



# Haverling

L O N D O N   B O R O U G H

**CABINET, 9 FEBRUARY 2011**

**COUNCIL, 23 FEBRUARY 2011**

## **THE COUNCIL'S BUDGET 2011/14**

*This report is being supplied to all Members of the Council.*

**ALL MEMBERS ARE ASKED TO RETAIN THIS REPORT AND  
ITS APPENDICES FOR REFERENCE AT THE COUNCIL TAX  
MEETING ON 23 FEBRUARY 2011**



# CABINET

9/2/2011

# REPORT

**Subject Heading:**

THE COUNCIL'S BUDGET 2011/14

**Cabinet Member:**

Councillor Roger Ramsey

**CMT Lead:**

Andrew Blake-Herbert

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**Policy context:**

The Council is required to approve an annual budget and this report sets out the proposed budget for 2011/12 and includes recommendations to Council for the formal budget-setting process. This report deals with the overall budget position and sets out the detailed proposals for 2011/12 and recommends to Council the Council Tax level at band D as £1,505.00

**Financial summary:**

**Is this a Key Decision?**

**Yes/No**

**Is this a Strategic Decision?**

**Yes/No**

**When should this matter be reviewed?**

**Reviewing OSC:**

Corporate

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

Clean, safe and green borough	X
Excellence in education and learning	X
Opportunities for all through economic, social and cultural activity	X
Value and enhance the life of every individual	X
High customer satisfaction and a stable council tax	X

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ON 23<sup>rd</sup> FEBRUARY 2011**

**REPORT OF THE CHIEF EXECUTIVE**

**SUBJECT: 2011/12 BUDGET**

**SUMMARY**

This report outlines the context within which the 2011/12 budget is being set and identifies the Council's overall policy direction, statutory duties and financial strategy.

The Council's budget needs to reflect the level of funding allocated to it by the Government. Since the General Election, the Coalition Government has made a series of announcements, starting with the Emergency Budget in June, and recently culminating with the announcement of the provisional Local Government Settlement.

In anticipation of the changes that these various announcements have brought about, and in response to the Emergency Budget, Cabinet agreed a range of savings proposals in July designed to deliver savings reaching nearly £20m by 2013/14. These proposals are in the process of being implemented, subject to consultation where appropriate.

The provisional settlement was announced on 13<sup>th</sup> December. Information on a small range of budget pressures and savings proposals was released for formal consultation in January and as part of this process, was submitted to the joint Overview and Scrutiny Committee. The results of this consultation are set out in this report. Subject to any further changes made by Cabinet arising from the consultation and scrutiny, this report sets out the factors being recommended for inclusion within the 2011/12 budget.

**The current position is that there would be no change in the Havering element of the Council Tax, assuming the ELWA levy is agreed as set out in this report.**

Final confirmation of the Greater London Authority (GLA) precept is not expected until the day on which the London Assembly meets, which is the same day as the council tax setting meeting. The Mayor has, for the third year running, proposed no increase in the current precept, and this has been the subject of a similar consultation process. Any changes to the GLA position will be reported at the Cabinet meeting where known, but none are anticipated.

**On the assumption that this is approved by the London Assembly, there would be no overall change in Council Tax.** The band D figure would remain at £1,505.00.

This report provides details of the various components of the budget with appendices.

<b>RECOMMENDATION</b>
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**That Cabinet, in view of the need to balance the Council's policies, statutory requirements, government initiatives, inspection regimes and Council Tax levels:**

1. Consider the advice of the Chief Finance Officer as set out in Appendix H when recommending the Council budget.
2. Consider the comments received:
  - during the consultation exercise, which are set out in the report
  - from the joint Overview and Scrutiny Committee, which is attached as Appendix J to this reportwhen recommending the total Council budget.
3. Approve the Council's General Fund draft budget as set out in Appendix E, formulated on the basis of:
  - an ELWA levy based on the anticipated budget and levy increase
  - the budget adjustment items shown at Appendix F
  - the other assumptions set out in this report.
4. Approve the delegated schools' draft budget as set out in Appendix E.
5. Authorise the Chief Executive and Group Directors to make any necessary changes to service and the associated budgets relating to specific grant and area based grant funding, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation as appropriate.
6. Approve the schedule of Fees and Charges set out in Appendix K, with any recommended changes in year being implemented under Cabinet Member delegation.
7. Approve the revised Capital Programme for 2010/11 and indicative programme for 2011/12 as set out in the report and Appendix I.
8. Approve the indicative Capital Programme for 2012/13 to 2014/15 as set out in the report and Appendix I.
9. Agree that a further report be submitted to Cabinet setting out the revised Capital Programme for 2010/11 and seeking approval for the detailed Capital Programme for 2011/12.
10. Authorise the Chief Executive and Group Directors to implement the 2011/12 capital and revenue proposals once approved by Council unless further reports or Cabinet Member authorities are required as detailed.
11. Agree that the final Greater London Authority precept and levies (when known) be incorporated, by making an appropriate adjustment to the contingency

provision, subject to any changes being minor, to enable the band D Council Tax to be levied in round pounds and that, if necessary, the Group Director Finance & Commerce (in the absence of the Chief Executive) report the revised recommended resolutions needed to give effect to this to Council on 23<sup>rd</sup> February 2011.

12. Agree that if there are any changes to the GLA precept and/or levies, that the Group Director Finance & Commerce (in the absence of the Chief Executive) be authorised to amend the recommended resolutions accordingly and report these to Council on 23<sup>rd</sup> February 2011.
13. Agree that information be made available to members of the public, staff, trade unions, etc, explaining the decisions made by Cabinet, and the final decision on the Council Tax setting.
14. Delegate to the Cabinet Member Value and the relevant service area Cabinet Members authority to commence tender processes and accept tenders where these relate to Capital schemes within the Capital Programme.
15. Delegate to the Chief Executive authority to consider the comments of the trade unions and to reflect any changes and/or comments in the recommendations to Council.

**That Cabinet:**

1. Recommend to Council, subject to recommendation 3 above, the General Fund budget, and the Council Tax for Band D properties, and for other Bands of properties, all as set out in Appendix E, as revised and circulated for the Greater London Authority (GLA) Council Tax.
2. Recommend to Council the delegated schools' budget, also as set out in Appendix E.
3. Recommend to Council for adoption the revenue budget strategy statement set out in Appendix B.
4. Recommend to Council that a resolution be passed based on the proposals as set out in this report in order to set the Council Tax – the final text/figures to be advised to Council once the final GLA position is known.
5. Recommend to Council to pass a resolution as set out in section 8.4 of this report to enable Council Tax discounts to be given at the existing level
6. Recommend to Council the revised Capital Programme for 2010/11 and the indicative Capital Programme for 2011/12 as set out in Appendix I.
7. Recommend to Council the indicative Capital Programme for 2012/13 to 2013/14.
8. Recommend to Council to agree that the Capital Programme be expanded for schemes during the year which are funded via external funding under the

authority of the Cabinet Member Value and the relevant service area Cabinet Members.

9. Recommend to Council to agree to amend the level of discount currently awarded to Class C unoccupied and unfurnished dwellings from 50% to 0% effective from 1<sup>st</sup> April 2011.

**That Cabinet note:**

1. The monitoring arrangements for 2011/12.
2. The prospects for 2012/13 and beyond, which indicate a very challenging financial environment lies ahead and that the need for financial prudence is especially important.
3. That any further reductions in grant funding introduced by the Government subsequent to the setting of the budget will be reported back to Cabinet, together with any consequent recommendations on maintaining financial stability.
4. That a further report will be submitted to Cabinet in the Summer setting out the long term financial strategy for the Council and dealing with any further issues arising from the settlement and additional grant announcements.
5. That the Government has provisionally set the multiplier for National Non Domestic Rate at 43.3p in the pound standard and 42.6p in the pound for small businesses.
6. The effect of Council Procedures with regard to the moving of any amendment to the Council Tax Setting report.
7. That consultation with the Trades Unions will continue in respect of any proposals within the Budget that have an impact on staff.
8. That service budgets will be adjusted to reflect latest inflation estimates.
9. The virement and contingency rules set out in Appendix G.
10. That the Treasury Management Strategy is being presented to Cabinet concurrently with this report as a separate agenda item.
11. That **Midnight on Monday 14<sup>th</sup> February 2011** is the deadline for amendments to the Council Tax Setting and Budget Report.

<b>REPORT DETAIL</b>
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This report is split into the following parts:

1. Overall Policy Direction and Strategy
2. Consultation and the Overview and Scrutiny Committees
3. Havering's Revenue Budget and Council Tax

4. Capital Programme
5. Treasury Management Strategy
6. GLA Budget
7. Overall Council Tax Impact
8. Other Matters
9. Prospects for 2012/13 and beyond
10. Housing Revenue Account.

Appendices provide more information in certain areas and are cross referenced to the relevant text below.

## **1. Overall Policy Direction and Strategy – Achieving *Living Ambition***

- 1.1 In May 2008, the Leader of the Council outlined a new vision for Havering Council. Called *Living Ambition*, it seeks to deliver the highest possible quality of life, by focussing the Council's effort around five key goals:
  - *Goal for Environment* : to ensure a clean, safe and green borough
  - *Goal for Learning* : to achieve excellence in education and learning
  - *Goal for Towns and Communities* : to provide opportunities for all through economic, social and cultural activity
  - *Goal for Individuals* : to value and enhance the life of every individual
  - *Goal for Value* : to deliver high customer satisfaction and a stable council tax.
- 1.2 The five goals have been adopted as the Council's new over-arching strategy and are enshrined in the corporate planning process for the new financial year. The MTFS reflects this focus and key investments and savings are being structured to support the Council's progress towards the goals and the Council's Workforce Strategy sets out the people implications of delivering those goals. For example, proposals include significant investment in: highway and tree maintenance (*Goal for Environment*); customer services, and support for both adults and young people (*Individuals*); modernising and improving school facilities (*Learning*); developing and improving community events across Havering (*Towns & Communities*); as well as a comprehensive package of efficiency savings, in line with the *Goal for Value*.
- 1.3 The proposals in these papers for next year's budget set out how the Council intends to ensure that resources are allied to local priorities as defined by the Administration in the light of a range of factors including the results of public consultation, the general economic climate, the outcome of the Comprehensive Spending Review (CSR) and Local Government Financial Settlement (LGFS), and the future prospects for public sector funding.
- 1.4 It is important to note that the Council's financial strategy and budget development process is an iterative one, taking on board a wide variety of issues and enabling forward planning. These include:



- Responding to the difficult financial climate over the last two years and the challenging financial prospects that lie ahead
  - Ensuring that the Council's policy priorities drive resource allocations
  - Ensuring there remain clear links between revenue and capital budgets;
  - Continuing to ensure that all budgets have defined outputs
  - Initiatives identified for more detailed analysis which can be used to work with partners
  - Understanding and managing cost drivers
  - Continuing to benchmark and deliver value for money
  - Seeking funding from external agencies and/or partners
  - Other changes, e.g. Comprehensive Spending Review and Council Tax revaluation.
- 1.6 There will continue to be difficult decisions to make. However, the overall planning process will ensure these decisions will take place in an informed manner to ensure resource allocation matches policy and service priorities.
- 1.7 A statement, setting out the Council's revenue budget strategy, is set out in Appendix B, and Cabinet is asked to endorse this and recommend its adoption to Council.
- 1.8 It is important for the Council that our financial strategy continues the success achieved in recent years and the thrust therefore continues so that it:
- reflects the economic climate and the need for financial prudence
  - ensures the level of reserves is appropriate
  - links service planning with financial planning
  - identifies service delivery trends, changes in legislation etc. that will have a financial impact
  - accurately predicts levels of spend in the future to avoid further overspends
  - identifies revenue costs resulting from capital expenditure
  - matches resources to priorities
  - costs areas of new or increased priority
  - provides savings to balance the books
  - provides savings to fund new investment and areas of increased priority
  - costs new investment and estimates any subsequent payback
  - increases value for money
  - manages risk and uses risk assessment to inform decision making
  - ensures all projects are adequately funded and resourced.

### **Partnership Working**

- 1.9 Partnership working is strong in Havering and recognised as effective by the Audit Commission. The Havering Strategic Partnership (HSP) brings together key public, private and community groups to shape the development of the Borough. Its Strategic Board is chaired by the Leader of the Council.
- 1.10 Effective partnership working is a key consideration in developing the Council's financial strategy and ensuring we provide value for money. Significantly more work has taken place on this. Services are identifying with other authorities and organisations around how to deliver more efficient services and this is

evidenced by many of the proposed savings. The Council is carefully considering governance arrangements in planning the joint delivery of services including:

- establishing shared objectives
- pooling financial resources
- monitoring and reviewing partnership activities.

- 1.11 The Council has also continued to look for potential opportunities to collaborate with other local authorities, especially those within its immediate vicinity. Havering participates in an alliance of North East London boroughs and is actively engaged in an ongoing dialogue over potential collaborations. East London Solutions has been established as part of this process as a means of governing the collaborative opportunities, and officers are working jointly in a number of areas which offer potential scope for efficiencies.

## **Economic Climate**

- 1.12 Cabinet will be aware that the general economic climate has been both highly volatile and extremely unpredictable – although it could probably now be argued there is a degree of certainty since the successive CSR and LGFS announcements. Markets have fallen, interest rates have reached unprecedented lows and remained at those levels, inflation has remained volatile and broadly above Government targets, and the economic turmoil has required a massive level of intervention from the UK Government and elsewhere. The scale of the budget deficit, and the actions that would inevitably be needed to be taken to address this, have been the subject of much discussion, and have been covered in full in reports to Cabinet, starting in July.
- 1.13 In setting the budget for 2011/12, it is essential that this is borne in mind. The scene for public sector funding was set by the CSR announcements, and the subsequent LGFS announcement has confirmed a major reduction in local government funding. Local government is clearly heavily affected by this and has therefore needed to both plan and be able to respond accordingly. The steps already taken earlier this financial year have meant that the Council is well-placed to respond to the CSR and LGFS. The approach to the development of the detailed budget proposals, and the budget itself for 2011/12, has had these factors firmly in mind.

## **Conclusions**

- 1.14 The position of the Council is that Havering is likely to continue to have severe resource constraints for the next few years, and beyond, and as anticipated, these constraints are even more marked than anticipated in previous years. This has inevitably placed severe restrictions on the resources for services even further and leaves the Council facing the need for further savings plans to meet the expected financial position arising from the CSR. Whilst this may be seen as a continuation of the experience of recent years, the scale of reductions needed in public sector spend have, as has been seen, had a major impact on funding for local government.

- 1.15 The aim of the planning process is being achieved, i.e. to establish a stable financial position, to adopt a prudent approach to the continuing development of the Council's financial strategy, and to reflect the views of our local community on the impact of budgetary pressures and Council Tax increases subject to any changes in national priorities that are outside of the Council's control. The Council is able to demonstrate that it is prioritising finance according to its business objectives and in the context of the general financial climate.

## **2. Consultation and Overview and Scrutiny Committees**

### **2.1 Consultation**

- 2.1.1 The Council has continued to seek views through consultation with the community and other stakeholders on priorities and Council Tax levels for the current budget. This includes:

- requesting information through the current community survey
- consultation on the plans set out in the July Cabinet report
- presentations to Partners
- articles in Council Publications
- information on the web site.

- 2.1.2 A short summary of the budget position was published in *Living* - directing interested parties to further details of the budget proposals on the website and inviting comment. The main thrust of the Council's consultation with residents on this and future budgets is the extremely successful 'Your Council, Your Say' survey which is running from January 10 to February 7. This survey was distributed with *Living* to all households and many businesses, with additional copies available in libraries and the PASC. An online version was also available. The aim of the survey was to ask as many residents as possible to set out their local priorities. Residents were asked to highlight which aspects of their local area were most important in making it 'a good place to live' and which aspects most needed improving. They were also asked for their views on current council services.

- 2.1.3 At the time of compiling this report, over 9,000 responses have been received. This is a tremendous response from a survey of this type and compares very favourably with the 2,800 responses that informed the last formal 'Place survey', undertaken by Ipsos MORI in 2009. A little under half of these responses have been analysed at the time of writing. So far, they indicate that health services, level of crime, clean streets and road and pavement repairs are most important in making somewhere 'a good place to live'. The interim analysis shows that residents would most like to see an improvement in road and pavement repairs, level of traffic congestion, levels of crime and clean streets.

- 2.1.4 The full survey results will be available in March, summarising all responses from the survey. These results will then help to inform future spending decisions.

2.1.5 A range of meetings with the Trades Unions and staff has taken place since the July Cabinet report, including consultation on a number of organisation restructure proposals.

2.1.6 Where possible, the proposals in this report take account of the views given by our local community.

## **2.2 Overview and Scrutiny Committees**

2.2.1 The budgetary pressures and savings proposals were presented to a joint meeting of the Committees in January 2011. This follows an earlier joint meeting following the July Cabinet.

2.2.2 The proposals have been considered by the Committees, and whilst a number of issues have been raised for discussion, no issues or comments have at the point of preparing this report been formally referred to Cabinet for its consideration. A summary of the draft minutes arising from the joint Committee meeting is set out in Appendix J.

## **3. Havering's Revenue Budget and Council Tax**

### **3.1 Introduction**

3.1.1 Mindful of the outcome of the consultation on the proposals, set out below are the issues and factors taken into account in developing the 2011/12 budget. As well as the results of the consultation and budget finalisation, it is important to note that the position on the levies, if significantly different from the provisional sums, could affect the final level of the Havering Council Tax.

3.1.2 The impact of the Greater London Authority precept is covered separately in section 6.

### **3.2 Government Grant**

3.2.1 The final settlement was expected to be announced around 31<sup>st</sup> January, following the close of consultation on 17<sup>th</sup> January. This is too late to enable officers to incorporate this within this report. If there are any material changes in the final settlement, an update will be provided to Cabinet members, otherwise a short note will be provided. Appendix B contains summary information in respect of the provisional settlement as a backdrop to the council tax setting process. Key matters are:

- (a) The Council submitted a written response to the consultation on the provisional financial settlement and this response is included as part of Appendix B
- (b) A meeting was held with the Local Government Minister to set out the impact of the settlement on Havering
- (c) As a result of the settlement, Havering continues to receive a much lower level of grant funding than our neighbours.

3.2.2 The provisional settlement announcement identified the levels of Revenue Support Grant (RSG). For 2010/11, Havering currently receives £55.314m in

formula grant. After adjustments, the revised base grant figure of £64.5m. The provisional settlement gives Havering funding of £56.520m for 2011/12 and £51.357m for 2012/13. In effect, Havering's RSG has been cut by around £8m in 2011/12, and a further £5m in 2012/13; this equates to a grant cut of around 20% over the two years.

### **3.3 Specific Grants**

- 3.3.1 In the past, there was a wide range of specific grants that were received outside the general grant. Specific grants were for specific purposes and many (though a reducing number) have been subject to external audit verification prior to claim submission. They are not for mainstream funding and, hence, increased levels of specific grants have not assisted in reducing the overall Council Tax level, as they reflect a similar level of spend by the Council. These have historically changed year on year and in some cases the details have not been known until after Council Tax setting.
- 3.3.2 As explained in the January Cabinet report, there are major changes to the specific grant funding stream. Many grants are now ceasing, either because they are ending altogether, or because they are being rolled into formula grant. This had been anticipated from the CSR, but the level of reduction is higher than had been anticipated. There is also a fundamental change, in that the new specific grant regime means that the few grants that remain are unringfenced; this means that it is up to local authorities to decide how to utilise them. That said, there is undoubtedly an expectation from the funding Government department of the uses to which the funding they provide will be put.
- 3.3.3 Details of the range of specific grants which the Council receives in the current year and what is now anticipated in 2011/12 are set out in Appendix C. There remain some gaps in this and there are likely to be further Government department announcements over coming months, although some of these may simply be to advise the cessation of a particular grant.
- 3.3.4 The budget in the past has broadly been based on services managing with the relevant levels of specific grant announced by Government departments, and, hence, amending spending plans. The general exception has been where grant has been subsumed into mainstream funding, in which case expenditure has been expected to match the sum subsumed. However, the level of change and the fact that there are adjustments made to the sums rolled into formula grant makes the year on year comparison more difficult than previously.

### **3.4 Area Based Grant**

- 3.4.1 The Council has also previously received an Area Based Grant (ABG) which consisted of several grants that were previously specific grants. Under the settlement, in effect the existing ABG has broadly ceased to exist. An analysis of ABG is also shown as part of Appendix C. The current ABG figure for 2010/11 is £12m.

- 3.4.2 It had been expected that ABG would cease in its entirety as part of the outcome of the CSR. However, there are still a couple of grants continuing within ABG, and these are shown as part of the Appendix.

### 3.5 Dedicated Schools Grant

- 3.5.1 Details of the Dedicated Schools Grant (DSG) were not included in the report to Cabinet in January as the approach within the settlement did not follow that in previous years. Instead, the settlement included details of the basis on which DSG was to be calculated, so it is down to individual authorities, at least at this stage, to assess this. As the previous report to Cabinet highlighted, there are (for Havering) around £22m in existing specific grants now rolled into DSG.

- 3.5.2 The estimated figures for Havering are summarised below. Any changes in respect of DSG and associated specific grants have to be managed within the context of the overall budget available to schools. The provisional figures are subject to change based on pupil numbers, and are as follows:

	2010/11 Adjusted £m	2011/12 £m
Original allocation	159.903	183.654
Less Academy recoupment	(1.943)	(3.331)
Final allocation	157.960	180.323
Grants rolled into DSG	22.356	
<b>Total funding</b>	<b>180.316</b>	<b>180.323</b>

- 3.5.3 More details of the DSG are included in Appendix B.

### 3.6 New Homes Bonus

- 3.6.1 The New Homes Bonus aims to encourage Local Authorities to support housing growth within their respective areas and in doing so, receive an unringfenced grant as a reward. Currently the final details of how the grant will work are underdevelopment however based on the Government's proposal; Local Authorities who increase the number of properties / bring properties back into use would benefit.

- 3.6.2 The Bonus will be equivalent of matching the additional new properties within each Local Authority and rewarding them with a fixed amount based on the average national band D council tax equivalent (currently £1439). In addition, further properties classified as long term empty which have been brought back into use would also benefit. A further incentive is an additional £350 per property which is classified as affordable will be awarded. Based on the most recent estimates and the latest Government proposal, the grant for Havering would be approximately £400k which Havering would receive for each of the 6 years, assuming the funding stream remains in place.

- 3.6.3 The Bonus is a cumulative grant thus increasing each year for a six year period. As stated within the New Homes Bonus Consultation, funding for the 2011/12 grant was announced in October's CSR, however funding beyond this will only been partially funded from Central Government and the remainder will

come from the Revenue Support Grant. This will have the potential affect of reducing Havering's RSG / Redistributed Business Rates in future years. The estimated value of the grant has been included in the budget but there is no assumed additional level of spending pending further clarification over these monies and the overall grants position.

### 3.7 Future Grant Funding

3.7.1 The future position has been covered at some length in the reports to Cabinet in December and January. These set out details of, firstly the CSR, and secondly the LGFS. The latter was announced only for financial years 2011/12 and 2012/13 whereas the former covers a four year period. It has been made clear that changes to the settlement system are expected, and these would apply from 2013/14 onwards.

3.7.2 The anticipated effect of the CSR was set out in the December report. This indicated the overall level of funding within the Department for Communities and Local Government on local authorities was as follows:

Year	2010/11	2011/12	2012/13	2013/14	2014/15
Core Funding £bn	28.5	26.1	24.4	24.2	22.9
% Reduction year on year from 2010/11		-9.2%	-5.2%	-0.7%	-4.6%

3.7.3 This indicates a flattening out in likely grant reductions in 2013/14, but a further fall in the last year of CSR. The previous report to Cabinet set out the comparison of the actual impact of the provisional LGFS announcement against these high-level CSR figures:

	2011/12 £m	2012/13 £m
Forecast from CSR announcement	-9.2	-5.0
Provisional LGFS	-8.0	-5.2

3.7.4 Using the high-level figures, a small overall reduction is likely in 2013/14, with a further bigger reduction in 2014/15 – most probably in line with 2012/13, so in the region of £4m to £5m. However, the changes proposed by the Government to the settlement system mean that it is hard to predict with any reliability what the formula grant levels might be for the last two CSR years. Any planning will need to bear this in mind.

### 3.8 General Inflation

3.8.1 Previous reports have advised Cabinet that inflation levels have generally dropped considerably – although this depends on the measure used. The Coalition Government has indicated its expectation of pay restraint within the public sector, with a pay freeze in central Government departments. Although they cannot enforce this within local government, it has been made clear that this is their expectation. From the employers' perspective, the financial climate underlines the need for pay restraint. It is anticipated that there will be no pay rise for staff for either the current or the next financial year. This has been reflected in the budget for 2011/12. The situation will however be kept under

review as the year unfolds, though at this stage, no change is envisaged.

3.8.2 Appropriate provision has been made for increases in contracted supplies and services, as these are generally related to specific indices, which have continued to rise. Where possible, negotiations have been conducted with individual suppliers to emphasise the financial constraints facing local authorities. However, inflationary rises is an area of risk running into 2011/12 and will need to be carefully monitored.

3.8.3 A modest increase in fees and charges has been built into the annual review process. Account is, as usual, being taken of any fees set statutorily, as these are outside the control of the Council. The schedules of fees and charges are set out in Appendix K and reflect the level of changes reflected in service budgets.

### **3.9 Concessionary Fares**

3.9.1 The Council's current contribution to the concessionary fares scheme is £6.8m. This sum takes into account a special grant paid to London Councils, which was significantly reduced for 2010/11. At one time, there was a risk this would be removed in its entirety, so full provision was made in the 2010/11 budget to cover this eventuality. It has been anticipated that changes to the distribution of costs would occur, and there will also be an impact owing to the way in which funds now flow through the LGFS. In the end, the budget provision exceeded the actual sum contributed by the Council, so the surplus has been applied in 2010/11 to offset the impact of the in-year grant reductions.

3.9.2 Details of the proposed London contributions were announced on 17<sup>th</sup> January. As expected, the special London grant has been removed, though this has, at least in theory, found its way into revenue support grant through the LGFS. There have in addition been significant changes in the distribution of costs as a result of the methodology applied. The overall increase across London is around 28%, with one Council – Bexley – seeing their contribution reduce; at the other extreme, 8 councils in London face increases in excess of 40%.

3.9.3 Havering's contribution for 2011/12 is expected to be just under £7.4m, an increase of 8% – the third lowest across London. This wipes out about half the existing surplus, leaving an unallocated balance of £436k. Given the continuing uncertainties over the specific grants and ABG, this sum is being retained within this budget pending a further examination of the final grants position. The disposition of this balance will be considered in due course as part of the development of the longer term financial strategy.

### **3.10 Carbon Trading**

3.10.1 The Carbon Reduction Commitment Energy Efficiency Scheme (CRC) is bringing in the UK's first mandatory carbon trading scheme, starting in 2011/12. The main driver for the CRC is to stimulate energy efficiency in organisations, which might otherwise be resistant to implementing energy efficiency measures. The scheme will feature an introductory phase of three years, during which allowances will be sold at a fixed price, probably £12/tonne CO<sub>2</sub>. This is intended to allow organisations to become familiar with participating in a



carbon trading scheme. Thereafter it is currently anticipated allowances will be traded on the market, though this is under review by the Government.

3.10.2 The CRC covers large non-energy-intensive business and public sector organisations including local authorities. At current rates of consumption Havering Council will have to participate. The Council will have to start buying carbon allowances to cover its carbon emissions for the 2011/12 from April 2012, and that will involve measuring and recording energy use and calculating carbon dioxide (CO<sub>2</sub>) emissions (not including transport or housing emissions) according to the base year, which is 2010/11.

3.10.3 Recent Government announcements mean that the scheme will no longer be overall budget neutral. Officers are assessing the potential impact of this in the context of the overall Council budget position. Further information on this will be provided to Cabinet once the position has been clarified.

### **3.11 Members Allowances Scheme and Democratic Services Support**

3.11.1 Given the financial climate and the challenging nature of the outlook for public sector finances, it is essential that the Council's democratic processes are reviewed to ensure that they deliver value for money to the local community. It is therefore proposed to undertake a review of the Members Allowances Scheme and make recommendations to Council, and concurrently, to review the support functions within Democratic Services.

3.11.2 The outcome of the review of the Scheme will be presented to Annual Council in May. Any associated proposals relating to the support functions will be included in the further report to Cabinet mentioned elsewhere.

### **3.12 Levying Bodies**

3.12.1 The levies are part of the local government settlement and therefore need to be taken into account when setting the Havering element of the Council Tax. The latest information in respect of levies is set out in Appendix D; at this stage the figures are shown as either provisional or estimated, with final figures expected shortly.

- 3.12.2 There are a number of levies, but the predominant levy relates to the East London Waste Authority (ELWA). The current overall levy budget is around £11.3 million, of which ELWA accounts for £10.5 million. As has been previously reported to Cabinet, ELWA's budget continues to identify further increases over the duration of the Council's financial strategy.
- 3.12.3 The ELWA budget is now due to be approved at the board meeting on 7<sup>th</sup> February 2011. The papers for that meeting may not be available in time for this to be reflected in this report; that being the case, supplementary information will be provided as necessary. However, early indications from ELWA are that, although the overall levy increase will be in line with that previously anticipated, changes in tonnages are likely to mean the full effect will be mitigated for Havering. At this stage, the sum used for planning purposes has been provided for.
- 3.12.4 No material changes to the remaining levies had previously been anticipated. Although the final figures are dependent on the Council Tax base for each funding authority, the provisional levies for 2011/12 are either at a standstill, or in the case of the London Pensions Fund Authority and the Lee Valley Regional Park, expected to show a reduction. This is a small benefit to the Council, although the overall level of these levies is not material.

### **3.13 Collection Fund and Council Tax Base**

- 3.13.1 As part of the administration and management of Council Tax, the Council is required to maintain a separate Collection Fund Account into which its Council Tax receipts are paid. Each year, any surplus balance on this fund must be used to reduce the Council Tax in the following year, and any deficit must be met by increasing the Council Tax, or if significant by making a contribution to the Fund to keep it in balance.
- 3.13.2 The Collection Fund is operated on behalf of both the Council and the GLA. Any contribution to and from the Fund is split on the basis of their respective responsibilities.
- 3.13.3 The Fund operates in such a way that even very minor variations in recovery levels will affect the Fund balance. Thus, a shortfall in recoveries can lead to a deficit on the Fund. For 2010/11, it is currently anticipated that the Fund will show a deficit, and it is forecast that this will continue into next year. With this in mind, an additional provision of £398k has been included in the budget.
- 3.13.4 The Council Tax base is reviewed each year to take account of new properties and changes to other factors, such as exemptions and discounts. Following this review, the Council Tax base for 2011/12 has been set at 89,700.

### **3.14 Proposals – Budget Savings and Budget Adjustments**

- 3.14.1 As set out in the January Cabinet report, the financial climate has meant that scope for any further investment, or ability to absorb additional pressures, is extremely limited. The report to Cabinet in July set out a range of savings proposals aimed at bridging the forecast gap expected to arise from both the Emergency Budget and the CSR, and designed to deliver savings of £19.6m

over the first 3 years. These savings proposals are in the process of being implemented, subject to consultation where appropriate, and are being included in the 2011/12 budget. The proposed phasing of this was as follows:

	2011/12 £000	2012/13 £000	2013/14 £000
Cumulative Savings	9,713	13,502	19,641

3.14.2 The January report included a small number of unavoidable budget adjustments, mainly pressures. The final proposals are set out in Appendix F.

3.14.3 As previously reported to Cabinet, only those budget adjustments that are unavoidable have been included. These have generally resulted from circumstances outside the control of the Council, through to a number relating to the impact of the economic climate, and thus reflecting reductions in income generation from different sources.

3.14.4 The proposals, which have been open for public consultation since January, explain how the Council will prioritise funding for next year, while enabling the Council Tax to be held at the same level as the previous year, ie **no change is being recommended to Council**.

3.14.5 As well as the proposals set out, the final budget reflects these elements; more detailed information on these was contained in the January Cabinet report:

- Pension Fund; a small increase has been included in anticipation of approval to the recommendations of the Actuary
- Social Care services; provision has been included to reflect the ongoing impact of demographic changes
- Interest levels; the planned increase is not now being included as there is as yet no indication of these rising.

### 3.15 Current Financial Position – Revenue

3.15.1 The development of the financial strategy and detailed budget needs to take recognition of the financial position in the current year. The most recent revenue monitoring report covers period 8, November, and is summarised below:

Directorate	Revised Budget £'000	Forecast Outturn £'000	Forecast Variance £'000
Culture & Community	37,761	38,042	281
Social Care & Learning	104,992	105,852	860
Finance & Commerce	11,993	10,660	(1,333)
Legal & Democratic Services	7,029	7,145	116
<b>Sub Total</b>	<b>161,775</b>	<b>161,699</b>	<b>(76)</b>
Contingency	1,638	1,638	0
Services Total	<b>163,413</b>	<b>163,337</b>	<b>(76)</b>
Dedicated Schools Budget	0	0	0
<b>Grand Total</b>	<b>163,413</b>	<b>163,337</b>	<b>(76)</b>
Area Based Grant	(12,385)	(11,053)	1,332

Unringfenced Grant	(636)	(636)	0
<b>Revenue Total</b>	<b>150,393</b>	<b>151,648</b>	<b>1,256</b>

3.15.2 This shows one major change from the position previously reported to Cabinet as part of the January report, when the overspend was forecast at £856k. This is a forecast overspend of £450k on children's placements, which has resulted from an increase in the number of looked after children. There are a number of other adverse variances have previously been reported to Cabinet, these are due in the main to the economic climate. Given the current position, it is anticipated that this can be contained within the overall Council budget given the level of contingency remaining, although measures are being taken within Social Care & Learning to seek to reduce their overall overspend.

3.15.3 Part of the planning process ensures that any in-year variances are fully assessed and taken into account. This was covered as part of the January report, with the exception of the children's issue. This is a volatile budget area and the level of costs does fluctuate, so at this stage, this is regarded as an acceptable level of risk not requiring any base budget adjustment.

### 3.16 Fees & Charges

3.16.1 The fees and charges will increase by an average of 1.5%, unless there are alternative proposals set out in the Schedules. A complete Schedule of Fees and Charges is set out in Appendix K and is presented to Cabinet for approval as part of the 2011/12 budget. The Schedule will be held on the Intranet and will be available via the Council's website.

3.16.2 Fees and Charges continue to be reviewed and amendments made in line with strategic priorities, and the results of the consultation process for services to be paid for at the point of delivery, rather than through Council Tax increases.

### 3.17 Redeployment and Redundancy/Early Retirement Costs

3.17.1 Broadly speaking, the Council's usual policy is that any redeployment, redundancy or early retirement costs arising from finalisation of the budget that cannot be met from other funds available will be met from the contingency. Costs that arise in year from service reviews must be met by the service and generate additional savings over the medium term. However, any such costs arising as a result of the Corporate Transformation programme are being met from the Corporate Transformation Reserve.

### 3.18 Contingency Provisions

3.18.1 The level of contingency has been reviewed in the context of the budget set out for Cabinet. The Chief Finance Officer (CFO) has set this by having due regard to:

- The budget as proposed
- An assessment of unquantifiable pressures and unforeseen events that could arise during the 2011/12 financial year
- The experience in previous years
- The potential as well as known impact of changes to funding streams

- The overall budget strategy.

3.18.2 A risk assessment is set out for Members within Appendix H as part of the CFO's statement on budget robustness, having due regard to the controls in place that will mitigate both the severity and likelihood of the risk happening. In arriving at the risks included, consideration has also been given to such factors as the:

- Financial risks in any significant new funding partnership arrangements
- The ongoing economic climate
- The potential withdrawal of and/or reduction to grant funding
- Treatment and delivery of savings
- Level and timing of capital receipts
- Arrangements for budget and financial management
- Adequacy of the authority's insurance arrangements
- Impact of the loss of both general and specific grant
- Overall financial standing of the authority
- Capacity to manage in-year budget pressures.

3.18.3 The result of the assessment is that it is the view of the CFO that a sum of £2m continues to provide a sufficient contingency having regard to the level of risks and the mitigating factors. This is critical given that, in spite of the LGFS announcement, there are issues as yet still unclear, and the need for further decisions relating to the LGFS outcome cannot be discounted. It is important to note that some of the risks have again changed this year, and in addition, consideration of the impact on the Council Tax level has also been considered. On the basis of experience in the recent years with respect to such matters as Adult Social Services, utility prices, and various income categories, it will continue to need careful monitoring during the year.

3.18.4 The Constitution of the Council incorporates specific requirements in respect of budget virements and use of the contingency; full details are repeated in Appendix G for Members to note.

### **3.19 Budget Robustness/Reserves Position and Opportunity Cost**

3.19.1 The Local Government Act 2003 sets out requirements in respect of Financial Administration, and in particular to the robustness of the budget and the adequacy of General Fund reserves. The Act requires the CFO to report to an authority when it is making the statutory calculations required to determine its council tax or precept. The Act also suggests the advice should be given prior to the formal statutory calculation. This advice has therefore been given to both Cabinet in formulating proposals and to members of Overview and Scrutiny in considering the proposals. The Act also gives the Secretary of State the power to specify a minimum level of reserves that an authority must provide for when setting its budget, although there have been no indications that the Secretary of State will use this power.

3.19.2 In line with the requirements of the Act, the formal report of the CFO is appended as Appendix H. The Council is required to take the report into account when making the calculations.

3.19.3 The Council's financial strategy sets out that the minimum level of General Fund reserves held will be £10m. Prior to making a final recommendation to Council, there is a need to further consider the current financial position for 2010/11 and its potential impact on reserves. Equally, the importance of retaining sufficient reserves has been emphasised by the variances that have arisen in service areas with large and volatile budgets and service demands, and with the impact of the economic climate within recent years.

3.19.4 After having regard to the consideration of the impact on reserves of the 2010/11 outturn, the existing reserves are likely to be sufficient to maintain this level. For information, this provides a level of reserves which gives limited cover for unforeseen circumstances that may have financial consequences, either one-off or across financial years.

3.19.5 The more detailed advice of the CFO in respect of reserves is also set out in Appendix H. This covers both the assessment of the level of reserves needed, and the opportunity cost arising from holding reserves.

### **3.20 Balance Sheet Position**

3.20.1 The focus of the revenue budget strategy is on the Council's income and expenditure. However, regard also needs to be given to key balances included in the Council's Balance Sheet. The Council faces a number of risks and uncertainties which can be mitigated by:

- ensuring that it maintains an appropriate level of liquid resources, and
- maintaining an adequate level of general fund reserves and balances.

#### **Liquidity**

3.20.2 The Council has historically held approximately £100 million in cash on average during the course of the year. This represents the value of the Council's revenue reserves, net current assets, unapplied grants and unapplied capital reserves. Other than reserves, this is money that is committed and is being held pending such expenditure. Given gross expenditure in the region of £600 million, this represents around two months of expenditure.

3.20.3 It is possible that the average cash holdings of the Council will reduce owing to the significant changes in grant funding, although where there are further savings being introduced, this will to some extent offset this. It will be necessary to keep close watch on the cash flow position as 2011/12 rolls out.

3.20.4 The Treasury Management Strategy agreed by the Council at its annual budget setting meeting sets out the parameters for investment of this cash and includes the measures to be taken to ensure the creditworthiness of the Council's counterparties. The draft prudential indicators included in the Strategy also set out the limit for investments on terms of more than one year. In practice longer term lending is minimised to ensure that a high level of liquidity is maintained. Longer term currently stands at £16 million and any increase requires the approval of the Group Director Finance and Commerce.

3.20.5 Forecasted cashflows for the next three years, based upon the initial budget proposals, are as follows:

	Forecast Cash Balances			
	2010/11 £m	2011/12 £m	2012/13 £m	2013/14 £m
Cash balance b/f	82.2	66.1	56.0	48.9
Revenue surplus/deficit	0.0	0.0	0.0	0.0
Use of earmarked reserves	-5.0	-8.0	0.0	0.0
Capital expenditure funded by borrowing	-11.1	-2.1	-2.1	-2.1
Increase/decrease in borrowing	0.0	0.0	0.0	0.0
Cash balance c/f	66.1	56.0	53.9	51.8

### Earmarked Reserves

3.20.6 An earmarked reserve is a sum set aside to fund known items of anticipated expenditure for which the liability is not chargeable to the current year's accounts. The Council holds a number of these, the most significant of which are for the Corporate Transformation programme, funds to deliver strategic projects, insurance claims, capital bridge funding and invest to save resources.

3.20.7 The earmarked reserves are reviewed on a quarterly basis to ensure that they are still required. As a one off resource, any funds deemed to be surplus would be reallocated to support one off projects such as support to the capital programme, contributions to the pension fund or service initiative pump priming.

3.20.8 The Council's financial strategy precludes the use of reserves to finance known and ongoing financial liabilities, as this is the financially prudent approach required to ensure a stable financial position is achieved. Reserves can only be used once, and the Council's reserves have been established for specific purposes; their use as a one-off means of financing the Council's ongoing revenue budget falls outside the strategy previously approved by Council, and is not therefore recommended.

3.20.9 Details of the position for earmarked reserves were set out in the January report. It is not proposed that any use should be made of those reserves to support the Council's revenue budget, as this is not felt to be prudent and not in line with the Council's revenue budget strategy. As stated in the January report, the current advice of the Group Director Finance & Commerce is that the existing level of general reserves can be considered to be adequate, but issues in previous years over adult social care spend, and the imminent major reduction in grant funding, emphasise the need for prudence with the management of reserves.

### 3.21 Draft General Fund Budget 2011/12

3.21.1 Based on the detailed budget proposals and other factors set out above, the Council's General Fund budget for 2011/12 will be as set out in Appendix E. This is summarised as follows:

	2010/11	2011/12
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	£000	£000
Havering's services	162,862	151,462
Levies	11,271	12,400
Total Expenditure	174,133	163,862
Area Based Grant	-12,330	-632
External Finance	-55,214	-56,022
Havering's precept	106,589	107,208

### 3.22 Draft Schools' Budget 2011/12

3.22.1 Details of the Dedicated Schools Grant (DSG) for 2011/12 are set out earlier in this report and the relevant Appendix. DSG funds education from 3-16 years and is based upon a unit of funding multiplied by the number of pupils. The final allocation will not be known until June and as this is after the start of the financial year, officers base the calculation of school budgets on an estimated settlement. In 2010/11 and in previous years, schools received additional funding through separate Standards Fund grants. For 2011/12 these grants are being merged into the DSG. The unit of funding that is multiplied by pupil numbers is therefore some £618 larger than in 2010/11.

3.22.2 Local authorities, and their Schools Forums, distribute the DSG locally subject to various rules and taking into account local circumstances and Government's priorities. The DSG is split into two, the centrally retained schools budget and the individual schools budget. The centrally retained schools budget can be spent on various "pupil related" items which are defined by government. They include provision for under 5's in private, voluntary & independent settings, provision for pupils with special educational needs, pupil referral units, behavioural support services and provision of school meals and milk.

3.22.3 The budgets are set by identifying the requirements (eg staffing/resource levels) of the centrally retained areas with budgets for individual schools being calculated through a complex formula which takes account of factors such as age and number of pupils, size of school, number of pupils receiving free school meals, deprivation, whether the school has a swimming pool, playing fields etc.

3.22.4 Financial year 2011/12 also sees the introduction of the Pupil Premium which provides schools with an additional £430 for every pupil aged 4 to 15 who is eligible for free school meals.

3.22.5 When schools convert to academies their calculated budget share and a share of the centrally retained DSG is recouped by the Department for Education. An estimate has been made based on 3 schools becoming academies in 2011/12.

3.22.6 The Schools' budget is also set out in Appendix E and is summarised as follows:

Estimated Allocations	2011/12 £000
Total DSG	183,654
Academy Recoupment	-3,331
Balance for LA Schools	180,323



Estimated Allocations	2011/12 £000
Allocation for schools	161,336
Centrally retained	18,967

### **3.23 Maximising Benefits Take Up and Assisting the Community in the Current Economic Climate**

3.23.1 The Council is very mindful of the economic climate and have had regard to this in setting the budget. It has also continued to undertake a range of activities to assist the community through this difficult period. This has included:

- Paying invoices quicker
- Arranging additional CAB advice
- Promoting ways to manage debt
- Diverting resources to ensure benefits are assured as soon as possible
- Publicising money saving ideas.

### **3.24 Havering Council Tax Precept for 2011/12**

3.24.1 On the basis of the information set out in this report, including the levies being those as set out in Appendix D, there would be no change in the Havering element of the Council Tax. Havering's band D figure would remain at £1,195.18.

3.24.2 A summary statement, along with further information to support the setting of Council Tax, is set out in Appendix E.

### **3.25 Expenditure Restriction by Government**

3.25.1 The Coalition Government has stated that it will use its capping powers where necessary. The basis on which the Government may apply these powers has not altered and it was explained in the LGFS announcement that the details of the application of those powers would follow as part of the debate over the settlement.

3.25.2 The information provided as part of the LGFS indicates that it is likely that any council tax rises in excess of 2.5% will be capped. However, any rise at all would mean that a local authority could not take advantage of the Council Tax freeze grant, which is basically intended to compensate councils for not increasing their council tax level in 2011/12. This funding has been confirmed as available for both 2011/12 and 2012/13 (ie the same level of grant would apply in the second year – this is not additional funding), but whilst CSR assumes a continuation beyond that, this is less clear within the LGFS.

3.25.3 The level of Council Tax proposed amounts to a freeze of the existing band D figure and as part of this, the Council would then be entitled to the Council Tax freeze grant.

## **4. Capital Programme**

- 4.1 The Council approved the adoption of an eight year Capital Programme as part of the planning process at its meeting in October 2008. This Programme was based on the gradual move towards the use of prudential borrowing to finance it and provision for this was reflected in the budget proposals. This Programme was subsequently approved by Council in February 2009.
- 4.2 Changes in the cost of prudential borrowing through the Public Works Loans Board were announced as part of the CSR. Given the current financial climate and this increase in costs, it is now felt that the Council's budget strategy should not incorporate the use of prudential borrowing, with minor exceptions. It is therefore proposed that the Capital Programme for the foreseeable future should rely on the use of capital and Section 106 receipts and any sources of external funding only.
- 4.3 With this approach in mind, a revised programme was submitted as part of the report to the previous Cabinet meeting. This includes a revised core programme over the remainder of the current year, and an indicative core programme for the four following years, ending in 2014/15. A detailed schedule of schemes will need to be compiled within each of these programme areas.
- 4.4 Whilst details of external funding sources for capital works are either still awaited or are currently being digested, it is not possible to present a full programme to Cabinet at this point in time. It is therefore proposed to bring a further report to Cabinet setting out a detailed capital programme for 2011/12. This will include all sources of funding, both internal and external, and will therefore include all planned schemes irrespective of how these are to be funded. With this in mind, Cabinet is asked to approve the indicative programme as set out in Appendix I.
- 4.5 It is proposed, to enable any specific schemes to proceed in a speedy and timely manner, that the relevant service area Cabinet Member, together with the Cabinet Member Value, be delegated authority to commence tender processes and accept tenders for capital schemes that previously were agreed by Cabinet. Cabinet is asked to approve this as part of this report.

## **5. Treasury Management Strategy**

- 5.1 The Council is required to agree annually a Treasury Management Strategy including the setting of borrowing limits, and to reaffirm the Council's Treasury Management Policy.
- 5.2 Given the importance of the Investment Policy, this is repeated below:

*"The Council will have regard to the (then) ODPM's Guidance on Local Government Investments ("the Guidance") issued in March 2004 and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are: -*

- (a) the security of capital and*
- (b) the liquidity of its investments.*

*The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.*

*The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity."*

- 5.3 The Council's Strategy for investment of funds prior to use or held for contingencies is agreed by the Council as part of the budget-setting process. The Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy are set out in a separate report to Cabinet that appears elsewhere on this agenda.

## **6. Greater London Authority**

- 6.1 The Greater London Authority (GLA) precept covers services of the Metropolitan Police, the London Fire and Emergency Planning Authority, the London Development Agency, as well as the core functions of the GLA and Transport for London.
- 6.2 This precept is outside of the control of the Council and as such does not form part of the strategy of the Council. The Council is concerned with the budget and level of Council Tax and of course lobbied to ensure any precept increases are reasonable and add value to the community of Havering.
- 6.3 The GLA budget was published for consultation in mid December. The proposals confirmed the Mayor's plan to continue to freeze the GLA precept for 2011/12 at the current level of £309.82 at band D. The Mayor's draft consolidated budget will be submitted to the London Assembly for discussion its meeting on 10<sup>th</sup> February with the final budget proposals being considered at the Assembly plenary meeting scheduled for 23<sup>rd</sup> February.
- 6.4 The final precept decision will not be known until 23<sup>rd</sup> February 2011, the same day as the Council's own budget setting meeting, however budget papers are due to be issued around a week prior to this as indicated, and hence an addendum paper will be issued for the final figure recommended to the London Assembly.

## **7. Overall Council Tax for 2011/12**

- 7.1 The table below summarises the position:

	£	% Increase/ (Decrease)
Havering Precept	1,195.18	0.0%
GLA Precept	309.82	0.0%
<b>Total</b>	<b>1,505.00</b>	<b>0.0%</b>

## **8. Other Matters**

### **8.1 Council Tax Bill**

The Council Tax bill will show the charges for Council services and the Greater London Authority. It must be served on or as soon as practicable after the day the Council Tax is set, and at least 14 days before the first instalment is due where the bill requires payment of instalments.

The requirement for local authorities to include efficiency information on and with council tax bills has been removed, although billing authorities still have the option of including the information if they wish to.

## **8.2 Restriction On Voting**

Section 106 of the Local Government Finance Act 1992 imposes restrictions on voting in respect of any Member for whom any Council Tax has remained unpaid for at least two months. This affects voting (but not speaking) on any calculation required for the Council Tax and on any recommendation, resolution or other decision which might affect the making of any such calculation

**Any Member in doubt as to the position may seek advice from the Group Director, Finance & Commerce, or the Assistant Chief Executive, Legal & Democratic Services, before the meeting.**

## **8.3 Effect Of Standing Orders**

A Member wishing to move an amendment to this report of Cabinet which is recommending the Council Tax to the Council must be mindful of the provisions in Council Procedure Rules:

### **Rule 11.8(a)**

"An amendment to a motion/report at the annual Council tax setting must be submitted to the Chief Executive no later than 6 clear days before the Council tax setting meeting, and must be such that the amendment would, if passed, in the view of the Chief Finance Officer enable a robust budget to be set".

This means that **Midnight on Monday 14<sup>th</sup> February 2011** is the deadline for amendments to the Council Tax Setting and Budget Report.

### **Rule 11.8(b)**

"Upon receipt of such amendment, the Chief Finance Officer shall consider whether it meets the "robust budget" test, and:

- (i) If it does meet the test, the Proper Officer shall include it on the agenda for the meeting.
- (ii) If it does not meet the test but the Chief Finance Officer considers that, duly altered, it will do so, that officer shall consult the proposers and, if they accept the alteration(s), the Proper Officer shall include it, as altered, on the agenda for the meeting.
- (iii) If it does not meet the test and the Chief Finance Officer considers that, whether or not altered, it will not do so, that officer shall refer the amendment to the Proper Officer who shall proceed with it as an improper amendment under Rule 11(3)(b)."

#### **8.4 Discount For Council Tax Payers Paying In Full**

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%.

##### **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<sup>st</sup> March 2012, 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<sup>st</sup> April 2011, 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”.

#### **8.5 Level of discount for unoccupied and unfurnished dwellings**

Cabinet considered a report at its meeting in December to agree to amend the level of discount currently awarded to Class C unoccupied and unfurnished dwellings from 50% to 0% effective from 1<sup>st</sup> April 2011. This recommendation now needs onward recommendation to Council as part of the budget setting process.

#### **8.6 Resolution for Council Tax**

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

#### **8.7 National Non Domestic Rates (NNDR)**

Under Schedule 7 to the Local Government Finance Act 1988 (“the 1988 Act”), as amended by section 62 of the Local Government Act 2003, there are two multipliers. The small business non-domestic rating multiplier, which is applicable to those that qualify and successfully apply for the small business relief, and the non-domestic rating multiplier, which includes the supplement to pay for the small business rate relief scheme.

The DCLG has advised that the provisional 2011/12 multipliers have been calculated as:-

- Non-Domestic Rating Multiplier 0.433 (ie 43.3p)
- Small Business Non-Domestic Rating Multiplier 0.426 (ie 42.6p).

In accordance with Schedule 7 to the 1988 Act, the provisional multipliers will be confirmed by DCLG after either the local government finance report for 2011/12 has been approved by Parliament or 1<sup>st</sup> March 2011.

#### **8.8 Managing the 2011/12 budget**

As illustrated in the approach adopted to the setting of the revenue budget, the Council is committed to continuing the robust financial management of the current financial year. This includes:

- Significant budgets being linked with outcome activity
- Financial and non financial information, i.e service outputs, being monitored together
- Using risk assessments to inform budget monitoring activity and detail
- Monitoring delivery of the savings programme
- Monitoring income separately
- Maximising income recovery
- Monitoring and taking action to mitigate the risks identified in Appendix H.

## **9. Prospects for 2011/12 and beyond**

- 9.1 The report to Cabinet in July anticipated to a large extent what has now been revealed by the successive announcements of the CSR and the provisional LGFS. In very broad terms, there is a major reduction in funding from Government for local authorities, through reductions in both general (formula) grant and in specific and area based grants. Whilst the Council's early start in approaching the expected reductions has meant Havering is well-placed in responding to CSR and LGFS, the scale of the reductions is even higher than had been anticipated.
- 9.2 Although a long-term plan has been in place for many months, the detailed position has only now become evident, and even then there are still gaps to be filled and further clarification to be sought. However, what is evident is a reduction in formula grant of £8m in 2011/12, with a further £5m in the following year, and a reduction in specific grants and ABG of £3.4m. Further reductions are expected in the remaining years of CSR, as outlined earlier in this report. The impact of changes to the LGFS itself are impossible to predict
- 9.3 Although the Council has successfully delivered departmental and service savings over a number of years, this has not created any long-term financial headroom, and there has always been a constant process of savings year on year required to deliver a balanced budget, given the level of pressures faced and continuing to arise. The Council's track record does however demonstrate a long history of successfully delivering savings, which means it is well-placed to continue to deliver these in the future.
- 9.4 The Council's transformation programme is aimed at a more ambitious and structured approach to transform the way the Council functions and deliver significant levels of efficiency savings. The programme has become a key element of achieving a stable Council Tax over the CSR period. What will need to be considered is how to sustain a similar level of savings in future years.
- 9.5 Based on an assessment of the current position and the outcome of the provisional LGFS, the remaining budget gap to be bridged compared to that reported to Cabinet in December, post the CSR announcement, is broadly as follows:

Forecast Budget Gap	11/12 £m	12/13 £m	13/14 £m	14/15 £m	Total £m
Outcome of CSR	1.1	5.9	1.8	11.8	20.6
Outcome of LGFS	0	6.1	2.1	12.0	20.2

- 9.6 These figures make no allowance for any rise in Council Tax, in addition 2011/12 assumes no rise as this is funded by the Council Tax freeze grant. They also do not include the expected reduction in specific grants and ABG of £3.4m, as it is likely that similar reductions in spend will follow any such reductions in direct funding. It also needs to be borne in mind that this position will shift as the various factors included within it change, and in fact the figures now anticipated from ELWA have had a small impact on the forecast gap. Finally, the gap in the final CSR year, 2014/15, is due to the fact that no savings proposals have as yet been identified for that year.
- 9.7 Given that grants this is an area where further work is being carried out, it is not possible at this stage to indicate where any reductions might fall. It is therefore proposed that a further report will be submitted to Cabinet, dealing with the impact of those grant reductions, and any other issues that come to light as further information on the LGFS becomes available. This will include any subsequent announcements on grants where these have not been made already. To avoid unnecessary delays and to facilitate the delivery of services affected by the new grant funding streams, decisions may need to be taken by officers, so it is recommended that Cabinet delegates this accordingly.
- 9.8 With this in mind, the report will also set out the Administration's proposals to bridge the remaining budget gap set out above. It will be appreciated that this is a best estimate of the position, based on an assessment of the CSR and the LGFS, and prone to change as circumstances develop. Nevertheless, having a long-term plan in place provides considerable financial stability and minimises the risks the Council is facing from the impact of funding reductions.

## **10. Housing Revenue Account**

- 10.1 The report on the HRA budget for 2011/12 was originally intended to be considered at this meeting, following the report to the previous meeting on rent levels. However the final determination of the subsidy for next year was only released very shortly before the report would have had to be completed. As a result, a further report on the HRA budget will now follow in March.

### **Financial Implications and Risks**

The Council's budget-setting process will ensure that financial implications and risks are fully met. Any financial implications or risks are covered in this report as necessary. There are significant risks given the continuing degree of uncertainty over the outcome of the LGFS, and the potential impact on specific grant streams, but the steps already taken by the Council should mitigate much of this. It will however be necessary to continually refine the financial forecasts underpinning the Council's budget to ensure that any necessary actions can be taken at the appropriate times, allowing for consultation as appropriate.

### **Legal Implications and Risks**

Any implications are set out above, or in the appendices.

Section 106 of the Local Government Finance Act 1992 imposes restrictions on voting in respect of any Member for whom any Council Tax has remained unpaid for at least two months.

**Any Member in doubt as to the position may seek advice from the Group Director, Finance & Commerce, or the Assistant Chief Executive, Legal & Democratic Services, before the meeting.**

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

Any HR issues which occur as part of any change processes will be dealt with according to the Council's HR procedures and employment legislation, and will be subject to consultation with staff and their union representatives, as appropriate.

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

The Council's Corporate Plan and MTFS affect all residents and organisations within the community. Full consultation on the proposals has been carried out as part of the planning process, and savings proposals are subject to an equalities impact assessment as part of the process.

#### **Reasons for the Decision**

The Council is required to set a budget for 2011/12 and, as part of that process, undertake relevant consultation in respect of the proposals included within the budget.

#### **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 alternative savings proposals, the totality of budgetary pressures and different levels of Council Tax.

Staff Contact: **Andrew Blake-Herbert**

Title: **Group Director  
Finance and Commerce**

Telephone: **01708 432218**

**CHERYL COPPELL  
Chief Executive**

#### **Background Papers**

Attached as appendices.

Various Government and other body correspondence.



## **APPENDICES**

- A REVENUE BUDGET STRATEGY**
- B GOVERNMENT GRANTS AND ASSOCIATED MATTERS**
- C SPECIFIC GRANTS AND AREA BASED GRANT**
- D LEVIES**
- E COUNCIL TAX STATEMENT AND SUPPORTING INFORMATION**
- F BUDGET ADJUSTMENTS**
- G VIREMENT AND CONTINGENCY RULES**
- H BUDGET ROBUSTNESS AND RESERVES**
- I CAPITAL PROGRAMME**
- J OVERVIEW & SCRUTINY COMMITTEE DRAFT MINUTES**
- K SCHEDULE OF FEES & CHARGES**

## **REVENUE BUDGET STRATEGY**

The following is recommended for adoption by Council as a statement of Havering's revenue budget strategy:

- The Council will ensure that there is an effective Medium Term Financial Strategy in place to drive forward the financial planning process and resource allocation. The financial strategy will be determined by policies and priorities contained within the Sustainable Communities Strategy, together with other key Strategies, and with appropriate linkages in place to the Service Planning process.
- The Council is clear about its Living Ambition, to provide our residents with the highest possible quality of life, the five key goals for the future development of the borough and the priorities in the Sustainable Communities Strategy, and will redirect resources to support their achievement.
- The Council recognises the pressures on its budget, and while seeking to protect and enhance front-line services as far as possible, will aim to contain these pressures within existing resources. Cabinet Members will examine all budget pressures and seek reductions where possible.
- The Council will wherever possible seek new funding and new ways of working. The Council will continue to look at new methods of service delivery to improve services to the public and the value for money that they provide, including working in partnership with others.
- The Council will continue to seek to improve efficiency and deliver value for money, in particular, the Council will aim to identify efficiencies that will not impact on service delivery, and to identify options that will improve the value for money of its services through improving performance, and/or reducing service costs.
- The Council will ensure that, given the severe financial pressures it is facing, growth will only be supported in priority areas, or where the Council is required to fund new responsibilities.
- The Council will however ensure that the most vulnerable members of its community are protected, will continue to lead in the development of social cohesion, and will ensure that the services provided and resources allocated reflect the diverse nature and needs of our local community and our responsibilities to the local environment.
- The Council will lobby to ensure that the Government provides adequate funding to take on any new responsibilities and to illustrate the impact of the low funding basis for Havering and its residents, but will ensure that, in broad terms, its spending is in line with the basis on which the Government allocates grant funding.
- The Council will ensure that it engages with its local community, its partners and individual stakeholders in developing financial plans, and will reflect on the outcome of its consultation process in the identification of priorities and the allocation of resources.

- That, while addressing its priorities and setting a balanced and prudent budget, the Council will seek to keep any increase in the Council Tax to the lowest possible level and in line with its stated aspirations whilst maintaining reserves at the minimum level of £10m.
- And as part of that process, the Council will not utilise those reserves, or any reserves earmarked for specified purposes, to subsidise its budget and reduce Council Tax levels as this is neither a sustainable nor a robust approach.
- The Council will adopt a prudent capital programme designed to maintain and where possible enhance its assets, in line with the Living Ambition.
- The Council will finance capital expenditure through a combination of external funding and capital and Section 106 receipts, and will only apply prudential borrowing as a last resort, unless a business case can be made to finance investment through borrowing, where there is an income or savings stream arising from the investment.

**GOVERNMENT GRANT & ASSOCIATED MATTERS**

**LOCAL GOVERNMENT FINANCIAL SETTLEMENT 2011/12 BRIEFING**

The Department for Communities and Local Government were due to issue the final Local Government Finance Settlement for 2011/12 and 2012/13 within two weeks of the close of consultation on the provisional settlement on 17<sup>th</sup> January 2011.

This is too late for inclusion in this report, therefore supplementary information will be provided to Cabinet to reflect the final settlement and any changes from those contained in the provisional one.

A detailed analysis of the provisional announcement was contained in the January report to Cabinet. The main points affecting local government in general, and Havering in particular, are summarised below:

- The settlement covers a two year period only, ie 2011/12 and 2012/13
- The final settlement is likely to be announced around 2 weeks after consultation closes on 17<sup>th</sup> January
- There is a limit on the cut in “revenue spending power” – a new concept – of 8.9% for 2011/12
- Havering’s provisional grant allocation is £56.520m for 2011/12 and £51.357m for 2012/13
- The national settlement shows grant reductions of 9.9% and 7.7% respectively in the two years
- For 2011/12 only, regionally London is the least worst affected area
- There are major changes to the system of grant floors and the data used for the grant distribution
- And finally, as expected, there are also major changes to the specific grants and Area Based Grant (ABG).

The Council’s response to the consultation on the provisional LGFS is attached. A delegation met with the Local Government Minister and the contents of this response were discussed with him and his colleagues. The Minister noted the points made, but it was clear that resolution of the financial position is a paramount objective of the Coalition Government, and that this had been reflected in the provisional settlement and the CSR announcement that preceded it.



**Cheryl Coppel**  
**Chief Executive**

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Mr Andrew Lock  
Zone 5/J2  
Eland House  
Bressenden Place  
London SW1E 5DU

Date: 17<sup>th</sup> January 2011

Dear Mr Lock,

## **LONDON BOROUGH OF HAVERING'S RESPONSE TO THE 2011/12 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT**

This letter sets out the London Borough of Havering's formal response to the 2011/12 provisional Local Government Finance Settlement.

London has faced extremely tough settlements over the past five years. It has received the smallest average increase in funding of all the regions in England and, with the majority of London boroughs on the funding floor for all five years, most London local authorities have received below inflation increases in funding. There is a small measure of relief that London's formula grant cuts are proportionate to those of other regions in 2011-12 and 2012-13, however it must be noted that London authorities bear their share of cuts on an already diminished baseline. Combined with demographic pressures on social services and education, as well as significant cost pressures in waste management, this has left London's councils in an extremely challenging position.

The additional complexity of the formula grant system – now featuring a fifth block – makes the model even less transparent than in previous years and more difficult for expert practitioners (let alone members of the public) to understand. We welcome comments by the Secretary of State that there will be greater transparency and clarity around funding from 2013-14. More generally, we look forward to engaging, in some way, the Local Government Resource Review to find solutions that give more financial autonomy to local government and incentivise London's continued contribution to the recovery in the national economy.

The Borough had anticipated this extremely challenging Local Government Finance Settlement, with cuts to local government funding far exceeding those applied to almost every other part of the public sector. However, Havering is extremely disappointed with the prospect of their formula grant funding being cut by 12.4% in 2011-12.

The London Borough of Havering's calculated 2011-12 provisional formula grant allocation is £59.541m, representing a reduction of 7.7% on the authority's 2010/11 adjusted baseline. However, after the operation of the new methodology for the local government

funding floor, the borough's actual formula grant allocation is reduced by £3.021m to £56.520m, which represents the 12.4% reduction on the authority's adjusted baseline.

As can be seen in the table below, a reduction of that level represents the availability of significantly less resources than the average for both inner and outer London, Metropolitan Districts, Shire Unitaries and England overall.

Change in Formula Grant Comparison (based on adjusted figures)	2011/12
Havering	-12.4%
Inner London boroughs incl. City	-11.2%
Outer London boroughs	-11.3%
Metropolitan districts	-11.3%
Shire Unitaries	-11.4%
Shire Counties	-12.6%
Shire Districts	-15.0%
England	-9.9%

Whilst Havering has always understood that, due to the current economic climate, the 2011/12 provisional settlement would require funding reductions to be made across all local authorities, the Borough considers the methodology for implementing these reductions to be unfair.

## The London Borough of Havering's Concerns:

### 1. Timing of the Settlement Announcement

The provisional settlement was announced on 13<sup>th</sup> December 2010; the Council's report on its revenue and capital budgets for 2011/12 was released publicly on 11<sup>th</sup> January 2011. Effectively, Members and officers only had 16 working days to compile the report - an extremely short timescale given the complexities of the settlement and the scale of the funding reductions facing local authorities. We are now in to the third week of January 2011 and, as yet, are still unclear of the timing for the final local government finance settlement which will provide definitive figures.

The Council had adopted a highly proactive stance to the expected Government approach to reducing the national budget deficit, agreeing savings in the region of £20m or 12% in July 2010. Following the publication of the provisional local government finance settlement, and the associated specific grant announcements, it is clear the Council needs to consider further budget adjustments over the next two financial years. Consequently, we will now be required to submit further budget reports through the Cabinet process which give rise to two particular concerns:

- Firstly, insufficient time may be now available to adequately consult with local residents and businesses on new budget proposals – many of which are likely to impact on front facing services; and
- Secondly, questions may arise about the robustness of the budget being presented to full Council for approval – given that not all the required financial information from Government has yet been published.

### 2. Reduction of general funding for Academies

Havering is disappointed at the lack of consultation on the method used to top slice the Local Authority Central Spend Equivalent Grant (LACSEG) from formula grant. We are particularly concerned about the cost assumptions used and the assumed distribution of new academies in 2011-12 and 2012-13.

The cash adjustment for academies means our starting position for assessing grants for 2011/12 sees a base reduction of £630k for 2010/11, with a further reduction of £497k for the following year. Our understanding is that these adjustments reflect a simple pro-rata reduction of funding across all councils, taking no account of whether they have academies or not, nor indeed the actual number of academies that are likely to be built within their areas. This arbitrary top-slicing seems to directly contradict the ethos of the settlement being equitable and transparent.

The transfer of funding, does not at any point, reflect the changes in service costs facing local authorities. The Department for Education's own impact assessment assumes that savings in local authority central services from an increase in the number of academies "will be negligible", given that the marginal cost of providing support to an additional school is close to zero. This has two implications for formula grant:

- the topslice unfairly penalises local authorities as their actual savings will be much smaller than the funding being transferred to academies.
- it results in an incorrect baseline adjustment, as even though authorities' functions may change their overall costs do not. Reducing the baseline in this way therefore underestimates the formula grant cuts facing each local authority in 2011-12 and 2012-13, and reduces the protection they receive in the form of floors.

We therefore ask CLG to share its cost assumptions and explain how these are consistent with the assumptions in DfE's impact assessment.

Secondly, the estimated number of new academies in 2011-12 and 2012-13 and their assumed distribution is questionable. Little information has been provided about the methodology used to estimate the total number of new academies and free schools in England over the next two years. Nor is any attempt made to estimate the likely distribution of these schools at the local authority level – as a result, changes in councils' funding are likely to bear little resemblance to the change in service costs resulting from new academies being established in each local area.

### **3. NHS transferred funding**

Due to the population make up of Havering, having the largest elderly population in London, we were initially delighted to hear of the Government's commitment to making available an additional £1bn of funding for social care. However, due to methodology of the new funding floor, we were dismayed to discover that Havering will, in practice, lose out on this new funding, despite its demographic.

Included in Havering's calculation of its Revenue Spending Power for the 2011/12 transition grant is £2,667m for "NHS funding to support social care and benefit health 2011-12". This is a significant amount of money, but we understand the actual amount will be allocated to the Health Service. We are therefore unclear why the Government appear to assume that it is available for local authorities to spend.

### **4. Area Cost Adjustment**

The London Borough of Havering was invited to present a paper to the Settlement Working Group meeting on 6 June 2005 in support of a request for a review of the methodology of the Area Cost Adjustment (ACA).

Within London, the geographic area for calculating the ACA is split into four: City, Inner London, Outer West London, and the Rest of Outer London. The ACA is calculated on the basis of average earnings of employment from within each geographic area concerned. In 2005 LB Havering was deemed to have low average earnings due to the lack of major centres of employment within the Borough and the dominance of the Havering market and other low paid or part time employment in the local economy.

However Havering's good rail links with Central London (the 2001 Census showed 28% of Havering's residents as commuting more than 20km) suggest that place of employment is not sufficient in determining local market conditions; residents will commute long distances for more attractive jobs, and Havering is therefore in competition for staff with employers outside the authority including in Central London (and, by inference, similar distances the other side of London).

Havering therefore operates in a much wider market base than simply the availability of other jobs within its own borders. This situation will inevitably impact on the pay levels required to recruit and retain high-calibre staff. In fact, the 2005-06 Annual Survey of Hours and Earnings highlighted that, looking at pay levels based on place of residence, Havering's figure of £12.19 is in line with the All London average of £12.08.

The ACA has a significant impact on the level of formula grant received by individual authorities and, ultimately, on council tax levels. In 2010/11, the Band D Council Tax ranges between £686.88 and £1,351.93 (average £1,150) in Central London and between £1,255.45 and £1,662.54 (average £1,433) in Outer London, giving a difference of £283 between Inner and Outer London.

The ACA rates in the 2011/12 formula are 30.50% for Inner London and 10.81% for the Rest of Outer London. An adjustment of only 1% in a London Borough's ACA would result in an adjustment to its council tax of approximately £30. Hence, if a uniform ACA rate were to be re-adopted for the whole of London, the discrepancy between Inner and Outer London Council Tax rates would be negligible.

Given the above flaw, we request that the Government includes a thorough re-examination of the ACA in the future Settlement Working Group's future work programme.

## 5. Comparative Expenditure and Funding Information

Historic underfunding through the local government finance system has resulted in Havering requiring a very high council tax, as can be seen below:

Borough	Council Tax 2010/11	
	Exc GLA	Inc GLA
Havering	1,195.00	1,505.00
Bexley	1,128.59	1,438.41
Outer London Average	1,123.47	1,433.29
Redbridge	1,095.53	1,405.35
Barking & Dagenham	1,016.40	1,326.22
Bromley	991.31	1,301.13



<b>Newham</b>	945.63	1,255.45
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In fact, Havering is an efficient, low spending authority. The comparative tables below show our relative expenditure and funding figures on a per capita basis:

	<b>Net Expenditure 2009/10</b>	<b>Population</b>	<b>Spend per Head</b>
<b>Havering</b>	405,779,000	227,727	1,781.87
<b>Newham</b>	846,124,000	257,954	3,280.14
<b>Redbridge</b>	570,362,000	258,869	2,203.28
<b>Barking &amp; Dagenham</b>	451,070,000	167,731	2,689.25
<b>Bromley</b>	550,968,000	301,812	1,825.53
<b>Bexley</b>	436,607,000	224,384	1,945.80
<b>Outer London</b>	11,020,059,000	2,841,610	3,878.10

	<b>2010/11 Formula Grant</b>	<b>Population</b>	<b>Grant per head</b>	<b>2010/11 Rank</b>	<b>2011/12 Formula Grant</b>	<b>Population</b>	<b>Grant per head</b>	<b>Grant per head Ranked</b>
<b>Havering</b>	55,314,000	227,727	243	5	56,520,000	237,456	238	5
<b>Newham</b>	223,981,000	257,954	868	1	219,919,000	239,175	919	1
<b>Redbridge</b>	98,018,000	258,869	379	3	101,060,000	273,676	369	3
<b>Barking &amp; Dagenham</b>	102,785,000	167,731	613	2	106,026,000	175,528	604	2
<b>Bromley</b>	65,149,000	301,812	216	6	67,320,000	315,294	214	6
<b>Bexley</b>	65,591,000	224,384	292	4	66,628,000	229,071	291	4
<b>Outer London</b>	1,953,462,000	2,841,610	687		2,000,288,000	2,874,694	696	

As highlighted in the table at the beginning of this document, the proposed financial reductions facing Havering in 2011/12 and 2012/13 affects Havering more than any other category of local authority across England, other than Shire Districts and Counties.

Therefore, Havering's residents are being penalised twice:

- The historic funding system has resulted in comparatively low levels of grant funding for the Council, which in turn has required high levels of council tax to make up the shortfall; and
- The new system leaves Havering facing a larger grant reduction than the average London Borough, which in turn requires the Council to make either greater cuts to current services, or to implement a significant council tax rise to make up the shortfall.

The Government's new funding definition, using Revenue Spending Power, implies Havering is only facing a funding reduction of 1.7% in 2011/12, which would suggest the Borough is at the lower end of reductions both nationally and regionally. However, this definition disguises the actual comparative reduction in grant funding, as can be seen in the attached [Appendix B](#).

It can be seen that although the reduction in Havering's Revenue Spending Power is lower than that of other authorities, the actual loss of formula grant for Havering is in fact greater than all bar Bromley's. The inclusion of the council tax requirement – which as explained

earlier is higher in Havering than elsewhere for historic reasons – distorts the overall comparison.

## **6. Introduction of New Floors and Scaling methodology**

The London Borough of Havering is concerned that the measurement of 'grant dependency' (the ratio of formula grant to council tax) may be a poor proxy for reliance on central government funding. High levels of council tax relative to grants can reflect *inadequate* levels of funding – for example, where funding models fail to reflect the socioeconomic and demographic needs of an authority – necessitating higher levels of council tax. Providing these authorities with less protection in the form of floors risks creating a vicious cycle whereby the councils are forced to raise council tax even further to protect local services. Havering is not necessarily opposed to a floor system which reflects authorities' reliance on central government funding, but these are issues we would like to see explored in more detail.

The new floor mechanism seeks to categorise individual local authorities into one of four bands, depending on their previous reliance on formula grant to fund their overall budget requirements in 2010/11. (Band 1 authorities are deemed to be most reliant on formula grant and are protected from more than 11.3% losses; Band 4 authorities are deemed to be least reliant and are protected from more than 14.3% losses.) LB Havering is grouped with other authorities into Band 4.

LB Havering has a number of significant concerns regarding this new floor mechanism, which we outline below:

### **Lack of consultation**

LB Havering believes there was adequate opportunity to consider potential amendments to the local government finance system from 2011/12 through the Settlement Working Group discussions and the subsequent Formula Grant Distribution (FGD) consultation paper published in July 2010.

The Settlement Working Group is an established forum for discussion and the primary basis for all previous government consultations on local government finance. As such, LB Havering would have welcomed the opportunity to debate the merits of a new floor system, either within the Settlement Working Group meetings or at the time of the FGD consultation. We fundamentally believe that radical new funding methodologies, which create significant turbulence in terms of resource distribution amongst local authorities, should not simply be announced as a fait accompli at the time of the provisional settlement.

Therefore, we would expect the final local government finance settlement, when it is published in January 2011, to revert to the previous established methodology of using a single floor level to determine the funding for all local authorities across their respective tiers.

However, we fear that, in light of the current timescales for local authorities to agree their 2011/12 revenue budgets, it will not be possible for government to make such a significant change to the local government funding system, however equitable. If it is not possible to make such a change, we would expect the government to make a firm commitment to allowing a considered debate of the floor mechanism to be included within the Settlement Working Group's future work plan to inform the 2012/13 finance settlement.

### Subjective and inappropriate groupings

The proposed new 'floor' mechanism creates significant cliff edges within the local government funding system and groups together local authorities with significantly different income generating abilities.

For example, Havering's formula grant, as a percentage of its budget requirement in 2010/11, is calculated as 34.2% and it has been placed in the same 'floor banding' as Surrey (18.7%) and Buckinghamshire (20.1%); whereas authorities such as Barnet (37.9%) and Stockport (38.0%), which are far similar to LB Havering in terms of their reliance on formula grant, are placed in a more financially beneficial band.

The fact that these outcomes occur indicates that the proposed methodology is far from fair and progressive.

Further, in recent years it has been recognised, through changes to the Area Cost Adjustment, that "cliff edges" do not have a place in the local government funding system. Therefore, it seems perverse to now introduce cliff edges in a fundamental component of the local government funding methodology.

### Possible solutions

Data is currently available to design a floor mechanism that treats all local authorities individually based on their own reliance on formula grant, rather than merely grouping them arbitrarily. It would be possible to assign individual floor levels based on a local authorities actual ranking or, for greater accuracy, determine such a ranking using a formulaic approach which considers an individual authority's relative position compared to those authorities with the greatest and least reliance on formula grant.

Based on work undertaken by officers, the table below highlights different funding scenarios for LB Havering at the 2011/12 provisional settlement arising from different floor methodologies. These methodologies use, where possible, the same difference in floor levels and/or the same scaling factor as those proposed in the 2011/12 provisional settlement.

Scenario	Number of bands	Highest Floor Level (%)	Lowest Floor Level	Floor Range %	Scaling %	Funding of Havering £m	Change on prov. settlement £m
1 floor	n/a	-12.57%	-12.57%	n/a	-71.4%	57.319	+0.799
Current	4	-11.30%	-14.30%	3%	-71.4%	56.520	0.000
151 bands, same initial floor and floor width	151	-11.30%	-14.30%	-3%	-70.8%	56.812	+0.292
Based on proportion of FG / budget requirement	n/a	-11.30%	-14.30%	-3%	-65.7%	57.035	+0.515

## 7. Our requests

We genuinely believe that the local government funding system is neither objective nor equitable in its allocation of resources amongst individual local authorities; and, as a direct

result, Havering's council tax payers are being effectively penalised. We would therefore ask the Minister to consider the following proposals:

- The floor methodology within the local government finance settlement should remain unchanged from that used in 2010/11, with a single floor level applying to all authorities within each local authority tier; and
- Discussions concerning future changes to the floor methodology should be incorporated into the Settlement Working Group's work plan – with possible changes debated in time to inform the 2012/13 local government finance settlement; or
- If Ministers are committed to introducing a range of floor values, a formulaic approach should be implemented that determines an individual authority's floor level based on their own reliance on formula grant, rather than group them into subjective bands - officers from Havering would gladly work with CLG Officials to design an appropriate scheme.
- The Settlement Working Group's future work plan should revisit the London geographies currently used to determine the Area Cost Adjustment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cheryl Coppel'.

Cheryl Coppel

## Settlement Response Letter Appendix A

### London Borough of Havering Background Information, Key Statistics and Data

#### Key Findings:

- Although overall Havering is not a highly deprived area, there are inequalities and pockets of deprivation, particularly within the Gooshays, Heaton and South Hornchurch Wards
- Unemployment levels in Havering estimated to be similar to national averages, but the borough has seen London's fastest increase in claimants of Job seeker's allowance
- The median annual salary for Havering residents is £26,025
- Pensioner households comprise the biggest proportion of households in Havering, making up nearly 30% of all households, 15.6% of which are lone pensioner households
- Lone pensioner households in Havering are most likely to belong to the social group manual workers and pensioners in rented accommodation, who often have low levels of income and are starting to express long term conditions

#### Population Statistics

The below information has been extracted from the JSNA published December 2010. This document is available on the Council's website at <http://www.hspnetwork.org.uk/links/> . A fuller extract from the document relating to the main population elements with the greatest bearing on Havering's funding position are attached to this document.

- Since 2007, the population of Havering has been growing at a faster rate than the England average, and this is expected to continue in the future, with the population rising by 8.3% by 2020
- Havering's retirement age population is expected to grow the fastest overall in the future, increasing by 19.2% by 2025. The fastest growth is in the 90+ age group, expected to increase by 125% by 2025
- The number of children and young people in Havering is also expected to show a large increase, growing by 14.5% by 2025. The fastest increase is expected to be in the 5-9 age group, growing by 22.7% by 2025
- Havering's population is becoming more ethnically diverse, and this is expected to continue in the future. The second largest ethnic group (after White) comprises those of Black ethnicity, particularly those of Black African descent.
- There is more ethnic diversity among children and young people in Havering than in the population overall, particularly among 4 – 11 year olds. 22.9% of school pupils are of non-white ethnicity, compared to an estimated 7.7% in Havering overall
- Although the numbers remain small, the quantity of overseas nationals registering to work who live in Havering has increased by 41.5% over the last five years. Nigerian, Polish and Indian nationals are the predominant groups

#### General Points

- Since 2007, the population of Havering has been growing at a faster rate than the England average, and this is expected to continue in the future, with the population rising by 8.3% by 2020. This is faster than the population rise across England (7.4% by 2020) and will mean that an extra 19,500 people will be living in Havering by 2020. The increase in population in Havering is due to a greater number of

births than deaths and a greater level of migration into the area (both from within England and from other countries) than out of the area.

- Havering's retirement age population is expected to grow the fastest overall in the future, increasing by 19.2% by 2025. The fastest growth is in the 90+ age group, expected to increase by 125% by 2025
- The number of children and young people in Havering is also expected to show a large increase, growing by 14.5% by 2025. The fastest increase is expected to be in the 5-9 age group, growing by 22.7% by 2025
- Projections suggest that the population of Havering will increase by 3.9% in the next 5 years (2015), and by 8.3% in the next 10 years (2020).

## **Future resource pressures on services**

### **Older People**

- Havering has the highest proportion of pensioners in London, with round a fifth of the population in Havering being of retirement age, which is also above the England average
- The number of older people is expected to increase in the future in Havering, with the fastest increase being in the 90 and over age group, which is expected to increase by 125% by 2025.
- Havering has a larger proportion of older people living alone than is the average nationally. Older people living alone are much more likely to have contact with social services and use services such as home help and meals on wheels than elderly people living with others. Given that we have the highest proportion of older people in Havering, this therefore places more of a burden on our services than other Local Authorities.
- Around 46% of all Havering pensioners have a long term limiting illness
- Nearly 6% of pensioners in Havering are estimated to have dementia; dementia is predicted to be most common among those living in Heaton, Cranham and St Andrew's wards. The number of those with dementia is expected to rise by 8% over the next 5 years – placing a significant strain on mental health commissioning resources.
- People of pensionable age made up 71% of all adult social care users in 2008/09 receiving residential care, nursing care or care in the community. The projected growth in the numbers of elderly residents in Havering in the future suggests that the demand on social care services from the elderly population will continue to increase.
- Over 60% of pensioner households in Havering do not have access to transport, a higher proportion than the England average
- Around 11,190 pensioners in Havering are predicted to have a fall this year, with around 8% of these resulting in hospital admissions. The number of hospital admissions due to falls in older people is predicted to increase by 14% over the next 5 years
- Around a quarter of pensioners in Havering are estimated to be obese
- Around 12% of pensioners in Havering are estimated to have diabetes, with numbers expected to increase by 10% in the next 5 years

## **Adult Services - Disabilities, Learning Disabilities and Mental Health**

### **Key Findings:**



- It is estimated that more than 14,000 adults of working age in Havering have a disability and more than 6,000 are unable to work because of a disability
- Overall, adults in Havering are less likely to have a disability or a long term limiting illness than the national average and are likely to live for a greater number of years without a disability than is the case nationally
- It is less common for people in Havering to claim incapacity benefit (given to people who cannot work due to illness or disability) than is the average in England and London
- 43% of those claiming incapacity benefit in Havering have a mental health issue
- Over 20,000 people in Havering are estimated to have a common mental health problem, although overall, mental health issues are estimated to be less common among Havering residents than is the average in England and London
- It is less common for people in Havering receiving treatment for severe mental health problems to be in employment or in stable accommodation than the average in England and London (less than 4% are in employment and less than 50% are in stable accommodation)
- Adults with learning disabilities in contact with social care in Havering are less likely to be in employment or in stable accommodation than is the average in London and England (less than 5% are in employment and less than 40% are in stable accommodation)
- Findings from the pupil level annual school census suggest that moderate learning difficulties and behavioural, social and emotional difficulties are the most common type of learning difficulties among Havering school pupils
- It is estimated that the number of adults in Havering with moderate or severe disabilities will increase by 7% in the next 10 years, with the number of adults with learning disabilities increasing by the same amount
- A larger proportion of adults in Havering are carers than is the average in London however a smaller proportion of carers in Havering receive support than is the average in London and England

### **Children & Young People's Population Projections**

As well as a rapid increase in the number of older people in Havering, we are also likely to see a large increase in children and young people, placing pressures on school places and children's services.

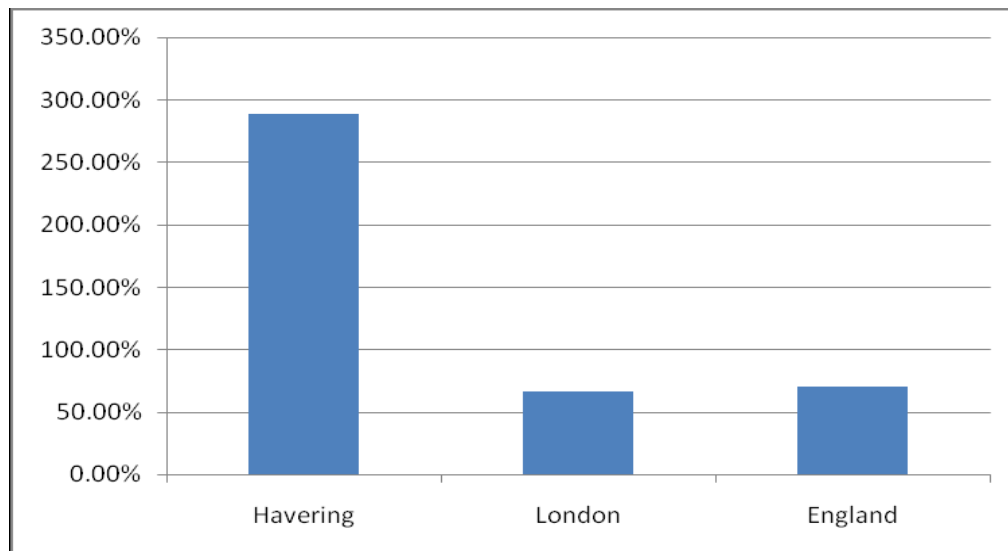
Future projections suggest that compared to 2010:

- The number of children aged 0-15 years old in Havering is expected to increase by 4.7% in the 5 years to 2015 and by 14.5% by 2025
- The number of 15-19 year olds in the borough will decline during the next 10 years but will then begin to rise again and will exceed current numbers by 2023
- Numbers of 0-4 and 5-9 year olds will continue to rise in the future, with the biggest increase being in the number of 5-9 year olds, which will have increased by 15% by 2015
- The number of 10-14 year olds is expected to decline in the short term (until around 2014), but will continue to increase to above current numbers following this

### **Housing Pressures**

Havering is likely to see a strain on budgets in terms of demand for social housing. The increasing need to provide more homes for a growing population in London and the rest of the South-east makes Havering's current pattern of land use a key issue for the future. Evidence of the increasing demand and need for housing can be demonstrated by rising

house prices. For instance, there was a 110% increase in house prices between 1999 and 2009 compared to 104% across London as a whole. Whilst Havering has only outstripped the London trend by a few percentage points Havering's Social Housing Waiting List shows a more marked difference:



The pressure from population growth means there will be pressure to release employment land for housing development, especially if demand for that employment land is low over the short term. According to the Draft Replacement London Plan, Havering will probably be required to deliver 12,350 new homes over the next ten years. However, the change of use of land from Havering's already small proportion of commercial land to residential land will reduce options for growing the local economy, and the borough's job density, over the medium to long term.

### Benefits Uptake

Havering has experienced the fastest increase in claimants of Job Seekers Allowance across London, covering the period from May 2008 to May 2010, shown in the detailed table below:

Area	Overall Increase May 08 to May 10
Havering	108%
Hillingdon	105%
Bexley	94%
Sutton	93%
Hounslow	92%
Kingston upon Thames	88%
Harrow	88%
Croydon	79%
Richmond upon Thames	79%
Barnet	77%
Ealing	74%
Merton	72%
Redbridge	71%
Wandsworth	69%
Barking and Dagenham	69%



<b>Area</b>	<b>Overall Increase May 08 to May 10</b>
Bromley	69%
Enfield	68%
Greenwich	59%
Brent	58%
Lewisham	58%
Westminster	57%
Lambeth	56%
Kensington and Chelsea	55%
Southwark	54%
Waltham Forest	53%
Islington	52%
Haringey	52%
Hammersmith and Fulham	49%
Hackney	48%
Newham	47%
Camden	44%
City of London	40%
Tower Hamlets	35%

## Settlement Response Letter Appendix B

Local Authority		OLB R398 Newham	OLB R383 Barking & Dagenham	OLB R385 Bexley	OLB R399 Redbridge	OLB R387 Bromley	OLB R393 Havering
2010-11 Council Tax Requirement	£m	70.543	52.477	93.951	99.005	131.669	<b>106.589</b>
Formula Grant 2010-11 (adjusted)	£m	247.935	115.018	75.876	111.146	78.553	<b>64.542</b>
Learning disability 2010-11 adj	£m	6.431	4.043	4.894	3.122	8.408	<b>7.287</b>
Early Years Intervention Grant 2010-11 adj	£m	25.717	15.278	9.637	10.908	11.962	<b>8.914</b>
Migration Impact Fund 2010-11	£m	0.049	0.053	0.000	0.054	0.000	<b>0.025</b>
Cohesion 2010-11	£m	0.157	0.252	0.057	0.107	0.000	<b>0.107</b>
LEGI 2010-11	£m	0.000	1.734	0.000	0.000	0.000	<b>0.000</b>
WNF 2010-11	£m	11.945	1.501	0.000	0.000	0.000	<b>0.000</b>
Prevent 2010-11	£m	0.380	0.138	0.138	0.248	0.138	<b>0.000</b>
Housing and Council Tax Benefit Subsidy Admin Grant 2010-11	£m	4.252	2.167	1.723	2.055	2.188	<b>1.702</b>
Preventing Homelessness 2010-11 adj	£m	0.778	0.911	0.253	0.456	0.366	<b>0.303</b>
'Revenue Spending Power 2010-11'	£m	368.186	193.848	186.530	227.101	233.285	<b>189.469</b>
2010-11 Council Tax Requirement	£m	70.543	52.477	93.951	99.005	131.669	<b>106.589</b>
2011-12 Formula Grant	£m	219.919	106.026	66.628	101.060	67.320	<b>56.520</b>
Learning Disability 2011-12	£m	6.562	4.125	4.994	3.185	8.580	<b>7.436</b>
Early Years Intervention Grant 2011-12	£m	22.400	13.308	8.823	9.986	10.951	<b>8.161</b>
Housing and Council Tax Benefit Subsidy Admin Grant 2011-12	£m	4.059	2.034	1.666	1.975	2.060	<b>1.669</b>
Preventing Homelessness 2011-12	£m	0.875	0.600	0.500	0.530	0.500	<b>0.500</b>
Indicative Council Tax Freeze Grant 2011-12	£m	1.758	1.315	2.351	2.510	3.301	<b>2.680</b>
NHS funding to support social care and benefit health 2011-12	£m	3.572	2.432	2.411	2.930	3.176	<b>2.667</b>
Estimated 2011-12 Revenue Spending Power including NHS support for social care	£m	329.687	182.317	181.323	221.182	227.556	<b>186.222</b>
Change in estimated 'revenue spending power' 2011-12 £m	£m	-38.499	-11.531	-5.208	-5.919	-5.729	<b>-3.247</b>
Change in estimated 'revenue spending power' 2011-12 %	%	-10.46%	-5.95%	-2.79%	-2.61%	-2.46%	<b>-1.71%</b>
Change in formula grant	%	-11.3%	-7.8%	-12.2%	-9.1%	-14.3%	<b>-12.4%</b>

## DEDICATED SCHOOLS GRANT 2011/12

For 2011/12 funding per pupil is being maintained at cash flat. The starting point for calculating the 2011/12 Guaranteed Unit of Funding (GUF) is the DSG GUF for 2010/11 and the 2010/11 allocations for the specific grants being mainstreamed into DSG.

Local Authorities will be notified of final DSG allocations in June 2011. The timetable for collecting the January 2011 pupil numbers and finalising the DSG in 2011/12 is as follows:

School Census / SLASC (School Level Annual School Census) / Alternative Provision count	20 January 2011
School Census / SLASC / Alternative Provision return	to be confirmed
Early Years Centre return	to be confirmed
Database closed for validation exercises1	to be confirmed
<b>LAs notified of pupil numbers and final DSG allocations</b>	<b>June 2011</b>
DSG payment profile changed for June 2011 payment	June 2011

The initial estimate for the London Borough of Havering's for 2011/2012 DSG is:

	2010/2011	2011/2012
Dedicated Schools Grant - Local Authority estimate of pupil numbers 2010/2011	35,790	35,790
<i>less</i> estimated change in pupil numbers from October 2010 census		(35)
<i>less</i> pupils in Pupil Referral Units (RFU) and on school roll that have been dual-funded for 2010/2011		(30)
<i>add</i> 3 year-old pupils that will be counted as 0.6FTE		382
A: Dedicated Schools Grant - Local Authority estimate of pupil numbers	35,790	36,107
<hr/>		
B: Dedicated Schools Grant - Guaranteed Unit of Funding Per Pupil (£)	4,467.82	5,086.43
<hr/>		
<b>Estimated Dedicated Schools Grant (£) [AxB]</b>	<b>159,903,000</b>	<b>183,654,000</b>
<i>less</i> Academy: Estimated Recoupment from Dedicated Schools Grant (£)	(1,943,000)	(3,331,000)
<b>Final DSG Allocation (£) [rounded to nearest £1,000]</b>	<b>157,960,000</b>	<b>180,323,000</b>
<hr/>		
Grants received in 2010/2011 that have been rolled into the DSG-GUF for 2011/2012		
School Standards Grants - including Personalisation	7,361,161	
School Development Grant	9,135,344	
Other Standards Fund Grants	5,859,557	
<b>Total funding supporting the Schools Budget (£)</b>	<b>180,316,062</b>	<b>180,323,000</b>

**Please note the final DSG allocation will be based upon 2011 census data which has yet to be undertaken and the DSG allocation is subject to change from this estimate.**

### **Dedicated Schools Grant Changes for 2011/2012**

The "Consultation on School Funding 2011/12: Introducing a Pupil Premium" proposed a continuation of the "spend plus" methodology, with a number of modifications to simplify the process and remove anomalies. The consultation also proposed the mainstreaming of specific grant into DSG. In the longer term, the Government's intention is to bring in a simpler and more transparent funding system. The aim is to help reduce the funding differences between similar schools in different areas.

The Dedicated Schools Grant (DSG) Technical Note 2011/2012 identifies the following changes for calculation of the DSG allocations 2011/2012:

- A. the mainstreaming of specific grants for schools into DSG;
- B. dual subsidiary pupils in PRUs will not be included in the pupil count;
- C. a Minimum Funding Guarantee of minus 1.5%; and
- D. a cash floor for local authorities of minus 2% in 2011/12.

For 2011/12 the following specific grants have been rolled into the DSG:

- School Standards Grant
- Schools Standards Grant (Personalisation)
- School Development Grant (includes SDG Main, Post-LIG Deprivation and Transition, City Learning Centres, Specialist Schools and High Performing Specialist Schools). It does NOT include the amount previously paid through Area Based Grant (ABG)
- School Lunch Grant
- Ethnic Minority Achievement (EMAG)
- 1-2-1 Tuition
- Extended Schools – Sustainability
- Extended Schools - Subsidy
- Targeted Support for the Primary National Strategy allocated to schools (consisting of Universal and Targeted elements, Leading Teachers, Every Child elements, Early Years Foundation Stage, and Modern Foreign Languages)
- Targeted Support for the Secondary National Strategy allocated to schools (consisting of Universal and Targeted elements and Leading Teachers)
- Diploma Formula Grant
- London Pay Addition Grant.

Funding for the extension of the early years entitlement to 15 hours for 3 and 4 years olds, has previously been paid through a Standards Fund grant. For 2011/12 the funding for the extension to 15 hours is included in the overall DSG envelope.

### Payment of the Dedicated Schools Grant

Payments in the early part of the financial year will be based on the final 2010/11 DSG allocation plus the final 2010/11 allocations for the mainstreamed grants. From June 2011 the profile will be based on finalised DSG allocations derived from the January 2011 pupil numbers, adjusted for the amounts recouped for Academies. The first

payment of the new profile will be adjusted to take account of the amount previously paid and the amounts recouped for Academies.

#### Funding for Academies

The Department for Education will continue the recoupment methodology for adjusting DSG allocations for converting Academies with predecessor schools. Recoupment will apply to all Academies with predecessors that have opened/converted since 2008/09. The Local Authority has the ability to estimate the funding for new Academies that will be recouped from the DSG; the allocation amount will be pro rata for the months the school is open.

#### Pupil Premium

The level of the pupil premium will be £430 per pupil and will be the same for every deprived pupil. Deprived pupils have been defined as those which are eligible for free school meals; those pupils whose parents that have an income of less than £16,000 per annum. The Pupil Premium will be paid to local authorities through a specific grant. Formal conditions of the grant are due to be published later in 2011.

#### Post 16 Provision

Post 16 provision is to be revised by the Department for Education between 2011 and 2015 which will end the disparity in funding levels between school sixth forms and colleges by 2015. Students attending school 6th forms currently attract a higher funding rate than those in Further Education colleges. Funded guided learning hours will be reduced from 114 to 30 with resources redirected to disadvantaged learners. Additional payments for teachers' pensions currently in the formula will be removed and there will be a phased removal of the Teachers' Pay Grant paid to Local Authorities. Reductions per learner will be limited to a maximum of 3%.

## APPENDIX C

### SPECIFIC GRANTS AND AREA BASED GRANTS (ABG) SUMMARY

#### INDEX TO TABLES OF SPECIFIC & AREA BASED GRANTS 2010/11 & 2011/1

##### Index of Grants Status 2011/12

Grant Category	Definition
Transferred into formula grant	Area Based and Specific grants that have been re-classified as Revenue Support Grant in 2011/12 and added to Havering's formula calculation.
Incorporated into formula grant	Area Based and Specific grants that have been re-classified as Revenue Support Grant in 2011/12 and added to the National total of available for re-allocation.
Core Grant – Early Intervention grant	New Specific un ring fenced grant for 2011/12 which incorporates former Area Based and Specific grants.
Core Grant – Learning Disability & Health Reform grant	New Specific un ring fenced grant for 2011/12. In prior years this funding was allocated to the PCT and expenditure recouped from the PCT by Havering.
Core Grant – New Homes Bonus grant	New Specific un ring fenced grant for 2011/12.
Core Grant – Council Tax Freeze grant	New Specific un ring fenced grant for 2011/12.
Core Grant - DSG Funds 1 & 8	Specific ring fenced grant 2010/11 & 2011/12 - Education.
Core Grant – Council Tax Freeze grant	New Specific un ring fenced grant allocated to compensate authorities that freeze or reduce their council tax in 2011/12.
Core Grant – Housing and Council Tax Benefits Administration grant	Specific un ring fenced grant in 2010/11 & 2011/12 targeted to the council tax administration subsidy.
Homelessness grant	Specific Grant in 2010/11. From 2011/12 this grant is Area Based grant
Flood Funding grant	Area Based grant – new for Havering in 2011/12
Grants - Ended	Area Based and Specific grants that have ceased in 2010/11 – no allocation for 2011/12.
Grants - Ended carry forward	Carry forwards of unspent grant into 2010/11, relating to Area Based and Specific grants ceased

Grant Category	Definition
	in 2010/11 – no allocation for 2011/12.
Grants - Unknown	Area Based and Specific Grants allocated in 2010/11. Grant Funding Body allocations for 2011/12 as yet unknown. Havering are awaiting further information regarding these grants
Grants - TBA	Area Based grants from the HO and DCLG allocated in 2010/11 – 2011/12 allocation - yet to be advised
Grants - Under Review	Area Based grants allocated in 2010/11 – 2011/12 allocation - still under review by DFE.

### Index to Grant types

Acronym	Definition
ABG	Area Based Grant
SG	Specific Grant

### Index to Grant Funding Bodies

Acronym	Definition
DFE	Department for Education
DCLG	Department for Communities and Local Government
DCMS	Department for Culture, Media and Sport
DEFRA	Department for Environment, Food and Rural Affairs
DFT	Department for Transport
DOH	Department of Health
DWP	Department for Work and Pensions
GOL	Government Office for London
HO	Home Office
LC	London Councils
LDA	London Development Agency

<b>Acronym</b>	<b>Definition</b>
LPSA	Local Public Service Agreement Funding
RPA	Rural Payments Agency
SPORT ENG	Sport England
TDA	Training and Development Agency
YJB	Youth Justice Board
YPLA	Young People's Learning Agency

**Note: all figures in this Appendix are correct as at 19<sup>th</sup> January 2011**



### ABG Summary

SUMMARY OF 2010/11 ABG AND STATUS IN 2011/12 BY DIRECTORATE								
DIRECTORATE	GRANTS TRANSFERRED INTO FORMULA GRANT	GRANTS INCORPORATED INTO FORMULA GRANT	CORE GRANT EARLY INTERVENTION	GRANTS ENDED	GRANTS UNKNOWN	GRANTS TBA	GRANTS UNDER REVIEW	TOTAL
CULTURE AND COMMUNITY	-	65,000	-	-	32,599	142,000	-	239,599
FINANCE AND COMMERCE		567,737	70,713					638,450
LEGAL AND DEMOCRATIC SERVICES		132,145				245,841		377,986
SOCIAL CARE AND LEARNING	4,110,720	2,494,656	2,930,590	1,349,228	102,018	51,438	35,510	11,074,160
<b>TOTAL</b>	<b>4,110,720</b>	<b>3,259,538</b>	<b>3,001,303</b>	<b>1,349,228</b>	<b>134,617</b>	<b>439,279</b>	<b>35,510</b>	<b>12,330,195</b>

SUMMARY OF 2011/12 ABG BY DIRECTORATE			
DIRECTORATE	CORE GRANT HOMELESSNESS	FLOOD FUNDING	TOTAL
CULTURE AND COMMUNITY	500,000	132,000	632,000
<b>TOTAL</b>	<b>500,000</b>	<b>132,000</b>	<b>632,000</b>

<b>SUMMARY OF 2010/11 ABG AND STATUS IN 2011/12 BY GOVERNMENT DEPARTMENT</b>								
<b>GOVERNMENT DEPARTMENT</b>	<b>GRANTS TRANSFERRED INTO FORMULA GRANT</b>	<b>GRANTS INCORPORATED INTO FORMULA GRANT</b>	<b>CORE GRANT EARLY INTERVENTION</b>	<b>GRANTS ENDED</b>	<b>GRANTS UNKNOWN</b>	<b>GRANTS TBA</b>	<b>GRANTS UNDER REVIEW</b>	<b>TOTAL</b>
DCLG	3,158,817	65,000	-	97,956	32,280	140,000	-	3,494,053
DEFRA	-	-	-	-	319	-	-	319
DFE	295,786	229,187	3,001,303	1,251,272	102,018	-	35,510	4,915,076
DOH	656,117	2,965,351	-	-	-	-	-	3,621,468
DWP	-	-	-	-	-	-	-	-
HO						299,279		299,279
<b>TOTAL</b>	<b>4,110,720</b>	<b>3,259,538</b>	<b>3,001,303</b>	<b>1,349,228</b>	<b>134,617</b>	<b>439,279</b>	<b>35,510</b>	<b>12,330,195</b>

<b>SUMMARY OF 2011/12 ABG BY GOVERNMENT DEPARTMENT</b>			
<b>GOVERNMENT DEPARTMENT</b>	<b>CORE GRANT HOMELESSNESS</b>	<b>FLOOD FUNDING</b>	<b>TOTAL</b>
CLG	500,000		500,000
DEFRA		132,000	132,000
<b>TOTAL</b>	<b>500,000</b>	<b>132,000</b>	<b>632,000</b>

## ANALYSIS OF AREA BASED GRANTS 2010/11 & 2011/12

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	ABG 2010/11	ABG 2011/12	STATUS IN 2011/12
DCLG	CULTURE AND COMMUNITY	CLIMATE CHANGE	22,500	-	Unknown
DCLG	CULTURE AND COMMUNITY	NI160 STATUS SURVEY	8,400	-	Unknown
DCLG	CULTURE AND COMMUNITY	FAMILIARISATION COSTS OF NEW STATUTORY GUIDANCE ON SOCIAL HOUSING ALLOCS	1,380	-	Unknown
HO	CULTURE AND COMMUNITY	COM CALL FOR ACTION/O&S COM	2,000	-	Tba
DCLG	CULTURE AND COMMUNITY	ECONOMIC ASSESSMENT DUTY	65,000	-	Incorporated into Formula
DCLG	CULTURE AND COMMUNITY	COHESION	140,000	-	Tba
DEFRA	CULTURE AND COMMUNITY	ENVIRONMENTAL DAMAGE REGS	319	-	Unknown
DCLG	CULTURE AND COMMUNITY	HOMELESSNESS	-	500,000	Core Grant - Homelessness
DEFRA	CULTURE AND COMMUNITY	FLOOD FUNDING	-	132,000	New to Havering
DOH	FINANCE AND COMMERCE	ADULT SOCIAL CARE WORKFORCE	567,737	-	Incorporated into Formula
DFE	FINANCE AND COMMERCE	CHILDRENS SOCIAL CARE WORKFORCE	70,713	-	EIG
DOH	LEGAL AND DEMOCRATIC SERVICES	LINKS - LOCAL INVOLVEMENT NETWORKS	132,145	-	Incorporated into Formula
HO	LEGAL AND	SSCF	245,841	-	Tba

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	ABG 2010/11	ABG 2011/12	STATUS IN 2011/12
	DEMOCRATIC SERVICES			-	
DCLG	LEGAL AND DEMOCRATIC SERVICES	PETITIONS DUTY	-	-	Unknown
DFE	SOCIAL CARE AND LEARNING	14-19 FLEXIBLE POT FUNDING	78,433	-	Ended
DFE	SOCIAL CARE AND LEARNING	CARE MATTERS WHITE PAPER	199,242	-	Incorporated into Formula
DOH	SOCIAL CARE AND LEARNING	CARERS GRANT	1,041,194	-	Incorporated into Formula
DOH	SOCIAL CARE AND LEARNING	CAMHS	399,157	-	Incorporated into Formula
DFE	SOCIAL CARE AND LEARNING	CHILD DEATH REVIEW PROCESSES	29,945	-	Incorporated into Formula
DFE	SOCIAL CARE AND LEARNING	CHILDREN'S FUND	394,830	-	EIG
DFE	SOCIAL CARE AND LEARNING	CHILD TRUST FUND	3,262	-	EIG
DFE	SOCIAL CARE AND LEARNING	CHOICE ADVISORS	26,276	-	Unknown
DFE	SOCIAL CARE AND LEARNING	CONNEXIONS	2,087,035	-	EIG
DFE	SOCIAL CARE AND LEARNING	JANUARY GUARANTEE	26,538	-	EIG
DFE	SOCIAL CARE AND LEARNING	LSC STAFF TRANSFER SPECIAL PURPOSE GRANT	295,786	-	Transferred into Formula
DFE	SOCIAL CARE AND LEARNING	EDUCATION HEALTH PARTNERSHIPS	58,913	-	Unknown
DFE	SOCIAL CARE AND LEARNING	EXTENDED RIGHTS TO FREE TRANSPORT	35,510	-	Under Review

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	ABG 2010/11	ABG 2011/12	STATUS IN 2011/12
	LEARNING				
DFE	SOCIAL CARE AND LEARNING	EXTENDED SCHOOLS - START UP COSTS	268,028		- Ended
DOH	SOCIAL CARE AND LEARNING	LEARNING DISABILITY DEVELOPMENT FUND	157,059		- Incorporated into Formula
DOH	SOCIAL CARE AND LEARNING	MENTAL HEALTH CAPACITY ACT	114,592		- Incorporated into Formula
DOH	SOCIAL CARE AND LEARNING	MENTAL HEALTH GRANT	553,467		- Incorporated into Formula
DFE	SOCIAL CARE AND LEARNING	POSITIVE ACTIVITIES FOR YOUNG PEOPLE	282,128		- EIG
DOH	SOCIAL CARE AND LEARNING	PRESERVED RIGHTS	656,117		- Transferred into Formula
DFE	SOCIAL CARE AND LEARNING	SEC NAT STRAT - B&A	68,300		- Ended
DFE	SOCIAL CARE AND LEARNING	SEC NAT STRAT - CENT CO-ORD	162,262		- Ended
DFE	SOCIAL CARE AND LEARNING	PRIM NAT STRAT - CENT CO-ORD	123,320		- Ended
DFE	SOCIAL CARE AND LEARNING	SDG (LA ADDITIONAL ELEMENT)	348,694		- Ended
DFE	SOCIAL CARE AND LEARNING	SCHOOL IMPROVEMENT PARTNERS	104,550		- Ended
DFE	SOCIAL CARE AND LEARNING	SCHOOL INTERVENTION GRANT	59,900		- Ended
DFE	SOCIAL CARE AND LEARNING	SCHOOL TRAVEL ADVISORS	25,000		- Ended
HO	SOCIAL CARE AND LEARNING	YOUNG PERSONS SUBSTANCE MISUSE GRANT	51,438		- Tba
DFE	SOCIAL CARE AND LEARNING	YOUNG PERSONS SUBSTANCE MISUSE	27,797		- EIG

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	ABG 2010/11	ABG 2011/12	STATUS IN 2011/12
	LEARNING	GRANT			
DCLG	SOCIAL CARE AND LEARNING	SUPPORTING PEOPLE	3,158,817		- Transferred into Formula
DCLG	SOCIAL CARE AND LEARNING	SUPPORTING PEOPLE ADMIN	97,956		- Ended
DFE	SOCIAL CARE AND LEARNING	SUSTAINABLE TRAVEL GENERAL DUTY	16,829		- Unknown
DFE	SOCIAL CARE AND LEARNING	TEENAGE PREGNANCY	109,000		- EIG
DFE	SOCIAL CARE AND LEARNING	DESIGNATED TEACHER FUNDING	12,785		- Ended
DWP	SOCIAL CARE AND LEARNING	CHILD POVERTY	-		- Unknown
	<b>TOTAL ABG</b>		<b>12,330,195</b>	<b>632,000</b>	

**SUMMARY OF 2010/11 SPECIFIC GRANTS AND STATUS IN 2011/12 BY DIRECTORATE**

<b>Part 1 SUMMARY OF 2010/11 SPECIFIC GRANTS AND STATUS IN 2011/12 BY DIRECTORATE</b>						
<b>DIRECTORATE</b>	<b>TRANSFERRED INTO FORMULA GRANT</b>	<b>INCORPORATED INTO FORMULA GRANT</b>	<b>CORE GRANT EARLY INTERVENTION</b>	<b>CORE LEARNING DISABILITY AND HEALTH REFORM GRANT</b>	<b>CORE GRANT NEW HOMES BONUS</b>	<b>DSG FUNDS 1&amp; 8</b>
CULTURE AND COMMUNITY	14,000	- 97,277	-	-	-	
FINANCE AND COMMERCE	-	1,158,287	-	-	-	
LEGAL AND DEMOCRATIC SERVICES	-	-	-		-	
SOCIAL CARE AND LEARNING	166,541	617,000	7,042,299	-		176,732,991
<b>TOTAL</b>	<b>180,541</b>	<b>1,678,010</b>	<b>7,042,299</b>	-	-	<b>176,732,991</b>

<b>Part 2 SUMMARY OF 2010/11 SPECIFIC GRANTS AND STATUS IN 2011/12 BY DIRECTORATE</b>									
<b>DIRECTORATE</b>	<b>HOMELESS -NESS GRANT (SG IN 10/11)</b>	<b>CORE GRANT - BENEFIT ADMINISTRATION</b>	<b>CORE GRANT COUNCIL TAX FREEZE GRANT</b>	<b>ENDED</b>	<b>ENDED CARRY FORWARD</b>	<b>UNKNOWN</b>	<b>TBA</b>	<b>UNDER REVIEW</b>	<b>TOTAL</b>
CULTURE AND COMMUNITY	100,000	-	-	161,400	40,000	721,800	-	-	939,923
FINANCE AND COMMERCE	-	1,702,000	-	-	-	260,600	-	-	3,120,887
LEGAL AND DEMOCRATIC SERVICES	-	-	-	55,000	-	143,100	-	-	198,100
SOCIAL CARE AND LEARNING	-	-	-	-	8,250,100	23,461,060	-	-	216,269,991
	<b>100,000</b>	<b>1,702,000</b>	<b>-</b>	<b>216,400</b>	<b>8,290,100</b>	<b>24,586,560</b>	<b>-</b>	<b>-</b>	<b>220,528,901</b>



**SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY DIRECTORATE**

<b>Part 1 SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY DIRECTORATE</b>						
<b>SPECIFIC GRANT 2011/12</b>	<b>TRANSFER-RED INTO FORMULA GRANT</b>	<b>INCORPORATED INTO FORMULA GRANT</b>	<b>CORE GRANT EARLY INTERVENTION</b>	<b>CORE LEARNING DISABILITY AND HEALTH REFORM GRANT</b>	<b>CORE GRANT NEW HOMES BONUS</b>	<b>DSG FUNDS 1&amp; 8</b>
CULTURE AND COMMUNITY	10,192.00	97,277.00	-	-	620,000	
FINANCE AND COMMERCE	-	1,158,287.00	-	-	-	
LEGAL AND DEMOCRATIC SERVICES	-	-	-	-	-	
SOCIAL CARE AND LEARNING	170,000	617,064	6,491,837	7,436,198	-	180,323,000
<b>TOTAL</b>	<b>180,192</b>	<b>1,678,074</b>	<b>6,491,837</b>	<b>7,436,198</b>	<b>620,000</b>	<b>180,323,000</b>

<b>Part 2 SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY DIRECTORATE</b>									
<b>SPECIFIC GRANT 2011/12</b>	<b>HOMELESS-NESS GRANT (SG IN 10/11)</b>	<b>CORE GRANT - BENEFIT ADMINISTRATION</b>	<b>CORE GRANT COUNCIL TAX FREEZE GRANT</b>	<b>ENDED</b>	<b>ENDED CARRY FORWARD</b>	<b>UNKNOWN</b>	<b>TBA</b>	<b>UNDER REVIEW</b>	<b>TOTAL</b>
CULTURE AND COMMUNITY	-			-	-	-	-	-	532,915
FINANCE AND COMMERCE	-	1,669,241	2,679,701	-	-	-	-	-	5,507,229
LEGAL AND DEMOCRATIC SERVICES	-	-	-	-	-	-	-	-	-
SOCIAL CARE AND LEARNING	-	-	-		-	-			195,038,099
	-	<b>1,669,241</b>	<b>2,679,701</b>	-	-	-	-	-	<b>201,078,243</b>

## SUMMARY OF 2010/11 SPECIFIC/UNRINGFENCED GRANTS AND STATUS IN 2011/12 BY GOVERNMENT DEPARTMENT

<b>Part 1 SUMMARY OF 2010/11 SPECIFIC/UNRINGFENCED GRANTS AND STATUS IN 2011/12 BY GOVERNMENT DEPARTMENT</b>						
<b>GOVERNMENT DEPARTMENT/ FUNDING BODY</b>	<b>TRANSFERRED INTO FORMULA GRANT</b>	<b>INCORPORATED INTO FORMULA GRANT</b>	<b>CORE GRANT EARLY INTERVENTION</b>	<b>CORE LEARNING DISABILITY AND HEALTH REFORM GRANT</b>	<b>CORE GRANT NEW HOMES BONUS</b>	<b>DSG FUNDS 1&amp; 8</b>
DCLG	70,000	723	-	-	-	-
DCMS	-	-	-	-	-	-
DEFRA	14,000	98,000	-	-	-	-
DFE	8,541	630,000	7,042,299	-	-	176,732,991
DFT	-	-	-	-	-	-
DOH	88,000	1,247,000	-	-	-	-
DWP	-	-	-	-	-	-
GOL	-	-	-	-	-	-
HO	-	-	-	-	-	-
LC	-	1,158,287	-	-	-	-
LDA	-	-	-	-	-	-
LPSA	-	-	-	-	-	-
RPA	-	-	-	-	-	-
SPORT ENGLAND	-	-	-	-	-	-
TDA	-	-	-	-	-	-
YJB	-	-	-	-	-	-
YPLA	-	-	-	-	-	-
<b>TOTAL</b>	<b>180,541</b>	<b>1,678,010</b>	<b>7,042,299</b>	-	-	<b>176,732,991</b>

<b>Part 2 SUMMARY OF 2010/11 SPECIFIC/UNRINGFENCED GRANTS AND STATUS IN 2011/12 BY GOVERNMENT DEPARTMENT</b>									
<b>GOVERNMENT DEPARTMENT/ FUNDING BODY</b>	<b>HOMELESSNESS GRANT (SG IN 10/11)</b>	<b>CORE GRANT - BENEFIT ADMINIST RATION</b>	<b>CORE GRANT COUNCIL TAX FREEZE GRANT</b>	<b>ENDED</b>	<b>ENDED CARRY FORWARD</b>	<b>UNKNOWN</b>	<b>TBA</b>	<b>UNDER REVIE W</b>	<b>TOTAL</b>
DCLG	100,000.00	-	-	89,000	40,000	765,200	-	-	1,064,923
DCMS	-	-	-	72,400	-	-	-	-	72,400
DEFRA	-	-	-	-	-	-	-	-	84,000
DFE	-	-	-	-	7,855,500	12,859,560	-	-	203,868,891
DFT	-	-	-	-	-	148,800	-	-	148,800
DOH	-	-	-	-	394,600	73,400	-	-	1,803,000
DWP	-	1,702,000	-	-	-	418,000	-	-	2,120,000
GOL	-	-	-	55,000	-	-	-	-	55,000
HO	-	-	-	-	-	124,900	-	-	124,900
LC	-	-	-	-	-	-	-	-	1,158,287
LDA	-	-	-	-	-	43,500	-	-	43,500
LPSA	-	-	-	-	-	143,100	-	-	143,100
RPA	-	-	-	-	-	7,500	-	-	7,500
SPORT ENGLAND	-	-	-	-	-	21,200	-	-	21,200
TDA	-	-	-	-	-	81,800	-	-	81,800
YJB	-	-	-	-	-	709,800	-	-	709,800
YPLA	-	-	-	-	-	9,189,800	-	-	9,189,800
	<b>100,000</b>	<b>1,702,000</b>	<b>-</b>	<b>216,400</b>	<b>8,290,100</b>	<b>24,586,560</b>	<b>-</b>	<b>-</b>	<b>220,528,901</b>

## SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY GOVERNMENT DEPARTMENT

<b>Part 1 SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY GOVERNMENT DEPARTMENT</b>						
<b>GOVERNMENT DEPARTMENT/ FUNDING BODY</b>	<b>TRANSFERRED INTO FORMULA GRANT</b>	<b>INCORPORATED INTO FORMULA GRANT</b>	<b>CORE GRANT EARLY INTERVENTION</b>	<b>CORE LEARNING DISABILITY AND HEALTH REFORM GRANT</b>	<b>CORE GRANT NEW HOMES BONUS</b>	<b>DSG FUNDS 1&amp; 8</b>
DCLG	74,000	723	-	-	620,000	-
DCMS	-	-	-	-	-	-
DEFRA	10,192	- 98,000	-	-	-	-
DFE	-	- 630,000	6,491,837	-	-	180,323,000
DFT	-	-	-	-	-	-
DOH	96,000	1,247,064	-	7,436,198	-	-
DWP	-	-	-	-	-	-
GOL	-	-	-	-	-	-
HO	-	-	-	-	-	-
LC	-	1,158,287	-	-	-	-
LPSA	-	-	-	-	-	-
LDA	-	-	-	-	-	-
RPA	-	-	-	-	-	-
SPORT ENGLAND	-	-	-	-	-	-
TDA	-	-	-	-	-	-
YJB	-	-	-	-	-	-
YPLA	-	-	-	-	-	-
<b>TOTAL</b>	<b>180,192</b>	<b>1,678,074</b>	<b>6,491,837</b>	<b>7,436,198</b>	<b>620,000</b>	<b>180,323,000</b>

<b>Part 2 SUMMARY OF 2011/12 SPECIFIC/UNRINGFENCED GRANTS BY GOVERNMENT DEPARTMENT</b>									
<b>GOVERNMENT DEPARTMENT/ FUNDING BODY</b>	<b>HOMELESS- NESS GRANT (ABG IN 2011/12)</b>	<b>CORE GRANT - BENEFIT ADMINISTRA- TION</b>	<b>CORE GRANT COUNCIL TAX FREEZE GRANT</b>	<b>ENDED</b>	<b>ENDED CARRY FORWARD</b>	<b>UNKNOWN</b>	<b>TBA</b>	<b>UNDER REVIEW</b>	<b>TOTAL</b>
DCLG	-	-	2,679,701	-	-	-	-	-	3,374,424
DCMS	-	-	-	-	-	-	-	-	-
DEFRA	-	-	-	-	-	-	-	-	87,808
DFE	-	-	-	-	-	-	-	-	186,184,837
DFT	-	-	-	-	-	-	-	-	-
DOH	-	-	-	-	-	-	-	-	8,779,262
DWP	-	1,669,241	-	-	-	-	-	-	1,669,241
GOL	-	-	-	-	-	-	-	-	-
HO	-	-	-	-	-	-	-	-	-
LC	-	-	-	-	-	-	-	-	1,158,287
LPSA	-	-	-	-	-	-	-	-	-
LDA	-	-	-	-	-	-	-	-	-
RPA	-	-	-	-	-	-	-	-	-
SPORT ENGLAND	-	-	-	-	-	-	-	-	-
TDA	-	-	-	-	-	-	-	-	-
YJB	-	-	-	-	-	-	-	-	-
YPLA	-	-	-	-	-	-	-	-	-
	-	1,669,241	2,679,701	-	-	-	-	-	201,078,243

### Specific Grants 2010/11 and 2011/12

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
DFE	CULTURE AND COMMUNITY	PARKS AND OPEN SPACES(PLAYBIULDER)	17,700	0	Unknown	
DCMS	CULTURE AND COMMUNITY	LEISURE CENTRES - SWIMMING GRANT	72,400	0	Ended	
HO	CULTURE AND COMMUNITY	BIRTHS DEATHS AND MARRIAGES	7,100	0	Unknown	Assumed similar grant - paid 2 years in arrears
DWP	CULTURE AND COMMUNITY	SUPPORTED EMPLOYMENT GRANT	2,500	0	Unknown	
DCLG	CULTURE AND COMMUNITY	HOMELESSNESS GRANT	100,000	0	Core-Homelessness-ABG	Increase is held centrally awaiting CMT decision - Area Based Grant IN 2011/12
DCLG	CULTURE AND COMMUNITY	OVERCROWDING GRANT	107,600	0	Unknown	Presume ended now incorporated into Homelessness grant
DCLG	CULTURE AND COMMUNITY	OVERCROWDING GRANT C/FWD	40,000	0	Ended-carry forward	
DCLG	CULTURE AND COMMUNITY	HOUSING AND PLANNING DELIVERY GRANT	50,000	0	Ended	
DWP	CULTURE	SUPPORTED EMPLOYMENT	5,200	0	Unknown	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	AND COMMUNITY					
DFT	CULTURE AND COMMUNITY	DFT - MINOR REPAIRS AND POTHOLE	148,800	0	Unknown	
DCLG	CULTURE AND COMMUNITY	PLANNING DELIVERY GRANT	39,000	0	Ended	
LDA	CULTURE AND COMMUNITY	COUNTYSIDE PROJECT	38,000	0	Unknown	
DWP	CULTURE AND COMMUNITY	FUTURE JOBS	299,700	0	Unknown	
DCLG	CULTURE AND COMMUNITY	COMMUNITY ENGAGEMENT	32,500	0	Unknown	
DCLG	CULTURE AND COMMUNITY	CORPORATE EQUALITIES GRANT	62,700	0	Unknown	
DEFRA	CULTURE AND COMMUNITY	ANIMAL HEALTH AND WELFARE	14,000	10,192	Transferred into Formula	New allocation held centrally awaiting CMT decision
DCLG	CULTURE AND COMMUNITY	NEW HOMES BONUS GRANT	0	620,000	Core - New Homes Bonus	Estimated -New Grant
DCLG	CULTURE	MOBILE HOMES ACT	723	723	Incorporated	



GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	AND COMMUNITY				into Formula	
DEFRA	CULTURE AND COMMUNITY	PRIVATE SEWERS	-94,000	-94,000	Incorporated into Formula	Not in LBH budget - Transfer out
DEFRA	CULTURE AND COMMUNITY	PLANNING INSPECTORATE SUD'S	-4,000	-4,000	Incorporated into Formula	Not in LBH budget - Transfer out
DWP	FINANCE AND COMMERCE	DISCRETIONARY HOUSING PAYMENTS	58,500	0	Unknown	
DWP	FINANCE AND COMMERCE	BENEFITS ADMINISTRATION GRANT	1,563,500	1,669,241	Core-Benefits	Remains Specific Targeted grant
DWP	FINANCE AND COMMERCE	RECESSION FROM 09/10(FORMERLY EMPLOYMENT SUPPORT ALLOWANCE)	138,500	0	Core-Benefits	one grant split coded
DWP	FINANCE AND COMMERCE	SUPPORTED EMPLOYMENT	4,900	0	Unknown	
DWP	FINANCE AND COMMERCE	SUPPORTED EMPLOYMENT	47,200	0	Unknown	
DCLG	FINANCE AND COMMERCE	PLANNING CONTROL	150,000	0	Unknown	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
LC	FINANCE AND COMMERCE	CONCESSIONARY FARES	1,158,287	1,158,287	Incorporated into Formula	Not in LBH budget - LC
DCLG	FINANCE AND COMMERCE	COUNCIL TAX FREEZE	0	2,679,701	Core - Council Tax Freeze	Estimated -New Grant
GOL	LEGAL AND DEMOCRATIC SERVICES	RESPECT GRANT	55,000	0	Ended	
LPSA	LEGAL AND DEMOCRATIC SERVICES	VICTIM SUPPORT AND ANTI SOCIAL BEHAVIOUR	143,100	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	DEDICATED SCHOOLS GRANT	160,560,000	180,323,000	Core-DSG FUND8	Estimated DSG based on updated pupil numbers 17-01-11
DFE	SOCIAL CARE AND LEARNING	LONDON PAY ADDITION	840,000	0	Core-DSG FUND8	
YPLA	SOCIAL CARE AND LEARNING	LSC (LEARNING AND SKILLS COUNCIL) 16+	7,449,000	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	PROSPECTUS AND APPLICATION GRANT	0	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	LSC TEACHERS PAY GRANT	231,200	0	Unknown	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
DFE	SOCIAL CARE AND LEARNING	SCHOOL STANDARDS GRANT E852(938) IN 08/09 TFRD TO E863 09/10	7,165,500	0	Ended-carry forward	
DFE	SOCIAL CARE AND LEARNING	SCHOOL DEVELOPMENT GRANT (FROM E852 TO E864)	9,101,700	0	Core-DSG FUND8	
YPLA	SOCIAL CARE AND LEARNING	LSC HAVERING COLLEGE OF ADULT EDUCATION	1,740,800	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	CHILDREN'S CENTRES	3,326,303	3,045,231	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	EARLY YEARS SUSTAINABILITY	890,315	815,084	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	EARLY YEARS WORKFORCE	826,166	756,355	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	SHORT BREAKS AIMING HIGH	925,730	847,506	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	NURSERY EDUCATION FOR 2 YR OLDS	236,880	216,864	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
TDA	SOCIAL CARE AND LEARNING	TEACHERS DEVELOPMENT AGENCY	54,900	0	Unknown	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
TDA	SOCIAL CARE AND LEARNING	TEACHERS DEVELOPMENT AGENCY (SCHOOL WORKFORCE ADVISOR GRANT)	26,900	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	OBESITY CARRY FORWARD	1,500	0	Ended-carry forward	
DFE	SOCIAL CARE AND LEARNING	TARGETTED SUPPORT WAVE 3	60,000	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	SUCCESSION PLANNING - NCS PRIMARY	17,000	0	Unknown	
SPORT ENG	SOCIAL CARE AND LEARNING	YOUTH SPORT TRUST	21,200	0	Unknown	
LDA	SOCIAL CARE AND LEARNING	MAYORS LDA YOUTH GRANT	5,500	0	Unknown	
YJB	SOCIAL CARE AND LEARNING	YOUTH OFFENDING TEAM	230,800	0	Unknown	
YJB	SOCIAL CARE AND LEARNING	INTENSIVE SUPERVISION	115,700	0	Unknown	
YJB	SOCIAL CARE AND	PREVENTION GRANT	115,600	0	Unknown	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	LEARNING					
DFE	SOCIAL CARE AND LEARNING	IS INDEX PROJECT/FROM 08/09 KNOWN AS CONTACT POINT	34,800	76,447	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
HO	SOCIAL CARE AND LEARNING	ASYLUM SEEKERS 16/17 YR OLDS	117,800	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	POST 16 SUPPORT	58,000	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	TARGETTED MENTAL HEALTH GRANT	222,500	203,699	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
YJB	SOCIAL CARE AND LEARNING	DRUG INTERVENTION PROGRAMME	175,400	0	Unknown	
YJB	SOCIAL CARE AND LEARNING	YOUNG PERSON SUBSTANCE MISUSE	72,300	0	Unknown	
DCLG	SOCIAL CARE AND LEARNING	SUPPORTING PEOPLE	412,400	0	Unknown	
DCLG	SOCIAL CARE AND LEARNING	HOUSING STRATEGY FOR OLDER PEOPLE(HANDYMANS)	70,000	74,000	Transferred into Formula	Increase is held centrally awaiting CMT decision
DOH	SOCIAL CARE AND	ADULTS TRANSFORMATION GRANT	961,000	1,247,064	Incorporated into Formula	Made up from SCRG, Stroke Strategy and Campus Closure -

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	LEARNING					Increase held centrally awaiting CMT decision
DOH	SOCIAL CARE AND LEARNING	ADULTS TRANSFORMATION GRANT	394,600	0	Ended-carry forward	
DOH	SOCIAL CARE AND LEARNING	LEARNING DISABILITY CAMPUS CLOSURE GRANT	196,000	0	Incorporated into Formula	Not in LBH Budget - Not Claimed
DOH	SOCIAL CARE AND LEARNING	TELECARE	38,000	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	RESEARCH AND DEVELOPMENT	36,700	0	Unknown	
DOH	SOCIAL CARE AND LEARNING	STROKE SERVICE	35,400	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	CWF DEVELOPMENT GRANT CFWD	26,000	0	Ended-carry forward	
DFE	SOCIAL CARE AND LEARNING	LEARNER SUPPORT UND	47,800	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	STANDARDS FUND REVENUE (08/09 & 09/10 CARRY FORWARD)	472,100	0	Ended-carry forward	
DFE	SOCIAL	SCHOOL LUNCH GRANT	109,708	0	Core-DSG	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	CARE AND LEARNING				FUND8	
DFE	SOCIAL CARE AND LEARNING	CITY CHALLENGE	12,060	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	FOUNDATION LEARNING	99,730	91,303	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	1-2-1 TUITION	1,220,060	0	Core-DSG FUND8	
DFE	SOCIAL CARE AND LEARNING	ETHNIC MINORITY ACHIEVEMENT	382,650	0	Core-DSG FUND8	
DFE	SOCIAL CARE AND LEARNING	SEC SUPPORT TARGETTED	556,795	0	Core-DSG FUND8	
DFE	SOCIAL CARE AND LEARNING	E YEARS EXTENDING FLEXIBILITY OF FREE ENT	1,085,250	0	Core-DSG FUND8	
DFE	SOCIAL CARE AND LEARNING	PRIM STRATEGY TARGETTED	585,890	0	Core-DSG FUND8	
DFE	SOCIAL CARE AND LEARNING	EXTENDED SCH DEPRIVATION SUBSIDY	633,013	0	Core-DSG FUND8	
DFE	SOCIAL	EXTENDED SCH -	744,767	0	Core-DSG	

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	CARE AND LEARNING	SUSTAINABILITY			FUND8	
DFE	SOCIAL CARE AND LEARNING	YPLA	11,762,700	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	STANDARDS FUND CARRY FORWARD FUND 1	190,400	0	Ended-carry forward	
DFE	SOCIAL CARE AND LEARNING	SCHOOL LUNCH GRANT	255,106	0	Core-DSG FUND1	
DFE	SOCIAL CARE AND LEARNING	AIM HIGHER	70,582	0	Core-DSG FUND1	
DFE	SOCIAL CARE AND LEARNING	1-2-1 TUITION	86,941	0	Core-DSG FUND1	
DFE	SOCIAL CARE AND LEARNING	MUSIC BASELINE ALLOC	269,579	0	Core-DSG FUND1	
DFE	SOCIAL CARE AND LEARNING	SEC SUPPORT TARGETTED	3,000	0	Core-DSG FUND1	
DFE	SOCIAL CARE AND LEARNING	PRIM STRATEGY TARGETTED	148,630	0	Core-DSG FUND1	
DFE	SOCIAL	EXTENDED SCH -	79,320	0	Core-DSG	



GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	CARE AND LEARNING	SUSTANINABILITY			FUND1	
DFE	SOCIAL CARE AND LEARNING	14-19 ACTIVITIES - DIPLOMA	286,200	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	YOUNG APPRENTICES	184,100	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	EDUCATION BUSINESS PARTNERSHIPS	117,800	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	MILK SUBSIDY	28,300	0	Unknown	
RPA	SOCIAL CARE AND LEARNING	WELFARE MILK SUBSIDY	7,500	0	Unknown	
RPA	SOCIAL CARE AND LEARNING	WELFARE MILK SUBSIDY	0	0	Unknown	
DFE	SOCIAL CARE AND LEARNING	THINK FAMILY GRANT	357,000	326,834	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DOH	SOCIAL CARE AND LEARNING	AIDS SUPPORT GRANT	88,000	96,000	Transferred into Formula	Increase is held centrally awaiting CMT decision
DOH	SOCIAL	STROKE STRATEGY	90,000	0	Incorporated	Incorporated into Adults

GOVT DEPT	GROUP/DIRECTORATE	DESCRIPTION	SPECIFIC GRANTS 2010/11	GRANTS 2011/12	STATUS IN 2011/12	NOTES
	CARE AND LEARNING				into Formula	Transformation Grant
DFE	SOCIAL CARE AND LEARNING	YOUTH OPPORTUNITY FUND	122,875	112,515	EIG	Total EIG £8,161,167 - estimate based on 24% DFE cut plus 8.449% ceiling cut -New Grant
DFE	SOCIAL CARE AND LEARNING	LSC STAFF TRANSFER	8,541	0	Transferred into Formula	
DOH	SOCIAL CARE AND LEARNING	LEARNING DISABILITIES AND HEALTH REFORM GRANT	0	7,436,198	Core - Learning Disability	New Grant
DFE	SOCIAL CARE AND LEARNING	ACADEMIES	-630,000	-630,000	Incorporated into Formula	Not in LBH budget - Transfer out
	<b>TOTAL SG</b>		<b>220,528,901</b>	<b>201,078,243</b>		
	TOTAL GRANTS	ABG 10/11	12,330,195	632,000	ABG 11/12	
		TOTAL SPECIFIC AND ABG	<b>232,859,096</b>	<b>201,710,243</b>		

## APPENDIX D

### LEVIES

The levies are as follows:

	<b>2010/11 £000</b>	<b>2011/12 £000</b>	<b>% Increase (Decrease)</b>	<b>Estimated/ Provisional/ Final</b>
East London Waste Authority	10,477	11,644	11.1%	Estimated
Environmental Agency (Thames)	165	165	0.0%	Provisional
Environment Agency (Anglian)	16	16	0.0%	Provisional
Lee Valley Regional Park	272	267	-2.0%	Provisional
London Pension Fund Authority	340	308	-9.4%	Provisional
	<b>11,270</b>	<b>12,400</b>	<b>10.0%</b>	
Note 1 : the ELWA levy is subject to approval by board at its meeting on 7 <sup>th</sup> February 2010. Any amendment to the levy will be advised to Cabinet and reflected in the subsequent report to Council				

## **COUNCIL TAX STATEMENT AND SUPPORTING INFORMATION**

### **1. Collection Fund**

The Council is required to maintain a collection fund. Into this fund is paid all income from the Council Tax payers, and National Non Domestic Rate Payers (NNDR). From it is paid the precept set by the Greater London Authority and the requirements of the Council (which includes the levies).

The money collected from the NNDR and Council Tax payers and the payment to the Government into the NNDR pool will also pass through the fund. The balance on the fund estimated at 31/3/2011 has to be distributed to the GLA and Havering to reduce their individual elements of the Tax.

### **2. Band D equivalent and the Council Tax Base**

The “Band D equivalent” is the number of properties in the Council’s area, equated to relate properties in all bands of the Council Tax to a Band D property, and is the basis of the figure used by the Government to allocate external finance.

The Council Tax base is this figure, after allowing for likely variations during the year in the number of properties on the register and likely losses on collection. The Council Tax base has been approved by the Group Director Finance and Commerce under delegated powers and is 89,700 and it is this figure that is used to calculate the Council Tax. The Tax base reflects the change in discounts for second homes.

## APPENDIX E

**LONDON BOROUGH OF HAVERING**  
**PROVISIONAL COUNCIL TAX STATEMENT – 2011/12 BUDGET**

<b>Estimate 2010/11</b>		<b>Estimate 2011/12</b>	
<b>£</b>	<b>Havering's Expenditure</b>	<b>£</b>	
159,585,096	Service Expenditure	149,461,799	
2,000,000	General Contingency	2,000,000	
<b>161,585,096</b>	<b>Havering's Own Expenditure</b>	<b>151,461,799</b>	
	<b>Levies</b>		
10,477,000	East London Waste Authority	11,644,000	Estimated
164,995	Environment Agency (Thames)	164,995	Provisional
16,180	Environment Agency (Anglia)	16,180	Provisional
272,109	Lee Valley Regional Park Authority	266,667	Provisional
340,436	London Pensions Fund Authority (LPFA)	308,442	Provisional
<b>11,270,720</b>	<b>Sub Total – Levies</b>	<b>12,400,284</b>	
-12,330,195	Area Based Grant	-632,000	
<b>161,802,415</b>	<b>Sub Total – Total Expenditure</b>	<b>163,230,083</b>	
	<b>External Finance</b>		
-7,013,642	Revenue Support Grant	-13,328,631	
-48,300,230	National Non Domestic Rate	-43,191,806	
<b>-55,313,872</b>	<b>Sub Total – External Finance</b>	<b>-56,520,437</b>	
100,000	Collection Fund Deficit/(Surplus)	498,000	
<b>106,588,543</b>	<b>Havering's Precept on the Collection Fund</b>	<b>107,207,646</b>	

<b>The Collection Fund</b>				
<b>Estimate 2010/11</b>			<b>Estimate 2011/12</b>	
<b>£</b>	<b>£ p</b>	<b>Expenditure</b>	<b>£</b>	<b>£ p</b>
106,588,543	1,195.18	<b>Precepts</b>	107,207,646	1,195.18
		London Borough of Havering		
27,630,367	309.82	Greater London Authority (provisional 2011/12)	27,790,854	309.82
67,514,299	757.04	Contribution to NNDR pool (provisional 2011/12)	67,514,299	757.04
281,243	3.15	Cost of NNDR collection (provisional 2011/12)	278,284	3.13
<b>202,014,452</b>	<b>2,265.19</b>	<b>Total Expenditure</b>	<b>202,791,083</b>	<b>2,260.77</b>
		<b>Total Income</b>		
-67,795,542	-760.19	National Non-Domestic Rate	-67,792,583	-755.77
<b>134,218,910</b>	<b>1,505.00</b>	NNDR receivable (provisional 2011/12)	<b>134,998,500</b>	<b>1,505.00</b>
		<b>COUNCIL TAX per Band D property</b>		
<b>89,182</b>		<b>Council Tax Base</b>	<b>89,700</b>	
		<b>Council Tax percentage change 0.0%</b>		
		<b>Council Taxes Per Property Band</b>		<b>Change</b>
Valuation as at 1/4/91	<b>£ p</b>		<b>£ p</b>	<b>£ p</b>
Under £40,000	1,003.33	Band A	1,003.33	0.00
£40,000 - £52,000	1,170.56	Band B	1,170.56	0.00
£52,001 - £68,000	1,337.78	Band C	1,337.78	0.00
£68,001 - £88,000	1,505.00	Band D	1,505.00	0.00
£88,001 - £120,000	1,839.44	Band E	1,839.44	0.00
£120,001 - £160,000	2,173.89	Band F	2,173.89	0.00
£160,001 - £320,000	2,508.34	Band G	2,508.34	0.00
Over £320,000	3,010.00	Band H	3,010.00	0.00

## APPENDIX E

### PROVISIONAL SCHOOLS BUDGETS 2011/12

2010/11 £		2011/12 £	2011/12 £
63,698,141	Primary Schools DSG	72,573,558	
69,658,846	Secondary Schools DSG	85,908,466	
4,314,650	Special Schools DSG	5,024,586	
7,452,980	To be allocated from current contingency		
<b>145,124,617</b>	<b>Estimated Total DSG to Schools</b>		<b>163,506,610</b>
14,696,274	Centrally Retained DSG	16,816,390	
828,109	To be allocated from current contingency		
<b>15,524,383</b>	<b>Estimated Total DSG to be Retained Centrally</b>		<b>16,816,390</b>
<b>160,649,000</b>	<b>Total Indicative DSG Allocation</b>		<b>180,323,000</b>

Note 1 : 2011/12 figures for Schools categories is allocated on basis of 2010/11 figures pending Section 52 calculation

Note 2 : contingency figures now longer applicable in 2011/12, these related to indicative allocations which do not exist this year.

## APPENDIX F

## BUDGET ADJUSTMENTS

Item Number	Adjustment Item	Service Area	Description and Implications	Value £000
<b>Budget Additions – Income Items</b>				
1	Funding of Christmas Event	Regeneration	Sponsorship income to fund the cost of Christmas events including lights unlikely to be achieved for foreseeable future	35
2	PASC rental	Asset Management	Adjustments to rental agreements resulting from reduction in usage of centre by external partners	128
3	Community Halls	Culture & Leisure	Failure to meet income target from hall hirings	25
4	Advertising hoardings	Corporate	Provision for anticipated shortfall in income during current financial climate from hoardings, which has proved difficult to generate	325
5	Interest	Corporate	Shortfall on interest earned budget required to match expected interest levels	80
<b>Budget Additions – Expenditure Items</b>				
6	Out of hours service	Corporate	Saving included in 2010/11 budget no longer achievable owing to scale of savings required across Council in relevant service areas and due to service being HRA funded rather than General Fund	50
7	Corporate health & safety	Legal & Democratic Services	Costs associated with corporate contracts for legionella and fire safety for council premises	172
8	Transport	Various	Additional revenue impact of cost of planned 2011/12 transport replacement programme	70
9	Procurement service	Finance & Commerce	Saving from year 3 of MTFS 2009/10 no longer capable of being achieved given substantial level of savings now being delivered through Internal Shared Services programme	25
10	Recharges	Various	Revision to allocation of transformation savings between	200

Item Number	Adjustment Item	Service Area	Description and Implications	Value £000
			corporate funds resulting from creation of ISS which has led to a shortfall in savings attributable to the General Fund	
<b>Budget Reductions</b>				
11	Audit Fees	Corporate	Anticipated reduction in audit fees resulting from reduction of work on CAA, UoR and grants	(40)
12	Thames Chase	Corporate	Reduction in Council contribution to remove discretionary top-up and bring contribution in line with that of other authorities. Provisional sum as this is dependent on decisions made by other local authorities participating in this function	(30)
13	Building Schools for the Future	Education	Removal of original growth budget provided to fund BSF programme team no longer required with programme ending	(150)



**VIREMENT AND CONTINGENCY RULES  
PART 4 : RULES OF PROCEDURE  
CONSTITUTION OF LONDON BOROUGH OF HAVERING**

**Virements**

Virement is the ability to meet increased expenditure or reduced income under one service's budget head from savings in another. Virements may be used for both revenue and capital budgets.

Any decisions taken by the Executive shall not exceed those budgets allocated to each relevant budget head. Members do not have authority to create budgets.

Approval of virements must comply with the limits laid down in the Financial Procedure Rules.

Budget virements are required when a change to Council policy and/or service delivery requires resources to be reallocated, or when additional resources are received, or to meet any anticipated budgetary shortfalls.

Revenue virements are subject to the following authorisation process:

- (a) Virements in excess of £1 million will require Cabinet approval and will be a key decision requiring notification in the Forward Plan.
- (b) Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
- (c) Virements between £250,000 and up to £500,000 that are key decisions will require approval by the relevant Cabinet Members.
- (d) Virements between £250,000 and up to £500,000 that are not key decisions will require approval by the CMT member and the Group Director Finance & Commerce.
- (e) All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.

Capital virements are subject to the following authorisation process:

- (a) Virements in excess of £1 million will require Cabinet approval and will be a key decision requiring notification in the Forward Plan.
- (b) Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
- (c) Virements between £250,000 and up to £500,000 between CMT members will require approval by the relevant Cabinet Members.
- (d) Virements between £250,000 and up to £500,000 within a single CMT member's service area will require approval by the CMT member and the Group Director Finance & Commerce.
- (e) All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.

The cumulative value of virements for the year should be considered when deciding whether the various thresholds have been reached. The Group Director Finance &

Commerce will take the final decision as to whether a number of smaller virements need to be grouped together for threshold calculation purposes.

### **Use of Contingency Funds**

The Group Director Finance and Commerce may set up a central contingency fund. There will only be one such fund for the entire Council.

The Group Director Finance and Commerce is authorised to release sums from the contingency if:

- (a) the amounts are not greater than £25,000, and
- (b) the item is deemed by them as unforeseen and a relevant use of the contingency, or
- (c) if the item is urgent (e.g. an emergency or threat to life) and there is insufficient time to consult with the relevant Cabinet Member.

The relevant Cabinet Member can release all other sums from the contingency if:

- (a) the item is deemed by the Group Director Finance and Commerce as unforeseen and a relevant use of the contingency, or
- (b) the item is urgent (e.g. an emergency or threat to life) In consultation with Group Director Finance and Commerce.

The Chief Executive has power to incur expenditure from the Contingency Fund without any further approval in exercise of his/her powers under paragraph 3.2 of part 3 of the Constitution to incur expenditure in connection with an emergency or disaster within the borough.

The Group Director Finance & Commerce will also provide for a level of contingency for capital projects that is appropriate in their view, taking into account the level of risk associated with the capital programme. Sums will be released in accordance with the capital virement rules set out in the Financial Procedure Rules.

**LOCAL GOVERNMENT ACT 2003  
BUDGET ROBUSTNESS & OPPORTUNITY COST OF RESERVES**

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**1. BACKGROUND**

- 1.1 The Local Government Act 2003 sets out requirements in Part 2 in respect of Financial Administration. This paper sets out the requirements of the Act in respect of the robustness of the budget and the adequacy of reserves. It also considers the opportunity cost of holding reserves.
- 1.2 Section 25 requires the Chief Financial Officer (CFO) to report to an authority when it is making the statutory calculations required to determine its council tax or precept. The authority is required to take the report into account when making the calculations. The report must deal with the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides.
- 1.3 Section 26 gives the Secretary of State power to set a minimum level of reserves for which an authority must provide in setting its budget. The minimum would apply to “controlled reserves”, as defined in regulations. The intention in defining controlled reserves would be to exclude reserves that are not under the authority’s control when setting its call on council tax, for example the balance on the housing revenue account and schools balances. There may also be a case for excluding other types of reserve. Regulations to define controlled reserves would only be made in conjunction with regulations setting a minimum.
- 1.4 It was made clear throughout the parliamentary consideration of these provisions that section 26 would only be used where there were grounds for serious concern about an authority. The Minister said in the Commons standing committee debate on 30 January 2003: “The provisions are a fallback against the circumstances in which an authority does not act prudently, disregards the advice of its chief finance officer and is heading for serious financial difficulty. Only in such circumstances do we envisage any need for intervention.” There is no intention to make permanent or blanket provision for minimum reserves under these provisions.
- 1.5 If the need to apply a minimum to an authority were identified, the minimum would be set after considering the advice of the CFO to the authority and any views expressed by the auditor. The authority would be consulted on the level to be set.
- 1.6 Any minimum set under section 26 applies to the allowance to be made for reserves in the budget. There is nothing to prevent the reserves being used during the year even if as a result they fell below the minimum. However, if in preparing the following year’s budget it was forecast that the current year’s reserves would fall below the minimum the CFO would need to report to the authority under section 27.

## **2. REPORT OF CFO ON ROBUSTNESS OF THE ESTIMATES**

2.1 The budget has been prepared using the Medium Term Financial Strategy from 2009 as its starting point. This Strategy has been embellished through:

- The revenue budget strategy statement, which is included as part of this report
- The forecast position as set out in the July Cabinet report
- The schedule of savings proposals set out in the same report
- The outcome and forecast impact on the Council of the CSR as reported to Cabinet in December
- The outcome of the provisional LGFS as reported to Cabinet in January.

2.2 As the development of the budget for 2011/12 has progressed, the position has been the subject to reviews with Heads of Service, Group Directors, Cabinet Members and the Cabinet Member for Finance & Commerce.

Due consideration has also been given to the over-arching strategy above along with the delivery of corporate priorities in undertaking these reviews and this is reflected in the detailed budget proposals.

All the proposals have been developed alongside service planning.

Furthermore:

- a) In respect of pressures, the Council has reviewed its pressures alongside those identified by the LGA and London Councils to provide a cross check/challenge
- b) In respect of savings, the proposals have been risk assessed against an agreed set of criteria which will ultimately inform in-year monitoring
- c) A review of legislation has taken place as part of the budget development process to assess possible implications.

2.3 At a more detailed level, each budget is being built having due regard of:

- staffing changes incorporating proposed restructures
- inflation
- existing budgets
- the proposals for budget adjustments and savings
- the impact of changes to specific grants and ABG.

2.4 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.

2.5 A review of all 2010/11 key projected variations has taken place to assess any impact on the 2011/12 budget outside of the proposals in order to:

- (a) Ensure action plans are in place where a possible adverse variation could occur

- (b) Ensure use of any possible additional favourable variation is considered in the context of the overall strategy
  - (c) Inform the risk assessment of contingency and reserves.
- 2.6 It is however also evident that the robust approach taken in previous years, in maintaining the contingency sum, and in holding reserves at the minimum level recommended, has enabled the Council to successfully manage in the past a major call on financial resources from one of our key services. This has been achieved without any noticeable impact on front-line services during the year. Whilst this is not a tenable long-term approach, the approach to resolving this problem in-year strengthens the argument to sustain appropriate levels of reserve funds as part of the Council's financial strategy.
- 2.7 The budget has been drawn up to provide financial stability and a platform for 2011/12 and future years. The proposals include a number of specific efficiency savings for which plans have been or are being prepared. The Council's financial strategy will continue to roll forward having regard to the pressures, issues and priorities of Havering.

### **3. THE ADEQUACY OF RESERVES**

- 3.1 Councils need balances so that they can deal with unforeseen calls on resources without disrupting service delivery. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although advice can be sought from the external auditors it is not their responsibility to prescribe 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.
- 3.2 In recent years, the Audit Commission's Comprehensive Area Assessment (CAA) have taken account of both the level of financial reserves and the identification and management of variances, in assessing an authority's use of resources. The Audit Commission also expects a good authority to review their reserves on an annual basis.
- 3.3 The Strategy agreed by Council in July 2009 set out that the minimum level for the authority will be £10m. As is the norm, a full review has taken place as part of the budget setting process. The risk assessment is attached at Annex 1 and the CFO's advice is that the minimum level of reserves, and the provision of the contingency sum, should remain at their current levels, consistent with the level set in previous years.
- 3.4 The working balances as at 31 March 2010 amounted to £12m; above the minimum amount recommended by the MTFS and the revenue budget strategy, but set at a level to ensure greater financial robustness given the uncertain financial climate ahead. Whilst Members may regard this as a considerable level of reserves, these reserves support any issues on both revenue and capital and the Capital Programme's reliance on the delivery of capital receipts has remained.

- 3.5 After taking account of the most recent projection in the current year, it is anticipated that the Council will continue to be at the current level of £12m at 31 March 2011.
- 3.6 Members will be aware that the working balances provide protection against unforeseen events that could impact on the authority. Reserves have to be used carefully. They can be used only once. Decisions to use reserves to fund on-going spending or hold down Council Tax increases can only apply for one year. In the following year, either additional budget reductions have to be made or additional Council Tax increases are required. There is a significant risk of future financial instability if significant levels of balances are used to fund on-going spending or reductions in Council Tax. This is particularly the case when the Government has made it clear that they intend to retain a tough Council Tax capping regime, which will limit Council Tax rises in future years to pay for one-off use of balances.
- 3.7 As a general rule, the Council should only plan to use reserves to fund one-off spending where the reserves exceed the recommended level. Where the Council decides to use balances to fund on-going spending or reductions in Council Tax, they should indicate how they plan to make up the budget shortfall in future years. All Members must be mindful of their stewardship responsibility to the Council.
- 3.8 Having regard to the above and the current year's projected outturn, no use of general reserves/working balances or change to the existing financial provision within the contingency or special reserve is therefore recommended. This is consistent with the revenue budget strategy statement recommended for approval by Council as part of this report.
- 3.9 The Council maintains earmarked funds for specific purposes and their use is planned and approved for specific purposes, often to confirm with accounting policies, manage arrangements across financial years, or to fund known future commitments. The most significant are for the following:
- (a) Corporate Transformation Reserve, which was created as part of last year's budget and the closedown of accounts process. The Reserve is being used to fund the various transformation programmes across the Council
  - (b) Insurance Reserve, which is part of the Insurance Self Funding Arrangement to meet future liabilities incurred but not yet claimed
  - (c) Strategic Reserves for corporate priority projects and bridge funding for schemes such as the Property Strategy and the Leisure contract cash flow.
- 3.10 Other reserves continue to be expended/planned in accordance with the approvals/purpose. A review has taken place of these as part of the budget finalisation.
- 3.11 The working balances of the HRA are also subject to a risk assessment; this will be included in the report to Cabinet on the HRA budget for 2011/12.

#### **4. OPPORTUNITY COST OF RESERVES**

- 4.1 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, these are in fact broadly neutral, but a cost of around 4% will be incurred in respect of a provision to repay debt.
- 4.2 On this basis, for every £1 million of cash held, the purely financial benefit could be deemed to be £30k per annum or approximately £300k 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, £1m equates very approximately to 1% on the Council Tax.
- 4.3 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. 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.
- 4.4 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 missed by holding general reserves. However this is only relevant if those items match the Council's priorities and Medium Term Financial Strategy.
- 4.5 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.
- 4.6 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 the Council's ability to generate funds through Council Tax is limited by the capping regime. This could mean that any need to replenish balances could impact on front line services. Hence the level of reserves held overall is a balance between the risks facing the Council and the need to protect the Council and Council Tax payers from the short and longer term potential impact of these risks and the opportunity costs of holding those balances. The previous advice that the £10 million projected level of balances is a prudent and

appropriate level at this time given the risks being faced by the Council must be stressed.

## **5. REVIEW OF RESERVES AND CONTINGENCY**

- 5.1 As indicated earlier in this report, the assessment of the sums required for reserves and contingency purposes has been subject to a review. This review takes 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 has also included 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.
- 5.2 The outcome of this review is set out in Annex 1. This shows each risk and the detail associated with it, and includes a cross-reference to the Corporate Risk Register. Each risk is evaluated in term and a financial assessment is made of the potential costs arising and the degree of likelihood, which in turn drives the sum for which provision is being made.
- 5.3 The Corporate Risk Register is kept under review by the Corporate Management Team, so any changes are then reflected when the reserves and contingency assessment is updated.



**RISK ASSESSMENT FOR RESERVES / CONTINGENCY 2011/12  
REVIEWED AT 31 JANUARY 2011**

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment £000	Value Having Regard to Risk £000	Value of Assess- ment £000	Value Having Regard to Risk £000
1. Income levels do not materialise and/or debts are not collected at forecast levels, e.g. (a) Increasing arrears (b) Falling income (c) Falling recovery rates.  CR7 Transformation 8/16 CR10 Financial Arrangements 12/16	<ul style="list-style-type: none"> <li>Professional staff in appropriate numbers.</li> <li>Professional networks.</li> <li>MTFS process.</li> <li>Budget planning/monitoring.</li> <li>Debt Management Board.</li> <li>Robust collection process.</li> <li>Income recovery targets.</li> <li>Good public relations.</li> <li>Publicity re. payment profiles and benefit arrangements.</li> <li>Management action.</li> </ul>	Medium	GDF&C/ GDC&C/GD SC&L	500	250	1,000	250
2. Grant levels do not materialise and/or are reduced or cut, eg further withdrawal of Specific Grants and/or Area Based Grant, leading to need to scale down/cease services.  CR7 Transformation 8/16 CR10 Financial Arrangements 12/16	<ul style="list-style-type: none"> <li>Professional staff in appropriate numbers.</li> <li>Knowledge of grants and compliance with policy guidelines.</li> <li>Professional networks.</li> <li>MTFS process.</li> <li>Budget planning/monitoring.</li> <li>Shared intelligence.</li> <li>Understanding of grant-funding streams.</li> <li>Analysis of settlement outcome and associated announcements.</li> <li>Use of professional advisors.</li> </ul>	Medium	GDF&C/ GDC&C/ GDSC&L	Matched by reduced spend	Matched by reduced spend	2,500	1,250

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment £000	Value Having Regard to Risk £000	Value of Assess- ment £000	Value Having Regard to Risk £000
	<ul style="list-style-type: none"> <li>Management action.</li> </ul>						
3. Demand led services increase over budget assumptions, e.g. Children's placements, Adult's social care, homelessness, benefits. CR4 Community Engagement 6/16 CR7 Transformation 8/16 CR10 Financial Arrangements 12/16 CR11 Information Governance/ Data Quality 9/16 CR12 Asset Stock 4/16	<ul style="list-style-type: none"> <li>Professional staff in appropriate numbers.</li> <li>Regular reviews.</li> <li>Professional networks.</li> <li>Shared intelligence.</li> <li>Service planning.</li> <li>Use of key activity data.</li> <li>Budget planning/monitoring.</li> <li>MTFS process.</li> <li>Analysis of settlement outcome.</li> <li>Service improvement plan.</li> <li>Management action.</li> <li>Project management.</li> </ul>	Medium	CE/ GDSC&L/ GDF&C/ GDC&C	1,000	500	5,000	1,250
4. Major savings/efficiency programmes are not delivered in accordance with plans, e.g. efficiency programmes fail to achieve expected savings.  CR3 Organisational capacity/capability 9/16 CR7 Transformation 8/16 CR10 Financial Arrangements 12/16	<ul style="list-style-type: none"> <li>Governance of transformation programme.</li> <li>Business case for programmes/ projects.</li> <li>Monitoring of benefits realisation.</li> <li>Risk register.</li> <li>Budget monitoring/control.</li> <li>Intelligence from other organisations.</li> <li>CMT monitoring.</li> <li>Audit plan.</li> <li>MTFS.</li> </ul>	Low	CE/ GDF&C	1,000	250	3,500	1,000
5. Major projects are not delivered in accordance with plans, e.g. increase in tender costs, increase in project costs, lack of capital receipts/lower than expected, more bridge funding needed	<ul style="list-style-type: none"> <li>Project management.</li> <li>Budget monitoring/control.</li> <li>Intelligence from other organisations.</li> <li>CMT monitoring.</li> <li>Performance monitoring.</li> <li>Project management toolkit.</li> <li>Risk register.</li> </ul>	Low	CE/ GDF&C/ GDC&C	500	125	1,000	250

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment £000	Value Having Regard to Risk £000	Value of Assess- ment £000	Value Having Regard to Risk £000
CR3 Organisational capacity/capability 9/16 CR6 Lack of Infrastructure Development 6/16 CR10 Financial Arrangements 12/16 CR12 Asset Stock 4/16	<ul style="list-style-type: none"> <li>Audit plan.</li> <li>MTFS.</li> </ul>						
6. Fines and costs incurred which are not budgeted for, e.g. petitioning, Health and Safety, major civil emergency, loss of confidential data, insurance claims exceed provision, or for non-compliance and/or exceeding of partial exemption limits which are not budgeted for, e.g. one off/VAT penalty.  CR5 Causing harm re duty of care 12/16 CR11 Information Governance/ Data Quality 9/16	<ul style="list-style-type: none"> <li>Professional staff and maintenance of standards.</li> <li>Financial and service planning.</li> <li>Sound policy guidelines.</li> <li>Health &amp; safety performance system.</li> <li>Health &amp; safety groups.</li> <li>Risk management, risk assessments.</li> <li>Monitoring.</li> <li>Professional networks.</li> <li>Service planning.</li> <li>Review of funding Risk Management arrangements.</li> <li>MTFS.</li> <li>RMG reviews.</li> <li>Actuarial review.</li> <li>Monitoring of overall VAT position.</li> <li>Shared intelligence.</li> </ul>	Low	GDF&C/ GDC&C/ ACEL&DS	250	100	500	200
7. Workforce issues, e.g. (a) Vacancies/cover needs resulting in higher cost (b) Support to statutory officers (c) Equal pay matters (d) Disputes (e) Recruitment/retention (f) Residual costs	<ul style="list-style-type: none"> <li>Human resources management.</li> <li>Budgetary monitoring and control.</li> <li>Workforce strategy.</li> <li>Manager Development Plans.</li> <li>Industrial relations.</li> <li>Shared intelligence.</li> <li>Market supplements.</li> </ul>	Low	CE/ GD F&C	1,000	250	2,500	1,250

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment £000	Value Having Regard to Risk £000	Value of Assess- ment £000	Value Having Regard to Risk £000
(g) Succession Planning (h) Single Status  CR1 Recruitment & Retention 9/16 CR3 Organisational Capacity/Capability 9/16 CR7 Transformation 8/16	<ul style="list-style-type: none"> <li>Modernising the workforce arrangements.</li> <li>Provision within accounts.</li> </ul>						
8. Changes in Capital Programme/cash flow assumptions, e.g. (a) Capital receipts are not forthcoming in time. (b) Interest rate market works against Havering (c) Interests from Capital Programme slippage.  CR6 Lack of infrastructure development 6/16 CR12 Asset Stock 4/16	<ul style="list-style-type: none"> <li>Professional staff in appropriate numbers.</li> <li>Asset management.</li> <li>Budget planning and monitoring.</li> <li>Good cash management policy.</li> <li>Professional networks.</li> <li>Monitoring service management.</li> <li>Capital Strategy.</li> <li>CMT monitoring.</li> <li>Board monitoring.</li> <li>Project management toolkit.</li> <li>Establishment of earmarked reserve.</li> <li>Treasury management strategy.</li> </ul>	Medium	GDC&C	1,000	250	2,500	1,250
9. Increase in costs or financial risks in partnership arrangements (including shared services/service collaboration).  CR9 Partnerships 8/16	<ul style="list-style-type: none"> <li>Partnerships Map.</li> <li>Partnership Risk Management.</li> <li>Development of partnership toolkit.</li> <li>Partnership governance arrangements.</li> <li>Partnership performance monitoring.</li> <li>Local Area Agreement.</li> <li>Business case for shared services.</li> </ul>	Medium	GDC&C	500	250	2,500	1,250

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment £000	Value Having Regard to Risk £000	Value of Assess- ment £000	Value Having Regard to Risk £000
10. Arrangements for budget and financial management, e.g. unexpected overspends, increase in costs above rate of inflation such as pay awards or contracts  CR6 Lack of Infrastructure Development 6/16 CR7 Transformation 8/16 CR10 Financial Arrangements 12/16	<ul style="list-style-type: none"> <li>Increased focus on financial management and managing within resources.</li> <li>MTFS process.</li> <li>Risk assessment as part of budget process.</li> <li>Balances and contingency sum.</li> <li>Audit System/Plan.</li> <li>Annual review of FPR/FF.</li> <li>Market intelligence.</li> <li>Procurement process.</li> <li>MTFS.</li> <li>Sensitivity analysis.</li> <li>Balances and contingency sum.</li> <li>Contract negotiations.</li> <li>Invest to save schemes.</li> <li>Sustainability strategy.</li> </ul>	Medium	GDF&C	1,250	625	3,500	1,750
11. Business continuity, eg flu pandemic, terrorism, network virus, legionella outbreak, adverse weather, impact on supply chain.  CR8 Business Continuity & Emergency Planning 4/16	<ul style="list-style-type: none"> <li>Emergency plan.</li> <li>Business continuity plans.</li> <li>Flu pandemic plan.</li> <li>Disaster recovery arrangements.</li> <li>Contracts risk register.</li> <li>Contract monitoring.</li> </ul>	Low	GDF&C	500	125	2,000	750
<b>TOTAL POTENTIAL</b>				7,500	2,725	26,500	11,200
ASSESSMENT HAVING REGARD TO RISK LIKELIHOOD – MINIMUM LEVEL REQUIRED		<b>Overall Medium Risk</b>			2,000		10,000
CE = Chief Executive		GDSC&L = Group Director Social Care & Learning					

Risk (incl Corporate Risk Register ranking December 2010)	Risk Control Measures	Assess- ment of Risk (counter measures in place)	Risk Owner	Contingency		Reserves	
				Value of Assess- ment  £000	Value Having Regard to Risk £000	Value of Assess- ment  £000	Value Having Regard to Risk £000
GDF&C = Group Director Finance & Commerce GDC&C = Group Director Culture & Community		ACEL&DS = Assistant Chief Executive Legal & Democratic Services					

## **CAPITAL PROGRAMME**

### **1. BACKGROUND**

- 1.1 Capital expenditure is expenditure on acquiring or enhancing tangible or intangible fixed assets. This is usually land or buildings, but can be equipment in some instances. All expenditure that is considered to be capital should be accounted for as capital and not charged to revenue.
- 1.2 The Asset Management Plan and Capital Strategy detail the Council's approach to capital investment. These documents set out the use of capital resources and areas of funding. They also discuss how this investment has contributed to the achievement of the Council's goals and vision and how this is planned to develop over the medium term.
- 1.3 Among these key activities is the management of existing assets. Without this it is likely that revenue maintenance costs would increase as assets deteriorate. Capital resources are also required to facilitate investment in Member priority projects e.g. Highways.
- 1.4 The previous capital programmes have been largely funded by capital receipts. The main other funding streams have been:
  - Town and Country Planning Act (S106 Agreements) – these are planning gains received from developers in recognition of the additional services that will be required as a result of development schemes. These can relate to a number of areas including education provision, highways improvements and public realm enhancements - services look to use these funds to supplement existing programmes.
  - Grant – largely Education / Transport for London and specific to the schemes.
  - Borrowing where it has been an invest to save basis and can be repaid.
- 1.5 Other funding streams are:
  - Prudential Borrowing – having regard to appropriate indicators the Council is able to borrow resources to fund capital expenditure. Before doing so it must be assured that sufficient revenue funds are available to meet the ensuing liabilities over the period of the loan. Very broadly borrowing of £1m incurs a revenue liability for 25 years.
  - Revenue Contributions to Capital – revenue resources can be used to fund capital expenditure when these are deemed to be available.
  - Capital Allowances – most notably in relation to the maintenance of the Council's housing stock
  - External Funding – opportunities to maximise external funding are taken whenever these are consistent with the aims and objectives of the Council. Major funding bodies include the Heritage Lottery Fund, Sport England and the European Social Fund. Many of these schemes require the Council to contribute

match funding to the delivery of project and careful consideration is given to how this can be achieved.

- Supported Borrowing – central government allocates grant to support a certain level of borrowing. However, as a floored authority the Council is unable to take up any opportunities for additional supported borrowing as no actual grant is received.

## **2. CURRENT STRATEGY**

- 2.1 It is well known that outside of specific capital grants, the Council's main funding in the past has been capital receipts generated via disposals and some contributions from S106 agreements. This approach has been adopted to reduce pressure on the revenue budget and hence Council Tax. Targets were set and agreed by Council for the receipts to be generated.
- 2.2 It had become apparent that this could not continue indefinitely, as the potential to realise large receipts has reduced. Not only has the quality and number of sites reduced, but it has been further affected by the economic climate. This has significantly reduced the potential value of the remaining sites and has added a further complication as to the most appropriate time to market disposals. If sales are delayed until the market recovers, significantly larger receipts may be generated. However, it is not possible to predict with any degree of certainty when, or even if, this will occur.
- 2.3 With this in mind, the Council has started planning for other funding streams, if it is to have a realistic capital programme to meet its needs. All potential funding opportunities are being explored, e.g. S106 agreements, external grants, but it had been assumed that increased borrowing would need to be the major source of funding. Historic benchmarking data indicates that Havering has one of the lowest levels of long term borrowing in London.
- 2.4 In the short term this will be needed to bridge the timing gap, to ensure that best value is achieved in the disposal of its surplus assets. In the longer term as disposal opportunities are exhausted, borrowing is likely to be the major source of funding for capital expenditure, outside of specific grants.
- 2.5 Any borrowing creates a liability in revenue whilst the loan is repaid. This will normally be over 25 years, but will depend on the asset being purchased. As a direct charge funded through Council Tax, borrowing levels have to be managed through the MTFS process along with other budgetary pressures. In conjunction with the appropriate repayment period, borrowing needs to be included as part of the Council's long term financial strategy. It must be considered that as borrowing levels increase over consecutive years that borrow costs will also incrementally increase. Appropriate revenue provision would need to be made to address this.
- 2.6 Local Authorities are required to comply with the Prudential Code when carrying out their treasury strategy for borrowing. This is a professional code of practice to support authorities in taking their decisions on capital investment in fixed assets. In essence, this ensures that capital investment plans are affordable, prudent and sustainable. Any level of borrowing determined by the Council would need to comply with this code.



- 2.7 At current interest rates a loan of £1m would cost in the region of £85k per annum. Capital market conditions are always changing and as part of the Council's routine treasury management, opportunities would be taken to minimise this where ever possible.
- 2.8 The Council approved the adoption of an eight year Capital Programme as part of the planning process at its meeting in October 2008. This Programme was based on the gradual move towards the use of prudential borrowing to finance it and provision for this was reflected in the budget proposals. This Programme was subsequently approved by Council in February 2009.
- 2.9 Changes in the cost of prudential borrowing through the Public Works Loans Board were announced as part of the CSR. Given the current financial climate and this increase in costs, it is now felt that the Council's budget strategy should not incorporate the use of prudential borrowing, with minor exceptions. It is therefore proposed that the Capital Programme for the foreseeable future should rely on the use of capital receipts and Section 106 receipts and any sources of external funding only.
- 2.10 This broad approach is felt to be sufficient to finance a core programme until the end of financial year 2014/15. It will be necessary to consider the approach beyond that further into the future, when the long term funding streams for local government become clearer.

### **3. PROPOSED CAPITAL PROGRAMME BLOCK ALLOCATION**

- 3.1 Given that it is now proposed that the core programme is based on the application of receipts and external funding as the prime sources of finance, the overall programme has been assembled in the context of the expected level of receipts. As this approach has been proposed fairly late in the budget cycle, the principle of a block allocation for specific programme areas has again been used to generate an overall indicative programme. It will be necessary for detailed programmes to be worked up within each element of the block programme, once detailed schemes have been devised and once more information is available on external sources of funding. These will be subject to the appropriate approval processes.
- 3.2 The overall programme proposed, including the current year, is as follows:

	2010/11- 2011/12 £000	2012/13- 2014/15 £000	TOTAL £000
Committed Schemes	29,849	N/A	29,849
Uncommitted Schemes	20,667	20,008	40,675
Total	50,516	20,008	70,524
Forecast Receipts	50,108	20,050	70,158
Funding Gap	408	(42)	366

- 3.3 The table shows that there is a small imbalance between the overall level of receipts and the proposed Programme. This imbalance will be managed through slippage and/or minor changes to the overall Programme to ensure spend remains within the anticipated funding available, and/or through the application of other

sources of funding where appropriate. Given the duration of the proposed Programme, the level of the funding gap is not regarded as material.

- 3.4 The indicative core programme now proposed for the 3 years subsequent to 2011/12 is as follows:

	2012/13 £000	2013/14 £000	2014/15 £000	Total £000
Total	7,208	6,500	6,300	20,008

- 3.5 It is proposed that a revised schedule of schemes within the 2010/11 programme will be drawn up, based on approvals and revisions to the programme implemented during the year, as part of a broader report to Cabinet on the programme for the immediate future. This will also include a detailed schedule of schemes for 2011/12. This report will be submitted to Cabinet at the start of the new financial year, to ensure that services are able to effectively plan delivery of the programme, and also to take advantage of periods such as school holidays.

#### **4. EXTERNAL FUNDING**

- 4.1 The table only covers those schemes reliant on funding generated by the Council. There are other funding streams, as indicated above, and these are generally through a grant, which means there is no revenue cost to the Council. Such funding sources mean that the overall scale of the Programme is larger than that covered solely by the table.
- 4.2 Information on external funding sources has in the past tended to be provided after the setting of the budget. Whilst such funding increases the scale of spend, there is no overall net increase, as the costs are matched by external resources, principally grant funding.
- 4.3 The major areas where external funding is received are Streetcare (principally funding from Transport for London, TfL), schools, and regeneration – though the last of these tends to come via different sources over time, the other two have tended to be a single announcement. Details of TfL funding are awaited, but the Council has already been notified of a capital grant for education purposes. This grant is the 2011/12 Local Authority Capital Maintenance and Basic Need grants and the information received to date indicates a broad sum for this, but also indicates that this grant is neither ring-fenced to specific workstreams within education, nor time-bound, ie funding may run beyond 2011/12.
- 4.4 It is proposed that a detailed programme will be developed for external sources of funding, in line with any specific provisions relating to that funding, and that as part of that process, the funds currently allocated within the indicative core programme will be reviewed. A detailed programme for external funding sources will be included as part of the further report back to Cabinet indicated above.
- 4.5 Officers already have delegated authority to accept grant funding on behalf of the Council and any such funding can usually only be applied for specified purposes. Approval has been sought through this report for any schemes resulting from the provision of external funding to be included within the Capital Programme under the authority of officers, to ensure an efficient process is in place.

## APPENDIX J

### DRAFT OVERVIEW & SCRUTINY COMMITTEE MINUTES

#### MINUTES OF A SPECIAL MEETING OF ALL OVERVIEW & SCRUTINY COMMITTEES Havering Town Hall, Romford Thursday 20 January 2011 (7.30pm – 9.30pm)

**Present:** Members of the Council's Overview & Scrutiny Committees as listed in the Appendix to these minutes

#### **Other Members**

Councillors Michael White (Leader of the Council) and Barry Tebbutt (Cabinet Member for Environment) were present

Four members of the public were also present

Apologies were received for the absence of Councillors Becky Bennett, Denis Breeding, Linda Hawthorn, John Mylod, Frederick Thompson, Melvin Wallace and Keith Wells

#### 1 **CHAIRMAN OF MEETING**

With the agreement of all Overview & Scrutiny Committee Members, the Chair was taken at this special joint meeting by Councillor Roger Evans (Chairman, Partnerships Overview & Scrutiny Committee).

The Chairman advised all present of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary.

#### 2 **THE COUNCIL'S BUDGET 2011/14**

Cabinet had, at its meeting the previous evening, considered the report now before the Meeting and had, among other things:

**Approved the progress made to date with the development of the Council's budget for 2011/12 and beyond.**

**Noted the outcome of the provisional local government financial settlement announcement and in particular, the expected reduction in Government funding for 2011/12 of over £11m.**

**Noted that the proposals contained in the report to Cabinet in July 2010 were now being incorporated in the Council's future budget, subject to the final outcome of consultation.**

**Noted that further reports would be submitted to Cabinet setting out the long term financial strategy for the Council and the outcome of the residents' survey.**

**Noted the financial position of the Council in the current year.**

**Noted that the GLA's proposed budget for 2011/12 assumed a standstill position on the band D Council Tax position.**

The Leader of the Council gave a presentation to the Meeting about the Council's financial position and the proposals that would form the budget for 2011/12.

The Meeting then considered the report to the Cabinet, which gave an update on the progress of the 2011/14 corporate budget and the proposed financial strategy for responding to the financial position facing the Council. It also set out the additional proposals now identified for consideration by all the relevant Committees and for consultation with stakeholders.

It was noted that the provisional Local Government Financial Settlement had now been announced, and relevant details were included in the report.

It was also noted that the budget for 2011/12 would require review in the Summer period.

At the suggestion of the Chairman, the Meeting considered the report page-by-page. In response to a number of queries, Members were advised as follows (note – for ease of reference, the paragraph/section/appendix numbers shown below are those as listed in the report):

**Para 3.3  
(Libraries)**

The arrangements for the transfer of management of the Library Service to a Trust were currently being developed but would not be in a position to be formally considered by Members for some time yet. Officers were reviewing the approach being taken by other authorities. In the meantime, some savings were being found through reductions in the mobile library service and other minor changes

**Para 3.3  
(Fairer Charging)**

An Executive Decision was currently in preparation for signature by the Cabinet Member on Fairer Charging. The eventual figure for savings to be delivered would be dependent on the final proposals adopted

**Para 3.7**

The savings proposals referred to were those identified in the budget adjustments report considered by the Overview & Scrutiny Committees jointly, and then Cabinet, in August 2010. There was expected to be a similar arrangement in the coming Summer to consider the position for 2012/13

**Section 4**

It was confirmed that the Council was always ready to

<b>Capital Programme</b>	<p>consider “Invest to Save” proposals.</p> <p>Assumptions about the level of capital receipts had proved to be optimistic but the Council always sought to achieve the best possible value from its asset disposals.</p> <p>Borrowing in the current year was due to a reduced level of receipts, necessitating a temporary level of borrowing to fund the planned expenditure</p>
<b>Section 6 Other key matters</b>	<p>A query was raised over the contribution made by the Council to the concessionary fares scheme and the proportion of residents who had a pass; officers undertook to provide a written response to this.</p> <p>It was confirmed that there was no freeze on recruitment to Adult Social Care vacancies. Any vacancies arising were filled straight away, pending permanent recruitment, by agency staff. There were no changes planned to the service thresholds currently in place.</p> <p>Three schools were understood to be seeking Academy status and the rules on transfer of school debt in these circumstances had not been finalised as yet.</p> <p>There had been no significant increases in looked after children since the implementation of additional safeguarding measures</p>
<b>Section 8 Housing budget</b>	<p>It was confirmed that tenants would need to be given clear explanations of the various rent and service charge increases that were to be applied to Council housing</p>
<b>Section 9 Consultation</b>	<p>The Council had an obligation to engage with the public and ensure that they were kept well informed. Engagement through the ballot box alone was not enough</p>
<b>Appendix A – Government grants</b>	<p>The position on grants remained unclear. There was now a much reduced number of grants and little ring-fencing, leaving the Council freer to spend according to its own priorities (but within statutory obligations). The Leaders of a number of the Outer London boroughs were now working closer together to persuade Ministers of the need for change in grant formulas, and there were in any event indications that Ministers were looking at alternative funding mechanisms</p>
<b>Appendix B - Revenue Budget Strategy</b>	<p>The priority areas within the Strategy were decided by Cabinet, based on feedback from the public</p>
<b>Appendix C – budget adjustments</b>	<p><u>Budget additions – income</u></p> <p>1 The Council would be seeking more sponsorship for events but accepted this would be difficult in the current</p>

paragraphs as  
noted in next  
column

climate

2 Many of the original partner organisations participating in the PASC had since moved to different models of support for the public and no longer need to be based there, and so had withdrawn. New front desk Council staff would shortly be moving there

3 Reduced hall provision and other costs had resulted in a £25k shortfall

4 The downturn had led to reduced income from advertising. Officers were confident this was now an achievable target

#### Budget additions – expenditure

7 Re-tendering was necessary to regularise the position

9 and 10 Intended savings had been overtaken by the move to Internal Shared Services

#### Budget reductions

11 Following reductions in audit requirements, a saving was now possible, this was in the region of 9 to 10%

12 Withdrawal of other local authorities from the Thames Chase Forest project meant that the Council might have to consider its position

13 There was a possibility that the Government would be coming forward with a replacement for the Building Schools for the Future programme although this depended on the results of the current Government review of this area.

### **Appendix D – In-year variances**

Service groups as  
noted in next  
column

#### Culture & Community

Car parking etc fees had been raised with effect from 7 February in view of the budget position. Officers undertook to clarify exactly what assumptions were included in the forecast

#### Finance & Commerce

Some potential tenants existed for commercial property lettings but the position was volatile

#### Legal & Democratic Services

Homes in Havering were no longer using the Council's Legal Services

At the conclusion of the meeting, Members asked that their appreciation of the work of officers in seeking so far as possible to protect the Council's position be recorded.

**APPENDIX  
MEMBERS PRESENT**

<b>Committee</b>	<b>Membership</b> <i>Councillors</i>
Children & Learning Overview and Scrutiny Committee	<p><b>Chairman:</b> Sandra Binion  <b>Vice-Chairman:</b> Gillian Ford  <b>Members:</b>  + Wendy Brice-Thompson (substitute for Frederick Thompson)  Dennis Bull  Robby Misir  Pat Murray  Garry Pain  Billy Taylor  John Wood</p> <p><b>Voting co-opted Members:</b>  <b>Statutory Members representing the Churches:</b>  Jack How (Roman Catholic Church)</p>
Crime & Disorder Committee	<p><b>Chairman:</b> Ted Eden  <b>Vice-Chairman:</b> John Wood  <b>Members:</b>  + Sandra Binion (substitute for Melvin Wallace)  + Keith Darvill (substitute for Denis Breeding David Durant  Georgina Galpin  + Robby Misir (substitute for Becky Bennett)  Fred Osborne  Linda Van den Hende</p>
Environment Overview and Scrutiny Committee	<p><b>Chairman:</b> Jeff Brace  + Vice-Chairman: Clarence Barrett (substitute for John Mylod)  <b>Members:</b>  Dennis Bull  Nic Dodin  David Durant  Peter Gardner  Linda Trew</p>
Health Overview and Scrutiny Committee	<p><b>Chairman:</b> Lynden Thorpe  <b>Vice-Chairman:</b> June Alexander  <b>Members:</b>  Wendy Brice-Thompson  Nic Dodin  Fred Osborne  Linda Trew</p>

Committee	Membership <i>Councillors</i>
Individuals Overview and Scrutiny Committee	<b>Chairman:</b> Wendy Brice-Thompson <b>Vice-Chairman:</b> Linda Van Den Hende <b>Members:</b> Jeff Brace + Dennis Bull (substitute for Keith Wells) Ron Ower Lynden Thorpe
Partnerships Overview and Scrutiny Committee	<b>Chairman:</b> Roger Evans <b>Vice-Chairman:</b> Barbara Matthews <b>Members:</b> + Dennis Bull (substitute for Keith Wells) Osman Dervish Denis O'Flynn Billy Taylor Linda Trew
Towns & Communities Overview and Scrutiny Committee	<b>Chairman:</b> Frederick Osborne + Vice-Chairman: Clarence Barrett (substitute for Linda Hawthorn) <b>Members:</b> Wendy Brice-Thompson Michael Deon Burton Osman Dervish Barbara Matthews Paul McGeary Garry Pain + Linda Trew (substitute for Frederick Thompson)
Value Overview and Scrutiny Committee	<b>Chairman:</b> Robby Misir <b>Vice-Chairman:</b> Ray Morgon <b>Members:</b> Ted Eden Ron Ower Billy Taylor Damian White



## **SCHEDULE OF FEES AND CHARGES**

**SCHEDULE OF FEES AND CHARGES.**

**Social Care & Learning**

**Head Of Adult Social Care Services**

(A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/2011 (from Jan 2011) £	Charges 2011/2012 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Meals on Wheels Service</b>				
Sale of Meals to Service Users				
Cost of 1 Meal	3.76	3.82	01/04/2011	I
<b>Day Centre</b>				
Providing Day Care to Service Users				
Day Centre Daily Rate	46.04	46.73	01/04/2011	I
Meal at Day Centre	3.76	3.82	01/04/2011	I
Subsidised Day Centre Rate	1.34	1.36	01/04/2011	I

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**Finance & Commerce**  
**Head of Development & Building Control**

VAT Inclusive\*

(B) Charges determined by Committee

Income Source	Charges 2010/11 4th Jan £	Charges 2011/12 £	Operative Date of Latest Notified Charge	Base of Increase
Photocopying per A4 sheet ( minimum charge £1)	0.16 *	0.16 *	04/01/2011	I/N
Photocopying of plans ( per sheet )	16.65 *	16.90 *		I/N
Planning History ( per site )	22.00	22.35		I/N
Building Control History ( per site )		22.35		I/N
Other Planning requests - per hour ( minimum charge 1/2 hour )	26.90	27.30		I/N
Other Building Control requests - per hour [The Building (Local Authority Charges) Regulations 2010]		65.00		I/N/S
Committee reports ( available from website for free )		No Charge		-
Planning Decision Notices; BC Approvals and Completion Certificates	16.95 *	17.20 *		I/N
Planning and Building Control Enquiry Letters ( per response )	22.00	22.35		I/N
Pre-application advice ( Major Development )	1,415.50 *	1,437.00 *		I/N
Pre-application advice ( Minor Development )	707.75 *	718.50 *		I/N
Section 106 Monitoring	525.00	533.00		I/N

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**Culture and Community  
Head of Culture and Leisure**

(B) Charges determined by Committee

				*VAT inclusive
Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Cemeteries</b> (fees doubled for non-residents of LBH)			01.04.11	I/N/S
<b>Interments</b>				
- Over 16 years	680.00	690.00		
- cremated remains	130.00	132.00		
- extra depth (each interment over two) or casket/walled grave per depth	130.00	132.00		
- Resident child not over 16 Years	Free	Free		
- Non resident stillborn to 1 month in child's grave or public grave	130.00	132.00		
- Non resident child not over 10 years in child's grave or public grave	200.00	203.00		
- Non resident child not over 16 years in child's grave	1,360.00	1,380.00		
Use of chapel (including organist at Upminster cemetery subject to availability)	46.00	47.00		
<b>Exclusive Right of Burial (50 years with option of further 10 years)</b>				
Lawn Section grave	900.00	914.00		
Traditional Grave	1,400.00	1,421.00		
Children's section (under 10)	275.00	279.00		
Children's section (under 16)	550.00	558.00		
<b>Surcharges</b>				
Saturday full burial	340.00	345.00		
Sunday full burial	680.00	690.00		
Saturday cremated remains	112.00	114.00		
Sunday cremated remains	168.00	171.00		
Funeral After Published Time or 48 hours of booking	168.00	171.00		
Booking cancelled within 48 hours of burial	Full interment fee	Full interment fee		

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Head of Culture and Leisure**

(B) Charges determined by Committee

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Extension of Right of Burial for 10 years</b>			01.04.11	I/N/S
Lawn Section Grave	190.00	193.00		
Traditional Grave	290.00	294.00		
Children's Section (under 10)	65.00	66.00		
Children's Section (under 16)	130.00	132.00		
Walled graves	580.00	589.00		
<b>Other Charges</b>				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	32.00	32.00		
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	60.00	61.00		
Certified extract from Burial Register	28.00	28.00		
Staff attendance to select/ locate a grave by appointment	25.00	25.00		
<b>Permit Charge</b>				
Clean and Renovate	Free	Free		
Standard Headstone/Additional Memorial	86.00	87.00		
Additional Inscription/vase only	58.00	59.00		
Traditional Grave	172.00	175.00		
<b>Grave Maintenance Fees</b>				
Planting and clipping	124.00	126.00		
Clipping only	77.00	78.00		
Turfing (Winter months only after grave has settled)	60.00	61.00		

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**Head of Culture and Leisure**

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Cremated Remains Burial Plots</b>			01.04.11	I/N/S
Purchase of exclusive rights - 25 yr term	310.00	315.00		
Tablet with First inscription	320.00 *	325.00 *		
Additional / subsequent inscriptions	103.00 *	105.00 *		
Blank stone	238.00 *	242.00 *		
Photograph fixed to memorial	215.00 *	218.00 *		
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	310.00 *	315.00 *		
Regulding or additional letter on granite vase	2.00 *	2.00 *		
<b><u>South Essex Crematorium</u></b>				
<b>Cremation</b> includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	504.00	512.00		
Non resident to 6 years but not exceeding 16 yrs	136.00	138.00		
Non resident up to 6 years	68.00	69.00		
Hospital Contract Non-viable foetus cremation	36.00	37.00		
Saturday Cremation (subject to availability)	756.00	767.00		
Sunday Cremation (subject to availability)	1,008.00	1,023.00		

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(B) Charges determined by Committee

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Additional Services and Surcharges</b>			01.04.11	I/N/S
Bookings cancelled after 10am one working day before reserved time	170.00	173.00		
Surcharge for services over-running	170.00	173.00		
Surcharge for Cremation after 4pm	170.00	173.00		
Use of chapel for private memorial service or extra time	170.00	173.00		
Use of single bearer	16.00	16.00		
CD recording of service	36.00 *	37.00 *		
DVD recording of service	46.00 *	47.00 *		
Webcast of service	67.00 *	68.00 *		
Strewing cremated remains from elsewhere	70.00	71.00		
Witness Committal	30.00	30.00		
Weekend Witness committal	60.00	61.00		
Storage of cremated remains after one month per quarter	30.00	30.00		
Storage of cremated remains after one month per year	70.00	71.00		
Genealogy Searches per search not through Deceased Online.	21.00 *	21.00 *		
<b>Containers</b>				
Bronzed metal urns	45.00 *	46.00 *		
Standard wooden or metal casket	62.00 *	63.00 *		
Juvenile caskets	26.00 *	26.00 *		
Various Decorative urns/caskets (new charge)	RRP *	RRP *		
Dedicated Hymn Book	56.00 *	57.00 *		
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP/Quotation *	RRP/Quotation *		

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Head of Culture and Leisure**

(B) Charges determined by Committee

				*VAT inclusive
Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b><u>Memorials</u></b>			01.04.11	I/N/S
<b>Kerb Plaques</b>				
Perspex Plaque - 10 year term	248.00 *	252.00 *		
Perspex Plaque only	76.00 *	77.00 *		
Bronze Plaque - 10 year term	324.00 *	329.00 *		
Bronze Plaque only	152.00 *	154.00 *		
Second dedication (plus cost of plaque)	82.00	83.00		
Kerb plaque renewal	168.00	171.00		
<b>Bronze Wall Plaque</b>				
Plaque with 10 year dedication	324.00 *	329.00 *		
Plaque only	152.00 *	154.00 *		
Bronze wall plaque renewal	168.00	171.00		
<b>Large Wall Plaques</b>				
Single Slate or Large Bronze Wall Plaques				
Single (slate or bronze tablet) - 10 year dedication	392.00 *	398.00 *		
Single plaque only (slate or bronze tablet)	219.00 *	222.00 *		
Single tablet - renewal fee for 10 years	168.00	171.00		
Double Slate Wall Plaque (subject to availability)	662.00 *	672.00 *		
10 year dedication with single inscription	783.00 *	795.00 *		
10 year dedication with double inscription	205.00 *	208.00 *		
Subsequent inscription within 1 year of original dedication (or renewal)	336.00	341.00		
Double Tablet - 10 year renewal				

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(B) Charges determined by Committee

				*VAT inclusive
Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Wall Niche for 10 years</b>			01.04.11	I/N/S
Single Niche including first interment and casket	1,201.00 *	1,219.00 *		
Renewal/Prepurchase for Single Niche for 10 years	606.00	615.00		
Replacement single plaque	404.00 *	410.00 *		
1st Interment & Inscription in pre-purchase single Niche	621.00 *	630.00 *		
Double Niche and First Interment	2,042.00 *	2,073.00 *		
Renewal/Prepurchase for Double Niche for 10 years	1,212.00	1,230.00		
Replacement double plaque	623.00 *	632.00 *		
1st Interment & Inscription in pre-purchase double Niche	800.00 *	812.00 *		
Wall Niche Additional Items:				
Motif (optional)	66.00 *	67.00 *		
Additional Bud Vase	21.00 *	21.00 *		
Additional Inscription	158.00 *	160.00 *		
Casket including nameplate	62.00 *	63.00 *		
Second Interment and inscription	333.00 *	338.00 *		
<b>Sanctum ii Vaults for 10 years</b>				
Vault and tablet including weekday witness committal	1,201.00 *	1,219.00 *		
Second Interment	112.00	114.00		
Second inscription	381.00 *	387.00 *		
Replacement Plaque	297.00 *	301.00 *		
Renewal for 10 years	770.00	782.00		
Reguilding (inc postage)	82.00 *	83.00 *		
<b>Vase Blocks and Tablets (includes Scented Garden Memorials)</b>				
10 year dedication	584.00 *	593.00 *		
Replacement Plaque	178.00 *	181.00 *		
Renewal for 10 years	406.00 *	412.00 *		

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b><u>Memorials</u></b>			01.04.11	I/N/S
<b>Summer House Memorial</b>				
Floris wall plaque for 10 years	285.00 *	289.00 *		
Renewal for 10 years	168.00	171.00		
Posy Holder for 10 years	131.00 *	133.00 *		
Renewal for 10 years	116.00	118.00		
<b>Shrub or Rose with 10 year dedication</b> (includes bronze plaque)	613.00 *	622.00 *		
Renewal fee for 10 years (also applies to vase block with rose)	454.00	461.00		
<b>Trees with 10 year dedication</b> (includes bronze plaque)	713.00 *	724.00 *		
Renewal fee for 10 years	548.00	556.00		
<b>Benches and Chairs - 10 Year dedications</b>				
Bench	1,636.00 *	1,661.00 *		
Chair	1,193.00 *	1,211.00 *		
Bench 10 Year renewal	770.00	782.00		
Chair 10 Year renewal	680.00	690.00		
Replacement Bench	847.00 *	860.00 *		
Replacement Chair	496.00 *	503.00 *		
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	31.00 *	31.00 *		
Renovation of Bench	140.00	142.00		
Renovation of Chair	90.00	91.00		

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Bench, Tree &amp; Shrub Additional dedications:</b>			01.04.11	I/N/S
Within 1 year of original (plus cost of plaque)	82.00	83.00		
After 1 year of original dedication or renewal (plus cost of plaque)	12.00	12.00		
2nd Dedication Life time of item (plus cost of plaque)	318.00	323.00		
Replacement bronze plaque	152.00 *	154.00 *		
Replacement perspex plaque	76.00 *	77.00 *		
Memorials				
Miscellaneous				
Mallard Bridge	225.00	228.00		
Private purchase (plus cost of plaque)	10.00 *	10.00 *		
Replacement metal vase	10.00 *	10.00 *		
Floral arrangements stand - plus cost of flowers	21.00 *	21.00 *		
Hanging baskets - per year	90.00 *	91.00 *		

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Books of Remembrance</b>			01.04.11	I/N/S
2 line entry	72.00 *	73.00 *		
3 - 5 lines	107.00 *	109.00 *		
6 - 8 lines	154.00 *	156.00 *		
<b>Cards of Remembrance &amp; Additional Entries in existing miniature books</b>				
2 line entry	25.00 *	25.00 *		
3 - 5 lines	45.00 *	46.00 *		
6 - 8 lines	70.00 *	71.00 *		
<b>Miniature Triptych of Remembrance/Book of Remembrance</b>				
2 line entry	51.00 *	52.00 *		
3 - 5 lines	72.00 *	73.00 *		
6 - 8 lines	96.00 *	97.00 *		
<b>Book of Remembrance Sundries</b>				
Motif	55.00 *	56.00 *		
Triptych photograph	55.00 *	56.00 *		

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**Culture & Community  
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(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FAIRKYTES</b>				
Per Daytime Session (Mon-Fri up to 6pm)				
Main Room	25.90	26.30	01/04/2011	I/N
Room 12	22.30	22.60	01/04/2011	I/N
Photo Studio - WITHDRAWN			01/04/2011	I/N
Room 13	16.20	16.50	01/04/2011	I/N
Room 9	14.70	15.00	01/04/2011	I/N
Art Room	17.80	18.00	01/04/2011	I/N
Sculpture	13.70	14.00	01/04/2011	I/N
Pottery	9.60	10.00	01/04/2011	I/N
Studio 1	38.60	39.20	01/04/2011	I/N
Studio 2	25.90	26.30	01/04/2011	I/N
Studio 3	15.20	15.50	01/04/2011	I/N
Billet Studio 1	25.40	25.80	01/04/2011	I/N
Billet Studio 2	15.20	15.50	01/04/2011	I/N

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(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Per Peak Session (Mon to Fri from 6pm to close & Sat & Sun all day)				
Main Room	31.50	32.00	01/04/2011	I/N
Room 12	25.90	26.30	01/04/2011	I/N
Photo Studio - WITHDRAWN			01/04/2011	I/N
Room 13	22.30	22.60	01/04/2011	I/N
Room 9	17.80	18.10	01/04/2011	I/N
Art Room	26.40	26.80	01/04/2011	I/N
Sculpture	15.70	16.00	01/04/2011	I/N
Pottery	11.70	12.00	01/04/2011	I/N
Studio 1 (excludes Saturday evenings)	47.70	48.50	01/04/2011	I/N
Studio 1 (Saturday evening per hour from 6.30 pm. Min hire 3 hours)	47.70	48.50	01/04/2011	I/N
Studio 2	30.50	31.00	01/04/2011	I/N
Studio 3	19.30	19.50	01/04/2011	I/N
Billet Studio 1	30.50	31.00	01/04/2011	I/N
Billet Studio 2	19.30	19.60	01/04/2011	I/N
 Sole Occupancy of Studio/Workshop/Store	 n/a	 150.00	 01/04/2011	 n/a
<b>FOOTBALL AT PARKS WITH CRICKETS (28 WEEKS)</b>				
Pavilion with washing facilities				
Senior				
Each Saturday or Sunday during Season	1,445.10	1,466.75	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	729.30	740.25	01/04/2011	I/N
Additional Matches during Season	51.80	52.60	01/04/2011	I/N

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Junior				
Each Saturday or Sunday during Season	708.20	718.85	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	329.90	334.85	01/04/2011	I/N
Additional Matches during Season	25.40	25.75	01/04/2011	I/N
Pavilion without washing facilities Each Saturday or Sunday during Season				
Senior				
Each Saturday or Sunday during Season	1,197.70	1,215.65	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	587.20	596.00	01/04/2011	I/N
Additional Matches during Season	41.60	42.20	01/04/2011	I/N
Junior				
Each Saturday or Sunday during Season	542.00	550.15	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	271.00	275.00	01/04/2011	I/N
Additional Matches during Season No Pavillion Facilities	19.30	19.60	01/04/2011	I/N
Senior				
Each Saturday or Sunday during Season	868.90	881.95	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	439.50	446.10	01/04/2011	I/N
Additional Matches during Season	31.50	31.95	01/04/2011	I/N
Junior				
Each Saturday or Sunday during Season	403.00	409.05	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	201.20	204.25	01/04/2011	I/N
Additional Matches during Season	13.70	13.95	01/04/2011	I/N

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Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)</b>				
Pavilion with washing facilities				
Senior				
Each Saturday or Sunday during Season	1,677.80	1,703.00	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	839.40	852.00	01/04/2011	I/N
Additional Matches during Season	52.80	53.60	01/04/2011	I/N
Junior				
Each Saturday or Sunday during Season	761.80	773.25	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	381.13	386.85	01/04/2011	I/N
Additional Matches during Season	23.50	23.85	01/04/2011	I/N
Pavilion without washing facilities				
Senior				
Each Saturday or Sunday during Season	1,329.20	1,349.15	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	664.10	674.05	01/04/2011	I/N
Additional Matches during Season	41.60	42.20	01/04/2011	I/N
Junior				
Each Saturday or Sunday during Season	613.60	622.80	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	306.80	311.40	01/04/2011	I/N
Additional Matches during Season	19.30	19.60	01/04/2011	I/N

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(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
No Pavilion Facilities				
Senior				
Each Saturday or Sunday during Season	1,002.30	1,017.35	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	501.40	508.90	01/04/2011	I/N
Junior				
Each Saturday or Sunday during Season	459.30	466.20	01/04/2011	I/N
Each alternate Saturday or Sunday during Season	229.50	232.95	01/04/2011	I/N
Mini Soccer				
1 Hour Slot each Saturday or Sunday during season	307.60	312.20	01/04/2011	I/N
1 Hour Slot alternate Saturday or Sunday during season	153.30	155.60	01/04/2011	I/N
Rugby				
Per 1 hour game	10.20	10.35	01/04/2011	I/N
No Pavilion Facilities				
Cricket				
Each Saturday or Sunday during Season	1,244.40	1,263.05	01/04/2011	I/N
Pitches with Pavilions				
Each Saturday and Sunday, Spring and Summer	2,235.00	2,268.55	01/04/2011	I/N
And Bank Holiday Mondays	1,117.50	1,134.25	01/04/2011	I/N
Each Saturday or Sunday	558.80	567.20	01/04/2011	I/N
Alternate Saturday or Sunday	729.30	740.25	01/04/2011	I/N

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**Culture & Community**  
**Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Occassional Matches				
Adults	60.90	61.80	01/04/2011	I/N
Colts Teams	30.50	30.95	01/04/2011	I/N
<b>WESTLANDS</b>				
[a] Football Pitch (2 ½ hours) Saturday or Sunday				
Senior	32.20	32.70	01/04/2011	I/N
Junior	16.20	16.45	01/04/2011	I/N
[b] Rugby Pitch (2 ½ hours) Saturday or Sunday				
Senior	40.60	41.20	01/04/2011	I/N
Junior	20.30	20.60	01/04/2011	I/N
[c] Hockey Pitch (2 ½ hours) Saturday or Sunday				
Senior	30.70	31.15	01/04/2011	I/N
Junior	15.70	15.95	01/04/2011	I/N
[d] Five-a-side Pitch (per hour) - Junior - (minimum of 4 pitches must be booked. There are 12 pitches available)	5.30	5.40	01/04/2011	I/N
[e] Cricket				
Senior	45.70	46.40	01/04/2011	I/N
Junior	22.90	23.25	01/04/2011	I/N
[f] Use of field per hour	58.40	59.30	01/04/2011	I/N

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**Culture & Community**  
**Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
[g] Seven-a-side Mini Soccer Pitch (per hour)	9.64	9.80	01/04/2011	I/N
<b>BOWLS</b>				
All on a lease basis apart from King Georges Playing Fields where special arrangements are in place for a yearly payment	5,333.83	5,413.85	01/04/2011	I/N
<b>ALLOTTMENTS</b>				
Land charge per acre	142.86	145.00	01/04/2011	I/N
Plot Rent	35.78	36.30	01/04/2011	I/N
<b>HORNCHURCH</b>				
Weekday Use by Athletics Clubs (excluding training session)				
Half Day	79.00	80.20	01/04/2011	I/N
Full Day	152.25	154.50	01/04/2011	I/N
Saturday Use by Athletics Clubs (excluding training session)				
Half Day	90.85	92.20	01/04/2011	I/N
Full Day	168.00	170.50	01/04/2011	I/N
Sunday Use by Athletics Clubs (excluding training session)				
Half Day	119.80	121.60	01/04/2011	I/N
Full Day	228.40	231.80	01/04/2011	I/N
Use by Schools (excluding training session)				
Half Day	71.10	72.15	01/04/2011	I/N
Full Day	142.10	144.20	01/04/2011	I/N
Schools Training Sessions (per hour inc equipment)	22.40	22.75	01/04/2011	I/N
Occasional use - Football - without lights Seniors (3 hours)	168.00	170.50	01/04/2011	I/N
Occasional use - Football - without lights Juniors (2.5 hours)	92.40	93.80	01/04/2011	I/N

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**Culture & Community**  
**Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Occasional use - Football - with lights Seniors (3 hours)	272.00	276.10	01/04/2011	I/N
Occasional use - Football - with lights Juniors (2.5 hours)	119.80	121.60	01/04/2011	I/N
<b>FUNFAIRS</b>				
Ground rent per day of operation - self standing	424.30	430.65	01/04/2011	I/N
part of larger event	568.40	576.95	01/04/2011	I/N
Returnable deposit per visit	1,304.30	1,323.85	01/04/2011	I/N
Additional ground rent for extra non-operational days spent on site	136.50	138.55	01/04/2011	I/N
<b>CIRCUSES</b>				
Ground Rent per day	240.00	243.60	01/04/2011	I/N
<b>PARKS</b>				
Returnable Deposit per visit	1,167.30	1,184.80	01/04/2011	I/N
Hire of Ropes, Pins etc.	43.20	43.85	01/04/2011	I/N
Hire of 5-a-side goal posts 1 - 3 Pairs	67.00	68.00	01/04/2011	I/N
4 - 6 Pairs	82.70	83.95	01/04/2011	I/N
7 - 10 Pairs	125.90	127.80	01/04/2011	I/N
Parks and open spaces - per day	76.20	77.35	01/04/2011	I/N
Use by clubs that are non-charity organisations	52.50	53.30	01/04/2011	I/N

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**Culture & Community  
Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>SOCIAL HALLS</b>				
Dukes Hall				
Category A				
Monday to Friday - Morning or Afternoon	30.50	31.00	01/04/2010	I/N
Monday to Thursday Evening	45.20	45.90	01/04/2010	I/N
Friday Evenings	88.30	89.70	01/04/2010	I/N
Saturday and Sunday Morning or Afternoon	88.30	89.70	01/04/2010	I/N
Saturday and Sunday Evening	88.30	89.70	01/04/2010	I/N
Category B				
Monday to Friday Morning or Afternoon	17.40	17.65	01/04/2010	I/N
Monday to Thursday Evening	25.80	26.20	01/04/2010	I/N
Category C				
Monday to Friday - Morning or Afternoon	10.50	10.65	01/04/2010	I/N
Monday to Thursday Evening	17.90	18.20	01/04/2010	I/N
Dukes Annexe and Bar Area				
Category A				
Friday night, Saturday, Sunday	35.80	36.35	01/04/2010	I/N
Monday to Friday Morning or Afternoon	13.70	13.90	01/04/2010	I/N
Monday to Thursday evenings	21.00	21.35	01/04/2010	I/N
Category B				
Monday to Friday - Morning or Afternoon	11.60	11.80	01/04/2010	I/N
Monday to Thursday evenings	17.90	18.20	01/04/2010	I/N

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**Culture & Community  
Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Category C				
Monday to Friday - Morning or Afternoon	7.40	7.50	01/04/2010	I/N
Monday to Thursday evenings	12.60	12.80	01/04/2010	I/N
Dukes Partition Bar and Middle				
Category A				
Friday night, Saturday, Sunday	64.10	65.00	01/04/2010	I/N
Monday to Friday Morning or Afternoon	21.00	21.35	01/04/2010	I/N
Monday to Thursday evenings	31.60	32.00	01/04/2010	I/N
Category B				
Monday to Friday - Morning or Afternoon	14.70	14.95	01/04/2010	I/N
Monday to Thursday evenings	22.10	22.45	01/04/2010	I/N
Category C				
Monday to Friday - Morning or Afternoon	10.50	10.65	01/04/2010	I/N
Monday to Thursday evenings	17.90	18.20	01/04/2010	I/N
Dukes Partition Stage & Middle				
Category A				
Friday night, Saturday, Sunday	58.90	59.80	01/04/2010	I/N
Monday to Friday Morning or Afternoon	19.40	19.70	01/04/2010	I/N
Monday to Friday evenings	30.00	30.45	01/04/2010	I/N

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**Culture & Community  
Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Category B				
Monday to Friday - Morning or Afternoon	12.10	12.30	01/04/2010	I/N
Monday to Thursday evenings	17.90	18.20	01/04/2010	I/N
Category C				
Monday to Friday - Morning or Afternoon	7.40	7.50	01/04/2010	I/N
Monday to Thursday evenings	11.50	11.70	01/04/2010	I/N
Catering extra charge	76.70	77.85	01/04/2010	I/N
Stage lighting facility	78.30	79.50	01/04/2010	I/N
<b>NEW WINDMILL</b>				
Category A				
Monday to Friday Morning or Afternoon	27.40	27.80	01/04/2010	I/N
Monday to Thursday evenings	42.60	43.25	01/04/2010	I/N
Friday Evenings	78.30	79.50	01/04/2010	I/N
Saturday & Sunday Morning or Afternoon	78.30	79.50	01/04/2010	I/N
Saturday & Sunday Evening	78.30	79.50	01/04/2010	I/N
Category B				
Monday to Friday - Morning or Afternoon	16.80	17.05	01/04/2010	I/N
Monday to Thursday evenings	25.80	26.20	01/04/2010	I/N
Category C				
Monday to Friday - Morning or Afternoon	11.00	11.20	01/04/2010	I/N
Monday to Thursday evenings	17.90	18.20	01/04/2010	I/N

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**Culture & Community**  
**Head of Culture & Leisure**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>GREEN ROOM</b>				
Standard				
Monday to Friday - Morning or Afternoon	7.90	8.00	01/04/2010	I/N
Monday to Friday evenings	13.20	13.40	01/04/2010	I/N
<b>Catering extra charge</b>	76.20	77.35	01/04/2010	I/N
<b>Stage lighting facility</b>	78.30	79.50	01/04/2010	I/N
<b>TWEED WAY</b>				
Category A				
Monday to Friday Morning or Afternoon	20.50	20.80	01/04/2010	I/N
Monday to Thursday evenings	31.60	32.10	01/04/2010	I/N
Friday Evenings	58.90	59.80	01/04/2010	I/N
Saturday & Sunday Morning or Afternoon	58.90	59.80	01/04/2010	I/N
Saturday & Sunday Evening	58.90	59.80	01/04/2010	I/N
Category B				
Monday to Friday - Morning or Afternoon	16.20	16.45	01/04/2010	I/N
Monday to Thursday evenings	24.00	24.35	01/04/2010	I/N
Category C				
Monday to Friday - Morning or Afternoon	10.50	10.65	01/04/2010	I/N
Monday to Thursday evenings	17.20	17.45	01/04/2010	I/N
Catering extra charge	36.40	36.95	01/04/2010	I/N

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**Culture & Community  
Head of Culture & Leisure**

(B) Charges determined by Committee

<b>Income Source</b>	<b>Charges 2010/11 (from Jan 2011) £</b>	<b>Charges 2011/12 (from April 2011) £</b>	<b>Operative Date of Latest Notified Charge</b>	<b>Basis of Increase</b>
<b>ANNEXE</b>				
Category A				
Monday to Friday Morning or Afternoon	11.00	11.20	01/04/2010	I/N
Monday to Friday evenings	16.20	16.45	01/04/2010	I/N
Saturday & Sunday Morning or Afternoon	20.40	20.70	01/04/2010	I/N
Category B				
Monday to Friday Morning or Afternoon	9.00	9.15	01/04/2010	I/N
Monday to Friday evenings	12.60	12.80	01/04/2010	I/N
Category C				
Monday to Friday Morning or Afternoon	6.90	7.00	01/04/2010	I/N
Monday to Friday evenings	11.50	11.70	01/04/2010	I/N

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**Social Care and Learning  
Head Of Children's Services**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Music School</b>				
(a) Saturday Morning Music School (32 sessions per year including 2 concerts)				
(b) Wednesday and Weekday Music Centre (32 sessions per year including 3 concerts)				
Registration Fee	86.30	87.60	01/04/2011	I/N
Individual Lesson	133.90	135.90	01/04/2011	I/N
Group Lesson – 2 pupils	93.90	95.30	01/04/2011	I/N
Group Lesson – 3 pupils	62.70	63.70	01/04/2011	I/N
Keyboard Class	47.40	48.10	01/04/2011	I/N
Music Kindergarten	38.60	39.20	01/04/2011	I/N
Young Musicians Registration Fee	49.60	50.40	01/04/2011	I/N
Young Musicians Instrumental Class (group of 4)	47.40	48.10	01/04/2011	I/N
(c) Associate Ensemble Membership				
Associate Member (Secondary)	38.60	39.20	01/04/2011	I/N
Associate Member (Primary)	19.30	19.60	01/04/2011	I/N
Associate Member (Adult)	41.20	41.80	01/04/2011	I/N
d) Hire of Instruments (Annual Charges)	27.10	27.50	01/04/2011	I/N

Please note these charges are subject to revision for the 2011/2012 financial year.

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**Social Care and Learning  
Head Of Children's Services**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
e) Scholarship				
Secondary - Individual Lesson (30 mins)	110.80	112.50	01/04/2011	I/N
Secondary - Individual Lesson (15 mins)	74.60	75.70	01/04/2011	I/N
Primary - Individual Lesson (30 mins)	92.70	94.10	01/04/2011	I/N
Primary - Individual Lesson (15 mins)	56.50	57.40	01/04/2011	I/N

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**Social Care and Learning  
Head Of Children's Services**

(A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Europa Centre</b>				
Visits (Non-Havering Schools and Colleges)				
(a) Tuition of French, German, Spanish				
5 native speakers				
(Duration 2 hours – per session)				
autumn term	303.00	307.60	01/04/2011	I/N
spring & summer terms	345.00	350.30	01/04/2011	
(c) Foreign Language Courses for Primary and Secondary Pupils	50.00	50.80	01/04/2011	I/N
<b>Schools Meals and Milk</b>				
(a) Charges Per Meal				
Primary	1.90	1.95	01/04/2011	I/N
Secondary	2.20	2.25	01/04/2011	I/N
Special Infant	1.65	1.70	01/04/2011	I/N
Special Junior	1.90	1.95	01/04/2011	I/N
Adult	3.05	3.10	01/04/2011	I/N
(b) Contributions towards cost of milk for infants (Termly Charge)*				
Summer	10.60	TBC	01/04/2011	N
Autumn	12.10	TBC	01/04/2011	N
Spring	10.30	TBC	01/04/2011	N
Summer (non-subsidised)	13.10	TBC	01/04/2011	N
Autumn (non-subsidised)	14.90	TBC	01/04/2011	N
Spring (non-subsidised)	12.80	TBC	01/04/2011	N
* Charge for each term will depend on eligibility, number of days, take up of milk and level of European Community subsidy.				

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(A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Environmental Health</b>				
<b>Gambling Act 2005</b>				
<b>Lottery ( fees set by Govt)</b>				
New registration	40.00	TBA		
Annual re registration	20.00	TBA		
<b>Permit fees ( fees set by Govt)</b>				
Notification of right of licensed premises to have 2 gaming machines	50.00	TBA		
<b>Family Entertainment Centre</b>				
New application	300.00	TBA		
Change of name	25.00	TBA		
Copy of permit	15.00	TBA		
<b>Prize Gaming permit ( S 16)</b>				
New application	300.00	TBA		
Change of name	25.00	TBA		
Copy of permit	15.00	TBA		

S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community**  
**Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Licensed premises gaming machine permit</b>				
New application (new operator)	150.00	TBA		
New application ( existing operator)	100.00	TBA		
Vary a permit	100.00	TBA		
Transfer application	25.00	TBA		
Annual fee (1 <sup>st</sup> fee payable within 30 days of issue)	50.00	TBA		
Change of name	25.00	TBA		
Copy of permit	15.00	TBA		
<b>Club gaming machine permit</b>				
New application	200.00	TBA		
Renewal	100.00	TBA		
New application ( existing operator)	100.00	TBA		
Vary a permit	100.00	TBA		
Copy of permit	15.00	TBA		
Annual fee ( 1 <sup>st</sup> fee payable within 30 days of issue)	50.00	TBA		
<b>Environment Protection Act</b>				
Application Fee	1,514.00	TBA		
Standard Process	138.00	TBA		
Service stations	138.00	TBA		
Waste oil burners under 0.4MW	1,470.00	TBA		
Mobile screening and crushing plant	878.00	TBA		
For the third to seventh applications	445.00	TBA		
For the eight and subsequent applications				

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**Culture & Community**  
**Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Annual subsistence charge	690.00	TBA		
Standard process LOW	1,034.00	TBA		
Standard process MEDIUM	1,540.00	TBA		
Standard process HIGH	141.00	TBA		
Service stations	141.00	TBA		
Waste oil burners under 0.4MW	921.00	TBA		
Mobile screening and crushing plant	549.00	TBA		
For the third to seventh applications	282.00	TBA		
For the eighth and subsequent applications				
Transfer and Surrender				
Transfer	150.00	TBA		
Partial transfer	444.00	TBA		
Surrender	No Fee			
Transfer : Service Stations and Waste Oil burners <0.4MW	No Fee			
Partial Transfer : Service Stations and Waste Oil burners <0.4MW				
	42.00	TBA		
Substantial changes to s10 & s11				
Standard process	936.00	TBA		
Service stations	91.00	TBA		
Waste oil burners under 0.4MW	91.00	TBA		
Change due to implement an upgrading plan	137.00	TBA		

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**Culture & Community**  
**Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Licensing Act 2003 fees set by DCMS</b> Application for the grant or renewal of a personal licence Temporary event notice Theft, loss, etc. of premises licence or summary Application for a provisional statement where premises being built etc  Notification of change of name or address Application to vary licence to specify individual as premises supervisor  Application for transfer of premises licence Interim authority notice following death etc. of licence holder Theft, loss etc. of certificate or summary Notification of change of name or alteration of rules of club Change of relevant registered address of club Theft, loss etc. of temporary event notice Theft, loss etc. of personal licence Duty to notify change of name or address Right of freeholder etc. to be notified of licensing matters  <b>Main Fee Levels</b> <b>Based on non domestic rateable value:</b> <b>Band A      £0       - £4300</b> <b>Band B      £4301   - £33000</b> <b>Band C      £33001 - £87000</b> <b>Band D      £87001 - £125000</b> <b>Band E      £125001 and over</b>	 37.00  21.00  10.50  315.00  10.50 23.00 23.00 23.00 10.50 10.50 10.50 10.50	 TBA  TBA  TBA  TBA  TBA TBA TBA TBA TBA TBA TBA		

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**Culture & Community**  
**Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Premises Licences*</b>				
New Applications and variation				
Band A	100.00	TBA		
Band B	190.00	TBA		
Band C	315.00	TBA		
Band D	450.00	TBA		
Band E	635.00	TBA		
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	TBA		
Band E x 3	1,905.00	TBA		
Annual charge*				
Band A	70.00	TBA		
Band B	180.00	TBA		
Band C	295.00	TBA		
Band D	320.00	TBA		
Band E	350.00	TBA		

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**Culture & Community  
Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<p>Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D &amp; E only)</p> <p>Band D x 2 Band E x 3</p> <p><b>Additional Fees*</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.</p> <p><b>Additional</b> Premises licence fee Numbers in attendance at any one time</p> <p>5,000 - 9,999 10,000 - 14,999 15,000 - 19,999 20,000 - 29,999 30,000 - 39,999 40,000 - 49,999 50,000 - 59,999 60,000 - 69,999 70,000 - 79,999 80,000 - 89,999 90,000 and over</p>	<p>640.00 1,050.00</p> <p>1,000.00 2,000.00 4,000.00 8,000.00 16,000.00 24,000.00 32,000.00 40,000.00 48,000.00 56,000.00 64,000.00</p>	<p>TBA TBA</p> <p>TBA TBA TBA TBA TBA TBA TBA TBA TBA TBA TBA</p>		

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community**  
**Head of Housing & Public Protection**

(A) Statutory and Nationally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Additional</b> annual fee payable (if applicable) Numbers in attendance at any one time				
5,000 - 9,999	500.00	TBA		
10,000 - 14,999	1,000.00	TBA		
15,000 - 19,999	2,000.00	TBA		
20,000 - 29,999	4,000.00	TBA		
30,000 - 39,999	8,000.00	TBA		
40,000 - 49,999	12,000.00	TBA		
50,000 - 59,999	16,000.00	TBA		
60,000 - 69,999	20,000.00	TBA		
70,000 - 79,999	24,000.00	TBA		
80,000 - 89,999	28,000.00	TBA		
90,000 and over	32,000.00	TBA		
<b>Club premises certificates</b>				
New application variation				
Band A	100.00	TBA		
Band B	190.00	TBA		
Band C	315.00	TBA		
Band D	450.00	TBA		
Band E	635.00	TBA		
Annual charge				
Band A	70.00	TBA		
Band B	180.00	TBA		
Band C	295.00	TBA		
Band D	320.00	TBA		
Band E	350.00	TBA		

Basis of Increase:

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>ENVIRONMENTAL HEALTH ANNUAL LICENCES</b>				
Animal boarding establishments	250.00	255.00	1.04.11	S
Animal Boarding change to Licence	45.00	46.00	1.04.11	S
Animal Boarding renewal (Animal Boarding Establishments Act 1963)	187.00	190.00	1.04.11	I/N
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)	187.00	190.00	1.04.11	I/N
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)	187.00	187.00	1.04.09	I/N
Special treatment establishments (London Local Authority Act 1991)				
- Single treatment	175.00	178.00	1.04.11	I/N
- Multiple treatment	269.00	273.00	1.04.11	I/N
- variation of licence	66.00	67.00	1.04.11	I/N
- transfer of licence	66.00	66.00	1.04.11	I/N

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Performing Animals (Performing Animals(Regulations)Act 1925)				
Registration	93.50	95.00	1.04.11	I/N
Application to vary registration	45.00	46.00	1.04.11	S
Certificate	25.00	25.50	1.04.11	S
Pet Shops application	187.00	190.00	1.04.11	I/N
Pet Shops change to Licence (Pet Animals Act 1951)	45.00	46.00	1.04.11	I/N
Poisons ( Poisons Act 1972)				
- Inclusion on list of persons entitled to sell poison	57.00	58.00	1.04.11	I/N
- Alteration of list	27.50	28.00	1.04.11	I/N
-Retention of name on list	57.00	58.00	1.04.11	I/N
Riding Establishments				
Riding establishments application	305.00	309.00	1.04.11	I/N
	Plus Vet fees	Plus Vet fees		
	45.00	46.00		
Riding establishments application to change Licence	Plus Vet Fees	Plus Vet Fees	1.04.11	I/N
Riding establishments (Riding Establishments Acts 1964-1970)				

Basis of Increase:

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Notification to operate a Zoo	152.00	154.50	1.04.11	S
Application for a Zoo Licence	508.00 plus Vet fees	515.50 plus Vet fees	1.04.11	I/N
Zoo Licence application to change (Zoo Licensing Act 1981)	283 plus Vet fees	287.50 plus Vet fees	1.04.11	I/N
Sex Establishment				
Sex Establishment Application	5,075.00	10,000.00	1.04.11	S
Sex Establishment Licence application to change [Local Government (Miscellaneous Provisions) Act 1982]	2,030.00	2,060.50	1.04.11	I/N
Hypnotism consent (Hypnotism Act 1952)	110.00	112.00	1.04.11	S
Caravan and Camping Site	335.00	340.00	1.04.11	S

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Street Trading Licences</b> (Reduced income offset by increases in other licences)				
Trading between 05:00 - 20:00				
Seven days per week	1,830.00	1,857.50	1.04.11	I/N
Six days per week	1,569.00	1,592.50	1.04.11	I/N
Five days per week	1,311.00	1,331.00	1.04.11	I/N
Four days per week	1,046.00	1,062.00	1.04.11	I/N
Three days per week	786.00	798.00	1.04.11	I/N
Two days per week	523.00	531.00	1.04.11	I/N
One day per week	263.00	267.00	1.04.11	I/N
Trading between 20:00 - 02:00				
Seven days per week	2,265.00	2,299.00	1.04.11	I/N
Six days per week	1,942.00	1,971.50	1.04.11	I/N
Five days per week	1,618.00	1,642.50	1.04.11	I/N
Four days per week	1,294.00	1,314.50	1.04.11	I/N
Three days per week	970.00	985.00	1.04.11	I/N
Two days per week	648.00	658.00	1.04.11	I/N
One day per week	324.00	329.00	1.04.11	I/N
These can be paid annually in advance or monthly by direct debit				

Basis of Increase:

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Temporary Street Trading Licences (up to 6 months) trading between 05.00 and 20.00				
Seven days per week	915.00	929.00	1.04.11	I/N
Six days per week	785.00	797.00	1.04.11	I/N
Five days per week	656.00	666.00	1.04.11	I/N
Four days per week	523.00	531.00	1.04.11	I/N
Three days per week	393.00	399.00	1.04.11	I/N
Two days per week	262.00	266.00	1.04.11	I/N
One day per week	132.00	134.00	1.04.11	I/N
Trading between 20.00 and 02.00				
Seven days per week	1,133.00	1,150.00	1.04.11	I/N
Six days per week	971.00	986.00	1.04.11	I/N
Five days per week	809.00	821.00	1.04.11	I/N
Four days per week	647.00	657.00	1.04.11	I/N
Three days per week	485.00	492.50	1.04.11	I/N
Two days per week	324.00	329.00	1.04.11	I/N
One day per week	162.00	165.50	1.04.11	I/N
Daily Temporary Licence for special events	37.00	38.00	1.04.11	S
Duplicate Licence	40.00	41.00	1.04.11	I/N
Variations to existing Licences	86.00	87.50	1.04.11	I/N

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Stray Dog Service</b>				
Impounding fee per dog	25.00	25.00	1.04.10	I/N
Administration Fee	10.00	10.00	1.04.10	I/N
Weekdays 09.00 - 21.59	50.00	50.00	1.04.10	I/N
Weekdays 22.00 - 08.59	60.00	60.00	1.04.10	I/N
Weekends 09.00 - 21.59	60.00	60.00	1.04.10	I/N
Weekends 22.00 - 08.59	70.00	70.00	1.04.10	I/N
Bank Holidays	70.00	70.00	1.04.10	I/N
Charge per day per dog/part day	11.00	11.00	1.04.10	I/N
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response	341.00	346.00	1.04.11	I/N
(where available and on request)	Plus VAT	Plus VAT		
b) 20 working day response	171.00	174.00	1.04.11	I/N
	Plus VAT	Plus VAT		
For every hour over 2 hours	59.00	60.00	1.04.11	I/N
	Plus VAT	Plus VAT		

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
5 – YEAR LICENCE HMO Licensing Basic fee per unit of accommodation (i.e. accommodation which is occupied by a single household as defined in Sec 258 of the Housing Act 2004 e.g., a bed-sit or bedroom in a shared house. In the case of a flat in multiple occupation each bedroom will count as a separate unit.	110.00	121.00	1.04.11	I/N
Discounted rate per unit for landlords accredited through the London Landlord Accreditation Scheme (LLAS) or membership of a recognised Landlord's Association (i.e. an association where members sign up to a code of practice that has been approved e.g. the National Landlords Association	90.00	100.00	1.04.11	I/N
Discounted rate per unit for Registered Charity or non-profit making organisation	55.00	60.50	1.04.11	I/N
Assistance in filling in the application form or a site visit prior to the form being submitted	50.00 per hr (up to a max of £200.00)	55.00 per hr (up to a max of £200.00)	1.04.11	I/N

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Licence variations e.g. registering a change of ownership, change of managing agent or changes in the use of layout of the property	200.00	100.00	1.04.11	Amended
Issue of Temporary Exemption Notices	200.00	100.00	1.04.11	Amended
Failure to complete application within 6 months from date received by the Council	No Refund	No Refund		
Renewal of HMO Licence	50% of the Original Cost	50% of the Original Cost	1.04.11	I/N
Duration of Licence	5 years	5 years	1.04.11	
Gambling Act 2005 Fees set by LA (subject to maxima set by Govt)				

Basis of Increase:

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Bingo club</b>				
New premises application	3,000.00	3,045.00	1.04.11	I/N
Annual fee	587.00	596.00	1.04.11	I/N
Application to vary	1,000.00	1,000.00	1.04.07	I/N
Application to transfer	500.00	500.00	1.04.09	I/N
Application for reinstatement	776.00	776.00	1.04.09	I/N
Application for a provisional statement	1,035.00	1,035.00	1.04.10	I/N
License application (provisional statement holders)	776.00	776.00	1.04.09	I/N
Copy licence				
Notification of change	25.00	25.00	1.04.07	I/N
	50.00	50.00	1.04.07	I/N
<b>Betting shop</b>				
New premises application	1,000.00	1,015.00	1.04.11	I/N
Annual fee	587.00	596.00	1.04.11	I/N
Application to vary	760.00	760.00	1.04.11	I/N
Application to transfer	500.00	500.00	1.04.09	I/N
Application for reinstatement	776.00	776.00	1.04.09	I/N
Application for a provisional statement	1,035.00	1,035.00	1.04.09	I/N
License application (provisional statement holders)	500.00	776.00	1.04.11	I/N
Copy licence	25.00	25.00	1.04.07	I/N
Notification of change	50.00	50.00	1.04.07	I/N

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Betting premises tracks</b>				
New premises application	2,400.00	2,436.00	1.04.11	I/N
Annual fee	771.00	783.00	1.04.11	I/N
Application to vary	1,000.00	1,000.00	1.04.07	I/N
Application to transfer	500.00	500.00	1.04.09	I/N
Application for reinstatement	750.00	750.00	1.04.07	I/N
Application for a provisional statement	2,400.00	2,400.00	1.04.09	I/N
License application (provisional statement holders)	500.00	750.00	1.04.11	I/N
Copy licence	25.00	25.00	1.04.07	I/N
Notification of change	50.00	50.00	1.04.07	I/N
 <b>Family Entertainment centres</b>				
New premises application	1,340.00	1,360.00	1.04.11	I/N
Annual fee	587.00	596.00	1.04.11	I/N
Application to vary	1,000.00	1,000.00	1.04.07	I/N
Application to transfer	500.00	500.00	1.04.09	I/N
Application for reinstatement	750.00	750.00	1.04.07	I/N
Application for a provisional statement	1,390.00	1,390.00	1.04.07	I/N
License application (provisional statement holders)	500.00	780.00	1.04.11	I/N
Copy licence	25.00	25.00	1.04.07	I/N
Notification of change	50.00	50.00	1.04.07	I/N

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**Culture & Community Directorate  
Head of Housing & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Adult gaming centres</b>				
New premises application	1,340.00	1,380.00	1.04.07	I/N
Annual fee	587.00	596.00	1.04.11	I/N
Application to vary	1,000.00	1,000.00	1.04.07	I/N
Application to transfer	500.00	500.00	1.04.09	I/N
Application for reinstatement	750.00	750.00	1.04.07	I/N
Application for a provisional statement	1,340.00	1,340.00	1.04.07	I/N
License application (provisional statement holders)	750.00	750.00	1.04.07	I/N
Copy licence	25.00	25.00	1.04.07	I/N
Notification of change	50.00	50.00	1.04.07	I/N

Basis of Increase:

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I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

**Finance & Commerce**  
**Head Of Exchequer Services**

(A) Statutory and Nationally Agreed Charges

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan 11) £	Charges 2011/12 (from 1st April 11)	Operative Date of Latest Notified Charge	Basis of Increase
<b>Exchequer Services</b>				
<b>Legal Fee's</b>				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	99.00	99.00		
Liability Order	10.00	10.00		
Summons NNDR (inc £3 paid to the court)	180.00	180.00		
Liability Order NNDR	47.00	47.00		
Means Enquiry Summonses Council Tax (£240.00 paid to the court)	325.00	325.00		
Arrest Warrants with Bail Council Tax (inc. £25 paid to the court)	110.00	110.00		
Arrest Warrants without Bail Council Tax (inc. £25 paid to the court)	130.00	130.00		
Committal Order Council Tax	40.00	40.00		

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**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Legal &amp; Democratic Services</b>				
Licences to Assign (Seal)	321.00	400.00	1.4.11	L
Licence to Alter	321.00	400.00	1.4.11	L
<b>Sale of Council Houses - Mortgage Fees</b>	122.00	122.00	1.4.10	I/N
<b>Mortgage Redemption Fee - early redemption</b>	109.00	112.00	1.4.11	I/N
- complete term	54.00	55.00	1.4.11	I/N
Deeds of release for pre-emption discount repayment	127.50	130.00	1.4.11	I/N
Release from Mortgage Covenant	78.00	80.00	1.4.11	I/N
Second Charge Questionnaire	85.00	85.00	1.4.10	I/N
Enquiries re: Discount repayment from Commercial sources	55.00	60.00	1.4.11	I/N

Basis of Increase:

C - An increase dependent on committee approval

D - Increase recommended by Manager of Democratic Services

E - Increase recommended by Manager of Election Services

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

L - Increase recommended by Head of Legal Services

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

S - An increase above inflation consequent upon a corporate plan saving

# - Fee to be recalculated nearer beginning of new financial year



**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
Administration fee re:enquiries from commercial sources on 2nd charges	45.00*	45.00*	1.4.10	I/N
Reserve/Access Licences - single payment	33.00	35.00	1.4.11	I/N
- annual payment	19.00	20.00	1.4.11	I/N
Lease of shops/offices - town centre	520.00	600.00	1.4.11	L
- other	415.00	450.00	1.4.11	L
<i>Complex Commercial Leases</i> <i>(fees dependent on complexity, urgency and time costs to be capped at £2,000 ex vat)</i>				
Sale of surplus land/property	( Fees dependent on consideration payable )	( Fees dependent on consideration payable )		
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:

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S - An increase above inflation consequent upon a corporate plan saving

# - Fee to be recalculated nearer beginning of new financial year

**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
<i>Planning Agreements and Road Agreements</i>  <i>S38 Highways Act 1980 Supervision</i> <i>Section 278 Highways Act 1980</i> <i>Section 106 Town and Country Planning act 1990</i> Legal Charges	Fee dependent on work done subject to minimum fee of £500       380.00	Fee dependent on work done subject to minimum fee of £500       380.00	       1.4.10	       I/N
<b>Local Land Charges</b>  Certain fees are laid down in regulations made under the Local Land Charges Act 1975.  <b>Fees for Official Local Land Charge Certificates</b>				
Registration of a charge in Part II of the registers	68.00	70.00	1.4.11	I/N
Filing a definitive certificate of the Lands Tribunal under Rule 10(3)	2.50	2.50	1.4.09	
Filing a judgement order or application for the variation or cancellation of an entry in Part II on the Register	7.00	7.00	1.4.09	

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- D - Increase recommended by Manager of Democratic Services
- E - Increase recommended by Manager of Election Services
- G - An increase below inflation consequent upon a corporate growth plan.
- I - Based on relevant inflationary change
- L - Increase recommended by Head of Legal Services
- N - A nominal increase e.g. due to rounding of charge
- S - An increase above inflation consequent upon a corporate plan saving

**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
Registration of any other charge	7.00	7.00	1.4.10	L
Inspection of documents filed under Rule 10 in respect of each parcel of land	2.50	0.00	1.4.09	statutory
And in addition in respect of each parcel of land one where rule 11 (3) of the search extends to more than one parcel, subject to a maximum of 16.00	1.00	0.00	1.4.09	statutory
Official search (including issue of official certificate of search)				
a) in only the part of the register	4.00	4.00	1.4.10	L
b) in the whole of the register - post or fax	15.00	15.00	1.4.10	L
c) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16	10.00	10.00	1.4.10	L
And in addition in respect of each parcel of land above one, where under Rule 11 (3) more than one parcel is included in the same requisition (whether the requisition is for a search in the whole as in any part of the register) subject to a maximum of 9.80	2.00	2.00	1.4.10	L

Basis of Increase:

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I - Based on relevant inflationary change

L - Increase recommended by Head of Legal Services

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

S - An increase above inflation consequent upon a corporate plan saving

**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.50	1.50	1.4.10	L
Office copy of any plan or other document filed pursuant to these rules	Such reasonable fee as may be fixed by the registering authority		1.3.92	
Personal Searches in whole or part of the Register	22.00	0.00	1.7.10	statutory
Extract of register in place of personal search		15.00	1.7.10	L
CON29(R) Enquiries				
One parcel of land	70.00	70.00	1.4.10	L
Several parcels of land				
- first extra parcel				
- each addition	29.50	29.50	1.4.09	
(fees that exceed 100 to be fixed by arrangement)				
Update Search Fee	50.00	50.00	1.4.09	
Part 2 Enquiries				
Each printed enquiry	17.00	17.00		
With exception to Question 4	26.50	26.50		
Each additional enquiry	28.50	28.50		
With exception of surrounding area enquiries	42.00	42.00		

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**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	26.00	0.00	1.7.10	statutory
Certified Copy of Land Search	11.00	11.00	1.4.10	I
Copying Charges - Legal Documents				
First Page	1.95*	2.00*	1.4.11	L
Subsequent pages	0.20*	0.20*	1.4.11	L
Certified copy of transactional documents		35.00	1.4.11	L
<b>Street Naming &amp; Numbering</b>				
1 new property/ house or premise name change (to include property conversions up to 4 units)	51.25*	52.00*	1.4.10	L
<u>New Development - (Block names included)</u>				
1-5 plots	51.25*	52.00	1.4.10	L
5-25 plots	71.75*	75.00	1.4.10	L
26-45 plots	102.50*	150.00*	1.4.11	L
46-100 plots	123.00*	200.00*	1.4.11	L
100+ plots	153.75*	300.00*	1.4.11	L

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**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Use of Council Chamber and Committee Rooms – Town Hall</b>				
Council Chamber				
Monday to Friday - per whole day	308.00	313.00	1.4.10	I/N
Monday to Friday - per half day	154.50	157.00	1.4.10	I/N
Weekends - per whole day	433.00	439.00	1.4.10	I/N
Weekends - per half day	215.00	218.00	1.4.10	I/N
Evenings - after 6pm				
Fridays and weekends only	186.00	189.00	1.4.10	I/N
Committee Rooms - per hour (daytime & evening)				
Room 1	23.00	23.40	1.4.10	I/N
Room 2	17.50	17.80	1.4.10	I/N
Room 4	23.00	23.40	1.4.10	I/N

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**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Land and Property Services</b> Various charges for services to private sector				
<b>Democratic Services</b> Copies of the Constitution	24.00	24.40	1.4.10	I/N
<b>All Departments</b>  Local Government (Access to Information) Act 1985 Inspection of papers in background paper list	No Charge	No Charge		
<b>Copying</b> Supply of photocopies of background papers				
- first page	1.95*	2.00*	1.4.10	D
- cost per additional page	0.20*	0.20*	1.4.10	D

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# - Fee to be recalculated nearer beginning of new financial year

**Directorate**  
**Assistant Chief Executive - Legal & Democratic Services**

Vat Inclusive\*

Income Source	Charges 2010/11 (from 1st Jan) £	Charges 2011/12 (from 1st April) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Electoral Registration</b>				
Sale of Electoral Registers				
Data format	20.00	20.00	1.2.01	statutory
-Additional charge per 1000 entries	1.50	1.50	1.2.01	statutory
Paper format	10.00	10.00	1.2.01	statutory
-Additional charge per 1000 entries	5.00	5.00	1.2.01	statutory
Registration Certificate	16.00	16.25	1.4.10	E
Charge for each additional year checked	5.25	5.25		
Ward Map	3.00	3.25		
Photocopying - first page	2.45*	2.50*	1.4.10	E
- cost per additional page	0.20*	0.20*	1.4.10	E

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**Culture and Community  
Head Of Culture and Leisure Services**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>FINES</b>			01/04/2010	
Adults	0.20	0.25		I/N
Children	0.08	0.10		I/N
Spoken Words	0.20	0.25		I/N
Lost Tickets	3.25	3.30		I/N
Lost Items - Replacement Cost (Min charge £10)				I/N
Overdue notifications				
1st Overdue (E-Mail)		No charge		I/N
1st Overdue (Text/Telephone)		0.15		
1st Overdue (Post)	0.35	1.00		
2nd Overdue	1.30	Remove		I/N
Reservations				
Adult (E-mail)		1.10		
Adult (Text/Telephone)		1.20		
Adult (Post)	1.05	1.60		
Children	No Charge	No Charge		
Items not held within borough				
Adult (E-mail)		2.55		
Adult (Text/Telephone)		2.70		
Adult (Post)	2.50	3.20		
Children	No Charge	No Charge		

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**Culture and Community  
Head Of Culture and Leisure Services**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
CDs per week - Singles	1.05	1.10	01/04/2010	
- Sets	2.10	2.15		
Spoken Word per 3 weeks (registered blind exempt)				
Videos /DVDS per week				
Premium	3.10	Remove		
Standard N/F	1.55	Remove		
Children	2.05	Remove		
Language Courses				
3 weeks	3.65	3.70		I/N
12 weeks	5.75	5.80		I/N
Playstation games per week	3.65	Remove		I/N
Music Scores(3 Months)		20.00		
Fax Costs *				
First page	1.69 *	1.70 *		I/N
Subsequent Pages	1.17 *	1.20 *		I/N
Photo Copies *				
B/W A4	0.22 *	0.25 *		I/N
B/W A3	0.22 *	0.30 *		I/N
Colour A3 (Photocopy)	1.86 *	1.90 *		I/N
Colour A4 (Photocopy)	1.25 *	1.30 *		I/N

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**Culture and Community  
Head Of Culture and Leisure Services**

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
People's Network-Printing *			01/04/2010	
B/W A4 (Printout per page)	0.22 *	0.25 *		I/N
Colour A4 (Printout per page)	1.25 *	1.30 *		I/N
People's Network-Usage				
1st Hour	No Charge	No Charge		I/N
Elect Equipment i.e. Lap Top Charging per day etc		1.00		
Elect Equipment i.e. Mobile Phone charging per day etc		1.00		
All other elect appliances		1.00		
Room Hire (3 Hour Session)				
Upminster per hour	20.00	20.00		
Upminster-After 8pm £25 locking up fees	25.00	25.00		
Hornchurch 1st hour Large meeting room	25.00	25.00		
Additional hours Large meeting room	20.00	20.00		
Hornchurch-After 10pm £25 locking up fees	25.00	25.00		
Hornchurch Class Room One per hour	20.00	20.00		
Hornchurch Class Room Two per hour	15.00	15.00		
Elm Park Meeting Room per hour	20.00	20.00		
Romford 1st hour Large meeting room	25.00	25.00		
Additional hours Large meeting room	20.00	20.00		
Romford-After 10pm £25 locking up fees	25.00	25.00		

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**Culture and Community  
Head Of Culture and Leisure Services**

(B) Charges determined by Committee

<b>Income Source</b>	<b>Charges 2010/11 (from Jan 2011) £</b>	<b>Charges 2011/12 (from April 2011) £</b>	<b>Operative Date of Latest Notified Charge</b>	<b>Base of Increase</b>
Exhibitions(per week) Upminster at exhibitors liability for one week Hornchurch at exhibitors liability for one week	No Charge  No Charge	No Charge  No Charge	01/04/2010	

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**Culture & Community  
Head of Regeneration & Strategic Planning**

Vat inclusive\*

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from 1st Apr) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Markets Charges -per month</b>				
<b>North Street</b>				
(Final Step towards rent equalisation in line with market strategy)				
Ground space / 6ft frontage	155.00	167.00	01/04/2011	C
Lighting - monthly per point	11.20	11.40	01/04/2011	I/N
<b>Main Market</b>				
Ground space / 6ft frontage	164.40	167.00	01/04/2011	I/N
Lighting - monthly per point	11.20	11.40	01/04/2011	I/N
<b>Stall and Cover Charges</b>				
Hire Of 6ft Stall	51.60*	52.30*	01/04/2011	I/N
Lighting - monthly per point	30.10*	30.60*	01/04/2011	I/N
Other One Off Charges				
Nomination Of Licence	245.60	249.30	01/04/2011	I/N
Nomination Of Licence to member of Family	177.60	180.20	01/04/2011	I/N
Other alterations to Licences	40.60	41.20	01/04/2011	I/N

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**Culture & Community  
Head of Regeneration & Strategic Planning**

Vat inclusive\*

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from 1st Apr) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Market Charges</b>				
<b>Casual Traders -Daily Charges</b>				
Casual Licence-Saturday Market-Ground Space of 6ft frontage	19.30	22.00	01/04/2011	C
Casual Licence-Wed or Friday-Ground Space of 6ft frontage	12.20	15.00	01/04/2011	C
Hire of 6ft stall	5.20	5.30 *	01/04/2011	I/N
Hire of 6ft cover	2.00	2.20 *	01/04/2011	I/N
Lighting Charges				
Casual traders per point per day	2.40	2.50	01/04/2011	I/N
Extra land charge	5.10	5.20	01/04/2011	I/N
<b>Extra Market Days-At Christmas/Sundays/Bank Holidays</b>				
Ground Space of 6ft frontage				
Licenced Traders (having held a licence for at least 2 mths,incl nominations)	N/A	15.00	01/04/2011	C
Casual Traders	N/A	20.00	01/04/2011	C

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**Culture and Community  
Head Of Streetcare Services**

(A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Parking Facilities</b>				
Penalty Charge Notices (Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)			01.04.11	
Less Serious Contravention Band A	80.00	80.00		
Less Serious Contravention Band A if paid within 14days	40.00	40.00		
Serious Contravention Band A	120.00	130.00		
Serious Contravention Band A paid within 14 days	60.00	65.00		
Less Serious Band B	60.00	60.00		
Less Serious paid within 14 days	30.00	30.00		
Serious Band B	100.00	110.00		
Serious Band B if paid within 14 days	50.00	55.00		
 Vehicle Clamping and Removal			01.04.11	
Vehicle Immobilisation release fee	70.00	70.00		
Vehicle Pound release fee (if clamped)	200.00	200.00		
Disposal Fee	70.00	70.00		
Vehicle Pound storage fee (per day)	40.00	40.00		

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## Culture and Community Head Of Streetcare Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Parking Facilities</b>			04.06.07	G
Angel Way, Como St, Slaney Rd (Sat only), Front of Town Hall, Oldchurch Rise and Grimshaw Way (Sat only) & High St. Disabled Monday to Friday - Period Hours				
0 - 1	0.60 *	0.60 *		
1 - 2	1.20 *	1.20 *		
2 - 3	2.40 *	2.40 *		
3 - 4	3.00 *	3.00 *		
4 - 5	6.00 *	6.00 *		
5 - 6	7.00 *	7.00 *		
6 - 7	8.00 *	8.00 *		
7 - 8	9.00 *	9.00 *		
over 8	10.00 *	10.00 *		
Lost Ticket	10.00 *	10.00 *		
Solo Motorcycle	Nil Charge *	Nil Charge *		
Saturday - Period Hours				
0 - 1	1.20 *	1.20 *		
1 - 2	2.40 *	2.40 *		
2 - 3	2.60 *	2.60 *		
3 - 4	3.00 *	3.00 *		
4 - 5	6.00 *	6.00 *		
5 - 6	7.00 *	7.00 *		
6 - 7	8.00 *	8.00 *		
7 - 8	9.00 *	9.00 *		

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## Culture and Community Head Of Streetcare Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Saturday - Period Hours (continued) over 8	10.00 *	10.00 *		
Lost Ticket	10.00 *	10.00 *		
Solo Motorcycle	Nil Charge	Nil Charge		
Front of Town Hall - First 20mins (Then variable as above)	0.20 *	0.20 *		
Market Place (Non-market days)			04.06.07	G
0 - 1	0.60 *	0.60 *		
1 - 2	1.20 *	1.20 *		
Outlying Car Parks - Short Stay (Excluding Dorrington Gdns Upper Tier, North St. & Billet Lne)			25.08.08	G
Monday – Saturday				
0 - 2	0.20 *	0.20 *		
2 - 3	0.50 *	0.50 *		
3 - 4	2.00 *	2.00 *		
Solo Motorcycles	No Charge	No Charge		
18.00 to 07.00am	No Charge	No Charge		

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**Culture and Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<p>Outlying Car Parks - Mixed Tariff (Dorrington Gdns Upper Tier, North St. &amp; Billet Lne)</p> <p>Monday – Saturday</p> <p>0 - 2</p> <p>2 - 3</p> <p>3 - 4</p> <p>4 - 12</p> <p>Solo Motorcycles</p> <p>18.00 to 07.00am</p> <p>Long Stay Car Parks</p> <p>Marshalls</p> <p>Weekdays – All day</p> <p>Saturdays – All day</p>	<p>0.20 *</p> <p>0.50 *</p> <p>2.00 *</p> <p>3.50 *</p> <p>No Charge</p> <p>No Charge</p> <p>6.00 *</p> <p>6.00 *</p>	<p>0.20 *</p> <p>0.50 *</p> <p>2.00 *</p> <p>3.50 *</p> <p>No Charge</p> <p>No Charge</p> <p>6.00 *</p> <p>6.00 *</p>	<p>01.02.10</p> <p>04.06.07</p>	<p>G</p> <p>G</p>

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**Culture and Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Season Tickets				
Romford Central Area	per quarter	per quarter	04.06.07	G
Angel Way	200.00 *	200.00 *		
Como Street	200.00 *	200.00 *		
Marshalls	N/A	N/A		
Angel Way & Como St. (per month)	70.00 *	70.00 *		
Outside Romford Central Area				
5 Day season – Balgores Square	200.00 *	200.00 *	04.06.08	G
Dorrington Gardens Long stay	150.00 *	150.00 *	25.08.08	G
North Street (Nalگو)	150.00 *	150.00 *	25.08.08	G
Billet Lne	150.00 *	150.00 *	01.02.10	
On Street Parking Meters and High Street Pay and Display (Maximum Stay 2 hours)			04.06.08	G
0 – 12mins	0.20	0.20		
12mins – 24mins	0.40	0.40		
24mins – 36mins	0.60	0.60		
36mins – 48mins	0.80	0.80		
48mins - 1 hr	1.00	1.00		
1 hr - 1 hr 12mins	1.20	1.20		
1 hr 12mins - 1 hr 24mins	1.40	1.40		
1 hr 24mins – 1 hr 36mins	1.60	1.60		
1 hr 36mins -1 hrs 48mins	1.80	1.80		
1 hr 48 – 2hrs max	2.00	2.00		

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**Culture and Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
On Street Pay and Display (Maximum Stay 2 Hours))			27.01.08	G
0 –1 hr	0.20	0.20		
1 hr – 1 hr 12mins	1.20	1.20		
1 hr 12mins - 1 hr 24mins	1.40	1.40		
1 hr 24mins - 1 hr 36mins	1.60	1.60		
1 hr 36mins – 1 hr 48mins	1.80	1.80		
1 hr 48mins - 2 hrs	2.00	2.00		
Controlled Parking Zones			01.04.10	I/N
Resident's parking permit 1st Permit per household	13.20	13.20		
2nd Permit per household (per year)	17.25	17.25		
3rd permit per household	76.15	76.15		
Resident's visitor permits (book of 10)	5.10	5.10		
Casual permit per 2 hours	5.25	5.25		
Business parking permits (per annum)	71.05	71.05		
Commuter Bays (per annum)	214.20	214.20		
Domestic Carer Permit (per annum)	35.55	35.55		
Change to existing permit	10.15	10.15		

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## Culture and Community Head Of Streetcare Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Disc Parking Scheme and Other Miscellaneous Charges			01.04.10	I/N
Purchase of Disc (per year)	13.20	13.20		
Consent to Park Waiver per day (up to 2 weeks)	10.15	10.15		
Consent to park Waiver per day (from 2 weeks to 3 months )	15.25	15.25		
Health and Homecare Permit (per annum)	13.60	13.60	01.04.10	I/N
Change to existing permit	10.15	10.15		
Blue Badges (New, renewal and replacement of lost or stolen badges)	2.00	2.00	01.04.08	
License Holder Car Parks (per annum)	86.30 *	86.30 *	01.04.10	I/N

Basis of Increase:

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I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

**Finance & Commerce**  
**Head of Development & Building Control**

Vat Inclusive\*

(B) Charges determined by Committee

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Photocopying per A4 sheet ( minimum charge £1)	0.16 *	0.16 *	01/04/2011	I/N
Photocopying of plans ( per sheet )	16.65 *	16.90 *		I/N
Planning History ( per site )	22.00	22.35		I/N
Other requests - per hour ( minimum charge 1/2 hour )	26.90	27.30		I/N
Committee reports ( available from website for free )		No Charge		-
Decision Notices	16.95 *	17.20 *		I/N
Planning Enquiry Letter (per response)	22.00	22.35		I/N
Pre-application advice ( Major Development )	1,415.50 *	1,437.00 *		I/N
Pre-application advice ( Minor Development )	707.75 *	718.50 *		I/N
Section 106 Monitoring	525.00	533.00		I/N

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**Culture and Community  
Head Of Customer Services**

(B) Charges determined by Committee

\*Vat Inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES AND CIVIL PARTNERSHIP</b>			01/04/2011	
Off site attendance to Officiate at an approved premise wedding/civil partnership				
Monday to Friday	375.00	390.00		S
Saturday	450.00	470.00		S
Sunday/ Bank Holiday	575.00	590.00		S
Langtons Hall-New Approved Premise				
High Season (March-October)				
Monday to Thursday	275.00	300.00		S
Friday	375.00	400.00		S
Saturday	525.00	550.00		S
Sunday/ Bank Holiday	675.00	675.00		
Low Season (November-February)				
Monday to Thursday	225.00	250.00		S
Friday	325.00	350.00		S
Saturday	425.00	450.00		S
Sunday/ Bank Holiday	575.00	575.00		

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T - A decrease consequent upon a corporate growth plan

**Culture and Community  
Head Of Customer Services**

(B) Charges determined by Committee

\*Vat Inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
On site attendance to Officiate at a wedding/civil partnership at Langtons House			01/04/2011	
High Season (March-October)				
Monday to Thursday	165.00	180.00		S
Friday	270.00	295.00		S
Saturday	340.00	375.00		S
Sunday/ Bank Holiday	570.00	570.00		
Low Season(November-February)				
Monday to Thursday	145.00	160.00		S
Friday	240.00	265.00		S
Saturday	295.00	325.00		S
Sunday/ Bank Holiday	495.00	495.00		
Other Civil Ceremonies				
Naming Ceremonies / Re-affirmation of vows				
* (prices include VAT) - Langtons Wedding Rooms				
High Season (March - October)				
Monday to Thursday	192.00 *	180.00 *		T
Friday	318.00 *	312.00 *		T
Saturday	408.00 *	396.00 *		T
Sunday	690.00 *	660.00 *		T

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S - An increase above inflation consequent upon a corporate plan saving

T - A decrease consequent upon a corporate growth plan



# Culture and Community Head Of Customer Services

(B) Charges determined by Committee

\*Vat Inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Low Season (November - February)			01/04/2011	
Monday to Thursday	180.00 *	174.00 *		T
Friday	300.00 *	294.00 *		T
Saturday	348.00 *	336.00 *		T
Sunday	588.00 *	564.00 *		T
Naming Ceremonies / Re-affirmation of vows * (prices include VAT) - Langtons Hall				
High Season (March - October)				
Monday to Thursday	324.00 *	312.00 *		T
Friday	438.00 *	420.00 *		T
Saturday	630.00 *	612.00 *		T
Sunday	810.00 *	720.00 *		T
Low Season (November - February)				
Monday to Thursday	264.00 *	252.00 *		T
Friday	444.00 *	432.00 *		T
Saturday	504.00 *	492.00 *		T
Sunday	678.00 *	600.00 *		T
<i>(An Additional £30 is charged if any ceremony falls on any of the following three days: Valentine's day, Christmas Eve or New Year's Eve)</i>				

Basis of Increase:

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I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

T - A decrease consequent upon a corporate growth plan

## Culture and Community Head Of Customer Services

(B) Charges determined by Committee

\*Vat Inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<p>Individual Citizenship ceremony Wedding Rehearsal fee(per half hour)</p> <p>(An Additional £30 is charged if a ceremony falls on any of the following three days: Valentine's day, Christmas Eve or New Year's Eve)</p> <p>Langtons Hall Hire (Hourly) Monday-Friday 9.00-19.00 Monday-Thursday 19.00-24.00 Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours at the weekend)</p> <p>Langtons Room Hire (Hourly) at all times (A discount of 30% applies for Charity/Community groups by application)</p>	<p>135.00 35.00</p> <p>27.00 38.00 75.00</p> <p>27.00</p>	<p>135.00 35.00</p> <p>27.00 38.00 75.00</p> <p>27.00</p>	01/04/2011	

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S - An increase above inflation consequent upon a corporate plan saving

T - A decrease consequent upon a corporate growth plan

**Culture and Community  
Head Of Customer Services**

(B) Charges determined by Committee

\*Vat Inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
Copy Certificate fast-track service*				
Within 24 hours	5.00	10.00		S
Within 1 hour**	10.00	25.00		S
(*charges in addition to statutory fee for charge of actual certificate)				
(** To be a 'while you wait' service from 11/12)				
Change of ceremony appointment fee	25.00	25.00		
Sponsorship for Langtons Ceremony Brochure (price includes VAT for 10/11 but not applied for 09/10)				
Whole A5 page -portrait	646.25	550.00		T
Half A5 Page - Landscape	352.50	300.00		T
Quarter A5 Page - Portrait	205.63	175.00		T
Back Cover - Whole A5 Page - Portrait	1,292.50	1,100.00		T
Inside Back Cover - Whole A5 Page - Portrait	969.38	825.00		T
Nationality Checking Service				
Single Adult	60.00	60.00		
Married Couple	85.00	85.00		
Child	35.00	35.00		
Non-Refundable *** appointment fee for Notice of Marriage (Saturdays) (payable in addition to the statutory fee) (***applies to non-attendees only)	25.00	25.00		

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**Culture and Community  
Head Of Customer Services**

(A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Registrar of Births, Deaths and Marriages and Civil Partnerships</b>				
Places of Worship Registration Act 1855	28.00	28.00		
Section 5 Certification of place of meeting for religious worship			01.04.98	
Marriage Act 1949				
Section 27 (6) Entry In marriage/civil partnership notice book	33.50	33.50	06.04.10	
Section 41(6) Registration of building for solemnization of marriages	120.00	120.00	01.04.98	
Section 51 Fee of registrar for attending marriage/civil partnership				
i) at a register office	40.00	40.00	01.12.05	
ii) at a registered building or at a place where the house hold or detained person usually resides	80.00	80.00	06.04.10	
iii) Fee of Superintendent Registrar for attending marriage/ civil partnership at the place where a housebound or detained person usually resides	49.00	49.00	06.04.10	
Section 64(1) Certified copy of entry issued under the subsection				
i) When application is made at the time of registering	3.50	3.50		
ii) After the time of registration	7.00	7.00	06.04.10	
Certified copy of entry for Civil Partnerships				
i) At the time of registration	3.50	3.50		
ii)After the time of registration	9.00	9.00	06.04.10	

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## Culture and Community Head Of Customer Services

### (A) Statutory and Nationally Agreed Charges

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01.04.04	
Certified copy of entry issued under that sub-section	7.00	9.00	06.04.10	
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office	7.00	9.00	06.04.10	
Births, Deaths Registration Act 1953 Section 30(2) certified copy of entry following search of indexes kept at General Register Office	7.00	9.00	06.04.10	

#### Basis of Increase:

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Streetcare</b>				
<b>Borough Roads</b>				
(i) Licences				
To place skip/builders materials on highway/footway			01.04.11	I/N
Up to first 14 days	39.60	40.50		
Each additional period of up to 7 days	16.25	16.50		
Hoardings / Scaffolds			01.04.11	I/N
Deposit (refundable subject to no damage to highway/footway)	55.85 <sup>2</sup>	57.00		
<sup>1</sup> 2009/10 per lin metre min 275.00				
<sup>2</sup> 2010/11 per lin metre min 279.25				
Up to first 28 days/each occasion	22.65 <sup>2</sup>	23.00	01.04.11	I/N
<sup>1</sup> 2009/10 per lin metre min 111.50				
<sup>2</sup> 2010/11 per lin metre min 113.25				
Each additional period of up to 28 days/occasion	22.65 <sup>2</sup>	23.00	01.04.11	I/N
<sup>1</sup> as above				
<sup>2</sup> as above				
(ii) Vehicle Crossovers - Per square metre	104.05	108.00	01.04.11	I/N
(iii) Road Closures	1088.10	1104.50	01.04.11	I/N
(iv) Pavement licence	331.90	337.00	01.04.11	I/N
(v) Clearance of Blocked Drains	98.76 *	100.50 *	01.04.11	I/N

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Refuse Collection</b>				
(i) Bulky Household Refuse			01.04.11	I/N
1 to 10 points	18.70	19.65		
1 to 10 points concessionary	14.00	14.70		
11 to 20 points	37.35	39.25		
11 to 20 points concessionary	28.00	29.40		
21 to 30 points	56.00	58.85		
21 to 30 points concessionary	42.00	44.15		
(ii) Garden refuse sacks (pack of 5 )	5.50	5.75	01.04.11	I/N
(iii) Green Waste Collection Service – per annum				I/N
Wheeled bin hire included				
Full year	32.50	33.00	01.04.11	
Full year – concession	26.00	26.40	01.04.11	
6 months – starting October	19.50	19.80	01.04.11	
6 months – starting October concession	15.60	15.80	01.04.11	
Late payment charge	5.00	5.00		N/A
Late payment charge after bin collection	10.00	10.00		N/A
Replacement bin charge	25.00	25.00		N/A

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**Culture & Community  
Head Of Streetcare Services**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
(iv) Trade Refuse Collection Service			01.04.11	I/N
Trade refuse sacks ( pack of 26 )	64.87 *	68.18 *		
Trade refuse sacks ( pack of 26 ) for Charity shops	47.80 *	50.24 *		
Cardboard Collection	2.49 *	2.62 *		
Container emptying and disposal				
1100 / Pal / 660 litre bin -1 <sup>st</sup> bin per visit	16.14 *	16.96 *		
2 <sup>nd</sup> & subsequent bins	14.99 *	15.76 *		
360 litre wheeled bin	10.21 *	10.74 *		
Container emptying - Charity shops and Schools	8.24 *	8.65 *		
- LBH Schools	7.71	8.10		
Container hire - per annum				N/A
Eurobins - 1100 litres	241.55 *	241.55 *		
- 660 litres	179.30 *	179.30 *		
Chamberlains - 940 litres	179.30 *	179.30 *		
Palladin - 940 litres	156.15 *	156.15 *		
(v) Disposal of clinical waste ( per bag / box )	6.15 *	6.45 *	01.04.11	I/N
(vi) Special clearances of rubbish:				
Up to 15 minutes on site	48.61 *	51.10 *	01.04.11	I/N
Up to 30 minutes on site	97.12 *	102.20 *		
Up to 1 hour on site	194.35 *	204.40 *		
Each 15 minute thereafter	48.61 *	51.10 *		

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**Culture & Community  
Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Trading Standards NE London Metrology Partnership Income</b> <b>Income is credited to the joint trading account - Fees are ex VAT</b>			1.4.11	Increase in line with recommendations i.e. 1.5% LACORS recommendation has moved to hourly rate only.
<b>Section 11 (4) of the Weights and Measures Act 1985</b>				
<b>Measures</b>				
<b>(a) Linear (with or without divisions/sub divisions, scale not exceeding 3m) - each scale</b>	8.53	9.00		
<b>(b) Capacity (without divisions, not exceeding 1 litre - each measure</b>	6.73	7.00		
<b>(c)</b>				
<b>Cubic ballast (other than brim) - each measure</b>	152.00	154.00		
<b>Cubic ballast (brim/bucket type) - each measure</b>	67.32	68.00		
<b>(i) Liquid capacity measures for making and checking average quantity purchases each measure</b>	23.87	24.00		
<b>(ii) Templates</b>				
<b>* per scale - first item</b>	41.84	42.00		
<b>* second and subsequent items</b>	16.15	17.00		

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**Culture & Community**  
**Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments</b>				
(d) Liquid fuel, Lubricants etc - each instrument	78.51	80.00	1.4.11	Increase in line with LACORS recommendations i.e. 5%
1. Container type - not sub-divided	78.51	80.00		
2. Other types - multi-outlets	101.67	103.00		
1 meter tested	62.46	63.00		
Each additional meter tested				
3. Test of peripheral equipment on separate visit	78.51	80.00		
4. Test of credit card acceptor	78.51	80.00		
5. MID verification				
1 meter tested	127.10	129.00		
each additional meter	78.10	79.00		

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**Culture & Community**  
**Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instruments</b>			1.4.11	Increase in line with LACORS recommendations i.e. 5%
(e) Intoxication liquor - each instrument				
(a) Not exceeding 150ml (individual submissions)	14.87	15.00		
(b) Other	17.17	18.00		
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	7.67	8.00		
2. Other weights	5.84	6.00		
3. Other weights (more than one submitted)	4.92	5.00		
4. Adjusting weights (per hour)	78.51	80.00		

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**Culture & Community  
Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Weighing Instruments</b>			1.4.11	
(g)				
1. Calibrated to weigh only metric -				
Not exceeding 15kg	25.49	26.00	1.4.11	Increase in line with recommendations i.e. 1.5% LACORS recommendation has moved to hourly rate only.
Exceeding 15kg to 100kg	36.41	37.00		
Exceeding 100kg to 250kg	60.63	62.00		
Exceeding 250kg to 1 tonne	88.51	90.00		
Exceeding 1 tonne to 10 tonne	142.43	145.00		
Exceeding 10 tonnes to 30 tonnes	298.48	303.00		
Exceeding 30 tonnes to 60 tonnes	444.37	451.00		
2. When testing instruments incorporating 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	78.51	80.00		

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community**  
**Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<p>3. Medical weighing scales</p> <p>1. Calibrated to weigh only metric -</p> <p>Not exceeding 15kg</p> <p>Exceeding 15kg to 100kg</p> <p>Exceeding 100kg to 250kg</p> <p>Exceeding 250kg to 1 tonne</p>	<p>25.49</p> <p>36.41</p> <p>60.63</p> <p>88.51</p>	<p>26.00</p> <p>37.00</p> <p>62.00</p> <p>90.00</p>	1.4.11	Increase in line with recommendations i.e. 1.5% LACORS recommendation has moved to hourly rate only.
<p><b>Certificate of errors</b> - for supplying a certificate containing results of errors found on testing (cert supplied upon request of the submitter, fee applies when no other fee is payable)</p>	34.55	35.00		

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S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community**  
**Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Measuring Instrument Directive</b> * Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification)	10% Surcharge	10% Surcharge	1.4.11	
<b>Other Weighing or Measuring Equipment</b>     Brake tester/spring balance type	41.11	42.00		Increase in line with recommendations i.e. 1.5% LACORS recommendation has moved to hourly rate only.
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)	78.51	80.00		

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S - An increase above inflation consequent upon a corporate plan saving

## Culture & Community Head of Housing and Public Protection

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Standards Services provided to Other Local Authorities</b>  Testing and Associated Services - per hour  Collection Delivery charge return trip + congestion charge where applicable  <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)				Increase in line with recommendations i.e. 1.5% LACORS recommendation has moved to hourly rate only.
	78.51	80.00		
	55p/mile	60p/mile		
	78.51	80.00	1.04.11	

Basis of Increase:

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

S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community**  
**Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>UKAS Laboratory</b>			1.04.11	
Charge for calibration t M1 level 25kg - 1mg (incl cert where total order over £100):				
One weight submitted	12.00	12.00		
Certificate where total order is less than 100	18.77	19.00		
Charge for calibration to F2 level 20kg - 1mg (incl cert where total order over £100):				
One weight submitted	30.00	30.00		
Certificate where total order is less than £100	18.77	19.00		
Where multiple weights are submitted of the same nomination a 10% reduction may apply.				

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving



**Culture & Community  
Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Havering Trading standards Cost Centre F400</b>			1.6.10	
<b>Licences Per Annum</b>				
<b>Explosives Act 1874:</b>				
Registration (Unlimited)	500.00	525.00		Based on DTI recommendation
Registration (Limited)	105.00	105.00		
New Application	52.00	52.00		Statutory
Renewal				Statutory (Increase in June 2010)
Licence	178.00	178.00		
New	83.00	83.00		Statutory
Renewal				Statutory (Increase in June 2010)
<b>GLC (General Powers) Act 1985:</b>				
Competitive Bidding - registration fee	305.00	310.00		Similar to above LACORS increase round up
<b>Marriage Act 1949</b>				
Wedding Registration	660.00	670.00		

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

**Culture & Community  
Head of Housing and Public Protection**

(A) Nationally and locally Agreed Charges

\*VAT inclusive

Income Source	Charges 2010/11 (from Jan 2011) £	Charges 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Basis of Increase
<b>Vehicles (Crime) Act 2001</b> Motor Salvage Registration	100.00	102.00	1.4.11	Increase in line with LACORS recommendations i.e. 5% LACORS recommendation has moved to hourly rate only.
<b>Motor Salvage Registration with search</b>	110.00	112.00		
<b>Approval of premises for Civil Marriages</b> Review / Appeal	660.00	670.00		
<b>Buy With Confidence scheme</b> Application or renewal fee (plus VAT@20%)	101.50	110.00		Increase in line with increased costs

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

**SOCIAL CARE AND LEARNING  
HEAD OF CHILDREN AND YOUNG PEOPLE SERVICES**

Income Source	Charges 2010/11 (from Jan 2011) £	Charge 2011/12 (from April 2011) £	Operative Date of Latest Notified Charge	Base of Increase
<b>Lettings to voluntary organisations</b>				
Broad based groups	3.90	4.00	01/04/2010	I
Recreational/Sports Groups	11.20	11.48	01/04/2010	I
Other groups (Discretionary)	7.20	7.38	01/04/2010	I
<b>Albermarle Youth House - Pitch Fees</b>				
Junior				
Each Saturday or Sunday during season	603.20	618.28	01/04/2010	I
Each alternate Saturday or Sunday during season	301.70	309.24	01/04/2010	I
Additional matches during season	21.60	22.14	01/04/2010	I
Casual use (practice site - per session)	21.60	22.14	01/04/2010	I
Senior				
Each Saturday or Sunday during season	1328.90	1362.12	01/04/2010	I
Each alternate Saturday or Sunday during season	664.50	681.11	01/04/2010	I
Additional matches during season	47.70	48.89	01/04/2010	I
Casual use (practice site - per session)	47.70	48.89	01/04/2010	I
Archery - each Sunday from 1st Apr to 30th Sept	603.20	618.28	01/04/2010	I

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

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

S - An increase above inflation consequent upon a corporate plan saving

### 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. Charges are payable as follows:-
  - 2.1 Should you submit Full Plans you will pay a Plan Charge at the time of submission to cover their passing or rejection.
  - 2.2 With Full Plans submissions, for most types of work, an Inspection Charge covering all necessary site visits, will be payable following the first inspection.
  - 2.3 Should you submit a Building Notice, the appropriate Building Notice Charge is payable at the time of submission and covers all necessary checks and site visits. The Building Notice Charge is equivalent to the sum of the relevant Plan Charge and Inspection Charge.
  - 2.4 Should you apply for a Regularisation Certificate, in respect of unauthorised building work, commenced on or after 11<sup>th</sup> November 1985, you will pay a Regularisation Charge to cover the cost of assessing your application and all inspections. The Charge is equivalent to the Building Notice Charge plus 20%, non-refundable.
  - 2.5 With the exception of the Regularisation Charge, all local authority charges are subject to VAT at the appropriate rate.
  - 2.6 In certain cases the local authority may agree to Charges being paid by instalments. Consult the Building Control Office for details.
3. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, excluding any garage or carport, does not exceed 300m<sup>2</sup> and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table 3 applies.
4. **Table 2:** Where work comprises more than one domestic extension (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.
5. **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 excluding land acquisition costs.
6. Exemptions/reductions in charges.
  - 6.1 Where plans have been either approved or rejected no further Plan Charge is payable on resubmission for substantially the same work.
  - 6.2 Reduction in charges may apply in the case of an application for repetitive work that is substantially the same.
  - 6.3 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. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1956, but not taking into account amendments made to section 29(1) by paragraph 11 of Schedule 13 to the Children Act 1989.
  - 6.4 Insertion of insulating material into an existing cavity wall is exempt from deposit of a Building Notice and Charges, providing the installation is carried out in accordance with a Competent Persons Scheme.
  - 6.5 Installation of an approved unvented hot water system is exempt from Charges where the work is carried out by an approved operative or is part of a larger project.
7. These notes are for guidance only and do not substitute for the 'Charge Scheme' adopted by the local authority under the provisions of Statutory Instrument 2010 No.404

## Table 1: Charges for New Dwellings

**VAT calculated at 20% where relevant; included and shown in red in the relevant box – this is the total that is payable**

Number of Dwellings	Full Plans Submissions		Building Notice	Regularisation Application (VAT not applicable)
	Plan Charge	Inspection Charge		
1	£162.50 <b>£195.00</b>	£487.50 <b>£585.00</b>	£650.00 <b>£780.00</b>	£780.00 <b>£780.00</b>
2	£211.25 <b>£253.50</b>	£633.75 <b>£760.50</b>	£845.00 <b>£1,014.00</b>	£1,014.00 <b>£1,014.00</b>
3	£260.00 <b>£312.00</b>	£780.00 <b>£936.00</b>	£1,040.00 <b>£1,248.00</b>	£1,248.00 <b>£1,248.00</b>
4	£308.75 <b>£370.50</b>	£926.25 <b>£1,111.50</b>	£1,235.00 <b>£1,482.00</b>	£1,482.00 <b>£1,482.00</b>
5	£357.50 <b>£429.00</b>	£1,072.50 <b>£1,287.00</b>	£1,430.00 <b>£1,716.00</b>	£1,716.00 <b>£1,716.00</b>
6	£406.25 <b>£487.50</b>	£1,228.75 <b>£1,462.50</b>	£1,625.00 <b>£1,950.00</b>	£1,950.00 <b>£1,950.00</b>
7	£455.00 <b>£546.00</b>	£1,375.00 <b>£1,638.00</b>	£1,820.00 <b>£2,184.00</b>	£2,184.00 <b>£2,184.00</b>
8	£503.75 <b>£604.50</b>	£1,521.25 <b>£1,813.50</b>	£2,025.00 <b>£2,418.00</b>	£2,418.00 <b>£2,418.00</b>
9	£552.50 <b>£663.00</b>	£1,667.50 <b>£1,989.00</b>	£2,220.00 <b>£2,652.00</b>	£2,652.00 <b>£2,652.00</b>
10	£601.25 <b>£721.50</b>	£1,813.75 <b>£2,164.50</b>	£2,415.00 <b>£2,886.00</b>	£2,886.00 <b>£2,886.00</b>
More than 10	Please contact Building Control for individually assessed charges			

All cheques for Building Control Charges should be made payable to –

‘The London Borough of Havering’.

If you have any queries relating to Building Control Charges you can contact us in person at –

Planning and Building Control Reception  
Public Advice Service Centre (PASC)  
Adjacent to: Mercury House  
Mercury Gardens  
Romford  
RM1 3SL

Or by telephone on 01708 432700 or 01708 432701

Or by email at - [buildingcontrol@haverling.gov.uk](mailto:buildingcontrol@haverling.gov.uk)

Further information on submitting Building Control applications is available on our website at –

**Table 2:**

**Charges for Certain Small Buildings and Extensions**

**VAT calculated at 20 % where relevant; included and shown in red in the relevant box – this is the total that is payable**

Type of Work	Full Plans Submission		Building Notice	Regularisation Application (VAT not applicable)
	Plan Charge	Inspection Charge		
1. Erection of a detached building which consists of a garage or carport or both having a floor area not exceeding 40m <sup>2</sup> in total and intended to be used in common with an existing building and which is not an exempt building.	£73.13 £87.75	£219.37 £265.25	£292.50 £353.00	£353.00 £353.00
2. Any extension of a dwelling the total floor area of which does not exceed 10m <sup>2</sup> , including means of access and work in connection with that extension.	£89.37 £107.25	£268.13 £321.75	£357.50 £429.00	£429.00 £429.00
3. Any extension of a dwelling the total floor area of which exceeds 10m <sup>2</sup> but does not exceed 30m <sup>2</sup> including means of access and work in connection with that extension.	£113.75 £136.50	£341.25 £409.50	£455.00 £546.00	£546.00 £546.00
4. Any extension of a dwelling 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.	£146.25 £175.50	£438.75 £526.50	£585.00 £702.00	£702.00 £702.00
5. Any extension of a dwelling 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.	£186.87 £224.25	£560.63 £672.75	£747.50 £897.00	£897.00 £897.00
6. 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.	See Above	See Above	See Above	See Above
7. Extension etc 100-150m <sup>2</sup>	Based on estimated cost – see Schedule 3			
8. Extension etc >150m <sup>2</sup>	Please contact Building Control for individually assessed charges			

**Table 3:**  
**Charges for Other Work**

**VAT calculated at 20% where relevant; included and shown in red in the relevant box – this is the total that is payable**

Estimated Cost of Work	Full Plans Submissions		Building Notice	Regularisation Application (VAT not applicable)
	Plan Charge	Inspection Charge		
0 – 2,000	£162.50 £195.00	N/A N/A	£162.50 £195.00	£195.50 £195.00
2,001 – 5,000	£243.76 £292.51	N/A N/A	£243.76 £292.51	£292.51 £292.51
5,001 – 9,000	£81.26 £97.50	£243.74 £292.50	£325.00 £390.00	£390.00 £390.00
9,001 – 14,000	£101.56 £124.75	£304.69 £365.63	£406.2 £487.50	£487.50 £487.50
14,001 – 20,000	£121.87 £146.24	£365.63 £438.75	£487.50 £585.00	£585.00 £585.00
20,001 – 30,000	£142.20 £170.63	£426.56 £511.88	£568.76 £682.50	£682.50 £682.50
30,001 – 40,000	£162.50 £195.00	£487.50 £585.00	£650.00 £780.00	£780.00 £780.00
40,001 – 50,000	£182.82 £219.37	£548.44 £658.14	£731.26 £877.51	£877.51 £877.51
50,001 – 60,000	£199.10 £238.87	£597.20 £716.64	£796.26 £955.51	£955.51 £955.51
60,001 – 70,000	£215.32 £258.38	£645.94 £775.13	£861.26 £1,033.51	£1,033.51 £1,033.51
70,001 – 80,000	£231.56 £277.87	£694.70 £833.64	£926.26 £1,111.51	£1,111.51 £1,111.51
80,001 – 90,000	£247.82 £297.38	£743.44 £892.13	£991.26 £1,189.51	£1,189.51 £1,189.51
90,001 – 100,000	£264.06 £316.87	£792.19 £950.64	£1,056.26 £1,267.51	£1,267.51 £1,267.51
100,001 – 110,000	£276.26 £331.50	£828.74 £994.50	£1,105.00 £1,326.00	£1,326.00 £1,326.00
110,001 – 120,000	£288.44 £346.13	£865.32 £1038.38	£1,153.76 £1,384.51	£1,384.51 £1,384.51
120,001 – 130,000	£300.63 £360.76	£901.87 £1,082.24	£1,202.50 £1,443.00	£1,443.00 £1,443.00
130,001 – 140,000	£312.82 £375.38	£939.46 £1,126.13	£1,251.26 £1,501.51	£1,501.51 £1,501.51
140,001 – 150,000	£325.00 £390.00	£975.00 £1,170.00	£1,300.00 £1,560.00	£1,560.00 £1,560.00
Over £150,000	Please contact Building Control for Individually assessed charges.			







# Haverling

L O N D O N   B O R O U G H

**CABINET, 9 FEBRUARY 2011**

**COUNCIL, 23 FEBRUARY 2011**

## **THE COUNCIL'S BUDGET 2011/14**

### ***SUPPLEMENTARY REPORT***

***This report is being supplied to all Members of the Council.***

**ALL MEMBERS ARE ASKED TO RETAIN THIS  
SUPPLEMENTARY REPORT AND APPENDICES FOR  
REFERENCE AT THE COUNCIL TAX MEETING ON 23  
FEBRUARY 2011**



# **CABINET**

9 February 2011

# **REPORT SUPPLEMENTARY**

**Subject Heading:**

**THE COUNCIL'S BUDGET  
2011/14**

**This report supplements the main report to this meeting on the Council's Budget 2011/14.**

## **1. Introduction**

The report to Cabinet on the Council's budget includes a number of areas where further information has been obtained subsequent to the completion and publication of the report. To enable Cabinet to make an informed decision, this information is set out in this Supplementary paper. The principle areas covered below are:

- Final Local Government Financial Settlement (LGFS)
- Final East London Waste Authority (ELWA) budget proposals
- Updated position on carbon trading
- Fees & charges
- Final budget proposals for the Greater London Authority (GLA).

Each of these is covered below.

## **2. Final Settlement**

The final LGFS was issued on 31<sup>st</sup> January, too late for inclusion in the main report. There have been some minor changes to the overall settlement, which are highlighted below, but in very broad terms, these changes are immaterial.

### **Formula Grant**

Formula Grant has increased slightly for most London authorities since the Provisional Settlement was announced. These changes are worth around £0.38m to London over the two years. The changes are due to two reasons:

- The Department for Communities & Local Government (DCLG) have added £10m to Formula Grant for 2011/12 and taken £10m from the 2012/13

## **Cabinet, 9 February 2011 and Council, 23 February 2011**

allocation. This has been done to mitigate the impact of changes to concessionary travel on Shire Districts. CLG appear to have done this in such a way as to ensure that the Formula Grant for shires increases by £10m in 2011/12 and reduces by £10m in 2012/13, while minimising the impact on other authorities. However, they have not managed to eliminate the impact entirely and London's overall grant has increased as a result.

- DCLG have made an adjustment to totals for rolling grants into Formula Grant, for transfers from Learning and Skills Councils to the Young People's Learning Agency.

### **Transition Grant**

Transition Grant has increased by around £0.37m for each of the three London boroughs in receipt of this funding in 2011/12. No additional London authorities have become eligible for this grant. This therefore still does not apply to Havering.

### **Core Revenue Grants**

No changes have been made to other grants for 2011/12 and 2012/13 for which local authority allocations had previously been announced.

### **Grants Under Review & Other Grants**

Three new grants have been created since the Provisional Settlement was announced, made up of grants which were previously under review or listed as having ended. Individual local authority allocations for these are as yet unknown.

#### ***1. Grants under review***

The final Settlement includes a new grant, the Community Safety Fund, worth £56.8m nationally in 2011/12 and £28.8m in 2012/13. This replaces three Home Office (HO) grants (worth £77.2m in 2010/11) which were previously under review, namely:

- the Stronger Safer Communities Fund (HO element),
- Young People Substance Misuse (HO element) grant, and
- Community Call to Action grant.

Other grants remain under review, namely:

- The Music Grant (£82.5m in 2010/11), and
- Extended Rights for Free Travel (£28.9m in 2010/11).

#### ***2. Stronger Safer Communities (DCLG element)***

The Strong Safer Communities grant (DCLG element), worth £4.9m in 2010/11, was previously thought to be ending. This has been reinstated as funding for Neighbourhood Management Pathfinders, albeit at a lower national total of £3.9m for 2011/12. The grant will not be paid in 2012/13.

#### ***3. Growth Areas, Growth Points and Eco Towns***

This grant, worth £2.3m in 2010/11, has been reinstated with the new name Housing Growth & Housing Market Renewal Transitional Fund. This grant will be worth £3.0m in 2011/12 and £2.0m in 2012/13.

## **Cabinet, 9 February 2011 and Council, 23 February 2011**

The impact on Havering of these changes, given that individual authority details are only known for revenue support grant, is as follows:

	2011/12 £000	2012/13 £000
Provisional settlement	56,520	51,357
Final settlement	56,532	51,353
Change	+12	-4

As the table shows, these are only very minor changes to the overall grant funding being made available to the Council.

In reviewing the final settlement information, an error in the main report appendices has been identified. The New Homes Bonus figure is correctly stated as being £400k in paragraph 3.6.2 of the report, but is shown as £632k in Appendix C. The higher figure is incorrect but was the original estimate based on the information available when the grants schedule was first compiled.

The only other pertinent information obtained relating to the settlement concerns the Council Tax freeze grant. It has been confirmed that the grant is only payable if CT is set at zero or less – any increase will nullify the grant – and there is an assurance that the grant will be paid for four years – as set out in the spending review – so it is safe to factor this into the Council's financial strategy for the next four years.

### **2. ELWA**

The ELWA budget report was published on 1<sup>st</sup> February. As intimated in the main report to Cabinet, the individual authority levels have been affected by local tonnage figures. Therefore, whilst the overall levy proposed for 2011/12 is expected to see an increase of 9.6% (with increases in the two following years of 9.6% and 9.8%), Havering's contribution will only increase by 4%, to £10,894k, assuming the budget report is approved by the Authority on 7<sup>th</sup> February. Compared to the figure included in the main report, the levy now proposed is some £750k lower. As indicated in the main report, this will be held due to both the specific granting reductions and medium term financial challenges still facing the organisation.

### **3. Carbon Trading**

This particular area was, as pointed out in the main report, originally expected to be broadly budget neutral. Recent announcements now suggest this may not be the case, and this may now operate more as a tax than a full-blown trading scheme. Based on an initial assessment, there is a potential cost of between £400k and £450k, which may adversely impact on next year, although even this is yet to be made clear. It would therefore be prudent to make some provision for this as part of the budget-setting process.

## **Cabinet, 9 February 2011 and Council, 23 February 2011**

### **4. Fees & Charges**

The schedule of proposed fees & charges is set out in Appendix K to the report. In compiling and then reviewing this schedule, a minor amendment is needed to one of the items, details as follows:

<b>Income Source</b>	<b>Charges 2010/11 (from 1st Jan) £</b>	<b>Charges 2011/12 (from 1st April 11) £</b>
<b>Exchequer Services Legal Fee's</b> Summons Council Tax (inc £3 paid to the court)	99.00	105.00

The schedule should therefore be read with this amendment in mind.

### **5. GLA**

The Mayor's draft consolidated budget proposals for the GLA group were published on Wednesday 2<sup>nd</sup> February. These will be considered at the plenary meeting of the London Assembly on Thursday 10<sup>th</sup> February. This includes the draft budget proposals for the Greater London Authority (Mayor and Assembly), the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, Transport for London and the London Development Agency.

In line with the consultation budget issued in December the draft budget confirms the Mayor's intention to freeze the GLA precept for residents of the 32 London boroughs in 2011/12 at the same level as in 2010/11 (i.e. £309.82 per Band D property).

The final budget will be published in the week commencing 14<sup>th</sup> February and will be considered by the Assembly on 23<sup>rd</sup> February. The Assembly can agree an alternative budget by a two thirds majority.

The position as set out in the Cabinet report therefore remains unchanged.

### **6. Summary**

As indicated, the impact of the final LGFS announcement is immaterial, though this does need to be reflected in the Council tax statement. There is a significant reduction in the proposed ELWA levy, however, this is partially offset by the need to make provision for the potential impact of carbon trading arrangements.

With these factors in mind, it is proposed to create a provision of £450k for carbon trading, with the balance of the difference between the ELWA reduction and the final settlement and this sum being retained as a corporate provision of £312k. This sum would then be available as a further contribution towards any additional

## **Cabinet, 9 February 2011 and Council, 23 February 2011**

reductions in grant funding (where announcements are awaited) and/or reducing the remaining budget gap over the 4 year CSR period.

A revised version of the levies summary, Appendix D, and the Council Tax statement, Appendix E from the main report, reflecting these changes is attached.

### **7. Implications and Risks**

The financial, legal and other implications and risks remain as stated in the main report.

**APPENDIX D**

**LEVIES**

The levies are as follows:

	<b>2010/11 £000</b>	<b>2011/12 £000</b>	<b>% Increase (Decrease)</b>	<b>Provisional/ Final</b>
East London Waste Authority	10,477	11,894	4.0%	Provisional
Environmental Agency (Thames)	165	165	0.0%	Provisional
Environment Agency (Anglian)	16	16	0.0%	Provisional
Lee Valley Regional Park	272	267	-2.0%	Provisional
London Pension Fund Authority	340	308	-9.4%	Provisional
	<b>11,270</b>	<b>11,650</b>	<b>3.4%</b>	
Note 1 : the ELWA levy is subject to approval by board at its meeting on 7 <sup>th</sup> February 2010. Any amendment to the levy will be advised to Cabinet and reflected in the subsequent report to Council				



**Cabinet, 9 February 2011 and Council, 23 February 2011**

## APPENDIX E

**LONDON BOROUGH OF HAVERING**  
**PROVISIONAL COUNCIL TAX STATEMENT – 2011/12 BUDGET**

Estimate 2010/11 £		Estimate 2011/12 £	
159,585,096	<b>Havering's Expenditure</b>	150,223,799	
2,000,000	Service Expenditure	2,000,000	
<b>161,585,096</b>	General Contingency	<b>152,223,799</b>	
	<b>Havering's Own Expenditure</b>		
	<b>Levies</b>		
10,477,000	East London Waste Authority	10,894,000	Provisional
164,995	Environment Agency (Thames)	164,995	Provisional
16,180	Environment Agency (Anglia)	16,180	Provisional
272,109	Lee Valley Regional Park Authority	266,667	Provisional
340,436	London Pensions Fund Authority (LPFA)	308,442	Provisional
<b>11,270,720</b>	<b>Sub Total – Levies</b>	<b>11,650,284</b>	
-12,330,195	Area Based Grant	-632,000	
<b>161,802,415</b>	<b>Sub Total – Total Expenditure</b>	<b>163,242,083</b>	
	<b>External Finance</b>		
-7,013,642	Revenue Support Grant	-13,328,631	
-48,300,230	National Non Domestic Rate	-43,191,806	
<b>-55,313,872</b>	<b>Sub Total – External Finance</b>	<b>-56,532,437</b>	
100,000	Collection Fund Deficit/(Surplus)	498,000	
<b>106,588,543</b>	<b>Havering's Precept on the Collection Fund</b>	<b>107,207,646</b>	

<u>The Collection Fund</u>					
Estimate 2010/11		Expenditure		Estimate 2011/12	
£	£ p	Precepts		£	£ p
106,588,543	1,195.18	London Borough of Havering		107,207,646	1,195.18
27,630,367	309.82	Greater London Authority (provisional 2011/12)		27,790,854	309.82
67,514,299	757.04	Contribution to NNDR pool (provisional 2011/12)		67,514,299	757.04
281,243	3.15	Cost of NNDR collection (provisional 2011/12)		278,284	3.13
<b>202,014,452</b>	<b>2,265.19</b>	<b>Total Expenditure</b>		<b>202,791,083</b>	<b>2,260.77</b>
		<b>Total Income</b>			
		National Non-Domestic Rate			
-67,795,542	-760.19	NNDR receivable (provisional 2011/12)		-67,792,583	-755.77
<b>134,218,910</b>	<b>1,505.00</b>	<b>COUNCIL TAX per Band D property</b>		<b>134,998,500</b>	<b>1,505.00</b>
<b>89,182</b>		<b>Council Tax Base</b>		<b>89,700</b>	
					<b>Council Tax percentage change 0.0%</b>
		<b>Council Taxes Per Property Band</b>			<b>Change</b>
Valuation as at 1/4/91	£ p			£ p	£ p
Under £40,000	1,003.33	Band A		1,003.33	0.00
£40,000 - £52,000	1,170.56	Band B		1,170.56	0.00
£52,001 - £68,000	1,337.78	Band C		1,337.78	0.00
£68,001 - £88,000	1,505.00	Band D		1,505.00	0.00
£88,001 - £120,000	1,839.44	Band E		1,839.44	0.00
£120,001 - £160,000	2,173.89	Band F		2,173.89	0.00
£160,001 - £320,000	2,508.34	Band G		2,508.34	0.00
Over £320,000	3,010.00	Band H		3,010.00	0.00

