding beyond 2019/20**

2019/20 was the final year of the Governments four year settlement period. The reductions in formula grant announced in December were therefore widely expected and had been built into planning. The future beyond 2019/20 however is far less clear and financial planning will need to be updated as information becomes clearer during 2019. There are a number of key information releases which will allow projections of funding for 2020/21 and beyond. These are listed below.

- **Spending Review 2019**

This is probably the most significant financial announcement for local government in 2019. The Spending Review will determine the overall funding levels for government departments for the spending period. This will therefore set the total amount to be spent on public finance for 2020/2021 and future years.

- **The Adult Social Care Green Paper**

The Adult Social Care Green paper has been delayed through 2018. The paper is expected to set out the pressures facing Adult Social Care up to 2025 and the funding gap that will need to be closed. The paper is expected to set out options to close this funding gap. There is clearly a potential significant pressure on local authorities depending on the path the government chooses to take on funding.

- **The Fair Funding Review**

The Fair Funding review is aiming to review all the distribution formulae and data used for allocating funding to individual authorities. This will include population data, deprivation indices, sparsity and density factors and a whole series of other datasets including area cost adjustments used to distribute funding. The outcome of this review is likely to result in significant distributional changes between local authorities across the country. All London Boroughs and London Councils have lobbied hard to ensure that population growth, cost of living and deprivation factors experienced in London are fully reflected in the new formula.

- **Business Rate Reform**

The settlement has confirmed that Havering will be part of a 75% Londonwide Business Rate Pool in 2019/20 (previously 100% in 2018/19). Havering will benefit from this arrangement through the re-distribution of business rate growth across London. Currently the arrangements for the Londonwide Business Rates Pool have to be signed off annually between the government and the 33 London Boroughs.

- **Rebasing of funding**

One of the features of the four year settlement has been the announcement of grant figures up to and including 2019/20. Whilst this has provided stability up until now it does equally create significant uncertainty from 2020/21 onwards. As an example the Council currently receives S31 grants to compensate for losses to business rates through national initiatives. It is expected that these will be discontinued when the whole finance system is rebased next year.

In 2019/20 Havering will receive £5.6m in Improved Better Care Funding (IBCF) but no announcements have been made for future years. It is expected that updates on IBCF or its replacement will be included in the Adult Social Care future proposals but at the moment there is no clarity to give confidence for future planning

### **3. In-year financial position, consultation process, savings proposals and recommendations on Council Tax levels**

#### **3.1 Current Financial Position 2018/19 Revenue Monitoring**

The development of the 2019/20 budget and MTFS has fully taken account of the financial position being reported for 2018/19. The period 8 (30<sup>th</sup> November) monitoring report reviewed by Overview and Scrutiny Committee reported an overspend across Council service departments of £2.787m for 2018/19. The Senior Leadership Team has continued to focus on measures to contain expenditure within the approved budget in order to ensure financial stability as a basis for the 2019/20 budget and beyond.

The main areas of overspend at period 8 are Children's Services (£1.7m), Neighbourhoods (£0.7m) and oneSource Non Shared (£0.4m). Services are working hard to develop ongoing mitigating actions for these overspends.

The monitoring position will be improved at year end by a projected underspend of £1.881m on capital financing and treasury budgets bringing the overall projected overspend for the Council to £0.906m.

The month 8 reported position for **Children's Directorate** is an overspend of £1.701m. The main areas of pressure continue to be staffing budgets in social care (although this has continued to show an improvement from prior periods) and placement costs primarily for looked after children and children with disabilities, along with increasing pressures in Primary and Special Home to School transport.

The service continues to work hard to develop plans and mitigating actions in order to reduce the overspend.

The period eight year end position for **Neighbourhoods** is forecast to overspend by £0.715m due to a combination of unachieved savings and increased costs across the service. The main areas of overspend are Planning (£0.3m) and Housing (£0.4m).

The oneSource Non-Shared budget is forecasting an overspend of £0.370m. This is primarily through an overspend in exchequer services and a shortfall of income from Romford Market.

Any final underspend from the Corporate Risk Budget and Contingency budget after balancing the overspends on services will be transferred to the business risk reserve as part of 2018/19 accounts closure. This funding will then be utilised to mitigate the risk of delayed delivery of savings and unforeseen overspends for 2019/20.

### **3.2 The Consultation Process**

The 2019/20 budget process has been robust including update reports to Cabinet firstly in July and then in November. The November Cabinet report included a section setting out the comprehensive consultation process that was undertaken over the summer to gather views on Council priorities.

The Consultation process included a Residents' Survey across the borough by Ipsos MORI in March/April 2018. In addition, a budget consultation took place over the summer, with thirteen public meetings, an on-line survey, a paper-based survey and a feature in the 'Living in Havering' magazine. There was also an opportunity for residents to talk to officers about the budget consultation on both days of the Havering Show. Over one thousand responses were received to this consultation.

A number of proposals from July have been revised in line with the feedback from residents. The Improving Traffic Flows proposal has been extended to include a significant investment programme into roads and pavements in the borough. The proposal to turn off or dim the street lighting on some roads in the borough was very unpopular and will now not be put forward for implementation. Finally, the proposal to review discretionary business rate relief for charities will not be undertaken and there will be no change in the current arrangements.

- 3.3 In November Cabinet approved a series of savings proposals (attached at Appendix B) which enabled the following MTFS position to be reached.

Position reported to November Cabinet	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
<b>Gap before savings</b>	<b>14.231</b>	<b>15.111</b>	<b>6.637</b>	<b>6.812</b>	<b>42.791</b>
Efficiencies, Service Reductions and Income Changes	-0.770	-0.400	-0.400	-0.532	<b>-2.102</b>
Departmental Savings	-3.156	-1.763	-1.450	-1.048	<b>-7.417</b>
Transformation Savings	-4.776	-4.040	-4.414	-5.315	<b>-18.545</b>
<b>Revised Gap</b>	<b>5.529</b>	<b>8.908</b>	<b>0.373</b>	<b>-0.083</b>	<b>14.727</b>
Revenue Contribution to Roads and Transport Capital Programme ( funded from the Improving Traffic Flows savings of £3.658 million)	1.000	1.000	0.000	0.000	<b>2.000</b>
<b>Revised Gap November Cabinet</b>	<b>6.529</b>	<b>9.908</b>	<b>0.373</b>	<b>-0.083</b>	<b>16.727</b>

- 3.4 As further information has become available the MTFs assumptions have been updated to give the most accurate estimate for the 2019/20 budget. The table below shows these updates which are proposed to be included in the final budget

Description	2019/20	2020/21	2021/22	2022/23	4 Year Plan
	£m	£m	£m	£m	£m
<b>Gap November 29th Cabinet</b>	<b>6.529</b>	<b>9.908</b>	<b>0.373</b>	<b>(0.083)</b>	<b>16.727</b>
Corporate Adjustments	0.127				<b>0.127</b>
Adjusted Regeneration financing assumptions	0	(0.426)	2.428	0.891	<b>2.893</b>
Revised Social Care Assumptions	0	0.250	0.250	0.750	<b>1.250</b>
Revision to inflation assumptions	0.352	0.352	0.352	0.352	<b>1.408</b>
Communications and Community Projects	0.261				<b>0.261</b>
Appropriate Member and Governance Support	0.165				<b>0.165</b>
Additional Legal Support	0.200				<b>0.200</b>
Communications team	0.130				<b>0.130</b>
Reduction in HB admin Grant	0.086				<b>0.086</b>
Universal Credit	0.250				<b>0.250</b>
Demand Led Street Cleansing Improvements	0.400				<b>0.400</b>
Business Rates Risk Reserve	0.400				<b>0.400</b>
Planned contributions to reserves*		0.500	1.500		<b>2.000</b>
Adjustment to Pension Fund contribution		0.500	(1.500)	(1.500)	<b>(2.500)</b>
<b>Revised Gap after adjustments</b>	<b>8.900</b>	<b>11.084</b>	<b>3.403</b>	<b>0.410</b>	<b>23.797</b>



\*An additional contribution to reserves will be made in 2019/20 from the redistribution of £522k as part of the Provisional Local Government Settlement in 2.4.

### **3.5 Proposals to close the 2019/20 financial gap**

#### **3.5.1 Business Rate Pooling**

The local government financial settlement confirmed that Havering would be part of a Londonwide pool pilot which will be allowed to retain 75% of Business Rates. Participation in the pool includes a 'no detriment' guarantee to ensure that the pool cannot be worse off than the participating authorities would have been collectively if they had not entered the pilot pool. As a result the London scheme guarantees that no authority will lose out because of participating. Authorities will retain at least as much of their growth as they would have done prior to the pool and stand to gain a share of the aggregated benefits of pooling.

The pool arrangement has significant potential benefit to all London Boroughs with an expected distribution of Londonwide growth across all boroughs. Early projections forecast the benefit of these growth proposals to be at least £1.8m for Havering.

Despite the clear benefits of entering the pool there are still risks attached. The risk of non collection and successful business rate appeals lie with Havering and the GLA. This will be monitored closely through the year

#### **3.5.2 Section 31 Grants**

The government pays councils Section 31 grants to fund new responsibilities that have been introduced by the government rather than locally by councils themselves. There are a range of these grants and a recent review of them suggests that the MTFS is under-estimating the value of those likely to be received in 2019/20. An additional £1.5 million has therefore been built back into the budget.

#### **3.5.3 Social Care Grant and precept**

In the October budget statement the Chancellor announced a total of £2.7m extra funding for Adults' and Children's social care for Havering. £1m of this is a continuation of the funding originally provided in 2018/19 specifically for winter pressures in Adult Social Care with the remainder a more general recognition of the extreme pressure both Adults' and Children's social care are facing. This financing is announced for 2019/20 only with the future funding of this sector from 2020/21 onwards to be determined by the decisions taken following Spending Review 2019, the Fair Funding Review and the Adult Social Care green paper consultation process.

The 2019/20 funding will help mitigate the current pressures both Adults' and Children's social care are reporting in the revenue monitoring report. The MTFS position also recognises further demographic and inflationary pressures in 2019/20 which will be ongoing as client numbers continue to rise.

In relation to the Adult Social Care pressure, the Council intends to mitigate this pressure by increasing the Council Tax by 2% as a precept to directly support this area. This was put forward as one of the options in the budget consultation paper and was supported in the responses.

### **3.5.4 General Council Tax Recommendation**

In order to close the remaining gap and set a balanced budget it is proposed to increase general Council Tax by 1.25% for 2019/20. (3.25% including the Adult Social Care Precept)

This proposal will balance the 2019/20 budget and provide a realistic outlook for the position over the following three years

Description	2019/20	2020/21	2021/22	2022/23	4 Year Plan
	£m	£m	£m	£m	£m
<b>Revised Gap</b>	<b>8.900</b>	<b>11.084</b>	<b>3.403</b>	<b>0.410</b>	<b>23.797</b>
Business Rate Growth	(1.800)				(1.800)
S31 Additional Grant	(1.500)				(1.500)
Adult Social Care Precept 2%	(2.400)				(2.400)
Social Care funding (one off)	(1.700)	1.700			0.000
Council Tax increase (1.25%)	(1.500)				(1.500)
<b>TOTAL</b>	<b>0.000</b>	<b>12.784</b>	<b>3.403</b>	<b>0.410</b>	<b>16.597</b>

#### **4. The Medium Term Financial Strategy 2019-2023**

The proposals in section 3.4 will balance the 2019/20 budget. There is however still a gap of £16.6m over the remaining 3 years of the medium term financial strategy. Appendix F sets out the main reasons for the gap.

The table below demonstrates that the Council is facing significant pressures in the medium term and delivery of the current savings proposals is essential to mitigate the position.

Description	2019/20	2020/21	2021/22	2022/23	4 Year Plan
	£m	£m	£m	£m	£m
Corporate pressures	5.998	7.315	9.459	5.305	<b>28.077</b>
Demographic Pressures	6.005	4.213	3.435	3.592	<b>17.245</b>
Potential loss of grant	7.368	9.402	0.000	0.000	<b>16.770</b>
Assumed savings	(13.257)	(9.146)	(9.491)	(8.487)	<b>(40.382)</b>
Proposals to close 2019/20 budget	(8.900)				<b>(8.900)</b>
Growth	2.786	1.000			<b>3.786</b>
<b>TOTAL</b>	<b>0.000</b>	<b>12.784</b>	<b>3.403</b>	<b>0.410</b>	<b>16.597</b>

#### **Closing the Medium Term Financial Gap**

At this stage it is prudent to flag the continuing risks for 2020/21 but there is work ongoing which it is expected will close the gap for that year during 2019. This includes:

- Further transformation savings (est £5m-7m in 2020/21)

The initial transformation business cases identified £18.5m of savings over the MTFS period (2019-23). These savings have been thoroughly reviewed and scrutinised and have been incorporated into the proposed 2019/20 budget and the MTFS for future years. There are however several transformation proposals which have yet to have savings figures confirmed. These proposals are being worked on at the moment and are expected to generate additional savings from 2020/21 onwards

- Potential improvement in the funding position following the Spending Review 2019

There is still considerable uncertainty about future external support from 2020/21 onwards so the Council has sensibly adopted a cautious position in its medium

term planning. Currently the MTFS provides for further central grant reductions (£1.3m) and the discontinuation of Improved Better Care Fund (IBCF) and the new Social Care Grant (totalling £7.3m). Other councils are assuming elements such as the Improved Better Care Funding continue beyond 2019/20, but this cannot be guaranteed.

The Adult Social Care Green Paper is expected in 2019 and will hopefully provide some clarity on the options the Government are considering to fund this sector. It is anticipated that the future proposals will confirm the continuation of external funding to support Adult Social Care but it is prudent not to change the MTFS assumptions until this is clarified.

## **5.0 Total Council Tax Impact**

- 5.1 Havering is proposing to increase Council Tax by 1.25%. It is proposed in addition to increase the Council Tax by a further 2% via the Adult Social Care Precept.
- 5.2 As set out in the section below the Mayor is proposing to increase the GLA precept by 8.9%. This gives a total net increase in Council Tax of 4.26% as shown in the table below

	2018/19	2019/20	2019/20	2019/20
	HAVERING	HAVERING	GLA	TOTAL
		(3.25% INC)	(8.93% INC)	(4.26% INC)
<b>Band A</b>	£909.22	£938.77	£213.67	£1,152.44
<b>Band B</b>	£1,060.76	£1,095.22	£249.29	£1,344.51
<b>Band C</b>	£1,212.29	£1,251.69	£284.90	£1,536.59
<b>Band D</b>	£1,363.83	£1,408.15	£320.51	£1,728.66
<b>Band E</b>	£1,666.90	£1,721.08	£391.73	£2,112.81
<b>Band F</b>	£1,969.98	£2,033.99	£462.96	£2,496.95
<b>Band G</b>	£2,273.05	£2,346.92	£534.18	£2,881.10
<b>Band H</b>	£2,727.66	£2,816.30	£641.02	£3,457.32

## **GLA Council Tax Proposals**

The Mayor is proposing to provide the Metropolitan Police with additional resources in 2019/20. In order to fund this, the Mayor is proposing to increase his share of Council Tax by an average of 50p a week - the maximum amount allowed by the government. In total, the Mayor proposes to commit an additional

£95m next year to policing and tackling crime. This money will be raised from Council Tax and business rates. The Mayor's proposal would see his share of Council Tax increase overall by nearly 9 per cent or £26.28 a year in cash terms for an average Band D council tax payer.

This will generate an additional £84.8m to invest in the Metropolitan Police, which will be split between a number of crime fighting measures. This includes funding new officers, specialist investigators to disrupt gang violence and cutting-edge equipment for officers on the frontline, such as digital fingerprinting, rapid drug testing, technology to help with digital investigations, and advanced techniques to combat child sexual exploitation online. The Mayor aims to make the Violent Crime Taskforce more effective and visible on the streets and help tackle the crimes that impact most on the safety of Londoners.

The Mayor also intends to direct £6.8m from Council Tax and business rates to invest in a new Violence Reduction Unit. The Mayor announced the Violence Reduction Unit in September to expand his work on a public health approach to tackling all forms of violence. Using data to form a strong evidence base, the unit will use this money to identify where and how to make early interventions in a young person's life as part of a long-term strategy to prevent the spread of violence.

This new investment – which is on top of an initial £500,000 the Mayor invested towards initial set-up costs, will be directed towards local services and programmes to provide greater capacity to deliver early interventions to help prevent the spread of violence, and supporting projects that will help tackle the complex root causes.

A further £3.5m will be spent on other anti-violence initiatives, for example making permanent the successful 'Information Sharing to Tackle Violence' pilot that aims to develop more effective data sharing between Community Safety Partnerships, health services and other violence reduction partners. It uses a new approach to collect and analyse data from hospital emergency departments to help develop strategies to tackling violence.

The Mayor also intends to increase his non-policing precept by 2.99%, again the maximum permitted by the Government. This is the equivalent of £2.28 a year or just over 4p a week. The proceeds of this increase will be allocated directly to the London Fire Brigade.

Overall, this means that the Mayor's overall precept for an average Band D taxpayer will increase from £294.23 to £320.51. However, these are only proposals and this may change when the GLA meeting to approve the Council Tax takes place on 25 February. The final figure will be confirmed at the Full Council meeting on 27 February.

### **5.3 Budget Requirement, Council Tax resolution and Taxbase**

The budget requirement, taxbase and Council Tax Resolution is set out in full at Appendix A.

#### **5.3.1 Taxbase:**

The 2019/20 Council Tax Base is calculated as;

89,803 Band D equivalents  
98.70% Assumed Collection Rate  
88,636 Total Council Tax Base

#### **5.3.2 Budget Requirement**

That the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£501,307,261	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£376,494,478)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£124,812,783	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
(d)	£1,408.15	being the amount at 5(c) above divided by the taxbase, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

5.4 The new Council Budget for 2019/20 is set out in Appendix E

### **6 Fees and Charges**

6.1 The Council annually reviews its fees and charges to customers. Appendix C sets out the proposed fees and charges for 2019/20. In setting the fees and charges the Council takes account of:

- Full cost recovery where appropriate

- Statutory fees
- Inflation
- Benchmarking and other market comparators
- Delivery costs for social care providers

## **7 Contingency, Reserves and Balances**

7.1 The Council maintains a £1m central contingency budget as a sensible and prudent measure to mitigate unforeseen in-year events. When departments show an in-year overspend position the expectation is that they will develop an action plan to mitigate the pressure. The medium term financial strategy recognises demographic and inflationary pressures so the central contingency is maintained purely for unforeseen events.

### **7.2 Earmarked Reserves**

Earmarked Reserves are time limited reserves for specific purposes. Some reserves such as the Insurance Fund will need to be replenished each year in line with projected future claims whilst others will be expected to be spent over the next four years. The Council makes decisions to set up reserves where funding is required in future years as projects are identified.

It should be noted that the Council will always seek to contain costs and minimise the need to draw on the planned reserves where possible. The Council reviews reserves through the year and particularly at year end in order to ensure appropriate funds are set aside for future year projects and requirements and funds are released where they are no longer required.

### **7.3 General Balances**

The Council's currently holds £11.7m in general balances. This figure is assessed annually at year end based on the inherent risks facing the authority and is reviewed as part of the external audit process. With the uncertainty of the current Brexit situation and also more generally the continuing impact of 10 years of austerity the MTFS makes provision to increase balances from 2020/21 onwards.

It is recommended that the Council consider increasing its level of general reserves. The historic rule of thumb from the now defunct Audit Commission was that 5% of net budget should be held as a General Reserve that should be untouchable except in major emergencies. The Council holds slightly more than this at 7% of net budget. However, the volume and complexity of the issues facing local government and the level of public expectation of councils from their residents suggests this is no longer sufficient. Many London Boroughs hold 14% and some significantly more. The events at Grenfell have made all councils reconsider the reserves they hold. It is recommended that a number of additions are made to the Council's reserves over the next four years to build them up towards £20 million or 14% by 2023/24.

## **8 The Capital Programme**

The Capital Strategy and four year programme are subject of a separate report elsewhere on this Cabinet agenda. The revenue funding (MRP and Interest on borrowing) of the proposed programme has been fully incorporated into the Council's MTFS.

The Capital Programme includes a number of ambitious regeneration opportunities which provide critically needed new housing and also rejuvenate parts of the borough. These proposals provide income flows to the Council from the joint ventures which again have been built into Medium Term Financial Strategy where appropriate. The cost of borrowing and repayment of debt have also been provided for in the MTFS.

It should be noted that the nature of these regeneration schemes results in investment in early years which only generate full yield at the maturity of the project. All the regeneration proposals are the subject of full business cases which confirm viability and set out associated risk. These are set out elsewhere on this Cabinet agenda.

In 2019/20, the Council is planning capital expenditure of £266.6m (including HRA) as summarised below:

	<b>2017/18 actual £m</b>	<b>2018/19 budget £m</b>	<b>2019/20 budget £m</b>	<b>2020/21 budget £m</b>	<b>2021/22 budget £m</b>
General Fund services	51.165	71.120	72.651	62.745	12.662
Council housing (HRA)	33.056	67.459	47.310	80.719	54.186
Regeneration Programme	4.472	6.279	146.735	132.243	72.709
<b>TOTAL</b>	<b>88.693</b>	<b>144.858</b>	<b>266.696</b>	<b>275.707</b>	<b>139.557</b>

The

main General Fund capital projects include highways, schools maintenance and expansions, IT infrastructure and leisure, and these can be seen in the February 2019 detailed capital strategy report.

## **9. Budget Risks and Uncertainties**

- 9.1 There are a number of risks and uncertainties which could potentially impact on the 2019/20 budget and also medium term forecasting. This section summarises those risks. **Appendix D sets out these risks in more detail.**



- **Spending Review 2019:**

The Government will announce a Spending Review in 2019. The spending review is likely to set the overall financial envelope for local government from 2020/21 onwards, although at this stage it is not clear how many years it will cover.

- **Review of Adult Social Care:**

The Adult Social Care Green Paper is expected to set out the national funding gap for adult social care. The paper will also need to set out options in order to close this gap. It is unclear at present the extent to which local government and indeed local taxation will be expected to foot this bill.

- **Fair Funding Review**

The Fair Funding Review outcomes will be built into the 2020/21 budget. The review is expected to be wide ranging and will cover all cost drivers for local authorities. It is unclear at present how the government will choose to weight the various formulae and datasets available. There is therefore a direct risk to Havering's funding if the demographic pressures the borough is facing are not fully reflected in the revised formula.

- **Potential implications from the change in the relationship between the UK and the EU**

The potential implications of the UK leaving the EU remain unclear. There is the potential for changes to the strength of the pound, interest rates and inflation in terms of goods, services and staffing. There may be additional short term costs.

- **Loss / Reduction in Business Rates**

In 2019/20 Havering will be part of the 75% Londonwide business rate pool. This is widely expected to be beneficial to the borough due to continued growth in central London. The risk of non collection and successful business rate appeals lie with Havering and the GLA. This risk needs close monitoring through the year

- **New Legislation/Burdens**

The Government periodically reviews national service provision and can transfer new burdens onto local government. When this happens there is always a risk that either the amount or the funding mechanism results in a new pressure for authorities.

- **Changes to Interest Rates/ Inflation**

The national economic situation is uncertain. As a result changes to interest rates and inflation levels are possible. An increase in inflation will potentially result in pressures on both pay and price locally and nationally.

- **Demographic pressures**

Increased population has resulted in demographic pressures over a number of years. Demographic pressures continue to be a significant risk both through government underfunding and accelerated population growth in the borough.

- **Pension Fund Performance**

The medium term financial strategy takes account of the latest triennial actuarial review of the pension fund. Provision has been made to make contributions to the fund up to and including 2019/20 in accordance with that review. There will be a further review in 2019 and there is a risk of increased general fund and HRA contributions if the deficit has increased on the fund.

- **In-year pressures and overspends**

The 2019/20 budget is a robust balanced budget that takes account of all known pressures facing services. There remains a risk however that increased demand over forecasts will result in service overspend next year.

- **Future waste disposal arrangements**

The current contractual arrangements with Renewi expire in 2027. ELWA are planning significant investment to secure future arrangements after that date. Future potential costs are therefore volatile and subject to those negotiations.

- **Risks associated with the delivery of the regeneration programme**

The Council has an ambitious and far reaching regeneration programme which will rejuvenate key areas of the borough. There are however associated risks with the programme which are set out in detail in the business cases of the various schemes. The risks include:

- Cost of delays: Delays to the programme result in some work needing to be repeated and updated and the cost of finance being incurred before it is required
- Additional cost of re-design and changing plans. If the plans are changed significantly this causes both delay costs as described above and potentially abortive costs on the original plans.
- Impact of a downturn in housing prices: The schemes assume sales valuations in order to achieve returns on investment. Clearly a downturn in the Housing market, eg due to delays in Crossrail, will affect these assumptions.
- Impact of inflation: The models assume costs over the medium term. If inflation increased significantly this would have a direct impact on these costs.
- Changing build costs / Variations. As the schemes progress it is possible that variations to the original specifications or additionality is required to deliver the required outcomes
- Changes in legislation; All assumptions are based on current regulations. Should any national legislation change regarding building works then this could affect the overall costs
- Issues with land eg contamination: There are currently no expected issues with any of the land involved in the various regeneration schemes. It is possible albeit unlikely that an issue may emerge as the projects progress.
- Overall financial risk: The Council will invest significantly in the early years of these schemes with a return on investment in some cases maturing

only in the medium term. Adverse movement in the assumptions caused by any of the above reasons will affect the financial modelling set out in the business cases and is therefore a material risk to the Council.

In mitigation, the Regeneration Joint Ventures include a number of mechanisms for the partners to exit from arrangements where schemes become unviable.

**10. Chief Finance Officer (S151 Officer) statement regarding the robustness of the budget and MTFS**

10.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their budget and level of council tax. Authorities are required to consider their Chief Financial Officer's report when setting the level of council tax.

**10.2 Robustness of Reserves and Balances**

The budget has been prepared using a four year Financial Strategy agreed by Cabinet in July 2018 as its starting point. This Strategy has been developed through:

- The forecast position as set out in the Cabinet reports in July and November 2018
- The outcome and forecast impact on the Council of the Provisional Local Government Financial settlement as presented in this report;
- The Chancellor's Autumn Budget Statement 2018.

As the development of the budget for 2019/20 has progressed, the position has been the subject to review and challenge with Heads of Service, the Senior Leadership Team, the Leader of the Council and Cabinet Members. Due consideration has been given to the the delivery of corporate priorities in this challenge process and this is reflected in the detailed budget proposals.

Budget proposals have been developed within the context of current and future service plans. The Council has reviewed its pressures using the latest demographic and inflationary trends. In respect of savings, the proposals have been risk assessed and will be monitored closely during the year. A review of legislation takes place on an ongoing basis as part of the budget development process to assess possible implications.

At a more detailed level, budgets have been built having due regard to:

- Staffing changes incorporating proposed restructures;
- Inflation;
- Contractual commitments;
- Existing budgets;
- The proposals for budget adjustments and savings;

- The impact of changes to specific grants.

The budget includes a contingency that will provide a reasonable level for unforeseen issues that could arise during the year. This has had due regard to a risk assessment. Further information on the basis of this is set out later in this statement.

A review of the 2018/19 significant budget variances has taken place to assess any impact on the 2019/20 budget outside of the proposals in order to:

- Ensure action plans are in place where a possible adverse variance could occur;
- Ensure use of any possible additional favourable variance is considered in the context of the overall strategy;
- Inform the risk assessment of contingency and reserves.

### **10.3 The Adequacy of Estimates Reserves and Balances**

Local authorities are required to maintain adequate balances to deal with unforeseen demands upon financial resources. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although a view can be sought from the external auditors it is not their responsibility to prescribe or recommend the appropriate level. In setting the level, the Authority should take into consideration the advice of their Chief Finance Officer (CFO), taking into account all local relevant circumstances.

The General Fund Balance stood at £11.766m at 31 March 2018. An annual review of the balance has taken place as part of the budget setting process. It is recommended that the Council consider increasing its level of reserves. The historic rule of thumb from the now defunct Audit Commission was that 5% of net budget should be held as a General Reserve that should be untouchable except in major emergencies. The Council holds slightly more than this at 7% of net budget. However, the volume and complexity of the issues facing local government and the level of public expectation of councils from their residents suggests this is no longer sufficient. Many London Boroughs hold 14% and some significantly more. The events at Grenfell have made all councils reconsider the reserves they hold. It is recommended that a number of additions are made to the Council's reserves over the next four years to build them up towards £20 million or 14% by 2023/24. This includes an additional £522k received as part of the Provisional Local Government Settlement for 2019/20, an additional £500k added into the base budget in 2020/21 and then a further £1.5 million built into the base in 2021/22.

Members will be aware that the working balances provide protection against unforeseen events that could impact on the authority. Reserves must be used carefully and can be used only once. As reflected in the revenue budget strategy,

the Council will not utilise General Fund Balances to subsidise its budget or suppress council tax increases. Further it will not use any specified or earmarked reserves to subsidise its budget or to suppress council tax increases on an on-going basis as this is neither financially sustainable nor prudent.

It may, in exceptional circumstances, utilise appropriate specified or earmarked reserves to bridge short term forecast budget shortfalls to facilitate delivery and implementation of projects and service initiatives that will generate additional income or reduce on-going expenditure to achieve a balanced budget. Approval of decisions to utilise reserves in this manner will require the appropriate approval of a robust business case including implementation plan.

The Council maintains a number of earmarked funds for specific purposes and their use is planned and approved for these purposes. Often they are used to comply with accounting policies, manage arrangements across financial years, or to fund known future commitments.

The sums established within earmarked reserves were agreed by the Senior Leadership Team as at 1st April 2018 and were fully allocated to projects or liabilities. Other reserves continue to be expended/ planned in accordance with their specific approved purpose. A review is planned to take place as part of the accounts closure process over the next few months. The working balances of the HRA are also subject to a risk assessment; this is included in a report on the HRA budget for 2019/20 elsewhere on this Cabinet agenda.

#### **10.4 Opportunity Cost of Reserves**

Holding general reserves to meet unexpected events or emergencies is a necessary requirement. However, there are opportunity costs and benefits of holding cash balances, which can be measured in different ways, depending on what these resources were alternatively to be used for. For example, holding cash gives a financial benefit in contrast to using the cash to fund capital expenditure. The financial benefit would be the difference between the investment return and the total borrowing cost. At the current time due to low interest rates, these are in fact broadly neutral. However, a cost of around 4% will be incurred in respect of a requirement make revenue provision to repay debt.

On this basis, for every £1m of cash held, the purely financial benefit could be deemed to be £0.040m per annum or approximately £0.400m per year for balances of £10 million. This is dependent on prevailing money market conditions, which in the current economic climate can fluctuate significantly. Using the balances to repay debt earlier would not achieve a matching saving given the costs around early redemption and the similarity in short-term lending rates and long-term borrowing rates. For information, £1.2m equates very approximately to 1% on the level of Band D Council Tax.

If, however, this is considered in the context of using these balances to fund one off expenditure, then the opportunity cost is the improvements that would accrue

from that expenditure. This might for example be improvements in services, increased performance or some other measure and would be assessed via a business case. Such items have been considered by officers during the course of developing the MTFS, but these have not generally been included within the final proposals or the detailed budget given the broad financial constraints within which Havering is operating.

Should these items be included within the budget, they would obviously provide a basis for additional and/or improve services; with the need to appreciate that reserves exist for various reasons, and once expended, either have to be replenished, or the funding terminated. This is the opportunity that is being potentially foregone by holding general reserves. However this is only relevant to the extent that such proposals align to Council's priorities and Medium Term Financial Strategy.

It is important that in considering the level of working balances that the issue of the opportunity costs and benefits of such an approach is also considered and that Members weigh up the potential benefits against the risks. The other important factor in making this judgement is to consider is that balances can as indicated only be spent once, and can realistically only be used to support one off expenditure, or to allow time for management action to be implemented to address ongoing expenditure requirements.

As stated above, the use of significant levels of balances to fund ongoing spending or reductions in Council Tax can pose material financial risks, especially given that the Council's ability to generate funds to replenish reserves through Council Tax is severely restricted by the Council Tax capping regime. Hence the level of reserves held overall requires a balance to be struck between the opportunity cost of holding balances against the unknown risks facing the Council and the need to safeguard the provision of local services if such risk were to crystalize.

#### **10.5 Review of Reserves and Contingency**

The assessment of the sums required for reserves and contingency purposes is reviewed regularly, taking into account the various risks facing the Council, the level of risk, the actions taken to mitigate risk, and the financial assessment of the risk. The review include consideration of the Corporate Risk Register, with the objective of ensuring that all such risks having a potential financial impact are covered in the reserves and contingency assessment.

The Corporate Risk Register is kept under review by the Senior Leadership Team, so any changes are then reflected when the reserves and contingency assessment is updated.

#### **10.6 Summary of Robustness of the Budget and MTFS**

The 2019/20 budget and 2019/23 MTFS has been prepared taking into account the following:

- The estimated impact of inflationary pressures and pay awards. Allowance has been made for cost increases over and above the general rate of inflation where these are known;
- The estimated impact of demographic change and the effect of increasing demands on services where these are unavoidable;
- Provision for legislative change and changes to the Council's statutory responsibilities;
- The estimated impact of underlying cost pressures, evidenced by financial monitoring reports in the current year;
- The estimated impact of Capital financing charges for the Capital programme including regeneration and highways schemes
- Provision for the impact of government grant reductions in 2019/20 and the continued risk of further tightening of finances in future years.

Furthermore, taking into account the budget risks and uncertainties, and assuming that the recommendations set out above are agreed, the Council's contingencies and balances are considered prudent. The S151 Officer is therefore of the view that the budget is robust. However, Members' attention is drawn to the need for close monitoring of the budget and, in particular, the achievement of the targets for savings. It will be essential for firm financial management to be exercised throughout the year to ensure that expenditure is contained within budget and targets for service improvements are met.

## **11 Discount for Council Tax Payers Paying in Full**

11.1 The Council has agreed in the past, to offer a discount to Council Tax payers who pay their Council Tax in full. It is necessary for Cabinet to recommend Council to agree a specific resolution for this purpose or for any change proposed as the current assumption is that the discount remains at 1.5%. Cabinet should note that a similar discount is not permitted under business rate regulations.

### **11.2 Resolution**

"Any Council Tax payer who is liable to pay an amount of Council Tax to the authority in respect to the year ending on 31 March 2020, who is served with a demand notice under Article 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 and who makes payment to the authority of the full balance of the estimated amount shown on that demand by 1 April 2019, may

deduct a sum equivalent to 1.5% from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount”.

### 11.3 Resolution for Council Tax

The Council meeting in February will receive a resolution in the form required reflecting the recommendations of Cabinet.

## **REASONS AND OPTIONS**

### **Reasons for the decision:**

The Council is required to set a balanced budget in advance of the beginning of each financial year. This report sets out the process to reach a balanced budget for 2019/20 and sets out the Council's future plans for balancing the budget in the medium term from 2020/21 to 2022/23.

### **Other options considered:**

The report outlines all the options identified for balancing the 2019/20 budget. Officers will continue to seek further options for balancing the budgets for 2020/21 to 2022/23.

## **IMPLICATIONS AND RISKS**

### **Financial Implications and Risks**

The financial implications of the Council's MTFs are the subject of this report and are therefore set out in the body of this report.

### **Legal Implications and Risks**

The Council is required under Chapter 3 of the Local Government and Finance Act 1992 to set a council tax for the forthcoming year along with its budget estimates. The decision must be made by 11 March of the preceding year (i.e. by midnight on 10 March). Each Member has a positive duty to ensure that the Council complies with its legal obligations, which requires agreeing a lawfully balanced budget. The Council's prospective income from all sources must be equal to its proposed expenditure.

Chapter 1 of Part 5 of the Localism Act 2011 requires the Council to calculate its “council tax requirement”. This is reflected in the recommendations and report.



The approval of the budget and setting of the Council Tax is a decision reserved to Full Council under the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) Regulations 2000 (as amended).

Under these regulations, the Cabinet makes recommendations as to the setting of the council tax and budget to Full Council, which are set out in this report.

If Full Council seeks to reject or vary the budget in any material respect (in a way which is contrary to the Cabinet's recommended budget or is not agreed by the Cabinet by altering the original recommendations at the meeting), then the statutory process set out in Part 4 of the Constitution must be followed.

This requires that any decision other than one to agree the Cabinet's budget recommendations must be referred back to the Cabinet for reconsideration and will not be implemented. They will be an "in principle" decision only.

A second Council meeting will need to be held to consider the Cabinet's response to the first Council decision and / or to present revised proposals for the budget. The final budget will be agreed at the second Council meeting but any decision to set the budget in any way other than to approve the Cabinet's budget recommendations will require a majority of 2/3rds of those present and voting. All other votes are approved by a simple majority.

Once the budget is agreed by Full Council, the Cabinet has the sole power to implement the budget in 2018/19 without further reference to Full Council provided it remains within the budget framework. Further, Full Council cannot amend the Cabinet's budget proposals to direct the Cabinet to spend money allocated in the budget in a specific way. The Council's role is to set the overall budget and the Council tax only and to go further would be unlawful interference by the Full Council in the proper role of the Leader and Cabinet (*R v (Buck) v Doncaster* (2013) where Full Council's attempt to direct the Executive's decision with regard to library closures was held to be unlawful by the Court of Appeal).

The decisions in this report, as stated, agree the estimated budget required by the Council in the next financial year. The report also contains proposals for savings and efficiencies to be implemented in year to ensure the Council stays within budget. These proposals in this report do not constitute final decisions to make savings etc, as these are matters that are reserved for the Cabinet to decide under the Local Government Act 2000 in year. Therefore, as the proposals are at a formative stage, there is no obligation to have consulted on those proposals or had full and final due regard to the Council's equalities duties in respect of those decisions and / or any other legal obligation imposed on the Council before a final decision can be made. These decisions will be made by the Cabinet in the forthcoming year.

The 2011 Act provides for a referendum to be held on a council tax increase, where an increase exceeds a prescribed figure (and has been amended to take account of the permitted increase to contribute to Adult Social Care precept). The proposed increases in this report do not activate the requirement to hold a referendum.

Under the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) any decision to set the Council tax or budget for the authority will be

undertaken by recorded vote and the Minutes of the meeting will record the names of all Councillors present at the vote and how each Councillor voted (for or against) or the fact that they abstained from voting.

### **Further Advice**

Further advice from the Monitoring Officer on Members' responsibilities when considering the budget report and council tax setting is set out in **Appendix H**.

### **Human Resource Implications and Risks**

The Council continues to work closely with its staff and with Trades Unions to ensure that the effects on staff of the savings required have been managed in an efficient and compassionate manner. All savings proposals or changes to the funding regime that impact on staff numbers, will be managed in accordance with both statutory requirements and the Council's Managing Organisational Change & Redundancy policy and associated guidance.

### **Equalities and Social Inclusion Implications and Risks**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to the need to:

- (i) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

'Protected characteristics' under the 2010 Act are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity, and gender reassignment.

In meeting its equalities duties, the Cabinet and Council as the decision maker should have regard to the equalities assessment and information before it. The discharge of the duty cannot be delegated to officers.

*Due regard* means giving proper and focussed consideration of the impact of the decision on meeting its equalities duties. The focus should be on any adverse equalities implications that will arise from a decision and how they can be avoided and / or how they are mitigated in the decisions. The amount of focus on the duties will vary with each decision and how far they adversely impact on protected characteristics.

Adverse impact is likely to be indirect, e.g. a decision that has universal application but a disproportionate adverse impact in practice on one or more groups or persons with protected characteristics. Positive impact is relevant but the consideration must be frank and open minded about assessing the adverse impact. For example, a decision may

mean that provision to those with protected characteristics may improve in the long term but there is a short term adverse impact, e.g. greater travel times making accessibility more difficult.

Due regard does not mean that the equality outcomes have to be achieved. It will often be the case that difficult decisions need to be made that have an adverse equality impact but other relevant factors, such as finite budgets, can and will outweigh the Council's equality duty. This is permissible provided a conscientious balancing exercise of relevant factors takes place based on the evidence. In such situations, regard can be had to what mitigating steps are being taken.

Depending on the circumstances, regard should be had to the following:

- the need to remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic;
- the need to take steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. For example, meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities;
- the need to encourage persons who share a protected characteristic to participate in public life (or in any other activity in which participation by such persons is disproportionately low); and
- the need to tackle prejudice and promote understanding.

The duty to have due regard must be carried out before a relevant decision is taken. The duty is also a continuing duty and so considerations may evolve during a decision making process, e.g. before and after a consultation or engagement process.

Although compliance is often demonstrated with the aid of an equalities assessment, this is not a legal duty so long as there is sufficient information to make a lawful assessment, as described, on the evidence. What is required is a conscientious consideration of the equalities impact.

Finally, whilst consideration of equalities impact must be rigorous, decision makers are not expected to explore every last possible differential impact of a proposed decision. If there has been proper consideration of the equality duties, the weight given to different factors in a decision will be for Cabinet to decide.

**July 2018 MTFS report to Cabinet**  
**November 2018 MTFS report to Cabinet**

## Council Tax Resolution and Tax base

### Council Tax Resolution

That the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£501,307,261	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£376,494,478)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£124,812,783	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£1,408.15	being the amount at 5(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2019/20 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering £ p	Adult Social Care £ p	Total £ p
A	869.87	68.90	938.77
B	1,014.84	80.38	1,095.22
C	1,159.82	91.87	1,251.69
D	1,304.80	103.35	1,408.15
E	1,594.76	126.32	1,721.08
F	1,884.71	149.28	2,033.99
G	2,174.67	172.25	2,346.92
H	2,609.60	206.70	2,816.30

That it be noted for the year 2019/20 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

Valuation Bands Greater London Authority	
	£ p
A	213.67
B	249.29
C	284.90
D	320.51
E	391.73
F	462.96
G	534.18
H	641.02

That, having calculated the aggregate of the above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,152.44
B	1,344.51
C	1,536.59
D	1,728.66
E	2,112.81
F	2,496.95
G	2,881.10
H	3,457.32

**The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,728.66**

That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2019/20 is not excessive.

### **Calculation of the Tax Base - 'The Band D Equivalent'**

The Council Tax regime covers eight bands of property. Each band has an arithmetic relationship with the other - and all bands are related to Band D for charge purposes as follows:

Band	Proportion of Band D Charge	
A	$\frac{6}{9}$	of Band D
B	$\frac{7}{9}$	of Band D
C	$\frac{8}{9}$	of Band D
D	$\frac{9}{9}$	of Band D
E	$\frac{11}{9}$	times Band D
F	$\frac{13}{9}$	times Band D
G	$\frac{15}{9}$	times Band D
H	$\frac{18}{9}$	times Band D

It is therefore, possible to work out a tax base by multiplying the number of properties in each of the bands by the relevant proportion (see Annexe A). Known single person

discount properties and student properties are also taken into account in arriving at this figure.

Certain other factors also have to be taken into account. These are:

- Number of properties that are yet to be listed in the appropriate band for all or part of the coming year.
- Properties Eligible for the Long Term Empty Premium
- A reduction for the number of properties that attract disabled relief, which for Bands B-H receive a charge relating to one band lower than the band allocated to the property. Properties in Band A are also entitled to disabled relief, thereby reducing the charge to 5/9ths of a Band D property charge.
- A reduction for the estimated number of successful appeals against the banding allocated for individual properties.
- A reduction for the estimated number of properties becoming subject to single person discount, and student discount during the year.
- A reduction for the estimated number of properties eligible for Council Tax Support (CTS)
- At Cabinet on 25 July 2018, eight options to change the Council Tax Support (CTS) Scheme were considered that proposed changes to the Council Tax Scheme (CTS) Scheme expenditure to varying degrees. Members recommended the option set in the table below.

The net effect of these adjustments is incorporated in a single figure called the Band D equivalent figure. Thereafter, the estimated effect of possible non collection also has to be considered, the effect of which is to reduce the equated number of properties taken into account in setting the Council Tax and this final figure is the "Council Tax Base".

## **1. Assessed Level of Non Collection**

The estimated non collection level for 2018/19 was 1.25%. As at period 8, the council tax forecast is on budget and on track for delivery. Due to the changes to Council Tax Support (CTS), a small increase in bad debt provision is required. The non-collection rate for 2019/20 is recommended to increase to 1.30% for 2019/20.

## **2. Detail of the Calculation of the Council Tax Base**

Section 33 of the Local Government Finance Act 1992 has been expanded via an amendment to the Act to accommodate the changes to the taxbase in calculating the final taxbase figure - item T.

The manner of calculation of the Council Tax base is set out in the local Authorities (Calculation of Council Tax Base) (England) Regulations 2012

'T' is determined by the formula:

$$A \times B$$

Where: -

A is the total of the relevant amounts for that year for each of the valuation

bands which is shown or is likely to be shown for any day in that year in the Council's valuation list as applicable to one of more dwellings situated in its area (i.e. the Band D equivalent).

B is the Council's estimate of its collection rate for that year.

The regulations lay down a formula for the calculation of A and these are attached at Annexe A.

The calculations are as follows: -

A	=	89,803
B	=	98.70%
T	=	88,636



<p align="center"><b>COUNCIL TAX BASE CALCULATION 2019/20</b>  <b>THE BAND D EQUIVALENT</b></p>
---

Item A is found by applying the formula  $((H+Q+J+E)+Z)F/G$  to each of the Council Tax bands and totalling the amounts calculated

	A1*	A	B	C	D	E	F	G	H	Total
Where										
H is the number of properties in the valuation list - Regulation 4(2) as at 30th November	0	5,477	10,952	27,846	35,916	15,270	6,412	3,045	326	105,244
Less										
the number of properties exempt from a charge - Regulation 4(2)	0	-127	-194	-294	-409	-188	-70	-24	0	-1,306
Property Base - Item H	0	5,350	10,758	27,552	35,507	15,082	6,342	3,021	326	103,938
Q Is the factor to take account of discounts	-2	-749	-1,450	-2,345	-2,238	-824	-272	-112	-10	-8,002
J is the expected change to the property tax base during the year Regulations 4(6) to 4(8)										
Additions	9	82	147	382	350	161	74	30	2	1,237
Reductions	0	-67	-102	-169	-248	-124	-69	-51	-16	-846
Z Is the estimate reduction in relation to claimants receiving Council Tax Support	-2	-1,328	-2,181	-2,993	-2,092	-528	-105	-29	-1	-9,259
Total tax base adjustment	7	-1,313	-2,136	-2,780	-1,990	-491	-100	-50	-15	-8,868
Total projection per band	5	3,288	7,172	22,427	31,279	13,767	5,970	2,859	301	87,068
F Is the proportion of each band in relation to band D	5	6	7	8	9	11	13	15	18	
G Is the proportion specified for band D	9	9	9	9	9	9	9	9	9	
$((H+Q+J) + Z) \times F/G =$	3	2,192	5,578	19,935	31,279	16,826	8,623	4,765	602	89,803
The Band D equivalent item A is therefore										89,803

**LONDON BOROUGH OF HAVERING**  
**PROVISIONAL COUNCIL TAX STATEMENT – 2019/20 BUDGET**

2018/19		Estimate 2019/20	
£	<b>Havering's Expenditure</b>	£	
154,310,024	Service Expenditure	154,109,218	
1,000,000	General Contingency	1,000,000	
<b>155,310,024</b>	<b>Havering's Own Expenditure</b>	<b>a 155,109,218</b>	
	<b>Levies</b>		
15,887,000	East London Waste Authority	17,049,000	Provisional
184,161	Environment Agency (Thames)	187,511	Provisional
20,971	Environment Agency (Anglia)	21,470	Provisional
211,211	Lee Valley Regional Park Authority	221,772	Estimate
305,752	London Pensions Fund Authority (LPFA)	321,040	Estimate
<b>16,609,095</b>	<b>Sub Total – Levies</b>	<b>b 17,800,793</b>	
(11,990,898)	Unringfenced Grant	c (13,516,393)	Provisional
<b>159,928,221</b>	<b>Sub Total – Total Expenditure</b>	<b>d=a+b-c 159,393,618</b>	
	<b>External Finance</b>		
10,363,832	Business Rates Top-up	3,369,857	Final
(51,623,259)	National Non Domestic Rate	(38,074,634)	Final
<b>(41,259,427)</b>	<b>Sub Total – External Finance</b>	<b>e (34,704,777)</b>	
(181,000)	Council Tax Deficit/(Surplus)	f (461,196)	Final
637,301	Business Rates Deficit/(Surplus)	g 585,138	Final
<b>119,125,095</b>	<b>Havering's Precept on the Collection Fund</b>	<b>h=d+e+f+g 124,812,783</b>	

		<b>The Collection Fund</b>			
2018/19		Expenditure		Estimate 2019/20	
£	£ p	Precepts		£	£ p
112,479,812	1,287.75	London Borough of Havering		115,652,253	1,304.80
6,645,283	76.08	Adult Social Care		9,160,530	103.35
<b>119,125,095</b>	<b>1,363.83</b>	<b>Total London Borough of Havering</b>	<b>h</b>	<b>124,812,783</b>	<b>1,408.15</b>
25,699,814	294.23	Greater London Authority (Provisional)		28,408,724	320.51
51,623,259	591.02	London Borough of Havering Retained Business Rates		38,074,634	429.56
29,038,083	332.45	Greater London Authority - Retained Business Rates		20,855,692	235.30
0	0.00	Central Government - Retained Business Rates		0	0.00
272,140	3.12	Cost of NNDR collection		271,673	3.07
<b>225,758,390</b>	<b>2,584.64</b>	<b>Total Expenditure</b>	<b>i</b>	<b>212,423,506</b>	<b>2,396.58</b>
		<b>Total Income</b>			
(80,933,482)	(926.58)	National Non-Domestic Rate			
		NNDR receivable	j	(59,201,999)	(667.92)
<b>144,824,908</b>	<b>1,658.06</b>	<b>COUNCIL TAX per Band D property</b>	<b>k=i-j</b>	<b>153,221,507</b>	<b>1,728.66</b>
<b>87,346</b>		<b>Council Tax Base</b>		<b>88,636</b>	
<b>Council Tax percentage change 4.26%</b>					
		<b>Council Taxes Per Property Band</b>		<b>Change</b>	
Valuation as at 1/4/91	£ p			£ p	£ p
Under £40,000	1,105.37	Band A		1,152.44	47.07
£40,000 - £52,000	1,289.60	Band B		1,344.51	54.91
£52,001 - £68,000	1,473.84	Band C		1,536.59	62.75
£68,001 - £88,000	1,658.06	Band D		1,728.66	70.60
£88,001 - £120,000	2,026.52	Band E		2,112.81	86.29
£120,001 - £160,000	2,394.97	Band F		2,496.95	101.98
£160,001 - £320,000	2,763.43	Band G		2,881.10	117.67
Over £320,000	3,316.12	Band H		3,457.32	141.20

Full Year effects of decisions agreed Feb 18	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
<b>Total Full Year effect savings</b>	<b>-4.554</b>	<b>-2.943</b>	<b>-3.227</b>	<b>-1.592</b>	<b>-12.317</b>

Efficiencies, service cuts and income changes	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Increase Business Rates income - Actions of the Opportunities service plan		-0.300	-0.300	-0.432	<b>-1.032</b>
Changes to Council Tax Support scheme	-0.600				<b>-0.600</b>
Shared Emergency Planning	-0.020				<b>-0.020</b>
Commercial Property Income	-0.100	-0.100	-0.100	-0.100	<b>-0.400</b>
Insurance Contractual Saving	-0.050				<b>-0.050</b>
<b>Total Efficiency savings</b>	<b>-0.770</b>	<b>-0.400</b>	<b>-0.400</b>	<b>-0.532</b>	<b>-2.102</b>

Departmental proposals	2019/20	2020/21	2021/22	2022/23	Total
	£m	£m	£m	£m	£m
Adults	-0.823	-1.000	-1.000	-1.000	<b>-3.823</b>
Chief Operating Officer	-0.851	0	0	0	<b>-0.851</b>
Neighbourhoods	-0.502	-0.115	0	0	<b>-0.617</b>
One Source	-0.410	-0.475	-0.450	-0.048	<b>-1.383</b>
Children's	-0.570	0	0	0	<b>-0.570</b>
Public Health	0.000	-0.173	0	0	<b>-0.173</b>
<b>Total</b>	<b>-3.156</b>	<b>-1.763</b>	<b>-1.450</b>	<b>-1.048</b>	<b>-7.417</b>
<b>Cumulative Total</b>	<b>-3.156</b>	<b>-4.919</b>	<b>-6.369</b>	<b>-7.417</b>	<b>-7.417</b>

Transformation - Communities	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Localities Gateways and Integration	-0.060	-1.477	-1.477	-1.134	<b>-4.148</b>
Review of Transport	-0.100	-0.045	-0.030	-0.005	<b>-0.180</b>
Revision of Charging Policy	-0.043	0.000	0.000	0.000	<b>-0.043</b>
<b>Total Savings</b>	<b>-0.203</b>	<b>-1.522</b>	<b>-1.507</b>	<b>-1.139</b>	<b>-4.371</b>

Transformation - Places	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Asset Optimisation	TBC	TBC	TBC	TBC	<b>TBC</b>

Bretons	0.000	0.000	0.000	-0.500	<b>-0.500</b>
Registration and Bereavement Services	-0.095	-0.117	-0.114	-0.143	<b>-0.469</b>
Review of Front Doors	0.000	-0.093	-0.050	-0.050	<b>-0.193</b>
<b>Total Savings</b>	<b>-0.095</b>	<b>-0.210</b>	<b>-0.164</b>	<b>-0.693</b>	<b>-1.162</b>

Transformation - Opportunities	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Contracts Review	-0.300	-0.640	-1.090	-1.580	<b>-3.610</b>
Digital Platform Replacement	-0.038	-0.077	-0.116	0.000	<b>-0.231</b>
Full Cost Recovery	-0.250	-0.150	-0.150	-0.150	<b>-0.700</b>
Income Debt Management and Enforcement	-0.067	-0.044	-0.027	-0.044	<b>-0.182</b>
Process Automation and Robotics	0.000	-0.050	-0.100	-0.150	<b>-0.300</b>
Service Redesign	-0.151	-0.583	-1.154	-1.559	<b>-3.447</b>
Transformation of Post and Print	-0.050	0.000	0.000	0.000	<b>-0.050</b>
<b>Total Savings</b>	<b>-0.856</b>	<b>-1.544</b>	<b>-2.637</b>	<b>-3.483</b>	<b>-8.520</b>

Transformation - Connections	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Business Intelligence and Analytics	-0.622	-0.106	-0.106	0.000	<b>-0.834</b>
Managing Traffic Flows	-3.000	-0.658	0.000	0.000	<b>-3.658</b>
<b>Total Savings</b>	<b>-3.622</b>	<b>-0.764</b>	<b>-0.106</b>	<b>0.000</b>	<b>-4.492</b>

Transformation - Summary	2019/20	2020/21	2021/22	2022/23	TOTAL
	£m	£m	£m	£m	£m
Communities	-0.203	-1.522	-1.507	-1.139	<b>-4.371</b>
Places	-0.095	-0.210	-0.164	-0.693	<b>-1.162</b>
Opportunities	-0.856	-1.544	-2.637	-3.483	<b>-8.520</b>
Connections	-3.622	-0.764	-0.106	0.000	<b>-4.492</b>
<b>Total Savings</b>	<b>-4.776</b>	<b>-4.040</b>	<b>-4.414</b>	<b>-5.315</b>	<b>-18.545</b>

<b>TOTAL SAVINGS</b>	<b>-13.256</b>	<b>-9.146</b>	<b>-9.491</b>	<b>-8.487</b>	<b>-40.381</b>
----------------------	----------------	---------------	---------------	---------------	----------------

**Schedule  
of  
Fees and Charges**

**Adults**  
**Adult Services**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Respite Care</b> Weekly charges* Age over Pension Credit age Age 25 up to Pension Credit age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH  * These charges will change in Jan/Feb 2019 when the new benefit, pension, and personal expense allowance rates are announced.	  125.65 81.75 66.55   	  TBC TBC TBC   	  09/02/18 09/02/18 09/02/18   	  L L L   

**Basis of Increase:**

- C - An increase dependent on committee approval  
G - An increase below inflation in line with a corporate growth plan  
I - Based on relevant inflationary change  
N - A nominal adjustment e.g. due to rounding of charge  
S - An increase above inflation in line with a corporate saving plan  
D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy  
L - A local charging policy that deviates from the Corporate Charging Policy

## Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>2 Court of Protection</b>				
Annual charges - Fixed Costs as directed by Court of Protection* Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	Court Direction
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order				
(a) for the first year:	775.00	775.00	01/04/17	Court Direction
(b) for the second and subsequent years:	650.00	650.00	01/04/17	Court Direction
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc				
or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	Court Direction
Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	Court Direction
Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
Recoup of Application fee paid from HMRC Account	400.00	385.00	24/07/18	Court Direction
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Adults Adult Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1. Personal care and Support Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	16.92	16.92	01/04/17	C/L
2. Care home Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Frail	516.00	TBC	01/04/18	L
Residential Dementia	579.00	TBC	01/04/18	L
Nursing Frail	528.00	TBC	01/04/18	L
Nursing Dementia	565.00	TBC	01/04/18	L
Nursing Higher Rate	565.00	TBC	01/04/18	L
3. Day Centre Day care delivery to Service Users	40.00	40.00	07/04/14	L
Day Centre daily rate	10.00	10.00	07/04/14	L
Transport to Day Centre (inclusive of return journey)				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Adults Adult Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
4. Extra Care Housing				
Dreywood Court - hourly rate	15.00	15.28	01/04/18	L
St Ethelburga Court - hourly rate	15.00	15.28	01/04/18	L
Paines Brook Court - hourly rate	15.00	15.28	01/04/18	L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

# Chief Operating Officer Culture and Customer Access

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>LIBRARY SERVICES:</b>				
<b>Fines (per item, per day)</b>				
Adults	0.38	0.39	01/04/19	I/N/P
Children	no charge	no charge	01/04/14	D/L
Spoken Words	0.38	0.39	01/04/19	I/N/P
Lost Tickets	4.20	4.30	01/04/19	I/N/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	D/P
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	D/P
<b>Overdue notifications</b>				
1st Overdue (E-Mail)	No Charge	No Charge	01/04/14	D/P
1st Overdue (Text/Telephone)	0.21	0.22	01/04/19	I/N/P
<b>Reservations</b>				
Adult (E-mail)	1.26	1.30	01/04/19	I/N/P
Adult (Text/Telephone)	1.46	1.50	01/04/19	I/N/P
Adult (Post)	1.89	1.95	01/04/19	I/N/P
Children	No Charge	No Charge	01/04/14	D/P

## Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

## Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Items not held within borough</b>				
Adult	2.85	2.94	01/04/19	I/N/P
British Library Loans (plus postage)	13.20	13.60	01/04/19	I/N/P
Children	No Charge	No Charge	01/04/14	D/P
<b>CDs</b>				
Per week:				
Singles	1.35	1.40	01/04/19	I/N/P
Sets	2.35	2.40	01/04/19	I/N/P
Per 3 weeks:				
Spoken Word (registered blind exempt)	1.26	1.30	01/04/19	I/N/P
<b>DVDs (per week)</b>	3.25	3.35	01/04/19	I/N/P
<b>Music Scores (3 Months)</b>				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D/P
<b>Computer Use</b>				
IT Hub - reservation fee per computer, per hour	No Charge	No Charge	01/04/15	D/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Photo Copies</b>				
B/W A4	0.34	0.35	01/04/19	I/N/P
B/W A3	0.39	0.40	01/04/19	I/N/P
Colour A3	2.16	2.20	01/04/19	I/N/P
Colour A4	1.50	1.55	01/04/19	I/N/P
Photocopying single sided	0.34	0.35	01/04/19	I/N/P
Photocopying double sided	0.52	0.54	01/04/19	I/N/P
<b>People's Network - Printing</b>				
B/W A4 (Printout per page)	0.34	0.35	01/04/19	I/N/P
Colour A4 (Printout per page)	1.50	1.55	01/04/19	I/N/P
<b>Library Space</b>				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	10.30	11.00	01/04/19	I/N/P
Office Space in libraries	10.30	11.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Community Group Room Hire</b>	20% discount	20% discount	01/04/17	D/P
<b>Elm Park Library</b>				
Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	16.00	17.00	01/04/19	I/N/P
<b>Harold Hill Library</b>				
Harold Hill Meeting Room per hour	21.10	22.00	01/04/19	I/N/P
Harold Hill Office Space per hour	15.50	16.00	01/04/19	I/N/P
<b>Hornchurch Library</b>				
Hornchurch Large meeting room - First Hour	26.25	27.00	01/04/19	I/N/P
Hornchurch Large meeting room - Additional Hours	21.10	22.00	01/04/19	I/N/P
Hornchurch - After 10pm £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
Hornchurch Class Room One, per hour	21.10	22.00	01/04/19	I/N/P
Hornchurch Class Room Two, per hour	16.00	17.00	01/04/19	I/N/P
Hornchurch Office Space per hour	10.30	11.00	01/04/19	I/N/P
<b>Upminster Library</b>				
Upminster Meeting Room per hour	21.10	22.00	01/04/19	I/N/P
Upminster - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

# Chief Operating Officer Culture and Customer Access

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Rainham Library</b>				
Rainham Library Meeting Room 1 (large room) First Hour	26.25	27.00	01/04/19	I/N/P
Rainham Library Meeting Room 1 (large room) Additional Hours	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 2 per hour	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 3 per hour	21.10	22.00	01/04/19	I/N/P
Rainham Library Meeting Room 4 per hour	16.00	16.50	01/04/19	I/N/P
Rainham Library Meeting Room 5 per hour	16.00	16.50	01/04/19	I/N/P
Rainham - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
Nursery Room	21.10	22.00	01/04/19	I/N/P
<b>Romford Library</b>				
Romford Large meeting room - First Hour	26.25	27.00	01/04/19	I/N/P
Romford Large meeting room - Additional Hours	21.10	22.00	01/04/19	I/N/P
Romford second meeting room per hour	21.10	22.00	01/04/19	I/N/P
Romford - After closing time £26.25 locking up fees	26.25	27.00	01/04/19	I/N/P
<b>South Hornchurch Library</b>				
South Hornchurch Library Room 1 per hour	10.30	11.00	01/04/19	I/N/P
South Hornchurch Library Room 2 per hour	10.30	11.00	01/04/19	I/N/P
South Hornchurch Library Room 3 per hour	16.00	16.50	01/04/19	I/N/P
<b>Harold Wood Library</b>				
Harold Wood Library Meeting Room per hour	16.00	16.50	01/04/19	I/N/P

## Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

## Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Room Hire Cancellation</b> Notice of cancellation of room hire under 24 hours Notice of cancellation of room hire 1-3 days Notice of cancellation of room hire 3-7 days	75% of room hire fee 50% of room hire fee 25% of room hire fee	75% of room hire fee 50% of room hire fee 25% of room hire fee	01/04/14 01/04/15 01/04/15	D/P D/P D/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Exhibitions</b> (per week)				
Upminster at exhibitors liability for one week	No Charge	No Charge	01/04/12	D/P
Hornchurch at exhibitors liability for one week	No Charge	No Charge	01/04/12	D/P
<b>Cost of Recovery</b>				
Accounts owing up to £99.00	10.30	10.61	01/04/19	I/N/P
Accounts owing £100.00 plus	20.60	21.22	01/04/19	I/N/P
<b>Cost of Digital images</b>				
Image on disc (including disc)	3.75	3.85	01/04/18	I/N/P
Image on USB (excluding USB)	3.75	3.85	01/04/18	I/N/P
Image on Paper price on application plus postage	Quoted	Quoted	01/04/14	D/P
Commercial Reproduction price on application	Quoted	Quoted	01/04/14	D/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FAIRKYTES</b>				
<b>Off Peak: Mon-Fri** up to 6pm***</b> (per hour unless otherwise stated)				
Main Room	18.50	19.00	01/04/19	I/N/P
Three hour hire discounted rate	40.50	42.00	01/04/19	I/N/P
Room 12	15.00	15.50	01/04/19	I/N/P
Three hour hire discounted rate	32.00	33.00	01/04/19	I/N/P
Room 13	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.00	01/04/19	I/N/P
Room 9	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.00	01/04/19	I/N/P
Art Room	14.00	15.00	01/04/19	I/N/P
Three hour hire discounted rate	29.50	31.00	01/04/19	I/N/P
Sculpture (includes access to Kiln Room when available)	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	24.00	25.00	01/04/19	I/N/P
Studio 1	27.00	28.00	01/04/19	I/N/P
Three hour hire discounted rate	58.00	60.00	01/04/19	I/N/P
Studio 2	18.00	18.50	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Off Peak: Mon-Fri** up to 6pm*** (continued)</b> (per hour unless otherwise stated)				
Studio 3	11.50	12.00	01/04/19	I/N/P
Three hour hire discounted rate	24.00	25.00	01/04/19	I/N/P
Billet Studio 1	18.00	18.50	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P
Billet Studio 2	12.00	13.00	01/04/19	I/N/P
Three hour hire discounted rate	25.00	26.50	01/04/19	I/N/P
Gallery Studio	15.50	16.00	01/04/19	I/N/P
Three hour hire discounted rate	35.00	36.00	01/04/19	I/N/P
<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Main Room	22.00	23.00	01/04/19	I/N/P
Three hour hire discounted rate	48.00	49.50	01/04/19	I/N/P
Room 12	18.50	19.00	01/04/19	I/N/P
Three hour hire discounted rate	40.00	41.00	01/04/19	I/N/P
Room 13	15.00	15.50	01/04/19	I/N/P
Three hour hire discounted rate	32.00	33.00	01/04/19	I/N/P
Room 9	14.00	15.00	01/04/19	I/N/P
Three hour hire discounted rate	29.50	31.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Art Room	18.50	19.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	40.00	41.00	01/04/19	I/N/P
Sculpture (includes access to Kiln Room when available)	12.50	13.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	26.00	27.00	01/04/19	I/N/P
Studio 1 ****	36.00	37.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	75.50	78.00	01/04/19	I/N/P
Studio 2	21.00	21.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	45.50	47.00	01/04/19	I/N/P
Studio 3	13.50	14.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	29.00	30.00	01/04/19	I/N/P
Billet Studio 1	21.00	21.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	45.50	47.00	01/04/19	I/N/P
Billet Studio 2	14.50	15.50	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	30.50	32.00	01/04/19	I/N/P
Gallery Studio	19.50	20.00	01/04/19	I/N/P
<i>Three hour hire discounted rate</i>	43.50	45.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month)	195.00	201.00	01/04/19	I/N/P
<b>Private/Commercial Function Rates in Studio 1 (Main Hall)****</b> (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	280.00	290.00	01/04/19	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	250.00	260.00	01/04/19	I/N/P
Friday 6.00-10.30pm †	195.00	201.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>HORNCHURCH STADIUM</b>				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	84.50	87.00	01/04/19	I/N/P
Full Day*	159.00	164.00	01/04/19	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	105.60	109.00	01/04/19	I/N/P
Full Day*	196.00	202.00	01/04/19	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	139.00	143.00	01/04/19	I/N/P
Full Day*	266.00	274.00	01/04/19	I/N/P
Use by Schools (excluding training session)**				
Half Day**	101.00	104.00	01/04/19	I/N/P
Full Day**	208.00	214.00	01/04/19	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	38.10	39.00	01/04/19	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	196.00	202.00	01/04/19	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	108.10	111.00	01/04/19	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	307.00	316.00	01/04/19	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	136.00	140.00	01/04/19	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marketing Advertising in Fairkytes and other culture publications</b>				
Full page (A4)	250.00	258.00	01/04/19	I/N/P
Full page (A5) or Half page (A4)	125.00	129.00	01/04/19	I/N/P
Half page (A5) or Quarter page (A4)	65.00	67.00	01/04/19	I/N/P
Quarter page (A5) or Eighth page (A4)	35.00	36.00	01/04/19	I/N/P
Online ticket sales				
10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	D/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
<b>Associate Ensemble Membership</b> Associate Member (Adult)	49.45	51.00	01/04/19	I/N/P
<b>Hire of Instruments (Annual Charge)</b>	35.00	40.00	01/04/19	S/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Scholarships</b> Secondary - Individual Lesson (30 minutes) (Direct Debit fees now Please note: Scholarships are no longer offered to primary age children. <i>Those that are still running are all 30mn lessons and the charge is            based on the Gold 3rd Instrument rate.</i>	Deleted	Deleted	01/04/17	
	Withdrawn	Withdrawn	01/04/18	
<b>Administration fees</b> Examination entries	2.00	2.00	01/04/17	D/L
Assisted Instrument Purchase Scheme	5.50	6.00	01/04/19	C/L
Timetable changes (new charge 2019)		20.00	01/04/19	P
<b>Exam fees</b> Including any required piano accompaniment are collected on a cost recovery basis (accompaniment required for most instruments except piano/ guitar/ percussion).	Cost Recovery	Cost Recovery	01/04/17	D/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Childrens Services Learning and Achievement

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Non Attendance and Holiday Fines</b>				
1a Penalty Notices				
Penalty Notice paid within 21 days	60.00	60.00	01.09.12	
Penalty Notice paid after 21 days	120.00	120.00	01.09.12	
Charges are per child, per parent				
Fines must be paid within 28 days to avoid prosecution				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Childrens Learning & Achievement

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.20	2.20	01.09.16	C/L
1b Secondary School Meal	2.50	2.50	01.09.16	C/L
1c Special Infant	2.20	2.20	01.09.16	C/L
Special Junior	2.20	2.20	01.09.16	C/L
Adult	3.35	3.35	01.09.16	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Performance Hall	23.00	23.00	01/04/17	D/L
Performance Hall with sound and lighting:	28.50	29.50	01/04/17	I/N
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	137.00 *	141.00 *	01/04/19	I/N
Music Studio 1 hr	11.00 *	11.50 *	01/04/19	I/N
Technician	23.75 *	23.75 *	01/04/18	D/L
Games Room	18.00	18.00	01/04/17	D/L
Art Room	9.90	10.00	01/04/19	I/N
Health Room	8.30	8.50	01/04/19	I/N
IAG Room	7.80	8.00	01/04/19	I/N
Counselling Room	7.80	8.00	01/04/19	I/N
Large Meeting Room	14.60	15.00	01/04/19	I/N
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Small Meeting Room	10.00	10.50	01/04/19	I/N
Bike Workshop	13.20	13.50	01/04/19	I/N
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	D/L
<b>Peak (Mon - Fri after 6pm)</b>				
Performance Hall	28.00	28.00	01/04/17	D/L
Performance Hall with sound and lighting:	40.00	41.00	01/04/18	I/N
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	191.50 *	197.00 *	01/04/19	I/N
Music Studio				
1 hr	14.00 *	14.50 *	01/04/19	I/N
Technician	23.75 *	23.75 *	01/04/18	D/L
Games Room	24.00	24.50	01/04/19	I/N
Art Room	13.10	13.50	01/04/19	I/N
Health Room	11.00	11.50	01/04/19	I/N
IAG Room	10.50	11.00	01/04/19	I/N
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

# Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

[illegible]

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Saturday and Sunday</b>				
Performance Hall	72.50	74.50	01/04/19	I/N
Performance Hall with sound and lighting:	94.40	97.00	01/04/19	I/N
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	424.00 *	437.00 *	01/04/19	I/N
Music Studio				
1 hr	46.95 *	48.50 *	01/04/19	I/N
Technician	29.00 *	29.00 *	01/04/15	D/L
Games Room	71.40	73.50	01/04/19	I/N
Art Room	52.40	54.00	01/04/19	I/N
Health Room	49.00	50.50	01/04/19	I/N
IAG Room	47.60	49.00	01/04/19	I/N
Counselling Room	49.00	50.50	01/04/19	I/N
Large Meeting Room	60.20	62.00	01/04/19	I/N
Small Meeting Room	51.00	52.50	01/04/19	I/N
Bike Workshop	57.70	59.50	01/04/19	I/N
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	D/L
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	No Charge	5.00	01/04/19	D
<p><b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BEREAVEMENT SERVICES:</b>				
<b>Interments</b>				
<b>Cemeteries (fees doubled for non-residents of LBH)</b>				
Over 16 years	1,320.00	1,360.00	01/04/19	I/N/P
2 simultaneous full body interments aged over 16 years	1,980.00	2,040.00	01/04/19	I/N/P
Cremated remains	250.00	258.00	01/04/19	I/N/P
Surcharge for cremated remains in full coffin	224.00	230.00	01/04/19	I/N/P
Extra depth (each interment over two) or casket/walled grave per depth	238.00	245.00	01/04/19	I/N/P
Resident child not over 16 Years	No Charge	No Charge	01/04/19	
Non resident stillborn to 1 month in child's grave or public grave	238.00	245.00	01/04/19	I/N/P
2 simultaneous non resident stillborn/to 1 month in child's or public grave	357.00	368.00	01/04/19	I/N/P
Non resident child not over 10 years in child's grave or public grave	367.00	378.00	01/04/19	I/N/P
Non resident child not over 16 years in child's grave	2,492.00	2,567.00	01/04/19	I/N/P
Use of chapel including organist at Upminster cemetery (subject to availability)	92.00	95.00	01/04/19	I/N/P
Hospital Contract NVB burials	240.00	248.00	01/04/19	I/N/P
<b>Exclusive Right of Burial (50 years with option of further 10 years)</b>				
Lawn Section grave	2,070.00	2,132.00	01/04/19	I/N/P
Traditional Grave	3,210.00	3,306.00	01/04/19	I/N/P
Children's section (under 10)	428.00	440.00	01/04/19	I/N/P
Children's section (under 16)	855.00	880.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Surcharges</b>				
Saturday full burial surcharge	660.00	680.00	01/04/19	I/N/P
Sunday full burial surcharge	1,320.00	1,360.00	01/04/19	I/N/P
Weekend cremated remains surcharge	250.00	258.00	01/04/19	I/N/P
Funeral After Published Time or 48 hours of booking	310.00	320.00	01/04/19	I/N/P
Booking cancelled after 48 hours of booking	310.00	320.00	01/04/19	I/N/P
Booking cancelled within 48 hours of burial	310.00	320.00	01/04/19	I/N/P
<b>Extension of Right of Burial for 10 years</b>				
Lawn Section Grave	510.00	526.00	01/04/19	I/N/P
Traditional Grave	640.00	660.00	01/04/19	I/N/P
Children's Section (under 10)	112.00	115.00	01/04/19	I/N/P
Children's Section (under 16)	230.00	237.00	01/04/19	I/N/P
Walled graves	1,224.00	1,260.00	01/04/19	I/N/P
<b>Other Charges</b>				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	50.00	52.00	01/04/19	I/N/P
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	92.00	95.00	01/04/19	I/N/P
Certified extract from Burial Register	60.00	62.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Other Charges (continued)</b>				
Staff attendance to select a new grave by appointment	48.00	49.00	01/04/19	I/N/P
Exhumation of cremated remains resident	250.00	258.00	01/04/19	I/N/P
Exhumation of cremated remains non-resident	500.00	516.00	01/04/19	I/N/P
<b>Permit Charge</b>				
Clean and Renovate/ NAMM fixing	No Charge	No Charge	01/04/19	
Lawn (Standard) Headstone & kerb/Additional Memorial	128.00	131.00	01/04/19	I/N/P
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	86.00	88.00	01/04/19	I/N/P
Full kerb Traditional Grave	328.00	337.00	01/04/19	I/N/P
<b>Grave Maintenance Fees</b>				
Bi annual Spring and Summer planting Service	261.00 *	268.00 *	01/04/19	I/N/P
Annual maintenance clean and tidy Service	162.00 *	167.00 *	01/04/19	I/N/P
Turfing (Winter months only after grave has settled)	105.00	108.00	01/04/19	I/N/P
<b>Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	602.00	620.00	01/04/19	I/N/P
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	355.00	366.00	01/04/19	I/N/P
Tablet with First inscription	459.00	473.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Cremated Remains Burial Plots (continued)</b>				
Additional / subsequent inscriptions	148.00	152.00	01/04/19	I/N/P
Blank stone	347.00	357.00	01/04/19	I/N/P
Photograph fixed to memorial	305.00	315.00	01/04/19	I/N/P
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	350.00	360.00	01/04/19	I/N/P
Regilding or additional letter on granite vase	3.50	3.60	01/04/19	I/N/P
<b>South Essex Crematorium</b>				
<b>Cremation includes organ/organist/polytainer or biodegradable casket:</b>				
Over 16 years	875.00	905.00	01/04/19	D/I/P
Resident child not exceeding 16 years	No Charge	No Charge	01/04/19	
Non resident to 6 years but not exceeding 16 yrs	210.00	216.00	01/04/19	I/N/P
Non resident up to 6 years	106.00	110.00	01/04/19	I/N/P
Hospital Contract Non-viable foetus cremation	75.00	78.00	01/04/19	I/N/P
Saturday Cremation (subject to availability)	1,312.00	1,358.00	01/04/19	D/L
Sunday Cremation (subject to availability)	1,750.00	1,810.00	01/04/19	D/L
Unattended Cremation (adult)	499.00	550.00	01/04/19	D/L
Early Adult Cremation 15 minute service	700.00	725.00	01/04/19	D/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Services and Surcharges</b>				
Bookings cancelled after 10am one working day before reserved time	258.00	266.00	01/04/19	I/N/P
Surcharge for services over-running	258.00	266.00	01/04/19	I/N/P
Surcharge for Cremation after 4pm	258.00	266.00	01/04/19	I/N/P
Surcharge for unattended cremation and use of chapel at a different time - NEW		100.00	01/04/19	L
Use of chapel for private memorial service or extra time	258.00	266.00	01/04/19	I/N/P
CD recording of service	84.00 *	87.00 *	01/04/19	I/N/P
CD discs 2-10	24.00 *	25.00 *	01/04/19	I/N/P
DVD recording of service	103.00 *	106.00 *	01/04/19	I/N/P
DVD discs 2-10	31.00 *	32.00 *	01/04/19	I/N/P
Webcast of service	108.00 *	112.00 *	01/04/19	I/N/P
Visual Tributes 10 photographs	46.00 *	48.00 *	01/04/19	I/N/P
Visual Tributes per additional 5 photographs	17.00 *	18.00 *	01/04/19	I/N/P
Per minute of video used plus set up cost	13.00 *	14.00 *	01/04/19	I/N/P
Tributes embedded into DVD recording of the service	116.00 *	120.00 *	01/04/19	I/N/P
DVD or USB of Visual Tribute only (first disc) - NEW	*	62.00 *	01/04/19	L
DVD or USB of Visual Tribute only (disc 2 -10) - NEW	*	42.00 *	01/04/19	L
Strewing (burial) of cremated remains from elsewhere	110.00	113.00	01/04/19	I/N/P
Witness Committal	52.00	54.00	01/04/19	I/N/P
Weekend Witness committal	104.00	108.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Services and Surcharges</b> (continued)				
Storage of cremated remains after one month per quarter	54.00 *	56.00 *	01/04/19	I/N/P
Storage of cremated remains after one month per year	125.00 *	130.00 *	01/04/19	I/N/P
Genealogy Searches per search not through Deceased Online	26.00 *	27.00 *	01/04/19	I/N/P
<b>Containers</b>				
Bronzed metal urns	71.00 *	73.00 *	01/04/19	I/N/P
Standard wooden or metal casket	88.00 *	90.00 *	01/04/19	I/N/P
Juvenile caskets	34.00 *	35.00 *	01/04/19	I/N/P
Various Decorative urns/caskets (new charge)	RRP *	RRP *	01/04/19	
Dedicated Hymn Book	82.00 *	85.00 *	01/04/19	I/N/P
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *	01/04/19	
<b>Memorials</b>				
<b>Kerb Plaques</b>				
Perspex Plaque only	120.00 *	124.00 *	01/04/19	I/N/P
Bronze Plaque only	242.00 *	249.00 *	01/04/19	I/N/P
Rights to second dedication (plus cost of plaque)	115.00	118.00	01/04/19	I/N/P
Kerb plaque Rights or Renewal	240.00	247.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Memorials (continued)</b>				
<b>Bronze Wall Plaque</b>				
Bronze wall plaque only	242.00 *	249.00 *	01/04/19	I/N/P
Bronze wall plaque renewal	240.00	247.00	01/04/19	I/N/P
<b>Large Wall Plaques</b>				
<b>Single Slate or Large Bronze Wall Plaques</b>				
Single plaque only (slate or bronze tablet)	324.00 *	333.00 *	01/04/19	I/N/P
Single plaque - Rights or Renewal fee for 10 years	240.00	247.00	01/04/19	I/N/P
Double Slate Wall Plaque single inscription	487.00 *	500.00 *	01/04/19	I/N/P
Double Slate Wall Plaque double inscription	783.00 *	806.00 *	01/04/19	I/N/P
Double Slate Wall Plaque second inscription within 1 year of original dedication	174.00 *	179.00 *	01/04/19	I/N/P
Double Plaque - Rights or Renewal 10 year renewal	480.00	495.00	01/04/19	I/N/P
<b>Wall Niche for 10 years</b>				
Renewal or Pre-purchase for Single Niche for 10 years	850.00	876.00	01/04/19	I/N/P
Renewal for Single Niche for 5 years	520.00	535.00	01/04/19	I/N/P
Replacement single plaque	572.00 *	589.00 *	01/04/19	I/N/P
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,721.00	1,772.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Wall Niche for 10 years (continued)</b>				
Renewal for Double Niche for 5 years	952.00	980.00	01/04/19	I/N/P
Replacement double plaque	883.00 *	910.00 *	01/04/19	I/N/P
Wall Niche rights for second inscription	145.00	150.00	01/04/19	I/N/P
<b>Wall Niche Additional Items:</b>				
Motif (optional)	90.00	93.00	01/04/19	I/N/P
Additional Bud Vase	31.00	32.00	01/04/19	I/N/P
Additional Inscription	265.00	272.00	01/04/19	I/N/P
Casket including nameplate	92.00	95.00	01/04/19	I/N/P
Photograph	305.00	315.00	01/04/19	I/N/P
<b>Sanctum ii Vaults for 10 years</b>				
Second Interment	160.00	165.00	01/04/19	I/N/P
Sanctum Second inscription	540.00 *	556.00 *	01/04/19	I/N/P
Sanctum Plaque	431.00 *	444.00 *	01/04/19	I/N/P
10 Year Rights or Renewal	1,095.00	1,128.00	01/04/19	I/N/P
5 Year Renewal	638.00	657.00	01/04/19	I/N/P
Regilding (Inc. postage)	117.00 *	120.00 *	01/04/19	I/N/P
Replacement vase	18.00 *	19.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Vase Blocks and Tablets (includes Scented Garden Memorials)</b>				
Vaseblock tablet	258.00	266.00	01/04/19	I/N/P
Vaseblock Rights or Renewal for 10 years	562.00	579.00	01/04/19	I/N/P
<b>Memorials</b>				
<b>Summer House Memorial</b>				
Floris plaque only	160.00 *	165.00 *	01/04/19	I/N/P
Floris plaque Renewal Rights for 10 years	240.00	247.00	01/04/19	I/N/P
Posy Holder rights or Renewal for 10 years	150.00	154.00	01/04/19	I/N/P
Posy Holder Memorial	19.00 *	20.00 *	01/04/19	I/N/P
<b>Shrub, Rose or Tree with 10 Year dedication</b>				
Shrub or Rose (including Bronze Stem Plaque)	242.00 *	250.00 *	01/04/19	I/N/P
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	644.00	663.00	01/04/19	I/N/P
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	415.00	427.00	01/04/19	I/N/P
Tree (including bronze Stem or Strap plaque)	242.00 *	249.00 *	01/04/19	I/N/P
Tree 10 Year Rights or Renewal	776.00	800.00	01/04/19	I/N/P
Tree 5 Year Renewal Rights	480.00	495.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Benches and Chairs - 10 Year dedications</b>				
Bench / Replacement Bench	1,200.00 *	1,236.00 *	01/04/19	I/N/P
Chair / Replacement Chair	700.00 *	721.00 *	01/04/19	I/N/P
Bench 10 Year Rights or Renewal	1,094.00	1,127.00	01/04/19	I/N/P
Chair 10 Year Rights or Renewal	966.00	995.00	01/04/19	I/N/P
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	47.00 *	49.00 *	01/04/19	I/N/P
Renovation of Bench	210.00 *	216.00 *	01/04/19	I/N/P
Renovation of Chair	134.00 *	138.00 *	01/04/19	I/N/P
Replacement Summerhouse Chair	690.00 *	710.00 *	01/04/19	I/N/P
Summerhouse Chair Renewal Rights	460.00	474.00	01/04/19	I/N/P
<b>Bench, Tree &amp; Shrub Additional dedications</b>				
Rights to second dedication within 1 year of original (plus cost of plaque)	115.00	118.00	01/04/19	I/N/P
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	21.00	22.00	01/04/19	I/N/P
Rights to 2nd Dedication Life time of item (plus cost of plaque)	459.00	475.00	01/04/19	I/N/P
Replacement bronze plaque	242.00 *	249.00 *	01/04/19	I/N/P
Replacement Perspex plaque	120.00 *	124.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Miscellaneous Memorials</b>				
Mallard Bridge	326.00 *	336.00 *	01/04/19	I/N/P
Admin Fee for private purchase of plaque (plus cost of plaque)	26.00 *	27.00 *	01/04/19	I/N/P
Replacement metal vase	18.00 *	19.00 *	01/04/19	I/N/P
Floral arrangements stand - plus cost of flowers	31.00 *	32.00 *	01/04/19	I/N/P
Hanging baskets (per year)	130.00 *	134.00 *	01/04/19	I/N/P
Sculpture Garden Memorial	258.00	266.00	01/04/19	I/N/P
Sculpture Garden Rights	562.00	579.00	01/04/19	I/N/P
Birdbath Rights	562.00	579.00	01/04/19	I/N/P
<b>Books of Remembrance</b>				
2 line entry	107.00 *	110.00 *	01/04/19	I/N/P
3 - 5 lines	154.00 *	158.00 *	01/04/19	I/N/P
6 - 8 lines	222.00 *	228.00 *	01/04/19	I/N/P
<b>Cards of Remembrance &amp; Additional Entries in existing miniature books</b>				
2 line entry	38.00 *	39.00 *	01/04/19	I/N/P
3 - 5 lines	66.00 *	68.00 *	01/04/19	I/N/P
6 - 8 lines	103.00 *	106.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Miniature Triptych of Remembrance/Book of Remembrance</b>				
2 line entry	76.00 *	78.00 *	01/04/19	I/N/P
3 - 5 lines	107.00 *	110.00 *	01/04/19	I/N/P
6 - 8 lines	140.00 *	144.00 *	01/04/19	I/N/P
<b>Book of Remembrance Sundries</b>				
Motif	80.00 *	82.00 *	01/04/19	I/N/P
Triptych photograph	80.00 *	82.00 *	01/04/19	I/N/P
<b>Mini Headstone Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	1,050.00	1,080.00	01/04/19	I/N/P
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	445.00	458.00	01/04/19	I/N/P
Memorial and installation with first 60 characters	1,125.00	1,158.00	01/04/19	I/N/P
Additional inscription rate per letter	3.50	3.60	01/04/19	I/N/P
Blank headstone only	280.00	288.00	01/04/19	I/N/P
Photograph fixed to memorial	305.00	315.00	01/04/19	I/N/P
Replacement Granite memorial vase only for Mini Headstone Only	72.00	74.00	01/04/19	I/N/P
Inscription first 60 characters on a pre purchased memorial	249.00	256.00	01/04/19	I/N/P
Blank memorial headstone only	820.00	844.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Mini Headstone Cremated Remains Burial Plots (continued)</b>				
Stone chippings per bag	56.00	58.00	01/04/19	I/N/P
Flower Holder	19.00	20.00	01/04/19	I/N/P
<b>Book of Remembrance Memorial Tree</b>				
Memorial Tree leaf 10 Year Rights or Renewal	232.00	239.00	01/04/19	I/N/P
Memorial Tree leaf plaque	150.00 *	154.00 *	01/04/19	I/N/P
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	112.00	115.00	01/04/19	I/N/P
<b>Advertising fees - pre funeral brochure</b>				
Display Advertisement Quarter A4 page	620.00 *	639.00 *	01/04/19	I/N/P
Display and Directory Entry Quarter A4 page and directory entry	775.00 *	798.00 *	01/04/19	I/N/P
Display Advertisement half A4 page	825.00 *	850.00 *	01/04/19	I/N/P
Display and Directory Entry half A4 page and directory entry	980.00 *	1,009.00 *	01/04/19	I/N/P
Display Advertisement Full A4 page	1,010.00 *	1,040.00 *	01/04/19	I/N/P
Display and Directory Entry Full A4 page and directory entry	1,160.00 *	1,195.00 *	01/04/19	I/N/P
Display Advertisement Full inside back A4 page	1,240.00 *	1,277.00 *	01/04/19	I/N/P
Display and Directory Entry Full inside back A4 page and directory entry	1,390.00 *	1,432.00 *	01/04/19	I/N/P
Copy design simple half page	50.00 *	52.00 *	01/04/19	I/N/P
Copy design complex full page	75.00 *	77.00 *	01/04/19	I/N/P
<b>All fees discounted by 10% for repeat customers</b>				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**Table 1:****Charges for New Dwellings <150m<sup>2</sup>****New Houses and Blocks of Flats on the same site constructed at the same time**

Number of Dwellings	Total
1	<b>£1,012.00</b>
2	<b>£1,350.00</b>
3	<b>£1,574.00</b>
4	<b>£1,911.00</b>
5	<b>£2,136.00</b>
6	<b>£2,472.00</b>
More than 6 - Please contact Building Control for individually assessed charges	

**Table 2:****Charges for: Extensions, Garage Conversions and Loft Conversions****Separate Extensions constructed at the same time may be aggregated together**

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m <sup>2</sup> in total	<b>£524.00</b>
2. Garage Conversions where the total floor area does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£524.00</b>
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£670.00</b>
4. Any extension or Loft Conversion where the total floor area of which exceeds 30m <sup>2</sup> but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£922.00</b>
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£1,096.00</b>
6. Extension etc >100m <sup>2</sup> - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

**Table 3:****Charges for other work****For all other work not covered in Tables 1 or 2**

Estimated Cost of Work	Total
£0-2,000	<b>£242.00</b>
£2,000-5,000	<b>£361.00</b>
£5,000-10,000	<b>£524.00</b>
£10,000-20,000	<b>£685.00</b>
£20,000-30,000	<b>£833.00</b>
£30,000-40,000	<b>£956.00</b>
£40,000-50,000	<b>£1,079.00</b>
£50,000-60,000	<b>£1,169.00</b>
£60,000-70,000	<b>£1,259.00</b>
£70,000-80,000	<b>£1,349.00</b>
£80,000-90,000	<b>£1,451.00</b>
£90,000-100,000	<b>£1,551.00</b>
£100,000-120,000	<b>£1,658.00</b>
£120,000-140,000	<b>£1,793.00</b>
£140,000-170,000	<b>£1,900.00</b>
£170,000-200,000	<b>£2,119.00</b>
Over £200,000 - Please contact Building Control for individually assessed charges.	

The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application; and, Reversion Application (refer to note 7 for Partnership Applications). All charges are shown with VAT at 20%. Only a charge for a Regularisation Certificate and a Reversion Certificate are exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work.

## Explanatory Notes

1. Before you build, extend or convert, you or your Agent must advise your Local Authority either by submitting Full Plans or a Building Notice. The Charge payable depends on the type of work, the number of dwellings in a building and/or the total floor area. The following tables (which are an integral part of this Schedule) may be used in conjunction with the current Charge Scheme to calculate the Charges. If you have any difficulties calculating the Charges please consult building control.

2. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, does not exceed 150m<sup>2</sup> and the building has no more than three storeys. Excluding dwellings with a basement level for basements and any other case, Table 3 applies.

3. **Table 2:** Loft conversion – For the purpose of calculating charges a reference to an extension includes a room or rooms in the roof space (including access) of an existing building not exceeding three storeys in height. Where work comprises more than one extension which is to be constructed at the same time (including rooms in roofs and associated access in buildings of three storeys or less) the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant Charge. If the extension(s) exceed 100m<sup>2</sup> or three storeys in height then Table 3 applies. All work contained within the footprint of an extensions or loft conversion is included in the fee but does not include work outside the footprint of the extension or loft conversion. For additional internal or external alterations Table 3 should be used. For multiple work that is to be carried out at the same time and falls into Table 3 as well as Table 2 the Table 3 fee may be discounted by 25%.

4. **Table 3:** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT, and any professional fees paid to an architect, engineer or surveyor etc, and also exc

5. **Disabled Persons:** Building works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access may be exempt from Charges.

6. **Supplementary Charges:** The Building (Local Authority Charges) Regulations 2010 allow a local authority to make supplementary charges if additional costs arise as a result of confirming compliance with the Building Regulations. Such supplementary charges may be considered if costs result from: consultant costs; inaccurate/incomplete plans; revised schemes; work not being ready for inspection or additional site inspection; and, non compliant work etc.

7. **Partnership Applications:** Proposed building work outside the boundaries of the London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership Applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the full plans application charge.

8. **Making a Payment:** Payment can be made by credit/debit card by telephoning 01708 432700 (please note there is a 1.5% surcharge for credit card payments) or by cheque, made payable to - The London Borough of Havering.

Building Control may be contacted by telephone: 01708 432700 or by e-mail at: [buildingcontrol@havering.gov.uk](mailto:buildingcontrol@havering.gov.uk)

Further information on submitting a Building Control application is available on our website at:

[www.havering.gov.uk/buildingcontrol](http://www.havering.gov.uk/buildingcontrol)

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Borough Roads:</b>				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £620	600.00	620.00	01/04/19	I/N/P
<b>Each Skip / Builders materials on public highway</b>				
Up to first 14 days	70.00	75.00	01/04/19	I/N/P
Each additional period of up to 7 days	60.00	65.00	01/04/19	I/N/P
<b>Structures / Hoardings / Scaffolds</b>				
<b>Bond</b>				
£105 per linear metre - Minimum 6 Metres	600.00	630.00	01/04/19	L
<b>Licence</b>				
Each additional period of up to 28 days/occasion				
£78.00 per linear metre - minimum 6 metres up to 28 days	450.00	468.00	01/04/19	L
£195 for 3 x NRSWA inspections @ £65 each inspection	195.00	195.00	01/04/19	D/L
Minimum charge length 6 mtrs & combined inspection = Total £663.00 min	645.00	663.00		
<b>(ii) Vehicle Crossovers (per square metre)</b>	140.00	145.00	01/04/19	I/N/P
Non refundable charge for assessing applications	50.00	100.00	01/04/19	D/L
Waste disposal surcharge	10.00 per sq.m	18.50 per sq.m	01/04/19	D/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iii) Road Closures (per road)	2,050.00	2,150.00	01/04/19	I/N/P
(iv) Clearance of Blocked Drains (Vatable unless working under Statutory power)	122.50	126.00	01/04/19	I/N/P
(v) Parking Bay suspensions				
price per parking space per day (1 - 14 days)	35.00	35.00	01/04/18	L
price per parking space per day (15th and subsequent days)	40.00	40.00	01/04/18	L
(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	300.00	315.00	01/04/19	D/L
Maximum	550.00	570.00	01/04/19	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)	745.00	775.00	01/04/19	D/L
(£195 for 3 x NRSWA inspections @ £65 each inspection)	150.00	195.00	01/04/19	D/L
Total of Section 50 licence and inspections	895.00	970.00		

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Refuse Collection:</b>				
<b>(i) Bulky Household Refuse</b>				
1 to 3 items	40.00	42.00	01/04/19	I/N/P
Each additional item	10.00	11.00	01/04/19	I/N/P
<b>(ii) Compostable garden refuse sacks</b>				
(Year's supply of 5 rolls of 10 sacks per roll)				
Standard	55.00	55.00	01/04/18	L
Top up roll (10 sacks)	11.00	11.00	01/04/18	L
Top up roll delivery	4.50	5.00	01/04/19	I/N/P
<b>(iii) Green Waste Collection Service (per annum)</b>				
<b>(Wheeled bin hire included)</b>				
Full year	55.00	55.00	01/04/18	L
Late payment charge	5.00	5.00	01/04/16	L
Late payment charge after bin collection	11.00	11.00	01/04/18	L
Replacement bin charge	28.00	28.00	01/04/18	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service</b>				
From 1st April 2015 this service has been independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	152.44	157.00	01/04/19	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	118.97	123.00	01/04/19	I/N/P
Cardboard Collection	5.00	6.00	01/04/19	I/N/P
<b>Container emptying and disposal:</b>				
1100 / Palladin / 660 litre bin -1st bin per visit	33.00	34.00	01/04/19	I/N/P
2nd & subsequent bins	32.00	33.00	01/04/19	I/N/P
360 litre wheeled bin	27.00	28.00	01/04/19	I/N/P
Charity shops	27.00	28.00	01/04/19	I/N/P
LBH Schools	27.00	28.00	01/04/19	I/N/P
2nd collection from residential blocks per bin	9.00	10.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service (continued)</b>				
Container hire (per annum):				
Eurobins:				
1100 litres	226.50	234.00	01/04/19	I/N/P
660 litres	168.50	174.00	01/04/19	I/N/P
Chamberlains:				
940 litres	168.50	174.00	01/04/19	I/N/P
Palladin:				
940 litres	152.50	174.00	01/04/19	I/N/P
Container Sale				
360 litres recycling	80.00	83.00	01/04/19	I/N/P
<b>(v) Collection &amp; disposal of trade clinical waste (per bag / box)</b>	13.00	14.00	01/04/19	I/N/P
<b>(vi) Special clearances of rubbish:</b>				
Up to 30 minutes on site	105.06	109.00	01/04/19	I/N/P
Up to 1 hour on site	210.12	217.00	01/04/19	I/N/P
Each 15 minute thereafter	53.00	55.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)</b>				
<b>Pavilion with washing facilities</b>				
Adult				
Each Saturday or Sunday during Season**	1,660.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	838.00	863.00	01/04/19	I/N/P
Additional Matches during Season	60.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	814.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	312.00	321.00	01/04/19	I/N/P
Additional Matches during Season	30.00 *	Withdrawn *	01/04/19	L
<b>Pavilion without washing facilities Each Saturday or Sunday during Season</b>				
Adult				
Each Saturday or Sunday during Season**	1,376.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	675.00	Withdrawn	01/04/19	L
Additional Matches during Season	48.00 *	Withdrawn *	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued)</b>				
Junior (under 18)				
Each Saturday or Sunday during Season**	623.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	312.00	Withdrawn	01/04/19	L
Additional Matches during Season No Pavilion Facilities	23.00 *	Withdrawn *	01/04/19	L
<b>No Pavilion Facilities</b>				
Adult				
Each Saturday or Sunday during Season**	999.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	505.00	Withdrawn	01/04/19	L
Additional Matches during Season	37.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	464.00	478.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	231.00	Withdrawn	01/04/19	L
Additional Matches during Season	16.00 *	Withdrawn *	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)</b>				
<b>Pavilion with washing facilities</b>				
Adult				
Each Saturday or Sunday during Season**	1,928.00	1,986.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	965.00	994.00	01/04/19	I/N/P
Additional Matches during Season	61.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	876.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	438.00	Withdrawn	01/04/19	L
Additional Matches during Season	27.00 *	Withdrawn *	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)</b>				
<b>Pavilion without washing facilities</b>				
Adult				
Each Saturday or Sunday during Season**	1,527.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	763.00	Withdrawn	01/04/19	L
Additional matches during Season	48.00 *	Withdrawn *	01/04/19	L
Junior (under 18)				
Each Saturday or Sunday during Season**	705.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	353.00	Withdrawn	01/04/19	L
Additional Matches during Season	23.00 *	Withdrawn *	01/04/19	L
<b>No Pavilion Facilities</b>				
Adult				
Each Saturday or Sunday during Season**	1,152.00	Withdrawn	01/04/19	L
Each alternate Saturday or Sunday during Season**	576.00	Withdrawn	01/04/19	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>No Pavilion Facilities (continued)</b>				
Junior (under 18)				
Each Saturday or Sunday during Season**	528.00	544.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	264.00	Withdrawn	01/04/19	L
<b>FOOTBALL AT WESTLANDS FIELD</b>				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2018.00	2,079.00	01/04/19	I/N/P
Each alternate Saturday or Sunday during Season**	1055.00	1,087.00	01/04/19	I/N/P
Additional Matches during Season	151.00 *	Withdrawn *	01/04/19	L
<b>MINI SOCCER</b>				
1 Hour Slots (during season)				
Each Saturday or Sunday**	354.00	365.00	01/04/19	I/N/P
Alternate Saturday or Sunday**	176.00	181.00	01/04/19	I/N/P
<b>RUGBY (per game)**</b>	12.00	Withdrawn	01/04/19	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>CRICKET</b>				
<b>No Pavilion Facilities</b>				
Adults Each Saturday or Sunday during Season**	1,527.00	1,573.00	01/04/19	I/N/P
Colts (under 18) Teams Each Saturday or Sunday during Season**	763.00	Withdrawn	01/04/19	L
Occasional Matches Adults	85.00 *	Withdrawn *	01/04/19	L
Occasional Matches Colts Team	43.00 *	Withdrawn *	01/04/19	L
<b>Pitches with Pavilions</b>				
Adults Each Saturday or Sunday during Season**	2,742.00	2,824.00	01/04/19	I/N/P
Adults Additional Bank Holiday Mondays 3 per season**	914.00	Withdrawn	01/04/19	L
Adults Alternate Saturday or Sunday**	1,372.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Each Saturday or Sunday during Season**	1,372.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Additional Bank Holiday Mondays (per game)**	457.00	Withdrawn	01/04/19	L
Colts (under 18) Teams Alternate Saturday or Sunday**	686.00	Withdrawn	01/04/19	L
Occasional Matches Adults	152.00 *	Withdrawn *	01/04/19	L
Occasional Matches Colts (under 18) Team	76.00 *	Withdrawn *	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BOOT CAMPS &amp; PERSONAL TRAINING (annual licence)</b>				
1-5 clients 1- 3 sessions per week	560.00	576.00	01/04/19	I/N/P
1-5 clients 4 - 7 sessions per week	1,540.00	1586.00	01/04/19	I/N/P
6-20 clients 1-3 sessions per week	1,040.00	1071.00	01/04/19	I/N/P
6-20 clients 4-7 sessions per week	2,860.00	2946.00	01/04/19	I/N/P
<i>charges based on previous year's fee x median no. sessions x 40(weeks)</i>				
<b>ALLOTMENTS</b>				
Land charge per acre	195.00	201.00	01/04/19	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
<b>WEDDING PHOTOGRAPHY</b>				
Exclusive use of area of a park for wedding photography	53.00	55.00	01/04/19	I/N/P
<b>FUNFAIRS &amp; CIRCUSES (Circuses were charged a flat rate in 2014/15)</b>				
Ground rent per day of operation - self standing	1,200.00	Withdrawn	01/04/19	L
part of larger event	1,500.00	Withdrawn	01/04/19	L
Ground rent per day of operation (up to 7 rides / 500 seating capacity)	New Charge	500.00	01/04/19	L
Ground rent per day of operation (more than 7 rides /500 seating capacity)	New Charge	1000.00	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FUNFAIRS &amp; CIRCUSES (continued)</b>				
Returnable deposit per visit.	Negotiated according to the size of the event	Negotiated according to the size of the event	01/04/19	D/L
Additional ground rent for extra non-operational days spent on site	360.00	371.00	01/04/19	D/L
<b>TENNIS</b>				
Licence fee per court per day for Coach/Club**	6.00	Withdrawn	01/04/19	L
**Bookings of less than 10, will attract a VAT charge.				
<b>PARKS (all events and activities are subject to appropriate licence fees at a separate charge)</b>				
Minimum charge for the hire of park & open space	88.00	91.00	01/04/19	I/N/P
<i>Charges to be negotiated with organiser based on details of event provided on the application . Factors to be considered are the type of organisation/individual, park and area being used, is it exclusive use of the space, time of usage, and scale of the event</i>				
Inflatables (per item)	By Negotiation 75.00	By Negotiation Withdrawn	01/04/19 01/04/19	I/N/P I/N/P
Mobile catering unit (per month)	250.00	258.00	01/04/19	I/N/P
Raphael Park Meeting Room (charge per hour)	16.00	16.00	01/04/19	I/N/P
Westlands Pavilion hire (charge per hour)	20.00	21.00	01/04/19	I/N/P

### Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

### Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>CHARGES FOR NON SCHEDULED WORKS</b>				
<b>Week day rates</b>				
18 tonne grab lorry and driver per hour	158.00 *	163.00 *	01/04/19	I/N/P
2 staff & a van (includes tools & machinery) per hour	76.00 *	79.00 *	01/04/19	I/N/P
1 staff & a van (includes tools & machinery) per hour	44.00 *	46.00 *	01/04/19	I/N/P
Tractor & implement, or trailer with operator per hour	48.00 *	50.00 *	01/04/19	I/N/P
Ride on mower & operator per hour	44.00 *	46.00 *	01/04/19	I/N/P
Member of staff per hour (standard hours)	32.00 *	33.00 *	01/04/19	I/N/P
Charge hand per hour (standard hours)	40.00 *	42.00 *	01/04/19	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	304.00 *	314.00 *	01/04/19	I/N/P
Initial mark - rugby pitch per pitch per occasion	125.00 *	129.00 *	01/04/19	I/N/P
Re-mark - rugby pitch per pitch per occasion	44.00 *	46.00 *	01/04/19	I/N/P
Initial mark – football pitch per pitch per occasion	113.00 *	117.00 *	01/04/19	I/N/P
Re-mark football pitch per pitch per occasion	38.00 *	40.00 *	01/04/19	I/N/P
Initial mark six lane 400 metre running track per occasion	496.00 *	511.00 *	01/04/19	I/N/P
Re-mark six lane 400 metre running track per occasion	113.00 *	117.00 *	01/04/19	I/N/P
Initial mark hockey pitch per occasion	76.00 *	79.00 *	01/04/19	I/N/P
Re-mark hockey pitch per occasion	26.00 *	27.00 *	01/04/19	I/N/P
Remove or install goal post socket each (excludes socket)	76.00 *	79.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Week day rates (continued)</b>				
Preparation of new or renovation of shrub beds per m2	52.00 *	54.00 *	01/04/19	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	46.30 *	48.00 *	01/04/19	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	3.00 *	4.00 *	01/04/19	P
Hedge cutting per linear metre	8.00 *	9.00 *	01/04/19	P
Prepare ground, supply & lay turf per m2	8.00 *	9.00 *	01/04/19	P
Prepare ground, supply and sow grass seed per m2	5.00 *	6.00 *	01/04/19	P
<b>Saturday rates</b>				
1 staff & a van (includes tools & machinery) per hour	60.00 *	62.00 *	01/04/19	I/N/P
2 staff & a van (includes tools & machinery) per hour	108.00 *	112.00 *	01/04/19	I/N/P
Member of staff per hour (standard hours)	48.00 *	50.00 *	01/04/19	I/N/P
Charge hand per hour (standard hours)	59.00 *	61.00 *	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Defra</b>				
<b>Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992</b>				
Impounding fee per dog	25.00	25.00	01/04/92	P
<b>Gambling Act 2005</b>				
<b>Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting shop - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting premises tracks - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Family entertainment centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Adult gaming centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Lottery - Dept. of Culture and Media and Sport</b>				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
<b>Permit fees - Dept. of Culture and Media and Sport</b>				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	P
<b>Family entertainment centre - Dept. of Culture and Media and Sport</b>				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Prize Gaming permit (S 16) Dept. of Culture and Media and Sport</b>				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
<b>Licensed premises gaming machine permit - Dept. of Culture Media and Sport</b>				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club gaming machine permit - Dept. of Culture and Media and Sport</b>				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
<b>Environment Protection Act (Defra)</b>				
<b>Application Fee</b>				
Standard Process	1,650.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	P
Reduced fee activities (except VRs)	New Charge	155.00	01/04/19	P
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW	257.00	Withdrawn	01/04/18	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	New Charge	99.00	01/04/19	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
Service station PVR I& II combined	257.00	257.00	01/04/18	P
Additional fee for operating without a permit	71.00	Withdrawn	01/04/19	P
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	P
For the third to seventh applications	985.00	985.00	01/04/18	P
For the eight and subsequent applications	498.00	498.00	01/04/18	P
Note: Where an application for any of the above is for a combined Part B and	No Charge	No Charge	01/04/18	P
<b>Annual subsistence charge</b>				
Standard process Low (+£103*)	772.00	772.00	01/04/18	P
Standard process Medium (+£156.00*)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207*)	1,747.00	1,747.00	01/04/18	P
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
<b>Service stations PVR I/dry cleaner/ waste oil burner &lt;0.4MW</b>				
Low	79.00	79.00	01/04/18	P
Medium	158.00	158.00	01/04/18	P
High	237.00	237.00	01/04/18	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	P
Medium	365.00	365.00	01/04/18	P
High	548.00	548.00	01/04/18	P
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	P
Medium	226.00	226.00	01/04/18	P
High	341.00	341.00	01/04/18	P
Odourising of natural gas				
Low	New Charge	79.00	01/04/19	P
Medium	New Charge	158.00	01/04/19	P
High	New Charge	237.00	01/04/19	P
Mobile screening and crushing plant				
For the first and second plants				
Low	626.00	646.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,551.00	1,506.00	01/04/19	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	P
Medium	617.00	617.00	01/04/18	P
High	924.00	924.00	01/04/18	P
Subsistence Charge under Reg 33 for Part B solvent waste & solvents				
Low	104.00	Withdrawn	01/04/19	P
Medium	156.00	Withdrawn	01/04/19	P
High	207.00	Withdrawn	01/04/19	P
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	314.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	P
Where a part B is subject to E-PRTR Regulations reporting, add £104 to above	104.00	Withdrawn	01/04/19	P
Late payment fee	52.00	Withdrawn	01/04/19	P
<b>Transfer and Surrender of a permit</b>				
Standard process transfer	169.00	169.00	01/04/18	P
Standard process partial transfer	497.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Transfer and Surrender of a permit</b> (continued)				
Surrender: all Part B activities	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Reduced fee activities: Transfer	No Charge	No Charge	01/05/12	P
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	P
<b>Temporary</b>				
First transfer	New Charge	53.00	01/04/19	P
<b>Transfer for mobiles</b>				
Repeat transfer	New Charge	11.00	01/04/19	P
Repeat following enforcement or warning	New Charge	53.00	01/04/19	P
<b>Substantial changes to s10 and s11</b>				
<b>One off annual payment</b>				
Standard process	1,050.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	P
Reduced fee activities	102.00	102.00	01/04/18	P
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

### Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

### Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges</b>				
Number of Permits				
1 Low	New Charge	646.00	01/04/19	P
1 Medium	New Charge	1,034.00	01/04/19	P
1 High	New Charge	1,506.00	01/04/19	P
2 Low	New Charge	646.00	01/04/19	P
2 Medium	New Charge	1,034.00	01/04/19	P
2 High	New Charge	1,506.00	01/04/19	P
3 Low	New Charge	385.00	01/04/19	P
3 Medium	New Charge	617.00	01/04/19	P
3 High	New Charge	924.00	01/04/19	P
4 Low	New Charge	385.00	01/04/19	P
4 Medium	New Charge	617.00	01/04/19	P
4 High	New Charge	924.00	01/04/19	P
5 Low	New Charge	385.00	01/04/19	P
5 Medium	New Charge	617.00	01/04/19	P
5 High	New Charge	924.00	01/04/19	P
6 Low	New Charge	385.00	01/04/19	P
6 Medium	New Charge	617.00	01/04/19	P
6 High	New Charge	924.00	01/04/19	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)</b>				
7 Low	New Charge	385.00	01/04/19	P
7 Medium	New Charge	617.00	01/04/19	P
7 High	New Charge	924.00	01/04/19	P
8 and over Low	New Charge	198.00	01/04/19	P
8 and over Medium	New Charge	316.00	01/04/19	P
8 and over High	New Charge	473.00	01/04/19	P
Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st april, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.				
<b>Payment in 4 equal instalments (1st April, 1st July, 1st October, 1st January)</b>				
Standard process	1,088.00	Withdrawn	01/04/19	P
Standard process where the substantial change results in a new PPC activity	1,688.00	Withdrawn	01/04/19	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	140.00	Withdrawn	01/04/19	P

### Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

### Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Licensing Act 2003 fees set by Home Office</b>				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Main Fee Levels</b>				
<b>Based on non domestic rateable value:</b>				
Band A      £0       -   £4,300				
Band B      £4,301 -   £33,000				
Band C      £33,001 -   £87,000				
Band D      £87,001 -   £125,000				
Band E      £125,001 and over				
<b>Premises Licences</b>				
New Applications and variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	P
Band E x 3	1,905.00	1,905.00	01/11/05	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Premises Licences (continued)</b>				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
<b>Additional Fees</b>				
<b>There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.</b>				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Premises licence fee</b>				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional annual maintenance fee payable (if applicable)</b>				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club premises certificates</b>				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
<b>Fireworks Explosives Regulations 2014 (set by HSE)</b>				
Registration (Unlimited) initial application	500.00	500.00	01/04/17	P
Renewal	552.00	552.00	01/04/17	P
Licence (limited) to store explosives (fireworks)				
New Application 1 year	109.00	109.00	01/04/17	P
Renewal 1 year	52.00	52.00	06/04/16	P
Renewal 3 year	120.00	120.00	01/04/17	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Fireworks Explosives Regulations 2014 (set by HSE) - Continued</b>				
Licence to store explosives where a minimum separation distance is prescribed				
New application 1 year	185.00	185.00	06/04/16	P
Renewal 1 year	86.00	86.00	06/04/16	P
Renewal 3 years	206.00	206.00	06/04/16	P
Varying a licence				
Varying the name of licensee or address of site	36.00	36.00	06/04/16	P
Transfer of licence	36.00	36.00	06/04/16	P
Replacement of licence if lost	36.00	36.00	06/04/16	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>LOCAL LAND CHARGES:</b>				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	88.00	91.00	01/04/19	I/N/P
<b>Official search (including issue of official certificate of search)</b>				
a) in only part of the register (one parcel)	8.50	9.00	01/04/19	I/N/P
b) in only part of register (each additional parcel thereafter),	2.25	2.50	01/04/19	I/N/P
c) in the whole of the register - post or fax (one parcel)	21.00	21.50	01/04/19	I/N/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	5.25	5.50	01/04/19	I/N/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	21.00	21.50	01/04/19	I/N/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	5.25	5.50	01/04/19	I/N/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.75	1.80	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Office copy of any plan or other document filed pursuant to these rules:</b>				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	L
Extract of register in place of personal search				
First Page	2.25	2.30	01/04/19	I/N/P
Subsequent pages	0.25	0.30	01/04/19	I/N/P
<b>CON29(R) Enquiries</b>				
One parcel of land	106.00 *	109.00 *	01/04/19	I/N/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	45.50 *	47.00 *	01/04/19	I/N/P
Update Search Fee	75.25 *	77.50 *	01/04/19	I/N/P
<b>Part 2 Enquiries</b>				
Each printed enquiry	21.75 *	22.50 *	01/04/19	I/N/P
With exception to Question 4	33.50 *	34.50 *	01/04/19	I/N/P
With exception of surrounding area enquiries	37.25 *	38.50 *	01/04/19	I/N/P
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	No charge	No charge	01/07/10	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Copying Charges - Legal Documents</b>				
Certified Copy of Land Search - Paper Copy	15.50	16.00	01/04/19	I/N/P
First Page	2.25	2.50	01/04/19	I/N/P
Subsequent pages	0.25	0.30	01/04/19	I/N/P
Certified copy of extract of Highways Register (letter and extract)	31.00	32.00	01/04/19	I/N/P
Certified copy of extract of Highways Register (extract only and collection only)	15.50	16.00	01/04/19	I/N/P
<b>New Residential Addresses - (building names included) in an existing road</b>				
1 dwelling	62.00	64.00	01/04/19	I/N/P
2 - 5 dwellings	82.50	85.00	01/04/19	I/N/P
6 - 25 dwellings	98.00	101.00	01/04/19	I/N/P
26 - 45 dwellings	201.00	207.00	01/04/19	I/N/P
46 - 100 dwellings	428.00	441.00	01/04/19	I/N/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	721.00	743.00	01/04/19	I/N/P
	98.00	101.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Residential Addresses (building names included) plus single road name</b>				
1 - 5 dwellings	139.00	144.00	01/04/19	I/N/P
6 - 25 dwellings	160.00	165.00	01/04/19	I/N/P
26 - 45 dwellings	257.50	265.00	01/04/19	I/N/P
46 - 100 dwellings	484.50	499.00	01/04/19	I/N/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	777.50	801.00	01/04/19	I/N/P
	160.00	165.00	01/04/19	I/N/P
For each additional road name	67.00	69.00	01/04/19	I/N/P
<b>New Commercial/Industrial Addresses (building name included) in an existing road</b>				
1 unit	62.00	64.00	01/04/19	I/N/P
2 - 5 units	82.50	85.00	01/04/19	I/N/P
6 - 10 units	98.00	101.00	01/04/19	I/N/P
11 units plus	139.00	143.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Commercial/Industrial Addresses (building name included) plus a single road name</b>				
1 unit	82.50	85.00	01/04/19	I/N/P
2 - 5 units	98.00	101.00	01/04/19	I/N/P
6 - 10 units	118.50	122.00	01/04/19	I/N/P
11 units plus	160.00	165.00	01/04/19	I/N/P
For each additional road name	67.00	69.00	01/04/19	I/N/P
New street name without any new dwellings or units	67.00	69.00	01/04/19	I/N/P
Naming of land parcel	67.00	69.00	01/04/19	I/N/P
Renaming of existing road or building (residential, commercial or industrial)	67.00	69.00	01/04/19	I/N/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	20.75	21.50	01/04/19	I/N/P
Research time: flat fee for research into possible street names	41.25	42.50	01/04/19	I/N/P
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken.				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Registrar of Births, Deaths and Marriages and Civil Partnerships:</b>				
<b>Places of Worship Registration Act 1855 Section 5</b> Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
<b>Marriage Act 1949:</b>				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b> Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
<b>Marriage Act 1949 (continued):</b> Section 64(1) Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	4.00	11.00	16/02/19	P
(ii) After the time of registration	7.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	4.00	11.00	16/02/19	P
(ii) After the time of registration	10.00	11.00	16/02/19	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marriage Act 1949</b> (continued): Section 64(2) General search of indexes of register of books kept by superintendent registrars  Certified copy of entry issued under that sub-section  Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office  <b>Births, Deaths Registration Act 1953:</b> At the time of registration After the time of registration Section 30(2) certified copy of entry following search of indexes kept at General Register Office	18.00	18.00	01/04/04	P
	10.00	11.00	16/02/19	P
	10.00	11.00	16/02/19	P
	New Charge	11.00	16/02/19	P
	New Charge	11.00	16/02/19	P
	10.00	11.00	16/02/19	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b>				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	P
Priority Certificate Fee 24 hr service	New Charge	35.00	16/02/19	P
<b>Fees for conversion of a Civil Partnership into Marriage</b>				
Conversion of a civil partnership into marriage				
At the Register Office	45.00	45.00	01/11/17	P
<b>Two stage procedure on other premises</b>				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

# Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:</b>				
<b>Off site attendance to officiate at an approved premise wedding/civil partnership:</b>				
Monday to Friday	585.00	605.00	01/04/19	I/N/P
Saturday	700.00	720.00	01/04/19	I/N/P
Sunday/ Bank Holiday	715.00	735.00	01/04/19	I/N/P
<b>On site attendance to officiate at a wedding/civil partnership held in Langtons Hall:</b>				
Monday to Thursday	530.00	545.00	01/04/19	I/N/P
Friday (Inc. red carpet)	640.00	660.00	01/04/19	I/N/P
Saturday (Inc. red carpet)	880.00	905.00	01/04/19	I/N/P
Sunday/ Bank Holiday (Inc. red carpet)	815.00	840.00	01/04/19	I/N/P
<b>On site attendance to officiate at a wedding/civil partnership at Langtons House/Orangery</b>				
Monday to Thursday	290.00	300.00	01/04/19	I/N/P
Friday	470.00	485.00	01/04/19	I/N/P
Saturday	585.00	600.00	01/04/19	I/N/P
Sunday/ Bank Holiday	715.00	735.00	01/04/19	I/N/P

## Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

## Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



# Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Other Civil Ceremonies</b>				
<b>Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms</b>				
Monday to Thursday	290.00 *	300.00 *	01/04/19	I/N/P
Friday	470.00 *	485.00 *	01/04/19	I/N/P
Saturday	585.00 *	600.00 *	01/04/19	I/N/P
Sunday	715.00 *	735.00 *	01/04/19	I/N/P
<b>Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall</b>				
Monday to Thursday	530.00 *	545.00 *	01/04/19	I/N/P
Friday	640.00 *	660.00 *	01/04/19	I/N/P
Saturday	880.00 *	905.00 *	01/04/19	I/N/P
Sunday	815.00 *	840.00 *	01/04/19	I/N/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	115.00	118.00	01/04/19	I/N/P

## Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

## Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

# Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall (continued)</b>				
Individual Citizenship Ceremony	175.00	180.00	01/04/19	I/N/P
Wedding Rehearsal fee (per half hour)	55.00	57.00	01/04/19	I/N/P
<b>Wedding Packages</b>				
Silver Wedding Package/Civil Partnership Package (Friday)	2,000.00	2,000.00	01/04/17	L
Gold Wedding Package/Civil Partnership Package (Sunday)	3,000.00	3,000.00	01/04/17	L
Saturday Winter Wedding Package	4,000.00	Withdrawn	01/04/19	L
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	200.00	205.00	01/04/19	I/N/P
Surcharge for candlelit weddings between October-March in addition to an evening wedding option	200.00	205.00	01/04/19	I/N/P
Payment in advance of a non-refundable booking fee for Register Office Weddings only	50.00	57.00	01/04/19	
Change of ceremony appointment fee	55.00	57.00	01/04/19	I/N/P

## Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

## Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premium Appointment Service (additional casual registrars used to cover up to one hour)	46.00	47.00	01/04/19	I/N/P
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	35.00	35.00	01/04/19	L
<b>Langtons Hall Hire (Hourly)</b>				
Monday - Friday 9.00-17.00	40.00	41.00	01/04/19	I/N/P
Monday - Thursday 17.00-24.00	50.00	52.00	01/04/19	I/N/P
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	95.00	95.00	01/04/17	L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	L
<b>Langtons Room Hire (Hourly Minimum 2 hours)</b>				
Room Hire Monday - Sunday 09.00 - 21.00	40.00	41.00	01/04/19	I/N/P
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	24.00	24.60	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registers - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Sponsorship for Langtons Ceremony Brochure</b>				
Whole A5 page - Portrait	750.00 *	770.00 *	01/04/19	I/N/P
Half A5 Page - Landscape	420.00 *	432.00 *	01/04/19	I/N/P
Quarter A5 Page - Portrait	260.00 *	267.00 *	01/04/19	I/N/P
Back Cover - Whole A5 Page - Portrait	1,468.00 *	1,200.00 *	01/04/19	L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,101.00 *	1,134.00 *	01/04/19	P
<b>Nationality Document Return Service</b>				
Per person	45.00 *	Withdrawn *	01/04/19	L
<b>Passport Checking Service</b>				
Per Person	15.00 *	Withdrawn *	01/04/19	L
<b>Copy Certificate fast-track service</b>				
Within 24 hours+	25.00	Withdrawn	01/04/19	L
While you wait+	45.00	Withdrawn	01/04/19	L
+(above charges are in addition to statutory fee for actual certificate)				
<b>Postage Costs:</b>				
Marriage Authorities to other Districts by 1st class recorded delivery	6.00	Withdrawn	01/04/19	L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRADING STANDARDS:</b>				
<b>Trading Standards NE London Metrology Partnership Income</b> <b>Income is credited to the joint trading account</b>				
<b>Section 11 (4) of the Weights and Measures Act 1985</b>				
<b>Measuring Instruments:</b>				
<b>(a) Linear (with or without divisions/sub divisions)</b>				
First Tape	12.80 *	13.00 *	01/04/19	I/N/P
<b>(b) Capacity (without divisions, not exceeding 1 litre) - each measure</b>				
	10.50 *	11.00 *	01/04/19	I/N/P
<b>(c) Cubic ballast</b>				
Other than brim (each measure)	211.80 *	218.00 *	01/04/19	I/N/P
Brim/bucket type (each measure)	93.50 *	96.00 *	01/04/19	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	33.20 *	34.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
2. Templates (per scale)	58.10 *	60.00 *	01/04/19	I/N/P
First item	23.65 *	24.00 *	01/04/19	I/N/P
Second and subsequent items				
<b>(d) Liquid fuel, Lubricants etc. (each instrument)</b>				
1. Container type (not sub-divided)	108.25 *	112.00 *	01/04/19	I/N/P
2. Other types (multi-outlets)				
1 meter tested	140.80 *	145.00 *	01/04/19	I/N/P
Each additional meter tested	86.67 *	89.00 *	01/04/19	I/N/P
3. Test of peripheral equipment on separate visit	108.25 *	112.00 *	01/04/19	I/N/P
4. Test of credit card acceptor	108.25 *	112.00 *	01/04/19	I/N/P
5. MID verification				
1 meter tested	176.85 *	182.00 *	01/04/19	I/N/P
Each additional meter	108.25 *	112.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>(e) Intoxicating liquor (each instrument)</b>				
Not exceeding 150ml (individual submissions)	21.00 *	22.00 *	01/04/19	I/N/P
Other	25.25 *	26.00 *	01/04/19	I/N/P
<b>(g) Each weight (stamping)</b>				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	11.60 *	12.00 *	01/04/19	I/N/P
2. Other weights	8.90 *	9.00 *	01/04/19	I/N/P
3. Other weights (more than one submitted)	7.45 *	8.00 *	01/04/19	I/N/P
4. Adjusting weights (per hour)	110.00 *	113.00 *	01/04/19	I/N/P
<b>(h) Verification - Weighing Machines / Weighing Equipment</b>				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	36.00 *	37.00 *	01/04/19	I/N/P
Exceeding 15kg to 100kg	51.50 *	53.00 *	01/04/19	I/N/P
Exceeding 100kg to 250kg	85.20 *	88.00 *	01/04/19	I/N/P
Exceeding 250kg to 1 tonne	120.00 *	127.00 *	01/04/19	I/N/P
Exceeding 1 tonne to 10 tonne	197.60 *	204.00 *	01/04/19	I/N/P
Exceeding 10 tonnes to 30 tonnes	415.00 *	427.00 *	01/04/19	I/N/P
Exceeding 30 tonnes to 60 tonnes	618.30 *	637.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	110.30 *	114.00 *	01/04/19	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	35.75 *	37.00 *	01/04/19	I/N/P
Exceeding 15kg to 100kg	51.75 *	53.00 *	01/04/19	I/N/P
Exceeding 100kg to 250kg	85.20 *	88.00 *	01/04/19	I/N/P
Exceeding 250kg to 1 tonne	123.60 *	127.00 *	01/04/19	I/N/P
<b>Certificate of errors</b>				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	48.12 *	50.00 *	01/04/19	I/N/P
<b>Measuring Instrument Directive</b>				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge *	01/04/17	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>Other Weighing or Measuring Equipment</b>				
Brake tester/spring balance type	58.15 *	60.00 *	01/04/19	I/N/P
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	110.30 *	114.00 *	01/04/19	I/N/P
<b>Standards Services provided to Other Local Authorities</b>				
Testing and Associated Services (per hour)	92.10	95.00	01/04/19	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.74	0.76	01/04/19	I/N/P
Inspections during standard office hours, including travelling time	92.10	95.00	01/04/19	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	63.15	65.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Section 76 of the 1985 Act</b>				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	92.00	95.00	01/04/19	I/N/P
<b>UKAS Laboratory</b>				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	20.00 *	21.00 *	01/04/19	I/N/P
Certificate where total order is less than 100	31.70 *	33.00 *	01/04/19	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	48.95 *	50.00 *	01/04/19	I/N/P
Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply)	31.65 *	33.00 *	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>GLC (General Powers) Act 1985</b> Competitive Bidding - Licence Registration fee	354.85	366.00	01/04/19	I/N/P
<b>Financial Investigation by Accredited Financial Investigator (LA)</b> Where no individual agreement exists, per hour spent by AFI	68.30	70.00	01/04/19	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	66.45 *	68.00 *	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>Parking Facilities</b>				
<b>Penalty Charge Notices</b>				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
<b>Vehicle Clamping and Removal</b>				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>PARKING FACILITIES</b>				
<b>Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Friday (Period Hours)</b>				
0 - 1	0.60 *	Withdrawn *	01/04/19	L
1 - 2	1.20 *	Withdrawn *	01/04/19	L
2 - 3	2.40 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	6.00 *	Withdrawn *	01/04/19	L
5 - 6	7.00 *	Withdrawn *	01/04/19	L
6 - 7	8.00 *	Withdrawn *	01/04/19	L
7 - 8	9.00 *	Withdrawn *	01/04/19	L
over 8	10.00 *	Withdrawn *	01/04/19	L
Lost Ticket	10.00 *	Withdrawn *	01/04/19	L
Solo Motorcycle	No Charge *	Withdrawn *	01/04/19	L
<b>Saturday (Period Hours)</b>				
0 - 1	1.20 *	Withdrawn *	01/04/19	L
1 - 2	2.40 *	Withdrawn *	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Romford Area Car Parks - Mixed Tariff</b> (continued)				
<b>Saturday</b> (Period Hours)				
2 - 3	2.60 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	6.00 *	Withdrawn *	01/04/19	L
5 - 6	7.00 *	Withdrawn *	01/04/19	L
6 - 7	8.00 *	Withdrawn *	01/04/19	L
7 - 8	9.00 *	Withdrawn *	01/04/19	L
over 8	10.00 *	Withdrawn *	01/04/19	L
Lost Ticket	10.00 *	Withdrawn *	01/04/19	L
Solo Motorcycle	No Charge *	Withdrawn *	01/04/19	L
<b>Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Romford Area Car Parks - Mixed Tariff</b> (continued)				
<b>Monday to Saturday</b> (Period Hours)				
7 - 8	New Charge *	11.50 *	01/04/19	C/L
over 8	New Charge *	12.50 *	01/04/19	C/L
Lost Ticket	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycle	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b> (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Market Place</b> (Non-market days)				
0 - 1	0.60 *	1.50 *	01/04/19	L
1 - 2	1.20 *	2.50 *	01/04/19	L
<b>Sunday</b> (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Non-market days & Period Hours)	New Charge *	1.50 *	01/04/19	C/L
<sup>1</sup> Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	0.00 *	0.00 *	01/04/17	L
<sup>1</sup> Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/17	L
<sup>1</sup> Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	L
Pay by Phone Convenience Fee is currently £0.05 for tariff less than £1.00 and £0.10 for tariff above £1.00				
<sup>1</sup> This charge is levied by an external supplier and is not received by the the Council. It is an independent service fee included here for transparency.				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Car Parks excluding Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Friday (Period Hours)</b>				
0 - 30 minutes	No Charge *	Withdrawn *	01/04/19	L
30min - 2	1.50 *	Withdrawn *	01/04/19	L
2 - 3	2.00 *	Withdrawn *	01/04/19	L
3 - 4	3.00 *	Withdrawn *	01/04/19	L
4 - 5	4.00 *	Withdrawn *	01/04/19	L
5 - 6	5.00 *	Withdrawn *	01/04/19	L
6 - 7	6.00 *	Withdrawn *	01/04/19	L
7 - 8	7.00 *	Withdrawn *	01/04/19	L
8 - 12	8.00 *	Withdrawn *	01/04/19	L
Solo Motorcycles	No Charge	Withdrawn	01/04/19	L
6pm to 7am	No Charge	Withdrawn	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Hornchurch &amp; Upminster Area Car Parks</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b> (Flat Fee)	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Collier Row, Cranham, Elm Park, Gidea Park &amp; Rainham Area Car Parks</b>				
<b>Monday to Saturday</b> (Period Hours)				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
30 min - 1	New Charge *	1.50 *	01/04/19	C/L
1 - 2	New Charge *	2.50 *	01/04/19	C/L
2 - 3	New Charge *	3.50 *	01/04/19	C/L
3 - 4	New Charge *	4.50 *	01/04/19	C/L
4 - 5	New Charge *	5.50 *	01/04/19	C/L
5 - 6	New Charge *	6.50 *	01/04/19	C/L
6 - 7	New Charge *	10.50 *	01/04/19	C/L
7 - 8	New Charge *	11.50 *	01/04/19	C/L
8 - 12	New Charge *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Over 30 Mins	New Charge *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Period Hours)	New Charge *	1.50 *	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Season Tickets</b> <b>Romford Central Area</b> All car parks: Per quarter Per month  <b>Outside Romford Central Area</b> 5 Day season – Balgores Square: per quarter per month  <b>All other car parks:</b> per quarter per month				
	200.00 *	210.00 *	01/04/19	I/N/P
	70.00 *	75.00 *	01/04/19	I/N/P
	200.00 *	210.00 *	01/04/19	I/N/P
	70.00 *	75.00 *	01/04/19	I/N/P
	160.00 *	170.00 *	01/04/19	I/N/P
	60.00 *	65.00 *	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b>				
<b>Romford Town Centre</b> (Maximum Stay 2 hours)				
0 - 12 mins	0.20	Withdrawn	01/04/19	L
12 mins - 30 mins	0.60	Withdrawn	01/04/19	L
30 mins - 1 hour	1.00	Withdrawn	01/04/19	L
1 hour - 1 hour 30 mins	1.60	Withdrawn	01/04/19	L
1 hour 30 mins - 2 hours	2.00	Withdrawn	01/04/19	L
<b>Outside Romford Town Centre</b> (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	Withdrawn	01/04/19	L
30 min - 2 hours	1.50	Withdrawn	01/04/19	L
2 - 3 hours	2.00	Withdrawn	01/04/19	L
<b>Upminster Road South Monday to Saturday</b> (Maximum Stay 1 hour)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
30 min - 1 hour	1.50	1.50	01/04/19	L
<b>Sunday</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	New Charge	1.50		
<b>Overnight</b> (Period Hours)	No Charge	No Charge	01/04/19	C/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b> (continued)				
<b>Romford, Hornchurch &amp; Upminster Town Centres. Monday to Saturday (Maximum Stay 3 hours)</b>				
0 - 1	New Charge	1.50	01/04/19	C/L
1 - 2	New Charge	2.50	01/04/19	C/L
2 - 3	New Charge	3.50	01/04/19	C/L
<b>Sunday</b> (Flat Fee)	New Charge	1.50	01/04/19	C/L
<b>Overnight</b> (Period Hours)	No Charge	No Charge	01/04/19	C/L
<b>Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood &amp; Rainham Monday to Saturday</b> (Maximum Stay 3				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	New Charge	1.50	01/04/19	C/L
1 - 2 hours	New Charge	2.50	01/04/19	C/L
2 - 3 hours	New Charge	3.50	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	New Charge	1.50	01/04/19	C/L
<b>Overnight</b> (Period Hours)	No Charge	No Charge	01/04/19	C/L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Controlled Parking Zones</b>				
Resident's parking permit (per annum)				
1st Permit per household	35.00	35.00	03/04/17	L
2nd Permit per household	60.00	60.00	03/04/17	L
3rd Permit per household	85.00	85.00	03/04/17	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/18	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/02/18	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/18	L
Business parking permits (per annum)	200.00	200.00	01/04/16	L
Commuter Bays (per annum)	500.00	500.00	01/04/16	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	L
Amendment to existing permit	25.50	25.50	01/04/16	L
Cancellation of permit	15.00	15.00	07/02/11	L
<b>Other Miscellaneous Charges</b>				
Waiver	20.00	20.00	06/04/15	L
<b>Health and Homecare Permit</b> (per annum)	60.00	60.00	01/04/16	L
Amendment to existing permit	22.50	22.50	06/04/15	L
Cancellation of permit	15.00	15.00	07/02/11	L
<b>License Holder Car Parks</b> (per annum)	90.00 *	200.00 *	01/04/19	D/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Disabled Blue Badge</b> (per 3 years)	10.00	10.00	01/01/12	L
<b>Car Parking in Parks and Open Spaces</b> Effective 01/04/2015 Maximum Stay 5 hours				
<b>Mon - Friday 8.00am to 6.30pm.</b>				
0 - 3 hours	0.20 *	Withdrawn *	01/04/19	L
3 - 5 hours	0.50 *	Withdrawn *	01/04/19	L
<b>Mon - Saturday 8.00am to 6.30pm.</b>				
0 - 1	New Charge	1.50	01/04/19	C/L
1 - 2	New Charge	2.50	01/04/19	C/L
2 - 3	New Charge	3.50	01/04/19	C/L
3 - 4	New Charge	4.50	01/04/19	C/L
4 - 5	New Charge	5.50	01/04/19	C/L
Sundays	No Charge	1.50	01/04/19	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/19	C/L
<b>VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY</b>				
Release of vehicles that have been locked in a car park	80.00	80.00	01/04/18	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/18	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Events Charging For Traffic Management and Parking</b>				
0 - 50 attendees	100.00 *	103.00 *	01/04/19	I/N/P
51 - 100 attendees	200.00 *	206.00 *	01/04/19	I/N/P
101 - 1000 attendees	500.00 *	515.00 *	01/04/19	I/N/P
1001+ attendees	1,000.00 *	1,030.00 *	01/04/19	I/N/P
plus hourly rate of £67 per hour	65.00 *	67.00 *	01/04/19	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	2,050.00 *	2,150.00 *	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Annual Licences</b>				
Animal boarding establishments (Animal Boarding Establishments Act 1963)				
New application	0.00	Withdrawn	01/04/19	L
Renewal	0.00	Withdrawn	01/04/19	L
New application Part A	270.00	Withdrawn	01/04/19	L
New application Part B	100.00	Withdrawn	01/04/19	L
Renewal Part A	150.00	Withdrawn	01/04/19	L
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
New application	0.00	Withdrawn	01/04/19	L
Renewal	0.00	Withdrawn	01/04/19	L
New application Part A (Plus vet fees if applicable)	270.00	Withdrawn	01/04/19	L
New application Part B (Plus vet fees if applicable)	100.00	Withdrawn	01/04/19	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Annual Licences (continued)</b>				
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
Renewal Part A	150.00	Withdrawn	01/04/19	L
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application	0.00	Withdrawn	01/04/19	L
Renewal (no change)	0.00	Withdrawn	01/04/19	L
New application Part A	330.00	340.00	01/04/19	I/N/P
New application Part B	100.00	103.00	01/04/19	I/P
Note: total fee for new application £443				
Renewal Part A	330.00	340.00	01/04/19	I/N/P
Renewal Part B	100.00	103.00	01/04/19	I/P
Note: total fee for renewal £443				
Duplicate	25.00	45.00	01/04/19	D/L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Animal Welfare Licences (The Animal Welfare (Licensing of Activities Involving Animals) England) Regulations 2018</b>				
<b>Providing and arranging boarding for cat/dog kennels, home boarding for dogs</b>				
New Application Part B (Issue Fee)	New Charge	570.00	01/04/19	L
	New Charge	180.00	01/04/19	L
Note: total fee for new application £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
<b>Dog Daycare</b>				
Dog Daycare Part A (Application Fee)	New Charge	570.00	01/04/19	L
Dog Daycare Part 3 (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for new application £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Dog Breeding</b>				
Dog Breeding Part A (Application Fee) (inc vet visit fee)	New Charge	600.00	01/04/19	L
Dog Breeding Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for new application £780				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
<b>Pet Shop Operation</b>				
Pet Shop Operation Part A (Application Fee)	New Charge	570.00	01/04/19	L
Pet Shop Operation Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Pet Shop Operation £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Hiring of Horses</b>				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (inc vet visit fee)	New Charge	600.00	01/04/19	L
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Hiring of Horses £780				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
<b>Keeping or Training of Animals for Exhibitions</b>				
Keeping or training of animals for exhibition Part A (Application Fee)	New Charge	570.00	01/04/19	L
Keeping or training of animals for exhibition Part B (Issue Fee)	New Charge	180.00	01/04/19	L
Note: total fee for Keeping or training of animals for exhibition £750				
Renewal Part A (Application Fee)	New Charge	330.00	01/04/19	L
Renewal Part B (Issue Fee)	New Charge	100.00	01/04/19	L
Note: total fee for renewal application £430				
Variation of Licence	New Charge	570.00	01/04/19	L
Re-rating of Premises	New Charge	270.00	01/04/19	L
Replacement Licence for a lost or defaced Licence	New Charge	45.00	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Special treatment establishments (London Local Authority Act 1991)</b>				
Single treatment	0.00	Withdrawn	01/04/19	L
Multiple treatment	0.00	Withdrawn	01/04/19	L
If paid before the licence expiry date plus 10 working days fee reduced to				
Single treatment	0.00	Withdrawn	01/04/19	L
Multiple treatment	0.00	Withdrawn	01/04/19	L
Variation of licence				
High risk single treatment New	510.00	525.00	01/04/19	I/N/P
High risk single treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £680				
High risk Multiple treatment New	630.00	649.00	01/04/19	I/N/P
High risk Multiple treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £804				
High risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
High risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £310				
High risk Renewal multiple treatment	210.00	216.00	01/04/19	I/N/P
High risk Renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £371				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Annual Licences (continued)</b>				
Variation (additional treatment High risk)	300.00	309.00	01/04/19	I/P
Variation (additional treatment High risk)	0.00	Withdrawn	01/04/19	L
Change of details	100.00	Withdrawn	01/04/19	L
Late renewal surcharge**	40.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.				
low risk single treatment New	330.00	340.00	01/04/19	I/N/P
low risk single treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £495				
low risk multiple treatment New	450.00	464.00	01/04/19	I/N/P
low risk multiple treatment New	150.00	155.00	01/04/19	I/N/P
Note: total fee for new application £619				

### Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

### Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Annual Licences (continued)</b>				
Low risk renewal single treatment	100.00	103.00	01/04/19	I/N/P
Low risk renewal single treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £258				
Low risk renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Low risk renewal multiple treatment	150.00	155.00	01/04/19	I/N/P
Note: total fee for renewal £310				
Variation (additional treatment low risk)*	150.00	155.00	01/04/19	I/N/P
Change of details	25.00	103.00	01/04/19	I/N/P
Late renewal surcharge**	40.00	41.00	01/04/19	I/N/P
Duplicate	25.00	45.00	01/04/19	D/L
* if the additional treatment is high risk the higher fee must be paid.				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Annual Licences (continued)</b>				
<b>Performing Animals</b>				
Performing Animals (Regulations) Act 1925				
Registration	0.00	Withdrawn	01/04/19	L
Certificate	29.00	Withdrawn	01/04/19	L
New application Part A	270.00	Withdrawn	01/04/19	L
New application Part B	50.00	Withdrawn	01/04/19	L
Renewal Part A	90.00	Withdrawn	01/04/19	L
Renewal Part B	No Charge	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
<b>Pet Animals</b>				
Pet Animals Act 1951				
Pet Shops new application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
Renewal (no change)	0.00	Withdrawn	01/04/19	L
Pet Shops New application Part A (plus vet fees if applicable)	315.00	Withdrawn	01/04/19	L
Pet Shops New application Part B	100.00	Withdrawn	01/04/19	L
Renewal Part A	120.00	Withdrawn	01/04/19	L+K403
Renewal Part B	150.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Riding Establishments (Riding Establishments Acts 1964-1970)</b>				
New application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
New application Part A (plus vet fees if applicable)	315.00	Withdrawn	01/04/19	L
New application Part B	50.00	Withdrawn	01/04/19	L
Renewal Part A plus vet inspection fee	90.00	Withdrawn	01/04/19	L
Renewal Part B	50.00	Withdrawn	01/04/19	L
Duplicate	25.00	Withdrawn	01/04/19	L
<b>Zoo Licensing (Zoo Licensing Act 1981)</b>				
New application (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
Application to change (plus vet fees if applicable)	0.00	Withdrawn	01/04/19	L
New Application Part A (Part B no charge) (inc vet visit fee)	630.00	649.00	01/04/19	I/N/P
New application Part B fee	No Charge	Withdrawn	01/04/19	L
Note: total fee for application £649				
Renewal (no change) Part A fee plus vet inspection fee	450.00	464.00	01/04/19	I/N/P
Renewal Part B fee	No Charge	Withdrawn	01/04/19	L
Alteration Part A plus vet inspection fee	550.00	567.00	01/04/19	I/N/P
Alteration Part B plus vet inspection fee	No Charge	Withdrawn	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)</b>	0.00	Withdrawn	01/04/19	L
Application to change licence	Withdrawn	Withdrawn	01/04/19	L
New application Part A (Part B no charge)	2,040.00	2,101.00	01/04/19	I/N/P
New application Part B fee	No Charge	Withdrawn	01/04/19	L
Renewal Part A fee	300.00	309.00	01/04/19	I/P
Renewal Part B fee	100.00	103.00	01/04/19	I/P
Note: total fee for renewal £412				
<b>Hypnotism consent (Hypnotism Act 1952)</b>				
New application Part A	300.00	309.00	01/04/19	I/P
New application Part B	No Charge	Withdrawn	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Street Trading Licences (London Local Authorities Act 1990)</b>				
Subject to review and a separate consultation for proposed street trading protocol				
<b>Trading between 05:00 - 20:00</b>				
Seven days per week	2,102.00	2,165.00	01/04/19	I/N/P
Six days per week	1,802.00	1,856.00	01/04/19	I/N/P
Five days per week	1,507.00	1,552.00	01/04/19	I/N/P
Four days per week	1,202.00	1,238.00	01/04/19	I/N/P
Three days per week	904.00	931.00	01/04/19	I/N/P
Two days per week	601.00	619.00	01/04/19	I/N/P
One day per week	302.00	311.00	01/04/19	I/N/P
<b>Trading between 20:00 - 02:00</b>				
Seven days per week	2,602.00	2,680.00	01/04/19	I/N/P
Six days per week	2,231.00	2,298.00	01/04/19	I/N/P
Five days per week	1,859.00	1,915.00	01/04/19	I/N/P
Four days per week	1,488.00	1,533.00	01/04/19	I/N/P
Three days per week	1,115.00	1,148.00	01/04/19	I/N/P
Two days per week	738.00	760.00	01/04/19	I/N/P
One day per week	370.00	381.00	01/04/19	I/N/P
<b>These can be paid annually in advance</b>				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Temporary Street Trading Licences (up to 6 months)</b>				
<b>Trading between 05.00 and 20.00</b>				
Seven days per week	1,052.00	1,084.00	01/04/19	I/N/P
Six days per week	903.00	930.00	01/04/19	I/N/P
Five days per week	740.00	762.00	01/04/19	I/N/P
Four days per week	601.00	619.00	01/04/19	I/N/P
Three days per week	452.00	466.00	01/04/19	I/N/P
Two days per week	301.00	310.00	01/04/19	I/N/P
One day per week	152.00	157.00	01/04/19	I/N/P
<b>Temporary Street Trading Licences (up to 6 months) (continued)</b>				
<b>Trading between 20.00 and 02.00</b>				
Seven days per week	1,302.00	1,341.00	01/04/19	I/N/P
Six days per week	1,118.00	1,152.00	01/04/19	I/N/P
Five days per week	931.00	959.00	01/04/19	I/N/P
Four days per week	744.00	766.00	01/04/19	I/N/P
Three days per week	558.00	575.00	01/04/19	I/N/P
Two days per week	373.00	384.00	01/04/19	I/N/P
One day per week	194.00	200.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	44.00	45.00	01/04/19	I/N/P
Duplicate Licence	47.00	48.00	01/04/19	I/N/P
Variations to existing Licences	99.00	102.00	01/04/19	I/N/P
<b>Advertisement A Boards</b>				
Removal cost	116.00	119.00	01/04/19	I/N/P
Storage cost per week	11.00	11.00	01/04/19	L
Disposal cost	32.00	33.00	01/04/19	I/N/P
Return cost (collection only)	58.00	60.00	01/04/19	I/N/P
Total cost if not collected within 14 days	211.00	217.00	01/04/19	I/N/P
<b>Abandoned Shopping Trolleys</b>				
Collection fee	31.00	32.00	01/04/19	I/N/P
Storage fee per week/part week	21.00	22.00	01/04/19	I/N/P
Administration fee	26.00	27.00	01/04/19	I/N/P
Disposal of unwanted trolleys	26.00	27.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Stray Dog Service</b>				
Administration Fee	11.00	11.00	01/04/19	L
Weekdays 09:00 - 16:59	52.00	54.00	01/04/19	I/N/P
Weekdays 17:00 - 21:59	67.00	69.00	01/04/19	I/N/P
Weekdays 22:00 - 08:59	73.00	75.00	01/04/19	I/N/P
Weekends 09:00 - 16:59	73.00	75.00	01/04/19	I/N/P
Weekends 17:00 - 08:59	73.00	75.00	01/04/19	I/N/P
Bank Holidays	73.00	75.00	01/04/19	I/N/P
Charge per day per dog/part day	15.00	15.00	01/04/19	L
<b>Land Quality Reports</b>				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	526.00 *	542.00 *	01/04/19	I/N/P
b) 20 working day response	290.00 *	299.00 *	01/04/19	I/N/P
For every hour over 2 hours	85.00 *	88.00 *	01/04/19	I/N/P
To respond to specific questions on land quality hourly rate	85.00 *	88.00 *	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>5 – Year Licence</b>				
<b>Mandatory HMO Licensing (Housing Act 2004)</b>				
<b>New licences:</b>				
Up to 5 lettings	1,115.00	Withdrawn	01/04/19	L
6 - 9 lettings	1,284.00	Withdrawn	01/04/19	L
10 - 14 lettings	1,473.00	Withdrawn	01/04/19	L
15 - 19 lettings	1,630.00	Withdrawn	01/04/19	L
20 lettings and above	1,788.00	Withdrawn	01/04/19	L
 Additional HMO Licence	 900.00	 Withdrawn	 01/04/19	 L
<b>Miscellaneous housing-related fees</b>				
Fee for each type of Statutory Notice served under the Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural surveyors	510.00	Withdrawn	01/04/19	L
 Fee per visit for Housing Inspection and Assessments for Immigration	 133.00	 Withdrawn	 01/04/19	 L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Housing Act 2004: Mandatory Housing of Multiple Occupation (HMO) Licensing</b>				
New Licence Application up to 5 rooms/units Part A	New Charge	650.00	01/04/19	L
New Licence Application up to 5 rooms/units Part B	New Charge	500.00	01/04/19	L
Note: Total fee for new application is £1,150				
New Licence Application for each room above 5 Part A	New Charge	50.00	01/04/19	L
New Licence Application for all rooms above 5 Part B	New Charge	50.00	01/04/19	L
<b>Additional Licensing for Housing of Multiple Occupation (HMO) Licensing</b>				
New Licence Application Part A	New Charge	566.00	01/04/19	L
New Licence Application Part B	New Charge	361.00	01/04/19	L
Note: Total Fee for new application is £927				
Note: If Landlord is accredited by a recognised body there is a discount of £35 off the Part B fee. Additional HMO Licence for all rooms above 5 Part B	New Charge	36.00	01/04/19	L
<b>Caravan site licence</b> (Caravan Sites and Control of Development Act 1960)	378.00	389.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Gambling Act 2005 Bingo Club premises</b>				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,347.00	3,447.00	01/04/19	I/N/P
Annual fee	675.00	695.00	01/04/19	I/N/P
Application to vary	1,121.00	1,155.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
<b>Gambling Act 2005 Bingo Club premises (continued)</b>				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	879.00	905.00	01/04/19	I/N/P
Application for a provisional statement	1,173.00	1,208.00	01/04/19	I/N/P
License application (provisional statement holders)	879.00	905.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Betting shop</b>				
New premises application	1,150.00	1,185.00	01/04/19	I/N/P
Annual fee	600.00	618.00	01/04/19	P
Application to vary	861.00	887.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	880.00	906.00	01/04/19	I/N/P
Application for a provisional statement	1,174.00	1,209.00	01/04/19	I/N/P
License application (provisional statement holders)	880.00	906.00	01/04/19	I/N/P
<b>Betting premises tracks</b>				
New premises application	2,578.00	2,655.00	01/04/19	I/N/P
Annual fee	888.00	915.00	01/04/19	I/N/P
Application to vary	1,133.00	1,167.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	2,578.00	2,655.00	01/04/19	I/N/P
License application (provisional statement holders)	850.00	876.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Family Entertainment centres</b>				
New premises application	1,541.00	1,587.00	01/04/19	I/N/P
Annual fee	676.00	696.00	01/04/19	I/N/P
Application to vary	1,000.00	1,030.00	01/04/19	I/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	1,575.00	1,622.00	01/04/19	I/N/P
License application (provisional statement holders)	884.00	911.00	01/04/19	I/N/P
<b>Adult gaming centres</b>				
New premises application	1,563.00	1,610.00	01/04/19	I/N/P
Annual fee	676.00	696.00	01/04/19	I/N/P
Application to vary	1,031.00	1,062.00	01/04/19	I/N/P
Application to transfer	567.00	584.00	01/04/19	I/N/P
Application for reinstatement	850.00	876.00	01/04/19	I/N/P
Application for a provisional statement	1,560.00	1,607.00	01/04/19	I/N/P
License application (provisional statement holders)	850.00	876.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Scrap Metal Dealers Act 2013</b>				
Application for a new scrap metal site licence	856.00	882.00	01/04/19	I/N/P
Application for a new scrap metal collectors licence	276.00	284.00	01/04/19	I/N/P
Application for a variation of an existing licence	139.00	143.00	01/04/19	I/N/P
Site licence to a collectors licence				
Application for a variation of an existing licence	722.00	744.00	01/04/19	I/N/P
<b>Scrap Metal Dealers Act 2013 (continued)</b>				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	191.00	197.00	01/04/19	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	856.00	882.00	01/04/19	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	258.00	266.00	01/04/19	I/N/P
Lost licence replacement	25.00	26.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marriage Act 1949</b>				
Wedding Registration				
New application Part A fee	675.00	695.00	01/04/19	I/N/P
New Application Part B fee	180.00	185.00	01/04/19	I/N/P
Note: Total fee parts A and B £880				
Renewal of Premises Licensing				
Renewal Part A fee	195.00	201.00	01/04/19	I/N/P
Renewal Part B fee	180.00	185.00	01/04/19	I/N/P
Note: Total fee parts A and B £386				
<b>Primary Authority</b>				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,236.00	1,273.00	01/04/19	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	62.00	64.00	01/04/19	I/N/P
<b>Food</b>				
<b>Health Export Certificates</b>				
(these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them). Food Hygiene Rating Requested rerating inspection,	52.00	54.00	01/04/19	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	202.00	208.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>PLANNING AND BUILDING CONTROL:</b>				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.25 *	0.30 *	01/04/19	I/N/P
Photocopying of plans (per sheet)	19.75 *	20.25 *	01/04/19	I/N/P
Other Planning requests - per hour (minimum 1/2 hour)	74.75	77.00	01/04/19	I/N/P
Other Building Control requests - per hour	74.75	77.00	01/04/19	I/N/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
<b>Section 106 Monitoring</b> - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please contact the Planning service.				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	235.00	242.00	01/04/19	I/N/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	77.50	80.00	01/04/19	I/N/P
5pm - 8am - per hour	77.50	80.00	01/04/19	I/N/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Pre-Application advice</b>				
Pre-Application advice				
Householder/Small Business - Face to Face	53.25 *	55.00 *	01/04/19	I/N/P
Householder/Small Business - Written Response	85.50 *	88.00 *	01/04/19	I/N/P
Change of Business Premises up to 99 sq.m	159.25 *	164.00 *	01/04/19	I/N/P
<b>Pre-Application advice - Residential units/Commercial or Industrial Floor space</b>				
1 residential unit	159.25 *	164.00 *	01/04/19	I/N/P
1 residential unit - Follow up advice	32.00 *	33.00 *	01/04/19	I/N/P
2-3 residential/100-499sq m floor space	318.25 *	328.00 *	01/04/19	I/N/P
2-3 residential/100-499sq m floor space - Follow up advice	63.50 *	65.50 *	01/04/19	I/N/P
4-9 residential/500-999 sq. m floor space	848.75 *	874.25 *	01/04/19	I/N/P
4-9 residential/500-999 sq. m floor space - Follow up advice	210.25 *	216.50 *	01/04/19	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,592.00 *	1,640.00 *	01/04/19	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	315.25 *	325.00 *	01/04/19	I/N/P
25-49 residential/2000-4999 sq. m floor space	1,857.25 *	Withdrawn *	01/04/19	L
25-49 residential/2000-4999 sq. m floor space - Follow up advice	367.75 *	Withdrawn *	01/04/19	L
50-99 residential/5000-9999 sq. m floor space	2,122.50 *	Withdrawn *	01/04/19	L
50-99 residential/5000-9999 sq. m floor space - Follow up advice	420.25 *	Withdrawn *	01/04/19	L
100+ residential/10000+ sq. m floor space	2,652.75 *	Withdrawn *	01/04/19	L
100+ residential/10000+ sq. m floor space	525.50 *	Withdrawn *	01/04/19	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Planning Performance Agreements (PPA)</b>				
Initiation Fee	New Charge	5,000.00	01/04/19	L
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	New Charge	20,000.00	01/04/19	L
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m,	New Charge	30,000.00	01/04/19	L
Mineral extraction up to 10 hectares				
Residential 101-150 dwellings, Non-residential 5001-10000 sq m,	New Charge	40,000.00	01/04/19	L
Mineral extraction 10.1- 20 hectares				
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m,	New Charge	50,000.00	01/04/19	L
Mineral extraction 20.1 – 30 hectares				
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	New Charge	70,000.00	01/04/19	L
Residential 601-900 dwellings	New Charge	90,000.00	01/04/19	L
Residential 901+ dwellings	New Charge	100,000.00	01/04/19	L
Research, retrieval and copy of one document for domestic properties	41.25	42.50	01/04/19	I/N/P
Research, retrieval and copy of one document for non-domestic properties	62.00	64.00	01/04/19	I/N/P
For each additional document	19.75	20.50	01/04/19	I/N/P
Planning Condition History Search (30 minutes)	37.25	38.50	01/04/19	I/N/P
Additional research time (per 15 minutes)	18.75	19.25	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	116.25	120.00	01/04/19	I/N/P
Request for written confirmation that Enforcement Notice complied with or of no effect	144.25	148.50	01/04/19	I/N/P
Request to withdraw Enforcement Notice where no longer of effect	824.00	848.72	01/04/19	I/N/P
High Hedge Complaint	500.00	515.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource  
Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Licenced Trader Market Charges</b>				
<b>Monthly Charges (Includes Weds, Fri &amp; Sat Markets)</b>				
<b>Market - All Locations</b>				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage	11.70	11.70	01/04/15	L
<i>(Electricity Charges will be applied to all licences other than to Extra Land (Daily Charge))</i>				
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L
<b>Other one-off charges</b>				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomintation of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
<b>Casual Trader Market Charges</b>				
<b>Daily Charges</b>				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Extra Market Days – At Christmas/Sundays/Banks Holidays</b>				
<b>Daily Charges</b>				
<b>Market - All Locations</b>				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	18.00	01/04/15	L
<b>Casual Traders</b> - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
<b>Extra Land</b> (Daily Charge)	5.35	5.35	01/04/15	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Exchequer and Transactional Services**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Legal Fees</b>				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Electoral Registration</b>				
<b>Sale of Electoral Registers</b>				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Electoral Registration</b>				
<b>Registration Certificate</b>	17.90	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	3.85	4.10	01/04/19	I/N/P
Photocopying:				
First page	2.20	2.35	01/04/19	I/N/P
Cost per additional page	0.30	0.35	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Legal &amp; Democratic Services</b>				
Licences to Assign (Seal)	750.00	773.00	01/04/19	I/N/P
Licence to Alter	750.00	773.00	01/04/19	I/N/P
Sale of Council Houses - Mortgage Fees	139.00	143.00	01/04/19	I/N/P
Mortgage Redemption Fees:				
Early redemption	126.00	130.00	01/04/19	I/N/P
Complete term	66.00	68.00	01/04/19	I/N/P
Deeds of release for pre-emption discount repayment	147.00	151.00	01/04/19	I/N/P
Release from Mortgage Covenant	95.00	98.00	01/04/19	I/N/P
Second Charge Questionnaire	99.00	102.00	01/04/19	I/N/P
Enquiries re: Discount repayment from Commercial sources	71.00	73.00	01/04/19	I/N/P
Administration fee re:enquiries from commercial sources on 2nd charges	52.00	54.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences: Single payment Annual payment	56.00 21.00	58.00 21.00	01/04/19 01/04/14	I/N/P P
Lease of shops/offices: Town centre Other	750.00 505.00	1,500.00 1,000.00	01/04/19 01/04/19	C/P C/P
Complex Commercial Leases  (fees dependent on complexity, urgency and time)				
Sale of surplus land/property N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Unilateral Undertaking	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
<b>Legal Charges</b>				
S38 Highways Act 1980 Supervision	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Section 278 Highways Act 1980	£140 - £230 ph	£144 - £237 ph	01/04/19	I/N/P
Highway Agreements (Minimum Fee)	530.00	546.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Use of Council Chamber and Committee Rooms – Town Hall</b>				
Council Chamber				
Monday to Friday - per whole day	357.00	368.00	01/04/19	I/N/P
Monday to Friday - per half day	179.00	184.00	01/04/19	I/N/P
Weekends - per whole day	494.00	509.00	01/04/19	I/N/P
Weekends - per half day	249.00	256.00	01/04/19	I/N/P
Evenings - after 6pm (Fridays and weekends only)	216.00	222.00	01/04/19	I/N/P
Committee Room 3				
Monday to Friday - per whole day	222.00	229.00	01/04/19	I/N/P
Monday to Friday - per half day	111.00	114.00	01/04/19	I/N/P
Monday to Friday - per 2 hour session	84.00	87.00	01/04/19	I/N/P
Evening - after 6pm (Fridays and weekends only)	111.00	114.00	01/04/19	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	34.00	35.00	01/04/19	I/N/P
Room 2	34.00	35.00	01/04/19	I/N/P
Room 4	34.00	35.00	01/04/19	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Land and Property Services</b> Various charges for services to private sector				
<b>Democratic Services</b> Copies of the Constitution	30.00	31.00	01/04/19	I/N/P
<b>All Departments</b> <b>Local Government (Access to Information) Act 1985</b> Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.00	2.00	01/04/15	L
Cost per additional page	0.20	0.20	01/04/15	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Admission appeals</b>				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	155.00	160.00	01/04/19	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	188.00	194.00	01/04/19	I/N/P
Per appeal heard	250.00	258.00	01/04/19	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/19	I/N/P
Per appeal subject to judicial review proceedings	agreed on basis	agreed on basis	01/04/19	I/N/P
Fixed Term Contract( min 2 yrs)		210 per appeal	01/04/19	C/P
<b>Exclusion reviews</b>				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	151.00	156.00	01/04/19	I/N/P
Per review withdrawn once papers for hearing have been distributed	179.00	185.00	01/04/19	I/N/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Education Appeals:</b>				
<b>Per review heard</b>				
For first hour of hearing and up to four hours of the clerk's time after the	296.00	305.00	01/04/19	I/N/P
For each subsequent hour or part of an hour of hearing; plus	67.00	69.00	01/04/19	I/N/P
For each subsequent hour or part of an hour of clerk's time	47.00	48.00	01/04/19	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/19	I/N/P
Per review subject to judicial review proceedings	agreed on basis of work required	agreed on basis of work required	01/04/19	I/N/P
<b>Applications to correct the Registers of Common Land and Town and</b>				
Declaration of entitlement to exercise a right of common	34.00	35.00	01/04/19	I/N/P
Creation of a right of common resulting in the registration of new common	No charge	No charge		
Creation of a right of common over existing common land	133.00	137.00	01/04/19	I/N/P
Variation of a right of a common	133.00	137.00	01/04/19	I/N/P
Apportionment of a right of common	133.00	137.00	01/04/19	I/N/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	133.00	137.00	01/04/19	I/N/P
Transfer of a right in gross	54.00	56.00	01/04/19	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2018/19 (from April 2018) £	Charges 2019/20 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common	100.00	100.00	15/12/14	I/N/P
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	199.00	205.00	01/04/19	
Registration of a new town or village green other than by owner	No charge	No charge	15/12/14	
Registration of a new town or village green by the owner	No charge	No charge	15/12/14	

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



# FINANCE RISK REGISTER

## APPENDIX D

Reference	Title	Description	Category	Value	Likelihood	Impact	Rating	Mitigating Action	Risk Owner
C1	Spending Review 2019	The Spending Review will determine the control totals Local Government have available over the next few years. With global financial uncertainty and the effects of Brexit there is a significant risk that the spending review will result in further austerity		Unclear - Last spending round reduced funding by approx £5m per year	3	3	9	Lobby the Government at every available opportunity. Joint work with London Councils and other boroughs to demonstrate the impact of austerity on front line services	Corporate
C2	Change to NHB Rules	The 2018 Technical consultation indicated a possible change to the rules regarding award of NHB. The new methodology will revolve around a Housing Delivery test the details of which have yet to be confirmed. Havering currently assumes no new NHB for 2019/20 but significant new NHB thereafter		Up to £2.7m	3	2	6	Lobby the Government that they need to support new house building and the financial support must not be top sliced from other funding for local government.	Housing
C3	Impact of Brexit	There is uncertainty regarding the UK's relationship with the EU moving forward. The potential implications are wide ranging on local authorities including interest rates, the value of the pound and the costs of products, services and staffing. There may be an impact on the 2019 Spending Review.		Unclear	3	1	3	Review all national announcements. Make preparations for all eventualities where possible	Corporate
C4	Loss/reduction in Business Rates	One Impact of austerity is failure of local businesses. Business rates are in part locally retained meaning that significant downturn in yield will have a direct impact. The Londonwide pool will smooth this effect but could also result in a far more significant impact if some larger businesses in central London closed.		Unclear	2	2	4	Support local businesses - Attract new business to the borough through regeneration	Corporate
C5	Change in National Government	We currently have a minority Government and so there will always be the possibility of a snap election. A change of national leadership could introduce different views and policies which could affect local government		Unclear	2	2	4	No Mitigating Action - Watching Brief	Corporate
C6	New Legislation	The Government could at anytime introduce new legislation or transfer new burdens to local government. History has shown that frequently new legislation is not accompanied by enough associated funding		Unlikely to be significant	2	1	2	Lobby the Government that any new burdens must have a fair level of funding provided. Regularly review Government announcements to ensure any legislation changes are picked up at an early stage to enable forward planning	Corporate
C7	The impact of delays, changes, and market fluctuations to the Regeneration Programme	The regeneration models contained in the business cases make assumptions regarding inflation, interest rates and the property market. Changes to these factors could affect the expected yields. There is also a significant cost associated with delays to the programme either caused by changes to proposals or any other reason		Could be significant	2	3	6	Ensure all business cases are robust and financially recognise the potential impact of any delays or changes to market conditions+110	Corporate
C8	Interest Rate change	An increase in interest rates will have a direct impact on the Council's treasury strategy. Potential increases in borrowing will directly impact on the Councils MTFP and affordability decisions on major future Capital plans		xxxx per 1%	2	1	2	Review likelihood and adjust MTFS at a prudent time	Treasury
C9	Higher than expected inflation	If there was a significant increase in inflation this would result in cost of services increasing and potential pay awards all of which would be a direct pressure on the MTFS.		xxxx per 1%	2	2	4	Review likelihood and adjust MTFS at a prudent time	Corporate
C10	Higher than expected population growth/ demographics	The Council's plans recognise the effect of population growth and the demographic pressures that brings particularly to Social Care. If either the population increased at a higher rate or factors such as poverty and deprivation resulted in increased demand above current planned amounts then this would have a direct impact on the MTFS		Unclear	1	2	2	Continually review assumptions based on the latest figures and periodically update the MTFS	Social Care
C11	IBCF and other Grants	The Government has announced grant funding up until 2019/20 as part of the 4 year settlement. Funding after this point is far less clear and whilst this is taken into account in the MTFS a loss of smaller grants will impact on planning.		Unlikely to be significant	2	1	2	Act promptly following Government announcements. Adjust the MTFS where necessary	Corporate
C12	Pension Fund Performance/Actuarial Review	A downturn in the performance of the pension fund could result in increased contributions being required at the next triennial review. This will have a direct impact on the MTFS assumptions		Unlikely to be significant	1	2	2	Ensure a continued prudent position in the MTFS - Update when the outcome of the triennial review is apparent	Treasury
C13	Budget Failure/ Overspends	The MTFS allows for any recognised ongoing budget pressures. Unbudgeted overspends will depleted general and earmarked reserves. This could lead to future year budget pressures either through planned contributions to reserves or through continued overspends.		Unlikely to be significant	1	2	2	Ensure Services develop action plans to contain overspends. Monitor the current year closely and accurately. Update the MTFS where it becomes apparent an overspend is unavoidable and ongoing	Corporate
C14	IT System Failure	Significant IT failure could result in loss of service provision, potential loss of data and additional repair/replacement costs		Unclear	1	3	3	Ensure all systems are fully supported Ensure reserves are adequate to mitigate this risk	Corporate
C15	Future Waste disposal arrangements	There are already significant sums built into both the ELWA budget and the Councils MTFP to cover the preparations for the end of the waste contract in 2027. These costs however could easily increase as 2027 gets nearer.		Unlikely to be significant	1	2	2	Support and help ELWA develop the work needed in the lead up to 2027. Ensure the MTFP reflects the agreed levy position	Corporate
C16	Adverse Weather/Cold winter	A cold or wet winter can result in increased environmental costs through gritting or possibly flood alleviation. Freezing weather also can break up road surfaces resulting in emergency repairs		£1m?	2	1	2	Watching Brief. Ensure general reserves are sufficient to mitigate this risk	Environment
C17	Fraud	The Council has measures in place to minimise the risk of fraud. If a major financial fraud was discovered this could have a reputational risk and result in additional costs both to improve systems and to mitigate any uninsured losses.		Unclear	1	2	2	Ensure all systems and controls are in place with appropriate governance and internal audit regularly review procedures.	Corporate

C18	JV Failure	The JV's all have business cases with returns on investments at various points to the Council. Failure of a JV could be for a number of reasons but will result in both additional costs and loss of income to the Council		Significant - several £m	1	3	3	Continued Council close monitoring and support for JV's	Regeneration
C19	Affordability of Capital Programme	The Capital programme will be based on a funding strategy. Significant overspends or enhancements to projects will result in a revenue pressure through increased contributions on higher borrowing and MRP costs		Unlikely to be significant	1	1	1	Ensure tight monitoring and controls are in place for all capital schemes. Ensure any significant variances are identified and are reported to enable appropriate governance of the new spend position	Corporate
C20	Collection Rates	Council Tax is set on assumed collection rates. Failure to achieve those rates will have an impact on the collection fund and the level of bad debt provision required. Both of these items will impact on future planning.		Unlikely to be significant	1	1	1	Ensure debt collection process is efficient and up to date. Promote digital initiatives to minimise debt and other initiatives such as increase use of DD's for Business Rates and Council Tax	Corporate
C21	Public Health Joint Funding	The Public Health Grant has reduced over the last two years and is quite likely to continue to be squeezed. This could potentially impact on the future funding of Council Services		Unclear	1	1	1	Review Government announcements	Health
C22									

LIKELIHOOD	
Total Remote Risk	1
Total Possible Risk	2
Total Very Likely Risk	3

FINANCIAL IMPACT		
LOW		1
MEDIUM		2
HIGH		3

GENERAL FUND BUDGET	2019/ 2020	2018/2019
	Net	Net
	Exp	Exp
	£000	£000
Planning & Economic Development	(2,060)	(534)
Roads, Pavements & Car Parking	746	1,901
Education	41,119	42,568
Rubbish, Waste Collection & Street Cleaning	6,152	6,730
Environmental Health & Trading Standards	2,385	2,789
Housing (General Fund Only)	4,129	3,534
Culture and Leisure	5,039	5,773
Social Services	58,110	54,363
Public Health	(1,651)	(1,651)
Other Services	40,142	38,837
Total - all services	154,111	154,310
Contingency and Provisions	1,000	1,000
<b>HAVERING'S NET EXPENDITURE</b>	<b>155,111</b>	<b>155,310</b>
Levies		
East London Waste Authority	17,049	15,887
Environment Agency - Thames Region	187	184
Environment Agency - Anglian Region	22	21
Lee Valley Regional Park Authority	222	211
London Pension Fund Authority	320	306
Unringfenced Grants	(13,516)	(11,991)
<b>TOTAL EXPENDITURE</b>	<b>159,393</b>	<b>159,928</b>

### Change in Council's Expenditure

	£m
2019/20 Budget	159.4
2018/19 Budget	160.0
<b>Net Total Change</b>	<b>(0.6)</b>
Budget Pressures	13.0
Inflation	1.9
Increase in Levies	1.2
Provisions & Other Issues (including Grant & Funding Changes)	(3.5)
<b>Sub Total</b>	<b>12.6</b>
Efficiencies/Savings	(13.2)
<b>Net Total</b>	<b>(0.6)</b>

This page is intentionally left blank

Description	2019/20	2020/21	2021/22	2022/23	4 Year Plan
	£m	£m	£m	£m	£m
Corporate pressures	5.998	7.315	9.459	5.305	<b>28.077</b>
Demographic Pressures	6.005	4.213	3.435	3.592	<b>17.245</b>
Potential loss of grant	7.368	9.402	0.000	0.000	<b>16.770</b>
Assumed savings	(13.257)	(9.146)	(9.491)	(8.487)	<b>(40.382)</b>
Proposals to close 2019/20 budget	(8.900)				<b>(8.900)</b>
Growth	2.786	1.000			<b>3.786</b>
<b>TOTAL</b>	<b>0.000</b>	<b>12.784</b>	<b>3.403</b>	<b>0.410</b>	<b>16.597</b>

**Corporate Pressures** are made up of:

- Forecast Increases in the ELWA Levy

The cost of waste disposal is annually agreed with ELWA (East London Waste Authority). The main cost increase relates to inflationary increases in the 25 year contract agreed in 2002 with Renewi (formerly Shanks). Havering along with the other 3 boroughs (Redbridge, Newham and Barking and Dagenham) have also begun to set money aside for the transition period leading up to the end of the contract.

- Capital financing and interest assumptions

The Council has an ambitious and far reaching regeneration programme which will rejuvenate key areas of the borough. The Council will invest significantly in the early years of these schemes with a return on investment in some cases maturing only in the medium term. Full business cases for the Joint Ventures are provided elsewhere on this Cabinet agenda.

- Review of reserves balances, risk requirements and provisions

As set out later in this report, the Council is planning to increase general balances to reflect both the level of savings made over the last 10 years and also the current significant national financial uncertainty.

- Future cost of concessionary travel

The cost of concessionary travel is largely based on usage (ie journeys undertaken by pass holders). The Londonwide overall cost is subject to an

annual settlement with Transport for London (TFL) and the other train and bus operators. Havering could face increases in costs either through the inflationary increases in this settlement or increase usage by residents of the borough.

- Future Pension Fund costs

The Council's pension fund is subject to a triannual valuation by appointed actuaries. This process reviews the overall health of the fund and makes recommendations on contributions the Council should make to the Fund.

**Demographic Pressures** are made of:

- Adult Social Care demographics
- Children's Social Care demographics
- Pay and contractual Inflation

The Council has a growing population with increasingly complex needs. Provision is made in the MTFS for projected increase in client numbers in both Adults' and Children's. The services continually work to contain costs whilst continuing to deliver the best outcomes their clients. The transformation programme will review all the social care processes in order to maximise efficiency and produce the best solution for clients.

Pay awards are controlled nationally and the MTFS makes provision for anticipated future increases. The Council aims to contain all other inflationary costs but recognises the need to provide for contractual uplifts and market uplifts in areas such as Social Care.

**Potential Loss of Grant (20/21 grant loss assumptions in brackets)**

- Improved Better Care Fund or IBCF (£5.6m)
- Social Care Grant (£1.7m)
- Public Health Grant (£0.7m)
- New Homes Bonus (£0m)
- Revenue Support Grant (£1.4m)

The grant announcements relating to IBCF and the Social Care Grant are silent after 2019/20. The MTFS currently assumes they will be discontinued after 2019/20. This is a pessimistic but prudent position to take until further clarity is published following the outcome of the forthcoming consultation on Adult Social Care Green Paper.

The Public Health Grant pressure recognises reductions to that grant over the last two years.

The New Homes Bonus assumption however assumes that there will be no further reductions to the remaining £2.9m grant after 2019/20. To achieve this position will require significant additions to the number of homes in the borough over the next three years. This will be closely monitored each quarter.

The MTFS assumes a cut of £1.4m revenue support grant in 2020/21 but no further general grant reductions after that as by then Havering's RSG will be zero. However, this is uncertain and may change following the Fairer Funding Review and Spending Review in 2019.

## Savings Assumptions

The Council has already agreed a challenging programme of savings over the next four years. Implementation of these savings is essential to balance the budget but it is recognised that a pro-active approach will be needed to achieve the desired outcome.

The Council has built in £13.3m of savings proposals into its balanced budget for 2019/20. These proposals follow on from year on year savings of over £70m in the last five years. Clearly the compound effect of these proposals increases the risk of non-delivery. The proposals put forward for 2019/20 have been fully scrutinised and validated but it is recognised that there is an increased risk of non-delivery. The Council's policy on reserves recognises this risk.

The MTFS assumes a further £27m of ongoing savings and increased income over the next three years from 2020/23. Most of these savings are transformational and will be reviewed at regular intervals. As stated earlier in this report the transformation programme has a number of additional strands which are also expected to help close the 2020/21 gap. These will add to the savings figures in the MTFS table above.

## Sensitivity Analysis

The assumptions used to formulate the MTFS are robust and are the best available at this time. These assumptions however are subject to fluctuations and will change over time. The sensitivity analysis below shows the impact of changes to the current assumptions in the MTFS.

Notional Impact on Council Tax of Risks	Budget Impact	Council Tax Impact
	£m	%
1% increase in pay	0.9	0.74%
1% increase in contract inflation	0.7	0.54%
1% increase in Adult client numbers / demographics	1.0	0.83%
1% increase in borrowing rates	0.6	0.50%
Failure to achieve New NHB in 2020/21	2.1	1.74%
10% Non Delivery of 2019/20 savings proposals	1.4	1.16%

This page is intentionally left blank





# Cleaner, Safer, Prouder *Together*

## Havering Council's plan for 2019/20



I hope you will agree with me that Havering is a fantastic place to live.

We have great parks and open spaces, great schools, bustling town centres and relatively low crime.

As your Council Leader, my job is to protect what we love about living here while making the borough an even better place to live, work and do business.

Over the next year and beyond our focus will be on investing in cleaner streets, parks, community safety and improving our roads.

At the same time we will help young and old fulfil their ambitions through the delivery of a £3bn investment programme that will improve the borough as a place to live. It will bring thousands of new jobs and genuinely affordable homes while helping to create new business opportunities.

We will do this while providing you with maximum value for money by keeping council tax increases as low as possible. In future years your council will be smaller and smarter in the way that we deliver services while working more with our community as a team to get things done.

Havering has a fantastic future. It is both a huge privilege and responsibility to serve as your Council Leader.

Cllr Damian White  
Leader of Havering Council



## COMMUNITIES

A helping hand

*Helping young and old fulfil their potential through high-achieving schools and by supporting people to live safe, healthy and independent lives.*

## PLACE

Great place to live

*Making sure that our neighbourhoods are a great place to live by investing in them and keeping them clean, green and safe with access to quality parks and leisure facilities.*





## OPPORTUNITIES

Making life better

*Helping people get on in life by creating jobs and skills opportunities and building genuinely affordable homes.*

## CONNECTIONS

Making life easier

*Making it easier for people to get around and online by investing in road, transport links, faster internet and free Wi-Fi in town centres.*





## OPPORTUNITIES

Making life better

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Delivering value for money</b>  <div>Page 275</div>	Ensuring that our residents receive the best possible services at the lowest possible cost	<ul style="list-style-type: none"> <li>• An annual savings programme to reduce the cost of delivering services</li> <li>• Review of contracts to be carried out to identify long-term savings opportunities</li> <li>• Maximise income from Council Tax and Business Rates collection</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver £13 million of savings</li> <li>• Reduce contract costs by £300,000</li> <li>• Collect a minimum of 97% of council tax and 98.7% business rates</li> <li>• Only increase council tax to fund improvements to services</li> </ul>

## OPPORTUNITIES

Making life better

Page 276

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Helping people to succeed in life</b>	<p>Supporting people to gain a well-paid job by developing new skills and growing Havering's economy</p> <p>Brokering sustainable employment opportunities</p> <p>Upskilling people in future growth sectors</p> <p>Ensuring that the Council's regeneration and investment plans go beyond bricks and mortar by improving lives through job opportunities</p>	<ul style="list-style-type: none"> <li>• A jobs brokerage service which matches people with local employment opportunities</li> <li>• New training opportunities for residents by working with Havering College and the Mayor's Construction Academy</li> <li>• 'Social Value' projects linked to the borough's regeneration and investment programme</li> </ul>	<ul style="list-style-type: none"> <li>• Number of opportunities generated</li> <li>• Social value statements agreed and delivered</li> <li>• For Havering to be higher than the national average when it comes to supporting care leavers into employment, training or education</li> </ul>

## OPPORTUNITIES

Making life better

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Helping our businesses grow</b>  <div>Page 277</div>	<p>Attracting new investment that local business can benefit from</p> <p>Supporting existing and new businesses</p> <p>Supporting the growth of key employment sectors, including engineering, construction, manufacturing and creative industries</p> <p>Growing Rainham Employment Strategic Industrial Location (SIL)</p>	<ul style="list-style-type: none"> <li>• Maximised contributions from developers to Community Infrastructure Levy</li> <li>• Investment in town centres</li> <li>• Enable the development of high quality commercial space to support inward investment</li> <li>• Bid to become a supply hub for the expansion of Heathrow</li> <li>• Develop a Digital Innovation Hub in Rainham</li> <li>• Secure new investment for Rainham SIL</li> </ul>	<ul style="list-style-type: none"> <li>• CIL and S106 agreed for investment in Havering</li> <li>• Funding attracted through external funding streams to support growth</li> <li>• Major commercial investments attracted to the borough</li> </ul>

## COMMUNITIES

### Giving a helping hand

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Giving children the best start in life and helping them achieve at school</b>	<p>Expanding school places to meet demand</p> <p>Delivering a new free school for children with special educational needs and disabilities.</p> <p>Deliver our Ofsted improvement programme for Children's Social Care</p>	<ul style="list-style-type: none"> <li>School places expansion programme</li> <li>Confirm site and build timeframe for the new special free school</li> <li>Ofsted improvement programme milestones for 2019/20</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of Havering parents receiving an offer of their first preference school</li> <li>Children's Services rated as Good with Outstanding Features by 2022</li> </ul>



## COMMUNITIES

### Giving a helping hand

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>The needs of our most vulnerable residents are identified and met</b>	<p>Identifying and targeting support to people who need it the most</p> <p>Providing a Local Offer to young people who are leaving our care</p> <p>Stimulating the provider market to secure better services for vulnerable people, including those with autism</p> <p>Ensuring a zero tolerance against rogue landlords</p>	<ul style="list-style-type: none"> <li>Develop predictive approaches in key areas that allow us to target support more precisely</li> <li>Deliver the Care Leaver Local Offer.</li> <li>Further develop the market to expand the availability of Personal Assistants.</li> <li>Implement the Additional Licensing Scheme for Housing of Multiple Occupation (HMO)</li> </ul>	<ul style="list-style-type: none"> <li>Impact of predictive approaches</li> <li>Percentage of care leavers in education, work or training</li> <li>Percentage of adult social care service users receiving direct payments</li> <li>Number of new HMO licenses issued</li> <li>Number of HMOs enforced against</li> </ul>

## COMMUNITIES

### Giving a helping hand

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Havering residents are healthy and active</b> Page 280	<p>Adopting a council-wide approach to health and develop a Joint Health and Wellbeing Strategy for 2018-21</p> <p>Integrating health visiting, school nursing and Early Help services including children's centres</p> <p>Working with schools and early year provision to improve health education</p>	<ul style="list-style-type: none"> <li>Joint Health and Wellbeing Strategy agreed by Heath and Wellbeing Board in July 2019</li> <li>Engage the public and partners in the redesign of health visiting and school nursing services</li> <li>Deliver 'Healthy Early Years London' (HEYL) project and support schools to deliver a new health curriculum from 2020</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of physically inactive adults</li> <li>Percentage of children achieving a good level of development</li> <li>Number of settings registered with HEYL and Healthy Schools London</li> </ul>

## COMMUNITIES

### Giving a helping hand

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Families and communities look after themselves and each other</b>	<p>Supporting people to remain independent and live in their own homes while reducing the risk of homelessness</p> <p>Piloting the next generation of assistive technology</p> <p>Increasing community resilience to help people to look after themselves</p> <p>Reviewing our Housing Allocations Policy</p>	<ul style="list-style-type: none"> <li>• Further Integration of adult care and community health services to improve the delivery of those services</li> <li>• Identify opportunities to develop assistive technology</li> <li>• Work with communities to help design community hubs</li> <li>• Advice and support to ensure residents receive appropriate housing according to their circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Delayed transfers of care (per 100,000 population)</li> <li>• Number of residents using assistive technology</li> <li>• Number of people using community hubs</li> <li>• Percentage of homelessness preventions and reliefs</li> </ul>

## PLACES

Great place to live

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Havering is kept clean and safe</b>  <div>Page 282</div>	<p>Delivering a new approach to safeguarding young people against risks including youth violence, exploitation and radicalisation</p> <p>Reducing incidents of violence in the borough</p> <p>Increasing the frequency of street cleaning in residential streets and providing a best value service for cleaning, waste and recycling.</p> <p>Improving air quality</p>	<ul style="list-style-type: none"> <li>Design and deliver an adolescent safeguarding hub to be implemented from September 2019</li> <li>Hold a Violent Crime Summit to drive action across partnership groups</li> <li>Deliver a waste minimisation campaign</li> <li>Deliver the borough's Air Quality Action Plan by the end of March 2020.</li> </ul>	<ul style="list-style-type: none"> <li>Number of young people who are engaged in the preventative education programme</li> <li>Reducing the rate of violence with injury</li> <li>Level of waste per head of population</li> <li>Level of Nitrogen Dioxide recorded at selected sites</li> </ul>

## PLACES

Great place to live

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Havering has excellent leisure facilities and award winning parks</b>	<p>Millions of pounds invested in excellent leisure and sporting facilities</p> <p>Keeping Havering green with parks and open spaces amongst the best in London</p>	<ul style="list-style-type: none"> <li>• Work underway on the new Hornchurch Leisure Centre</li> <li>• New Green Flag awards achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing the number of people who use our leisure centres</li> <li>• Number of parks with Green Flag status</li> </ul>

## PLACES

Great place to live

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Provide quality and genuinely affordable homes</b>	<p>Deliver 500 Affordable Rented homes, 175 Low Cost Home Ownership properties and 200 units made up of other forms of affordable housing.</p> <p>Bring forward the North West Romford Small Sites programmes</p>	<ul style="list-style-type: none"> <li>Submission of planning applications for Solar, Serena and Sunrise Courts, Waterloo Estate and Bridge Close</li> <li>Demolish Napier and New Plymouth Houses and Solar, Serena and Sunrise Courts</li> </ul>	<ul style="list-style-type: none"> <li>Number of new homes proposed in planning applications</li> <li>Feasibility of NW Romford scheme confirmed and Small Sites Delivery Strategy adopted</li> </ul>

## PLACES

Great place to live

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Strengthening the attractiveness of our town centres</b>	<p>Delivering the Romford town centre Masterplan, based on the agreed vision for the next 10-15 years</p> <p>Developing renewal and investment plans for each district town centre</p> <p>Working with local businesses to create a safe, diverse and vibrant evening experience</p>	<ul style="list-style-type: none"> <li>Cabinet approval for the Romford masterplan for March 2020</li> <li>Work to start on the Rainham masterplan</li> <li>Assess the feasibility for a potential new Business Improvement District (BID) in Hornchurch</li> </ul>	<ul style="list-style-type: none"> <li>Romford Masterplan developed by December 2019</li> <li>Submission of external funding bids for district town centre renewal</li> <li>BID feasibility study completed for Hornchurch</li> </ul>



## PLACES

Great place to live

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Improving our housing estates</b>  <div>Page 286</div>	Investing £10 million into a housing estate improvement programme	<ul style="list-style-type: none"> <li>We will start the process of commissioning an estate improvement programme to enhance the quality of the communal surroundings and estates, which will include external deep cleaning, replacing dilapidated fencing, upgrading lighting and environmental improvements</li> </ul>	<ul style="list-style-type: none"> <li>Programme delivered on time and to budget</li> <li>Increased tenant and leaseholder satisfaction</li> </ul>



## CONNECTIONS

Making life easier

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Making it easy to get around</b>  Page 287	<p>Investing in transport routes and connections that make it easier to get into London, get around the borough and travel across Essex</p> <p>Delivering a consistent and sustainable approach to parking to meet the needs of residents, businesses and visitors</p>	<ul style="list-style-type: none"> <li>• Explore the feasibility of a Havering North to South Tram Link</li> <li>• Enable the comprehensive delivery of the Beam Parkway development, including a new station and transport links</li> <li>• Implement the new Parking and Highways Strategy for Havering</li> </ul>	<ul style="list-style-type: none"> <li>• Potential routes and costings for North to South connection to be completed by the end of September 2019</li> <li>• Beam Parkway A1306 works to start by the end of August 2019</li> <li>• Work programme and schemes approved by end June 2019</li> </ul>

## CONNECTIONS

Making life easier

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Improving roads and pavements</b>  Page 288	£40 million invested over four years to resurface roads and pavements and fix potholes	<ul style="list-style-type: none"><li>• Delivery of a comprehensive roads and pavement improvement programme</li></ul>	<ul style="list-style-type: none"><li>• Annual programme delivered to time and budget</li><li>• Number of potholes repaired with a permanent fix</li></ul>

## CONNECTIONS

Making life easier

Outcome	We are doing it by...	What we will deliver	Measures of success
<b>Using technology to improve the way we live</b> Page 289	<p>Rolling out super-fast broadband and free Wi-Fi across our town centres</p> <p>Delivering digital improvements to enhance the customer experience and enable self-service</p> <p>Ensuring that good customer experience is at the heart of our Digital Service design and the wider delivery of public services</p>	<ul style="list-style-type: none"> <li>Roll out broadband and Wi-Fi to all town centres</li> <li>Digital Strategy developed and approved by mid-2019</li> <li>Promote digital awareness and digital skills development within the community</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of the borough with fast and affordable broadband access</li> <li>Percentage of council services that are accessible digitally</li> <li>Proportion of publicly accessible Council facilities offering residents assistance to access digital services</li> </ul>





## What will help us get there

### COMMUNITY

Working as a team with our community to tackle local challenges and improve life in our neighbourhoods.

### TECHNOLOGY

Making better use of technology to make life easier for our residents and to reduce the cost of public services.

### BETTER USE OF ASSETS

Optimising the use of council assets to improve the customer experience, increase income and reduce cost.

### COMMERCIALISATION

Developing a more commercial approach to the way that we deliver public services by understanding the true cost of delivering services which will lead to more efficient procurement and contract control.



This page is intentionally left blank

## **Appendix H**

### **Monitoring Officer Advice on the Budget Setting Report**

#### **Introduction**

This advice supplements the legal implications that specifically relates to the decisions to be made on the budget. This appendix sets out in some detail members' responsibilities to set a legal budget and how members should approach the task. It also reminds members about the rules concerning disclosable pecuniary interests. There is significant level of detail but this is because the budget is the most significant decision the Council will make each year and the setting of the Council Tax has implications for all residents.

#### **Members' Fiduciary Duties**

The Council must set a balanced budget in each year. The obligation to make a lawful budget each year is shared equally by each individual member. In discharging this obligation, members owe a fiduciary duty to the council tax payer. This means the Council's resources must be used to their best advantage including:

- Expenditure must be on items within the Council's powers
- Expenditure on lawful items must be prudent and any forecasts or assumptions such as rates of interest or inflation must themselves be rational
- The budget setting powers must be used in good faith and for the purposes conferred, i.e. the delivery of the duties and powers of the Council for the benefit of the residents of Newham.
- Members must have regard to the level of Council Tax necessary to sustain it
- Members must have regard to the advice of the Chief Finance Officer and Monitoring Officer.

Within this overall framework, there is considerable scope for discretion. Members will bear in mind that in making the budget, commitments are being entered which will have an impact on future years. Some such commitments are susceptible to change in future years, such as staff numbers which are capable of upward or downward adjustment at any time. Other commitments, however, impose upon the Council future obligations which are binding and cannot be adjusted, such as loan charges to pay for capital schemes.

Party loyalty and party policy are capable of being relevant considerations for the individual member when setting the budget provided the member does not blindly follow the party line without considering the relevant factors and professional advice and without properly exercising any real discretion.

Members should take into account the advice of the Chief Finance Officer (the Chief Operating Officer) and the Monitoring Officer (Deputy Director of Governance and Law).

This page is intentionally left blank



**REPORT TO CABINET, 13 FEBRUARY 2019 –  
CAPITAL STRATEGY AND PROGRAMME**

This page is intentionally left blank

## CABINET

6 February 2019

**Subject Heading:**

**Capital Strategy and Programme**

**Cabinet Member:**

**Councillor Damian White, Leader**

**SLT Leads:**

**Jane West**  
(Chief Finance Officer)

**Report Author and contact details:**

**Mark White**  
Capital Finance Manager  
01708 433624  
[mark.white@onesource.co.uk](mailto:mark.white@onesource.co.uk).

**Policy context:**

This report presents the Council's Capital Strategy and associated Capital Programme for agreement by Cabinet and recommendation on to Council for consideration and approval.

**Financial summary:**

The Council is required to approve the Capital Strategy as per the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in the Public Services Code of Practice. The Council is required to set a balanced budget and the capital strategy and subsequent capital programme form part of this process. The financial implications of this strategy are included as part of the 2019/20 Budget Medium Term Financial Strategy report elsewhere on this agenda.

**Is this a Key Decision?**

**Yes**

**Is this a Strategic Decision?**

**Yes**

**When should this matter be reviewed?**

Annually

**Reviewing OSC:**

Overview and Scrutiny Board

**The subject matter of this report deals with the following Council Objectives**

Communities making Havering	[ X ]
Places making Havering	[ X ]
Opportunities making Havering	[ X ]
Connections making Havering	[ X ]

**SUMMARY**

The Council is required by statute (the Prudential Code for Capital Finance in Local Authorities, 2017 Edition) to agree the capital programme and associated capital strategy. Local authorities are required to have regard to the current editions of this code by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) Regulations 2003 [SI 3146].

This report sets out the Authority's Capital Strategy and presents the Council's proposed capital budget for 2019/20 and the medium term.

**RECOMMENDATIONS**

**Cabinet is asked to:**

1. **Approve** the capital strategy contained within this report noting its impact on both the capital programme and overall contribution to the setting of the revenue budget for 2019/20 and beyond
2. **Recommend to Council for consideration and approval** the 2019/20 and ongoing Capital Programme (subject to business cases for the regeneration schemes being approved in line with the governance process)
3. **Agree** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
4. **Approve** the use of capital receipts to fund the revenue costs of two eligible proposals – the Oracle and CRM system transformations – under the MHCLG Guidance on the Flexible Use of Capital Receipts.
5. **Agree** that externally funded schemes can be added to the capital programme up to £500k as and when funding is confirmed. Any external funding over £500k will be subject to approval by the Chief Financial Officer.
6. **Agree** that the relevant Cabinet Member, together with the Cabinet Member for Finance and Property be delegated authority to commence tender processes and accept tenders for capital schemes included within the approved programme under the block programme allocations or delegation arrangements set out in this report.

7. **Note** the capital prudential indicators included within the capital strategy when approving the capital programme to ensure affordability.

<b>REPORT DETAIL</b>
----------------------

**1. Capital Strategy**

**1.1 Overview**

- 1.1.1 This capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It should be read in conjunction with the following reports, all of which can be found elsewhere on this agenda:

- Treasury Management Strategy Statement (TMSS)
- Medium Term Financial Strategy (MTFS)
- HRA Business Plan and rent setting report
- Investment and Regeneration Business Cases

The capital strategy is underpinned by the strategic aims of the Council as outlined in the Corporate Plan – Cleaner, Safer and Prouder Together, which is seeking formal approval elsewhere on the agenda. The future capital investment will be focused into the delivery of these objectives for the Council.

- 1.1.2 The corporate plan includes the four objectives below;

- Opportunities – Making life better
- Place – Great place to live
- Connections – Making life easier
- Communities – A helping hand

The Council is investing in major developments across the borough as part of the Regeneration schemes and Mercury Land Holdings portfolio, planning to deliver new and replacement affordable homes and enabling self sustaining communities to grow.

- 1.1.3 The capital programme includes an investment in the core infrastructure of carriageways and footways, and the capital programme recognises the commitment to managing the performance, risk and expenditure on its infrastructure assets.
- 1.1.4 The asset management investment focuses on maintaining the core assets including the office estate, schools and other operational buildings against an asset management plan. The Council is currently undertaking an Accommodation Strategy refresh and looking at rationalising its estate and maximising the utilisation of those assets. A paper is being produced for Cabinet setting out the Council's Asset Management Strategy. The Council has brought together its budgets in relation to its operational asset management into a Corporate Landlord function which prioritises repairs and maintenance across the office estate and operational buildings. Ongoing repairs and maintenance budgets, including funding for health and safety work, are built into both the revenue budget and capital programme.

## **1.2 Governance of capital approvals**

- 1.2.1 The capital programme, which is updated for new proposed schemes, revised profiling, slippage and changes in expenditure projections is presented to full Council every year for approval. Council approval of the programme gives an allocation to budget managers in the capital programme. Separate approval is required in line with the financial regulations, delegations and approved budget envelopes. The capital programme reported here covers the current MTFS reporting period of four years, However with the Council's engagement in longer term capital investments the timeframe over which the capital programme and financing costs are monitored extend beyond this period.
- 1.2.2 The process for including new schemes in the 2019/20 capital programme was undertaken as part of corporate budget setting, with a standardised bidding process. Project outlines were considered in terms of delivery of corporate objectives or operational plans, and a shortlist of schemes were approved for the production of outline business cases for consideration by Cabinet.
- 1.2.3 Any bids for capital funding outside the approved capital programme in year would need to include a business case demonstrating either a clear link to corporate objectives or the requirement to meet an operational imperative, establish the funding source to meet the cost and follow approval processes laid down in the Council's standing orders and financial regulations.
- 1.2.4 There is an established methodology for the development of project documentation and business cases, overseen by the corporate Programme Management Office. There is a corporate system which holds the key programme performance and delivery information used to manage and monitor the milestones, risk and outcomes of the programmes.

- 1.2.5 The above investments and processes are taking place against a background of austerity and significant uncertainty in the future sources of funding for local government. It is therefore a key aim of the Council's capital strategy that it delivers a financial return on investment, such as capital receipts or new revenue streams, or delivers key strategic priorities.
- 1.2.5 Value for money (VFM) is a key component of capital projects. As part of the business case development and evaluation process, projects will need to show that all options have been considered and that the option that has been chosen is cost efficient and effective. The monitoring and management of these projects against the business case assumptions ensures that the focus on value for money remains for the life of the project.
- 1.2.6 The Council has chosen not to invest in purely commercial projects. Its capital investment is primarily related to increasing and improving the provision of a rich mix of housing tenures that help to address the acute housing need in the borough. There is a commercial return built into a number of the schemes but this is not the predominant focus for the Council.

## **2. 2019/20 – 2024/25 General Fund (GF) Capital Programme**

### **2.1 Overview**

- 2.1.1 In November 2018, Cabinet considered the new capital bids for inclusion in the 2019/20 – 2024/25 programme. After taking into consideration the existing approved capital programme, new bids and the capital investment plans, the full proposed capital programme has been developed for Members to approve.
- 2.1.2 New requirements under the Prudential Code require the Council to separate out its main Capital Programme from its Capital Investments. These were combined previously. The following sections of this report set out:-
- the existing main programme (section 2.2)
  - the new bids proposed for the main programme (section 2.3)
  - amendments to the Regeneration Programme (section 2.4)
- 2.1.3 The capital budgets submitted for approval of expenditure are presented excluding anticipated slippage from the existing capital programme. Actual slippage will be reported and rolled forward into 2019/20 as part of the closure of the 2018/19 accounts.
- 2.1.4 The 2019/20 GF Capital Programme does not include HRA capital spend which is approved through the HRA Business plan report.

## **2.2 Existing Capital Programme**

- 2.2.1 Table 1 below splits out the existing already approved capital programme by key themes whilst Appendix 1 sets out the full 2019/20 and beyond existing capital programme, revised to reflect the current position on the existing schemes eg to incorporate slippage and in-year budget virements.

**Table 1 - Existing Capital Programme & Funding**

<b>Summary of Existing Approved Capital Programme</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Adults Services	0.000	2.800	0.000	0.000	<b>2.800</b>
Cemeteries and Crematoriums	0.998	1.500	0.000	0.000	<b>2.498</b>
Childrens Services	1.950	0.000	0.000	0.000	<b>1.950</b>
Corporate Assets	0.527	0.077	0.000	0.000	<b>0.604</b>
Environment	0.020	0.000	0.000	0.000	<b>0.020</b>
Highways	2.351	2.000	2.000	2.000	<b>8.351</b>
IT Infrastructure	1.000	0.620	0.620	0.620	<b>2.860</b>
Leisure	11.930	5.668	0.854	0.485	<b>18.937</b>
Libraries	0.112	0.028	0.000	0.000	<b>0.140</b>
Parks & Open Spaces	0.134	0.000	0.000	0.000	<b>0.134</b>
Economic Regeneration	8.239	3.295	0.000	0.020	<b>11.554</b>
Schools Expansions Programme	18.887	6.254	2.000	0.000	<b>27.141</b>
Schools Maintenance	1.757	0.261	0.000	0.000	<b>2.018</b>
<b>Total Capital Expenditure</b>	<b>47.905</b>	<b>22.503</b>	<b>5.474</b>	<b>3.125</b>	<b>79.007</b>
<b>Funding</b>					
Capital Receipts	5.140	2.947	0.000	0.000	<b>8.087</b>
Revenue and Reserve Contributions	0.000	0.000	0.000	0.000	<b>0.000</b>
Grants	25.355	9.771	2.000	0.020	<b>37.146</b>
Section 106/ CIL	1.339	0.000	0.000	0.000	<b>1.339</b>
Borrowing	16.072	9.784	3.474	3.105	<b>32.435</b>
<b>Total Funding</b>	<b>47.905</b>	<b>22.503</b>	<b>5.474</b>	<b>3.125</b>	<b>79.007</b>

## **2.3 New Capital Bids**

- 2.3.1 In addition to the existing capital programme there has also been a review of the future capital requirements undertaken across the business. A shortlist of proposals was initially considered by Cabinet in November 2018. The updated new bids are shown in Table 2 below. Cabinet is asked to recommend these bids to Council for approval as part of the approval of the total Capital Programme.

**Table 2 – New Capital Programme for approval**



<b>Internally Funded Schemes Presented for Approval</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>Total £m</b>
<b>Highways</b>						
Highways Infrastructure Investment Programme	8.800	10.000	0.000	0.000	0.000	<b>18.800</b>
Parking Investment	1.200	0.000	0.000	0.000	0.000	<b>1.200</b>
<b>Environment</b>						
CCTV Investment	0.250	0.000	0.000	0.000	0.000	<b>0.250</b>
<b>Economic Regeneration</b>						
Bridge Close - School	0.000	8.289	4.910	2.455	0.000	<b>15.654</b>
Bridge Close - Medical Facility	0.000	0.000	2.278	1.639	1.229	<b>5.146</b>
<b>IT Infrastructure</b>						
Oracle Cloud Enterprise Resource Planning System	4.500	0.000	0.000	0.000	0.000	<b>4.500</b>
Customer Relationship Management System	1.800	0.000	0.000	0.000	0.000	<b>1.800</b>
<b>Capital Contingency</b>						
Capital Contingency	2.000	0.000	0.000	0.000	0.000	<b>2.000</b>
<b>Total Internally Funded Schemes</b>	<b>18.550</b>	<b>18.289</b>	<b>7.188</b>	<b>4.094</b>	<b>1.229</b>	<b>49.350</b>
<b>Externally Funded Schemes Presented for Approval</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>Total £m</b>
<b>Schools Expansions &amp; Maintenance</b>						
Schools Maintenance Programme 19/20	2.000	0.000	0.000	0.000	0.000	<b>2.000</b>
Schools Basic Needs 20/21	0.000	21.953	0.000	0.000	0.000	<b>21.953</b>
Additional SEN Grant	0.598	0.000	0.000	0.000	0.000	<b>0.598</b>
<b>Environment</b>						
TFL Local Implementation Plan Grant 2019/20	1.918	0.000	0.000	0.000	0.000	<b>1.918</b>
<b>Housing (GF)</b>						
Disabled Facilities Grant	1.680	0.000	0.000	0.000	0.000	<b>1.680</b>
<b>Total Externally Funded Schemes</b>	<b>6.196</b>	<b>21.953</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>28.150</b>
<b>TOTAL NEW GF CAPITAL PROGRAMME</b>	<b>24.746</b>	<b>40.242</b>	<b>7.188</b>	<b>4.094</b>	<b>1.229</b>	<b>77.500</b>
<b>Funding Sources of Schemes Presented for Approval</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>Total £m</b>
Capital Receipts	8.300	0.000	0.000	0.000	0.000	<b>8.300</b>
Revenue and Reserve Contributions	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Grants	6.196	21.953	0.000	0.000	0.000	<b>28.150</b>
Section 106/ CIL	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Borrowing	10.250	18.289	7.188	4.094	1.229	<b>41.050</b>
<b>TOTAL FUNDING</b>	<b>24.746</b>	<b>40.242</b>	<b>7.188</b>	<b>4.094</b>	<b>1.229</b>	<b>77.500</b>

2.3.2 Details of the additional projects being proposed to be added to the capital programme are as follows:-

- An additional £10m per annum in 2019/20 and 2020/21 is to be added into the Highways investment programme funded from the additional traffic and parking income proposed in the Improving Traffic Flows Strategy.
- An additional £250k is to be built in for investment into CCTV. The current CCTV system requires investment. The equipment, including cameras, is over 10 years old and is now less reliable. It therefore critical to upgrade the system to ensure it remains fit for use. The bid will also fund investment in two mobile cameras that can be targeted as required.
- An additional £28.1 million of external funding is to be added to the capital programme over the next 2 years. These include indicative figures for Transport for London (TFL), Schools Basic Needs and the Disabled Facilities Grant.
- It is proposed that £4.541 million in capital receipts is set aside to to implement a new Oracle Cloud Enterprise Resource Planning system to replace the current 1Oracle systems for finance and human resources. The current 1Oracle system is outdated and increasingly expensive to support as, from July 2019, Newham and Havering will be the only two councils of the original seven using the system. The current plan is to move to Oracle Cloud for 1 April 2020. Although Cloud based systems are revenue projects, there is a government scheme to allow the use of capital receipts for specific Transformation projects that deliver an ongoing saving (which Oracle Cloud does). The full business case can be found elsewhere on this agenda.
- Similarly, it is proposed that capital receipts of £1.8m are set aside for a new Customer Relationship Management (CRM) system again asking for funding from capital receipts for specific Transformation projects that deliver an ongoing saving (which CRM does, including cost avoidance). The current CRM is bespoke and very costly to support. It needs to be upgraded by 2020 as the current platform is due to come out of support. The full business case will be considered at Cabinet in the New Year.
- In addition to the above new schemes included in the November Cabinet report on the MTFS there is an additional requirement for a new school and a new medical facility as a result of the Bridge Close project. Whilst alternative funding sources are being investigated, the capital programme will need to include the funding of these projects to enable the scheme to progress. The total costs of these projects are £15.6m for the school and £5.1m for the medical facility.
- The externally funded schemes have no impact on the Council's MTFS or prudential borrowing figures as these are all entirely funded from external funding sources and do not call on the Council's capital resources.

2.3.3 In addition to the schemes outlined above, it is proposed that a corporate capital contingency is established to cover unforeseen circumstances within existing programmes or essential unplanned or emergency capital expenditure. It is proposed that £2m is to be set aside, funded initially from capital receipts to be allocated by the Chief Finance Officer.

2.3.4 As can be seen from the above tables the majority of the internally funded new capital projects are funded from prudential borrowing. This will have the result of additional capital financing costs over the life of the assets. These costs are factored into the MTFS and where possible off set against income generation. The capital financing costs as a result of the additional borrowing for the additional projects are set out below:

<b>Table 3</b>	<b>ADDITIONAL REQUIREMENT - MRP &amp; INTEREST</b>						
	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>Total £m</b>
Highways Infrastructure	0.132	0.634	0.550	0.000	0.000	0.000	<b>1.316</b>
Parking Investment	0.018	0.066	0.000	0.000	0.000	0.000	<b>0.084</b>
CCTV	0.004	0.054	0.000	0.000	0.000	0.000	<b>0.058</b>
Bridge Close – School	0.000	0.124	0.530	0.307	0.135	0.000	<b>1.096</b>
Bridge Close – Medical Facility	0.000	0.000	0.034	0.150	0.109	0.067	<b>0.360</b>
	<b>0.154</b>	<b>0.878</b>	<b>1.114</b>	<b>0.457</b>	<b>0.244</b>	<b>0.067</b>	<b>2.914</b>

2.3.5 Whilst these costs are factored into the MTFS for prudent financial planning purposes, alternative funding sources will be investigated and used where possible to mitigate these costs, delivering a saving on the revenue budget.

## **2.4 Regeneration Programme**

2.4.1 Included within the capital programme are a number of Regeneration schemes that because of their treatment as capital investments, as part of the new prudential code requirements are reported separately in the authority's capital programme. Each scheme has an individual business case setting out the risks and merits which have either been reviewed or are in the process of being reviewed by Members. The capital strategy brings all these schemes, along with the Council's full capital programme together but Members are asked to review the individual business cases for a full understanding of each of the schemes. These business cases are included as items elsewhere on the agenda for Members consideration.

2.4.2 Table 4 below shows the current spending plans (based on latest business plans) for all of the regeneration schemes being proposed

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
<b>Regeneration Programme</b>							
<b>Joint Ventures</b>							
Rainham & Beam Park Housing Zone	25.930	21.832	16.000	0.000	0.000	0.000	<b>63.762</b>
Bridge Close	40.800	7.269	5.810	5.825	2.956	10.505	<b>73.165</b>
Bridge Close - land transfer	0.000	0.000	0.000	6.535	7.783	0.000	<b>14.318</b>
Provision for Future Regeneration Opportunities (borrowing)	30.000	10.000	0.000	10.000	0.000	0.000	<b>50.000</b>
Provision for Future Regeneration Opportunities (land)	0.000	30.000	30.000	30.000	0.000	0.000	<b>90.000</b>
<b>Mercury Land Holdings</b>							
Mercury Land Holdings - North Street - loans	3.153	0.218	0.000	0.000	0.000	0.000	<b>3.371</b>
Mercury Land Holdings - Hornchurch Opportunities - equity (borrowing)	0.825	0.000	0.000	0.000	0.000	0.000	<b>0.825</b>
Mercury Land Holdings - Hornchurch Opportunities - equity (land)	2.250	0.000	0.000	0.000	0.000	0.000	<b>2.250</b>
Mercury Land Holdings - Hornchurch Opportunities- loans	2.709	4.795	0.345	0.000	0.000	0.000	<b>7.849</b>
Mercury Land Holdings - Homelessness - equity	5.590	8.323	2.571	0.000	0.000	0.000	<b>16.484</b>
Mercury Land Holdings - Homelessness - loan	8.385	12.485	3.856	0.000	0.000	0.000	<b>24.726</b>
Mercury Land Holdings - Rainham Opportunity Site - equity (borrowing)	0.000	1.720	1.820	0.000	0.000	0.000	<b>3.540</b>
Mercury Land Holdings - Rainham Opportunity Site - equity (land)	0.000	1.000	0.000	0.000	0.000	0.000	<b>1.000</b>
Mercury Land Holdings - Rainham Opportunity Site - loans	0.000	0.000	7.877	3.529	0.195	0.000	<b>11.601</b>
Mercury Land Holdings - Quarles - Equity	6.199	0.000	0.000	0.000	0.000	0.000	<b>6.199</b>
Mercury Land Holdings - Quarles Loans	0.894	4.601	4.430	0.142	0.000	0.000	<b>10.067</b>
Mercury Land Holdings - Reactive Acquisition Fund	20.000	0.000	0.000	0.000	0.000	0.000	<b>20.000</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>146.735</b>	<b>102.243</b>	<b>72.709</b>	<b>56.031</b>	<b>10.934</b>	<b>10.505</b>	<b>399.157</b>

### 2.4.3 The proposed funding of these schemes is as follows

<b>Table 5 - Regeneration Programme Funding</b>							
<b>Funding Sources</b>	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Capital Receipts	50.250	48.000	30.000	36.535	7.783	0.000	<b>172.568</b>
Revenue and Reserve Contributions	0.000	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Grants	0.000	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Section 106/ CIL	0.000	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Borrowing	96.485	54.243	42.709	19.496	3.151	10.505	<b>226.589</b>
<b>TOTAL FUNDING</b>	<b>146.735</b>	<b>102.243</b>	<b>72.709</b>	<b>56.031</b>	<b>10.934</b>	<b>10.505</b>	<b>399.157</b>

### 2.4.4 Details of the regeneration schemes being requested as part of the capital programme are:

- Rainham & Beam Park Housing Zone

This scheme was originally approved for progression at Cabinet on 13 December 2017 with capital expenditure forecasts based on the original business plan. Since the original approval the project has developed with the capital expenditure above based on latest business plans. Inclusion in the capital programme ensures that the capital expenditure approvals are in place subject to the full business case being approved – item elsewhere on this agenda.

- Bridge Close

This scheme was originally approved for progression at Cabinet on 15 November 2017 and again was based on the original business case for the project. Like with Rainham & Beam Park the scheme has developed and the

latest capital expenditure forecasts are based on the new business plan. Inclusion in the capital programme ensures that the capital expenditure approvals are in place subject to the full business case being approved – item elsewhere on this agenda.

- Mercury Land Holdings

The original business plan was approved at Cabinet on 15 November 2017. Since this approval new schemes and opportunities have been identified and this new capital programme includes a number of new projects. Inclusion in the capital programme ensures that the capital expenditure approvals are in place subject to the full business cases being approved setting out the individual projects and their risks and benefits associated with them – item elsewhere on this agenda.

2.4.5 Like with the new capital projects, if these regeneration schemes are approved and progress then additional prudential borrowing will be required. This borrowing will result in revenue capital financing costs over the profile of the schemes as shown below. Whilst these costs are factored into the MTFS for prudent financial planning purposes, alternative funding sources will be used where possible to mitigate these costs, delivering a saving on the revenue budget.

2.4.6 It is important to acknowledge that once the developments move into the delivery phase, the costs of the programmes become more significant, including for example the costs of borrowing or the costs of maintaining an operational construction site. Therefore any delays in the programme that add time into the development phase plans will bring with it additional material costs over and above these business plan assumptions.

2.4.7 It should also be acknowledged that as these regeneration ventures progress, there are costs incurred in the preparation of the schemes and the establishment of the delivery vehicles that are sunk costs, and have occurred in this or previous years. If any of the schemes at any stage in the future do not progress to final delivery and completion, then these costs could fall to the Council with no mechanism for recovery.

Table 6	ADDITIONAL INCREMENTAL PRESSURES - MRP & INTEREST							
	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	Total £m
Rainham & Beam Park	0.119	0.588	0.314	0.000	0.000	0.000	0.000	<b>1.021</b>
Bridge Close	0.162	0.811	0.560	0.465	0.423	0.350	0.683	<b>3.454</b>
Provision for Regeneration	0.450	1.200	0.350	0.150	0.350	0.000	0.000	<b>2.500</b>
Mercury Land Holdings	0.624	1.405	0.592	0.197	-0.113	-0.066	-0.340	<b>2.299</b>
	<b>1.355</b>	<b>4.004</b>	<b>1.816</b>	<b>0.812</b>	<b>0.660</b>	<b>0.284</b>	<b>0.343</b>	<b>9.273</b>

- 2.4.8 The primary reason for undertaking these schemes, and therefore including these projects in the capital programme, is regeneration. However, the business cases have identified a number of additional benefits arising alongside the regeneration. One of the benefits is the estimated financial return to the Council that will arise as a result of the delivery of the projects. The return generated from these regeneration projects will offset the budget pressure arising from the capital financing costs of borrowing and provide future funds for reinvestment. There will also be a return to support the Council's MTFS from MLH as a result of the Council making loans to the company. The income streams included in the project business plans are:

<b>Table 7</b>	<b>ADDITIONAL INCREMENTAL SAVINGS - INCOME</b>							
	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>Total £m</b>
Rainham & Beam Park	0	0	0	0	(8.225)	2.998	(1.054)	<b>(6.281)</b>
Bridge Close	0	0	0	0	(1.500)	(11.877)	12.312	<b>(1.065)</b>
Mercury Land Holdings	(1.321)	(1.345)	(0.625)	(0.200)	0.256	0.173	0.463	<b>(2.599)</b>
<b>Total</b>	<b>(1.321)</b>	<b>(1.345)</b>	<b>(0.625)</b>	<b>(0.200)</b>	<b>(9.469)</b>	<b>(8.706)</b>	<b>11.721</b>	<b>(9.945)</b>

Full details of the additional pressures and savings for the individual schemes are included in the medium term financial strategy

- 2.4.9 In addition to the income streams shown above, dividends will also be payable from MLH, although at present it is assumed these are reinvested in further regeneration schemes.
- 2.4.10 The primary existence of these regeneration projects are for regeneration purposes and it's important to acknowledge that these income stream can be more volatile than other investments made solely for treasury purposes (details of which are set out in the TMSS elsewhere in the agenda). Members are reminded that over reliance on these income streams should not be made when setting a balanced budget and that by approving these schemes, Members are happy with the overall balance of income that these projects contribute to the budget setting process.

## **2.5 2019/20-2024/25 General Fund (GF) Capital Programme**

- 2.5.1 Taking into consideration the existing capital programme, new bids and the regeneration programme (as all set out above) the total GF capital programme and associated funding sources are:

Table 8 – Total Havering GF capital

Summary of Capital Programme	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£m	£m	£m	£m	£m	£m	£m
Adults Services	0.000	2.800	0.000	0.000	0.000	0.000	<b>2.800</b>
Cemeteries and Crematoriums	0.998	1.500	0.000	0.000	0.000	0.000	<b>2.498</b>
Childrens Services	1.950	0.000	0.000	0.000	0.000	0.000	<b>1.950</b>
Corporate Assets	0.527	0.077	0.000	0.000	0.000	0.000	<b>0.604</b>
Environment	2.188	0.000	0.000	0.000	0.000	0.000	<b>2.188</b>
Highways	12.351	12.000	2.000	2.000	0.000	0.000	<b>28.351</b>
Housing (GF)	1.680	0.000	0.000	0.000	0.000	0.000	<b>1.680</b>
IT Infrastructure	7.300	0.620	0.620	0.620	0.000	0.000	<b>9.160</b>
Leisure	11.930	5.668	0.854	0.485	0.000	0.000	<b>18.937</b>
Libraries	0.112	0.028	0.000	0.000	0.000	0.000	<b>0.140</b>
Parks & Open Spaces	0.134	0.000	0.000	0.000	0.000	0.000	<b>0.134</b>
Economic Regeneration	8.239	11.584	7.188	4.114	1.229	0.000	<b>32.354</b>
Schools Expansions Programme	19.486	28.207	2.000	0.000	0.000	0.000	<b>49.693</b>
Schools Maintenance	3.757	0.261	0.000	0.000	0.000	0.000	<b>4.018</b>
Capital Contingency	2.000	0.000	0.000	0.000	0.000	0.000	<b>2.000</b>
Regeneration Programme	146.735	102.243	72.709	56.031	10.934	10.505	<b>399.157</b>
<b>Total Capital Expenditure</b>	<b>219.386</b>	<b>164.988</b>	<b>85.371</b>	<b>63.250</b>	<b>12.163</b>	<b>10.505</b>	<b>555.664</b>
<b>Funding</b>							
Capital Receipts	63.690	50.947	30.000	36.535	7.783	0.000	<b>188.955</b>
Revenue and Reserve Contribution	0.000	0.000	0.000	0.000	0.000	0.000	<b>0.000</b>
Grants	31.551	31.725	2.000	0.020	0.000	0.000	<b>65.296</b>
Section 106/ CIL	1.339	0.000	0.000	0.000	0.000	0.000	<b>1.339</b>
Borrowing	122.807	82.316	53.371	26.695	4.380	10.505	<b>300.074</b>
<b>Total Funding</b>	<b>219.386</b>	<b>164.988</b>	<b>85.371</b>	<b>63.250</b>	<b>12.163</b>	<b>10.505</b>	<b>555.664</b>

## 2.6 Capital Expenditure and Financing - Prudential Indicators

2.6.1 Capital expenditure is incurred where the Council spends money on assets, such as property or vehicles that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. Details of the Council's policy on capitalisation can be found in the Council's accounting policies.

2.6.2 In 2019/20, the Council is planning capital expenditure of £283.066m (including HRA) as summarised below:

Table 9: Prudential Indicator: Estimates of Capital Expenditure in £ millions

	2017/18 actual £m	2018/19 budget £m	2019/20 budget £m	2020/21 budget £m	2021/22 budget £m
General Fund services	51.165	71.120	72.651	62.745	12.662
Council housing (HRA)	33.056	67.459	63.680	80.464	53.359
Regeneration Programme	4.472	6.279	146.735	102.243	72.709
<b>TOTAL</b>	<b>88.693</b>	<b>144.858</b>	<b>283.066</b>	<b>245.452</b>	<b>138.730</b>

The main General Fund capital projects include highways, schools maintenance and expansions, IT infrastructure and leisure, and these can be seen in the detailed capital programme section of this report.

The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. The HRA capital programme supports the ongoing capital maintenance of the housing stock, the delivery of decent homes standards alongside a significant investment in the 12 Estates regeneration programme and the acquisition of affordable homes across other regeneration schemes. The HRA business plan (which includes the proposed HRA capital programme) is an item elsewhere on the agenda.

- 2.6.3 All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

*Table 10: Capital financing in £ millions*

	2017/18 actual £m	2018/19 forecast £m	2019/20 forecast £m	2020/21 forecast £m	2021/22 budget £m
Capital Receipts	22.457	15.331	63.690	50.947	30.000
Revenue & Reserves	27.945	68.267	25.688	38.340	23.335
Grants & Contributions	22.744	42.416	32.890	31.725	2.000
Borrowing	15.547	18.844	160.798	124.440	83.395
<b>TOTAL</b>	<b>88.693</b>	<b>144.858</b>	<b>283.066</b>	<b>245.452</b>	<b>138.730</b>

- 2.6.4 Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. The Council's full minimum revenue provision statement is available as part of the Treasury Management Strategy Statement.

- 2.6.5 The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £151.988m during 2019/20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

*Table 11: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions*



	<b>31.3.2018 actual</b>	<b>31.3.2019 forecast</b>	<b>31.3.2020 forecast</b>	<b>31.3.2021 forecast</b>	<b>31.3.2022 forecast</b>
General Fund services	69.154	80.281	104.693	130.435	138.063
Council housing (HRA)	174.669	174.669	212.660	254.784	284.808
Regeneration Prog.	20.647	26.489	122.537	173.897	212.414
<b>TOTAL CFR</b>	<b>264.470</b>	<b>281.439</b>	<b>439.890</b>	<b>559.116</b>	<b>635.285</b>

2.6.6 The previous tables cover the overall capacity and control of borrowing but within the prudential framework indicators are required to assess the affordability of the capital investment plans. One such indicator is the estimate of the ratio of financing costs to net revenue stream which can then be split between GF, HRA and Capital Investments. This indicator identifies the trend on the cost of capital against the net revenue stream.

*Table 12: Prudential Indicator: Ratio of Financing costs to Net Revenue Stream*

	<b>2018/19 forecast</b>	<b>2019/20 forecast</b>	<b>2020/21 forecast</b>	<b>2021/22 forecast</b>
General Fund services	2.40%	2.79%	3.32%	4.00%
Council housing (HRA)	3.27%	3.98%	4.77%	5.33%
Capital investments	0.77%	2.04%	4.89%	6.61%
<b>TOTAL</b>	<b>6.44%</b>	<b>8.81%</b>	<b>12.98%</b>	<b>15.94%</b>

### **3. Disposals**

3.1 The Council has pursued a policy of selling surplus sites for many years to finance the capital programme and keep borrowing costs down. As a result of this strategy it has become increasingly difficult to identify new sites for disposal.

### **4. Investments in the Regeneration Programme**

#### **4.1 Overview**

4.1.1 With central government financial support for local public services declining, the Council has invested in a number of joint ventures and subsidiaries. Total capital investment in these joint ventures and subsidiaries as at 31<sup>st</sup> March 2018 is £21.8m (£8.7m of equity investments and Capital loans of £13.1m).

4.1.2 Mercury Land Holdings (MLH) is the Council's wholly owned property development company established to:

- Make use of existing Council capital assets
- To contribute to dealing with the housing supply issue in the Borough
- Ensure a mix of housing in terms of type, size and tenure best matched to the needs of Havering
- To support the Council's regeneration and growth aim
- Generate a financial return to support front line services

The Council's investment in MLH in terms of loans and equity are included in the capital programme. The investment is managed via a shareholder's board arrangement and MLH submit a business plan each year with investment plans for consideration and approval by Cabinet.

- 4.1.3 In addition the Council is the partner in three other regeneration vehicles. One has been established to regenerate the Council's own housing provision, predominantly within the HRA. The other two are to support regeneration and bring in new affordable housing across Havering.

- 12 Estates programme
- Bridge Close
- Beam Park

- 4.1.4 With regeneration being the key objective, the Council accepts higher risk on capital investments in the Regeneration Programme than with treasury investments where the emphasis is on Security, Liquidity and Yield (SLY) in that order. The principal risk exposures for each regeneration scheme are set out in the individual business cases but include risks such as fall in capital values, inflation and interest rate risk. These risks are managed through the individual business cases which show detailed modelling of the risk factors and their impact. In order that commercial investments remain proportionate to the size of the authority, whilst there is no overall maximum investment limit, every business case is reviewed with the full impact of the decision assessed before a decision to proceed or abandon the scheme being made.

- 4.1.5 Further details on the capital expenditure plans and the associated prudential indicators which include the commercial activities can be found in the Treasury Management Strategy Statement. The Council's capital expenditure plans are the key driver of treasury management activity with the output of these plans reflected in the TMSS and prudential indicators. These are designed to assist Member's overview and confirm capital expenditure plans.

## **4.2 Risk Management and Mitigation**

- 4.2.1 Specific risks for individual schemes are contained within the project business cases. The scale and importance of the project will dictate the level of business

case evaluation. Sound business case protocols can mitigate the risk of business case collapse with appropriate levels of contingency being built into the business case to mitigate risks.

4.2.2 In addition to specific risks associated with projects there are a number of cross cutting risks that apply to all capital investments.

- Interest Rate Risk - This is managed indirectly through the TMSS and through our treasury advisers Link Asset Services
- Inflation Risk – Whilst we are in a period of low inflation, inflation risk should always be a concern as slippage can potentially decrease the purchasing power. This can be mitigated by good project management and clearly identified cash flow projections.
- Legal Risk – Capital schemes need to comply with the latest relevant regulations which can change and lead to an impact on construction costs for example. This is mitigated by awareness of pipeline changes and through contingencies
- Market health and commercial values – when projects are entered, the business case often depends on key assumptions or estimates of future market positions. Should market movements mean that these assumptions are inaccurate then this may lead to a change in the project financials. This risk can be mitigated through performance monitoring and contingencies.
- Supplier financial stability – To mitigate this, the Council considers the financial robustness of all contractors and partners and requests appropriate financial standing assurance.
- Reputational Risk – This is particularly relevant to the public sector and can result in the public losing faith in the organisation. The risk can be mitigated by good project management and communication with clear expectations of all stakeholders being key.
- Financial risk due to programme delay – as the schemes progress into delivery phase the costs of the programmes become more significant, including the costs of any borrowing, of the holding costs of construction sites and the operating costs of the joint venture partners, which will be incurred even during times of delay. This can occur for external reasons – e.g. inclement weather that stops work on site – or reasons internal to the council – e.g. delays from slipped planned phasing or decision making deadlines. Many external causes can be mitigated by insurance cover or contingency sums, and close contract management with partners. The internal process risk can be mitigated by clear planning and timetabling of key decisions and project approval phasing, and monitoring and management of the project plans against those deliverables.

#### **4.3 Knowledge and Skills**

- 4.3.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. The Council also has a training and development programme to support staff to study towards relevant professional qualifications.
- 4.3.2 Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.
- 4.3.3 Member training was undertaken as part of the induction programme following the recent election, and training and advice is provided to relevant cabinet portfolio members.

### **REASONS & OPTIONS**

#### **Reasons for the Decision**

The Council is required to approve the Capital Strategy as per the 2017 updates to the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in the Public Services Code of Practice.

#### **Alternative Options Considered**

There are no alternative options in so far as approving the capital strategy and setting the capital programme. However, there are options in respect of the various elements of the capital programme.

### **IMPLICATIONS & RISKS**

#### **Financial Implications and Risks**

The existing Capital Programme has historically been largely funded from the use of capital receipts however going forward it is acknowledged that the capital ambition of the Council will exceed the potential capital receipts available and will therefore require the Council to plan for the inclusion and cost of prudential borrowing for prioritised schemes.

The Council needs to manage and control its future capital programme and investment very carefully to ensure that it meets its fiduciary responsibilities. It will need to carefully prioritise future capital investment to deliver optimum outcomes as resources become

increasingly scarce. A number of new schemes rely upon borrowing which creates a long term budgetary commitment for the Council for which it anticipates that it will receive financial returns of income in addition to meeting the primary objectives of economic development and regenerations. It is therefore essential that there is robust and proactive management of all capital projects going forward in order to deliver the financial plans set out in each approved business case. In particular, the delivery of income streams due from the series of Regeneration led projects for housing development are crucial and underpin the Council's ability to meet the cost of this capital investment and generate future revenue returns to support the delivery of the MTFS. Failure to deliver to plan, could result in significant financial pressures for the Council and therefore robust programme and project governance will be essential. This framework and the expected returns on investment will be included in the revised Capital Strategy.

In allocating funding to these proposals the principle of financing capital expenditure from prudential borrowing as a last resort, was used. Going forward, the use of external funding sources will be maximised, pulling together the co-ordination of grant funding, s106 and any future CIL payments and the use of capital receipts, revenue and reserves.

### **Legal Implications and Risks**

There are no apparent direct legal implications of this report.

### **Human Resource Implications and Risks**

There appear to be no HR implications or risks arising directly that impact on the Councils workforce.

### **Equalities and Social Inclusion Implication and Risks**

The Equality Act 2010 Public Sector Equality Duty will be applied in any decision making on the use of these funds.

This page is intentionally left blank

Programme	Project Organization Name	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
Adults Services	Adults Services	Adults Learning Disabilities Provision Build	0	2,800,000	0	0	2,800,000
<b>Adults Services Total</b>			<b>0</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>2,800,000</b>
Cemeteries and Crematoriums	Bereavement Services - Cems & Cems	Cemeteries Improvement Works	67,724	0	0	0	67,724
Cemeteries and Crematoriums	Bereavement Services - Cems & Cems	Cemetery Expansion Phases 2 & 3	930,000	1,500,000	0	0	2,430,000
<b>Cemeteries and Crematoriums Total</b>			<b>997,724</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>2,497,724</b>
Childrens Services	Childrens Services	Children with SEND Residential Provision - Build	1,000,000	0	0	0	1,000,000
Childrens Services	Childrens Services	Childrens Residential and Attached Semi Independent Provision Home	950,000	0	0	0	950,000
<b>Childrens Services Total</b>			<b>1,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>
Corporate Assets	Asset Management	Fire Extinguisher Equipmt for Corporate Buildings, H&S Rev Supp: 2009-10	2,000	6,000	0	0	8,000
Corporate Assets	Asset Management	Corporate Buildings - Legionella (2014/15 core programme)	34,751	0	0	0	34,751
Corporate Assets	Asset Management	Corporate Buildings - Operational Buildings Issues (2014/15 core programme)	111,876	0	0	0	111,876
Corporate Assets	Asset Management	Health & Safety Bids	73,365	0	0	0	73,365
Corporate Assets	Asset Management	Mercury House Safety Bids	25,000	0	0	0	25,000
Corporate Assets	Asset Management	Health & Safety Capital Works 2017/18	70,000	71,211	0	0	141,211
Corporate Assets	Asset Management	Fire Risk Works 2017/18	59,783	0	0	0	59,783
Corporate Assets	Asset Management	Health and Safety Works	150,000	0	0	0	150,000
<b>Corporate Assets Total</b>			<b>526,775</b>	<b>77,211</b>	<b>0</b>	<b>0</b>	<b>603,986</b>

Programme	Project Organization Name	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
Environment	Environment	River & Flood Risk Mgmt Flood Prevention, Streetcare: 2012-13	20,000	0	0	0	20,000
<b>Environment Total</b>			<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
Highways	Environment	Five Year Footway Resurfacing Programme	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Highways	Environment	Highways Structures at Risk	281,634	0	0	0	281,634
Highways	Environment	Former Harold Wood Hospital Bus Gate Enforcement	68,932	0	0	0	68,932
Highways	Environment	Five Year Carriageway Resurfacing Programme	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
<b>Highways Total</b>			<b>2,350,566</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>8,350,566</b>
IT Infrastructure	ICT Services	Infrastructure Improvements and Resilience	1,000,000	620,000	620,000	620,000	2,860,000
<b>IT Infrastructure Total</b>			<b>1,000,000</b>	<b>620,000</b>	<b>620,000</b>	<b>620,000</b>	<b>2,860,000</b>
Leisure	Customer & Communications Service	Broxhill Park Redevelopment, Broxhill Park Prgm: 2012-13	4,000	4,000	0	0	8,000
Leisure	Customer & Communications Service	SLM - Central Park Leisure Centre - Refurbishment	147,216	50,086	90,000	149,916	437,218
Leisure	Customer & Communications Service	SLM - Hornchurch Sports Centre - Redevelopment	11,438,584	5,399,250	764,000	255,084	17,856,918
Leisure	Customer & Communications Service	SLM - Sapphire Ice & Leisure - Fit Out	116,200	210,664	0	80,000	406,864
Leisure	Customer & Communications Service	SLM - Noak Hill Works	4,000	4,000	0	0	8,000
Leisure	Customer & Communications Service	Queens Theatre - Addressing items identified through a condition survey	220,000	0	0	0	220,000
<b>Leisure Total</b>			<b>11,930,000</b>	<b>5,668,000</b>	<b>854,000</b>	<b>485,000</b>	<b>18,937,000</b>
Libraries	Customer & Communications Service	Libraries CCTV Replacement	8,000	8,331	0	0	16,331
Libraries	Customer & Communications Service	Libraries Redecoration	21,368	0	0	0	21,368
Libraries	Customer & Communications	Library Wi-Fi	11,000	0	0	0	11,000



	Service						
Programme	Project Organization Name	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
Libraries	Customer & Communications Service	Library Building Works	18,725	0	0	0	18,725
Libraries	Customer & Communications Service	Libraries Banner	8,342	0	0	0	8,342
Libraries	Customer & Communications Service	Libraries Book Fund	45,000	19,547	0	0	64,547
<b>Libraries Total</b>			<b>112,435</b>	<b>27,878</b>	<b>0</b>	<b>0</b>	<b>140,313</b>
Parks & Open Spaces	Environment	Upminster Windmill Heritage Site	20,000	0	0	0	20,000
Parks & Open Spaces	Environment	Coronation Gardens Improvements	47,500	0	0	0	47,500
Parks & Open Spaces	Environment	Upminster Windmill Ground Contamination	66,000	0	0	0	66,000
<b>Parks &amp; Open Spaces Total</b>			<b>133,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133,500</b>
Economic Regeneration	Economic Regeneration	Romford Market Physical Works	578,724	0	0	0	578,724
Economic Regeneration	Economic Regeneration	Romford Associated Projects	35,025	35,025	0	0	70,050
Economic Regeneration	Economic Regeneration	Rainham Marshes Nature Reserve, Access and Development, Regen: 2013-14	46,623	46,623	0	0	93,246
Economic Regeneration	Economic Regeneration	Rainham To Purfleet Path Phs 1, Regen: 2008-09	1,000	3,132	0	0	4,132
Economic Regeneration	Economic Regeneration	HLS Capital Works at Bedford,Dagnum&Haver ing Parks: 2013-14	26,068	0	0	0	26,068
Economic Regeneration	Economic Regeneration	Romford Town Centre	100,000	0	0	0	100,000
Economic Regeneration	Economic Regeneration	Beam Parkway 2017/18 LIP - TFL 17-18	7,452,000	3,210,000	0	20,000	10,682,000
<b>Economic Regeneration Total</b>			<b>8,239,440</b>	<b>3,294,780</b>	<b>0</b>	<b>20,000</b>	<b>11,554,220</b>
Schools Expansions Programme	Asset Management	Phase 4 Expansions Unallocated	1,500,000	2,600,000	2,000,000	0	6,100,000
Schools Expansions Programme	Asset Management	SEN Unallocated Monies	1,125,000	970,334	0	0	2,095,334

Programme	Project Organization Name	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
Schools Expansions Programme	Asset Management	Crownfield Jr Expansion 3FE to 4FE - Phase 3	1,244,635	0	0	0	1,244,635
Schools Expansions Programme	Asset Management	Broadford Sch Expansion 2FE to 3FE - Phase 3	1,317,607	0	0	0	1,317,607
Schools Expansions Programme	Asset Management	Havering Pupil Referral Services Initiative	1,612,456	0	0	0	1,612,456
Schools Expansions Programme	Asset Management	Hylands Prim Expansion 2 to 3 FE Phase 3	296,349	0	0	0	296,349
Schools Expansions Programme	Asset Management	Rainham Village Sch Expansion 2 to 3 FE Phase 3	899,062	0	0	0	899,062
Schools Expansions Programme	Asset Management	Brady Primary Expansion - 1 to 2 FE Phase 3	1,200,000	1,686,411	0	0	2,886,411
Schools Expansions Programme	Asset Management	Whybridge Infant Expansion	20,880	0	0	0	20,880
Schools Expansions Programme	Asset Management	Mead Sch 1FE Expansion Phase 4	1,000,000	996,854	0	0	1,996,854
Schools Expansions Programme	Asset Management	Emerson Park Sch 7 to 8 FE Phase 4	2,000,000	0	0	0	2,000,000
Schools Expansions Programme	Asset Management	Marshall's Park Sch 6 to 8 Phase 4	4,271,449	0	0	0	4,271,449
Schools Expansions Programme	Asset Management	Gidea Park Sch - 2 to 3 Phase 4	2,400,000	0	0	0	2,400,000
<b>Schools Expansions Programme Total</b>			<b>18,887,438</b>	<b>6,253,599</b>	<b>2,000,000</b>	<b>0</b>	<b>27,141,037</b>
Schools Maintenance	Asset Management	James Oglethorpe Sch Roof Covering Replacement 2014/15	228,615	0	0	0	228,615
Schools Maintenance	Asset Management	Whybridge Infants - Roof Covering Replacement	38,590	0	0	0	38,590
Schools Maintenance	Asset Management	Royal Liberty Sch - Electrical Upgrade phase 2	84,559	0	0	0	84,559
Schools Maintenance	Asset Management	Emergency Condition Works to Education Buildings	300,000	228,246	0	0	528,246
Schools Maintenance	Asset Management	Asbestos Removal 2017/18	150,000	0	0	0	150,000

Schools Maintenance	Asset Management	DDA Works 2017/18	50,000	32,881	0	0	<b>82,881</b>
Schools Maintenance	Asset Management	Whybridge Junior Expansion	35,563	0	0	0	<b>35,563</b>
Schools Maintenance	Asset Management	Sanders School Replace Pipework and Emitters	250,000	0	0	0	<b>250,000</b>
Schools Maintenance	Asset Management	Ardleigh Green Junior Replace Pipeworks and Emitters	120,000	0	0	0	<b>120,000</b>
Schools Maintenance	Asset Management	Brady School Roof Replacement	150,000	0	0	0	<b>150,000</b>
Schools Maintenance	Asset Management	Brady School - Electrical Services Upgrade	350,000	0	0	0	<b>350,000</b>
<b>Schools Maintenance Total</b>			<b>1,757,327</b>	<b>261,127</b>	<b>0</b>	<b>0</b>	<b>2,018,454</b>
<b>Total GF Capital Programme</b>			<b>47,905,205</b>	<b>22,502,595</b>	<b>5,474,000</b>	<b>3,125,000</b>	<b>79,006,800</b>

This page is intentionally left blank

**REPORT TO CABINET, 13 FEBRUARY 2019 – HRA  
BUDGET FOR 2019/20 AND HRA MAJOR WORKS  
CAPITAL PROGRAMME 2019/20 – 2023/24**

This page is intentionally left blank



## CABINET

13 February 2019

### Subject Heading:

**HRA Budget for 2019/2020 and HRA Major Works Capital Programme 2019/20 – 2023/24**

### Cabinet Member

**Councillor Joshua Chapman** – Lead Member for Housing

### SLT Lead:

Gerri Scott, Interim Director of Housing

### Report Author and contact details:

Gerri Scott, Interim Director of Housing  
[gerri.scott@havering.gov.uk](mailto:gerri.scott@havering.gov.uk)

Rita Bacheta  
Strategic Finance Business Partner  
Regeneration and Housing  
01708 432924  
[rita.bacheta@onesource.co.uk](mailto:rita.bacheta@onesource.co.uk)

Martin Fahy  
Interim HRA Accountant  
01708 432651  
[martin.fahy@havering.gov.uk](mailto:martin.fahy@havering.gov.uk)

John Price  
Finance Business Partner  
01708 433595  
[j.price@havering.gov.uk](mailto:j.price@havering.gov.uk)

### Policy context:

This report presents the HRA Budget recommendations for agreement by Cabinet and recommendation on to Council for consideration and approval.

### Financial summary:

The Council is required to set an annual HRA Revenue Budget 2019/20. This report includes recommendations to agree the HRA revenue spend budget, the rents and other charges as detailed in Appendix 1, the HRA Major Works Capital programme, detailed in Appendix 2a and the Business Plan projections as outlined in Appendix 3a and 3b.

### Is this a Key Decision?

**Yes**

### Is this a Strategic Decision?

**Yes**

### When should this matter be reviewed?

September 2019

**Reviewing OSC**

Towns and Communities

**The subject matter of this report deals with the following Council Objectives**

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	[X]
Connections making Havering	[X]



<b>SUMMARY</b>
----------------

This report sets a budget for the Council's Housing Revenue Account (HRA) and HRA Major Works Programme. An update to the HRA Business Plan is also provided.

Cabinet should note that there is an ongoing programme of transformation of Housing Services which will result in the reconfiguration of how the department is structured. It is proposed that the department will become a new directorate reporting directly to the Chief Executive of the Council, led by a newly created Director of Housing and newly appointed senior management team. The business case for the restructure of housing services is currently being developed, but it is anticipated that the new structure will be fully implemented by September 2019.

Subject to consultation, it is proposed that there will be changes to staffing and teams which will result in some savings to the HRA and Housing General Fund. At the time of writing, it is too early to quantify the exact level of savings that will be achieved.

The HRA remains a ring-fenced account that is used to manage the Council's own housing stock. The proposed budget will enable the Council to manage the stock to a reasonable standard, maintain the existing stock to the Decent Homes standard and provide funding for a significant new build and estate regeneration programme. It further sets rents, service charges and other charges for Council tenants and leaseholders for the year 2019/20.

In the HRA rent setting report for last year, it was identified that the former rent setting rules limiting increases to CPI + 1% had been changed and that Local Authorities and Housing Associations are being required to reduced general rents by 1% for the four years from 2016/17. This budget reduction was part of the Government's measures to reduce welfare benefit expenditure by £1.45bn. The Department of Housing, Communities and Local Government has issued further policy statements on rent policy which members should be aware of and note. The current policy of a 1% reduction is applicable to general needs and supported housing in the financial year of 2019/20. For the fiscal year 2020/21, a new rent policy will be in place and is outlined later in the report.

The 2018/19 1% reduction, was applied to all rent levels in general needs and supported housing. A similar reduction is to be applied for 2019/20.

Cabinet should note that 2019/20 is a leap year which means that instead of 52 weeks, 2019/20 has 53 weeks. This will deliver an additional week to the overall rent roll.

In order to change any HRA rent liability, the Local Authority must notify tenants and give 28 days' notice of any change after the authority has made a properly constituted decision of that change. This means that, following a Cabinet decision on rent levels to be charged in any year, the Local Authority must write to all tenants to advise them of the new rent liability for the following 12 months.

Should the Cabinet adopt the recommendation's, a notification must be sent out to tenants in the first week of March 2019, in order to make the new charge effective from the first week of April 2019.

<b>RECOMMENDATIONS</b>
------------------------

That Cabinet:

1. **Approve** the Housing Revenue Account Budget as detailed in **Appendix 1**.
2. **Agree** that the average rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be decreased by 1% from the week commencing 2<sup>nd</sup> April 2019 in line with the indicative figures contained in paragraph 2.1.4 of this report.
3. **Agree** that the average rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, be reduced by 1% from the week commencing 2<sup>nd</sup> April 2019 in line with the indicative figures contained in paragraph 2.1.4 of this report.
4. **Agree** the four rent-free weeks for 2019/20 as being: week commencing 19th August 2019, the two weeks commencing 16<sup>th</sup> and 23<sup>rd</sup> December 2019, and the week commencing 30<sup>th</sup> March 2020.
5. **Agree** that service charges and heating and hot water charges for 2019/20 are as detailed in paragraph 2.2.2 of this report.
6. **Agree** that the service charges for homeless households accommodated in the Council's hostels in 2019/20 are as detailed in paragraph 2.2.3 of this report.
7. **Agree** that charges for garages should be increased by 3.4% in 2019/20 as detailed in paragraph 2.3.1 of this report
8. **Agree** that the service charge for the provision of intensive housing management support in sheltered housing for 2019/20 shall be as detailed in paragraph 2.4.1 of this report.
9. **Agree** that the Careline support charge should be increased by 3.4% for 2019/20 as detailed in paragraph 2.5.1 of this report.
10. **Agree** that the Telecare support charges should be increased by 3.4% for 2019/20 as detailed in paragraph 2.5.1 of this report.
11. **Approve** the HRA Major Works Capital Programme, detailed in **Appendix 2a** of this report and **refer it to full Council** for final ratification.
12. **Approve** the HRA Capital expenditure and financing for the 12 Sites Joint Venture and Bridge Close detailed in paragraphs 3.5.1 to 3.5.17 and **Appendix 2a** of this report and **refer it to full Council** for final ratification.
13. **Approve** the £10m Estate Improvement Programme detailed in paragraph 4.4 and **Appendix 2a** of this report and **refer it to full Council** for final ratification.

<b>REPORT DETAIL</b>
----------------------

## **1. BACKGROUND**

- 1.1 As reported previously to Cabinet, the Localism Act 2011 changed the financial system for the management of council housing. The new system has provided freedom and independence for the local management of council housing finance by comparison to the previous national subsidy system.
- 1.2 The new system started in April 2012, and so the Housing Revenue Account (HRA) budget now looks very different from budgets in previous years. The business plan is designed to provide long term management of the Council's housing assets. The Council have more freedom to direct our resources to the best and most cost effective management of the Council's housing stock. However, we do not have complete freedom – some aspects remain centrally controlled, such as the use of capital receipts and rent setting - as highlighted by the mandated 1% reduction in rent.
- 1.3 This report sets out what HRA income the Council has available to spend on housing, the current HRA financial position and the proposed spending plans for 2019/20.
- 1.4 The central driving aims of the Council are to maintain the Decent Homes Standard for its existing stock, improve the quality of the housing service and maximise the number of new affordable homes built for local residents, thus replacing some of the properties lost through Right to Buy and helping to reduce homelessness pressures in the General Fund.
- 1.5 The Council recognises that there is a need for good quality affordable homes, especially for vulnerable residents such as the elderly, those on low income and first time buyers, and has set out its ambition to meet these needs by using resources generated through the Council's Housing Revenue Account Business Plan.
- 1.6 However, there are many influences on the resources available to the HRA. These are all identified and quantified within the HRA Business Plan (HRA BP). The Business Plan is composed of various income and expenditure lines. Some of the lines are under the complete control of the Council, whilst some are affected by Government policy and legislation.

The lines in the business plan that have a direct impact on the income into the HRA BP include:

- Any capping of Local Housing Allowance (LHA) levels.
- Rent policy regarding supported housing rents.
- Service charge recovery.

The lines in the business plan which impact on the levels of expenditure in the HRA BP include:

- Planned maintenance to existing stock.
- Responsive repairs costs to existing stock.
- Delivery of new build homes.

- Staffing costs.
- Financing costs of the borrowing in the HRA.
- Losses from bad debts, voids etc.

1.7 The tragic events at Grenfell Tower have led to the holding of a public enquiry as to the circumstances which led to the loss of so many lives. The early discussions have centred on the potential for a detailed and comprehensive review of the current building regulations. The implication's for landlords and building owners is that fire safety must rightly be a primary consideration. It is unlikely that there will be clear recommendations from Government, at least in the short-term, regarding what measures landlords must put in place to maintain the ongoing integrity and safety of residential accommodation. What is clear however is that landlords must anticipate the need to ensure that any potential breaches in fire safety are identified, monitored and risks mitigated. This will include ensuring that all residential buildings are fully compartmentalised, and that all building components are fully compliant. Property Services must ensure that there is adequate funding within the HRA to carry out the ongoing and timely review of fire risk assessments, fire door and dry riser compliance, and the formal consideration of sprinklers including potential retrofitting where this is deemed to be necessary. In addition, adequate funding must be in place to enact any recommendations published by Government in a timely fashion. This is a key risk for the HRA BP, but as implications become clearer, this will be reported back to Cabinet.

## **2. INCOME**

### **2.1 Rents**

2.1.1 The previous Government required Councils to reduce rents by 1% against July 2015 levels for four years. This reduces the rental income available to the HRA over the four years of the reduction by just below £8m. This significantly reduces the income in the business plan model by £68m over 10 years. Three 1% annual reductions have been applied to tenants' rents so far. This is the final year and from 2020/21 it has been announced that the HRA will revert back to the original rent setting formula of CPI +1% for 5 years. This provides certainty for rents in council housing up to 2025.

2.1.2 The capping of new rents at LHA levels is now effective. In Havering, the LHA levels for each bedroom size is above the levels of the 2018/19 rents and so there is no impact on the HRA BP. However, the LHA levels have been frozen for 4 years. This also has no additional financial impact on the HRA BP over and above the impact of the 1% reduction. Future announcements on LHA levels may have a future impact and this will be kept under review and reported annually as part of the rent setting report.

2.1.3 The 2018/19 average weekly rent, including all rented units in Havering is £96.22. Applying the 1% reduction to all General Needs properties and to Sheltered Housing with effect from April 2019 gives an average decrease of £0.63 per week. Therefore the average rent for 2019/20 will be £95.59 per week. This will mean that average rents are as set out in the table below:

	<b>Rents 2018/19 weekly (£)</b>	<b>Rents 2019/20 weekly (£)</b>	<b>Decrease (£)</b>	<b>Decrease (%)</b>
Bedsit	77.11	76.27	0.84	1%
1 Bed	83.61	82.87	0.74	1%
2 Bed	93.99	93.47	0.52	1%
3 Bed	112.30	111.23	1.07	1%
4 Bed	130.35	129.14	1.21	1%
5 Bed	145.99	144.53	1.46	1%
<b>Average Rent</b>	<b>96.22</b>	<b>95.59</b>	<b>0.63</b>	<b>1%</b>

2.1.4 This can be further broken down to show the impact on rents within general needs housing and sheltered housing accommodation as follows:

General Needs Housing 1% reduction:

	<b>Rents 2018/19 weekly (£)</b>	<b>Rents 2019/20 weekly (£)</b>	<b>Decrease (£)</b>	<b>Decrease (%)</b>
Bedsit	75.95	75.19	0.76	1%
1 Bed	83.67	82.99	0.68	1%
2 Bed	93.99	93.47	0.52	1%
3 Bed	112.30	111.23	1.07	1%
4 Bed	130.35	129.14	1.21	1%
5 Bed	145.99	144.53	1.46	1%
<b>Average Rent</b>	<b>97.35</b>	<b>96.70</b>	<b>0.65</b>	<b>1%</b>

Sheltered Housing Accommodation 1% reduction:

	<b>Rents 2018/19 weekly (£)</b>	<b>Rents 2019/20 weekly (£)</b>	<b>Decrease (£)</b>	<b>Decrease (%)</b>
Bedsit	79.57	78.72	0.85	1%
1 Bed	83.41	82.44	0.97	1%
2 Bed	94.55	93.65	0.90	1%
<b>Average Rent</b>	<b>83.04</b>	<b>82.08</b>	<b>0.96</b>	<b>1%</b>

2.1.5 The above tables show the average rent levels. Within those averages, there are wide bands within the maximum and minimum rent levels. This is because the rent calculation takes into account the value and floor areas of the property.

2.1.6 The rent charged to hostel residents will also reduce by 1%.

## **2.2 Service charges**

- 2.2.1 The aim of the Council, in respect of service charges, is to ensure that those receiving the service are paying for them, but to ensure the services they receive are value for money. Work has been done to improve the value-for-money of services, either by reviewing the staffing and costs of the service, or by the renegotiation of contracts with some service providers. There will continue to be a regular programme of reviews of services, in order to ensure that the Council remains aware of the views of tenants on the levels of services they wish to pay for.
- 2.2.2 The basis for calculation of service charges is to ensure full recovery of the cost of the service. This is accepted practice where landlords are able to fully justify the cost base and calculation method. In order to cap any increases and mitigate the potential financial impact on residents, a limit of 25% has been applied to the increase on each service charge line. On that basis the service charges and heating and hot water charges for 2019/20 are detailed in the following table:

<b>Service Charges</b>	<b>2018/19 Weekly charge (£)</b>	<b>2019/20 Weekly charge (£)</b>
Caretaking (para 2.2.4)	5.06	4.86
Internal Block Cleaning	2.44	2.85
Bulk Refuse Collection	0.52	0.60
CCTV - Mobile Service	0.70	0.76
CCTV - Static Service	1.47	1.70
Community Wardens	1.10	1.12
Door Entry	0.32	0.35
Ground Maintenance	3.98	4.38
Sheltered Cleaning	5.60	7.00
TV access	1.83	1.88
Heating (para 2.2.5)	6.44	6.39
Heating and Hot Water	9.82	9.89

- 2.2.3 It is proposed that service charges for hostel residents will increase to £27.58 per week (£26.68 in 2018/19). Service charges in hostels cover the maintenance of the hostel communal areas, as well as 24 hour staffing. The basis for this calculation is also to ensure full cost recovery.
- 2.2.4 The Caretaking Service Charge has reduced, as a result of the caretaker's time being apportioned differently, due to demand changes.
- 2.2.5 The Heating Service Charge has reduced slightly, due to the cost base being lower.

## **2.3 Garages**

- 2.3.1 It is proposed to increase the level of charges for garages in 2019/20 by 3.4%. There are currently a range of charges for garages within the high, medium and low demand bands. However, over one third of our garages have low rates of occupancy at the present time. This is due to a combination of poor condition and

low marketability. There is a significant investment programme needed to bring the buildings and sites up to a good standard that will enable better utilisation of these assets and increase revenue whilst at the same time improving the amenities for residents. The increased charges will enable revenue to be raised to carry out a number of much needed improvements and support a review of the garages and parking arrangements. This issue is one of our tenants' key priorities. The increase means that the average charge for a high-demand garage will be £14.94 per week (£14.45 in 2018/19), £13.92 per week (£13.46 in 2018/19) for a medium demand garage and £10.83 per week (£10.47 in 2018/19) for a low-demand garage.

- 2.3.2 These charges compare favourably with charges in the private market which range from £31.25 per week to £15.63 per week depending on location, size and condition.

## **2.4 Sheltered Intensive Housing Management Charge**

- 2.4.1 The sheltered housing service directly engages with residents in schemes and in their homes. This was formerly funded by a Supporting People grant, which met the charges for elderly residents. The Housing Service has previously implemented a service funded through a mix of HRA funding and service charges that tenants opted for following consultation. When the new service was being designed, the funding was to be derived from an equal contribution from rent and service charges. Good practice, as adopted for general service charges, is that support costs are de-pooled from rent costs. The Council is therefore embarking on a programme to ensure this service is paid for via service charges. Over the next couple of years, several sheltered schemes will close and three will be redeveloped. In addition, the remaining sites will have improved scheme manager resources so that they can become community hubs for residents not living in the schemes to help tackle social isolation. The move to cost recovery via service charges will be linked to the modernisation of this service and will be completed over three years. The rent for sheltered housing will be reduced by 1% and the service charge for 2019/20 will increase by CPI plus 1% instead of increasing to the 25% cap level. This is pending the outcome of a further review into the actual costs of the future service in recognition of the fact that a number of schemes are due to close or change. The service charge for 2019/20 will be £8.83 per week (£8.54 in 2018/19).

## **2.5 Service charges – Careline and Telecare support**

- 2.5.1 It is proposed that the Careline and Telecare service charges will be increased by 3.4% for 2019/20 as detailed below:

<b>Service</b>	<b>2018/19 Weekly charge (£)</b>	<b>2019/20 Weekly charge (£)</b>
Careline – sheltered tenants	4.71	4.87
Careline – community users	5.03	5.20

<b>Service</b>	<b>2018/19 Weekly charge (£)</b>	<b>2019/20 Weekly charge (£)</b>
Telecare – base unit plus two sensors	7.31	7.56
Additional Telecare sensor	1.21	1.25

**3. THE HRA BUDGET 2019/20**

- 3.1 The major expenditure from the HRA BP is the investment in existing stock or the capital programme. The level of expenditure is controlled by each local authority and is dependent on the investment levels in the Asset Management Strategy (AMS). The proposed budget continues the AMS principle for investment in existing stock of “just in time” as reported to Cabinet in October 2016 and February 2017.
- 3.2 As detailed in the AMS, this level of expenditure allows the decent homes levels to be maintained and all health and safety requirements to be met. In order to meet the decent homes target, planned expenditure on new kitchens, bathrooms and electrical systems remain at previous levels.
- 3.3 As the main level of income to the HRA BP comes from rents, it is imperative that the number of rental properties is maximised. The current HRA BP expects to lose 80 properties per year through RTB. This reduces rental income by around £0.205m per year, assuming a full year loss of income per property.



- 3.4 The table below shows the 2018/19 revised budget position, followed by the individual budget movements required to establish the 2019/20.

	(£)
<b>Revised Expenditure Budget 2018/19</b>	<b>49,059,270</b>
Pay award (para 3.4.1)	208,600
Reduction in direct charges for services (para 3.4.2)	(511,880)
Contract Inflation (para 3.4.3)	290,360
Increase in SERCOP Recharges (Support Charges) (para 3.4.4)	331,170
Business Rates (para 3.4.5)	28,880
Block Security (para 3.4.8)	5,390
Contract re-provisioning. (para 3.4.9)	5,400
Block Refurbishments. (para 3.4.10)	160,000
Out of Scope works. (para 3.4. 11)	70,000
Storage Facilities. (para 3.4. 12)	10,000
Specialist Equipment & Adaptations (para 3.4.13)	20,000
Door Entry Maintenance (para 3.4.14)	10,000
Technical Support (para 3.4.15)	28,000
Specialist Advice (para 3.4.16)	250,000
Pension Fund Contribution (para 3.4.17)	868,040
Interest payments on the additional borrowing (para 3.4.19)	408,790
<b>2019/20 Original Expenditure Budget</b>	<b>51,242,020</b>
<b>Revised Income Budget 2018/19</b>	<b>(55,158,510)</b>
Rent decrease	1,254,110
Increase in Service Charges	(54,640)
Increase in Right to Buy income. (para 3.4.7)	(101,650)
<b>2019/20 Original Income Budget</b>	<b>(54,060,690)</b>
<b>Net Budget</b>	<b>(2,818,670)</b>
Increase in Capital funded by revenue (para 3.4.18)	2,418,680
<b>Net Budget after Capital Adjustment</b>	<b>(399,990)</b>

*Reasons for variation – growth and additional cost items*

- 3.4.1 A provision has been made for a 2% pay award, at a cost of £0.209m. This is a standard level of award across Havering Council.
- 3.4.2 A review of the methodology for recharging the HRA for support services provided, has delivered a budget reduction of £0.512m. This is linked to 3.4.4.
- 3.4.3 Contract inflation has been allowed for to the sum of £0.290m.

- 3.4.4 Central Services recharges have increased by £0.331m. This is the result of an increase in central costs due to the methodology review referred to in 3.4.2.
- 3.4.5 The business rates budgets have been increased by £0.029m, to reflect the costs of those HRA properties incurring a charge.
- 3.4.6 Budget provision for Property Services has been reviewed in light of the current expenditure in 2018/19 and in anticipation of new demands for service delivery. For the most part, these are minor uplifts to the budget provision based on the activity in the current year.
- 3.4.7 Right to Buy income has been increased by £0.102m. This is a prudent projection based on the current level of sales, which have been maintained at consistent levels. Officers have reviewed the projections for 2019/20 and the fact that there have been no change to the discount levels for those seeking to purchase under Right to Buy. It is not considered that there will be a significant dip in sales and income to the HRA.
- 3.4.8 For voids, there has been a slight increase in the budget requirement of £0.005m which anticipates the need for adequate security provision for blocks being vacated to accommodate the regeneration programme. Security provision is needed to ensure that there is no trespass or illegal occupation of blocks pending demolition.
- 3.4.9 The responsive repairs contract budget has been increased by £0.005m, to ensure that there is adequate provision to support the re-procurement of the current responsive repairs and void contracts that will need to be in place by 2020.
- 3.4.10 Officers have made additional provision for an ongoing planned maintenance Programme to ensure that blocks are properly maintained. This includes an additional budget requirement of £0.160m for cyclical decorations to internal communal areas, which are now due for refurbishment, and to ensure that there is funding for a future rolling programme.
- 3.4.11 The current responsive repairs contract does not allow for works which are 'out of scope'. Although this will be addressed in the new contract specification, an additional £0.070m is required to ensure that the current contractor is funded appropriately, to deliver on all day to day maintenance of Council housing stock to fulfil the Council obligations as a landlord.
- 3.4.12 An ongoing need has also been identified for adequate storage for the increased use of specialist equipment, such as electric scooters. An additional £0.010m has been included in the budget to fund this requirement, primarily at sheltered schemes throughout the borough.
- 3.4.13 Additional provision has also been made for the repairs and maintenance of specialist disabled equipment and adaptations, with an increase in the budget of £0.020m.

- 3.4.14 There is also a provision for an uplift in the door entry maintenance contract, for the service and repair of door entry systems that have been installed since the contract for door entry maintenance was let. This additional funding of £0.010m will provide the necessary increase to vary the scope of the existing contract.
- 3.4.15 Technical services are provided by a central team who recharge their time based on the services provided. A review has indicated that a budget increase of £0.028m is required to continue with the existing level of support, based on historic and forecasted spend.
- 3.4.16 A provision of £0.250m has been added for specialist advice in relation to the Regeneration projects.
- 3.4.17 Following a review of the methodology used for attributing contributions to the Pension Fund, an additional £0.868m is required from the HRA.
- 3.4.18 Capital funded by revenue, has increase from £2.6m to £5.0m, in line with the Business Plan requirements.
- 3.4.19 £0.409m is the anticipate interest payment for the borrowing required to fund the additional capital investment, including the Estate Improvement Programme. (see paragraph 4.4).

### **3.5 12 Sites Joint Venture Funding**

- 3.5.1 The remaining provisions for expenditure below relate to the 12 sites Joint Venture proposal agreed at Cabinet on the 17<sup>th</sup> January 2018. A report on the revised Havering and Wates Regeneration Joint Venture (HWR JVLLP) Business Plan and Budget 2019/2020, is presented elsewhere on this Cabinet agenda. One of the recommendations on this report is:

*That Cabinet agree*

**Agree and Endorse** the inclusion of a budget of £117.9m equity for the scheme together with a budget of £59.9m for potential land acquisition/CPO costs within the proposed HRA capital programme that will be considered by Cabinet in February 2019 in the annual rent setting and Capital Strategy and Programme report and this is recommended to Council for final approval in February 2019

- 3.5.2 The update of the HWR JVLLP business plan has significant financial implications for the Housing Revenue Account and Capital Programme.
- 3.5.3 The following summarises the potential key changes that have been incorporated into the latest refresh of the HWR JVLLP Business Plan and Opportunity Site Assessments.

**3.5.4 New sites**

It is proposed that HWR JVLLP formally adopt the Chippenham Road site, with a gross equity requirement of £2.8m and vacant possession costs of £5.0m to deliver 140 units of affordable housing at a cost of £24.0m.

**3.5.5 Forward Funding**

Napier & New Plymouth House (NNP) would require the Council to forward fund the negative value of the site £12.3m. This would be in the form of a grant from the Council (HRA) to HWR JVLLP.

**3.5.6 Wholesale redevelopment,**

An increase of 350 affordable rent units has been targeted on the red line sites (£60.2m). In addition the average cost per unit in work packages 2, 3 and 4 has risen from £0.172m to £0.191m (costing £12.9m). The total impact of the change is £73.1m.

**3.5.7 Funding Review**

It will be necessary to recycle capital funding between phases / stages and it will be necessary for both partners to increase the level of the gross equity by way of the cash provided. It is estimated that the Council would need to provide additional equity of £51.9 million (gross), over the approved allocation £63.3 million

Provision will also need to be made for the Chippenham Road site £2.7m bringing the total gross equity requirement up to £117.9m.

**3.5.8 Capital Programme**

The current proposals for the 12 Sites require £117.9m to meet the Council contribution to the HWR JVLLP. Part of the equity would be in the form of HRA land, the net value of which is currently estimated at £24.8m (all 12 sites + Chippenham Road), with the remaining £93.1m as cash funding. An allocation of £63.3m was approved by Cabinet in January 2018, therefore an uplift of £54.6m is required.

**3.5.9** It should be noted that the Council is committed to achieving vacant possession for all 12 sites. An allocation of £50.5 million was set aside by Cabinet in January 2018, from which £9.7 million has been spent to the end of March 2018. Therefore a further uplift of £19.1 million is required.

**3.5.10** As outlined above, an allocation of £235.5m should be set aside for the cost of acquiring the affordable housing developed by the HWR JVLLP (1,251 rented units). An allocation of £138.4m was set aside by Cabinet in January 2018, therefore an uplift of £97.1m is required.

**3.5.11** The Council has secured £30.3m of grant funding for phase 1 (the first four sites) and a further allocation of £11.4m to fund the development of Chippenham Road. Grant funding has not been assumed for work package 2, 3 and 4 sites [red line] sites due to the GLA requirement for a successful tenant ballot on regeneration sites.

**3.5.12** Grant is assumed for the blue line sites at the rates specified in the recent GLA Building Council Homes for Londoners funding prospectus.

- 3.5.13 The HWR JVLLP will develop 347 shared ownership units, with an assumption of buyers taking a 40% interest. The Council as freeholder will take the residual interest (60%) at no direct cost. In effect this value has been deducted from the valuation of the sites, when granting the build licence/lease to the HWR JVLLP.
- 3.5.14 It is intended that the HRA will purchase the shared ownership and social rent properties built by the HWR JVLLP. This will require a payment to the HWR JVLLP from the HRA of £235.5m which can be met within the HRA Revenue Budget, Capital Programme and associated business plan.

### **3.5.15 Bridge Close Joint Venture – Acquisition of Affordable Dwellings**

- 3.5.16 It is intended that the HRA will purchase the shared ownership and social rent properties built by the Joint Venture. This will be subject to review of the HRA Business Plan and any necessary approvals by Cabinet and/or Council of the revised Housing Capital Programme. The units will be purchased on completion. This will require a payment to the Joint Venture from the HRA of £94.7m which can be met within the HRA business plan, along with estimated SDLT costs of £4.7m. This contribution will be reflected in the updated HRA Business Plan, subject to progression of this scheme.
- 3.5.17 Regulations applying to RTB receipts allow the use of One for One receipts to fund the provision of affordable rented units – these will be used to help meet the HRA's acquisition costs in respect of this project, £6.7m. The One for One agreement with the Secretary of State allows the HRA to fund up to 30% of the costs of acquisition of social units from these receipts. In the regulations "social" means that the units are for rental at a discount to the market rent. One for One receipts cannot be used in conjunction with GLA grant. So any units purchased with the help of One for One receipts cannot have had GLA grant used to part fund their build.

## **4. MAJOR WORKS BUDGET – HRA 2019/20 – 2023/24 major works resources and proposed spend**

- 4.1 There has been considerable work carried out in the Property & Land Service to ensure that the current budget provision is sufficient to maintain the stock on an ongoing, timely basis and fulfil the Council's landlord obligations, particularly around health and safety. In previous years, the Council was constrained by the funding restrictions of the HRA borrowing cap. The lifting of the cap has provided flexibility in how the Council can deliver its obligations, as well as providing much-needed additional funding for the building of new council homes and regeneration of the existing housing stock.
- 4.2 In light of the cap removal, a review has been carried out of the current Housing capital programme to ensure that there is adequate funding provision. This has resulted in funding being made available for additional maintenance programmes which are not currently budgeted for within the HRA. In previous years, it has not been possible to prioritise enhancing the quality of surroundings for residents, and

maintain the housing stock. In the 2019/20 budget, we have set aside new funding to improve the quality of the communal surroundings and estates, enhancing the quality of the overall housing environment and to make long term maintenance more affordable and less substantial. This includes building in provision to clean the externals of blocks, including window panels and replacing dilapidated fencing.

- 4.3 Previously, the Council's planned maintenance programme has been predicated on a 'just in time' principle and validated through site survey's. This has ensured that the Council is able to meet the Government's Decent Homes standard which is concerned with maintaining the fabric of buildings, primarily windows, roofs, kitchens and bathrooms. For this year's budget setting, we have reviewed the asset management data and historic information that we hold for the Council's stock and have re-profiled spend in a number of areas. This has enabled the Council to speed up the phasing and delivery of new kitchens, bathrooms, and attend to roofs, and replace boilers and windows before they are at risk of failure. For 2019/20, this results in an additional budget requirement of £4.138m.
- 4.4 An additional £10m has been allocated for ongoing estate improvements. This funding will be directed towards improving the external look and feel of estates, to include the refurbishment of the externals of blocks and the surrounding environment. This is a substantial allocation and as such the property services team will be required to gear up to deliver this new programme of works. This may include procuring new contracts and ensuring that there are adequate administration arrangements in place to support increased major works to Council housing and estates. It will also be necessary to prioritise the funding to ensure that those estates and blocks most in need of improvement are first in line. Officers will therefore bring forward detailed proposals to Cabinet in May 2019, setting out an ongoing programme of works for approval.
- 4.5 The planned maintenance programme has also taken account of the need for additional investment in the Council's plant to ensure that replacements are programmed well in advance of components such as lifts and communal boilers reaching the end of their useful life. Overall these separate elements of the planned maintenance programme include £4.138m for the re-profiled existing programme, and £2.608m for new elements of work.
- 4.6 There is a new budget provision to ensure that void properties identified through the regeneration programme are utilised for short-life accommodation and are refurbished to a reasonable standard. This investment not only increases the quality of the accommodation for residents needing to be housed temporarily, but also helps to control expenditure on more costly temporary accommodation, thus reducing the pressure on the Housing General Fund.
- 4.7 The switchover from analogue to digital careline equipment has also been budgeted for to fund replacement equipment in 400 homes. There is also additional investment allocated to upgrade the Council's remaining sheltered schemes to meet the needs of an ageing and frail community. Officers have also identified the opportunity to maximise the increase in residents' parking, through removal of existing under-used garages to improve the affected areas by resurfacing and marking.

- 4.8 Property and Land Services are also responsible for the direct delivery of new Council housing where the Council oversees the development and building of new council homes on land owned by the HRA. Two schemes are programmed for delivery and require budget provision from the HRA. The scheme at New Zealand Way, Rainham will deliver 30 new houses comprising, 10 Affordable, 10 Low Cost Home Ownership and 10 London Living Rent properties. HRA funding of £6.64m is required, over a 3 years period. The scheme has received outline planning permission and is programmed to commence on site in 2019/20. Also included in the current direct delivery programme is the scheme at Whitchurch Road, Harold Hill, which will deliver 100% affordable housing comprising 5 new houses. This scheme requires HRA funding of £0.9m over the next 2 years. This scheme was successful in securing £0.500m in GLA grant in the Building Council Homes for Londoners bid. Subject to planning the scheme should be completed by March 2021.
- 4.9 As well as the direct delivery of new council homes, the HRA must make an ongoing capital contribution to ensure the timely maintenance of existing council housing and fulfil landlord obligations around the health and safety of residents. Primary amongst these considerations is an effective fire safety management regime, particularly in light of the tragic Grenfell Tower fire.
- 4.10 The Council has developed a fire risk management strategy which is supported by an ongoing rolling programme of fire risk assessments. An additional £1.4m has been allocated for works associated with fire risk such as upgrading fire doors, door surveys and fire prevention works. This funding will support the officer resources required to carry out the rolling programme of FRAs. Although it is too early for any recommendations to emerge from the Grenfell Inquiry, we have also made allowance for expenditure to install sprinklers in high-rise buildings from 2020 onwards, pending the outcome of the Inquiry and potential building regulation changes.
- 4.11 A review of the Council's compliance programme has identified an additional requirement for asbestos surveys to be carried out in both communal areas and individual properties to ensure that the Council's asbestos register is kept up to date. This is an additional budget requirement of £0.200m separate from the asbestos removal management line which covers removal works and surveys to support the year's capital programme.

**5. 30 year Business Plan 2018/19 to 2047/48**

- 5.1 Attached at **Appendix 3a and 3b** are extracts from the reworked HRA Business Plan financial model. Years 1 to 10 have been included. Year 1 of the business plan is based on the 2018/19 proposed budget.
- 5.2 The plan for the HRA is based on keeping a minimum of £10m in working balances and using current reserves above this figure to invest in the major works programme. It has been assumed that all available resources over and above those required for revenue spend, payment of interest on debt and maintaining reserves at **£10m** are available for major works, for as long as the stock condition survey requires it.

- 5.3 There have been a number of changes to the Business Plan since it was first approved in February 2012. In particular, the Government changes to Right to Buy have increased the number of sales completed above that originally anticipated and is currently running at an average of 80 per year reducing to 50 per year from 2020/21. In addition, now that the majority of borrowing (self financing debt) has been fixed at 3.26% for the next 8 years this has stabilised the long term interest charges in the Business Plan at a very low level. There is a significant beneficial impact caused by the Council's proposals to move directly to formula rents in 2015/16. However, the latest negative impact has been the annual 1% reduction in rent levels against July 2015 levels. This reduces the rental income available to the HRA over the four years of the reduction by approximately £7.9m.
- 5.4 In October 2018 the Government announced the immediate removal of the HRA borrowing cap (from 29<sup>th</sup> October 2018). This implies the Council can borrow against the HRA assets to fund new development. The Business Plan assumes borrowing from 2019/20 of £186.3m over the next 6 years. The majority of this borrowing is to fund the 12 Estates, Bridge Close and two acquisition programmes totalling £30m.

## **6. CONCLUSION**

- 6.1 The Self Financing Business Plan extracts (**Appendix 3a and 3b**) show that the Council is able to maintain and improve its stock and provide good quality housing services over the next 5 years. The Housing Revenue Account budget which is set out in this report is a prudent budget, designed to maintain a good level of service, and inject further resources into a programme of major investment in the housing stock that will maintain the Decent Homes standard of existing housing stock and provide significant funding for wide-ranging estate regeneration programmes.

### **REASONS AND OPTIONS**

#### **Reasons and Options**

##### **Reasons for the Decision**

The Council is required to set the housing rent, service charges and a budget in accordance with the Local Government and Housing Act 1989.

##### **Alternative Options Considered**

There are no alternative options in so far as setting a budget is concerned. However, there are options in respect of the various elements of the budget. These are considered in preparing the budget and cover such things as the rent and service charge increases, budget growth and major works programme proposals. The rationale for the levels of investment and levels of charges are contained within the body of this report.



## **IMPLICATIONS AND RISKS**

### **Financial implications and risks:**

#### **HRA Revenue**

This report largely concerns the financial implications and risks concerning the setting of the HRA budget for 2019/20 and the revision of the figures for the 30 year Self Financing Business Plan. The HRA is sufficiently robust to generate a minimum estimated annual working balance reserve of £10m at the end of 2019/20 and for the following 3 years.

In addition to £10m reserves on the HRA, there is a bad and doubtful debt provision of £2.786m.

#### **HRA Investment Capital Budget**

**Appendix 2a** sets out the Major Works Programme 2019-20. This is funded from resources available for housing expenditure, which is summarised in the table below: -

		19/20	20/21	21/22	22/23	23/24	5 yr totals
<b>Funded By</b>		<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
GLA Grant		10.896	10.217	18.656	12.429	2.569	54.767
RTB 1-4-1 Funding		14.878	4.410	1.802	2.618	4.370	28.078
RTB Debt Repayment Reserve		5.158	1.867	1.053	1.053	1.053	10.183
Shared Ownership Receipts		0.813	0.024	1.723	0.371	6.787	9.720
12 Estates (Land Receipt)		0.037	3.143	3.642	0.000	6.565	13.387
12 Estates (Repayment Equity)		0.000	2.569	3.554	12.929	9.580	28.632
Capital Receipts (Bridge Close)		0.000	0.000	0.000	3.515	4.185	7.700
Borrowing		39.121	42.289	30.849	9.606	34.115	155.980
RCCO		5.000	7.567	8.670	21.160	10.250	52.647
MRR		34.808	9.305	9.305	9.305	9.491	72.212
		110.710	81.390	79.255	72.986	88.965	433.306

The capital programme incorporates the HRA capital funding requirements for the 12 Estates HWR JVLLP and sets aside sufficient capital resources to fund the acquisition of 321 affordable dwellings (30% affordable) from the Bridge Close HWR JVLLP. These commitments will require the Council (HRA) to borrow an additional £156m by the close of 2023/24.

#### **Risks**

##### **Legal implications and risks:**

Under Part VI of the Local Government and Housing Act 1989 any local authority that owns housing stock is obliged to maintain a Housing Revenue Account. The HRA is a record of revenue expenditure and income in relation to an authority's own housing stock. The items to be credited and debited to the HRA are prescribed by statute<sup>i</sup>. It is a ring fenced account within the authority's General Fund, which means that local authorities have no general discretion to transfer sums into or out of the HRA.

By section 76 of the Local Government and Housing Act 1989, the Council is required in January and February each year to prepare, and make available for public inspection, proposals relating to the income of the authority from rents and other charges, expenditure in respect of repair, maintenance, supervision and management of HRA property and other prescribed matters. The proposals should be made on the best assumptions and estimates available and should be designed to secure that the housing revenue account for the coming year does not show a debit balance. The report sets out information relevant to these considerations.

Section 76 also places a duty on local housing authorities: (a) to ensure that the annual budget for their HRA avoids a deficit; (b) to review and if necessary, revise that budget from time to time and (c) if it seems that an end-of-year deficit may occur, to take all reasonably practicable steps to avoid it. The proposed HRA budget fulfils these requirements.

The report seeks approval for major investment estimates in relation to a variety of schemes. In compliance with Section 151 of the Local Government Act 1972, the Council has in place Financial Regulations and Financial Procedures which provide appropriate arrangements for the approval of major works estimates. The various major works schemes must be capable of being carried out within the Council's statutory powers. To the extent that the details of the schemes appear from the body of the report, it does appear that the proposed works meet this requirement. In particular the maintenance and repair of dwellings may be considered consistent with the Council's repairing obligations under Sections 9A<sup>ii</sup> and 11 of the Landlord and Tenant Act 1985.

To comply with the Welfare Reform and Work Act 2016, the report also seeks Cabinet agreement to a 1% reduction in rent levels for general needs and supported housing. Although Havering's tenancy agreement requires at least 4 weeks notice of a variation in rent, pursuant to section 28 of the WRWA 2016, a term is implied into the Council's tenancy agreements enabling the 1% rent reduction without prior notice where the reduction is made for the purpose of complying with the Act. The provisions for variation of the terms of a secure tenancy under the Housing Act 1985 also take effect subject to section 28. However, to the extent that increases will be made to service charges, then the provisions as to notice of variation under the tenancy agreement and the Housing Act 1985 remain applicable.

The Equality Act 2010 requires the Council to have due regard to the public sector equality duty when carrying out its functions and have due regard to the need to eliminate discrimination and advance equality of opportunity. They must also show they have carried out an Equality Impact Assessment in reaching such decisions as introducing charges *to tenants*.

#### **Human Resources implications and risks:**

There are a number of HR implications which have derived from this report particularly around the transformation programme for Housing Services, savings implied and the recruitment of possibly new roles. All of which will be managed in line with the Council's Organisation Change policy, Recruitment policy and best practice. Staff will be consulted on the new proposals informally through information sessions and formally during the statutory consultation period.

**Equalities implications and risks:**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An equalities impact assessment has been carried out. Of note, rent levels are influenced by central government. Furthermore, best practice and guidance dictates that service charges should be set at a level which covers the cost of providing the service to which the charge relates. Therefore, the Council cannot operate in an unfettered way within regard to the rents and service charges it sets. That said, the Council has examined the proposals in this report from an equalities perspective.

60% of council tenants are in receipt of Housing Benefit. The proposed rents and service charges eligible for housing benefit are within the housing benefit caps for Havering, therefore those in most financial hardship, which can include particular minority groups, will be protected.

The major works programme makes available resources to bring forward works to make the remaining sheltered bedsits with shared bathrooms / showers fully self-contained. This will advantage this section of the community who are people over the age of 55.

The Council will monitor the impact of the increase across protected characteristics. We will ensure that anyone affected by the increase has equal access to advice and information in relation to income maximisation should they be unable to meet their rent/service charge liabilities. We will follow the guidelines set out in the income maximisation policy. The EIA will be updated in 6 months with information provided through the monitoring process and if required further activity will be undertaken to mitigate any adverse impact.

**BACKGROUND PAPERS**

There are none.

**APPENDIX 1 – Draft HRA budget 2019/20**

	2018-19 Final Budget	2019-20 Final Budget	Variance
	£	£	£
<b>Income and Expenditure</b>			
<b>Income</b>			
Dwelling rents	(46,513,100)	(45,230,440)	1,282,660
Garages	(346,870)	(326,280)	20,590
Charges for services and facilities - Tenants	(5,967,330)	(6,042,560)	(75,230)
Charges for services and facilities – Leaseholders	(1,574,340)	(1,574,340)	0
Shared ownership	(113,980)	(142,530)	(28,550)
Other	(578,080)	(578,080)	0
<b>Total Income</b>	<b>(55,093,700)</b>	<b>(53,894,230)</b>	<b>1,199,470</b>
<b>Expenditure</b>			
Repairs and maintenance	6,817,470	7,304,380	486,910
Supervision and management plus recharges	23,789,680	24,975,080	1,185,400
Depreciation and impairment	16,590,400	16,590,400	0
Debt management costs	47,820	47,820	0
Bad debt	665,000	665,000	0
<b>Total Expenditure</b>	<b>47,910,370</b>	<b>49,582,680</b>	<b>1,672,310</b>
<b>Net cost of HRA services</b>	<b>(7,183,330)</b>	<b>(4,311,550)</b>	<b>2,871,780</b>
Interest payable and similar charges	5,853,300	6,262,090	408,790
Interest and investment income	(64,810)	(64,810)	0
<b>Surplus or deficit for the year on HRA services</b>	<b>(1,394,840)</b>	<b>1,885,730</b>	<b>3,280,570</b>
<b>Statement on movement of HRA balances</b>			
Surplus or deficit for the year on HRA services	<b>(1,394,840)</b>	1,885,730	<b>3,280,570</b>
Revenue contribution to capital.	2,581,320	5,000,000	2,418,680
Reversal of impairment charge	(7,285,720)	(7,285,720)	0
<b>Net (income)/Expenditure</b>	<b>(6,099,240)</b>	<b>(399,990)</b>	<b>5,699,250</b>
HRA balance brought forward	(4,611,816)	(10,711,056)	
Net (income)/Expenditure - Budgeted	(6,099,240)	(399,990)	
<b>HRA balance carried forward</b>	<b>(10,711,056)</b>	<b>(11,111,046)</b>	

## Cabinet February 2019

## Appendix 2a – Draft 2019/20 – 2023/24 HRA Major Works Capital Programme

Major Works Programme 2019-23							
		19/20	20/21	21/22	22/23	23/24	5 yr totals
New Build Programme and pre-commitments in 2018/19		£M	£M	£M			£M
New Build Programme (funded)		3.134	2.758	0.000	0.000	0.000	5.893
Other Capital Schemes (funded)		3.225	0.000	0.000	0.000	0.000	3.225
Total		6.360	2.758	0.000	0.000	0.000	9.118
New Build Programme Requiring New Funding from 2019/20		19/20	20/21	21/22	22/23	23/24	5 yr totals
New Zealand Way		1.390	3.000	2.250	0.000	0.000	6.640
Whitchurch Road		0.225	0.675	0.000	0.000	0.000	0.900
Total		1.615	3.675	2.250	0.000	0.000	7.540
		19/20	20/21	21/22	22/23	23/24	5 yr totals
Stock Upkeep works to maintain standards including Major Repairs							
Major Voids		0.450	0.450	0.450	0.450	0.450	2.250
Major Voids (Regen Decants)		0.300	0.000	0.000	0.000	0.000	0.300
Structural		0.200	0.050	0.051	0.052	0.050	0.403
Electrical Upgrade/Mains Supplies		0.130	0.100	0.102	0.104	0.100	0.536
Legionella		0.170	0.170	0.100	0.100	0.100	0.640
Fencing / Boundary Walls		0.060	0.060	0.060	0.060	0.060	0.300
Drainage/Sewers		0.050	0.050	0.051	0.052	0.050	0.253
Asbestos Removal/Management		0.100	0.100	0.102	0.104	0.100	0.506
Asbestos Re-Surveys		0.200	0.050	0.050	0.050	0.050	0.400
External Redecorations		0.818	0.818	0.833	0.850	0.818	4.137
DDA Fire Protection/Mean of Escape		0.035	0.035	0.036	0.036	0.035	0.177
Careline equipment		0.152	0.050	0.051	0.052	0.050	0.355
Aids and Adaptations		0.550	0.550	0.561	0.572	0.550	2.783
Total		3.215	2.483	2.447	2.482	2.413	13.040
Stock Reinvestment to improve conditions including maintaining the Decent Homes Standard							5 yr totals
Stock Investment "Replacements" & "Fire Risk"		6.266	6.936	8.093	7.743	6.723	35.762
Kitchen/Bathrooms at Void stage (Routine)		0.270	0.270	0.275	0.281	0.270	1.366
Kitchen/Bathrooms at Void stage (Decant Voids)		0.210	0.000	0.000	0.000	0.000	0.210
Total		6.746	7.206	8.368	8.024	6.993	37.338
Stock Remodelling							5 yr totals
Bedsit Remodelling		0.109	0.000	0.000	0.000	0.000	0.109
Garages		0.350	0.000	0.000	0.000	0.000	0.350
Total		0.459	0.000	0.000	0.000	0.000	0.459
Future Investment							5 yr totals
Major Improvements (sheltered housing)		0.660	0.000	0.000	0.000		0.660
Estate Improvements Programme		10.000	0.000	0.000	0.000		10.000
		10.660	0.000	0.000	0.000		10.660

**Below the Line Additional Capital Expenditure**

		19/20	20/21	21/22	22/23	23/24	5 yr totals
		£m	£m	£m	£m	£m	£m
<b><u>12 Estates</u></b>							
Affordable Housing (inc SDLT)		11.883	33.707	28.111	19.136	23.806	116.644
Partner Loan (Land)		0.037	3.143	3.642	0.000	6.565	13.387
Partner Loan (Cash)		6.164	7.943	7.586	11.594	11.748	45.034
NNP Gap Funding		4.616	6.155	1.539	0.000	0.000	12.310
Vacant Possession		12.780	9.463	4.503	2.746	3.206	32.698
Tenant Compensation		2.781	0.825	0.581	0.408	0.890	5.485
Demolition (NNP and SSR)		2.144	0.000	0.000	0.000	0.000	2.144
<b><u>Regeneration</u></b>							
Multi Disciplinary Team (Prof Fees)		0.250	0.000	0.000	0.000	0.000	0.250
<b><u>Bridge Close</u></b>							
Affordable Housing (inc SDLT)		0.000	0.000	14.273	24.073	28.788	67.134
Acquisitions (Residential Properties)		11.000	0.000	0.000	0.000	0.000	11.000
<b><u>North West Romford</u></b>							
Affordable Housing (inc SDLT)		0.000	0.000	1.922	4.523	4.556	11.001
<b><u>The Bund</u></b>							
Affordable Housing (inc SDLT)		0.000	4.032	4.032	0.000	0.000	8.064
<b><u>HRA Regeneration Acquisitions</u></b>							
Affordable Housing (inc SDLT)		20.000	0.000	0.000	0.000	0.000	20.000
<b><u>HRA Acquisitions Fund</u></b>							
Affordable Housing (inc SDLT)		10.000	0.000	0.000	0.000	0.000	10.000
Proposed Capital Programme (Including New Build and Funded Schemes)		110.710	81.390	79.255	72.986	88.965	433.306
		19/20	20/21	21/22	22/23	23/24	5 yr totals
<b><u>Funded By</u></b>		£m	£m	£m	£m	£m	£m
GLA Grant		10.896	10.217	18.656	12.429	2.569	54.767
RTB 1-4-1 Funding		14.878	4.410	1.802	2.618	4.370	28.078
RTB Debt Repayment Reserve		5.158	1.867	1.053	1.053	1.053	10.183
Shared Ownership Receipts		0.813	0.024	1.723	0.371	6.787	9.720
12 Estates (Land Receipt)		0.037	3.143	3.642	0.000	6.565	13.387
12 Estates (Repayment Equity)		0.000	2.569	3.554	12.929	9.580	28.632
Capital Receipts (Bridge Close)		0.000	0.000	0.000	3.515	4.185	7.700
Borrowing		39.121	42.289	30.849	9.606	34.115	155.980
RCCO		5.000	7.567	8.670	21.160	10.250	52.647
MRR		34.808	9.305	9.305	9.305	9.491	72.212
		110.710	81.390	79.255	72.986	88.965	433.306

## Appendix 3a: Draft HRA Projections from Business Plan - Years 1-10

Year	2018.19	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28
£'000	1	2	3	4	5	6	7	8	9	10
<b>INCOME:</b>										
Rental Income	47,563	46,674	47,880	50,535	53,190	54,782	57,070	58,333	60,687	61,846
Void Losses	-1,365	-1,283	-925	-901	-869	-900	-941	-965	-1,009	-1,036
Service Charges	7,768	7,617	7,769	7,925	8,083	8,245	8,410	8,578	8,749	8,924
Non-Dwelling Income	347	326	334	350	1,181	1,371	2,016	2,705	2,839	3,953
Grants & Other Income	782	996	1,165	2,541	12,715	1,579	6,454	7,564	15,509	8,424
<b>Total Income</b>	<b>55,094</b>	<b>54,330</b>	<b>56,222</b>	<b>60,449</b>	<b>74,301</b>	<b>65,077</b>	<b>73,009</b>	<b>76,214</b>	<b>86,775</b>	<b>82,110</b>
<b>EXPENDITURE:</b>										
General Management	-23,790	-24,975	-25,350	-25,855	-26,371	-26,897	-27,434	-27,981	-28,540	-29,109
Special Management	0	0	0	0	0	0	0	0	0	0
Other Management	0	0	0	0	0	0	0	0	0	0
Rent Rebates	0	0	0	0	0	0	0	0	0	0
Bad Debt Provision*	-665	-667	-681	-712	-744	-760	-788	-802	-828	-835
Responsive & Cyclical Repairs	-6,817	-7,304	-7,355	-7,475	-7,598	-7,737	-7,946	-8,192	-8,435	-8,684
<b>Total Revenue Expenditure</b>	<b>-31,272</b>	<b>-32,946</b>	<b>-33,385</b>	<b>-34,043</b>	<b>-34,713</b>	<b>-35,395</b>	<b>-36,168</b>	<b>-36,975</b>	<b>-37,803</b>	<b>-38,628</b>
Interest Paid	-5,977	-6,262	-7,433	-8,599	-9,345	-9,818	-10,830	-11,538	-11,456	-10,985
Finance Administration	-48	-48	-49	-50	-51	-52	-53	-54	-55	-56
Interest Received	214	143	66	61	60	60	61	102	135	135
Depreciation	-9,305	-9,305	-9,305	-9,305	-9,305	-9,491	-9,681	-9,874	-10,072	-10,273
<b>Net Operating Income</b>	<b>8,706</b>	<b>5,912</b>	<b>6,117</b>	<b>8,514</b>	<b>20,947</b>	<b>10,382</b>	<b>16,339</b>	<b>17,875</b>	<b>27,525</b>	<b>22,303</b>
<b>APPROPRIATIONS:</b>										
FRS 17 /Other HRA Reserve Adj	0	0	0	0	0	0	0	0	0	0
Revenue Provision (HRACFR)	0	0	0	0	0	0	0	-408	-2,801	-15,587
Revenue Contribution to Capital	-2,581	-5,000	-7,481	-8,615	-21,111	-10,207	-16,368	-3,783	-27,253	-4,156
<b>Total Appropriations</b>	<b>-2,581</b>	<b>-5,000</b>	<b>-7,481</b>	<b>-8,615</b>	<b>-21,111</b>	<b>-10,207</b>	<b>-16,368</b>	<b>-4,191</b>	<b>-30,054</b>	<b>-19,742</b>
<b>ANNUAL CASHFLOW</b>	<b>6,125</b>	<b>912</b>	<b>-1,365</b>	<b>-101</b>	<b>-164</b>	<b>175</b>	<b>-29</b>	<b>13,684</b>	<b>-2,529</b>	<b>2,561</b>
Opening Balance	4,612	10,737	11,649	10,285	10,184	10,020	10,195	10,166	23,850	21,321
<b>Closing Balance</b>	<b>10,737</b>	<b>11,649</b>	<b>10,285</b>	<b>10,184</b>	<b>10,020</b>	<b>10,195</b>	<b>10,166</b>	<b>23,850</b>	<b>21,321</b>	<b>23,881</b>

**Appendix 3b: Draft HRA Capital Investment Requirement Projection from Business Plan**

Year £'000	2018.19 1	2019.20 2	2020.21 3	2021.22 4	2022.23 5	2023.24 6	2024.25 7	2025.26 8	2026.27 9	2027.28 10
<b>EXPENDITURE:</b>										
Planned Variable Expenditure	0	0	0	0	0	-30	-194	-430	-654	-888
Planned Fixed Expenditure	-18,074	-32,460	-16,287	-16,313	-20,187	-22,014	-19,012	-16,605	-23,958	-14,798
Disabled Adaptations	0	0	0	0	0	0	0	0	0	0
Other Capital Expenditure	-2,100	-3,221	-5,313	-6,312	-2,320	-6,565	0	0	0	0
New Build Expenditure	-21,058	-75,029	-59,790	-56,630	-50,478	-60,356	-56,331	-47,502	-35,500	-42,402
Procurement Fees	0	0	0	0	0	0	0	0	0	0
Previous Year's B/F Shortfall	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Expenditure</b>	<b>-41,232</b>	<b>-110,710</b>	<b>-81,390</b>	<b>-79,255</b>	<b>-72,986</b>	<b>-88,965</b>	<b>-75,537</b>	<b>-64,537</b>	<b>-60,113</b>	<b>-58,089</b>
<b>FUNDING:</b>										
Major Repairs Reserve	14,464	34,808	9,305	9,305	9,305	9,491	9,681	9,874	10,072	10,273
Right to Buy Receipts	2,409	1,867	1,867	1,053	1,053	1,053	1,053	1,053	1,053	1,053
HRA CFR Borrowing	0	37,991	42,124	30,024	9,654	34,158	32,348	0	0	0
Other Receipts/Grants	20,175	16,167	16,203	28,455	29,244	29,686	11,984	46,852	20,600	41,238
HRA Reserves	1,603	14,878	4,410	1,802	2,618	4,370	4,103	2,975	1,135	1,369
Revenue Contributions	2,581	5,000	7,481	8,615	21,111	10,207	16,368	3,783	27,253	4,156
<b>Total Capital Funding</b>	<b>41,232</b>	<b>110,710</b>	<b>81,390</b>	<b>79,255</b>	<b>72,986</b>	<b>88,965</b>	<b>75,537</b>	<b>64,537</b>	<b>60,113</b>	<b>58,089</b>



**REPORT TO CABINET, 13 FEBRUARY 2019 –  
TREASURY MANAGEMENT STRATEGY  
STATEMENT (TMSS) 2019/20 AND ANNUAL  
INVESTMENT STRATEGY (AIS) 2019/20, CAPITAL  
PRUDENTIAL AND TREASURY INDICATORS AND  
MINIMUM REVENUE PROVISION POLICY  
STATEMENT FOR 2019/20**

This page is intentionally left blank

---

**CABINET**  
**13 February 2019**

**Subject Heading:**

Treasury Management Strategy Statement (TMSS) 2019/20 and Annual Investment Strategy (AIS) 2019/20, Capital Prudential and Treasury Indicators and Minimum Revenue Provision Policy Statement for 2019/20

**Cabinet Member:**

Councillor Damian White, Leader

**SLT Lead:**

Jane West  
Chief Operating Officer

**Report Author and contact details:**

Terry Pearce / Stephen Wild  
[Terry.Pearce@onesource.co.uk](mailto:Terry.Pearce@onesource.co.uk)  
[Stephen.Wild@onesource.co.uk](mailto:Stephen.Wild@onesource.co.uk)

**Policy context:**

01708 432485 / 0203 045 3083  
The Council is required to formally approve the Treasury Management Strategy Statement, Prudential Indicators and the Minimum Revenue Provision Statement following recommendation from Cabinet

**Financial summary:**

The Treasury Management Strategy forms part of the Council's overall budget strategy and financial management framework.

**Is this a Key Decision?**

No

**When should this matter be reviewed?**

Bi-Annually

**Reviewing OSC:**

Audit Committee

•

**The subject matter of this report deals with the following Council Objectives**

Communities making Havering	[x]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[x]

## **SUMMARY**

The TMSS and AIS are part of the Council's reporting procedures and are recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) code of practice on treasury management and its prudential code for capital finance in local authorities. The Local Government Act 2003 requires councils to comply with both codes.

This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the DCLG Guidance, and it covers:

- The Borrowing and Investment Strategies
- Treasury Management Indicators
- Prudential Indicators
- A Minimum Revenue Provision Policy (the means by which capital expenditure which is financed from borrowing is paid for by council tax payers)

## **RECOMMENDATIONS**

Cabinet is asked to:

1. Approve the Treasury Management Strategy Statement (TMSS) 2019/20.
2. Approve the Treasury Management and Prudential Indicators set out in Appendices 1 and 2 of this report.
3. Approve the Annual Minimum Revenue Provision (MRP) Statement for 2019/20 set out in Appendix 7 of this report.
4. Recommend the annual TMSS and MRP statements 2019/20 to Council for approval.
5. Delegate future changes required to this Strategy to the Chief Operating Officer in consultation with the Cabinet Member for Finance and Property. This will provide the additional flexibility to swiftly respond to changing financial markets.

## **REPORT DETAIL**

## 1. Introduction

1.1 The Authority is required to set a balanced budget each financial year, which broadly means that income received during the year will meet its operational expenditure. As part of the overall financial management arrangements, a primary objective of the Treasury Management service is to ensure that the Authority's cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in counterparties or instruments commensurate with the Authority's appetite for risk and liquidity requirements, as priorities before considering investment return.

1.2 Revised reporting is required for the 2019/20 reporting cycle due to revisions of the Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance, the MHCLG Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes include the introduction of a capital strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011. The capital strategy is being reported separately on this agenda.

CIPFA define treasury management as "The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. This expenditure is shown throughout this report as "regeneration programme".

1.3 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.

1.4 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Audit Board

## **2. Key Considerations and Sustainability**

### **2.1 Treasury Management Strategy for 2019/20**

2.1.1 The strategy for 2019/20 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; See table 1 below
- treasury indicators which limit the treasury risk and activities of the Council; Appendix 2
- prospects for interest rates; Appendix 3
- the borrowing strategy;
- policy on borrowing in advance of need; Appendix 4
- debt rescheduling;
- the investment strategy;
- creditworthiness policy;
- the policy on use of external service providers.

2.1.2 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.

## **2.2 Training**

- 2.2.1 The needs of the Authority's treasury management staff for training in investment management are assessed on a regular basis as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by the treasury management adviser and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations. The CIPFA Code requires the responsible officer to ensure that Members with responsibility for treasury management receive adequate training in treasury management. This especially applies to Members responsible for scrutiny. Training will be arranged as required.

## **3. Service Delivery and Performance Issues**

- 3.1 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, shown in Appendix 1, which are designed to assist Members' overview and confirm capital expenditure plans.

### **3.2 Current Portfolio Position**

- 3.2.1 The overall treasury management portfolio as at 31 March 2018 and the position as at 31 December 2018 are shown below for both borrowing and investments.

**Table1: Current Portfolio Position**

<b>TREASURY PORTFOLIO</b>				
	<b>Actual 31/3/18 £m</b>	<b>Actual 31/3/18 %</b>	<b>Current 31/12/18 £m</b>	<b>Current 31/12/18 %</b>
<b>Treasury Investments</b>				
Banks & Building Societies	81.002	35	75.201	36
Government (including Local Authorities)	131.850	58	120.750	58
Money Market funds	12.737	6	9.500	5
Bonds	3.000	1	3.000	1
<b>Total Treasury Investments</b>	<b>228.589</b>	<b>100</b>	<b>208.451</b>	<b>100</b>
<b>Treasury External Borrowing</b>				
Local Authorities	30.000	12	0	0
PWLB	203.235	85	203.235	97
LOBO loans from banks	7.000	3	7.000	3
Other loans	0.250	-	0.150	-
<b>Total External Borrowing</b>	<b>240.485</b>	<b>100</b>	<b>210.385</b>	<b>100</b>
<b>Net Treasury Investments/(Borrowing)</b>	<b>(11.896)</b>		<b>(1.934)</b>	

Borrowing from Local Authorities as at 31 March 2018 was taken as temporary short term debt

3.2.2 The Council's forward projections for borrowing are summarised below in Table 2. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing



**Table 2: Capital Financing Requirement (CFR)**

£m	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
<b>External Debt</b>					
Debt at 1 April	215	241	251	385	478
Expected change in Debt	26	10	134	93	68
Other long-term liabilities (OLTL)	0	0	0	0	0
Expected change in OLTL	0	0	0	0	0
Actual gross debt at 31 March	<b>241</b>	<b>251</b>	<b>385</b>	<b>478</b>	<b>546</b>
The Capital Financing Requirement	<b>264</b>	<b>281</b>	<b>440</b>	<b>559</b>	<b>635</b>
Under / (over) borrowing	<b>23</b>	<b>30</b>	<b>55</b>	<b>81</b>	<b>89</b>

3.2.3 Within the above figures the level of debt relating to regeneration activities is detailed in table 3 below

**Table 3: Regeneration Programme debt**

	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Actual debt at 31 March £m	21	26	123	174	212
Percentage of total external debt %	9	11	33	36	39

3.2.4 Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits – see Appendix 1

3.2.5 The Chief Operating Officer reports that the Council complied with the prudential indicator that the Council's gross borrowing in the current year does not exceed its CFR and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### **3.3 Prospects for Interest Rates**

3.3.1 Current Forecasts are shown in Appendix 3

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

### **3.4 Borrowing Strategy**

3.4.1 Caution will be adopted with the 2019/20 treasury operations. The Chief Operating Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances.

3.4.2 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 2019/20 treasury operations. The Chief Operating Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances.

If it was felt that there was a significant risk of a sharp fall in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.

If it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity, or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

- 3.4.3 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;
  - \* to enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
- 3.4.4 All rescheduling will be reported to the Cabinet at the earliest meeting following its action.
- 3.4.5 In October 2018, Prime Minister Theresa May announced a policy change of abolition of the HRA debt cap. The Chancellor announced in the Budget that the applicable date was 29/10/18
- 3.4.6 This Council's borrowing in advance of need policy can be found at Appendix 4

### **3.5 Annual Investment Strategy**

- 3.5.1 The 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, (a separate report) which will be considered at the same meeting.
- 3.5.2 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.
- 3.5.3 The Council's investment priorities will be security first, portfolio liquidity second and then yield (return).
- 3.5.4 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, its minimum credit criteria is set out in Appendix 5.
- 3.5.5 The Council will consider placing longer term treasury deals while investment rates are at historically low levels and where attractive interest rates with high quality counterparties become available.
- 3.5.6 Investments will make reference to the core balance, cash flow requirements and the outlook for short and medium term interest rates.

- 3.5.7 Credit ratings should not be the sole determinant of the quality of an institution, this Council is not bound by the agency with the lowest rating and, importantly, officers will continually assess and monitor the financial sector and the economic/political environment in which institutions operate.
- 3.5.8 Treasury investment instruments identified for use in the financial year are listed in Appendix 6 under the 'specified' and 'non-specified' investment categories.
- 3.5.9 The Chief Operating Officer will, on advice, make operational changes to these limits in response to prevailing market conditions and regulatory changes.
- 3.5.10 All investments will be denominated in sterling.
- 3.5.11 As a result of the change in accounting standards for 2018/19 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund.
- 3.5.12 Following the consultation undertaken by the MHCLG on IFRS 9 the Government has introduced a mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds. This will be effective from this financial year, 1 April 2018. The statutory override applies for five years from this date. Local authorities are required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency.
- 3.5.13 The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), are required, by UK law, to separate core retail banking services from their investment and international banking activities by 1st January 2019. This is known as "ring-fencing". Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.
- 3.5.14 Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank (RFB) will be focused on lower risk, day-to-day core transactions, whilst more complex and "riskier" activities are required to be housed in a separate entity, a non-ring-fenced bank (NRFB). This is intended to ensure that an entity's core activities are not adversely affected by the acts or omissions of other members of its group.
- 3.5.15 Whilst the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The Council will continue to

assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics considered), will be considered for investment purposes.

3.5.16 This Authority will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year.

3.5.17 The local benchmark for investment is the 3 month LIBOR rate.

### **3.6 Loans to Third Parties**

3.6.1 The Authority may borrow to make grants or loans to third parties for the purpose of capital expenditure, as allowable under paragraph 25 (1) (b) of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2003 (Statutory Instrument No. 3146). This facility is likely to be used to support local economic regeneration and development activity but not limited to those purposes. The additional capital expenditure may be funded by external borrowing. Loans for working capital or revenue purposes are permitted as long as these are funded from the Council's internal cash balances as external borrowing is not permitted in such circumstances.

### **3.7 Treasury Indicators**

3.7.1 The indicators cover 2018/19-2021/22. The CIPFA Prudential Code and the TM code requires authorities to set treasury indicators and these are set out in Appendix 2. No breaches in the indicators are expected in 2019/20.

### **3.8 Minimum Revenue Provision (MRP)**

3.8.1 The MRP Policy Statement 2019/20 is set out in Appendix 7 of this report.

### **3.9 Policy on the use of external service providers**

3.9.1 The Council uses Link Asset Services as its external treasury management advisors.

3.9.2 The Council recognises that responsibility for treasury management decisions remains with the organisation at all times. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

## REASONS AND OPTIONS

### **Reasons for the decision:**

The statutory Codes set out that the Council ought to approve a Treasury Management Strategy Statement, the MRP Strategy and the Prudential Indicators.

### **Other options considered:**

The MHCLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Operating Officer, having consulted the Cabinet Member for Finance and Property, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain

## IMPLICATIONS AND RISKS

### **Financial implications and risks:**

The Treasury Management Strategy Statement is a key part of the overall budget strategy and financial management framework and governs the strategic and operational treasury management activities throughout each financial year in order to manage the Council's financial risks associated with cash management via borrowing and investments.

For the financial year 2019/20, the budget for investment income has been set at £1.4m, based on an average interest rate of 0.8%.

The budget for long term debt interest payable in 2019/20 has been increased from £8.4m to £11.6m. This is based on the existing average long term debt portfolio of £210m at an average interest rate of 3.6% and has been adjusted for anticipated borrowing for the 2019/20 capital programme.

Of the existing £210m of long term debt, £170m is in relation to the HRA, with a budget for debt interest payable of £5.2m. An additional £0.9m will be incurred in 2019/20 in respect of new external borrowing interest costs.

The General Fund Budget for debt interest on external debt has been increased by £0.2m from £2.4m to £2.6m to allow for external borrowing to be undertaken should it be considered necessary in 2019/20 to fund the cost of borrowing for the increased capital programme.

The budget for debt interest on external debt for regeneration activities has been set at £2.8m in 2019/20.

If actual levels of investments and borrowing, and actual interest rates differ from those forecast, performance against budget will be correspondingly different. Variance from budget will be reported on a bi-annual basis to full Council.

### **Legal implications and risks:**

The Council must comply with its duty under section 3 Local Government Act 2003 to keep under review the amount of money the Authority can afford to borrow. Regulation 2 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003/3146 requires the Authority to have regard to the code of practice entitled the

“Prudential Code for Capital Finance in Local Authorities” published by CIPFA when considering its duty under section 3.

The Council has fiduciary duties toward its tax payers to act in good faith in the interests of those tax payers with the considerable sums of money at their disposal. The Strategies being proposed for approval seek to discharge those duties in a reasonable and prudent fashion and therefore there is a low risk of successful challenge.

Otherwise there are no apparent legal implications arising as a result of this Report.”

**Human Resources implications and risks:**

There are no direct Human Resources implications arising as a result of this report

**Equalities implications and risks:**

There are no equalities implications within this report

**BACKGROUND PAPERS**



## Appendix 1

### PRUDENTIAL INDICATORS

#### Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

<b>Capital expenditure £m</b>	<b>2017/18 Actual</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>
Non-HRA	51.165	71.120	72.651	62.745	12.662
HRA	33.056	67.459	63.680	80.464	53.359
Regeneration Programme *	4.472	6.279	146.735	102.243	72.709
<b>Total</b>	<b>88.693</b>	<b>144.858</b>	<b>283.066</b>	<b>245.452</b>	<b>138.730</b>

\* these activities relate to areas such as capital expenditure on investment properties, loans to third parties etc.

Other long-term liabilities - The above financing need excludes other long-term liabilities that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

<b>Financing of capital expenditure £m</b>	<b>2017/18 Actual</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>
Capital receipts	22.457	15.331	63.690	50.947	30.000
Capital grants	20.823	39.621	31.550	31.725	2.000
Revenue and Reserves	27.945	68.267	25.689	38.340	23.335
Section 106/CIL	1.921	2.795	1.339	0	0
<b>Net financing need for the year</b>	<b>15.547</b>	<b>18.844</b>	<b>160.798</b>	<b>124.440</b>	<b>83.395</b>

The net financing need for regeneration programme activities included in the above table against expenditure is shown below:

<b>Regeneration Programme £m</b>	<b>2017/18 Actual</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>
Capital Expenditure	4.472	6.279	146.735	102.243	72.709
Other Sources of Financing	0	0	50.250	48.000	30.000
<b>Net financing need for the year</b>	<b>4.472</b>	<b>6.279</b>	<b>96.485</b>	<b>54.243</b>	<b>26.709</b>
Percentage of total net financing need %	<b>28.76</b>	<b>33.32</b>	<b>60.00</b>	<b>43.59</b>	<b>32.03</b>

### **The Council's borrowing need (the Capital Financing Requirement)**

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic 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 indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

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 CFR includes any other long-term liabilities. The Council currently has no such liabilities within the CFR.

The Council is asked to approve the CFR projections below:

£m	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
<b>Capital Financing Requirement</b>					
CFR – non housing	69.154	80.281	104.693	130.435	138.063
CFR – housing	174.669	174.669	212.660	254.784	284.808
CFR – Regeneration Programme	20.647	26.489	122.537	173.897	212.414
<b>Total CFR</b>	<b>264.470</b>	<b>281.439</b>	<b>439.890</b>	<b>559.116</b>	<b>635.285</b>
<b>Movement in CFR</b>	<b>13.892</b>	<b>16.969</b>	<b>158.451</b>	<b>119.226</b>	<b>76.169</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year	15.548	18.844	160.798	124.440	83.394
Less MRP and other financing movements	1.656	1.875	2.347	5.214	7.225
<b>Movement in CFR</b>	<b>13.892</b>	<b>16.969</b>	<b>158.451</b>	<b>119.226</b>	<b>76.169</b>

A key aspect of the regulatory and professional guidance is that elected members are aware of the size and scope of any commercial activity in relation to the authority's overall financial position. The capital expenditure figures and the details above demonstrate the scope of this activity and, by approving these figures, consider the scale proportionate to the Authority's remaining activity.

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

The Chief Operating Officers reports that the Council 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.

## Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

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.

## Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicator:

### Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

%	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Non-HRA	2.2	2.4	2.8	3.3	4.0
HRA	4.1	3.2	4.0	4.8	5.3
Regeneration Programme		0.8	2.0	4.9	6.6
<b>Total</b>	6.3	6.4	8.8	13.0	15.9

Prior to 2018/19 regeneration programme activities are not shown separately in this table

The estimates of financing costs include current commitments and the proposals in this budget report.

## Prudential and Treasury Indicators

The Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional CFR for 2019/20 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

### The operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary £m	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Debt	385	423	436	468
Other long term liabilities	10	10	10	10
Regeneration Programme	174	213	227	225
Total	569	646	673	703

### The authorised limit for external debt

This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the 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.

1. 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 this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

Authorised limit £m	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
Debt	414	472	487	520
Other long term liabilities	10	10	10	10
Regeneration Programme	174	213	227	225
Total	598	695	724	755

Separately, the Council has been limited historically to to a maximum HRA CFR through the HRA self-financing regime. In October 2018, Prime Minister Theresa May announced a policy change of abolition of the HRA debt cap. The Chancellor announced in the budget that the applicable date was 29 October 2018.

### **Treasury Management Limits on Activity**

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair opportunities to reduce costs/improve performance.

**The Code** requires that for LOBO loans the maturity date is now deemed to be the next call date.

The indicators are:

### **Maturity structure of borrowing**

These gross limits are set to reduce the Council's exposure of large fixed rate sums falling due for refinancing; these have been kept deliberately wide to provide flexibility for any restructuring that might be carried out to de-risk the debt portfolio.

<b>Maturity structure of fixed interest rate borrowing 2019/20</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	40%
12 months to 2 years	0%	60%
2 years to 5 years	0%	80%
5 years to 10 years	0%	100%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%

30 years to 40 years	0%	100%
40 years to 50 years	0%	100%
<b>Maturity structure of variable interest rate borrowing 2019/20</b>		
	Lower	Upper
Under 12 months	0%	90%
12 months to 2 years	0%	90%
2 years to 5 years	0%	100%
5 years to 10 years	0%	100%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%

### **Investment treasury indicator and limit**

Total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the following treasury indicator and limit:

<b>Upper limit for principal sums invested for longer than 365 days</b>			
<b>£m</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Principal sums invested for longer than 365 days	£75m	£75m	£75m

This page is intentionally left blank



## Prospects for interest rates

The Council has appointed Link Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives their central view.

Link Asset Services Interest Rate View														
	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75%	0.75%	1.00%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%	1.50%	1.75%	1.75%	2.00%
3 Month LIBID	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%	1.70%	1.80%	1.90%	2.00%
6 Month LIBID	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%	1.80%	1.90%	2.00%	2.10%
12 Month LIBID	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%	1.90%	2.00%	2.10%	2.20%
5yr PWLB Rate	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%
10yr PWLB Rate	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.20%	3.20%
25yr PWLB Rate	2.90%	3.00%	3.00%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%	3.60%	3.70%
50yr PWLB Rate	2.70%	2.80%	2.80%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%	3.40%	3.50%

Link Asset Services economic view is summarised below:

The flow of generally positive economic statistics after the quarter ended 30 June meant that it came as no surprise that the MPC came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, from 0.5% to 0.75%. Growth has been healthy since that meeting, but is expected to weaken somewhat during the last quarter of 2018. At their November meeting, the MPC left Bank Rate unchanged, but expressed some concern at the Chancellor's fiscal stimulus in his Budget, which could increase inflationary pressures. However, it is unlikely that the MPC would increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. The next increase in Bank Rate is therefore forecast to be in May 2019, followed by increases in February and November 2020, before ending up at 2.0% in February 2022.

The overall longer run future trend is for gilt yields, and consequently PWLB rates, to rise, albeit gently. However, over about the last 25 years, we have been through a period of falling bond yields as inflation subsided to, and then stabilised at, much lower levels than before, and supported by central banks implementing substantial quantitative easing purchases of government and other debt after the financial crash of 2008. Quantitative easing, conversely, also caused a rise in equity values as investors

searched for higher returns and purchased riskier assets. In 2016, we saw the start of a reversal of this trend with a sharp rise in bond yields after the US Presidential election in November 2016, with yields then rising further as a result of the big increase in the US government deficit aimed at stimulating even stronger economic growth. That policy change also created concerns around a significant rise in inflationary pressures in an economy which was already running at remarkably low levels of unemployment. Unsurprisingly, the Fed has continued on its series of robust responses to combat its perception of rising inflationary pressures by repeatedly increasing the Fed rate to reach 2.00 – 2.25% in September 2018. It has also continued its policy of not fully reinvesting proceeds from bonds that it holds as a result of quantitative easing, when they mature. We have, therefore, seen US 10 year bond Treasury yields rise above 3.2% during October 2018 and also seen investors causing a sharp fall in equity prices as they sold out of holding riskier assets.

Rising bond yields in the US have also caused some upward pressure on bond yields in the UK and other developed economies. However, the degree of that upward pressure has been dampened by how strong or weak the prospects for economic growth and rising inflation are in each country, and on the degree of progress towards the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

From time to time, gilt yields, and therefore PWLB rates, can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis, emerging market developments and sharp changes in investor sentiment. Such volatility could occur at any time during the forecast period.

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

### **Borrowing in advance of need**

Borrowing is primarily required to finance the council's capital expenditure programme and is long term in nature. Views of interest rate movements and moreover rising interest rate risk must be managed. This may result in borrowing in advance of need to secure long term finance on advantageous terms and reduce financing risk when capital will be required.

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.

There are attendant risks associated with investments but the council has taken measures to substantially reduce the level of credit risk from holding investments and manage the carry cost (the difference between borrowing costs and investment yield)

Officers will monitor the interest rate market and adopt a pragmatic approach to changing circumstances. Risks associated with any borrowing in advance activity will be subject to proper appraisal and subsequent reporting through the mid-year or annual reporting mechanism

This page is intentionally left blank

### The council's minimum credit ratings criteria

Credit Rating: Investment decisions are made by reference to the lowest appropriate published credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Within the parameters set out below the Council works together with Link Asset Services (the treasury management advisor) to establish an operational lending list using Link's creditworthiness methodology.

The notes below should be read in conjunction with table 1 overleaf.

- 1. Banks (Unsecured) and Building Societies:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

For non UK Banks, the Authority's credit criteria will require that banks from AA+ rated countries and above can be used.

**Current bank accounts:** the Authority's own banker, Should the credit rating fall below A-, for liquidity purposes the Authority may continue to deposit surplus cash with the group providing that investments can be withdrawn on the next working day. Balances will be reviewed on a daily basis to assess their appropriateness.

**Banks (secured):** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits.

The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

- 2. Rated Building Societies -** The Authority's credit rating criteria for UK Building Societies in 2018/19 will continue to limit deposits to those UK Building Societies that meet the credit criteria in table 1 below.

- 3. Non Rated Building Societies** – The criteria in table 1 overleaf will apply.
- 4. Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
- 5. Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following an external credit assessment as part of a diversified pool in order to spread the risk widely.
- 6. Registered providers:** Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing and, as providers of public services, they retain the likelihood of receiving government support if needed.
- 7. Residential Mortgage Based Schemes** - Investment will be restricted to AAA rated funds with only UK exposure. These funds offer stronger risk-adjusted returns whilst maintaining high daily liquidity with time plus two days (T+2) access.
- 8. Pooled funds:** Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee.
- 9. Money Market Funds (MMF):** The Authority will continue to use MMF's, which provide lower interest returns but do provide a highly liquid, diversified investment via a highly credit-rated pooled investment vehicle.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

**Table 1: Approved investment counterparties and limits**

Credit rating	Banks unsecured*	Banks secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£35m 5 years	£35m 20 years	£35m 50 years	£15m 20 years	£15m 20 years
AA+	£35m 5 years	£35m 10 years	£35m 25 years	£15m 10 years	£15m 10 years
AA	£35m 4 years	£35m 5 years	n/a	£15m 5 years	£15m 10 years
AA-	£35m 3 years	£35m 4 years	n/a	£15m 4 years	£15m 10 years
A+	£35m 2 years	£35m 3 years	n/a	£25m 3 years	£15m 5 years
A	£35m 13 months	£35m 2 years	n/a	£25m 2 years	£15m 5 years
A-	£35m 6 months	£35m 13 months	n/a	£15m 13 months	£15m 5 years
None	£1m 6 months	n/a	n/a	£5m 5 years	£10m 5 years
	UK Local Authorities £35m per authority; 50 years				
<b>Pooled funds</b>	£25m per fund These include Bond Funds, Gilt Funds, Equity, Enhanced Cash Funds, Mixed Asset Funds and Money Market Funds, Residential Mortgage Based Schemes (RMBS)				

\* Includes Building Societies

## Investment Limits

The Authority further proposes the investment limits as set out in the table below to protect the security of its investments. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

**Table 2: Investment limits**

	Cash limit
UK Central Government	unlimited
Any single organisation, except the UK Central Government	£35m each
Any group of organisations under the same ownership	£35m per group

Any group of pooled funds under the same management	£35m per manager
Financial instruments held in a broker's nominee account	£50m per broker
Foreign countries	£35m per country
Registered providers	£35m in total
Unsecured investments with building societies	£50m in total
Loans to unrated corporates	£35m in total
Money Market Funds	£50m in total
UK Residential Mortgage Backed Securities (RMBS)	£25m in total

Appendix 8 gives details of the Council's current investments.



## Specified and Non Specified Investments

### Specified investments:

The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
  - the UK Government,
  - a UK local authority, parish council or community council, or
  - a body or investment scheme of “high credit quality”.

The Authority defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

Limits on specified investments are shown in table 1 below.

**Table 1: Specified Investments**

Instrument	Institution Type	Instrument Minimum 'High' Credit Criteria	Limits	Max. Maturity Period
Accounts, deposits, certificates of deposit and senior unsecured bonds with banks other than multilateral development banks, UK Government Gilts.	UK Banks and UK Banking Groups	per Appendix 5, Table 1	£35m	per Appendix 5, Table 1
	UK Building Societies	per Appendix 5, Table 1	£35m	per Appendix 5, Table 1
	Non UK Banks	Sovereign Rating of AA+ and above and meet Credit Criteria in Appendix 5, Table 1	£35m	per Appendix 5, Table 1
Covered bonds, floating rate notes, reverse repurchase agreements and other collateralised arrangements with banks and building societies	UK Banks and Building Societies and Non UK Banks	Per Appendix 5, Table 1 (and Sovereign Rating of AA+ minimum for Non UK Banks)	See Note 2	per Appendix 5, Table 1
Term Deposits	Local Authorities and other Public Institutions	UK Sovereign Rating	£35m	per Appendix 5, Table 1
Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing.	Registered Social Housing Providers	per Appendix 5, Table 1		per Appendix 5, Table 1
Money Market Fund		AAA <sup>3</sup>	£25m	
Enhanced Cash Funds		AA/Aa <sup>4</sup>	£25m	
Residential Mortgage Based Schemes (RMBS)		UK AAA	£25m	
1. £35m Limit per bank / banking group.				
2. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.				
3. Investments will be made with those MMF's which have a rating of AAA				
4. Minimum of Fitch / Standard & Poor's AA or Moody's Aa rating				

**Non-specified investments:**

Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. This excludes loans to third parties for the purpose of capital expenditure as noted in Section 3.6.1.

Limits on non-specified investments are shown in table 2 below.

**Table 2: Non-specified investment limits**

	<b>Cash Limit £m</b>
Total long-term investments	75
Total Investments without credit ratings or rated below A- (subject to due diligence)	20
<b>Total non-specified investments</b>	<b>95</b>

### NON SPECIFIED INVESTMENTS

Instruments	Non Specified Investments	Institution Type	Minimum Credit Criteria	Maximum Duration	Cash limit
Accounts, deposits, certificates of deposit, structured deposits and senior unsecured bonds with banks other than multilateral development banks. Covered bonds, reverse repurchase agreements, and other collateralised arrangements with banks and building societies. Short Dated Bond Funds, Diversified Growth Funds, Absolute Return Funds and Property Funds. Unrated Bonds.	Total long-term investments (investments over 1 year)	UK and Non UK Banks and Building Societies, Rated Registered Social Housing Providers (RSP)	Per Appendix 5, Table 1	10 yrs.	£75m
	Total investments without credit ratings or rated below A- (except UK Government and local authorities)	Unrated Registered Social Housing Providers (RSP), Unrated Banks and Building Societies	N/A	5 yrs.	£20m
	Total Investments made in pooled investment vehicles.			7 yrs.	
	Total Investments made in unrated bonds.				
	Total non-specified investments				£95m

### Minimum Revenue Provision Policy Statement

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). Although there has been no statutory minimum provision requirement since 2008, The Local Government Act 2003 requires the Authority to have regard to the MHCLG *Guidance on Minimum Revenue Provision* updated in 2018.

The broad aim of the MHCLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The DCLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. Whilst in the majority of instances the statutory guidance will be followed, in certain circumstances, the Authority may follow an alternative flexible but prudent approach to the setting aside of money for the repayment of debt.

For capital expenditure incurred before 1st April 2008, MRP will be determined in accordance with the former regulations that applied on 31st March 2008, incorporating an "Adjustment A" of £2.9m on a reducing balance method

For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant assets in equal instalments, but under exceptional circumstances MRP the annuity or equal instalments method may apply. Furthermore, where appropriate provision of MRP will commence in the year after the asset becomes operational.

Estimated life periods will be determined under delegated powers. The council may defer to the estimated useful economic life periods specified in the MRP guidance, but reserves the right to determine such periods and prudent MRP. As some types of capital expenditure incurred by the Authority are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that

arises from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

No MRP will be charged in respect of assets held within the Housing Revenue Account.

**Third party loans** – Under statutory requirements the payment of the loan will normally be treated as capital expenditure. The subsequent loan repayments, (which are treated as capital receipts under statutory requirements), will be used to reduce the long term liability and consequently the CFR. As a result MRP will not generally be charged on the loan as it is not appropriate to do so.

## Appendix 8

### Breakdown of Deposits at 24 January 2019

Institution Type	Counterparty	Start Date	Maturity Date	Principal O/S (£m)
UK Bank	Close Brothers	27/07/2018	28/01/2019	5.000
UK Bank	Goldman Sachs International	05/11/2018	03/05/2019	5.000
UK Bank	Lloyds Bank plc	03/08/2018	04/02/2019	5.000
UK Bank	Santander UK plc (Covered Bond)	31/08/2016	08/07/2019	1.001
UK Bank - Call Account	National Westminster Bank plc	28/03/2013	(blank)	0.100
UK Bank-Notice Account	Goldman Sachs Int Bank (95 Days)	06/07/2018	08/03/2019	5.500
UK Bank-Notice Account	Goldman Sachs Int Bank (95 Days)	16/07/2018	08/03/2019	4.500
UK Bank-Notice Account	Lloyds Bank plc (175 Days)	15/05/2018	(blank)	5.000
UK Bank-Notice Account	Santander UK plc	01/06/2018	(blank)	20.000
Government	Cambridgeshire County Council	08/05/2018	09/11/2020	5.000
Government	Dundee City Council	17/10/2018	16/10/2019	5.000
Government	Eastleigh Borough Council	19/11/2018	03/04/2019	5.000
Government	Eastleigh Borough Council	21/11/2018	01/04/2019	5.000
Government	Gateshead Metropolitan Borough Council	15/10/2018	30/09/2019	5.000
Government	Highland Council	15/11/2018	14/06/2019	5.000
Government	Lancashire County Council	17/04/2018	17/04/2019	5.000
Government	Lincoln City Council	31/01/2018	30/01/2019	1.750
Government	London Borough of Barnet	01/11/2018	01/05/2019	5.000
Government	London Borough of Croydon	20/09/2018	12/09/2019	5.000
Government	London Borough of Haringey	10/09/2018	09/05/2019	4.000
Government	London Borough of Islington	26/04/2016	26/04/2021	5.000
Government	Mid Suffolk District Council	06/07/2018	06/07/2020	5.000
Government	Newcastle upon Tyne City Council	29/02/2016	26/02/2021	5.000

Government	Newcastle upon Tyne City Council	03/04/2017	03/04/2019	5.000
Government	Newcastle upon Tyne City Council	02/02/2018	01/02/2019	5.000
Government	Northumberland County Council	16/11/2016	16/11/2020	5.000
Government	Northumberland County Council	16/11/2016	16/11/2021	5.000
Government	Plymouth City Council	09/11/2018	09/08/2019	5.000
Government	Plymouth City Council	05/12/2018	05/06/2019	5.000
Government	Powys County Council	22/02/2018	22/02/2021	5.000
Government	Slough Borough Council	08/10/2018	08/04/2019	5.000
Government	Telford and Wrekin Borough Council	17/10/2018	17/04/2019	5.000
Government	Woking Borough Council	12/10/2018	12/09/2019	5.000
Non UK Bank	Australia and New Zealand Banking Group Limited	05/12/2018	05/06/2019	5.000
Non UK Bank	DBS Bank Ltd (Singapore)	03/08/2018	04/02/2019	5.000
Non UK Bank	DBS Bank Ltd (Singapore)	02/10/2018	02/04/2019	5.000
Non UK Bank	Rabobank Nederland	15/10/2018	14/10/2019	5.000
Non UK Bank	United Overseas Bank Limited	12/10/2018	11/10/2019	4.100
Money Market Funds	Insight Liquidity Sterling	16/01/2017	(blank)	15.000
Money Market Funds	BNP Paribas InstiCash	21/01/2017	(blank)	3.610
Money Market Funds	Federated Prime Rate Sterling Liquidity	13/11/2018	(blank)	15.000
Corporate Bond	Rockfire Capital Ltd	15/02/2018	21/04/2022	3.000
<b>Grand Total</b>				<b>227.561</b>